# YOUR GUIDE TO CAMPUS LIVING

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### Hall Office Numbers

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<thead>
<tr>
<th>Hall</th>
<th>Phone Number</th>
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<tr>
<td>Whitley Hall</td>
<td>903-886-5790</td>
</tr>
<tr>
<td>Pride Rock Hall</td>
<td>903-468-4078</td>
</tr>
<tr>
<td>Phase II Hall</td>
<td>903-468-3072</td>
</tr>
<tr>
<td>Smith Hall</td>
<td>903-886-5787</td>
</tr>
<tr>
<td>Berry Hall</td>
<td>903-886-5785</td>
</tr>
<tr>
<td>New Pride Apartments</td>
<td>903-468-4422</td>
</tr>
<tr>
<td>Family/West Halls</td>
<td>903-886-5791</td>
</tr>
<tr>
<td>Prairie Crossing/F-Halls</td>
<td>903-468-3010</td>
</tr>
</tbody>
</table>

### Central Office Contact Information

All central office personnel can be contacted through the main housing office number at 903-886-5797.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Stark, Director</td>
<td><a href="mailto:Michael.Stark@tamuc.edu">Michael.Stark@tamuc.edu</a></td>
</tr>
<tr>
<td>Shetina Jones, Associate Director of Residence Education</td>
<td><a href="mailto:Shetina.Jones@tamuc.edu">Shetina.Jones@tamuc.edu</a></td>
</tr>
<tr>
<td>Kathy McGrath, Associate Director of Hall Operations</td>
<td><a href="mailto:Kathy.McGrath@tamuc.edu">Kathy.McGrath@tamuc.edu</a></td>
</tr>
<tr>
<td>Gwen Young, Associate Director of Business Operations</td>
<td><a href="mailto:Gwen.Young@tamuc.edu">Gwen.Young@tamuc.edu</a></td>
</tr>
<tr>
<td>Judy Edelhauser, Coordinator of Administrative Student Services</td>
<td><a href="mailto:Judy.Edelhauser@tamuc.edu">Judy.Edelhauser@tamuc.edu</a></td>
</tr>
<tr>
<td>Jess Gamez, Coordinator of Assignments and Student Contracts</td>
<td><a href="mailto:Jess.Gamez@tamuc.edu">Jess.Gamez@tamuc.edu</a></td>
</tr>
<tr>
<td>Katy King, Assistant Director of Marketing and Guest Services</td>
<td><a href="mailto:Katy.King@tamuc.edu">Katy.King@tamuc.edu</a></td>
</tr>
</tbody>
</table>
Hall Staff Contact Information

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<thead>
<tr>
<th>Name</th>
<th>Areas of Responsibility</th>
<th>Email</th>
<th>Phone</th>
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<tr>
<td>Kyle Williams, Area Coordinator</td>
<td>Whitley, Pride Rock and Phase II Halls</td>
<td><a href="mailto:Kyle.Williams@tamuc.edu">Kyle.Williams@tamuc.edu</a></td>
<td>903-468-4405</td>
</tr>
<tr>
<td>Brianna Williams, Community Director</td>
<td>Whitley Hall</td>
<td><a href="mailto:Briana.Williams@tamuc.edu">Briana.Williams@tamuc.edu</a></td>
<td>903-886-5789</td>
</tr>
<tr>
<td>Linda Jena, Assistant Community Director</td>
<td>Whitley Hall</td>
<td><a href="mailto:Linda.Jena@tamuc.edu">Linda.Jena@tamuc.edu</a></td>
<td>903-468-4408</td>
</tr>
<tr>
<td>Samantha Lopez, Community Director</td>
<td>Pride Rock Hall</td>
<td><a href="mailto:Samantha.Lopez@tamuc.edu">Samantha.Lopez@tamuc.edu</a></td>
<td>903-468-4079</td>
</tr>
<tr>
<td>Danielle Sanford, Community Director</td>
<td>Phase II Hall</td>
<td><a href="mailto:Danielle.Sanford@tamuc.edu">Danielle.Sanford@tamuc.edu</a></td>
<td>903-468-3062</td>
</tr>
<tr>
<td>Jaymes “Alec” Mathews, Community Director</td>
<td>Smith and Berry Halls</td>
<td><a href="mailto:Jaymes.Mathews@tamuc.edu">Jaymes.Mathews@tamuc.edu</a></td>
<td>903-886-5788</td>
</tr>
<tr>
<td>Sarah Tanner, Community Director</td>
<td>New Pride/West/Family Halls</td>
<td><a href="mailto:Sarah.Tanner@tamuc.edu">Sarah.Tanner@tamuc.edu</a></td>
<td>903-468-4424</td>
</tr>
<tr>
<td>Jovanna Guevera, Community Director</td>
<td>Prairie Crossing, F-Halls</td>
<td><a href="mailto:Jovanna.Guevara@tamuc.edu">Jovanna.Guevara@tamuc.edu</a></td>
<td>903-468-3011</td>
</tr>
<tr>
<td>Elizabeth Webb, Graduate Assistant</td>
<td>Phase II and Pride Rock Desks</td>
<td><a href="mailto:Elizabeth.Webb@tamuc.edu">Elizabeth.Webb@tamuc.edu</a></td>
<td>903-468-4407</td>
</tr>
<tr>
<td>Jesus Garcia, Graduate Assistant</td>
<td>Smith/Berry and New Pride/West/Family Desks</td>
<td><a href="mailto:Jesus.Garcia@tamuc.edu">Jesus.Garcia@tamuc.edu</a></td>
<td>903-468-4406</td>
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Residential Living and Learning Website

Residential Living and Learning Facebook page

Residential Living and Learning Pinterest Page

Residential Living and Learning Twitter Page
Residential Living and Learning Mission
Residential Living and Learning is a dedicated staff that cultivates an environment conducive to the active pursuit of academic, personal and professional success. We are determined to expand the understanding of oneself and global citizenship through innovative initiatives built on unique opportunities that engage and empower students to value diversity, enlightened inclusion, and lifelong learning.

Residents’ Rights
As a resident within the Department of Residential Living and Learning, the staff works hard to ensure that the following rights are afforded to everyone:

- **Sleep**: We believe that each resident has the right to sleep within their assigned space
- **Personal Belongings**: We believe that you should have the ability to have your personal belongings within your assigned space
- **Access**: We believe that you should be able to access your assigned space without any hindrances.
- **Clean Environment**: We will work hard to ensure that all common spaces are kept up and clean, and through Health and Safety Inspections that individual rooms are kept to the same standard
- **Ability to Study**: We believe in creating an environment that will provide residents the ability to study within their assigned halls and/or room
- **Express Concerns**: As a staff we are here to listen to any and all of your concerns, will work hard to ensure that we are addressing your concerns to the best of our ability
- **Personal Privacy**: As a resident, you have the freedom to privacy within your assigned space
- **Open and Inclusive Environment**: As a staff we will work hard to ensure that we are creating an environment that is welcoming. Abuse (written or verbal), threats, intimidation and violation will not be tolerated.
- **As a resident, it is expected that you abide by all Residential Living and Learning Community Standards, University Code of Conduct and abide by all directives provided by University Police Department, Dean and Assistant Dean of Students; and your hall staff including, but not limited to Area Coordinators, Community Director, Resident Assistants, Desk Attendants and Central Office Staff.**
Residential Living and Learning Staff

The Residential Living and Learning staff is comprised of both students and full-time professionals who are here to cultivate an environment to the active pursuit of academic, personal and professional success. They are determined to expand the understanding of oneself and global citizenship through innovative initiatives built on unique opportunities that engage and empower students to value diversity, enlightened inclusion, and lifelong learning.
**Desk Attendants**
The Desk Attendant (DA) is a student staff member who assists the Senior Resident Assistant and/or Community Director (CD) in managing the hall office, which is located in the lobbies of each building. They are here to assist with lockouts, checking out building equipment or assisting in addressing students concerns. They are also available to assist students in getting in contact with a Resident Assistant or Community Director in the instance of emergencies or higher levels of concern.

**Resident Assistant on Duty**
To assist in creating a safe and secure building/complex, there is at least one Resident Assistant on Duty (RAOD) who serves as part of the building/complex on-call rotation. While on duty the RA is tasked with completing a series of tasks included but not limited to: a completion of building rounds, checking exit doors to ensure that the building is secure, and assisting residents with concerns that may arise after business hours.

**Senior Resident Assistant**
The Senior Resident Assistant (SRA) is an upperclassman who has served as an RA for at least a year. They are hired to assist the Community Director (CD) with management of the hall front office, and the RA staff within each building/complex.

**Resident Assistant**
The Resident Assistant (RA) is an upperclassmen student staff member who lives within the hall/apartment complex. Each staff member is hired and trained to assist the Community Director (CD) in creating a safe and inclusive environment. The RA is a resource for their residents and are there to connect them with their Community Director (CD) and other campus resources.
**Community Director**
The Community Director (CD) is a master’s level full-time professional who lives and works within each building/complex. They are tasked with providing leadership to the student staff members within their area and have oversight over all of the student staff members within their area and work with them to ensure that each hall is inclusive, safe and secure.

**Area Coordinator**
The Area Coordinator (AC) is a full time master’s level professional who has served within the field for at least 3-5 years. They provide supports of the Community Directors and student staff members within their assigned complexes, and also assist in advocating for student success.

**Main Office Staff**
The main office staff is responsible for assisting you with your housing assignment and meal plan options. Residents will periodically receive important information concerning housing processes communicated from this staff to their MyLeo email account. It is the resident’s responsibility to adhere to any and all information communications.
Residential Services

Custodial and Maintenance (operated by SSC)
The custodians within the buildings are responsible for normal cleaning duties in public areas for example: community bathrooms, lounges, laundry rooms, etc. Residents are responsible for any supplies needed and the cleaning of their rooms/apartments, bathrooms, kitchens. Full-time maintenance staff is responsible for making repairs within the residence hall. All maintenance concerns should be reported through the work order process, which can be found on the following page (Residential Living and Learning Helpful Links). Residents are not permitted, nor should they make an attempt to make repairs. If there is an emergency situation that occurs, please contact your building staff immediately. If you are experiencing issues regarding pest control, please place a work order through our work order process, as well as notify your building staff immediately so that they may follow up appropriately with SSC.

Dining
Each resident has the opportunity to purchase a meal plan through the Department (freshmen are required to obtain an unlimited meal plan). Dining is offered through Sodexo and provides many locations to dine across campus. These locations include the Cafeteria (the cafe), The Club and Lion’s Den located within the Rayburn Student Center and within the Gee Library.

For special dietary needs, please contact Student Disability Resources and Services via email at studentdisabilityservices@tamuc.edu or 903-886-5150.

Hall Desk
The hall desk at each building/complex has a hall desk that is responsible for serving their students. Each Hall Desk is staffed by a team of DAs from 10am-10pm who is there to assist in answering general hall questions and referring you to the appropriate resources when needed. The Hall Desk is also staffed with access to the hall kitchens, a select amount of pots and pans for your cooking, as well as board games and select gaming systems. To checkout anything from the Hall Desk, you must be a resident of that particular building and provide your Lions Card.

Laundry
All residence halls are equipped with free laundry facilities within the building/complex. Only residents of each hall or area will have card access to these facilities. Allowing non-residents to gain access to these facilities is a violation of hall policy. Please report any mechanical difficulties to your hall desk or building staff immediately.

Please click here to be taken to the dining website to review the variety of meal plan options and to learn more about our dining options on campus.
Mail Services
The individual residence halls are not permitted to receive mail. If residents wish to receive mail while attending the University, they will need to visit the Texas A&M University-Commerce United States Postal Service (USPS) located next to the Business Administration (BA) building and across the street from the Music Building. Before going to the USPS office, please ensure that you have a Resident Verification form, provided to you from either your CD or by visiting the main office in Halladay Student Services. Once there, you will be charged for a Post Office (PO) Box and will be provided with a PO Box number. Please be aware that not all mail must be sent to your PO Box, and that the halls are not able to sign for any packages.

MANE Card Access Office
As a resident on campus, you are required to carry your MANE Card with you at all times. Your MANE card provides you access to your buildings and within Pride Rock and Phase II provides access to your individual rooms. If this card is lost, you are required to purchase a replacement card for $10. If after business hours, please contact your front office who will be able to assist you in obtaining a temporary card. If the temporary card is lost, there will be a fine of $10.

Parking
All motor vehicles should be properly registered with the University Police Department (UPD) at the time of class registration. All drivers should abide by University and State regulations. Parking on grass or in red curbed areas is strictly prohibited, including during all move-in/move-out processes. Any vehicles found in violation of these mandates will be referred to UPD. If a resident moves during the year to a different building, which requires a specific parking ticket, the resident should visit the Cashiers Window, located on the first floor of the Business Administration (BA) building, to change their parking permit.

Visitors parking on campus are also required to obtain a visitors parking pass. Please visit the following page (University Police Department) or visit UPD in Henderson Hall for more information.

Television Services
Direct TV is provided to all residents at no extra charge. Channel Listings can be found by going to the following page (Residential Living and Learning Helpful Links).

Vending Machines
A variety of vending machines offering access to drinks and snacks are available within the residence halls. While not all of them are capable, some have the ability to accept Lions Cash, Cash and/or Credit Card. For refunds and/or other concerns regarding the vending machines, please contact Ms. Jennifer Perry at Jennifer.Perry@tamuc.edu

Wireless Routers
Texas A&M University-Commerce Information Technology Support Services provides wireless for many of our residence halls and other campus facilities at no additional cost. In residence halls, where wireless is not provided, residents are permitted to have wireless routers, however, must abide by the rules and regulations found at the following page (Wireless Routers Policy)
Residential Living and Learning Processes and Procedures

Check-In
Prior to your arrival upon campus, each room is inspected by the Residential Living and Learning staff. During this inspection, the staff goes through the room and notates damages and or issues within the room. This information is uploaded to the Room Condition Report (RCR) module in the Housing Portal within the students MyLeo account. Upon the students’ arrival to their assigned room, they will need to check the status of their room with what has been reported and either accept the report or notate that there are discrepancies and notate those within the system. Students have 72 hours after check-in to accept or reject their RCR. After 72 hours, the report will automatically be accepted and the student will be responsible for any damages to the room not reflected on the RCR.

Check-Out
At the end of the academic year, all residents are required to check-out of their assigned space no more than 24 hours after their last exam. The halls close at approximately 5pm on the last day of Exam week. At that time, all residents are required to be out of the building. All extenuating circumstances must be cleared through the individual Community Director in conjunction with the Area Coordinator.

Room and Hall Changes
During the beginning of each semester, there are no room changes permitted until after the second week of the semester. This allows hall staff the opportunity to ensure that all residents have arrived on campus, and to facilitate possible waitlist moves for specific locations. All room changes are facilitated through the housing application Waitlist-Room Request form found in myLeo. After the first two weeks of the semester, room change requests are processed weekly by the Coordinator of Assignments and Student Contracts.

Break Housing
Apartments and Traditional Residence Halls are open during winter and spring breaks but require a Break Housing application to provide information for safety and security purposes. However, residents are required to provide their own meals as the campus dining facilities are closed. Residents needing housing during the May Mini and August Mini sessions must complete the Break Housing Application and will be required to pay a break housing fee. To qualify for Mini sessions, residents must be registered for classes during the sessions or during the two sessions prior and following the mini session.
**Break Closing**
Residents residing within traditional halls (Berry, Smith, Whitley, F-Halls, Pride Rock and Phase II) are required to vacate during winter break, and have the option to remain on campus during spring break. Residents residing within apartment style complexes are permitted to remain within housing during these time periods. Residents are not required to completely move-out of their rooms while away on breaks, however, please be advised that the University does not accept responsibility for the loss or damage to personal property that is left within rooms during these time periods.

**Consolidation**
The Department of Residential Living and Learning reserves the right to consolidate single occupants of rooms that are not assigned as private rooms. By doing this, it permits staff to make room for students housed in temporary assignments, facilitate cleaning and maintenance to rooms, and to support the private room policy.

The consolidation period for rooms will occur after the second week of classes each semester if deemed necessary. At that time, residents will be given the opportunity to have a desired roommate move in to the rooms or sign a private room agreement if in a building where allowed. If a resident request a private room, the private room charge will be pro-rated for that semester and the charge for the full private room rate will be assessed the next semester.

If a resident does not want to pay the private room fee and does not have a desired roommate, they must keep the other half of the room available to move a student into that space at any time. If a resident is found to have violated this policy, the resident will automatically be charged the private room rate.

**Housing Requirement**
To be eligible to be housed on campus, students must be enrolled full-time, be registered for classes, and have a $0 balance or be on a payment plan. Full-time attendance for undergraduate students is defined as being enrolled in a minimum of 12 credit hours in the fall and spring semester; and six credit hours in the fall and spring for graduate students. To be eligible for summer housing, both undergraduate and graduate students must be enrolled in a minimum of three credit hours each term. Any exceptions to these requirements must be approved through the Residential Living and Learning Office.

**Posting and Fliers**
Individuals or groups wishing to post advertisements within the residence halls must have approval from either the Area Coordinator or Community Director of that building prior to posting any fliers. Failure to abide by this policy will result in the posting or flier being immediately removed, and may result in your organization not being permitted to post fliers within the residence halls for the remainder of the semester. If your organization is wishing to post fliers within all of the Residence Halls, please visit the Department of Residential Living and Learning, located on the first floor of the Halladay Student Services building, to have your advertisement approved and receipt of the adequate number of copies for all halls.

For best results when posting fliers, please get them to the staff at a minimum of one week in advance! This will allow time for approval and adequate time for dissemination of information!

In instances where organizations elect to chalk their advertisements, chalking must be pre-approved by the Residential Living and Learning hall staff and must be within areas that are susceptible to
rainfall. Staff reserves the right to remove any chalking that is inappropriate, offensive or not approved.

**Reappplication Process**
The reappplication process affords residents the opportunity to reapply for a hall assignment for the upcoming academic year. Reappplication information is made available on the Residential Living and Learning website, as well as publicized within the halls and through the students myLeo account. All traditional freshmen must reapply for housing for their second year on campus as they have a two-year living requirement with the Department. Failure to apply will result in the student automatically being placed within an open space.

**Reassignment**
The Department of Residential Living and Learning reserves the right to reassign students to other apartments, rooms or halls, when determined to be the best interest of individuals and/or groups of students, availability, or to address student conduct concerns. Residents are able to confirm their housing assignment and roommate information by reviewing their Residential Living and Learning portal available in myLeo.

**Removal from Housing**
If a student receives notification of a removal from housing, they will have 48 hours to leave their assigned space. Failure to do so may result in being criminally trespassed from campus.

**Room Charges**
Room charges are assessed to the students myLeo account prior to the beginning of each semester. These charges are payable to the University according to published deadlines. Failure to pay room fees or tuition may result in a loss of your housing contract. To avoid this, please contact the University to set up payment or enroll in a payment plan.

**Summer School Housing**
Housing for summer school is available upon request. To be eligible, residents must be registered for a minimum of three credit hours for the semester in which they are seeking housing. Information regarding summer housing will be sent out to the student’s myLeo account.

**Waitlist**
During the application process for housing, there are times when desired halls or spaces are filled prior to your assigned application time. If this is the case, you are able to sign-up on the waitlist for that desired hall or space. Residential Living and Learning staff will do their best to work through the waitlist and to honor all requests. For more information pertaining to the waitlist please visit the Residential Living and Learning website.
Withdrawal

Students who are withdrawing from the University, must first notify the University Registrar’s office of the withdrawal. At that time, the student will receive paperwork that needs to be provided to the Department of Residential Living and Learning informing them of the withdrawal so that they student may be released from their contract.
Safety and Security

Pride Alert Warning System (PAWS)
The Pride Alert Warning System (PAWS) is a mass notification system used to inform students, faculty and staff of school closings and emergency situations. If you wish to participate, please update your contact information on your myLeo account. In the event of severe weather, school closing, or any other emergency, you will be contacted via phone call, text messages and email.

Behavior Intervention Team (BIT)
If you are made aware of a situation involving a student who may be of harm to themselves or to others; or may be exhibiting behaviors that may seem to be inappropriate, troubling, dangerous, angry, hostile or abusive; please ensure that you are reaching out and inform someone immediately of these concerns. You may inform your RA, CD or UPD as well as you may file a report with the BIT team by going to the clicking here.

University Police Department
The Texas A&M University-Commerce, University Police Department (UPD) is here to assist in the overall safety and security of the overall University and all residence halls. Our UPD officers are very visible within the residential community on their bikes, golf-carts and even conduct rounds of the individual buildings. They also manage the many security cameras located around campus to ensure the safety of our community. They are here to assist you with any of your safety concerns. They also provide a list of services such as: assisting with jump-starting a car, or assisting with lock-outs. For a complete list of all of the services provided please visit the following page (University Police Department) or visit UPD in Henderson Hall for more information.

Carrying Concealed Handguns and Storage
Any resident of campus housing who is a handgun license holder and wants to store a handgun in his/her assigned room must provide their own safe, intended and manufactured for handgun storage. The resident may not provide access to their safe to any other individual. Failure to comply with this rule may result in removal from campus housing and participation in the University conduct process.

If a resident observes a handgun within a residential community, they should immediately contact the University Police Department at 903-886-5868.

Door Access System
Residential Living and Learning has placed security access doors on many of their hall doors. Residents are prohibited from propping these doors as it may cause permanent damage to the system and to the individual door, as well as permit entry to non-University affiliated individuals within the halls. If you see a door propped, or is
broken, please inform your hall staff immediately so that this may be addressed.

**Illness and Injury**

As a resident there may be times when you may feel ill or be victim of an injury and need assistance. If this occurs, please call the University Police Department at 903-886-5868 to receive immediate assistance. If you are able to make it to Student Health Services, please feel free to utilize their services by visiting them in Henderson Hall or contacting them at 903-886-5853.

**Fire Alarm System**

Each building is equipped with a fire alarm system. Residents are required to evacuate the building during the sounding of all alarms unless told otherwise by a member of the building staff and/or University Police Department. Residents are prohibited from tampering with these systems, included but not limited to: pulling fire alarms when no fire or threat of fire is present, playing with fire extinguishers, covering smoke detectors, and hanging items on or playing with sprinkler system within the building. Failure to adhere to this policy could result in a fine up to $500. When an alarm sounds residents should do the following:

1. Immediately close any windows;
2. Grab keys and University ID card;
3. Wake roommate and inform them of the alarm;
4. Put on shoes and grab a jacket (if during night and/or colder months)
5. Check their door or doorknob. If it is cool, open and briskly proceed towards closest emergency exit and proceed to assigned meeting location. If it is hot, do not open, call 911 and inform them of your location.

6. Do not re-enter the building under any circumstance until cleared by UPD or RLL staff member.

**Property/Renters Insurance**

Residents residing within a residence hall are sometimes covered under their parent/legal guardians’ current homeowners or renters insurance. The Department highly encourages you to purchase a renters insurance policy offered through many insurance companies. These policies will be effective in such incidents as fire, theft, flood and other casualties which may cause damage to a residents’ property. For more information on these policies please [click here](#) to be taken to the Residential Living and Learning Insurance website.

**Severe Weather**

There are times throughout the year when the local Commerce area may experience severe weather. During these times, the Residential Living and Learning staff, in conjunction with our Office of Safety, will communicate procedures in an effort to keep residents safe from projected dangers. Residents are highly encouraged to follow all directives and signage regarding these procedures for their own safety.

**Sexual Harassment/Violence**

Sexual Harassment is defined by the Texas A&M System as “unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when this conduct is so severe, persistent or pervasive that it: Explicitly or implicitly affect an individuals employment, unreasonably interferes with an individuals work or educational performance or creates an intimidating, hostile or offensive work or educational environment.”

Sexual Violence is defined by the Texas A&M System as “a form of sexual harassment. [Sexual Violence] refers to sexual acts
perpetrated against the victims will or where the victim is incapable of giving consent due to the use of drugs, alcohol or due to an intellectual or other disability. Examples include: rape, sexual assault, sexual battery, and sexual coercion. “

If you believe that you have been a victim of sexual harassment and or sexual violence, please seek the assistance of your student staff member to inform and seek the immediate assistance of professional housing staff member, University Police Department, Assistant Dean of Students or [click here] to locate the Title IX Coordinator for Texas A&M University-Commerce.

Smoke, Vapor and Tobacco Free Environment
To protect the health and well-being of students, faculty, staff, and visitors, and to protect the physical condition of university owned property, smoking, vapor and tobacco use is prohibited inside and adjacent to any building owned, leased, or operated by A&M-Commerce. All residence halls and apartments, including public seating areas outside and adjacent, will be smoke, vapor and tobacco-free. The smell of smoke, ashes, tobacco, and/or any combination of other evidence of smoking or using tobacco will be documented and handled judicially and may result in the loss of your housing contract.

Sprinkler System
In addition to the fire alarm system, sprinklers have been installed in many of the residential communities. These are for the safety and protection of the residents, their belongings, and the property of the University. According to the current fire code, nothing can be stacked, stored or constructed within 18 inches of a sprinkler head. **Hanging objects from sprinkler heads is strictly prohibited.**

Syringe Disposal
Residents required to use needles for medical reasons are prohibited from disposing of them within a regular trash bag/can and are required to utilize a puncture proof container. These containers are available through the Student Health Services. Please visit them in Henderson Hall or contact them at 903-886-5853 for more information.

Ways to protect yourself and your property
With a large number of residents living on campus, the University Police Department believes that security is everyone’s business and they solicit residents’ assistance in protecting their own and others property. The University cannot assume responsibility for accidents, loss, stolen, or damage personal property. The following tips, if properly and consistently employed, will help prevent the most common losses sustained by residents:

1. Keep rooms locked at all times. Residents should not loan their keys to anyone. Promptly report the loss of a room key to a Residential Living and Learning staff member;
2. To lessen personal losses, carry renter’s insurance on valuable items and keep a record of all serial numbers on property. UPD offers a free service of engraving and logging serial numbers;
3. Keep cars/motorcycles locked. Store valuables out of sight;
4. Register Bicycles with UPD upon arrival on campus, and keep them locked at all times when not in use. Bicycle racks are provided within all residential areas and adjacent to many academic buildings;
5. Be aware of your surroundings. Promptly report any suspicious persons or activities to UPD by calling 903-568-5868
Residential Living and Learning Involvement

Within the Department of Residential Living and Learning, there are several opportunities to become involved and to gain valuable experiences that will truly impact your collegiate career and enhance your overall residential experience. Below are a few of the opportunities that we provide.

Hall Council

Within each hall/complex there is an opportunity to join the Hall Council (HC). The HC is a branch of the Residence Hall Association (RHA), and serves as the voice for their residents and assists the building staff in their programmatic and community building initiatives.

Residence Hall Association

The Residence Hall Association (RHA) serves as the overall representative organization for all students who reside on campus. They play an active role in the experiences of all residents by providing opportunities for services projects, educational and social programming, as well as leadership experiences. RHA at TAMUC, is not alone, as they are affiliated with the National Association of College and University Residence Halls (NACURH) and the Southwest Affiliate of College and University Halls (SWACURH) which provides a great support system for a wide variety of programming and professional development opportunities.

Hall Programming

Your building staffs, in conjunction with your HC, host a wide variety of programs throughout the academic year. The goal of these programs is to provide opportunities for residents to cultivate relationships with others in their buildings, as well as to be connected to their campus resources. Examples of traditional programs include: Welcome Back Bar-B-Ques; Light Up Whitley, which commemorates the September 11th terrorist attacks; Halloween in d’Skies, which is a Halloween party hosted in the Prairie Crossing garage. If you are interested in assisting or have ideas for programming, please contact your RA or HC.

Social Media

To assist in ensuring that you are aware of what is occurring within the halls, each building/complex has a Facebook page that is dedicated to their buildings. This will allow you to meet others
within your hall, as well as be made aware of any upcoming programs or processes that are occurring. Please contact your RA or CD for more information.

**Become a Student Staff Member**

It truly is a great opportunity and professional development experience to be a student staff member. Our student staffs are comprised of Desk Attendants (DAs), Resident Assistants (RAs), Marketing Assistants (MAs). The hiring processes for these positions traditionally begin towards the end of the fall semester. If interested in joining our student staff team, please contact your CD or AC for more information.
Living and Learning Communities
There are several Living Learning communities (LLCs) that exist within the Department of Residential Living and Learning. All of them are geared towards enhancing your experience not only as a resident within the residential program, but your overall University experience. Each LLC has its own requirements to join and deadlines for applications to be received.

African American Male Mentorship Program (AAMMP)
This community, housed on the fourth floor of Phase II, provides students with a strong foundation on which to build their academics, social and institutional careers here at the University. Each member of the LLC is partnered with a group of fellow mentees, who have a student mentor and provided opportunities to:

- Network with other successful African American male mentors/alumni and professionals within the University;
- Participate in community service projects; and
- Learn valuable leadership, academic and life skills that will assist in their overall success.

Latino American Male Mentorship Program (LAMP)
This community, housed on the fourth floor of Phase II, pairs you with a mentor who values the importance of being an academically successful, engaged, responsible, and productive student leader on campus and within the community.

!Mujeres de Accion!
This community focuses on the personal development, experiences and leadership of Latina women who promote academic and civic engagement.

Science, Technology, Engineering, and Mathematics (STEM)
This community, housed on the sixth floor of Whitley Hall, focuses on the advancement in the students’ pursuit of innovation and discovery within STEM related fields. Participants are able to engage in group activities, gain assistance in the pursuit of their academics through tutoring, and engage their faculty members during their in-hall office hours.
Sista to Sista
This community explores the experiences, leadership, and empowerment of African-American women through academic and personal development.

Sophomore Year Experience
The sophomore experience is a living and learning community through Residential Living and Learning where we take critical thinking to the next level. This is an opportunity for students to use the skills learned during their freshman year to implement change that will enhance their local and global community. Students will build a team that will research a global topic (i.e. health care, education, the environment, etc.), do fundraising, and eventually travel out of the country during the summer.

Applications are available late March/Early April.
**Spirit Den**

Are you excited to be a Lion? Do you consider yourself a super-fan? This community is for those with school spirit and A&M-Commerce pride! Students in this community will have the opportunity to:

- Attend Texas A&M University-Commerce sporting and other competitive events.
- Be a part of “THE PRIDE” and have their own reserved section in the stands to cheer on the LIONS.
- Participate in Homecoming activities.
- Broaden their college experience by attending a variety of spirit approved events throughout the year and learn about Texas A&M University-Commerce history and culture.
- For most students in this community, their personal sense of community grows outward: starting on their floor, moving to others in their hall and eventually the whole campus.

**Women in Leadership Learning (WILL)**

Students in this community will have the opportunity to develop relationships with faculty, staff, community members & peers passionate about these topics. WILL Community partners include faculty from the Gender Studies Minor in the College of Humanities, Social Sciences & the Arts, and the Leadership Engagement and Development (L.E.A.D.) Department.

**Regents’ Scholars**

The Regents’ Scholars Living and Learning Community, housed in Phase II, is home to members of the Regents’ Scholars Program (RSP). The program allows students to pursue a bachelor's degree in their chosen field while developing their awareness of international issues and cultural contrasts. In addition, RSP provides students with leadership training and experience that will allow them to have
a positive impact upon the lives of others on campus, and in their future profession.

Honors College
Prairie Crossing is home to the Honors College program. Students selected for this experiences benefit from the following:

- Small classes and personal faculty mentors
- Unique and challenging courses
- An interdisciplinary curriculum
- Opportunities for research and creative activities
- Special Honors College events
Division of Student Access and Success
Much of what happens within the Department of Residential Living and Learning could not be accomplished without the many of our campus partners within the Division of Access and Success. Below you will find a list of a few of the partners that we work with the most as well as ways to contact them if you have questions. For a complete list of your resources, please visit the Texas A&M University-Commerce webpage.
Academic Success Center (ASC)
The Academic Success Center is focused on providing academic resources to help each student reach their intellectual potential and achieve academic success. For more information on their services, please visit their website, by clicking here.

Career Development
Career Development is a great resource for students on campus. Not only do they provide assistance with creating and/or editing your resume for employment and leadership opportunities; but they also assist you in providing opportunities to job shadow, assistance with internships and even assist with choosing a major. Please visit their office located in the One Stop Shop, or go to the following page (Career Development) for more information on their services.

Counseling Center
As a student on campus, there are times when you may feel alone, need someone to talk to about personal problems or situations, or want to clear your head in a relaxation room. The Counseling Center is here to assist in your overall success and their goal is to assist in your academic and personal growth as well as promote a healthy campus living environment. Please feel free to visit their office, located on the second floor of Halladay Student Services, or go to the following page (Counseling Center) for more information on their services.

Fraternity and Sorority Life
The mission of the Office of Greek Life is to provide high quality student development programming that enhances the academic mission of the university by facilitating opportunities for scholarly success, community services, campus leadership, and fraternal friendships in a safe, nurturing environment. Please visit their office located in the Student Activities Suite in the Rayburn Student Center, or go to the following page (FSL) for more information.

Leadership Engagement and Development (LEAD)
The Leadership Engagement and Development suite, located on the Southside of the 2nd floor in the Rayburn Student Center, provides a plethora of leadership and development opportunities, geared towards further enhancing your abilities as a student. Please visit their office, or go to the following page (LEAD) for more information on ways to get involved.
Morris Recreation Center
The Morris Recreation Center, located within the middle of campus, is a great place to get involved with personal fitness, as well as a great place to lounge around the wading pool, shoot basketball or play a game of racquetball or tennis. Please visit them for more information, or go to the following page (Morris Recreation Center) for more information on their services.

One-Stop-Shop
The One Stop Shop is home to our friends in Academic Support, Admissions, Financial Aid, Orientation, Registrar, and the University College Success Coaches. For any and all of your needs or inquiries, we highly suggest that you contact them, or go to the following page (One Stop Shop) for more information on their services.

Serving Engaged Empowered and Diverse Students (S.E.E.D.S)
The Serving Engaged Empowered and 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.
**Student Activities**

Getting involved with one of the many student organizations here on campus will truly assist in rounding out your collegiate experience here at Texas A&M University-Commerce. An example of these student organizations include: Student Government Association (SGA), Fraternity/Sorority Life (FSL), Campus Activities Board (CAB), the Spirit Committee, etc. For a complete list and ways that you can get involved, please visit the Student Activities Suite located on the second floor of the Rayburn Student Center or go to the following page (Campus Life) for more information on ways to get involved.

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**Student Disability Resources and Services**

Student Disability Resources and Services at 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 Texas A&M-Commerce are encouraged to participate in all aspects of campus life. Student Disability Resources and Services offers accommodations counseling, disability-related resources, access to adaptive technology, assistive equipment for on campus use, 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. Please visit the following page (Student Disability Resources and Services) or stop by their office located in the Gee Library for more information.
Roommate Conflicts and Agreements

As a resident on campus, there comes a time when you may be in conflict with your roommate. Conflict is not something to shy away from, as it is a part of learning and growing and is not always bad. The Department of Residential Living and Learning staff is here to assist you during these times, however, urge you to utilize these tools in advance:

1. Communicate- A lot of times there may be conflict within your space due to a lack of communication. Therefore, you are urged to sit down and discuss these concerns openly and honest with our roommate. Be specific about the issue and/or concern, and discuss how you personally felt. Do not utilize what you have heard. Listen to what your roommate has to say; and finally come to a compromise on how you will be able to move forward.

2. Utilize the Roommate Agreement- The roommate agreement is here to assist in minimizing conflict between roommates by asking many of the questions that roommates typically find themselves in conflict. You should have received one at your first floor meeting, and it is highly encouraged that roommates fill out the roommate agreement together and discuss each part fully and in detail.

3. Seek Assistance- If you find that you are not being heard or that the conflict is getting worse after the conversation, seek the assistance of your RA. Explain the steps that were taken and what was said. Your RAs have been trained to assist you with continuing to navigate these types of conflict. If the RA is not able to fully assist you or if the conflict has gotten worse, contact your CD. You can do this by stopping by their office or sending an email informing them that you need to meet with them regarding a conflict. If you are not able to get in touch with your CD then email or contact your AC
Judicial Affairs
As a student at Texas A&M University-Commerce, you are required to abide by the A&M University-Commerce Code of Conduct, additionally, as a resident, the Residential Living and Learning Community Standards. This section provides you with an overview of the Student Conduct Process, and the different policies and protocols that exist.
**Philosophy**
The goal of the Office of Judicial Affairs is 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 goal is to address behavioral misconduct in a manner that educates and guides students toward civility and upholding ethical standards. The Office of Judicial Affairs 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.

**Student Guidebook**
The code of conduct for Texas A&M University-Commerce is found within the student guidebook provided online. You may find by going to the following website ([Student Guidebook](#)) or by obtaining a copy from the Assistant Dean of Students office located on the second floor of the Halladay Student Services Building.

**Residential Living and Learning Community Standards**
As a member of the Residential Living and Learning community, we strive to uphold the following community standards for all residents to abide. These standards are designed to ensure that each resident is afforded the opportunity to reside without having their residential rights infringed upon, or are found to be in violation of the Student Code of Conduct or Texas State Law.

If found to be in violation of a Residential Living and Learning Community Standard, resident(s) may be placed on a disciplinary status starting at a warning up and including a loss of their housing contract. If a resident is removed from housing, they are **not eligible** for a refund on unused housing expenses and charges.

**Residence Hall Student Conduct Process**
If suspected to be in violation of the Student Code of Conduct or Residential Living and Learning Community Standards, the student(s) will be addressed and informed that an incident report will be generated documenting the situation in which the accused have been involved. These reports are then forwarded to the Office of Judicial Affairs where cases are disseminated to a specific hearing officer. All communication pertaining to an incident is sent to your myLeo and all directives provided within each communication must be followed. If you have any questions pertaining to your specific case, you are highly encouraged to contact your hearing officer immediately. Failure to appear for meetings may result in additional charges being filed and will result in your case being heard without your input, as well as the loss of the privilege to appeal any sanctions. During the residence hall student conduct process there may be times when you receive a formal admonishment for a documented situation.

If you have a question pertaining to your specific case, you must speak with your hearing officer directly. Student conduct cases are classified as a part of a students’ educational record, and therefore are classified under the Federal Educational Rights and Privacy Act (FERPA) and cannot be discussed with anyone else besides the student without written consent being obtained.
Texas A&M University-Commerce Student Code of Conduct

As a student within the residential program at Texas A&M University-Commerce, you are expected to abide by the University Student Code of Conduct as well as the Residential Living and Learning Community Standards. Items marked with an “R” designate that this is a policy specific to the members of the residential community and not the campus as a whole.
I. GENERAL PROVISIONS

Purpose of the Code of Student Conduct
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 Judicial Affairs
     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 Judicial 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

1. 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**

Possession, use, storage, or display of any type of weapon, explosive, ammunition, or hazardous chemicals on University premises or at University-sponsored events contrary to state law is prohibited. Weapons may include, but are not limited to, all firearms, air, bb, and pellet guns, tasers, stun guns, knives, martial arts devices, and clubs. This prohibition excludes a concealed handgun carried by a license holder in accordance with state and federal law and University Rule 34.06.02.R1.39

**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 wellbeing 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**

1. **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.

2. **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.

3. 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 Judicial Affairs 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 Judicial Affairs no less than three (3) 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) day 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 Hearing Board will determine an appropriate sanction(s). The Office of Judicial Affairs 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, how each member voted, 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) days of the end of deliberations.
• The responding student and complainant will be notified of the final determination in writing within five 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. Finding

- **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.

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) 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.
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. Notification will be sent to the chief student leader of the organization and the organization’s advisor.
3. 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 any of the following:
1. Withdrawal of University recognition and/or financial support;
2. Permanent or temporary suspension of all chapter activities;
3. Recommendation to the national/international organization to temporarily suspend or revoke the chapter’s charter;
4. Social probation;
5. Denial of use of University facilities;
6. Other appropriate University action

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.
4. 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 Judicial Affairs within three (3) 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 Judicial Affairs 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.

I. 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 Disciplinary Probation 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 within three (3) 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 Judicial Affairs, subject to the procedures outlined above.
  2. The Office of Judicial Affairs 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://web.tamuc.edu/studentLife/campusServices/judicialAffairs/default.asp

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](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 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 Judicial Affairs. 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 Judicial Affairs.
- Student(s) will be evaluated for amnesty by Judicial Affairs.
- 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.

**What is the purpose of MAP?**

MAP is intended to promote safety and responsibility throughout the University community. The policy is also intended to promote education/treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences. In alcohol or drug related incidents, the primary concern of the University is the well-being, health, and safety of students.

A Medical Amnesty Policy (MAP) seeks to decrease the likelihood that a student will hesitate to seek help in an alcohol or drug related emergency by granting amnesty from sanctioned judicial policies to those involved in
seeking help. The potential for student disciplinary action by the University against the student in need of medical attention and/or the student reporting the incident may act as a barrier to students getting immediate medical attention. In order to alleviate the behavioral consequences associated with alcohol or drug-related emergencies, and increase the likelihood that students will get appropriate medical attention, the University has developed a Medical Amnesty Program.

**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 Judicial Affairs 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 the 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 thorough 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://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/recordsAndStatistics/campusSafetyReport.pdf

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 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

Texas Senate Bill- 11 (Government Code 411.2031, et al.) 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/aboutUs/policiesProceduresStandardsStatements/ruleProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf 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**

Weapons are not permitted on the “premises” of any, grounds or building on which an activity sponsored by a member is being conducted, or in a university-owned or leased passenger transportation vehicle, unless pursuant to written authorization of the University in accordance with System Regulation 34.06.02. This prohibition excludes a concealed handgun carried by a license holder in accordance with state and federal law and University Rule 34.06.02.R1.

**Fire Safety**

Texas A&M University – Commerce is committed to your safety. For more information about fire safety, please contact (903) 468-3129 or visit the website 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
   D. 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.
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 $50 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 (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

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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 Residential Living and Learning program is part of the overall educational purpose of this institution. Texas A&M University-Commerce requires that all beginning single, undergraduate students who are not commuting from the home of their parent or legal guardian must reside in university residence halls and are required to purchase an unlimited meal plan per semester. 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, beginning undergraduate students living on campus are required to purchase the Unlimited Meal Plan or 19 Convenience Meal Plan 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 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**

- MPAA - Motion Picture Association of America [http://www.mpaa.org/](http://www.mpaa.org/)

**Commerce Peer to Peer/Copyright Resources**

Texas A&M University-Commerce Rules & Procedures: The Use of Copyrighted Material [http://web.tamuc.edu/aboutus/policies/procedures](http://web.tamuc.edu/aboutus/policies/procedures)
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 Judicial Affairs 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 Judicial Affairs shall ensure 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.
Department of Residential Living and Learning Community Standards
In addition to the Student Code of Conduct, residents are required to also abide by the Department of Residential Living and Learning Community Standards, listed below. Any and all violations of these policies may result in the student be referred to the student conduct process, and have consequences which range from warnings to loss of your housing contract. For more information regarding these policies, please contact your Community Director.
Abandoned Property
In those instances where items are left in residence hall rooms after the resident has checked out or failed to properly check out, at the end of the semester or the academic year, or has withdrawn from the University but has failed to properly check out, RLL shall declare the property abandoned and it will be held for one semester before being discarded by the University. The University will pack and inventory all belongings and there will be a minimum charge of $75 billed to the resident’s account.

A resident who does not return for any semester will be charged $5 a day until the resident returns and properly checks out. Should the resident not return by the no-show date, the residents’ property will be treated as abandoned as stated in the previous paragraph.

Appliance and Household Items
To assist in providing a safe environment for all residents, all items that are brought into the residence hall must be approved for use. Any and all items which have an open heating source or provide a threat to fire safety are strictly forbidden and not permitted within any residence hall. This includes, but is not limited to: Halogen lamps/bulbs, hot plates, deep fryers, broilers, deep freezers, space heaters, potpourri pots, sun lamps/tanning beds, toaster ovens, gasoline cans, candles, incense, oil lamps, hookahs and extension cords.

While the following items are prohibited, they are permitted only within the conditions listed. Wireless routers are only permitted in residence halls that have not been converted to a wireless building/complex; and personal grills (i.e. George Forman Grills) are permitted within kitchens only. These items may not be stored within individual residence hall rooms under any circumstance.

Arson
Starting a fire, no matter the size, within a residence hall or within the immediate surroundings outside a residence hall is strictly prohibited. Violations of this rule, which may also be considered a violation of state law, include setting fire to items on a door, bulletin board or any other flammable material within the residence hall. Grilling is only permitted within designated grill areas.

Bicycles
All bicycles should be registered with the University Police Department. Bicycle racks are placed in convenient locations throughout the campus, including all residence halls, and bikes should be secured with a lock and chain. Bicycles may not be tied, locked, or secured in any way to permanent fixtures. Bicycles may only be secured to bike racks. Unsecured bicycles and bicycles secured to permanent fixtures will be removed at owner’s expense.

It is highly encourages to refrain from operating bicycles through crosswalks. It is suggested that riders walk their bicycles across the streets in the crosswalks for safety.
Cooking
In accordance with the residence hall appliance procedures, cooking in the residence halls is allowed with approved cooking appliances only. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Cooking is not permitted within residence hall rooms, unless utilizing a microwave. Community Kitchens must be kept clean at all times (dishes clean, food stored properly, etc.). Any damages resulting from improper food disposal will be billed to the individuals responsible.

Empty Room/Bed Spaces
If at any time a resident is living in a room, suite or apartment without a roommate/suitemate, they are responsible for keeping belongings out of the empty space and may not utilize that vacant space in any way. Residents have the right to move in without prior notice and therefore no belongings may be stored in or under additional furniture or closets and the bed may not be used for storage or for hosting guests.

Door Propping/Pulling
Propping or forceful pulling open of any residence hall door and/or tampering with locks is considered a serious security violation. Anyone caught propping, pulling, or tampering with any door may be subject to disciplinary action.

Family Housing Guidelines
Family residents will receive clarification or additional information on some guidelines and policies that are modified for family housing. Children under the age of 13 must be watched by their parent or caregiver at all times. Children must not be left alone, inside or outside, at any point.

Fire Safety
All residence halls are equipped with fire safety equipment. This includes but is not limited to, smoke detectors, fire extinguishers, pull stations, fire and evacuation signs, and fire exit doors. Residents and their guests are required to abide by the following polices and guidelines:

1. Residents are not permitted to tamper with or destroy fire safety equipment. Please see the Code of Conduct
2. Residents are required to exit the building during all fire alarms
3. Residents are not permitted to be in the possession of any prohibited items
4. Residents are permitted one power strip per wall outlet, and are prohibited from plugging one power strip into another. All major appliances (refrigerators and microwaves) must be plugged directly into the wall outlet. Extension cords, including light strings are prohibited.
5. Residents are prohibited from pulling on or propping any Fire Exit or Exterior Building Door. Also, propping laundry room doors is prohibited.
6. Emergency exits are to be used for emergency evacuations. The misuse of emergency exits will be documented and handled judicially, which could result in a minimum fine of $250 and disciplinary action.
7. Paths to the exit door, windows, hallways, and safety equipment should be kept clear at all times
8. Fireworks, Smoke Bombs, and Explosives of any kind are not permitted within entire campus community
9. Only 20% of each side of room doors may be decorated
10. Tampering with electrical/wiring system, painting, and installation of any additional property is prohibited.

Furniture
Each student room is provided with the proper RLL furniture. Residents are to abide by the following:

1. Residents are prohibited from moving furniture as to blocking access to windows, air vents, air conditioning and heating units.
2. Residents are required to return furniture to the location that they found their room upon check-in.
3. Residents are prohibited from removing University furniture from their room.
4. Residents are prohibited from utilizing a waterbed within their room.
5. Residents are prohibited from utilizing additional University furniture within their room without approval from CD.

Gambling
The State of Texas prohibits gambling, whether it be for money or not, from occurring on the University premises. Residents are prohibited from participating in gambling activities. If found to be in violation of this policy, the situation will be documented and be referred to either or both the University Police Department and/or the student conduct process.

Guests and Visitation
Guests are defined as any person who does not live within the same assigned space. This includes other students/residents, or non-students. Residents are permitted to host guests within their assigned space, and should follow the guides listed below:

1. Hosts are responsible for the behavior of their guest(s) at all times and is obligated to inform their guest(s) of all University and the Residential Living and Learning Community Standards. Violation of any policy/procedure by
a guest may result in disciplinary action being taken against both the guest and host
2. Guests must be escorted by their host at all times. This includes but is not limited to: entering and exiting the building; the usage of bathrooms (buildings with common area restrooms); as well as leaving guests along within residence hall. Guests found without their host will be escorted out of the building;
3. Overnight guests have the permission of the roommate within 72 hours prior to the guests’ arrival, and are only permitted to stay two consecutive or nonconsecutive days within a 15 day period.
4. Cohabitation or continuing resident of two or more guests is prohibited. This includes but is not limited to: keeping clothing and other personal effects within the room, sleeping overnight in the assigned space on a regular basis and usage of the restroom facilities as if they resided within the room.
5. Hosts are responsible for the behavior of their guests at all times and for informing guests of all University and residence hall procedures. Residents may not have guests more than two days, consecutive or nonconsecutive, within a 15 day period. A host must secure the permission of their roommate to house a guest.

Extension or suspension of visitation privileges for an individual, a floor or an entire residence hall may be issued by RLL with just cause.

**Hall Games**
Residents are prohibited from engaging in any sports or “sport related” activities within the residence hall rooms, lounges, hallways, or stairwells.

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**Health and Safety Inspections (HSIs)**
RLL staff will conduct Health and Safety Inspections four to six times a year. These checks will be announced and are made to ensure that: University property is being used properly; Reasonable standards of room cleanliness, safety, and sanitation are being observed; Maintenance needs are reported; RLL procedures are being observed; and all directives of the State Fire Marshal and Fire Safety procedures are being observed.

**Identification/Keys**
Residents are provided a University identification card, which in some cases serves as the residents’ room key. Residents are required to abide by the following requirements regarding Identification and Keys:

1. The Lion Card is property of Texas A&M University-Commerce and is non-transferable. Possession of this card
by anyone other than the owner is a violation of University regulations. Use of this card by anyone other than the owner is subject to criminal prosecution. If lost, the resident must pay for a replacement card with the MANE Card Office.

2. If residents are locked out of their room, they are encouraged to visit their hall office for assistance. Spare keys are available for the purpose of retrieving the residents’ original key and must be returned. Residents are permitted three lock-outs per semester; additional lockouts will result in a $10 fee being assessed to the students account.

3. Residents are required to report lost keys to their hall staff. The charge for the re-core of the students lock will be assessed to the students account.

Interpersonal Conflicts
If residents are having a conflict, first discuss the problem with each other. Do not use passive aggressive behavior in an attempt to resolve the conflict. Face to face, calm discussions are always the preferred route. If a resolution cannot be found for the problem, then residents are encouraged to see their Resident Assistant (RA). If the RA feels that the problem is not resolved, a referral will be made to the Community Director (CD). If the problem cannot be resolved, Residential Living and Learning has the right to initiate a move for one or more parties, or document through the RLL judicial system.

Noise/Courtesy Hours
Quiet hours are in effect everyday 10:00pm-10:00am. Residents and their guests are expected to be considerate of roommates and neighbors 24 hours a day. This includes, noise heard from surrounding apartments or rooms, residential facilities (lobbies, kitchens, etc.) and residential parking lots/garage. Twenty-four hour quiet hours will begin the week prior to exam week of each semester and be in effect until the conclusion of the exam period.

Pets
Fish are the only pets permitted in the residence halls, and may only utilize one aquarium no more than 10 gallons. Any pet or proof of
pet, including stray animals, found in or around a resident’s room will need to be removed immediately and will result in a fine of $75.00, may be assessed additional charge for additional cleaning/disinfecting, as well as a $10 per day charge until the pet and all pet items are removed. If you are aware of any stray animals in the area, please contact UPD at (903) 886-5868 to request removal. If you have a documented need for a service animal or assistance animal, you must obtain approval through Student Disability Resources and Services and the Department of Residential Living and Learning, prior to bringing a pet into the residence hall.

Prohibited Items
Due to safety and security concerns, the following items are strictly prohibited within the residence halls. Weapons that may cause damage to the building or to other students such as: paintball guns, airsoft guns, nerf-type guns, ammunition, pellet or BB guns, slingshots, arrows, axes, machetes, nun chucks, throwing stars, or knives. Items that can be used for rapid consumption, examples include but are not limited to: shot glasses (if under 21), funnels, ice-luges, kegs; and items that can be considered drug paraphernalia, including but not limited to: vaporizers, tobacco wrapping paper, “bongs”. Items that interfere with the University infrastructure, such as wireless routers within buildings that are provided wireless technology. There are no exceptions to this policy.

Restricted Areas
All residents and their guests must abide by the following policies regarding restricted areas:

1. No student shall make unauthorized entry into any University building, office, attic, roof, or other restricted University facility

2. Students who have been trespassed from a residence hall floor, building or area are required to abide by the stipulations of that agreement

Room Modifications/Decoration
Residence Hall rooms are equipped with items that have been deemed to be fire preventative and safe for residents. Residents are required to abide by the following policies regarding room modifications/decoration:

1. Residents are required to leave their room in the same condition as found on their room condition report
2. Residents are prohibited from painting their rooms
3. Residents are prohibited from placing any kind of hole within the walls. This includes the usage of nails and/or anchors. Failure to abide by this policy will result in a fee being assessed to the students account.
4. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately
5. No additional lock mechanisms may be installed in room doors
6. Residents will assume responsibility for any damage beyond normal wear and tear
7. Residents are permitted the usage of tension rods to hang curtains within their rooms, as well as to utilize other non-damaging mechanisms to affix decorations to walls, do not use double-sided tape on any surface as it will cause excessive damage.
If you have any additional questions, please contact your Residential Living and Learning professional staff member.

**Roommate/Community Agreements**
To assist in the conversations that are needed to build strong relationships with those within your floor communities, and your room, residents are strongly encouraged to work with their Resident Assistants (RAs) and Community Directors (CDs) to complete their Roommate and Community Agreements. Community Agreements will be discussed during the first floor meeting of the semester; and Roommate Agreements will be available during the beginning of the semester and revisited during situations where roommates are in conflict. Residents are required to abide by the stipulations of the agreements.

**Solicitation**
Residential Living and Learning does not allow solicitation by students, outside groups, student organizations, or companies in the residence halls without prior approval from the Associate Director of Residence Education.

**Smoking**
Smoking of any substance, including e-cigarettes, is prohibited in all campus facilities; this includes porches, balconies, stairwells, sidewalks, and enclosed inner courtyards. The smell of smoke, ashes, tobacco, and/or any combination of or other evidence smoking will be documented and handled judicially and may result in the loss of your housing contract.

**Syringe Disposal**
Residents should not place exposed hypodermic needles directly in trash containers. Please dispose used needles in a puncture proof container. If no container is available, please take used needles to the Student Health Center.
**Traffic Signs**
The State of Texas prohibits the possession of any traffic sign, including but not limited to: state, city, directional, and informational signs.

**Trash**
Residents must take personal bagged trash to the dumpster adjacent to each hall/apartment complex. Staff reserves the right to open trash in order to find identifying items.

**Vandalism**
Residents are prohibited from causing damage to or littering on University property. Damage/vandalism will be billed to individuals and/or groups as necessary.

**Windows and Window Screens**
Windows, including the screens may not be removed or altered in any way. In instances where windows have been permanently locked due to safety concerns, residents may not alter, unscrew or unlock them. No articles may be thrown or hung from windows. The threshold of all windows and balconies may not be crossed at any time for any reason.