



TEXAS A&M UNIVERSITY

COMMERCE

STUDENT GUIDEBOOK 2018-2019





TEXAS A&M UNIVERSITY COMMERCE

A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

OUR HISTORY

Texas A&M University-Commerce began as East Texas Normal College in 1889 when founder William Leonidas Mayo opened the doors to a one-building campus in Cooper. His creed, which continues today, was “ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others.” The institution’s history of dynamic change began in 1894 when “Mayo’s College” moved to its present location in Commerce following a fire at the Cooper campus. When the State of Texas purchased the campus in 1917, the name was changed to East Texas State Normal College. The school was renamed East Texas State Teachers College in 1923. In recognition that the purpose of the institution had broadened from teacher education, exemplified by the addition of the graduate program in 1935, the Legislature changed the name to East Texas State College in 1957. Following the inauguration of the first doctoral program in 1962, the name was changed to East Texas State University in 1965. The institution entered The Texas A&M University System in 1996 and was given its current name Texas A&M University-Commerce. Today, on the Commerce campus, at Mesquite Metroplex Center, the Universities Center at Dallas, Navarro Partnership, Collin College, and through state-of-the-art distance learning, the University meets the undergraduate, graduate, and professional needs of the citizens of Northeast Texas and beyond. Its mission is achieved through teaching, scholarship, and service activities on its campuses, and in the community and region.

OUR VISION

Texas A&M University-Commerce, as a part of the A&M family of universities, will become the university of choice for all those seeking a higher education in the Northeast Texas region and beyond. It will provide traditional and non-traditional learning opportunities through existing and new programs that set high expectations and goals for students, faculty and staff. The University will provide a sense of community through a nurturing environment for all individuals in order to maximize learning, career and personal development. A&M-Commerce will become a place where students, faculty, staff, and community are engaged in the pursuit of excellence.

OUR MISSION

Texas A&M University-Commerce provides a personal, accessible, and affordable educational experience for a diverse community of learners. We engage in creative discovery and dissemination of knowledge and ideas for service, leadership, and innovation in an interconnected and dynamic world.





Welcome to Texas A&M University-Commerce! Whether you are a first-time freshman or a senior prepared to graduate, be prepared for a fantastic year! We are so glad that you are here.

Since the founding of the East Texas Normal College in 1889 by Professor William Leonidas Mayo, we have striven to abide by his creed: ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others. Now one of the oldest public universities in Texas, A&M-Commerce offers more than 140 degree programs, Extended University locations throughout Northeast Texas, and multiple online learning opportunities. Through name changes, building projects, and new degree programs, we are always changing and working to create a better living and learning experience for you.

While academics are your main focus during your time at A&M-Commerce, your education also involves discovering more about yourself. Your university is home to more than 100 student organizations, including Greek life, honor societies, service clubs, campus service councils, and political groups. Local community organizations are always looking for volunteers. Take this special opportunity to grow both academically and as an individual.

The main Commerce campus offers a variety of services and entertainment opportunities, such as the planetarium, concerts, athletics events, guest lectures, and so much more. Please take advantage of the Writing Center and the Academic Success Center when you need help in your classes. These services were designed to help you succeed and provide you with the skills to propel you forward in your academic career. If you find yourself struggling with something other than academics, there will always be someone to lend a helping hand at the Student Health Center and the Counseling Center—as will any one of the many campus Safe Space Allies.

Upon graduation, you will join a network of lion pride spanned around the globe including entrepreneurs, artists, scientists, educators, lawyers, and public servants. Show your pride—show the world where you were forged: decorate your office, wear your gear around town, get a ring. When you graduate, it will be your turn to develop, teach, and create a better world.

As always, if you need anything, anyone on campus is only an email or phone call away.



It's a great day to be a Lion!

A handwritten signature in blue ink, which appears to be 'Mark J. Rudin'. The signature is fluid and cursive, written over a white background.

Mark J. Rudin, Ph.D.
President
Texas A&M-University-Commerce

Office of the President

P. O. Box 3011 • Commerce, TX 75429-3011 • Phone: 903.886.5014 • Fax: 903.886.5010 • www.tamuc.edu

A Member of The Texas A&M University System



Welcome to Texas A&M University Commerce,

College is a new adventure that presents you with new opportunities, people, and knowledge. This is a time of growth and discovery, and there is no better place for that than Texas A&M-Commerce. This university is running over with resources to form you into the best version of yourself. So, take advantage of everything it has to offer, step outside of your comfort zone and welcome change.

Texas A&M University- Commerce offers some the best faculty and staff. They have your best interest in mind and are here to support you. At Commerce learning takes place inside and outside of the classroom. Dr. Martin Luther King Jr. once said “The function of education is to teach one to think intensively and to think critically. Intelligence plus character- that is the goal of true education.” Build relationships with faculty and staff and they will forever work to build you.

Student Government Association is formed for the students by the students. We are here to help with any issue you may have on campus and advocate on your behalf. Our meetings are a safe place for students to use their voice. You matter to us, and we hope that we work to empower, serve, and represent every single student at Texas A&M University-Commerce.

I personally welcome you to the Lion family and wish you nothing but the best.



Your SGA president,

Addison Jones

Addison Jones

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CAMPUS LEADERS



Dr. Mark Rudin
President

McDowell Administration Building
Room 295—(903) 886-5011



Dr. John Humphreys

Provost and Vice President for Academic Affairs
McDowell Administration Building
Second Floor—(903) 886-5514

The Provost and Vice President oversees the Academic Affairs functions of the University including The College of Humanities, Social Sciences and Arts, College of Science & Engineering, College of Business and Entrepreneurship, College of Education and Human Services, College of Graduate School and Research, and Agriculture Science and Natural Resources.



Dr. Keturi Beatty

Vice President for Institutional Advancement
McDowell Administration Building
Second Floor—(903) 468-8180

The Vice President for Institutional Advancement oversees the fundraising, marketing communications, and alumni functions of the University. This is accomplished with dedicated staff, non-profit boards and numerous volunteers.



Dr. Madeline Justice

Associate Provost for Faculty & Administrative Affairs
McDowell Administration Building
Second Floor—(903) 886-5655

The Associate Provost for Faculty and Administrative Affairs is responsible for overseeing International Programs, Office of Academic Technology (OAT), Library, and Extended University.



Dr. Ricky Dobbs

Associate Provost for Academic Foundation
McDowell Administration Building
Second Floor—(903) 468-8707

The Associate Provost for Academic Foundations is responsible for institutional effectiveness and research, program approvals and the Institute for Competency-Based Education (CBE). This position also serves as the University's SACSCOC Accreditation Liaison.

CAMPUS LEADERS



Dr. Shanan Gibson

Dean of the College of Business
McDowell Administration Building
Room 215
(903) 886-5191

The Dean of the College of Business is responsible for overseeing all academic programs that fall under the College of Business including accounting, economics and finance, business administration, business analytics, marketing and management.



Dr. Timothy Letzring

Dean of the College of Education and Human Services
Education North
Room 203
(903) 886-5181

The Dean of the College of Education and Human Services is responsible for overseeing numerous academic programs at both the undergraduate and graduate levels including counseling, curriculum and instruction, educational leadership, health and human performance, higher education, nursing, psychology, special education, and social work.



Dr. William Kuracina

Dean of the College of Humanities, Social Science and Arts
AG/ET Room 222
(903) 886-5175

The Dean of the College of Humanities, Social Sciences and Arts is responsible for overseeing the academic programs that fall under the CHSSA including art, history, liberal studies, literature and languages, theatre, music, political science, and sociology and criminal justice.



Dr. Yvonne Villanueva-Russell

Dean of University College
Student Access & Success One Stop Shop Room 141
(903) 886-5876

The Dean of University College provides leadership for ensuring the success of all first-year students to the University.



Dr. Ray Green

Dean of Honors College
Prairie Crossing
(903) 468-3001

The Dean of the Honors College provides leadership for both the Honors College and the Honors Scholar Program. In addition, the Dean oversees the Phi Kappa Phi and Alpha Chi Honor Societies.



Dr. Brent Donham

Dean of the College of Science and Engineering
AG/ET
Room 116
(903) 886-5321

The Dean of the College of Science & Engineering (CoSE) is responsible for overseeing all STEM (Science, Technology, Engineering, and Mathematics) disciplines and maintains the A&M-Commerce observatory and planetarium. CoSE degree programs include Applied Sciences, Biology, Chemistry, Computer Science, Computer Information Systems, Engineering, Environmental Science, Mathematics, Physics, Pre-Med, Technology Management, and Wildlife Conservation Science.



Dr. Lee Young

Associate Vice President of Enrollment Management and Retention
Student Access & Success One Stop Shop
Room 155
(903) 886-5065

The Associate Vice President of Enrollment Management and Retention is responsible for the oversight and development of the University's Strategic Enrollment Management Plan including recruitment of students, the Office of Undergraduate Admissions, the Office of the Registrar, including veterans and military services, the Office of Hispanic Outreach & Student Programs, including New Student Orientation, and the Office of Financial Aid and Scholarships.



Dr. Randy Harp

Dean of School of Agriculture Science and Natural Resources
Agriculture Sciences Building 135
(903) 468-3001

The Dean of the College of Agriculture provides leadership for the college and is responsible for the academic programs that fall under the School of Agriculture Science and Natural Resources.

CAMPUS LEADERS



Tim Murphy

Chief Information Officer
McDowell Administration Building
Room 132
(903) 886-5969

The Chief Information Officer (CIO) strives to develop and deliver world-class computing and digital resources to A&M-Commerce faculty, staff and students. The CIO is also responsible for the management of all IT resources, including administrative systems, enterprise applications, IT infrastructure, IT networks and security, academic and classroom technologies, IT support and customer relations, and IT communications.



Dr. Matt A. Wood

Vice Provost for Research and Dean of the Graduate School
McDowell Administration Building
Room 140
(903) 886-5159

The Vice Provost for Research and Dean of the Graduate School is responsible for facilitating sponsored research activities on campus and for the promotion, administration, and oversight of all graduate programs and instruction. As Vice Provost for Research he is responsible for promoting faculty and student research, and managing the Office of Sponsored Research that facilitates grant solicitation and management, as well as regulatory compliance associated with research. As Dean of the Graduate School he is the chief administrator for all graduate programs at the university. The Graduate School is the pathway and official school of record for graduate student applications, admissions, registration and enrollment, monitoring and recording of academic progress and milestones, and the awarding of degrees.



Dr. Thomas Newsom

Associate Vice President and Dean of Campus Life and Student Development
Halladay Student Services Bldg
Room 200
(903) 886-5153

The Dean of Campus Life and Student Development is responsible for providing leadership and supervision for Campus Activities, Children's Learning Center, Counseling Center, Fraternity and Sorority Life, Student Rights & Responsibilities, Leadership Development Center, Campus Recreation, Residential Living and Learning, Rayburn Student Center, the Student Government Association, Student Disability Resources and Services, and the Student Health Center.



WHAT'S INSIDE

FALL, SPRING, AND SUMMER 2018-2019
UNIVERSITY CALENDAR CAN BE FOUND ONLINE AT:
tamuc.edu/AcademicCalendars/



GETTING INVOLVED

STUDENT ORGANIZATIONS



Jeremy Sippel, Assistant
Director
Jeremy.Sippel@tamuc.edu
Rayburn Student Center,
Room 269
Student Involvement Suite
(903) 468-3316

Visit the Student Involvement Suite, RSC 272, to get connected to an organization! (903) 886-5811.

Purpose: The University recognizes the importance of student involvement in activities as an integral part of the educational process which enriches and develops students' special interests and needs. The purpose of all recognized student organizations shall be consistent with the main objectives of the University and they shall abide by regulations appropriate for student organizations. The specific rights and responsibilities of recognized student organizations may be found in the approved policy for student organizations.

Contacts: Information on the establishment of new student organization, information on existing and active organizations, student organization handbook, and other forms and resources can be found online at: www.tamuc.edu/studentorganizations.

Listed below are more than 150 student organizations. To find information or contact information for an organization you can visit the website above:

Academic/Professional Organizations

ActiveMinds
Agribusiness Club
Alpha Gamma Alpha
Alpha Psi Omega
American Chemical Society
Athletic Training Society
Beta Beta Beta Biological Honors Society
Bilingual/ESL Education Student Organization
Council of Teachers of Mathematics
Economics and Finance Society
FORENSICS AND DEBATE CLUB AT TEXAS A&M UNIVERSITY-COMMERCE
Geospatial Information Systems Club
Graduate Student Association
Institute of Industrial and Systems Engineers
International Trumpet Guild - Texas A&M University-Commerce Chapter

International Tuba and Euphonium Association - A&M-Commerce Chapter
Kappa Kappa Psi
LeoTeach Student Organization at Texas A&M University-Commerce
Lion TV Association
Mane Media
Marketing and Business Analytics Organization
Master of Social Work Student Organization
Mu Phi Epsilon - Beta Mu
Music Teachers National Association Student Chapter at Texas A&M University - Commerce
National Association of Black Accountants
Percussion Club
Phi Alpha Theta - Eta Beta Chapter
Phi Eta Sigma
Phi Mu Alpha Sinfonia Fraternity of America (Pi Psi Chapter)
Phi Pi Delta
Pre-Vet Society at Texas A&M University-Commerce
Psi Chi: International Honor Society for Psychology Majors
Sigma Alpha
Sigma Alpha Iota at Texas A&M University-Commerce
Spanish and English Graduate Advancement and Development
Student Chapter of the Dallas Chapter of the Structural Engineers Association of Texas
Student Construction Association
Student Council for Exceptional Children, Chapter 211
Student Healthcare and Outreach Society
Student Honors Council
Student Nurses Association
The Association of Technology, Management and Applied Engineering
The Clarinet Coalition at Texas A&M University-Commerce
The Society of Physics Students at Texas A&M University Commerce
The Wildlife Society

Cultural/Social Organizations

African Student Association
American Association of University Women
B.L.A.C.K. (Bold Leaders Advocating Culture and Knowledge) Student Union
Bangladeshi Student Association
Caribbean Students Association
Chinese Student Association
German Stammtisch Club

Hispanic Student Association
India Student Association
International Justice Mission Student Chapter
Korean Student Association
League of United Latin American Citizens
Mane Swing Society at A&M-Commerce
My Hair Is...
National Association for the Advancement of Colored People
National Association of Colored Women's Club Inc.
Nepalese Students Association
Nigeria Student Association
Student Organization of Latinos at Texas A&M University-Commerce

Governing Associations

College Panhellenic Council
Interfraternity Council
Multi-Cultural Greek Council
National Pan-Hellenic Council
Residence Hall Association
Student Government Association

Greek Honor Society

Order of Omega National Honor Fraternity

Greek Social Fraternities

Alpha Gamma Rho
Delta Sigma Phi
Delta Tau Delta
Kappa Alpha Psi Fraternity, Inc.
Kappa Sigma
Omega Delta Phi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Phi Iota Alpha Fraternity, Inc.
Pi Kappa Alpha
Sigma Chi

Greek Social Sororities

Alpha Kappa Alpha Sorority, Inc.
Alpha Phi
Chi Omega
Delta Sigma Theta Sorority, Inc.
Gamma Phi Beta
Kappa Delta Chi Sorority, Inc.
Kappa Delta Sorority
Sigma Gamma Rho Sorority, Inc.
Sigma Lambda Alpha Sorority, Inc.
Zeta Phi Beta Sorority, Inc.

GETTING INVOLVED

Honor Societies

Alpha Lambda Delta
Alpha Phi Mu
Alpha Phi Sigma-Criminal Justice Honor Society
Beta Alpha Psi
Pi Sigma Alpha- Zeta Gamma Chapter
Sigma Alpha Pi, The National Society of Leadership and Success
Sigma Tau Delta
Tau Beta Sigma

Religious Affiliated

Athletes in Action at Texas A&M University-Commerce
Baptist Student Ministry
Catholic Student Organization
Chi Alpha-Commerce
Commerce Community Church (C3) College Ministry
Lions for Christ
Muslim Student Association
New Beginnings Multi-Cultural Gospel Chorale Ministry
Rose of Sharon Women's Ministry
Uniquely Bynded Praise Dance and Mime Ministry
Wesleyan Campus Ministry

Service Organizations

Alpha Phi Omega
Cultural Alliance of Men Organization
Golden Leos
Hip Hop Congress
Latino Agriculture Student Speakers Outreach
Leaders Informing Our Nation's Safety
Pretty Educated and Respectable Ladies
Secret Drawer Society
Student-Athlete Advisory Council
The Rotaract Club of Commerce
Twin Oaks Farm Team For Experiential Learning

Special Interest Group

2D Animation Club
Advocates @ A & M
Campus Activities Board
College Democrats @ Texas A&M University-Commerce
College Republicans
Collegiate FFA
Cricket City Improv
Environmental Awareness Society
Equestrian Club

Never Accepting Society's Beauty
Pro-Life Lions at Texas A&M University-Commerce
Secular Student Alliance at Texas A&M University-Commerce
Student Veterans Association
The Clay Club
The Fandom Society
The Pride Alliance
Under Construction

Sports/Recreational Organizations

Club Basketball
Fishing Club at Texas A&M University-Commerce
Soccer Club at Texas A&M University-Commerce
TAMUC Dance Initiative
The Climbing Society
Women's Club Basketball at Texas A&M University-Commerce

Student Government Association (SGA)

Rayburn Student Center 271
Hours: Monday-Friday, 8 a.m.-5 p.m.

The Student Government Association (SGA) of Texas A&M University-Commerce is the official student governing body of the institution. It serves and represents all of the students enrolled at this University.

The purpose of SGA is to serve the student body of Texas A&M University-Commerce, to operate as the voice of the student body, to function as a channel of communication with the faculty and administration of the University, and to promote and improve relations between the City of Commerce and the students of A&M-Commerce.

There are three elected officers of the Student Government Association: the SGA Student Body President, the SGA Vice-President/Senate Chair, and the SGA Vice-President Senate Affairs. The Senate is composed of up to 30 Texas A&M University-Commerce student representatives, elected at large by the student body. Each senator and officer serves a one-year term, with elections being held each Spring

Weekly meetings are held in the Rayburn Student Center Legacy Room at 6 p.m. on Wednesday nights.

To find out more information about the Student Government Association, including how to get involved, please visit their website: <http://www.tamuc.edu/sga>



GETTING INVOLVED

COMMUNITY INFORMATION

Chamber of Commerce—1114 Main Street, Commerce, (903) 886-3950.

Driver's License—Weekdays at Greenville Criminal Justice Center; (903) 453-6916.

Car Inspection—Williams Chevrolet, Highway 50; Talley Automotive Parts and Garage, 1105 Park; Hoovers Auto Repair, 1510 Washington.

Traffic Tickets or Citations—Pay at Municipal Court, City Hall, or mail to 1119 Alamo; after hours at Commerce Police Department; University Police Department, Henderson Hall, Monroe Street; (if from state officer, precinct #2) Justice of the Peace, Suite F, King Plaza. City Website www.commerce-tx.com

License Plate, Car Registration—Weekdays, Tax Assessor-Collectors Office at Hunt County Courthouse, Greenville; Chamber of Commerce, 1114 Main Street, Commerce, Wednesday only.

Voting—To register: pick up necessary forms at City Hall, 1119 Alamo, or Chamber of Commerce, 1114 Main Street, then either mail or return in person to Hunt County Courthouse, Greenville. In order to vote, you must register at least 30 days prior to elections.

Polls—Open 7 a.m. until 7 p.m. on election days. City elections are handled at City Hall, 1119 Alamo; school elections at Commerce Middle School, Culver Street; county, state, and national elections vary. Check the University Calendar of Events, which is located on the University homepage.

SCHEDULING BUILDINGS

Facilities are allocated on a priority basis utilizing the categories described below. It is the responsibility of the Office of Scheduling to make the final determination on all scheduling requests.

PRIORITY FOR SCHEDULING IN THE RAYBURN STUDENT CENTER

First Priority: University recognized student organizations.

Second Priority: University departments, affiliated groups and professional education organizations (sponsored by an academic or administrative department of the University and arrangements made by the sponsoring academic or administrative department of the University).

Third Priority: Non-University groups not sponsored by an academic or administrative department of the University to include duly recognized or chartered community, state, or national service or honorary organizations.

PRIORITY FOR ACADEMIC BUILDINGS

First Priority: Academic department(s) housed in the building.

Second Priority: Academic department(s) and University-affiliated groups, sponsored by the faculty or administration of the department.

Third Priority: University-recognized student organizations and service organizations.

All sponsored activities on campus should be listed on the University calendar of events which is located on the University home page. The Office of Scheduling in the Rayburn Student Center will provide the necessary coordination for your reservation.

The Office of Scheduling is located in the Rayburn Student Center Administrative Office, Room 244, (903) 886-5809.





TEXAS A&M-COMMERCE LION ATHLETICS

Texas A&M University-Commerce is home to 14 Division II intercollegiate athletic programs, competing in the Lone Star Conference.

On the men's side, the Lions compete in football, cross country, basketball, track & field (indoor & outdoor), and golf. The women represent the Lions in soccer, volleyball, cross country, basketball, track & field (indoor & outdoor), golf, and softball.

The only remaining charter member of the LSC, A&M-Commerce is one of the most tradition-rich programs in the conference, boasting 96 Lone Star Conference titles, more than 350 All-Americans and six team National Championships, including the 2017 NCAA Division II Football National Championship.

A&M-Commerce has been continually improving in all aspects of the athletics program, and signed Division II's first comprehensive Under Armour apparel agreement in the spring of 2016.

In 2017-18, football, volleyball, men's indoor track & field, women's indoor track & field, men's basketball, men's golf, men's outdoor track & field, women's outdoor track & field, and softball all qualified for the NCAA Division II Championships. In addition to the football team's National Championship, the softball team won the Regional Championship, and the men's basketball team won its first NCAA Tournament game in 13 years.

Football player Luis Perez won the Harlon Hill Trophy as the top Division II football player in the nation - one of his four National Player of the Year honors. Softball player Mariah Jameyson won three National Player of the Year honors.

Men's track & field had three individual National Champions as DeVontae Steele (indoor triple jump) and Florian Obst (outdoor decathlon) each won their second National Championship and the indoor 4x400 meter relay team won its first National Championship.

Jameyson was also recognized as the CoSIDA Academic All-American of the Year, the first Lion scholar-athlete to ever win the award. Volleyball player Jaslyn Wacker was also named a CoSIDA Academic All-American. Football player Garrett Blubaugh won the NCAA Elite 90 Award for the top GPA at the championship site. A total of 104 student-athletes earned all-LSC honors, 18 Lions were named LSC All-Academic, 13 Lions were named LSC Players of the Year, two were named LSC Academic Player of the Year, 2 Lions earned All-American honors, 50 Lions earned All-Region honors, and 51 Lions won LSC Player of the Week.

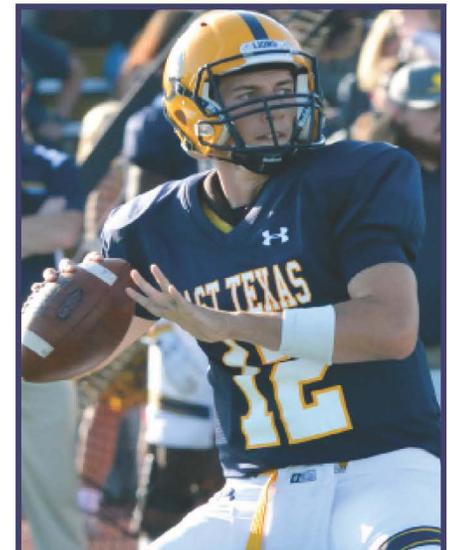
Our student-athletes, coaches and administrators are looking forward to continuing our success in the 2018-19 year and we hope that you join us and support your fellow students in the blue and gold!

FOLLOW THE LIONS ONLINE
LIONATHLETICS.COM



MARIAH JAMEYSON

Academic All American of the Year
National Player of the Year



LUIS PEREZ

Harlon Hill Trophy Winner
National Player of the Year



TEXAS A&M-COMMERCE LION ATHLETICS

POINTS OF PRIDE STUDENT-ATHLETE SUCCESS IN 2017-18

NCAA Division II National Champions

Football
Florian Obst (Decathlon)
DeVontae Steele (Triple Jump)
Men's 4x400 Meter Relay

Nine (9) NCAA Postseason Appearances

Football, Volleyball, M Basketball, M Indoor Track & Field,
W Indoor Track & Field, M Golf, M Outdoor Track & Field,
W Outdoor Track & Field, Softball

391 Student-Athlete recognitions on Honor Rolls (3.0 or better)

42 Student-Athletes on "Best in Class" Honor Roll (4.0)

Comprehensive Student-Athlete Average GPA of 3.19

4,989 Hours of Community Service & Engagement

Harlon Hill Trophy - Football National Player of the Year Luis Perez

Softball National Player of the Year & CoSIDA Academic All-American of the Year Mariah Jameyson

NCAA Elite 90 Winner Garrett Blubaugh

52 All-American Student-Athletes

NCAA Student-Athlete Advisory Council National Representative Alex Shillow, Football

104 All-Conference Performers

17 All-LSC Academic Team Performers

Under Armour - First NCAA Division II Institutional Partnership

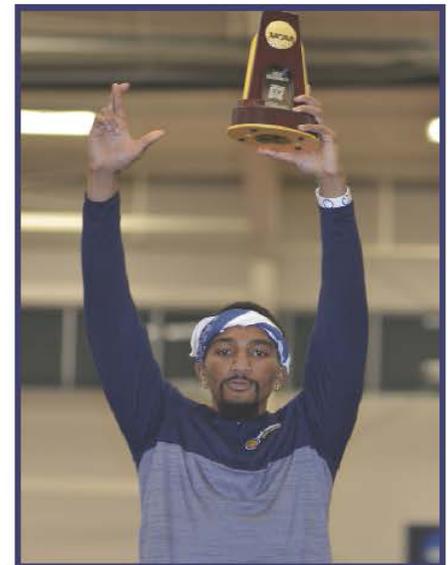
Football Record Crowd (National Semifinals vs. Harding)

2018 - Fill The Field House (Basketball) Field House College Basketball Attendance Record



FLORIAN OBST

2017 & 2018 National Champion
Outdoor Decathlon



DEVONTAE STEELE

2016 & 2018 National Champion
Indoor Triple Jump

SEE YOU AT THE GAME

SUPPORT SERVICES

Academic Success Center – ASC

Tutoring and Supplemental Instruction

Jodi White, Coordinator

(903) 468-8620

Jodi.White@tamuc.edu

ASC@tamuc.edu

James G. Library 103

The Academic Success Center – ASC – Provides undergraduate tutoring in core subjects and Supplemental Instruction (SI) in select courses to assist students in reaching their academic goals. ASC offers one-on-one tutoring by appointment and walk-in tutoring in core subjects (subjects vary) at Gee Library.

Supplemental Instruction (SI) in traditionally difficult courses provides additional support by a peer tutor who works closely with the instructor, attends lectures, and facilitates regular study sessions. Science tutoring in JAMP room (STC 110) located in McFarland Science Building this location supports biology, chemistry and physics. For undergraduate students, four hours of online tutoring services are available through Tutor.com * www.tutor.com/tamuc. If more hours are needed students may contact Jodi.White@tamuc.edu.

CAREER DEVELOPMENT



Lacey Henderson, Director

(903) 468-3223

Lacey.Henderson@tamuc.edu

Student Access and Success One Stop Shop 178

“MAKE THE CONNECTION!” with Career Development. Career Development is here to help you along the way from freshman to graduate to alumni. We are here for you! Take advantage of these

opportunities to “Make the Connection”:

- Whether you are deciding on, changing a major or focusing on your major career options, MyPlan should be in your plans. Call our office today and ask for the FREE code.
- Career Counseling offers a one-on-one opportunity for you to have your MyPlan interpreted by a career professional and obtain direction with clear and practical decision making tools. Call to schedule an appointment.
- Job Search programs and events provide professional development opportunities such as resume/cover letter critique, mock interview (in office and online through Interview Stream) career fairs, business etiquette dinner (American and Global), lion job shadow day, on-campus interview, networking nights, explore your major fair, and job search workshops.
- HireaLion is an online job database system powered by Handshake that connects you to potential employers, please visit www.hirealion.com.

You may search updated full-time, part-time (on and off campus), internship, and co-op job opportunities. You may upload your resumes and cover letters. Employers may view your resumes and post their job announcements. HireaLion also features an upcoming calendar of events and job fair employer participant lists.

STUDENT DISABILITY RESOURCES AND SERVICES



Rebecca Tuerk, Director

(903) 886-5150

StudentDisabilityServices@tamuc.edu

James G. Library 162

Texas A&M University–Commerce is committed to promoting an academic, recreational, and social experience for students with disabilities that is fully inclusive and accessible. Students with disabilities at

A&M-Commerce are encouraged to participate in all aspects of campus life. Student Disability Resources and Services (SDRS) offers accommodations counseling, disability-related resources, access to adaptive technology, assistive equipment, and academic/non-academic accommodations.

All students with disabilities who need accommodations must file an application for eligibility, as well as provide current documentation of disability. Applications are available online at www.tamuc.edu/sdrs.

Trio Programs - TRiO

Veronica C. Reed, Director

(903) 886-5836

Veronica.Reed@tamuc.edu

Halladay Student Services Building 301C

Student Support Services

Darnisha Hines, Director

(903) 886-5839

Darnisha.Hines@tamuc.edu

Halladay Student Services Building 303A

McNair Scholars Program

Deirdre R. Hill, PhD, Assistant Director

(903) 886-5466

Deirdre.Hill@tamuc.edu

Halladay Student Services Building 302C

The TRiO Programs are a series of federally funded programs designed to assist underrepresented students by providing access to higher education. Funded under Title IV Higher Education Act of 1965, TRiO Programs help students overcome class, social, and cultural barriers to higher education.

The TRiO Programs prepare students for postsecondary education and provide the necessary support services for college graduation. The goals of the TRiO Programs are to aid in college placement, increase college retention, and increase graduation rates for low-income and first-generation students.

VETERANS AND MILITARY SERVICES



Dustin Pearson, Veteran Certification Coordinator
(903) 886-5123
veteransservices@tamuc.edu
Student Access & Success One Stop Shop 123

The office of Veterans and Military Services serves as a liaison between The Department of Veteran's Affairs, military personnel, veterans and their dependents. Several recent changes to benefits open the door to many military personnel, veterans, and their families. We encourage you to visit our office.

www.tamuc.edu/VeteransandMilitaryServices

UNIVERSITY COLLEGE



Dr. Yvonne Villanueva-Russell, Dean
(903) 886-5876
Yvonne.VRussell@tamuc.edu
Student Access and Success One Stop Shop 141

The Dean of University College provides leadership for ensuring the success of all first-year students to the university.

SUCCESS COACHES

(903) 886-5878
successcoaches@tamuc.edu
Student Access & Success One Stop Shop Room 136

University College's Success Coaches provide course selection and registration assistance for entering first-time, full-time freshman students until they have completed all of the following: 1) their first academic year at the University; 2) twenty-four non-remedial credit hours; 3) met Texas Success Initiative (TSI) requirements. The Success Coaches, in conjunction with college/departamental advisors, offer the same service to transfer students who have fewer than 30 non-remedial credit hours and have not met the requirements for the Texas Success Initiative (TSI). Success Coaches help students transition into college life at Texas A&M University-Commerce by assisting students with academic advising, career exploration, and making students aware of university policies and available university resources. They receive training in student development theory, University procedures and policies, and are knowledgeable resources for help on a variety of

student issues. If they cannot solve a problem, they will help a student find someone who can. The Success Coaches can be reached by e-mail at successcoaches@tamuc.edu.

THE FIRST-YEAR TRAC

The First-Year TRAC is the university's first-year program designed to help first-time freshmen students transition to college life. Since there is more to a rewarding college experience than excelling academically, the First-Year TRAC helps ensure students are engaging with their experience in all that ways that studies show will ensure success.

As part of the First-Year TRAC students will:

- Attend New Student Orientation
- Attend Lion Camp
- Participate in a mentor group
- Take a Signature Course with a distinguished professor
- Read the University's Book in Common
- Attend First-Year TRAC events on campus

For more information, see tamuc.edu/TRAC

TESTING CENTER



Dr. Hattie Powell, Director
(903) 886-5140
Hattie.powell@tamuc.edu
Testingoffice@tamuc.edu
Student Access and Success One Stop Shop Room 169

The Testing Center offers a wide range of testing related services to students, including tests for admission, placement, certification, credit-by-exam, and proficiency. Services include (but are not limited to) administering the following exams and programs:

- TSI (Texas Success Initiative)
- Spanish placement
- ACT and ACT-Residual
- SAT
- CLEP (Credit-by-exam)
- Quick THEA (Texas Higher Education Assessment)
- TExES (Texas Exam for Educator Standards)
- LSAT (Law School Admissions Test)
- NCE (National Certification Exam for Counselors)
- CPCE (Counselor Preparation Comprehensive Examination)
- HESI Admission Assessment (A2)
- GRE Subject Exams

The Testing Center will also administer correspondence and distance education exams on an individual basis as requested

TEXAS SUCCESS INITIATIVE (TSI):

As an undergraduate attending a state supported university, the state of Texas requires students be assessed for college readiness in English and Mathematics prior to enrolling in any college level courses. You may submit scores from a previous TSI assessment or be exempt from assessment by meeting any of the criteria listed below. You will be flagged for a TSI assessment until you provide official documentation of an exemption.

TSI ASSESSMENT EXEMPTIONS:

1. ACT scores – Composite 23 AND English 19, Math 19 – no older than 5 years
2. SAT scores
 - a. Before March 2016–Total 1070 (verbal/math only) AND Verbal 500**, Math 500 only (no older than 5 years);
 - b. March 2016 and after (no total score required)–480 or higher Evidence-Based Reading/Writing**, Math 530 or higher (no older than 5 years)
3. TAKS scores: Eng/Lang Arts/Reading 2200 with a 3 Writing subscore**, Math 2200 (no older than 5 years)
4. STARR EOC: Algebra II; 4000 English III, 2000 Reading, 2000 Writing
5. Graduated with an associate degree or baccalaureate degree from an accredited post-graduate institution of higher education or from a recognized international institution
6. Out-of-State/private institution transfer who has satisfactorily completed college level work with a “C” or better in areas of reading, math, writing
7. Has met readiness standards at another Texas public higher education institution with a “C” or better in developmental course work
8. Serving active military, or a member of a reserve component of the armed forces for at least three years preceding enrollment. Must provide proof active duty status to Veteran’s Affairs Office
9. Honorably discharged, retired, or released from active duty in military on or after August 1, 1990

Students who do not originally pass a section of an assessment which places them in college level English and Math, may retake an assessment. Students who do not test into college level coursework must enroll in some form of developmental education until they have completed the required course(s) with a grade of “C” or better. After completing the developmental sequence, students must enroll in and complete a related college level course the next semester of enrollment (see Basic Skills Policy).

APPROVED COURSEWORK EXEMPTIONS

Reading Courses

- History 1301, 1302
- English 2326, 202, 2331
- Political Science 2301, 2302
- Psychology 2301
- Sociology 1301

Writing Courses

- English 1301 • English 1302

Math Courses

- Math 1314 • Math 1324 • Math 179 • Math 1342
- Any higher-level math course beyond 1314 or 1324

If you are in need of testing services or have questions concerning retaking an exam, please contact the Testing Center at (903) 886-5122.

Students with a documented learning disability and require an accommodation during testing, should contact our office for guidance and may also apply for assistance with the office of Student Disability Resources and Services at 903-886-5150.

CAMPUS LIFE AND STUDENT DEVELOPMENT



Dr. Thomas Newsom, Associate Vice President and Dean of Students
(903) 886-5171

Halladay Student Services 200A

The Dean of Campus Life & Student Development is responsible for providing leadership and supervision for Campus Activities, Children’s Learning Center, Counseling Center, Greek Life, Student Rights &

Responsibilities, Leadership Development Center, Morris Recreation Center, Residential Living & Learning, Rayburn Student Center, S.E.E.D.S., Student Government Association, and the Student Health Center.

CAMPUS LIFE AND STUDENT DEVELOPMENT



Stephen Hirst, Associate Dean
(903) 886-5195

Steve.Hirst@tamuc.edu

Halladay Student Services 201D

The Associate Dean has the responsibility to educate the campus community regarding standards for student conduct and to foster a community of civility, integrity, dignity, respect for others and appreciation for diversity. The office is responsible for the administration of the student discipline system, student concerns, and the Behavior Intervention Team. The overall goal is to support the student in the most appropriate manner that fosters growth and development while addressing the behavioral misconduct or concern in a manner that educates and guides the student. The office serves as a resource for students concerning their rights and responsibilities to their community, as well as providing assistance to faculty, staff, and students regarding student disciplinary matters, behavioral issues, or student concerns in general. Additionally, the Associate Dean works collaboratively with other departments across campus to provide special programs that are designed to enrich and enhance the campus community.

STUDENT CASE MANAGEMENT



Nikki Barnett, Student Case Specialist
(903) 886-5736
Nikki.Barnett@tamuc.edu
Halladay Student Services 200B

Student Case Management supports students throughout their college career in order to best achieve their academic and co-curricular goals. Case management does not solve students' problems for them, but rather helps the student identify issues and appropriate resources and works collaboratively with the student to develop an action plan. Once resources are identified and referrals are made, the Student Case Specialist may provide further follow up with the student as needed.

Student Case Management is not counseling or therapy; rather, the Student Case Specialist has the opportunity to develop close helping relationships with students while coaching students toward appropriate self-care and self-advocacy.

Students are referred to case management services by faculty, staff or other students when they have a concern regarding a student's wellbeing. Students can also be self-referred to gain assistance. The goal is to avert more serious difficulties, focus on the safety of both the student and the TAMUC community, and help the student attain academic and personal success.

Please use the link below to report a concern.

https://commerce-tamu-advocate.symphlicity.com/care_report/index.php/pid547310?

Link for professional photo:

http://www.tamuc.edu/campusLife/DeanOfStudents/_images/Nikki.jpg

CHILDREN'S LEARNING CENTER



Helena Hortman, Director
(903) 886-5769
Helena.Hortman@tamuc.edu
Sikes Hall

The Children's Learning Center, both Texas Rising Star and NAC accredited, provides child care with a developmentally appropriate curriculum for children of students and faculty/staff members. The on-campus facility serves children ages 6 weeks-12 years of age. The CLC offers a variety of program options including full-time, part-time (2-4 days), part-day preschool, after school, and full day care for school agers during holidays and school breaks to help meet the parents need. Both students and faculty/staff receive a discount on tuition. The CLC also participates in the Federal Food Program and serves breakfast, lunch, and snack at no extra cost to families. Call or come by to visit.



COUNSELING CENTER



Dr. Nick Patras, Director
(903) 886-5145
Nick.Patras@tamuc.edu
Halladay Student Services 204

Life as a college student can be difficult. You may find that you need an objective person to talk with, someone who will listen, provide support, and help you meet the daily challenges of college life.

A counselor can be that person. The Counseling Center offers services and programs to help students be successful in maximizing their potential for personal growth and academic success. Confidentiality is respected and counseling records are not included as part of a student's academic record. Counseling services are free to currently enrolled students, so we encourage you to take full advantage of all that the Counseling Center has to offer.

SERVICES AND RESOURCES

- **Individual Counseling** – A process of self-exploration and discovery that can help you to achieve your personal and academic goals.
- **Couples Counseling** – Two people come together to learn new ways of communicating that may help relieve relationship issues.
- **Group Counseling** – You meet with other students in a safe, supportive environment to discuss issues and share feedback.
- **Crisis Intervention** – Counselors are available 24/7 to respond to a mental health emergency or crisis situation.
- **Meditation Room** – A quiet room to de-stress and enjoy a peaceful, guided or self-directed meditation practice or just some quiet time alone.
- **Biofeedback** – Equipment that helps you learn to use thoughts and will to control mind and body.
- **Consultation/Referral** – Counselors provide feedback on how to help others and/or make appropriate referrals.
- **Lion Housecalls** – Counselors make weekly scheduled stops in each residential hall for informal visits with the residents. Not a counseling session and no appointment necessary.
- **Therapy Assistance Online (TAO)** – Self enrolled self-help delivered in high quality modules on important topics that enhance skills/knowledge (communication, anger management, reducing stress, etc.)

available anytime on your personal device.

- **Medication Consult** – A psychiatric nurse practitioner is available by counselor referral to evaluate and recommend medications as needed for Counseling Center clients.
- **Educational Outreach and Prevention** – Screenings and topical programs are offered to promote campus awareness of mental health issues, suicide prevention, and bystander intervention.
- **Legal Assistance** – An attorney is available by appointment to offer advice regarding legal rights and options.

To schedule an appointment, contact us at (903) 886-5145, or come by the office. Sometimes a little help can make a big difference!

LEADERSHIP ENGAGEMENT & DEVELOPMENT (L.E.A.D.) AND SERVING ENGAGED, EMPOWERED & DIVERSE STUDENTS (S.E.E.D.S.)



Danielle Davis, Director
(903) 468-3046
Danielle.Davis@tamuc.edu
Rayburn Student Center

The Leadership Engagement & Development (L.E.A.D.) Department at Texas A&M University-Commerce is the hub of leadership development

intentionally created for A&M-Commerce students. In the past few years, we have seen amazing growth, retention and involvement with students who have participated in leadership experiences such as the Lion Peer Educators, First Year Leadership Class, Experience Leadership Conference, Extraordinary Leadership Series, Leadership Without Limits International Program, Dare to Roar, StrengthsQuest sessions, and other quality, personal leadership opportunities. L.E.A.D. department is committed to develop responsible leaders through:

- Leadership Education
- Global Education
- Service-Learnings

L.E.A.D. seeks to be nationally recognized as an intentional, individualized leadership development experience to equip and inspire everyday students to “Lead the Change”. Our purpose is to create innovative, experiential opportunities to promote students’ commitment to life-long learning and holistic development.

We encourage all students to stop by our offices on the second floor of the Rayburn Student Center or contact us via email: lead@tamuc.edu. Our department is always growing with new, innovative programs on and off campus. To keep up with all of the exciting improvements and to be a part of the ongoing conversation, you can learn more at:

Web site: www.tamuc.edu/LEAD/

Facebook: LEADTAMUC

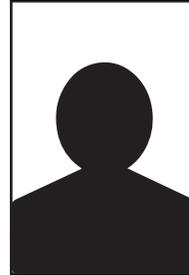
Twitter: @LEADTAMUC

Instagram: @LEADTAMUC

Student Blog: LEADTAMUC.Wordpress.com

YouTube: LEADTAMUC

SERVING ENGAGED, EMPOWERED & DIVERSE STUDENTS (S.E.E.D.S.)



Associate Director
(903) 468-6082
SEEDS@tamuc.edu
Rayburn Student Center

The Serving Engaged Empowered & Diverse Students (S.E.E.D.S.) office is an inclusive space created intentionally for the students at Texas

A&M University-Commerce. S.E.E.D.S. is a space where ALL students are valued and respected. S.E.E.D.S. strives to develop a spirit of inclusion and appreciation for diversity in a multifaceted campus community. We work collaboratively with various campus and community partners to provide support, resources, educational opportunities, and events that build inclusion focusing on six areas of diversity: race/ethnicity, gender, sexual orientation, interfaith, socioeconomic status, and disability.

The S.E.E.D.S. office is devoted to creating culturally competent students through:

- Holistic Student Development
- Social Justice/Diversity Education
- Cultural Celebrations

Web site: www.tamuc.edu/SEEDS

Facebook: www.facebook.com/SEEDSTAMUC

Twitter: @SEEDSTAMUC

Instagram: @SEEDSTAMUC

Blog: SEEDSTAMUC.wordpress.com

CAMPUS RECREATION



Justin Cato, Interim Director
(903) 468-3184
Justin.Cato@tamuc.edu
Morris Recreation Center

Mission Statement: The Department of Campus Recreation enriches student life and promotes wellness for the University

and community by providing diverse recreational opportunities, facilities and educational programs.

Campus Recreation encompasses various forms of recreational, wellness, and fitness programs and services that include, Informal Recreation, Intramural Sports, Club Sports, Group Exercise Classes, Personal Training, and Wellness Education. Our

Outdoor Adventure Program provides adventure and educational opportunities that promote an active life style, an appreciation for natural environments, and personal development through activities that include indoor rock climbing, day and weekend trips, cycling, clinics, and experiential team building. We also offer Special Events which focus on wellness, school spirit, cultural awareness, and our A&M-Commerce traditions. We strive to provide opportunities for students which emphasize wellness in a safe and fun atmosphere. Campus Recreation is a vital part of campus life and the development of each student.

Campus Recreation has several facilities which house our various fitness, recreation, and leisure activities.

The Morris Recreation Center includes two multi-purpose basketball courts, a 45-foot climbing and bouldering wall, three lane jogging track, four multi-purpose racquetball courts, a three tiered space dedicated to cardiovascular & weight equipment and functional training, fitness activity room, classroom, lounge, and men's and women's locker rooms. The Morris Recreation Center has two outdoor areas. The Great Out-Roars is an awesome outdoor facility that features a heated leisure pool, two-tier spa, two sand volleyball courts (remove), two outdoor basketball courts, picnic tables, and a sunbathing area. Our MAC Court is a multi-activity court which features a support building, dasher board arena, and covered shade structure that provides space for arena soccer, futsal, volleyball, and special event programming. (remove info about expansion, not sure when it is happening)

The Outdoor Adventure Center features several facilities: A five-mile Bike and Jogging circuit comprised of four different loops; Challenge Course that offers 13 low element and 18 high element challenges; an 18 hole disc golf course; and an Outdoor Gear Rental and Bike Shop.

Home to Campus Recreation's Intramural program, the Cain Sports Complex plays host to numerous outdoor intramural events, Campus Recreation sponsored special events, and informal recreation for students, faculty, staff, and community members.

The Cain Sports Complex features two lighted multi-purpose softball fields, three multipurpose Intramural/Club Sports fields, multipurpose green space, and two new facilities opening in the fall of 2018: The Crabtree Tennis Court Complex and Sand Volleyball Complex. The Crabtree Tennis Court Complex will feature 4 tennis courts and a support building that will provide a shade structure and space for equipment rentals, meetings, and rest rooms. The Sand Volleyball complex will replace the two sand courts in the Great Out-Roars with four lighted sand courts, a small support building with a shaded patio and grass picnic area for special events.

FRATERNITY AND SORORITY LIFE



Amanda Horne, Director
(903) 468-3317
Amanda.Horne@tamuc.edu
Rayburn Student Center

Fraternity and Sorority Life is the fraternity and sorority community on campus and is comprised of 21 chapters. Nine percent of full time undergraduate students on campus are members of fraternities or sororities. Fraternities and Sororities are values-based organizations that represent: Academic Excellence, Leadership Development, Community Service, and Lifelong Friendships. Joining a fraternity or sorority is a great way to enhance your college experience and expand your professional network.

Academic achievement is a priority for all fraternities and sororities as they seek to compliment the academic mission of Texas A&M University-Commerce. Fraternity and sorority members hold a large number of campus leadership positions and participate in leadership and developmental seminars on a local and national level. There are numerous leadership opportunities available within individual chapters and the many affiliated organizations. Sororities and fraternities also recognize the need and concern throughout the year to raise money and donate time for their special philanthropies and service projects. In addition, joining a fraternity or sorority is an excellent way to meet people and establish lifelong friendships. Having a positive social environment provides a well-rounded college experience and eases the adjustment to a new environment.

Website: <http://www.tamuc.edu/CampusLife/CampusServices/FSL>
Facebook: www.facebook.com/tamuc.fsl
Twitter: @tamuc_greeks
Instagram: @tamuc.fsl

RESIDENTIAL LIVING AND LEARNING



Michael Stark, Director
(903) 886-5797
Michael.Stark@tamuc.edu
Halladay Student Services, 100

Life for students living on campus at Texas A&M University-Commerce has changed drastically over the years. Today's residence halls are places where life experiences are integrated with the total university educational program in the context of a supportive and safe environment.

All single, recent high school graduates who are not commuting from the home of their parents (within 50 miles of the University) or legal guardians must reside in University housing (residence halls) for two academic years. All first-year and second-year residents are required

to purchase an Unlimited Meal Plan, the 19 Convenience Meal Plan, or the 14-Meal Plan (second-year only) for the full academic year. This policy covers all beginning students who are starting college in the academic year after their high school graduation date. Students who have been out of high school for one year or more are except from this policy. Beds are guaranteed for recent high school graduates until August 1st of the academic year they are entering the University. Student planning to live at home are required to complete a Commuter Authorization Request form within the housing application portal found in myLEO. We encourage you to become involved in your community. The students on campus represent a wide array of backgrounds, cultures, lifestyles and attitudes. Our on-campus residences provide a rich and unique opportunity for you to learn more about yourself and others. We invite you to seek out experienced students, especially members of your Residential Living and Learning staff and Residence Hall Association leaders, to assist you in making your stay at A&M-Commerce a successful one. Each residence hall has a capable and enthusiastic staff. The Community Director is a full-time professional staff member who is responsible for the overall operation of the residence hall with the aid of Resident Assistants, student staff members, who live in the buildings with the residents. The team works toward helping the students utilize the facilities to the fullest and aides students in their adjustment to University life.

CAMPS, CONFERENCES AND UIL

Leslie Conley, Event Coordinator
 leslie.conley@tamuc.edu
 Campus Operations & Safety
 Ferguson B102

Texas A&M University-Commerce hosts a variety of summer youth camps, both academic and athletic. We are dedicated to providing a positive learning environment for visiting youth in an attempt to cultivate the desire for lifelong learning at an early age.

Texas A&M University-Commerce is centrally located and offers an excellent location for your event. Using state-of-the-art facilities and learning environments, we will work with you to cater to your specific needs. For additional information, please visit www.tamuc.edu/summercamps.

The University Interscholastic League (UIL) was created to provide leadership and guidance to public school debate and athletic teachers. Since 1909 the UIL has grown into the largest inter-school organization of its kind in the world. Texas A&M University-Commerce is proud to host UIL regional competitions.

RAYBURN STUDENT CENTER



John Weatherford, Director
 (903) 886-5806
 John.Weatherford@tamuc.edu
 Rayburn Student Center, 246

The Rayburn Student Center (RSC) features 120,000 square feet of space dedicated to your needs as a student. The RSC is the heart of campus

life and the venue for many campus events and activities that help to enhance your experience at Texas A&M University-Commerce. The RSC is home to over 140 student organizations and clubs, the Lion Card ID office, the Leadership Education and Development (L.E.A.D.) department, the Serving Engaged Empowered and Diverse Students (S.E.E.D.S.) office and the Campus Bookstore. Dining options include the Dining Room and The Lion's Lair Food Court. The Club is a multifunctional space with seating for guests looking for a place to grab a bite, watch a late night movie, or enjoy evening entertainment. The Club also features a Game Room with pool, table shuffle board, and electronic games! The RSC is a student run facility with staff who provide support from booking your event to arranging furniture and providing technical support. The student center has 18 meeting rooms equipped with recently updated audio/visual technology, flat screen televisions, web cameras, and mounted projectors. Our Conference Rooms A, B and C can accommodate a large banquet, or be divided to serve as multiple user space for several smaller events. We also have three lounges with comfortable seating and Wi-Fi. The Student Involvement Suite (SIS) on the 2nd floor, (903) 886-5811 provides an array of involvement and leadership opportunities. Come visit us to get involved with student organizations, apply to be a student center employee, and learn about available involvement opportunities and activities. Our suite is home to the Campus Activities Board (CAB), Fraternity and Sorority Life, the Student Government Association, Golden Leos, and Student Activities. We will always be happy to help book space for your meetings and events! Come visit us today!

STUDENT HEALTH SERVICES AND WELLNESS



Maxine Mendoza-Welch, Director
 (903) 886-5853
 maxine.mmendo@tamuc.edu
 Henderson Hall 122

Mission: To enhance the academic success of our students by providing accessible, high quality medical care and to promote healthier lifestyles to achieve

and maintain lifelong health and well-being.

We offer primary health care services including treatment of illness and injuries, assistance with mental health concerns and provide education and encouragement for patients to develop a lifelong approach to a healthy lifestyle. There are no charges for students to see the medical provider; however, there are charges for laboratory testing, x-rays, medications, vaccinations and various other services. We accept Texas A&M University-Commerce student health insurance as well as Blue Cross Blue Shield, United Helathcare and Aetna and Cigna. Health Services does not handle major, life-threatening illnesses; therefore, it is recommended that you have medical insurance for major health care concerns or major injuries. Texas A&M University-Commerce does offer health insurance to students. More information about A&M-Commerce student health insurance can be found at: tamuc.myahpcare.com/benefits or by calling 1-877-624-7911. Student Health Services is located in Henderson Hall

Lot 7- corner of Lee and Monroe.

Hours: Monday - Friday, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

Walk-ins are welcome, but appointments are recommended.

Appointment line: (903) 886-5853

Fax line: (903) 886-5854

ENROLLMENT MANAGEMENT AND RETENTION



Dr. Lee Young
Associate Vice President of Enrollment Management
Student Access & Success One Stop Shop
Room 167
(903) 886-5065

The Assicate Vice President of Enrollment Management and Retention is responsible for the oversight and development of the University's Strategic Enrollment Management Plan including recruitment of students, the Office of Undergraduate Admissions, the Office of the Registrar, including veterans and military services, the Office of Hispanic Outreach & Student



Programs, including New Student Orientation, the Office of Career Services, and the Office of Financial Aid and Scholarships.

UNIVERSITY REGISTRAR



Paige Bussell, Registrar
(903) 468-3209
Paige.Bussell@tamuc.edu
Student Access & Success One Stop Shop 120

The University Registrar provides leadership for planning, organizing, and managing all activities related to student registration and records.

www.tamuc.edu/UniversityRegistrar

UNDERGRADUATE ADMISSIONS



Jody Todhunter, Director
(903) 886-5072
Jody.Todhunter@tamuc.edu
Admissions@tamuc.edu
Student Access & Success One Stop Shop 164

Professional Admission Recruiters in the Office of Undergraduate Admissions work collaboratively to recruit prospective freshman and transfer undergraduate students to Texas A&M University-Commerce. Recruiters visit with schools and community colleges to meet with prospective students, providing information for admissions, scholarships, financial aid, and academic opportunities at the university. Admission Recruiters are available to meet with students and families about the application process, as well as other areas as they make the transition to Texas A&M University-Commerce.

ADMISSIONS PROCESSING

Admissions serves to facilitate the recruitment, admission and advisement of students prior to transfer and enrollment with Texas A&M University-Commerce. The Admissions Processing department is responsible for the evaluation of transcripts for determination of the equivalent course credit and calculation of grade point average for admission and scholarship eligibility. Official transcripts are required to be submitted to the Office of Undergraduate Admissions in a sealed envelope or electronically from the transferring institution. Students wishing to be concurrently enrolled for a summer attendance at another institution for the purpose of transferring courses back to Texas A&M University-Commerce are encouraged to visit the Admissions office for equivalent course information.

www.tamuc.edu/UndergraduateAdmissions/

FINANCIAL AID AND SCHOLARSHIPS

Maria Ramos, Director
(903) 886-5091
Maria.Ramos@tamuc.edu
Student Access & Success
One Stop Shop 101

Need help finding funds to finance your education? The Office of Financial Aid and Scholarships is available to guide you to the resources available. To begin the process of applying for all state and federal programs, you must first complete and submit the Free Application for Federal Student Aid (FAFSA). You must request a Federal Student Aid (FSA) ID. The FSAID consists of a user-created username and password which enables you to access other personal information pertaining to prior financial aid history if applicable. If you are under the age of 24 years old, your parent(s) must request a Federal Student Aid (FSA) ID. The FSAID consists of a user-created username and password which enables your parent to electronically complete the FAFSA on the web site as well. This application may be accessed online by logging on to www.fafsa.gov. You must reapply each year for the upcoming academic year. Beginning with the 2017-2018 year, the FAFSA will be available on October 1 for the new award.

The cost of applying is free and most students are eligible for some type of financial aid. The A&M-Commerce application priority deadline is March 15 each year for the upcoming academic year. State financial aid programs may have different deadlines as determined by the State of Texas. The Texas A&M University-Commerce school code is 003565. Funds are awarded on a first-come, first-served basis; early completion of the FAFSA is advised. The following aid is available through the Office of Financial Aid and Scholarships at Texas A&M University-Commerce: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TPGR), Texas Grant, Federal and State College Work Study Programs (FWS and TWS), Be-On-Time Program (BOT) (Available to only students who borrowed previously through the Be-On-Time Loan program.), Federal Direct Subsidized and Unsubsidized Student Loans, and Federal Parent Student Loans (PLUS). Federal PLUS loans enable parents to borrow additional financial aid to assist in paying for educational expenses. If you need assistance or want to speak to a Financial Aid Advisor, call (903) 886-5096. Our office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Extended hours may occur during certain periods of time. Check our website for up-to-date hours. If you are interested in e-mailing the Office of Financial Aid and Scholarships, our e-mail address is: FAO.web@tamuc.edu. Students and parents are encouraged to review publications and be informed about the aid application process.

A limited number of scholarships for new freshmen and transfer students

are offered through the Student Access & Success Scholarship Program by our office. First-time freshman students fully admitted to the University will be considered for scholarships based on high school ranking. High schools that do not rank their students and students who are home schooled are assigned a class ranking based on a predetermined formula. For information, contact the Office of Undergraduate Admissions. First time freshmen who enter with a certain number of college-level hours with a 3.0 or higher GPA and are members of PTK will also be considered for a PTK scholarship. The student must be a member of PTK at the time of admission. A copy of the PTK membership certificate must be on file in the Admissions Office. Transfer students will be considered for transfer scholarships. Transfer students must have a 45 transferable hours and a minimum 3.0 GPA. PTK scholarships are also available to transfer students. The student must be a member of PTK and have a copy of the PTK membership certificate on file with the Admissions Office. You may contact us at scholarships@tamuc.edu.

Continuing students can contact the department in which they are majoring to determine availability of scholarships based on intended majors. All students apply for scholarships through their MyLEO. For more information about financial aid, application process, types of financial aid, etc. please visit:

www.tamuc.edu/FinancialAid/ or www.tamuc.edu/Scholarships

The [in]tuition plan, a new guaranteed tuition and fee plan for all students* (new and current) started Fall 2014. The [in] tuition plan locks in tuition and mandatory fees for incoming freshmen, new transfers, new graduate and current students. The [in]tuition plan eliminates uncertainty about future tuition increases. It allows undergraduate students, parents, and graduate students to prepare their long-term education budget and encourages on-time graduation. The length of time the [in]tuition plan is in effect will be based on whether the student is a new incoming freshman, a new undergraduate transfer, an incoming graduate, or a current undergraduate or graduate student.

For specific information and answers to any questions regarding the [in] tuition plan, please visit:

www.tamuc.edu/intuition/

HISPANIC OUTREACH AND RETENTION



Dr. Fred Fuentes, Director of Student
Diversity & Inclusion
(903) 886-5067
(903) 886-5815 en Español
Fred.Fuentes@tamuc.edu
HispanicOutreach@tamuc.edu
Student Access & Success
One Stop Shop 154

The Office of Hispanic Outreach & Retention (OHOR) promotes higher education opportunities for diverse student populations with assistance in the recruitment and retention of all students. The office coordinates and implements outreach, recruitment and retention activities for A&M-Commerce's diverse student populations with a specific task to assist in the bilingual efforts. Our staff members and student liaisons advise prospective students on the college application process, financial aid, scholarships, and connect students to on-campus services to enhance their academic success. The office manages the Stars on the Rise and University Crossroads Scholars, advises the Hispanic Student Association and manages the Latino American Mentorship Program (LAMP). For more information please visit:

www.tamuc.edu/HispanicOutreach

Join us on facebook at /TAMUCHispanicOutreach

FIRST YEAR & TRANSITIONS PROGRAMS



Kristen Neeley, Director
(903) 886-5088
Kristen.Neeley@tamuc.edu
Orientation@tamuc.edu
Student Access & Success One Stop
Shop 156

The Office of First-Year & Transition Programs is the home for new first-year and transfer students during their first year of college. The office coordinates a variety of programs and events such as: Campus Visits, New Student Orientation, Lion Camp, and Transition Programs throughout the year. These programs and events are designed to help new students, as well as their parents and family members, to become engaged and connected to the campus community.

There are several ways to visit campus and get acquainted with the facilities and student support services. Students can visit campus at 10AM & 2PM during each weekday. There are also group visit campus tours at 12PM for high schools, middle schools or community members. The Mane Event Preview Day is in the fall and spring. Mane Event showcases the campus with academic sessions presented by faculty and staff, campus tours, housing tours and free lunch in our dining hall.

New Student Orientation is an important and mandatory step in becoming a part of the A&M-Commerce family. All new undergraduate students are required to participate in New Student Orientation. Students will have the opportunity to hear from various campus resources, as well as complete the advising and registration process. The information provided at New Student Orientation is designed to assist students as they begin their journey at A&M-Commerce. Here is a snapshot of some of the things covered over the two-day program at New Student Orientation:

- Meet key University personnel and various student organizations
- Meet their Success Coach and register for classes

- Acquire their Lion Card, their student ID card
- Become familiar with the campus layout and campus resources

The next step after New Student Orientation will be to attend Lion Camp. Lion Camp is a three-day extended orientation program which occurs the week before classes begin. It is designed to help students achieve success during the first semester of their university experience. Lion Camp blends the social aspects of college life with the core academic essentials that will make a difference in the student's university experience.

During the school year, please feel free to stop by the Office of First-Year & Transition Programs if you have any questions or concerns about your college experience! We look forward to meeting each of you at various events throughout the year or as a new student leader in our office.

HONORS COLLEGE



Dr. Ray Green, Dean
Raymond.Green@tamuc.edu
(903) 468-3001
Prairie Crossing

The Honors College is an active residential community that encourages students to become lovers of learning. Each year 50 incoming freshmen

are invited to join us. Applicants with exceptional high school records (i.e., average HS rank of top 10%) and strong standardized test scores (e.g., ACT score 27 or higher, SAT scores on reading and math sections 1200 or higher) are encouraged to apply (You can visit our webpage at www.tamuc.edu/honors to view the point matrix that determines whether you are likely to earn an interview). Finalists will be invited onto campus for an interview. Potential Honors Students must meet all criteria for acceptance into the University. Further, acceptance into the Honors College does not guarantee acceptance into university majors that have their own admission policies. Students accepted into the Honors College will receive substantial scholarship packages, and will be provided housing in the Honors Residence Hall.

For more information, please visit: www.tamuc.edu/Honors

REGENTS SCHOLARS PROGRAM

The Regents Scholars Program accepts 20 incoming freshman each fall and provides a competitive scholarship to off-set tuition, fees, room and board. Students are selected from the Honors College application and interview process. The program encourages students to pursue a bachelor's degree in their chosen field while working to develop a greater sense of self awareness and international trends and issues. A focused curriculum culminates in a junior-year study abroad course. In addition, RSP provides scholars with leadership training and experiences which encourage them to think of themselves as change agents- both on campus and in their future profession. Student Resources and Services.

Student Guidebook

http://www.tamuc.edu/CampusLife/documents/studentGuidebook_2016.pdf

University Registrar

www.tamuc.edu/admissions/registrar

Fall, Spring, and Summer 2018-2019 University Calendar

<http://www.tamuc.edu/admissions/registrar/academicCalendars/>

Educator Certification

Linda Mott

Director of Educator Preparation, Certification Officer
(903) 468-8186 Linda.Mott@tamuc.edu

TEXTBOOKS

To determine textbooks for your courses and to purchase the right ones for your courses, please use the “Books/Materials” link that displays as part of the listing for classes listed below or access:

www.amcbookstore.com/selecttermdept.aspx

Instructions are provided at the top of this page for ordering textbooks online and for shipments to off-campus sites or to your home. Information about buying textbooks from buy-back programs can be found at:

www.amcbookstore.com/Buyback.aspx

Texas Bookstore

Audrey Hastings, Store Manager
(903) 886-5215

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/facultyHandbook/campusLifeResourcesServices/campusResources/bookstores.aspx>

Career Development

Lacey Henderson, Director
(903) 468-3223

Lacey.Henderson@tamuc.edu

James G. Gee Library

Lanee Dunlap, Director
(903) 886-5715

Lanee.Dunlap@tamuc.edu

<http://www.tamuc.edu/library/>

Veterans & Military Services

Dustin Pearson, Veterans & Military Services Specialist
(903) 886-5123

veteransservices@tamuc.edu

Testing Center

Dr. Hattie Powell, Director
(903) 886-5122

Hattie.Powell@tamuc.edu

Student Disability Resources & Services

Rebecca Tuerk, Director
(903) 886-5150

studentdisabilityservices@tamuc.edu

WELCOME TO TEXAS A&M UNIVERSITY-COMMERCE EXTENDED LOCATIONS

Texas A&M University-Commerce is proud to offer degree programs at five off-campus locations. Student services, advising, exam proctoring and other services are provided at all five locations. Please visit the Extended University page at www.tamuc.edu/eu for detailed information regarding each location and the programs offered at each location. Our goal is to offer degrees at these locations to enable our students an array of opportunities and locations to earn undergraduate and graduate degrees.

COLLIN HIGHER EDUCATION CENTER- CHEC

Candace New, Community Outreach Coordinator
(972) 599-3122

CHEC@tamuc.edu

www.tamuc.edu/CHEC

Texas A&M University-Commerce has partnered with College to provide undergraduate and graduate degrees at the Collin Higher Education Center (CHEC) in McKinney. Students at CHEC can complete course work towards the following degrees offered by A&M- Commerce: BA/BS of Interdisciplinary Studies (Education, EC-6 Generalist), BS in Psychology, MS/MED in Counseling, MSW in Social Work, and PHD in Counseling. Our off-campus location in McKinney is an excellent campus for students that live in the Collin County area and are interested in pursuing an A&M-Commerce degree minutes from home.

MESQUITE METROPLEX CENTER

Russell Blanchett, Director
mesquite.metroplex@tamuc.edu
(972) 613-7591

www.tamuc.edu/MesquiteMetro

Join us on Facebook

A&M-Commerce Mesquite Metroplex Center

Follow us on Twitter

[@tamuc_mesquite](https://twitter.com/tamuc_mesquite)

The Mesquite Metroplex Center offers a variety of Texas A&M University-Commerce graduate degree programs. Students have the opportunity to take



EXTENDED UNIVERSITY

courses toward their Master's degree in Curriculum & Instruction, Reading, Early Childhood Education, Secondary Education, Higher Education, Counseling, and Special Education, Social Work, and the SSP in Psychology. In addition, a PHD in Supervision, Curriculum and Instruction is available. Students may also take undergraduate courses toward a Bachelor of Social Work degree and a Bachelor of Science in Interdisciplinary Studies with a major in Early Childhood Education.

NAVARRO COLLEGE PARTNERSHIP-CORSICANA CAMPUS

Virginia Monk, Director
Navarro.Corsicana@tamuc.edu
(903) 875-7617

www.tamuc.edu/navarropartnership

Bachelor's degree options through the Navarro Partnership include Computer Information Systems, Computer Science, Criminal Justice, Environmental Science and Interdisciplinary Studies with concentrations in EC-6, 4-8 math, 4-8 science and 4-8 math and science for students pursuing a career in teaching. Students may also earn a Master's in Mathematics. Advising is available for various online bachelor's degrees including BBA, BAAS and General Studies. Orientation is available for new students to attend in our Corsicana office.

PRESTON RIDGE CAMPUS, FRISCO

Araceli Hill, Director
araceli.hill@tamuc.edu
(214)-954-3610
www.tamuc.edu/frisco frisco@tamuc.edu

Texas A&M University-Commerce and Collin College have partnered to bring university classes to the fast-growing city of Frisco at Collin's Preston Ridge Campus located in University Hall, Office #105 on the Preston Ridge Campus of Collin College. On-site academic support is available throughout the week from 8:30 a.m. to 5:00 p.m. Students are able to choose from junior- and senior-level college courses that prepare them for careers in marketing and business. University officials plan to expand course offerings in the future which, pending approval from the Southern Association of Colleges and Schools, may lead to the offering of bachelor's, master's and doctoral degree programs.

UNIVERSITIES CENTER AT DALLAS

Araceli Hill, UCD Director
araceli.hill@tamuc.edu
(214)-954-3610

www.tamuc.edu/dallas

dallas@tamuc.edu

The Universities Center at Dallas conveniently offers a variety of undergraduate and graduate degree programs from Texas A&M University-Commerce in Downtown Dallas. Undergraduate programs include courses

toward a Bachelor of Fine Arts in Visual Communication with an emphasis in New Media, Art Direction and Design Communication. Graduate programs include the MBA, Master of Fine Arts in Arts with Emphasis in Visual Communication, MS in Accounting, Master of Education in The Art of Teaching and courses toward the Master of Science in Finance, and Master of Science in Management.

OTHER CAMPUS SERVICES

CAMPUS DINING SERVICES

Rayburn Student Center
Gee Library
(903) 468-4890
tamuccampusdining.sodexomyway.com/

Dining Services at Texas A&M University-Commerce is geared toward creating exceptional customer experiences through quality food, friendly customer service, and memorable visits.

The Lion's Mane Café is located on the first floor of the Rayburn Student Center (RSC), providing all-you-care-to-eat meals offered through nine distinct food stations. These include Ignite grill, Fired up pizza, Blue Avocado and our Lion's Mane Course. This location provides continuous service from 7:15am-7:15pm Monday through Thursday, abbreviated hours Friday, with Brunch and Dinner hours Saturday and Sunday. For those late night munchies, The Lion's Mane Café also offers students a chance to enjoy a Late Night Snack from 8:30pm-10pm Monday through Thursday. The Lion's Lair (Food Court) is also located in the RSC and chance to enjoy a Late Night Snack from 8:30pm-10pm Monday through Thursday. The Lion's Lair (Food Court) is also located in the RSC and operates 7:30am-6pm (Monday through Thursday and 7:30am-2pm on Friday's). These options are for the student on the go, those commuters wanting more than fast-food on the road and for anyone wanting to enjoy a made-to-order quality meal. Wingin' It offers many styles of buffalo wings, specialty burgers and grilled chicken sandwiches. Ochorito has signature "big" burritos, nachos and offers additional Tex-Mex cuisine. Lucky's Roarin' BBQ where items are slow-smoked to perfection on location and include sliced beef, ribs and even over-stuffed baked potatoes, plus many other Texas traditional foods. To allow our evening students to enjoy dinner in the Lair, each of the Lion's Lair food concepts stays open one night a week from 2pm-6pm. The "We Proudly Serve" Starbucks kiosk offers many of the favorites from Frappuccino and Espresso drinks to bake shop goodies and assorted bottled beverages. The Gee Library houses a second Starbucks kiosk and a Sandella's Flatbread Café. Sandella's offers pizzas, wraps, bowls, and ready made on-the go items with a variety of healthy choice options. There are indoor and outdoor seating areas for both Sandella's and Starbucks. At this time, we are unable to accept Starbucks gift cards, as these are not offered to the "We Proudly Serve" kiosks. Come visit our location and enjoy a tasty

OTHER CAMPUS SERVICES

meal. Please be sure to introduce yourself, even on our busiest days, we love to offer warm greetings and have a chance to give a friendly smile. For more information and detailed hours of service please visit our web site: <https://tamuccampusdining.sodexomyway.com/> . To receive special promotions, instant offers and stay current, “like” us on Facebook.

Instagram- tamucsodexo

Twitter- @TAMUC_Sodexo

Facebook- Sodexo at Texas A&M University-Commerce

Free App for Menus on Bite: Code- 27M46

COMMUNITY COUNSELING & PSYCHOLOGY CLINIC

Binnion Room 101

(903) 886-5660

The Community Counseling & Psychology Clinic provides psychological assessments, disability determinations, individual counseling, marriage and family counseling, pre-marital counseling, marriage enrichment counseling, parenting education counseling and play therapy.

Appointments may be made by emailing CCCPC@tamuc.edu, or calling (903) 886-5660, all calls are handled confidentially. General hours are:

Monday 11-3; Tuesday-Thursday, 4-8. The hours of operation vary each semester, fees are based on income taking dependents into consideration by providing a 1040, students currently enrolled are offered a discounted rate. More information can be found on the CCPC website. <http://www.tamuc.edu/academics/colleges/educationHumanServices/psychologySpecialEducation/Psychology%20Clinic.aspx>

EMPLOYMENT

Visit “Hire a Lion” at www.tamuc.edu/hireAlion for a listing of student employment positions. Students are encouraged to contact Career Development at (903) 468-3223 for additional information. For a listing of current employment within the Texas A&M University System visit our web site at <http://www.tamuc.edu/facultyStaffServices/humanResources/default.aspx>. For additional information, contact (903) 886-5028 for assistance.

OFFICE OF ACADEMIC TECHNOLOGY

(903) 886-5511

Gee Library, Suite 173

The Office of Academic Technology’s primary focus is to assist faculty with teaching and technology. Our team works with faculty to assist with:

- The myLeo Online Learning Management System for online courses

- Training on classroom technology
- Course design assistance
- Accessibility of course materials
- Multimedia Studio Production for courses

IDENTIFICATION CARD

Lion Card Office

Rayburn Student Center

Room 110

(903) 468-6022

LION CARD

Lion Card Office produces the official identification card for Texas A&M University-Commerce. The card is referred to as a Lion Card and the account associated with the card is called Lion Cash.

All students are required to obtain and carry their Lion Card with them at all times. Lion Cards are available to registered students, faculty and staff. Lion Cards ensure a student’s rights to use university facilities and to identify oneself when requested by university authorities or officials. Access to RLL locations for campus residents and provides students with the ability to utilize campus dining, and gives card holders Lion Cash spending options. It is also used to gain admission to certain events sponsored by the university or student organizations and to academic resources such as James Gee Library and Campus Recreation Center. The Lion Card program establishes security for the card holder as there is only one valid card per person. Participating off campus merchants accept Lion Cash which can be used to purchase food, gas and other merchandise. Check our website for a current list of merchants. The initial cost of the Lion Card is included with tuition and fee assessment each semester. Lion

Cards do not expire and replacement cards are available for an additional fee if a card is lost, stolen or deemed unusable. Campus Wide Identification numbers (CWID), are unique numbers assigned to ensure that personal information given is intended for a particular student, not someone else.

The card remains the property of the university and may be reclaimed by officials if used by any person other than the person whose name and CWID appear on the Lion Card. Possession or use of a Lion Card by anyone other than the owner is in direct violation of university policy. Officials may request the card to be surrendered when the student withdraws or is dismissed from the university.

OTHER CAMPUS SERVICES

LION CARD ACCOUNTS

Lion Cash is an optional prepaid account automatically established that functions much like a debit card account. Your Lion Card allows for this functionality. To participate, simply make a deposit to your Lion Cash account. Lion Cash can be used to make purchases at University bookstores, all food service retail locations and the Student Center Dining Room, library fines, recreation checkouts, drink and snack vending machines, campus print labs, copy machines, Student Health Services and off campus locations where merchants accept Lion Cash.

ADDING LION CASH TO YOUR LION CARD ACCOUNT

Web Deposits can be made online with credit cards and allows parents, spouses, or others to add Lion Cash to accounts for you. The Lion Card Office accepts cash, check and credit cards daily Monday through Friday.

There are two Account Management Centers (AMCs) and at both locations you can add value with cash or credit card and verify your Lion Cash account balance. You will find the AMCs in James Gee Library and the Rayburn Student Center.

When are you eligible for the ID Card?

Visit the Lion Card Office at your convenience upon successfully registering for classes.

Cardholder Agreements

Lion Card's are intended to be used the entire time an individual is associated with Texas A&M University-Commerce. It is not necessary to obtain a new card each semester or academic year. In order to receive a new Lion Card, an individual must present a valid form of photo identification (driver's license, passport, or government issued ID) at the time of application. The card must be carried at all times while on campus and must be presented to University officials upon request. The card is non-transferable. Account balances are non-transferable. Cardholder is responsible for his or her own card. Funds are deposited at the cardholder's discretion. There is a \$30 fee for return checks. Once the account is activated by making a deposit, any balance on the account will carry over semester to semester, or year to year, as long as the individual remains enrolled at or employed by Texas A&M University-Commerce. Lion Cash is different from FLEX, therefore funds cannot be transferred between these two accounts.

FLEX

Students who receive FLEX associated with their meal or scholarship plans can access spending with their Lion Card as well. FLEX can only be used in Campus Dining areas, such as RSC Lion's Mane Café, Lion's Lair, library coffee shop, Sandella's, sporting event concessions and any

other dining operated environments. FLEX does not transfer or carry over to the next semester.

Missing or Stolen Cards

Report missing or stolen Lion Cards immediately by:

- 1) Notify Lion Card Office 903-468-6022
- 2) Request your account to be frozen
- 3) If stolen, contact UPD 903-886-5868 immediately
- 4) Report in person to obtain a replacement Lion Card

Cards are not free. Students are assessed a \$5 fee each semester to enable them access to a card, if needed. **If a card is stolen, the individual must provide official documentation of the theft (police report or Public Safety report) to receive a replacement card at no cost.**

There is a \$10 replacement fee for each lost card reported. Cardholder should be prepared to have their photo taken at the time of each replacement.

Liability for Illegitimate Use of Accounts

If a Lion Card is lost or stolen, the cardholder is liable for all transactions until the card is reported lost or stolen to the Lion Card Office (during normal business hours), University Police (24 hours a day), or by emailing LionCard@tamuc.edu. Once reported lost or stolen, staff will place a freeze on the active card and associated account. Upon proper identification, only staff of the Lion Card Office can place and release holds on accounts that are reported lost or stolen. Please note: System security will not allow staff to reactivate retired cards; therefore, an individual can hold only one valid Lion Card at anytime, the last card printed.

Refunds

The University will refund the cardholder's remaining Lion Cash balance upon graduation or withdrawal / resignation from Texas A&M University-Commerce. Refunds will be generated upon request to close the account. Refunds will first be applied to any outstanding balance owed to the University, then a check will be mailed. Refunds can only be provided if you have a balance greater than \$25.

Error Resolution Procedure

Cardholders should contact the Lion Card Office immediately upon discovering any discrepancy related to their Lion Card account. Communication should include the cardholder's name and campus wide identification number, a description or the nature of the discrepancy, the dollar amount of the discrepancy. Lion Card Office will respond to notification within 10 business days as to the result and a suggested resolution.

OTHER CAMPUS SERVICES

Damaged Cards

Over time, the cards can become worn, damaged, or unreadable. Cards damage due to normal or reasonable wear and tear will be replaced at no cost to the cardholder. A fee for replacement of a card damaged due to neglect, misuse, or improper care, is at the office's determination and discretion. In addition, Lion Cards now have new RFID technology which will no longer allow users to hole punch cards. Holes will be considered damage and a replacement fee will be assessed.

All damaged cards are required to be surrendered at time of replacement.

Drink and Snack Vending Services

Auxiliary Services manages vending operations on campus. Please call the Lion Card Office (903) 468-6022 if you have suggestions or problems related to the snack food or drink machines located across campus.

Print/Copy/Scan Stations

Computer labs allow for printing, copying and scanning. These environments are Lion Cash only. Nexus computer lab print stations in the library are located on the 1st and 2nd floors. Additionally, a MobilePrint station is located on the 2nd floor of the Rayburn Student Center and most locations provide both color and black and white options. Stations are set to duplex printing to provide a cost savings. Users may alter this default print setting at the desktop print command. For pricing, please visit the Lion Card Office, Library customer service desk or www.tamuc.edu/LionCard.

INTERNATIONAL PROGRAMS

Dr. Titilola Adewale
(903) 886-5097
Intl.stu@tamuc.edu
Halladay Student Services 104

The Office of International Programs provides assistance to international students and exchange visitors in regard to academic, personal and immigration-related concerns and refers them to other services (on or off campus) as needed. Services provided by the office include issuance of I-20 and DS-2019 documents, new international student orientation, coordination of special activities for international students, and special multicultural programs and events for the university community. Other services include liaison with the Department of Homeland Security and Department of State regarding non-immigrant students and exchange visitors, re-entry authorization for traveling outside the United States, employment authorization and extension of stay.

CENTER FOR IT EXCELLENCE (CITE)

Monday - Friday: 8 a.m. to 5 p.m.

Business Administration (BA) Room 156

Email support hours - 24/7 (excluding holidays)

helpdesk@tamuc.edu

Note: Emails for password resets will not be accepted. Please contact the CITE Help Desk by phone for myLEO password resets.

Phone Support Hours & Contact Information

24/7 (excluding holidays)

On-campus: ext. 6000

Off-campus: (903) 468-6000

Holiday closures

Visit Texas A&M University-Commerce staff holidays calendar at:

www.tamuc.edu/StaffHolidays

Mission: The Center of IT Excellence (CITE) is committed to make it easier for students, faculty and staff to learn, research, teach, and work through the effective deployment and use of information technology.

Services: CITE Support Services provides customer support for campus phones, fax, printer, Ethernet, wireless, student email accounts, and faculty and staff email accounts, inventoried university equipment for hardware and software problems, user account creation and problem resolution, and non-inventoried (personal) equipment support for software, virus and spyware problems. Additional services provided are incident and service ticket management, asset inventory and tracking, and telecommunication billing.

Network Device Policy: Any personally owned network management or network control equipment is not permitted access to the campus network infrastructure. These network devices can potentially interfere with other users, provide unauthorized access, disrupt wireless internet service or result in malicious activity such as identity theft. Prohibited devices include:

- Routers (aka broadband gateways) wireless or wired
- Wireless access points including cell phone tethering
- Wireless base stations for IP phones and other devices
- Managed hubs or switches
- Software within host systems intended to share or retransmit network service (Internet Connection Sharing available from Windows and Mac OS machines)
- Acceptable personally owned devices include personal computers, printers, unmanaged hubs or switches, cell phones, and gaming systems.

OTHER CAMPUS SERVICES

LEGAL ADVISOR

Halladay Student Services Building Room 204
(903) 886-5145

Services of a legal advisor are available to all enrolled students at no cost to the student. Call for an appointment.

LIBRARY

James G. Gee Library
(903) 886-5718

Assisting patrons is our top priority at Texas A&M University-Commerce libraries. The main library in Commerce and the branch in Mesquite have a staff of nearly 40 full-time workers and a number of student workers. The University Libraries offer decades of combined experience motivated by a strong service ethic. Our friendly staff does its best to support faculty, students and staff, whether it is by providing assistance with finding or using resources, doing research, acquiring new resources, offering Interlibrary loan services, faculty reserves, keeping the collections orderly and accessible, or helping patrons borrow and return items. We also provide services to the surrounding community and the growing number of off-site programs.

The Access Services Area consists of Interlibrary Loan, Teacher Resource Center, Media, Nexus computer lab area and Customer Service. Customer Service helps with borrowing and returns of items, location of lost items, and the faculty reserve collection. The Nexus staff assists with KIC scanning, printing, photocopy services and access to more than 150 computers, including workstations, laptops, and tablets. The Teacher Resource Center houses children's literature, curriculum materials and equipment consisting of poster maker, die cutter and laminator. A 3-D computer lab and an Assistive Technology lab are also located in this area. Library Media serves the University community by providing equipment and educational media in non-print (audio and visual) formats.

When Gee Library or the Metroplex Center library does not own a needed resource, Interlibrary Loan makes it possible for students and faculty to have access to books and journal articles from other institutions worldwide. For our students, faculty, and staff, these services are free of charge, and books and documents can be delivered to all of our campuses. Gee Library also offers free electronic document delivery of journal articles and chapters of books owned by our library, provided reproducing them is allowable under U.S. copyright law.

Our branch library at the Metroplex Center offers access to print and electronic resources, Internet, and faculty support services such as Bibliographic Instruction and course reserves to students and faculty based in the Metroplex.

Research and Instruction Services is the front line for teaching faculty and students how to utilize research tools. They offer assistance in finding and using informational resources whether in print, microforms or electronic delivery. The Research and Instruction Librarians offer expertise in various subject areas and can help researchers learn how to quickly find the most reliable and current information.

There are several units at work behind the scenes in the Technical Services Area. Acquisitions, Collection Development, Cataloging and Serials process thousands of items every year. These specialized units work together to choose, purchase and organize all resources that are added to the library collection. They are a vital part of helping to keep our information resources current, focused to campus needs, and accessible.

MATHEMATICS SKILLS CENTER

Binnion Hall Room 328
(903) 886-5961

The Math Skills Center provides math help for students enrolled in entry and developmental level mathematics courses. Located in Binnion Hall 328, the Math Skills Center offers one-on-one tutoring throughout the day and includes evening tutoring on nights when developmental and entry level math classes are held. Lab hours vary each semester. Call for posted hours.

Services other than tutoring offered in the Math Skills Center include calculator assistance and computer software programs, which supplement entry and developmental level mathematics textbooks. The Math Skills Center has an attached computer lab in Binnion 327, which is accessible through Binnion 328. For further information, call the Math Skills Center at (903) 886-5961. Also, the director of the math skills center is available to answer questions or discuss problems with the Math Skills Center. Call Dr. Pamela Webster, Director, at (903) 886-5950 or see her in Binnion 315.

WRITING CENTER

David Talbot Hall Room 103
(903) 886-5280

The Writing Center offers students one-on-one assistance with their reading and writing needs. The interactive workshop environment is free. The tutors are not editors, but they are here to offer student feedback and strategies for improving writing projects and reading texts critically and thoughtfully. Tutors help students identify their own patterns of errors. Several computers and a printer are available for student use. No appointment is necessary, and the Writing Center is open to all students—first-year through graduate level. Hours vary each semester; however, they usually run from 9 a.m. -4 p.m. Monday through Thursday and 9 a.m. -4 p.m. on Friday. The Writing Center also offers an Online Writing Lab (OWL). Contact the lab at Writing.Tamuc@gmail.com

OTHER CAMPUS SERVICES

PLANETARIUM

**The McFarland Science Building
(903) 468-8650**

The Planetarium is located in The McFarland Science Building on the Texas A&M University-Commerce campus. It is a state-of-the-art facility including a 40-foot dome, and a Digistar 5 all-digital projection system, which fills the dome with sights and sounds beyond imagination. The Planetarium is open to the public on Friday nights, and special showings can be arranged through the Planetarium office. With each show, the current night sky is presented, including seasonal constellations, planets and special astronomical occurrences. The facility's 87 reclining seats, and outstanding sound system, create a truly unique viewing experience. The Planetarium is used for teaching astronomy classes and can also be used for showing DVDs. The Planetarium gift shop offers a variety of astronomical trinkets and other souvenirs that can be purchased. For the latest show schedule, call our information line at (903) 468-8652 or visit our web site at www.tamuc.edu.

www.tamuc.edu/Planetarium

CAMPUS POSTAL SERVICES

(903) 886-5707

Office hours are Monday through Friday from 8 a.m. to 5 p.m. We are located in the former campus bookstore building, just north of the McDowell Administration Building. Call or come by and we will be glad to sit down and discuss your next project or answer any questions you may have.

Postal Services (ext. 5062) handles both departmental campus mail, and bulk mail services. On-campus mail pickup and delivery is available during normal business hours. Bulk mailing services include the folding, gathering, inserting and sorting of mail-outs for mailing to customer provided address lists. Personalized mail-outs are also available.

SAFE SPACES ALLY PROJECT

The purpose of the Safe Spaces Ally Project is to train allies on the campus in order to create a safer, freer, and more welcoming environment for all individuals regardless of sexual identity, by working to reduce inequality, homophobia, transphobia and heterosexism. This project is a direct response to the need for increased support for gay, lesbian, bisexual, transexual and ally issues on college campuses both locally and nationally, and their surrounding communities.

Ally training is conducted throughout the year in a variety of formats.

For more information, as well as resources visit our web site: <http://www.tamuc.edu/CampusLife/CampusServices/safeSpaces/default.aspx>

For further information contact Dean Mattox, Counseling Center, 903-886-5145

STUDENT ACCOUNTS

**McDowell Administration Building Room 186
(903) 886-5050**

The Student Accounts Office is responsible for billing and collection of student charges such as tuition, fees, housing and meal plan charges. Account information (statements, charges, payments, and current balance) can be accessed online through MyLeo using the LeoPay link. Account statements are posted to student LeoPay accounts in the MyLeo portal prior to all payment due dates. Please contact the Student Accounts Office if you have any questions regarding charges or payments reflected on your student account. This office also provides year-end tax information (1098-t). In addition to payment by cash, check or money order, the University accepts VISA, MasterCard, American Express and Discover credit/debit cards. Payments can be made in person at cashier windows located in the lobby of the McDowell Administration Building or at the One Stop Shop. Payment can also be made by phone at (903) 886-5050 (credit/debit card only) or by mail to: Tuition Payment, P.O. Box 3011, Commerce, Texas 75429. Online payments can be processed through LeoPay using debit/credit cards or electronic checks.

Students are expected to meet their financial obligations to the University in a timely manner. Failure to make payments as required may result in late payment fees and a registration/transcript hold being applied until all past due debts are cleared.

Checks returned for any reason generate an immediate registration/transcript hold and a charge for the amount of the returned check, plus a service fee will be assessed.

In compliance with state statutes, a \$10 property deposit is assessed to each student in conjunction with their first semester's registration at Texas A&M University-Commerce. This deposit can be refunded upon written request (unless offset by a damage claim by the University) after graduation or permanent withdrawal.

STUDENT INSURANCE

**Student Health Services Henderson 122
(903) 886-5853**

Texas A&M University-Commerce offers a voluntary student insurance plan to its students. This is a basic sickness and injury policy designed to meet the needs of our students at a reasonable cost. Application forms and information are available in the Student Health Services office.

All international students taking credit hours are required to enroll in this insurance plan unless proof of comparable alternative coverage is provided. Repatriation coverage is required regardless of insurance plan. Proof of acceptable insurance coverage must be presented to the International Student Office prior to class registration each semester. Application forms and information are available in the International Students' Office, Halladay Student Services Building;

OTHER CAMPUS SERVICES

(903)886-5097.

CAMPUS BOOKSTORE

Audrey Hastings, Store Manager

(903) 886-5215

<http://www.tamuc.edu/aboutUs/>

[policiesProceduresStandardsStatements/facultyHandbook/](#)

[campusLifeResourcesServices/campusResources/bookstores.aspx](#)

The University partners with Texas Book Company to operate the Campus Bookstore located in the Sam Rayburn Student Center. Services include all textbooks and supplies required for campus and Web courses that the University offers.

Texas Book Company also operates a convenience store located adjacent to the bookstore which has evening hours.

The bookstore provides a large supply of used textbooks for your educational needs, offering new books and rental copies whenever available. In addition, reference materials to assist in course-related studies, and a wide variety of Texas A&M University-Commerce apparel, graduation services, and a large selection of gift items are available.

The bookstore buys textbooks from students on a year-round basis. The web site is available for your convenience to easily order your textbooks, apparel, and gift items. Online orders are available for pick-up at the bookstore located on 1606 Lee St. or shipped to your home. For online orders and other information including store hours, please visit www.amcbookstore.com.

UNIVERSITY POLICE DEPARTMENT

Henderson Hall

(903) 886-5868

The University Police Department is a University community service and enforcement agency offering police, traffic, parking, crime prevention, and safety services.

The department attempts to be as proactive as possible by anticipating and preventing unsafe conditions, protecting facilities and property, and protecting individuals from the imprudent or illegal acts of others.

The University Police Department is deeply concerned about the safety and well-being of its students, faculty, staff and visitors. To help further a safe learning environment, the University Police Department conducts a number of safety programs such as rape awareness, bicycle safety, alcohol awareness, crime prevention, and safety inspection. In addition to these programs, the department publishes a weekly crime log in order to better inform the university community of current crime trends. Anyone wanting more information on crime statistics should contact the University Police Department or visit our web site, www.tamuc.edu/CrimeStats

RULES AND PROCEDURES

These and other University Rules and Procedures can be found on the following webpage:

<http://www.tamuc.edu/aboutus/PoliciesProceduresStandardsStatements/rulesProcedures/default.aspx>

11.04.99.R0.06 Undergraduate Scholastic Probation and Dismissal Procedure

11.04.99.R0.07 Academic Affairs Undergraduate Student Suspension Appeal Committee

13.02 Student Rights and Responsibilities System Policy <http://policies.tamuc.edu/13-02.pdf>

13.02.99.R0.01 Administration of Discipline

13.02.99.R0.07 Disciplinary Actions

13.02.99.R0.08 Group Offenses

13.99.99.R0.01 Class Attendance

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.06 Computation of Grade Point Averages

13.99.99.R0.10 Graduate Academic Dishonesty

13.99.99.R0.13 Good Academic Standing

13.99.99.R0.23 Withdrawal Procedure

21.05.01.R0.01 Solicitation and Acceptance of Gifts from the University

34.02.01.R1 Drug Free Workplace and Campus

34.02.01.R1.01 Drug Free Workplace and Campus Procedure

34.03.99.R0.01 Alcohol Beverages on University Property

34.06.02.R1 Carrying Concealed Handguns on Campus

34.99.99.R0.01 Weather-Related Closing for the University

Student Complaint Matrix

http://commerce-tamu-advocate.symplicity.com/care_report/index.php/pid008633?

CIVILITY STATEMENT

Civility in the Academic Environment

Texas A&M University-Commerce is committed to creating an environment where students thrive and treat each other with respect. Texas A&M University-Commerce is a place where Faculty, Staff, and Students should strive to ensure each person is cared for and civil to each other. As such, it is fundamental to cultivate a supportive, safe, and civil environment that embraces each community member with diverse backgrounds, history, ideas, perspectives, and cultures. Language and actions that are meant to degrade, harm, or disrespect any of our Texas A&M University-Commerce community members are unacceptable. As a community we should practice such discourse and actions inside and outside of the classroom; reflecting and learning from our daily interactions with each other. It is the responsibility of all students, staff, faculty, and administration at Texas A&M University-Commerce to recognize the dedication we have to our Lion family while being courteous, respectful, and civil to one another.



CODE OF STUDENT CONDUCT

I. GENERAL PROVISIONS

Purpose of the Code of Student Conduct

1. Texas A&M University – Commerce has established standards of conduct to create and foster an environment that facilitates student learning and development. Students and University student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and that is consistent with the educational goals and mission of the University. This Code of Student Conduct (“Code”) focuses on personal responsibility and accountability for students’ actions and the impact those actions might have on the greater community.

Disciplinary Authority

1. Oversight. The Division of Student Access and Success, as delegated by the President of the University, is responsible for non-academic student conduct oversight. The Dean of Campus Life and Student Development is responsible to the Vice President for Student Access and Success and the President of the University for: 1) recommending policies relating to student conduct; 2) formulating and recommending rules and enforcement procedures within the framework of existing policies; 3) the disposal or referral of such individual cases as may properly come before it; and 4) recommending to the Vice President for Student Access and Success and the President of the University changes in the administration of any aspect of the Code of Student Conduct.

2. Administration. The Dean of Campus Life and Student Development may delegate jurisdiction to University officials, offices, or hearing bodies, as necessary, to administer student conduct cases. These include, but are not limited to, the following:

Office of Student Rights & Responsibilities

1. Assistant Dean of Campus Life and Student Development
2. Associate Director of Campus Life and Student Development
3. Residential Living and Learning
4. Fraternity & Sorority Life judicial boards
5. Campus Recreation

- The University Hearing Board (“Hearing Board”) is a 3-5 member panel of faculty and staff members appointed by the President of the University, as advised by the Dean of Campus Life and Student Development. The Hearing Board has the authority to hear cases assigned to it by the Office of Student Rights & Responsibilities Affairs and/or the Dean of Campus Life and Student Development.

- The University Appeals Board (“Appeals Board”) is a 3-5 member panel of faculty and staff members that hears student appeals for sanctions of Disciplinary Probation or higher, as outlined in the “Student Conduct Procedures” section of the Code. Appeals Board members are drawn

from the Hearing Board pool, with the following requirements to serve:

1. they did not serve on the Hearing Board for the initial hearing;
2. they were not involved in the investigation in any way; and
3. they have been trained in appeals procedures.

Application of the Student Code of Conduct

The following individuals are considered students for the purposes of the Code of Student Conduct:

1. a person currently enrolled at Texas A&M University-Commerce; or
2. a person who has been accepted for admission or readmission to Texas A&M University-Commerce; or
3. a person who has been enrolled at Texas A&M University-Commerce in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows.

Academic Integrity

Matters of academic integrity are the exclusive province of the Provost and Vice President for Academic Affairs and the Office of Graduate Studies (See Texas A&M University-Commerce Graduate Student Academic Dishonesty policy 13.99.99.R0.10; Undergraduate Academic Dishonesty policy 13.99.99.R0.03). Students engaged in acts which may constitute both academic dishonesty and violations under the Code may be subject to sanctions under any of these authorities.

Jurisdiction

This Code applies to any behaviors that take place on the campus and at University-sponsored events. This Code may also apply to actions that occur off-campus and online when the Dean of Campus Life and Student Development (or designee) determines that the conduct affects a substantial University interest. A substantial University interest is defined to include:

1. Any conduct that is a violation of federal, state, or local law;
2. Any situation where it appears that the accused individual may present a danger or threat to the health or safety of others;
3. Any situation that significantly impinges upon the rights, property or interest of self or others;
4. Any situation that breaches the peace and/or causes a substantial disruption to the University community; and/or
5. Any situation that is detrimental to the educational interests of the University.

Standard of Proof

In all cases of alleged violations of the Code, the standard of proof is the preponderance of the information (e.g., “more likely than not”, “50% plus one”). This standard is also applied when making determinations regarding interim restrictions/actions.

General Laws

Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. These allegations will be adjudicated using the University standard of proof and procedure. Investigations, adjudications, and, where appropriate, disciplinary action may be imposed by the University before, after, or in addition to adjudication by any non-University authority.

II. STUDENT RIGHTS AND OBLIGATIONS

1. This policy provides students, faculty, and staff with a clear message regarding the value of students as individuals and the contributions they can make when given the freedom to do so. It also recognizes that their opportunity for education is only limited by the respect which they give to fellow students, faculty, staff and others.

- The rights of students are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules of the system academic institutions, and conditions allowing them to make the best use of their time and talents toward the objectives which brought them to the system academic institutions. No officer or student, regardless of position or rank, shall violate those rights; no custom, tradition or rule in conflict will be allowed to prevail.

- Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.

(Texas A&M University System Policy 13.02)

III. VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The following conduct standards at the University are listed to provide students with general notice of prohibited behaviors. These rules should be read broadly, and are not designed to define prohibited conduct in exhaustive terms.

Specific Violations

- **Abuse of the Student Conduct Process.** Interfering in any manner with the student conduct process is prohibited.

Examples of violating this policy include, but are not limited to:

1. Failing to participate in a hearing or investigation;
2. Colluding with or intimidating witnesses;
3. Providing false or incomplete information that may mislead an investigation or hearing. Intentionally omitting relevant information from an investigation or hearing.

Alcohol. Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on University premises and University-sponsored events. Students are expected to comply with all state and local laws, as well as all Residential Living and Learning regulations regarding the presence of alcohol in the residence halls (see University Housing Policy).

1. Possession or consumption of alcohol by anyone under the age of 21 is prohibited.
2. Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited.
3. Being found in a state of public intoxication or drunkenness is prohibited.
4. Possession of common containers (e.g. kegs, trash cans, etc.) on campus is prohibited.
5. Operating a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol is prohibited.
6. Violating any provision of the Code of Student Conduct while under the influence of alcohol is prohibited.

- **Animal Cruelty.** Prohibited conduct includes:

1. Intentionally, knowingly, or recklessly torturing, causing serious bodily injury to an animal, or killing an animal;
2. Failing to provide necessary food, water or care for an animal in the person's custody;
3. Abandoning an animal in the person's custody;
4. Transporting or confining an animal in a manner that may cause seriously bodily injury to any animal without the owner's consent; or
5. Causing one animal to fight with another animal, or overworking an animal in a manner that may cause serious bodily injury is prohibited.

This policy does not prohibit:

1. Killing or injuring an animal within the scope of a person's employment or furthering the goals of legitimate educational curriculum as designed and approved by the University.
2. Killing or injuring an animal when the person had a reasonable fear of bodily injury to self or others.

- **Complicity.** Aiding, abetting, being an accessory to, failing to report any act, or attempting such conduct is prohibited.
- **Damage to Property.** Intentionally, knowingly, or recklessly causing damage to property or actions that may cause such damage is prohibited. Examples include removal of window restrictors or security screens; dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs; unauthorized application of graffiti to property; and/or removal or damage to fire safety equipment.
- **Damage to Fire Safety Equipment.** Any tampering with fire and safety equipment on University property (e.g. Residence Halls, Rayburn Student Center, Morris Recreation Center and all academic buildings, etc.). Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. (See also, Texas Penal Code 42.06)
- **Disorderly Conduct/Disruptive Activity.** Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the University is prohibited. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited.
 - Non-compliance with reasonable time, place, or manner restrictions on expression is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.
 - To remain in the vicinity of activity that is disrupting normal University functions when requested to leave by a University official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.
- **Drugs.** The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. The possession of drug paraphernalia is also prohibited. Students are expected to comply with all federal, state and local laws.
- **Failure to Comply.** Students and student organizations are expected to comply with reasonable and lawful requests of University officials in the performance of their duties. University officials include, but are not limited to, faculty, staff, residential advisors (RAs), and University police officers. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness upon reasonable notice. A failure to comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may constitute failure to comply.
- **False Information/Fraud/Misrepresentation.** Intentionally or knowingly providing false or incomplete information to a University official is prohibited. This includes, but is not limited to, misrepresenting the truth in a hearing or making a false statement verbally or in writing.
- **Guest Responsibility.** Students are accountable for violations their guests may commit while visiting them or the University community.
- **Harassment**
 1. **Harassment.** Any conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent that it interferes with or limits a person's ability to work, study, or participate in the University's educational programs or activities.
 2. **Racial Harassment.** Any repeated conduct that is directed towards a person or a group of persons because of their race, color, creed, national or ethnic origin is prohibited. Even if the conduct is not directed at specific persons, a hostile environment can be created if the conduct is sufficiently severe, persistent, or pervasive that it substantially limits or denies the ability to participate in or benefit from the University's educational programs or activities.
 3. **Bias.** Any acts that are motivated by prejudice toward a person or group based in whole or in part, on one's actual or perceived race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed an enhanced sanction.
- **Harm to Person(s).** Actions which cause or may cause injury, create conditions that cause injury, or which cause a reasonable apprehension of physical injury are prohibited.
- **Hazing.** Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization is prohibited. The express or implied consent of the victim is not a defense. The failure to act to prevent hazing is also prohibited. (See also, Texas Education Code, Chapter 37, Subchapter F - Hazing).
- **Misuse of Computing Resources.** Failure to comply with University regulations and policies, license agreements, and contracts governing network, software and hardware use;

abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect your password or use of your account; breach of computer security, harmful access, or invasion of privacy are prohibited. Misuse and/or other abuse of **computer facilities and resources are also prohibited. This includes, but is not limited to:**

1. Use of another individual's identification and/or password.
 2. Use of computing facilities and resources to send obscene or threatening messages.
 3. Use of computing facilities and resources in violation of copyright laws.
- **Misuse of Documents.** Forgery, unauthorized alteration, unauthorized possession, or misuse of University documents, records, or identification cards. This includes faculty publications and laboratory materials related to the educational process.
 - **Misuse of Keys/Access Cards.** No person may use or possess any University key or access card without proper authorization. No student is allowed to have a University key duplicated without prior permission from faculty or staff with the authority to provide that permission.
 - **Off-Campus.** Such violations that may occur off of university premises, the university reserves the right to investigate and adjudicate. The University may take action in situations occurring off university premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student's or student organization behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity which adversely affects the University community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-affiliated activities.
 - **Recurring.** Incidents which are in violation of University policies and/or other such persistently irresponsible behavior that brings into question the student's serious intent to pursue an education.
 - **Retaliation.** Retaliation against an individual for alleging harassment or discrimination, supporting a complainant or for assisting in providing information relevant to a claim of harassment or discrimination is a serious violation of University policy and will be treated as an instance of harassment or discrimination.
 1. In cases of sexual misconduct, acts of alleged retaliation should be reported immediately to the Title IX Coordinator or to the Dean of Campus Life and Student Development (or designee). These will be promptly investigated. The University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

2. In all other cases, acts of alleged retaliation should be reported to the Dean of Campus Life and Student Development (or designee).

- **Theft.** Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
- **Unauthorized Presence In or Use of University Facilities.** Unauthorized entry into, presence in, or use of University facilities equipment or property is prohibited.
- **Violation of University Policies.** Violation of any official University policy, rule, or regulation is prohibited. Such rules include, but are not limited to, Residential Living and Learning Community Standards, Athletics Student-Athlete Handbook, Morris Recreation Center Policies and Procedures, Fraternity and Sorority Life policies and procedures, and University Traffic and Parking Regulations.
- **Weapons.** No illegal weapons are allowed on the premise or at university sponsored events.

Sexual Misconduct

1. Sexual Harassment. Any unwelcome, sexual or gender-based verbal, written or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and is based on real or reasonably perceived power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

2. Non-Consensual Sexual Intercourse. Any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.

Note: "Sexual penetration" includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

- **Non-Consensual Sexual Contact.** Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. *Note: "Sexual touching" includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.*
- **Sexual Exploitation.** Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-

Consensual Sexual Contact. **Examples of sexual exploitation include, but are not limited to:**

1. Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
3. Prostitution.
4. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

In cases of sexual misconduct, acts of alleged retaliation should be reported immediately to the Title IX Coordinator or to the Dean of Campus Life and Student Development (or designee). These will be promptly investigated. The University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

STATEMENT ON CONSENT:

Consent is knowing, voluntary and clear agreement by word

or action, to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

- An individual cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Engaging in sexual activity when the individual knows, or reasonably should know, that another person is physically or mentally incapacitated is prohibited. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

- Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). Incapacity may be the result of mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

- Consent to a specific sexual act (such as kissing or fondling) is not consent for other sexual activity, such as intercourse. A current or

previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

- A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

IV. DISCIPLINARY PROCEDURE

When Code of Conduct violations are alleged, students or student groups are subject to University disciplinary action.

-Where a student conduct case involves a psychological or mental concern or other unusual circumstances, such as direct threat to property or well-being of others in the University community, the Dean of Campus Life and Student Development (or designee) should refer the case to the University's Behavior Intervention Team (BIT) or CARE Team.

Review of Alleged Violation. After the Dean of Campus Life and Student Development (or designee) receives a report or information that a student or group of students may have violated the Code, the Dean (or designee) may:

1. Take appropriate action on behalf of the University;
2. Make a referral to the University Hearing Board or other hearing officers/bodies (e.g. Residential Living and Learning, Campus Recreation, etc.); or
3. In cases of clear and present danger to the well-being of the University community or other unusual circumstances, the Dean of Campus Life and Student Development (or designee) may take interim actions with respect to a student before a disciplinary hearing is held (see Code section V.C.). A hearing will be scheduled as soon thereafter as reasonable.

Notice of Allegations

1. The Dean of Campus Life and Student Development (or designee), shall notify the student or student group in writing of the allegations against the student. Notification will include whether their case will be heard administratively or by the University Hearing Board. The decision as to which cases will be heard by the University Hearing Board will be made by Dean of Campus Life and Student Development (or designee).
2. The student will be referred to the online Student Guidebook, which outlines the disciplinary and appeals procedures.

3. The accused student will be given at least three (3) University business days to prepare for a hearing, unless voluntarily waived by the student.

HEARING PROCEDURES

GENERAL

- All hearings will be closed to the public. Admission to the hearing of persons other than the parties involved will be at the discretion of the Dean of Campus Life and Student Development (or designee).
- In hearings involving more than one responding student, individual cases may be heard jointly. However, the Dean of Campus Life and Student Development (or designee) may permit each hearing to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
- A student may be accompanied by an advisor, but the student must represent himself or herself at the hearing. The advisor may not make a presentation or represent the complainant or responding student during the hearing. The advisor may confer quietly with their advisee, exchange notes, clarify procedural questions with the Chair, and suggest questions to their advisee.
- The complainant, responding student, Hearing Board, and the Dean of Campus Life and Student Development (or designee) may question all present witnesses and all present parties (directly or indirectly, at the discretion of the Chair and/or the Dean of Campus Life and Student Development (or designee). Unduly repetitive witnesses can be limited at the discretion of the Hearing Board Chair and/or the Dean of Campus Life and Student Development (or designee). (NOTE: This procedure only applies to non-sexual misconduct cases. In cases of sexual misconduct or violence, all questions between the parties must be asked through the hearing officer. See Code section IV.D.4)
- The student may present relevant information regarding the allegations, including witness information, documents, or any other information that would assist the hearing officer or Hearing Board determine student responsibility. Formal rules of evidence will not be observed. The hearing officer or Hearing Board Chair may limit the number of character witnesses presented or may accept written character statements instead.
- If the student fails to appear for the original hearing without good cause, the student forfeits the right to appeal.
- If a student withdraws from the university pending disciplinary proceedings, the university reserves the right to move forward with the hearing until a final determination of responsibility is made.

ADMINISTRATIVE HEARING

- A hearing officer will hold a conference with the student to: 1) review the allegations; and 2) provide an opportunity for the student

to respond directly to the alleged violation(s). The administrative hearing is intended to be an educational meeting that enables the hearing officer to determine whether there has been a violation of the Code, and if so, what sanctions are appropriate. The hearing officer shall serve the best interests of any responding students by making use of appropriate University resources, including, but not limited to, University Counseling Center, Academic Success Center, etc.

- The student has the right to hear evidence supporting the allegations and ask questions of witnesses either directly or through the hearing officer.
 1. In cases of sexual misconduct or violence, all questions between the parties must be asked through the hearing officer.
- The hearing officer may seek professional assistance and advice, consult with a student's parents or guardians, or take other measures to insure fair disposition of the case.
- After the administrative hearing, the student shall be informed in writing of the action taken by the hearing officer, including findings of responsibility and sanctions.
- If the student fails to appear for a disciplinary hearing, the case may be heard in the student's absence.

UNIVERSITY HEARING BOARD

- The Dean of Campus Life and Student Development (or designee) may assign a student conduct case to the University Hearing Board for adjudication. The decision as to which cases will be heard by the University Hearing Board will be made by Dean of Campus Life and Student Development (or designee).
- University Hearing Board members will be a group of trained faculty and staff members who serve as conduct officers during the adjudication process. Hearing Board members will listen to all of the information presented during the conduct conference and use that information to make decisions on whether the responding student is responsible for violating the Code and assigning appropriate sanctions, as appropriate.
- The Dean of Campus Life and Student Development (or designee) will appoint one board member as the Chair for the hearing.
- A staff member from the Office of Student Rights & Responsibilities shall attend all hearings to ensure that disciplinary procedures are followed. This staff member may not be present during Hearing Board



deliberations, but may respond to procedural questions from the Hearing Board regarding procedure.

- The parties have the right to be present at the hearing; however, they do not have the right to be present during Hearing Board deliberations. If a student unable to attend the hearing, he or she must notify the Office of Student Rights & Responsibilities no less than three (3) University business days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the required minimum three (3) University business days notice, or if the responding student fails to appear for the hearing, the hearing may proceed as scheduled.

- After the hearing, the Hearing Board will deliberate and determine, by a preponderance of the information, if the responding student has violated the Code. A majority vote is required. If the responding student is found responsible for violating any section of the Code, the University Hearing Board will determine an appropriate sanction(s). The Office of Student Rights & Responsibilities is responsible for informing the Hearing Board of applicable precedent, any previous conduct violations, or other relevant pattern information about the responding student. The Hearing Board shall serve the best interests of any responding students by making use of appropriate University resources, including, but not limited to, University Counseling Center, Academic Success Center, etc.

- The Chair will prepare a written report and deliver it to the Dean of Campus Life and Student Life (or designee), detailing the findings and rationale for the Hearing Board's decision, and any information the Hearing Board excluded from its consideration and why. This report must include any sanctions or other actions imposed. This report should not exceed two pages in length and must be submitted to the Dean of Campus Life and Student Development (or designee) within two (2) University business days of the end of deliberations.

- The responding student and complainant will be notified of the final determination in writing within five (5) University business days of the hearing.

- In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties without substantial delay between the notifications to each party.

- There will be a single verbatim record, such as an audio recording, for all Hearing Board proceedings. Deliberations will not be recorded. The record will be the property of the University and maintained according to the System's record retention policy.

4. Procedures for Allegations of Sexual Misconduct, Violence, and Stalking.

Allegations of sexual misconduct by a student will be reviewed and investigated by the University's Title IX Compliance Office or other designated officials. At the conclusion of the investigation, a report will be provided to the Dean of Campus Life and Student Development (or designee) for review. After receiving a report indicating that a student

or group of students may have violated sections of the Student Code of Conduct related to sexual misconduct, violence, and/or stalking, the Dean (or designee) may take action on behalf of the University.

In addition to the procedures found above in sections IV.D.1.

IV.D.2., and IV.D.3., the following procedures shall apply:

1. The complainant shall not be required to attend the hearing. The complainant shall have the opportunity to submit an impact statement detailing any alleged consequences suffered by the complainant.
2. The complainant has the right to be assisted by an advisor of the complainant's choice. However, the complainant is must present his or her own information.
3. For sexual misconduct, discrimination and other complaints of a sensitive nature, alternative testimony options may be provided to the complainant, such as placing a privacy screen in the hearing room or allowing the complainant to testify from another room via audio or audio/video technology. While these options are intended to help make the complainant more comfortable, they are not intended to work to the disadvantage of the responding student.
4. The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be particularly relevant to the facts and circumstances at issue. All such information is presumed inadmissible until it is shown relevant to the case. Any such showing must be made in advance of the hearing, to hearing officer or Hearing Board Chair. Evidence of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, (or in the form of previous good faith allegations), will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.
5. A complainant alleging sexual misconduct, other behavior falling within the coverage of Title IX, and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned, and the rationale for the decision.
6. The proceeding must be completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay.
7. The proceeding must be conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

5. FINDINGS.

- **No Finding.** In these cases, an investigator has made a determination that the responding student is in no way involved in a violation of policy. The responding student's name will be cleared for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to any appeal.
- **Not Responsible.** In these cases, a hearing officer or Hearing Board determines that insufficient evidence exists for a finding of responsible for any of the allegations. The case is closed and a record of the "not responsible" finding(s) is retained. In cases of sexual misconduct or other violence, complainants may accept the finding or elect to appeal.
- **Responsible.** In these cases, a hearing officer or Hearing Board determines that sufficient evidence exists for a finding of "Responsible" for any of the alleged violations. The responding student may accept both the finding and sanctions, or may elect to appeal.

V. SANCTIONS

One or more of the following sanctions may be imposed for a Code violation.

- Warning. The student is warned of possible consequences of continuing such behavior. Warnings can be verbal or written.
- Disciplinary Probation. A period of review and observation during which a student is under an official notice that subsequent violations of the Code, University rules, regulations, or policies are likely to result in a more severe sanction, including suspension or expulsion from the University. While on Disciplinary Probation, a student may be considered to be "not in good standing" and may face specific limitations on University privileges.

Transcript Notation: When a sanction of suspension or expulsion is the result of a violation of the Student Code of Conduct, a notation will be made on the student's academic transcript without exception or time limitation. The notation will differentiate between academic and conduct violations that lead to the assigned sanction.

1. **Not in good standing:** A student who is not in good standing is subject to the following restrictions:
 - Ineligible to hold an elected office in any student organization recognized by the University or to hold any elected or appointed office of the University.
 - Ineligible to represent the University in any way, including representing the University at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation. This includes events taking place both on and off of the University campus.

- Ineligible for fraternity, sorority, or organization new member intake.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

- **Interim Actions.** The University may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of a substantial disruption to the normal operations of the University. In all cases, the student subject to the interim action will be given an opportunity to be heard by the Dean of Campus Life and Student Development (or designee) on the necessity of the restriction within three (3) University business days of the issuing of the restrictions. These actions may include, but are not limited to:
 1. **Interim Suspension.** A student (or organization) suspended on an interim basis is subject to all of the same restrictions as if they had been suspended as a final sanction.
 2. **Interim Restriction.** A student (or organization) with interim restrictions may be denied access to campus premises (including classes), specific individuals, and/or all other University activities or privileges for which the student might otherwise be eligible. These restrictions may include, but are not limited to: restricted access to facilities, housing and/or events, no-contact orders with specific individuals, etc. or any other restrictions deemed necessary by the Dean of Campus Life and Student Development to be necessary to achieve the goals stated above. (NOTE: The University will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.)

Before changing any of these restrictions, a student may be required to participate in a psychological or counseling assessment, interviews, etc. at the discretion of the Dean of Campus Life and Student Development (or designee).

- **Suspension.** The student is separated from the University for a definite period of time. The suspension takes effect when the appeal for the offense is exhausted, waived, or the time limit has passed. Suspensions may go into effect immediately or may be deferred for a period of time. If the student is found in violation of any University rule during the time of deferred suspension, the suspension takes effect immediately without further review.
- **Expulsion.** The student may not return to the University.
- **Conditions/Restrictions.** The University may limit a student's University privileges for a period of time, or require a student to complete a specified activity. This sanction may include, but is not limited to:

1. Restricted access to the campus or parts of campus;
2. A no-contact order;
3. Denial of the right to participate in University-sponsored activities;
4. Denial of the right to represent the University in any way;
5. Removal from an elected or appointed University office or position;
6. Denial of campus housing or parking privileges;
7. Required attendance at a workshop;
8. Ineligible for fraternity, sorority, or organization new member intake;
9. Participation in community service; and/or
10. Any other privileges that are consistent with the violation and the development of the student.

- **Other Sanctions.** The University reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of the University. These may include, but are not limited to: mandated psychological or counseling assessment, research projects, drug/alcohol classes, and restitution ,etc.
- **Parental Notification.** The University may contact a student's parent, guardian, or family member, if deemed appropriate.

VI. STUDENT ORGANIZATIONS

- **Student Organization Responsibilities.** Student organizations, societies, clubs, and living learning communities, on or off campus, are responsible for conducting their affairs in a manner that reflects favorably upon the University. Such responsibilities include:
 1. Compliance with University policies, rules, and regulations.
 2. Taking reasonable steps, as a group, to prevent violations of law or University regulations by members of the group or the group's guests.
 3. A willingness to address individual member's behavior with those members of the group whose behavior reflects unfavorably upon the University.
 4. A group representing the student organization is defined by at least 3 members present, half the number of members needed to start a student organization at Texas A&M University - Commerce. If an event is co sponsored between 2 or more organizations, a group is defined by any combination of 3 individuals representing the co-sponsored organizations.
- **Student Organization Disciplinary Procedure**
 1. Student organizations that fail to meet these responsibilities will

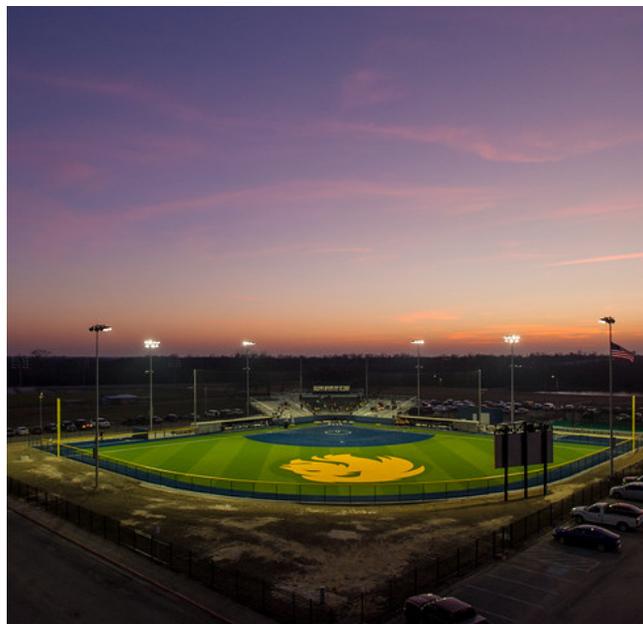
be subject to disciplinary action.

2. Alleged student organization violations will follow the same procedures as alleged individual student violations, except for those related to organizational status only. If three or more members of the same student organization and/or collaborating student organizations violate the Student Code of Conduct the student organization will be subject to disciplinary action. Notification will be sent to the chief student leader of the organization and the organization's advisor.
3. The president of the student organization (or designee) will represent the organization throughout the duration of the judicial process.
4. Any student organization, with a regional and/or national affiliation, receiving a sanction of disciplinary probation or higher will have their regional and national organization notified by the university.
5. Appeals: Any appeal from action by the hearing official that affects organizational status only (i.e., no sanctions against individuals) shall be directed to the Dean of Campus Life and Student Development (or designee).

- **Student Organization Sanctions.** Failure to meet the responsibilities of group membership may subject that organization to, but not limited to any of the following:

1. Social Probation:

Includes the removal of all social privileges as an organization due to violations of the Student Code of Conduct. That includes but is not limited to: not being able to participate as a student organization in intramural activities and/or in yard/step shows, holding events/parties under the student organization's name, new member presentations/shows, running of the hill, and/or being involved in activities that are not educational, philanthropic, or providing a service to the community



2. Disciplinary Probation:

Includes social probation and the inability to be considered a registered student organization on campus and/or participate in council activities and/or participating in new member intake. The student organization may still hold business meetings off campus and upon getting off of probation will have to reregister as a student organization and may have to participate in an university organization reintegration to campus process.

3. Suspension:

Includes social probation, disciplinary probation, and the inability to be considered a registered student organization on campus, participate in council activities, and/or have meetings as an organization on or off campus. The student organization upon getting off of suspension will have to reregister as a student organization and may have to participate in an university organization reintegration to campus process.

4. Expulsion:

The student organization is no longer a registered organization and permanently removed from campus.

VII. APPEAL PROCEDURES

• Form and Scope of Appeal Requests

1. A student receiving a sanction of Disciplinary Probation or higher may request an appeal of the decision of the hearing officer or Hearing Board. The University Appeals Board ("Appeals Board") shall hear initial appeals from hearing officers and the Hearing Board under these circumstances.

2. Cases resulting in a sanction of Warning or lower are considered final (except for cases involving allegations of sexual misconduct – see section VII.D.)

3. Form. All appeal requests must be typed and explain why the student believes the disciplinary action should be reviewed. The request must contain: 1) full name; 2) campus-wide ID number; and 3) current email address and/or phone number. The request must include the specific grounds for appeal, listed below.

3. Grounds for Appeal. Appeals requests are limited to the following grounds:

- A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- Extenuating circumstances that are relevant to the incident and/or student; and/or
- The sanctions imposed are substantially disproportionate to the severity of the violation or the cumulative conduct record

of the responding student.

- Effective Date of Conduct Sanction. The sanction(s) imposed by a hearing officer or Hearing Board will not take effect until the appeal process is complete.

• Considerations Upon Appeal

1. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately. The burden is on the appealing party(ies) to show clear error. The Appeals Board must limit its review to the grounds presented.

2. Procedural errors that would likely result in a different outcome should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

• Appeal Guidelines for Cases Resulting in Disciplinary Probation or Higher Sanctions (except for cases involving sexual misconduct)

Students seeking to appeal a sanction of Disciplinary Probation or higher shall submit a typed request for appeal to the Office of Student Rights & Responsibilities within three (3) University business days from the date they receive notification of disciplinary action (see Sections VII.A.3. and VII.A.4. for additional instructions). If the appeal request is granted, the Office of Student Rights & Responsibilities shall refer the appeal to the University Appeals Board.

If the appeal request is not timely or does not meet the required grounds for appeal, the original finding and sanction will stand and the decision is final.

UNIVERSITY APPEALS BOARD

A 3-5 member Appeals Board is drawn from the hearing panel pool, with the following requirements to serve:

1. they did not serve on the Hearing Board for the initial hearing
2. they were not involved in the investigation in any way
3. they have been trained in appeals procedures

On reconsideration, the Appeals Board may:

1. uphold the original decision;
2. modify the decision;
3. dismiss the charges; or
4. remand the case for further consideration.

Where an appeal results in a sanction of warning or lower, the decision is considered final.

If the Appeals Board decision results in a sanction of Suspension or Expulsion, the student may submit an appeal request to the Dean of Campus Life and Student Development. Students shall submit a typed request for appeal to the Dean of Campus Life and Student Development within three (3) University business days of receiving notification of

the Appeals Board's decision (see Sections VII.A.3. and VII.A.4. for additional instructions).

On reconsideration, the Dean of Campus Life and Student Development may:

1. uphold the original decision;
2. reduce or modify the decision;
3. dismiss the charges; or
4. remand the case for further consideration.

Following an appeal to the Dean of Campus Life and Student Development, the matter is considered final.

- **Appeal Guidelines for All Cases Involving Allegations of Sexual Misconduct, Violence, and/or Stalking** In addition to the appeals procedures contained in Section VII of this Code, the following procedures will apply to cases involving allegations of sexual misconduct, violence, and/or stalking:
 1. Where a case involves any allegations of sexual misconduct, violence, or stalking, any party (responding student(s) or complainant) may request an appeal of the decision of the hearing officer or Hearing Board by filing a written request to the Office of Student Rights & Responsibilities, subject to the procedures outlined above.
 2. The Office of Student Rights & Responsibilities must disclose the appeal by one party with the other party when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may wish to file a response, request an appeal on the same grounds or different grounds).
 3. All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

VIII. DISCIPLINARY RECORDS

All conduct records are maintained pursuant to the Texas A&M University System Records Retention Schedule. Records of cases that result in Expulsion and those that fall within the scope of Title IX of the Educational Amendments of 1972 ("Title IX") are maintained indefinitely.

STATEMENT ON PREVENTION OF ALCOHOL ABUSE AND DRUG USE

Texas A&M University-Commerce is committed to a campus-wide plan to educate students and employees about alcohol and drug issues, discourage the irresponsible use of alcoholic beverages, and prohibit the unlawful use, possession or distribution of controlled substances. The University will act to ensure compliance with all local, state, and federal

laws, System policies and University rules and procedures dealing with controlled substances, illicit drugs, and the use of alcohol. The Student Guidebook and Code of Conduct provides information on alcohol and drug rules and university sanctions. To review the Student Code of Conduct online, go to http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf

ALCOHOL AND DRUG RULES

The University prohibits the use or possession of alcoholic beverages on campus by any individual under the age of 21. Failure to comply with this rule violates state law and the rules governing student conduct and will subject the individual to disciplinary action. Students of lawful age under Texas Statutes may possess and/or consume alcoholic beverages in the privacy of their rooms or apartments in campus residence facilities; however, residence hall occupants and their guests must comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. Any use of alcoholic beverages should be in moderation. Therefore, bulk quantities of alcohol (kegs, cases, party balls, etc.) are not allowed on campus or in residence facilities. Loud or disruptive behavior, interference with the cleanliness of residence facilities, or drinking habits that are harmful to the health or education of an individual or those around him/her are reasons for appropriate disciplinary action by the University. Although students of lawful age may possess and consume alcoholic beverages in the privacy of their rooms or apartments, all alcoholic beverages transported through public areas on the University grounds and in residence facilities must be unopened and concealed. All members of the University community are expected to abide by state and federal laws pertaining to controlled substances and illicit drugs. Standards of conduct strictly prohibit the unlawful manufacture, distribution, possession or use of controlled substances, illicit drugs or drug paraphernalia on University property, at University-sponsored activities, and/or while on active duty. Individuals may use prescription medications that are medically necessary and prescribed by a licensed physician.

ALCOHOL AND DRUG USE PREVENTION PROGRAM

To implement an effective drug and alcohol abuse prevention plan, the University will use both formal and informal channels of communication to: 1) disseminate information describing patterns of addiction and the physical, mental, and emotional consequences that result from the abuse of alcohol and controlled/illegal substances; 2) distribute information that describes and encourages the use of counseling and treatment modalities available to both students and employees in the local and regional area; and 3) make available to the campus population referrals to local treatment centers and counseling programs. These referrals for students will be made within a supportive, confidential, and non-

punitive environment under the auspices of the University Counseling Center. Employees are encouraged to review <http://policies.tamus.edu/34-02-01.pdf>.

TEXAS A&M UNIVERSITY-COMMERCE'S MEDICAL AMNESTY POLICY (MAP)

Free service to currently enrolled A&M-Commerce students

The University recognizes that the fear of potential disciplinary action by the University might create a barrier to or inhibit students from seeking emergency medical assistance for themselves or others when an alcohol or other drug overdose is apparent or suspected. In order to remove that barrier, the University has instituted the/a Medical Amnesty Policy (MAP).

In accordance with MAP, students who have sought emergency assistance for others (at the time of the incident, stay on scene, and cooperate with authorities) will not face disciplinary action from Student Rights & Responsibilities. Here's how it works:

Student(s) call 911 or (903) 886-5111 when alcohol or drug overdose is present or suspected. Student(s) stays with the person and cooperates with all emergency personnel.

- Student(s) will be referred to Student Rights & Responsibilities.
- Student(s) will be evaluated for amnesty by Student Rights & Responsibilities.
- Students who qualify for amnesty will still be required to participate in an educational component and may be referred for an individual consultation; however they will not face disciplinary action.
- Students who receive amnesty and decline or fail to attend the educational component or fail to comply with the counselor's recommendations will become subject to disciplinary action.

There are limitations to Medical Amnesty and inclusion in the program is not automatic.

How does MAP work?

An initial report seeking assistance for a student in need of medical treatment in an alcohol or drug related situation will be granted amnesty from University sanctions. Other educational consequences, such as education or treatment, may be required. This will allow students who may also have been drinking or using drugs to care for their friends without facing the consequences of judicial process for themselves if they qualify for Medical Amnesty.

Medical Amnesty only applies to violations of Student Code of Conduct, Alcohol Procedure 34.03.01.R0.01, Drug Procedure 34.02.99.R1, and SB 1331. It does not grant amnesty for criminal, civil, or legal consequences for violations of federal and state law.

In order to qualify medical amnesty, students must use the policy proactively. This means that students must take the initiative to get assistance at the time of the incident. Asking for medical amnesty

after being confronted for possible policy violations will not result in application of MAP.

Students will not be granted amnesty from punitive sanctions resulting from other policies that they violate while under the influence of alcohol or drugs. For example, if a student is intoxicated and injured himself because he punches a hole in a university window (or damaged any university property), a qualified (i.e. one for whom MA has been granted) student will not be subject to disciplinary action for being intoxicated, but he will still be held responsible for any criminal charges such as criminal mischief or destruction of university property.

Follow-up evaluations and counseling are fundamental components of MAP. Amnesty is only applied when students complete appropriate counseling and treatment (when recommended). Failure to complete recommended evaluation, counseling, or treatment will disqualify the student for MA and will result in the imposition of punitive sanctions under the Student Code of Conduct.

What are the signs of a person in need of medical attention?

- Unresponsive
- Unable to stop vomiting
- Seizure-like activity
- Exhibiting slow, shallow, or irregular breathing
- Incoherent and unable to make rational responses

What should I do until the medical service arrives?

- WAKE – Wake the person
- TURN – Turn them on their side to prevent choking or aspiration
- CALL – Call for emergency medical assistance (911)
- STAY – Stay with the person until medical personnel arrives

What does medical amnesty mean for me?

Medical amnesty is meant to protect the health and well-being of the Texas A&M University-Commerce community by encouraging them to receive appropriate medical attention in an alcohol or drug related emergency without fear of disciplinary action.

In order to qualify for medical amnesty, the student should, whenever appropriate, remain with the allegedly intoxicated student until law enforcement and medical personnel arrive, medical attention is administered, and the caller must cooperate with law enforcement and medical personnel. The student seeking Medical Amnesty must meet with a representative from Student Rights & Responsibilities and agree to comply with any conditions set forth by the representative. If conditions are met the student will be granted medical amnesty. There will be no conduct case and the incident will not become part of the student's record.

If the student fails to comply the required stipulations, he does not qualify for medical amnesty and is subject to the conduct process as provided by the Student Code of Conduct located in the Student Guidebook.

1. Violations of the Code of Student Conduct related to th incident (e.g., property damage, physical violence, disorderly conduct, being in possession of false identification, or illicit

drugs), or

2. Being required to meet with a member of the Counseling Center professional staff and to complete the LEAP: (Lion Education Assessment Prevention) program and/or other appropriate administrative referral.

A student cited for an alcohol or drug violation OR transported by Emergency Medical Services (EMS) for an alcohol or drug related emergency will be required to meet with a Counseling Center professional and must complete the LEAP program and/or other appropriate administrative referral.

Failure to meet with a member of the Counseling Center professional staff and/or complete the LEAP program will result in a through referral to the disciplinary process. Other penalties, including but not limited to blocked registration, and/or parental notification, may be levied until the student completes all requirements.

If additional follow up is required by a Counseling Center professional, the student must also complete those requirements in order to be in compliance. Student will have a required time frame by which to complete the program or referral. The LEAP program screening is FREE to students.

What if a student attempts to abuse MAP?

Texas A&M University-Commerce's Medical Amnesty Policy's definition of abuse will be at the discretion of Campus Life and Student Development. A student may abuse MAP if it is determined that the primary purpose of the report was not to protect the health and safety of others, but was to avoid the consequences of Code of Student Conduct violations.

What does this mean for the student reporter?

A student who makes a good faith report seeking medical assistance on behalf of someone else will not be subject to student conduct sanctions for the following Code of Student Conduct violations in relation to the incident:

- Possession, consumption, sale, or manufacture or furnishing of alcoholic beverages on University property is prohibited, except in those areas of University housing where possession and consumption is allowed.
- Possession, use, manufacture, sale, or distribution of any illegal drugs, controlled substance, or drug paraphernalia; misuse or illegal possession of prescription, over-the-counter, or other dangerous drugs.

However, medical amnesty does not preclude the caller from being charged with other violations of the Code of Student Conduct related to the incident (e.g., property damage, physical violence, disorderly conduct, being in possession of false identification).

FAQs about Medical Amnesty: What is an alcohol or drug emergency?

An alcohol or drug related emergency exists when an alcohol or other

drug overdose is apparent or suspected. Some possible signs and symptoms include:

- Unresponsiveness
- Constant or continuous vomiting
- Seizure-like activity
- Incoherence or the inability to communicate understandable or rational response

Does this mean that Texas A&M University-Commerce encourages students to drink or take drugs?

No. Texas A&M University-Commerce recognizes a student's safety and well-being can be compromised due to excessive use of alcohol and other drugs. The Medical Amnesty Program was put into place so students can receive the appropriate medical attention without fear of "getting in trouble" or the incident appearing on the student's conduct record. MAP does not "legalize" alcohol on campus under the age of 21 or permit any illegal behavior. The policy only changes the manner in which the university addresses certain alcohol or drug related incidents for student safety.

Will my parents find out?

As a general rule, your parents will not be notified. However, your parents may be notified if your alcohol or drug related use is life threatening or if it is deemed necessary to protect the health and safety of the student or other individuals.

Will incidents involving MAP be on my academic record?

No. MAP incidents will not be entered on the student's official academic record. Non-MAP related incidents may become part of the student's academic record.

Is Texas A&M University-Commerce the first to enact a Medical Amnesty Policy?

No. Many colleges already have Medical Amnesty Policies or Good Samaritan policies, including: University of Texas at Austin, Texas Christian University, Texas Wesleyan University, American University, Binghamton University, Brown University, Cornell University, Dartmouth College, Duke University, Emory University, Harvard University, Massachusetts Institute of Technology, New Mexico State University, New York University, Ohio State University, Princeton University, Vanderbilt University, and Yale University.

Can MAP really save lives?

Yes. In their study of Cornell University's Medical Amnesty Policy, Deborah K. Lewis and Timothy C. Marchell found that, "...following initiation of the MAP, students were less likely to report fear of getting an intoxicated person in trouble as a barrier to calling for help. Furthermore, the percentage of students seen by health center staff for a brief psycho-educational intervention after an alcohol-related emergency more than doubled (from 22% to 52%) by the end of the second year" (Lewis & Marchell, 2006).

Why is this important?

MAP only works if students know about it. In an emergency situation, students face difficult decisions on whether or not to call for help. Your

well-being, health and safety are most important. Help us help you with MAP.

What is LEAP?

Lion: Education Assessment and Prevention (LEAP) is a risk reduction approach to alcohol consumption that ultimately focuses on reducing the risky behaviors and harmful consequences associated with drinking alcohol. LEAP was specifically designed for college students who violate the University's alcohol policy and is non-confrontational and non-judgmental. LEAP consists of two sessions with a trained professional staff member. In the initial session, students in this program will be required to research alcohol related articles and submit an assignment. This may take place with a small group and will be an opportunity for the student to meet the LEAP facilitator. Two weeks later the student will return to meet individually with the facilitator during which time they will discuss the assignment the student submitted, examine their current alcohol use and have the opportunity to create personal goals for the future.

UNIVERSITY SANCTIONS

Students suspected or found in violation of the Student Code of Conduct for alcohol or drug violation's will be notified to appear for a hearing with the Assistant Dean of Campus Life or designee. Procedures for hearings are outlined in the Student Code of Conduct.

A student found responsible for violating the code of conduct will be subject to sanctions appropriate with the offenses and any aggravating and mitigating circumstances. Disciplinary actions in cases involving alcohol and drug-related violations result in sanctions up to and including suspension or expulsion from the University and referral for prosecution. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority. Students will be advised of available alcohol and drug counseling at the Counseling Center and/or referred to a community organization. The Counseling Center can provide assistance and referral to appropriate community agencies. Advisors and faculty members have the responsibility to supervise student activities on all trips. Faculty members should inform students that actions violating state laws, local regulations, and University rules regarding alcohol and drugs will not be permitted on any University trip. Students who violate these guidelines regarding alcohol and drug use on field trips will be subject to disciplinary action.

HEALTH RISKS

Alcohol abuse can cause many health-related problems. Approximately 150,000 deaths annually are directly related to alcohol abuse and/or alcoholism. Alcohol abuse can lead to alcoholism, premature death through overdose, and complications involving the brain, heart, liver, and many other body organs. Alcohol abuse is a prime contributor to suicide, homicide, motor vehicle deaths, and other accidental causes of death. Alcohol abuse also causes liver disease, gastritis, and anemia.

Alcohol abuse interferes with psychological functions, causes interpersonal difficulties, and is involved in many cases of child abuse. Alcohol abuse also disrupts occupational effectiveness and causes legal and financial problems. Alcohol used in any amount by a pregnant woman can cause birth defects. The abuse of illicit drugs can result in a wide range of health problems. In general, illicit drug use can result in drug addiction, death by overdose, death from withdrawal, seizures, heart problems, infections (i.e., HIV/AIDS, hepatitis), liver disease, and chronic brain dysfunctions. Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (i.e., hallucinations, paranoia, psychosis), and psychological dependency. Additional effects include occupational, social, and family problems as well as a reduction in motivation. Drug use by a pregnant woman may cause addiction or health complications in her unborn child. We encourage you to report. In the event of possible alcohol poisoning, a person under 21 calling for help for himself or another will not be held in violation for consuming or possessing alcohol. The immunity for minors is limited to the first person who calls for assistance, only if he or she stays on the scene and cooperates with the University Police Department, Residential Living and Learning staff, and medical personnel. This immunity doesn't protect a person from being cited for any other violations.

RESOURCES

Counseling Center - The University Counseling Center offers students individual counseling, educational programming and support groups focused on alcohol and other drug use, abuse and addiction. For more information, call (903) 886-5145 or visit the web site at <http://web.tamuc.edu/studentLife/campusServices/counselingCenter/default.aspx>

Student Health Services - The University Health Center can provide information about the health risks of drug and alcohol abuse, as well as general medical care for students. For more information, call (903) 886-5853 or visit the web site at <http://web.tamuc.edu/studentLife/campusServices/studentHealthServices/default.aspx>

National Collegiate Alcohol Awareness - Each year, the University Counseling Center plans a variety of interactive and educational events during the month of October in conjunction with National Collegiate Alcohol Awareness Week. Call (903) 886-5145 for more information.

Campus Recreation Center – Drug and alcohol education is offered through the Wellness program in collaboration with Campus Recreation, Student Health Services, the Counseling Center, Student Activities, and Career Development. Educational workshops are offered each year during which students can experience the dangers of drunk driving firsthand in a simulation program that is brought on campus. Each semester, the program offers a Wellness Lecture Series that provides demonstrations,

activities, and workshops for students to learn about different components of wellness including nutrition, social development, and healthy therapeutic alternatives to substance abuse for managing stress. For more information, call (903) 468-3172 or visit web at for more information:

https://www.tamuc.edu/reccenter/?page_id=28

University Police Department - The University Police Department educates the University community about drug and alcohol issues as well as enforces local, state and federal law. For more information, call (903) 886-5868.

Annual Security Report - This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Texas A&M University-Commerce; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Obtain a copy of this report by contacting the University Police Department at (903) 886-5868 or by accessing the following website: <http://tamuc.edu/crimestats>

Texas A&M University System Policy (Drug and Alcohol Abuse and Rehabilitation Programs) <http://policies.tamus.edu/34-02-01.pdf>

ALCOHOL PROCEDURE

The following is the Alcohol Procedure for Texas A&M University-Commerce (Procedure 34.03.01.R0.01 at:

www.tamuc.edu/administration/president/procedures/34.03.01.R0.01.htm):

1. The University permits the consumption of alcoholic beverages only within the stipulations of local, state, and federal laws that govern the purchase, selling and use of alcoholic beverages.
2. When an event has been scheduled and approved through the SRSC Scheduling Office, beer and wine may be sold and served in the Rayburn Student Center, the Heritage House, and the President's Home. Other locations may be authorized on an individual case-basis by the President or Chancellor.
3. The President must approve each request to serve beer or wine at University-sanctioned events.
4. The vendor's license for the sale and serving of beer and wine on campus will be held by the University's contract food service company.
5. Alcohol may be consumed by individuals of appropriate legal age in residence hall rooms or apartments.
6. Departments will coordinate operational guidelines through the vendor relative to the University's procedure addressing alcoholic beverages on University Property.

University Residence Life Procedure on Alcohol

The possession and consumption of alcoholic beverages shall be allowed

within university residence halls, with the exception of Whitley, Pride Rock, and Phase II, which are an alcohol-free living environments, and approved campus facilities subject to the following guidelines:

- A) Consumption of alcoholic beverages shall be limited to student rooms or apartments of individual students who are of legal age, and shall be subject to all requirements of state and local laws and pertinent University regulations.
- B) Possession of alcoholic beverages in public areas shall be permitted only in the process of transporting the unopened beverages to the resident's room. The beverages must be transported in a covered container such as a paper sack or cardboard box.
- C) Possession and/or consumption of alcoholic beverages is prohibited in hallways, lounges, stairways, courtyards, community bathrooms, parking lots or any other public area inside or outside the buildings.
- D) Applicable University regulations will be enforced where the use of alcoholic beverages leads to the disturbance of other people or where inappropriate conduct infringes on the rights of other students. Violations will be handled through normal residence hall and University disciplinary procedures.
- E) Residents shall assume full responsibility for their guests at all times in the residence halls. In accordance with civil law, hosts are reminded that minors are not allowed to consume alcoholic beverages.
- F) Further restrictions on the use of alcoholic beverages may be developed beyond the limits of its policy by the University Residence Life staff and will be published in the Residence Life Handbook.

CAMPUS CONCEALED CARRY

Government Code 411.2031 authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to the Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <http://www.tamuc.edu/hoc> and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce Campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Dangerous or Disruptive Behavior(s) that may be caused by Manifestations of a Serious Psychological Problem (Revised – August, 2010)

The personnel of all campus departments should contact the Dean of Campus Life and Student Development, or designee, to refer any student who displays dangerous or disruptive behaviors that may be

caused by manifestations of a serious psychological problem. The Dean, or designee, will coordinate the response with appropriate University officials.

Dangerous or disruptive behaviors may include, but are not limited to the following:

- a student engages in, or threatens to engage in inappropriate behavior which (1) poses a danger of causing physical harm to self or others, or (2) demonstrates an inability to care for self;
- inappropriate behavior resulting in a student (1) causing significant property damage, (2) directly impeding the lawful activities of others, or (3) interfering with the educational experience, the educational process, or the orderly operation of the University;
- a student engages in inappropriate behavior in which a contributing factor is failure to follow a prescribed medical or psychological treatment plan; or
- inappropriate behavior resulting in a student's chronic, inordinate use of University resources (including, but not limited to, employee time, counseling, medical, and/or emergency services).

A student referred for engaging in one or more of these behaviors may be (1) contacted by the Dean of Campus Life and Student Development, or designee, (2) required to present to the Counseling Center for evaluation, referral, or appropriate treatment, or (3) suspended from the University. The Dean of Campus Life and Student Development, or designee, is responsible for the University disciplinary process. This procedure does not preclude a student being removed for disciplinary reasons from the University in accordance with the disciplinary procedures as outlined in the Student's Guidebook. A student who is suspended from the University under the provisions of this procedure has the opportunity for an appeal.

DRUG PROCEDURE

(Procedure 34.02.99.R1 at www.tamuc.edu/administration/president/procedures/34.02.99.R1.htm).

The use, possession, consumption, sale, manufacture, or furnishing of illicit drugs and narcotics, including marijuana and drug paraphernalia, is prohibited by state law and University regulations. Violations may result in arrest and/or suspension from the University.

WEAPONS

No illegal weapons are allowed on the premise or at university sponsored events.

FIRE SAFETY

Texas A&M University – Commerce is committed to your safety. For any building you enter, have an exit strategy. Pay attention to where the nearest exits and fire extinguishers are located. If the fire alarm system is activated, please exit the building. For more information about fire safety, please contact (903) 468-3129 or visit the website <http://www.tamuc.edu/facultyStaffServices/riskManagementSafety/fireAndLifeSafety/default.aspx>

<http://www.tamuc.edu/facultyStaffServices/riskManagementSafety/fireAndLifeSafety/default.aspx>

Students may be subject to student code of conduct process and possible criminal prosecution. According to Texas Penal Code 42.06, tampering with fire detection equipment is a Class A Misdemeanor, which is punishable by (1) a fine not to exceed \$4000; (2) confinement in jail for a term not to exceed one year; (3) both such fine and imprisonment. In addition, a student found responsible may be subject to all appropriate university administrative sanctions as authorized in V. Sanctions. The Code of Conduct process could result in a fine of up to \$500 and/or removal from housing eligibility, in addition to any other sanctions.

HATE CRIMES

Hate crimes (also known as bias-motivated crimes) occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity, social status or political affiliation. This type of behavior will not be tolerated. If you believe you have been a victim of a hate crime, you are urged to contact the University Police Department at (903) 886-5868. For further information about your rights as a victim, contact the Assistant Dean of Campus Life at (903) 886-5171 or visit <http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>.

If a person is found in violation of a hate crime the sanctions could lead up to suspension and/or expulsion from the university and could face criminal charges.

HAZING CODE

Senate Bill 24

An Act relating to offenses relating to hazing at or in connection with an educational institution; providing criminal penalties.

Be it enacted by the Legislature of the State of Texas:

Section One: Section 4.01 through 4.50, Education Code, as amended, are designated as Subchapter A, Chapter 4, Education Code, and that chapter is amended by adding a subchapter designation immediately after the chapter heading to read as follows:

Subchapter A. General Provisions

Section Two. Chapter 4, Education Code, as amended, is amended by adding Subchapter B to read as follows:

Subchapter B. Hazing

Sec. 4.51. Definitions. In this subchapter:

1. "Educational institution" includes a public or private:
 - A. high school, or
 - B. college, university, or other postsecondary educational establishment.
2. "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for

membership in an organization.

3. "Pledging" means any action or activity related to becoming a member of an organization.
4. "Student" means any person who:
 - A. is registered in or in attendance at an educational institution;
 - B. has been accepted for admission at the educational institution where the hazing incident occurs; or
 - C. intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
5. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, or service, social, or similar group, whose members are primarily students at an educational institution.
- 6 "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.
 - A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 - B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
 - C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
 - D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

Leave the organization or the institution rather than submit to acts described in this subsection;
 - E) any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Sec. 4.52. Personal Hazing Offense.

- A) A person commits an offense if the person:
 - 1) engages in hazing;
 - 2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
 - 3) intentionally, knowingly, or recklessly permits hazing to occur;
 - 4) has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Campus Life & Student Development or another appropriate official of the institution.
- B) The offense of failing to report is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
- C) Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
- D) Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
- E) Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.
- F) Except when an offense causes the death of a student in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on community service probationers by Subdivision (1), Subsection (E), and Subsections (C), (D), (G), and (H) of Section 10A, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Sec. 4.53. Organization Hazing Offense:

- A) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
- B) An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, or if a court finds that the offense caused personal injury, property damage, or other

loss, the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of such injury, damage, or loss.

Sec. 4.54. Consent Not A Defense:

It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Sec. 4.55. Immunity from Prosecution Available:

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Dean of Campus Life & Student Development or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Sec. 4.56 Offenses in Addition to Other Penal Provisions:

This subchapter does not affect or repeal any penal law of this state. Nothing in this subchapter shall limit or affect the right of an educational institution to enforce its own penalties against hazing.

Sec. 4.57 Reporting by Medical Authorities:

Treatment of a student who may have been subjected to hazing activities may be reported to police or other law enforcement officials, and the doctor or medical practitioner so reporting shall be immune from civil suit or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Residential Living and Learning Requirement – The

Department of Residential Living and Learning at Texas A&M University-Commerce has a two year living requirement. All incoming freshmen, who are not commuting from the home of their parent or legal guardian, must reside in University residence halls and are required to purchase a meal plan per semester their first and second year. A parent or legal guardian home must be within a 50 mile radius of the main campus or no more than one hour travel time from campus. This policy covers all beginning students who are starting college the same year as their date of graduation. Students who have been out of high school for one year or more are exempt from this policy.

Meal Plan Requirements – All single, first and second-year undergraduate students living on campus are required to purchase the Unlimited Meal Plan, 19-Convenience Meal Plan, or 14-Meal Plan (second year only) for the full academic year

Meal plans are optional for other classifications. Meal plans are sold for the entire academic year. Plans are not transferable to

another student. Students may change to a meal plan offering more meals at any time. Students may change to a meal plan with fewer meals in between semesters and during the first five class days of either semester.

Commuter Forms – All beginning students who wish to commute rather than live in on-campus housing must submit a Commuting Authorization Request form for approval. Once a student is enrolled at the University, housing and meal plan charges will be added to their student account.

Upon approval of the Commuting Authorization Request, these charges will be removed. Approved commuters who would like to spend the night on campus occasionally may contact Residential Living and Learning to inquire about the availability of guest housing. Falsification of records will result in disciplinary action.

Room and Meal Plan Contracts – Charges for these areas will vary according to the hall/room assignment and meal plan of choice. All rooms and meal plans are contracted for the entire school year. Moving off campus before the end of the academic year constitutes breaking the housing contract and requires approval.

DEPARTMENTAL RULES

Administrative Inspections—Administrators have the right to make regular administrative inspections of university residences as set out in housing contracts. These are not searches; however, illegal drugs, weapons or other contraband in plain view may be confiscated during these inspections and used in subsequent administrative hearings.

Warrantless Searches—University officials may enter into and search student residences without notice and without search warrants when the search is based on a reasonable suspicion that illegal weapons or illegal drugs are in the premises, or that other serious illegal activity is being conducted therein.

- a. The determination of whether or not there is “reasonable suspicion” to justify a warrantless search should be made by either the Director of Residential Living and Learning, or the Dean of Students.
- b. The evidence to support “reasonable suspicion” can be less than would be required to establish “probable cause,” but must be more than a rumor. Hearsay can be used, but the administrator must be satisfied that the information he/she has received is reliable, and that a search is justified. The facts and rationale for the administrative decision to search must be documented and preserved.
- c. University Police officers may participate in residence searches if and to the extent requested by the Director of Residential Living and Learning, or the Dean of Campus Life. University Police officers will participate in searches only as necessary to protect the safety

of personnel, students and the public. Contraband or illegal items shall be turned over to University Police officers.

- d. Any residence searched under this policy shall be left in the same condition as it was when entered.

Search Warrants—Nothing in this policy shall hinder University Police officers or other police officers from obtaining and executing a valid search warrant in University Residence Halls.

Fund Raising Projects—Permission to conduct such projects in the residence halls is granted to residence hall associations. Permission must be secured from the Director of Residential Living and Learning at least one week in advance. Recognized campus organization may apply for special permission to sell in the residence halls through the Dean of the Campus Life and the Director of Residential Living and Learning. Solicitation is not allowed door to door.

Discipline Process—Infractions of residence hall rules and regulations may be dealt with by the Community Director, Area Coordinator, Assistant Director of Residential Living and Learning, Director of Residential Living and Learning, or the Dean for Campus Life and Student Development and/or designee. Sanctions will vary according to the infraction and could lead to removal from University Housing by the Director of Residential Living and Learning. Appeals may be made through the Dean for Campus Life and Student Development.

Smoke, Vapor & Tobacco-Free Environment—All residence halls and apartments, including public seating areas outside and adjacent, will be smoke, vapor and tobacco-free.

Residence Life Handbooks—Please refer to the Residence Life Handbooks for additional information related to rules and regulations associated with Department of Residential Living and Learning facilities.

PEER-TO-PEER FILE SHARING /COPYRIGHT STATEMENT

File sharing is making files available for others to download. Downloading, copying and sharing material, such as music, movies, games, and applications, for which the copyright holder has not given you rights is against both the law and Texas A&M University-Commerce Student Code of Conduct. Students are subject to disciplinary sanctions under the code “Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Misuse of computing resources. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain.”

The Higher Education Opportunity Act (HEOA) of 2008, also referred to as H.R. 4137, was signed into law on August 14. The HEOA primarily addresses obstacles that make it difficult for qualified students to obtain a college education, but it also includes specific statements requiring colleges and universities to comply with

digital copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Plan To Effectively Combat Copyright Infringement

Students are notified when the university receives a DMCA notice that can be traced back to the student’s connection. This notice comes via email from Information Technology. A hold will also be placed in the student’s MYLeo account. The notice informs the student that a copyright holder or authorized agent has sent the university a notice of alleged infringement. The notice will identify the student’s public IP address and internal IP address at the time of the alleged infringement. The student is requested to respond to the notice and agree to take all appropriate actions to ensure that copyright infringement of the specified work does not occur. If the student ignores the notice or receives subsequent notices, then other actions may occur, including disabling of that student’s network access, or a referral to the Dean of Students, who may take additional actions regarding the status of that student at the University.

Texas A&M University-Commerce uses a combination of technological and procedural deterrents. Traffic-shaping devices (e.g. Packeteer) are used on the core Academic network, wireless networks, and the Residence Life networks to limit the amount of bandwidth that can be used by certain protocols, programs, and users. Texas A&M University-Commerce has a program of responding to Digital Millennium Copyright Act (DMCA) Notices.

Peer to Peer/Copyright Educational Resources

DMCA (Digital Millennium Copyright Act) – explanation of United States Copyright law <http://www.copyright.gov/legislation/dmca.pdf>

B4UCopy: The Right Stuff - resource site that explains copyright basics for students at college campuses <http://www.b4ucopy.com/>

Campusdownloading.com - information about P2P, copyright & legal music sites. <http://www.campusdownloading.com/>

www.musicunited.org - More information about P2P, laws, legal sites & FAQ’s.

Educause Connect - P2P File-sharing

<http://www.educause.edu/>

P2P Security - OnGuard - Risks of P2P file-sharing
<http://www.onguardonline.gov/topics/p2p-security.aspx>
RIAA - Recording Industry Association of America
<http://www.riaa.com/>
MPAA - Motion Picture Association of America
<http://www.mpa.org/>

Commerce Peer to Peer/Copyright Resources

Texas A&M University-Commerce Rules & Procedures: The Use of Copyrighted Material
tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/15ResearchPrograms/15.99.03.R0.02TheUseOfCopyrightedMaterial.aspx
Texas A&M University-Commerce: Information Technology (Copyright Law & the DCMA) tamuc.edu/copyright/
Texas A&M University-Commerce: Student Center Copyright Use
tamuc.edu/studentLife/studentCenter/schedulingOffice/copyrightUse.aspx
Texas A&M University-Commerce: Copyright Plan tamuc.edu/aboutUs/policiesProceduresStandardsStatements/documents/CopyrightPlan.pdf
Texas A&M University-Commerce Student Guidebook
<http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>
Texas A&M University-Commerce Residential Living and Learning handbook
<http://web.tamuc.edu/studentLife/housing/currentStudents/rllHandbook.aspx>

MISSING STUDENTS

If you wish to report a student missing who lives on campus, please contact the Resident Assistant or Community Director on duty. They will take preliminary information provided by you and forward it to the appropriate university personnel. If and when necessary, university personnel may need to follow up with you for additional information.

If you wish to report a student missing who lives off-campus, dial 911. Students will be advised that their contact information will be registered confidentially and information will be accessible only to authorized campus officials. Information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Students under 18 who are not emancipated will have their parent or guardian notified within 24 hours of the determination that the student is missing. Local law enforcement will be notified within 24 hours of the determination that the student is missing.

For further information, please contact Residential Living and Learning at (903) 886- 5797 or Student Guidebook:

<http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

SEXUAL ASSAULT/SEX OFFENSE POLICY STATEMENT

Definitions:

Sexual Assault—generally defined as attempted or actual unwanted sexual activity.

Forcible and Non-Forcible Sex Offenses—A forcible sex offense is “any sexual act directed against another person, forcible and or against that person’s will where the victim is incapable of giving consent,” and includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-

forcible sexual intercourse such as incest and statutory rape.

Pursuant to the Sexual Assault Victim’s bill of Rights, it becomes important to promote the reporting of all sex crime violations as well as to outline the procedures to facilitate the reporting of all alleged violations. Therefore, students are hereby informed of the following programs and options.

Educational Programs—Various programs addressing sexual assault, date rape, and related issues are presented throughout each academic year. Primarily the Counseling Center, Residential Living and Learning, Fraternity & Sorority Life, Project Respect, University Police Department, and other departments agencies sponsor these programs.

Procedures for Reporting Offenses—In those instances which sexual assault is alleged, the victim is strongly encouraged to report the incident to the University Police Department at (903) 886-5868. The victim will be given information as to how to go about bringing formal charges against the accused. The victim will also be informed of the University Disciplinary Action that may be taken against the accused. Victims may choose to merely report a sex offense for statistical purposes only by filling out a form and mailing it to the University Police Department. The form can be found at www.tamuc.edu/upd/reports/crimereportingfrm.pdf

The importance of preserving physical evidence—

If you, or someone you know, is a victim of a sexual assault, it is imperative that the victim be aware of methods to preserve physical evidence, even if they think they don’t want to file charges.

- Don’t destroy evidence by bathing, douching, washing hands, brushing teeth, changing clothes or linens, eating or drinking.
- DO notify someone immediately. It may help you if a friend or neighbor goes with you to the hospital and police.
- DO seek medical attention in the ER of a local hospital. You need to have a rape exam even if you decide not to press charges. The exam is used to collect evidence (which will be needed if you later decide to prosecute) as well as assure you that you did not sustain injuries, which may not be visible yet (i.e., internal injuries, bruises).
- DO call police as soon as possible. Even if you don’t want to file any charges, you can file an informational report that may help police locate your attacker and protect others. Most rapists are repeat offenders!
- DO take a change of clothes with you to the hospital.
- DO write down the details about the rapist and the circumstances of the rape as soon as possible.
- DO call the Counseling Center in the Student Service Building if you need someone to talk to or answer questions or if you want someone from the center to accompany you to the hospital, police station, or courthouse. They can be reached at (903) 886-5145. A counselor is automatically called 24 hours a day, 7 days a week if a sexual assault is reported to the UPD.

Changing Academic and or Living Arrangements—

When appropriate, academic, and/or on-campus living arrangements may be modified as the direct result of a sexual assault. This action may be taken when requested by the victim and if such modifications are reasonable and available. These arrangements would be coordinated through the Dean of Campus Life.

Counseling Services—Those students who have become victims of a sex crime are eligible for and encouraged to take advantage of the counseling services offered by the Counseling Center located on the second floor of the Student Services Building. Professional Mental Health Counselors encourage victims of sexual assault to report the incident to the police department, even if it's anonymous, and merely for statistical purposes. Those wishing to report a crime for statistical purposes only should contact the Crime Information Officer at (903) 886-5868. Counseling services are also extended to those accused of a sex crime.

Campus Disciplinary Procedures—When a student or groups of students stand in violation of the University Code of Conduct or State or Federal civil or criminal law, they may be subject to University disciplinary action. Violations of law and of the standards of student conduct may be reported to the Office of Student Rights & Responsibilities for consideration or referral. This does not preclude direct referral of such matters to appropriate disciplinary or judicial agencies by faculty, staff or students. The Office for Student Rights & Responsibilities shall insure that the best interests of any offending students are served by making use of appropriate University counseling, professional services, and judicial agencies. In cases of alleged sex offenses;the complainant and the respondent are entitled to the same opportunities to have others present during a disciplinary proceeding; both the complainant and the respondent will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

For more information on disciplinary procedures, consult the Dean of Campus Life and Student Development.

Possible Sanctions - Depending on the severity of the crime, those found guilty of a sex crime may face criminal charges, suspension or expulsion from the university.

INFORMATIONAL RESOURCES

Texas Department of Public Safety

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx>

University Counseling Center

(903) 886-5145

tamuc.edu/studentLife/campusServices/counselingCenter/default.aspx

Residential Living and Learning

(903) 886-5797

tamuc.edu/campuslife/housing/default.aspx

Safe Spaces

(903) 886-5508

tamuc.edu/CAMPUSLIFE/CampusServices/safeSpaces/default.aspx

Fraternity & Sorority Life

(903) 468-3317

tamuc.edu/campuslife/studentcenter/FSL/default.aspx

University Police Department

(903) 886-5868

<http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/default.aspx>

Commerce Police Department

911(Emergencies)

(903) 886-1139 (Non-Emergencies)

Crisis Center of Northwest Texas

(903) 454-9999

<http://www.ccnetx.org>

National Sexual Assault Hotline (24 Hours)

800-656 –HOPE (4673)

CIVIL RIGHTS COMPLIANCE

Revised April 17, 2018

Rule - No individual will, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity be excluded from participation in, or be denied the benefit of or be subjected to discrimination under any system program or activity.

The University Compliance Office receives and considers complaints dealing with sexual harassment.

Complaints of sexual harassment may be made to the department head or University Compliance Office.

A copy of the Civil Rights Compliance rule may be obtained from the University Compliance Office.

COMPLAINT RESOLUTION MATRIX

This matrix is provided to assist students in understanding the procedures and process for addressing common issues. Student are encouraged to follow the formal process for complaints and concerns.

For additional information, please see:

<http://www.tamuc.edu/campuslife/CampusServices/studentRights/studentConcerns.aspx>



STUDENT COMPLAINT, APPEAL, AND CONCERN MATRIX

This matrix is provided to assist students in understanding the procedures and process for addressing common issues. Procedures are usually different for Undergraduate and Graduate students.

STEP 1:

Find your complaint, appeal, or concern on the matrix below and follow the process for resolution.

STEP 2:

If your complaint, appeal, or concern is still not resolved, complete the Student Complaint, Appeal, and Concern Form and return it to the Dean of Students.

The Student Complaint, Appeal, and Concern Process flow chart is found below:

The link to the Student Complaint, Appeal, and Concern Form is found here:

<http://www.tamuc.edu/campuslife/CampusServices/studentRights/documents/StudentConcernsReportForm.pdf>

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p>Academic Content/Record</p> <p>System and university policies, as well as FERPA, establish the student's right to request a change, addition, or deletion to his/her records if the material is inaccurate or misleading.</p>	<p>Student Guidebook</p> <p>FERPA</p>	<p>Registrar</p>	<p>-Send the form to the Registrar: regofc@tamuc.edu and include your name, CWID</p> <p>-The Registrar's Office will respond by email.</p> <p>-A record of the concern will be retained in the Office of the Registrar.</p> <p>www.tamuc.edu/admissions/registrar</p>
<p>Academic Suspension</p> <p>Students who fail to maintain sufficient academic progress (GPA standards) may appeal and request eligibility to re-enroll and continue classes.</p>	<p>11.04.99.R0.06 Undergraduate Scholastic Probation and Dismissal</p> <p>11.04.99.R0.16 Graduate Academic Probation, Retention and Suspension</p>	<p>College Deans or School Director</p> <p>Vice Provost for Research/Dean of Graduate Studies</p>	<p>-A student who is on academic suspension may appeal through their academic College Dean or School Director to re-enroll and continue classes.</p> <p>-If you are a University College student, taking courses in the core curriculum, contact the Dean of the University College.</p> <p>-All other undergraduate students must contact the Dean of the College or the School Director for your declared major.</p> <p>-If you are not satisfied with the decision of your College Dean or School Director, contact the Office of the Provost & Vice President of Academic Affairs to have your appeal reviewed by the Academic Appeals Committee.</p> <p>-Please note – all holds against an undergraduate student's record (academic, financial, etc.) must be resolved prior to re-admittance.</p> <p>-Graduate students contact the Vice Provost for Research/Dean of Graduate Studies.</p> <p>-Please note – all holds against a graduate student's record (academic, financial, etc.) must be resolved prior to re-admittance.</p>

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
Admissions Appeal	<p>11.04.99.R0.01 Undergraduate Admissions</p> <p>Graduate School</p>	<p>Undergraduate Admissions</p> <p>Director of Undergraduate Admissions</p> <p>Vice Provost for Research and Dean of Graduate Studies</p>	<p>-Undergraduate students submit the Appeal Form (provided with notification of initial denial email/letter) to the Director of Undergraduate Admissions and an Educational Goals Statement as explained below:</p> <p>-Explain your education goals at Texas A&M University-Commerce by answering the three questions below in paragraph form (250-500 words maximum). Please note the best essays are those that address and completely answer each of the three questions. The essay is an opportunity for you to show the Admissions Appeal Committee your ability to think effectively, conceptualize, and communicate that you are capable of succeeding in college:</p> <p>--What are your career goals and what degree programs do you intend to pursue?</p> <p>--What motivates you or why did you choose this career goal/degree plan?</p> <p>--What experience(s) and academic strengths will help you achieve these goals?</p> <p>-Each graduate program has application/admission requirements specific to the discipline. A student who has received a denial letter to a graduate program should contact the Graduate School Student Services Coordinator (contact information will be at the bottom of the denial letter) in order to determine options.</p>
Americans with Disabilities Violation	Student with Disabilities Resources and Services	Director	<p>-If a student with a disability encounters what he or she believes to be institutional discrimination or harassment based upon his or her disability, the student should first seek a remedy with the appropriate university personnel who are nearest to the problem.</p> <p>-If a solution is not achieved, the student should contact the Director of Student Disability Resources and Services.</p> <p>-If the student is not content with the outcome after contacting the Director of Student Disability Resources and Services, the student should file a written grievance with the ADA Compliance Committee within 30 days of alleged harassment or discrimination, utilizing the Student Complaint, Appeal and Concern Form.</p>

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p>Confidentiality of Student Records and Family Educational Rights</p> <p>-Send the Student consent for Release of Non-Directory information Family Educational Rights and Privacy Act (FERPA) form to the Registrar: regofc@tamuc.edu and include your name, cwid, FERPA form and copy of your photo id:</p> <ul style="list-style-type: none"> · A record will be retained on file in the Office of the Registrar. · https://dms.tamuc.edu/Forms/FERPARelease 	<p>Student Consent for Release of Non-Directory Information Family Educational Rights and Privacy Act (FERPA)</p>	<p>Registrar</p>	<p>-Send an email to the Registrar: regofc@tamuc.edu and include your name, CWID, and a description of your complaint, appeal, or concern.</p> <p>-The Registrar's Office will respond by email.</p> <p>-A record will be retained on file in the Office of the Registrar.</p> <p>-Complete the Student Consent for Release of Non-Directory Information Family Educational Rights and Privacy Act (FERPA) form online at: https://dms.tamuc.edu/Forms/FERPARelease</p> <p>-A record will be retained on file in the Office of the Registrar</p>
<p>Disciplinary Action or Adverse Treatment by Fellow Students or University Employees</p> <p>Students who pose a complaint regarding the actions of other students or university employees may pursue informal and formal procedures for resolution. Students who receive disciplinary action as a result of unacceptable actions/conduct may appeal the decision.</p> <ul style="list-style-type: none"> · 	<p>Student Complaints, Appeals, and Concerns</p> <p>Student Guidebook</p>	<p>Associate Vice President & Dean of Campus Life & Student Development</p> <p>Associate Dean of Students</p>	<p>-Complete and submit the Student Complaint, Appeal, and Concern Form to the Office of the Associate Vice President & Dean of Students.</p> <p>-The Dean of Campus Life and Student Development Office is here to help students resolve concerns, problems, or conflicts with regards to University policies, procedures, and decisions.</p> <p>-The office provides for a confidential and neutral place for students to come to express their concerns. Students work directly with staff members to identify steps that may be taken to achieve a timely and fair resolution to a problem. All student concerns will be acknowledged by the appropriate Texas A&M University-Commerce employee within 10 business days of receiving the Student Complaint, Appeal, and Concern Form.</p> <p>-The Student Complaint, Appeal, and Concern Forms are retained in the Office of the Associate Vice President & Dean of Students.</p>
<p>Distance Education Complaints</p> <p>A&M-Commerce provides prospective and enrolled students with contact information for filing complaints regarding distance education to the appropriate state agency or agencies.</p>	<p>Consumer Information</p>	<p>Various agencies, depending on the student's state of residency</p>	<p>Refer to the information provided on the Consumer Information web page.</p>
<p>Financial Aid Determination/ Eligibility and Satisfactory Academic Progress (SAP)</p>	<p>Financial Aid & Scholarships</p> <p>Satisfactory Academic Progress (SAP)</p> <p>Appeals Forms</p>	<p>Financial Aid & Scholarships</p> <p>Director of Financial Aid & Scholarships</p>	<p>Students inquiring on their eligibility or lack of eligibility for financial aid may obtain initial answers to their questions by:</p> <ul style="list-style-type: none"> -Emailing their questions to FAO.WEB@tamuc.edu -Stopping by the One Stop Shop and visiting with a financial aid representative available during business hours. -Making a specific appointment with a financial aid representative. -Calling the Financial Aid & Scholarships Office 903-883-5096.

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p>Fraudulent, Wasteful or Abusive Activities</p> <p>The Texas A&M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities we want you to report it.</p> <p>Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; and inappropriate conduct, harassment, or discrimination.</p>	<p>Ethics Point</p>	<p>Texas A&M University System</p>	<p>-Students are encouraged to report issues through the Risk, Fraud & Misconduct Hotline, an anonymous telephone and web-based reporting system by calling 1-888-501-3850 or select "file a report" at the top of the page at www.ethicspoint.com.</p> <p>-The hotline is independently operated and available 24 hours a day, 7 days a week.</p>
<p>Grade Grievances, Grade Changes/Errors</p> <p>Students may complain about the final grade in a course and request resolution through the informal and formal grievance processes.</p>	<p>13.99.99.R0.05 Student Appeal of Instructor Evaluation</p> <p>13.99.99.R0.07 Grade Changes</p>	<p>Provost & Vice President for Academic Affairs</p>	<p>Your appeal should be initiated in writing according to the instructions in the Procedure: Student Appeal of Instructor Evaluation.</p>
<p>Undergraduate Catalog Year Requirement</p> <p>Students can verify their catalog year requirement and request an extension if extenuating circumstances apply.</p>	<p>Undergraduate Online Catalog</p>	<p>Registrar</p> <p>Graduation Coordinator</p>	<p>-Contact the DegreeWorks/Graduation Coordinator in the Office of the Registrar to verify calendar year requirement. A one- semester extension can be granted at the discretion of the student's College Dean or School Director.</p> <p>-Students entering the university must meet the degree requirements listed within their current catalog or, should they fail to graduate within five years, they will be required to meet the degree requirements of a subsequent catalog that is within five years of currency at the time of their graduation.</p> <p>-As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), at least 25 percent of the hours applicable to a degree must be earned through instruction by the institution awarding the degree.</p>
<p>Level of Service - WeCare and Student Forums</p>	<p>Undergraduate Online Catalog</p>		<p>Students' concerns may be submitted via the WeCare Survey or during a monthly Student Forum.</p>

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
Refund of Fees	Refund Information and Forms	Bursar Bursar	<p>-Refunds from credit balances on student accounts are refunded automatically. No student action is necessary. Timeliness of refunds is tracked through aged credit balance reports generated through Banner.</p> <p>-Students contesting refund percentages from drops or withdrawals are referred to the Registrar's Office for appeal. Students contesting application of 30 or 45 hour rules are referred to the Registrar's Office for the 30 or 45 Hour Rule Appeal Form. https://dms.tamuc.edu/Forms/3045Rule</p> <p>-Students contesting housing or meal plan charges are referred to the Office of Residential Living and Learning for appeal.</p> <p>-Students desiring to appeal residency status (in-state vs. out-of-state tuition rate) are referred to Undergraduate Admissions or the Graduate School for resolution.</p> <p>-Student account inquiries may be sent to Student.Accounts@tamuc.edu. Students generally receive a reply within 2 business days or less.</p>
Residency Status (Undergraduate) Determination A student may appeal the decision to be classified as out of state for tuition purposes.	Determination of Residency for Undergraduate Tuition Purposes	Undergraduate Admissions Director of Undergraduate Admissions	<p>-Undergraduate students must complete the Core Residency Questionnaire and return it to the Office of Undergraduate Admissions:</p> <p>-Students must meet one requirement listed in Part A of the Revised Chart II: Documentation to Support Establishing and Maintaining Domicile in Texas.</p> <p>-Students must submit one item from part B of the revised Chart II: Documentation to Support Establishing and Maintaining Domicile in Texas.</p>
Sexual Harassment, Discrimination	08.01.01.R2 Civil Rights Compliance Rule	Title IX Coordinator	Contact the Title IX Coordinator in the University Compliance Office a in person, by phone, or by email - TitleIX@tamuc.edu .
Student Employment Grievance and Appeal Student employees of A&M-Commerce have the right to file a grievance regarding complaints, disagreements, or differences with an employer. Student employees also have the right to appeal employment related decisions.	33.99.08.R1 Student Employment	Associate Vice President & Dean of Students	Complete the Student Complaint, Appeal, and Concern Form and return it to the Office of the Associate Vice President & Dean of Students. Student employees may also seek advice and/or assistance from Human Resources regarding the grievance process.

WEATHER RELATED CLOSING

Procedure 34.99.99.R0.01 at www.tamuc.edu/administration/president/procedures/34.99.99.R0.01.htm

The University has an obligation to provide a safe and secure environment to its students, faculty, and staff as well as to visitors. During inclement weather, the SSC Facilities Manager, Director of Safety, and the University Chief of Police will advise the President of physical conditions of the Commerce campus and surrounding walkways and roads. The President makes the decision as to the need to close the University.

For those who commute to the campus, there are occasions when road conditions make it dangerous to travel on the highways. Under such hazardous circumstances, the University recommends that commuting students not endanger their safety but remain at home until the highways are safe to travel. A specific recommendations to this effect will made by the Pride alert warning system and disseminated to the following news media:

Radio:	Television
KETR-TM 88.9 (Commerce)	KXAS Ch. 5
KRLD-AM 1080 (Dallas)	KDFW Ch. 4
KIKT-FM/KGVL-AM (Greenville)	WFAA Ch. 8
KSST-AM 1230 (Sulphur Springs)	KTVT Ch. 11
KFYN-AM/KFYZ-FM (Bonham)	KDAF Ch. 33
DERA-FM 90.1 (Dallas)	KLTV Ch. 7
KSCH-FM 95.9 (Sulphur Springs)	KXII Ch. 12
WBAP-AM 820 (Fort Worth)	KTN Ch. 10

If there is ever doubt as to whether a specific recommendation has been made, students should contact the University Weather Line for information and verification, (903) 886-5005, or visit the A&M-Commerce web-site. Information can also be obtained from KETR newslines, (903)- 886 5333.

PAWS (Pride Alert Warning System)

PAWS is the university's mass notification system used to inform students, faculty and staff of emergencies and school closings. During inclement weather, the SSC Facilities Manager, Director of Safety and the University Chief of Police will advise the President of physical conditions of the Commerce campus and surrounding walkways and roads. Students who wish to participate in PAWS can sign up using their MYLeo account- click on "option" then PAWS settings. For further information visit <http://www.tamuc.edu/campuslife/CampusServices/universitypolicesdepartment/campusafety/prideAlertWarningsSystem.aspx>

TORNADO EMERGENCY

Texas A&M University - Commerce has an outdoor warning system that was installed throughout the city to alert citizens of Commerce and the campus community when a severe weather warning such as Tornado, 70Mph or greater winds, or golfball sized hail is issued. It is manually activated by either the University Police or Commerce Police. Its warning sound is a loud siren that sounds for up to three minutes. Click here for a sample. The outdoor warning system does not have an all clear signal. It is very important to note that this is an outdoor warning system only. It is recommended that everyone purchase a NOAA Weather Radio for monitoring indoors. If you are outdoors, seek shelter inside if possible. Otherwise, lie flat in the nearest ditch or ravine with your hands shielding your head. If you are

in a building, go to an interior part of the lowest level (closet, bathroom or interior hall). Most buildings on campus have signs identifying severe weather locations. During tornado season, listen to the University radio station KETR, FM 88.9, for weather information.

LIGHTNING

The university has a system in place called ThorGuard. ThorGuard is a lightning detection system that will sound through a series of air horns in the event that weather conditions are conducive to a lightning strike. If such conditions exist, the system will sound a 'Red Alert', which is an air horn blast that is 15 seconds in length. The air horns are located throughout campus. Click here to listen to a sample. If ThorGuard goes into red alert, you should proceed immediately to an indoor location until an all clear signal is sounded. The 'All Clear' blast consists of 3 air horn blasts of 5 second lengths. Click here to listen to a sample. For additional information on severe weather visit <http://www.tamuc.edu/campuslife/campuservices/universityPoliceDepartment/campusafety/severeweather.aspx>.



UNIVERSITY POLICE DEPARTMENT



VEHICLE REGISTRATION

All vehicles, as defined by state laws, operated on university premises must be registered with the University Police Department and a permit must be displayed. The person who owns or registers a vehicle on campus is responsible for that vehicle and all parking violation citations issued thereto. If the person operating the vehicle when the violation is committed is not the registrant, both the driver and the registrant may be cited.

Operating motor vehicles on the premises of Texas A&M University-Commerce will be restricted to campus drives and parking lots, unless special permission is granted by the University Police Department of Texas A&M University-Commerce for a specified purpose.

Registration lasts for one school year beginning with the first official class day of the fall semester. Vehicles may be registered during regular class registration, during pre-registration, or at the One Stop Shop and cashier's window. A copy of the University Motor Vehicle Regulations brochure will be available to all students. Students are responsible for acquainting themselves with these regulations.

A. Registration fees

An annual fee of \$40 is charged for each motor vehicle registration.

A fee of \$32 is charged for each motor vehicle registration for the spring and summer semesters.

A fee of \$24 is charged for each motor vehicle registration for the summer semester only.

All of the above are valid through the remainder of the registration year unless otherwise specified.

B. Penalties for traffic violations

First through fourth offense: Fee depending on violation.

Fifth offense: Fee depending on violation. Any vehicle with five or more outstanding violations may be booted. The boot will not be removed until all fees have been paid. If the fees are not paid, the vehicle may be removed from campus at the owner's expense.

C. Failure to clear violations

All outstanding and overdue traffic and parking regulation violations are entered into the University tagging system and must be paid in full as a condition to re-enter the University or to receive any permanent academic records.

D. Towing of vehicles

Vehicles parked on University premises are subject to be towed away at owner's expense (See Article XV Section A of the traffic and parking rules and regulations).

Ticket Appeals

Traffic appeals must be made within five days beginning with the day of the infraction to the Traffic Safety Appeal Board. Students and faculty/staff will follow the procedures indicated:

1. Appear at the cashier's window within five days of the receipt of the citation. The original fine will be assessed and a date set for the appeal.
2. Appear at the Traffic Safety Appeal Board at the appointed time and place where the case will be heard.
3. If the appeal is denied, the assessed fine will stand. If the appeal is sustained, the student will be issued a refund by mail from Financial Services. Failure to appear before the Appeal Board will result in the original fine standing.

Emergency Messages

Parents needing emergency messages given to students should contact the University Police Department only in the event of serious illness or death within the students family.



FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

General Student Records Family Educational Rights & Privacy Act of 1974

This legislation allows students access to their records. By definition, education record means those records, files, documents, and other materials which:

- Contain information directly related to a student and
- Are maintained by an educational agency or institution.

I. Type of content record

- A. Academic: grades, classification, academic standing, application for admission, admission scores
- B. Financial: amount of financial assistance given by the University and type of assistance
- C. Disciplinary: nature of offense and type of University action
- D. Placement: academic record and documents of recommendation
- E. Health: medical history to include all treatment by University physicians
- F. Counseling: case notes, assessments

II. Specific information may be obtained by consulting the administrative officials listed below:

- A. Academic Records—Registrar
- B. Financial Records—Director of Financial Aid, University Business Manager
- C. Disciplinary Records—Dean of Campus Life
- D. Placement Records—Director of Career Services
- E. Health Records—Director of Health Services
- F. Counseling Records—Director of Counseling Center

III. Student access to records

- A. Students have these rights concerning records that are directly related to them:
 1. The right to be provided a list of the types of educational records maintained by the institution;
 2. The right to inspect and review the content of these records, excluding exceptions listed below;
 3. The right to obtain copies of these records at personal expense and at institutional actual cost, excluding exceptions listed below;
 4. The right to explanations and interpretations of the records;
 5. The right to a hearing to challenge the contents of their records.
- B. Students do not have the right of access to these records:
 1. Financial records of parents;
 2. Confidential letters and statements placed in education records prior to January 1, 1975, provided

such records relate specifically to their intended purpose;

3. Health records: These records may be reviewed by a physician of the student's choice;
4. Counseling records: These records are confidential; any portion of a student's record used in connection with the treatment is available to the student for review; records are released to a third party only with the consent of the student.
5. Records that student has waived right to review.

IV. Institutional policy for reviewing and expunging student records:

Texas A&M University-Commerce may destroy obsolete records provided the right to access has been followed as outlined in Section III.

V. Procedure for challenging the content of student records: Attempts to settle disputed contents of records will initially be made by informal proceedings. If informal proceedings fail, either party may request a formal hearing following these procedures:

- A. A request for a hearing will be made to the custodian of the records of the University who will set the date for the hearing within 10 days after receiving the request;
- B. The custodian of the records shall name the University representative who does not have a direct interest in the outcome of the case;
- C. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised;
- D. The decision shall be rendered in writing by the presiding official within 14 days after the hearing is concluded.

VI. Directory Information

In compliance with Section 438 of the General Education Provisions Act (Title IV of Public Law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students, effective November 19, 1974, Texas A&M University-Commerce gives notice that the following directory information will be released upon request: a student's name, address (permanent or local), telephone listing, date and place of birth, major field of study, minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Registrar's Office, One Stop Shop, in writing, that he or she does not wish to have such information released. The request will be honored, and all or any portion of the information which the student requests to be withheld will be held confidential by the Registrar's Office.

- A. Types of directory information and listing of areas to include official responsible:
 - 1. Athletic brochures—Director of Athletics
 - 2. Academic Brochures—Dean or Department Head of publishing area
 - 3. Organizational files—Director of Rayburn Student Center
- B. Students who do not wish to be included in any university directory information publication must notify the Dean of Enrollment Management or the Registrar prior to the fourth/twelfth class day of each semester.

VII. Persons having legal access to student records under this act:

- A. University officials including faculty who have a legitimate educational interest in the record;
- B. Officials of other schools in which students seek to enroll;
- C. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, the United States Commissioner of Education, and State Educational authorities;
- D. State and local officials or authorities to which student record information is specifically required or reported;
- E. Organizations conducting studies on behalf of educational agencies if such studies do not reveal the personal identification of students;
- F. Accrediting organizations in order to carry out their accrediting functions;
- G. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
- H. In pursuance of judicial order, or lawfully issued subpoena upon condition that the student is notified of all such orders or subpoenas.

Any questions concerning this procedure may be directed to:

Paige Bussell, Registrar
 One Stop Shop Student Access & Success 120
 (903) 468-3209
 Texas A&M University-Commerce
 Commerce, Texas 75429-3011

Grievance Procedure for Students

Any student who encounters problems in his/her relationship with the University is encouraged to resolve those problems with the appropriate members of that department, college, or division. The student may consult with the Dean of Campus Life or in an attempt to solve the problems or for referral to other individuals within the University who may assist the student. For additional information on resolving concerns, problems, or conflicts with regards to University policies, procedures, and decisions, please visit <http://www.tamuc.edu/campuslife/CampusServices/studentRights/studentConcerns.aspx>

The following persons are responsible for coordinating University compliance and working with students in the event a formal Grievance is filed:

Student Disciplinary Procedures University Disciplinary Appeals

Associate Vice President and Dean of Student

Disability Accommodation (ADA)

Rebecca Tuerk, Director
 Disability Resources and Services
 Library Room 132
 (903) 886-5150

Sexual Harassment/Discrimination/ Title IX

Nathan Perry, Title IX Coordinator
 McDowell Administration 215
 (903) 886-5028

Financial Aid

Maria Ramos, Director
 Financial Aid
 Student Access & Success One Stop Shop #101
 (903) 886-5091

Academic Affairs Undergraduate Student Suspension Appeal Committee

Refer to Procedure

Academic Suspension and Blocks

College Dean

Grade Dispute Scholastic Dishonesty Unexcused Absences

Course Instructor

Unexcused Absences

College Dean

Parking Citations/Traffic Violations

University Police Department
 Henderson Hall Room 134
 (903) 886-5868



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