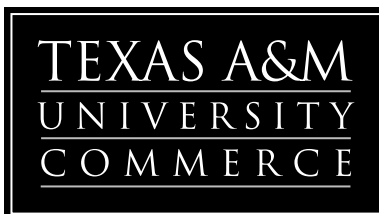


# Welcome to Texas A&M University-Commerce



A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

## **Our History**

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

## **Our Vision**

Texas A&M University-Commerce will be recognized as a premier regional university, distinctive for high expectations, a nurturing environment, and innovations in the enhancement of learning to produce graduates who distinguish themselves in their chosen careers and as active, contributing members of society.

By focusing on access, participation, and success of students in quality undergraduate and graduate degree programs, Texas A&M University-Commerce will become the university of choice for those seeking a higher education in the Northeast Texas area. As a result, Texas A&M University-Commerce will be recognized for the creation of partnerships and initiatives that promote intellectual, social, environmental, economic, and cultural advancement of the region and state.

## **Our Mission**

Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.



Welcome to Texas A&M University-Commerce!

As a new member of the Lion family, you are joining an institution steeped in history and tradition, but with an eye fixed firmly toward the future. We are personally committed to your success.

Founded in 1889, A&M-Commerce has been a stronghold of opportunity and enrichment, as well as a training ground for professional and personal excellence for nearly 125 years.

Our alumni have achieved great success as CEOs, congressmen, administrators, educators, award-winning authors and artists, media personalities, and philanthropists. Our alumni are citizens of the world with a devotion to helping others, and they got their start right here where you are beginning your journey.

As you prepare for this academic year, remember to forge your own path and share your thirst for knowledge with our talented group of faculty and staff while you create bonds with your peers. This is the foundation of your future, and it's a bright future indeed.

I wish you the best this year. We're here to help you thrive.

It's a great day to be a Lion!

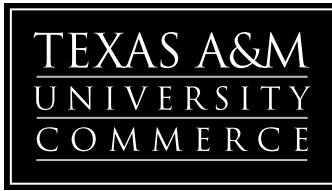
A handwritten signature in cursive script that reads 'Dan R. Jones'.

Dan R. Jones, Ph.D.  
President  
Texas A&M University-Commerce

Office of the President

P. O. Box 3011 • Commerce, TX 75429-3011 • Phone: 903.886.5014 • Fax: 903.886.5010 • [www.tamuc.edu](http://www.tamuc.edu)

A Member of The Texas A&M University System



A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

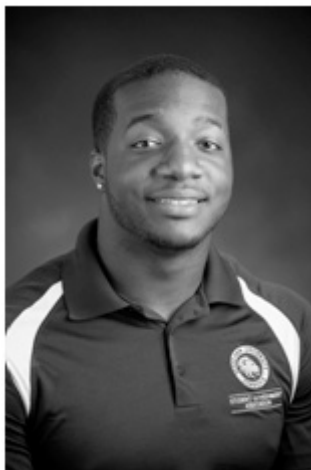
Greetings:

Welcome to Texas A&M University-Commerce: home of the Lucky Lions! On behalf of the student body I would like to commend and congratulate you on making an excellent decision to pursue higher education at this amazing institution. It is my hope that you take advantage of all the resources and opportunities offered here at A&M Commerce. This institution is structured to develop your leadership skills, while providing you a second-to-none education.

Here at Texas A&M University-Commerce you will be able to explore different cultures, a whole new community, and discover campus life that meets the needs of each and every student. With over 85 registered student organizations, every student has the opportunity to find his or her place at this institution. As you continue your education here at Texas A&M University-Commerce, I challenge you to get involved, get active, remain active, and find a way to give back; whether it's sports, going Greek, or service to this institution. Bottom-line, college is not a sideline sport, so get in the game!

Furthermore, Student Government Association serves as the liaison between faculty, administration and the student body. Our mission is to have your roar heard. This includes providing a voice for issues or concerns that you may have related to your collegiate experience. We have a great group of senators devoted to improving life as a lion. Be sure to come see us and let us serve you!

In conclusion, college is a time of discovery. The majority of the lessons you learn extend past your in-class lectures. Be sure to take advantage of the opportunities that arise throughout your college career and I know you will not regret them. I wish you great success and may you excel in all of your future endeavors.



Best Wishes,

A handwritten signature in black ink, appearing to read "Monterrio D. Jones Jr.".

Monterrio D. Jones Jr.  
President of Student Government

Office of Student Body President

Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429 (903) 886-5825 Fax: (903) 468-3289

A Member of The Texas A&M University System

# Table of Contents

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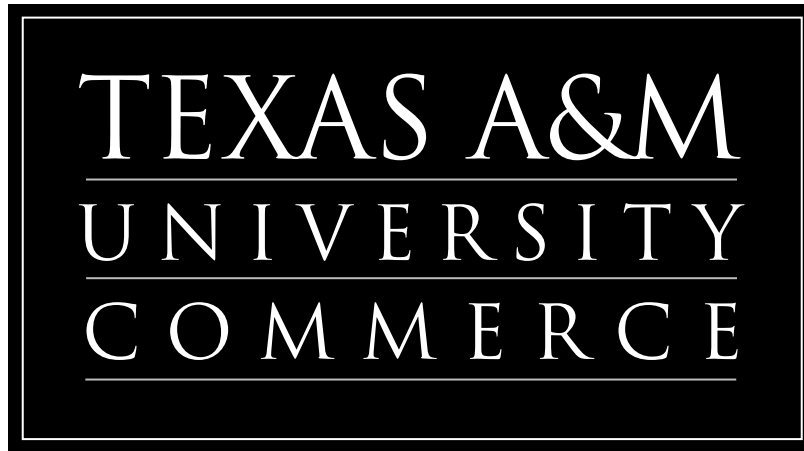
Our History; Our Vision; Our Mission .....	1
Letters to Students .....	2, 3
Campus Leaders.....	6, 7
<b>WHAT'S INSIDE</b>	
University Calendar .....	8
<b>GETTING INVOLVED</b>	
Student Organizations.....	9-10
Student Government Association (SGA).....	10
Community Information .....	11
Scheduling Buildings.....	11
Athletics.....	12, 13
<b>CAMPUS RESOURCES</b>	
<i>Student Access &amp; Success</i>	
Vice President for Student Access & Success .....	14
Associate Vice President for Student Access & Success .....	14
Academic Success Center.....	14
Career Development .....	14
Student Disability Resources and Services.....	14
Student Support Services.....	15
Trio Programs .....	15
Veterans and Military Services .....	15
University College.....	15
Success Coaches .....	15
Student Assessment, College Readiness & Retention .....	16
Campus Life & Student Development.....	17
Children's Learning Center.....	17
Counseling Center.....	17
Campus Life and Student Development.....	18
Fraternity & Sorority Life.....	18
Leadership Engagement and Development .....	18
Campus Recreation Center .....	19
Residential Living & Learning .....	19
Rayburn Student Center.....	20
Student Health Services and Wellness .....	20
Enrollment Management.....	21
University Registrar .....	21
Undergraduate Admissions .....	21
Financial Aid & Scholarships .....	21
Hispanic Outreach & Student Programs.....	22
New Student Orientation .....	22
Honors College .....	22
Camps, Conferences, & UIL.....	23
Collin, Navarro, Mesquite, Campuses.....	23
Rockwall & Dallas Campus.....	24
Department Contacts.....	24, 25
<i>Other Campus Services</i>	
Campus Dining Services.....	26
Community Counseling Center .....	26
Employment.....	26
Faculty Center for Teaching with Technology.....	26
Identification Card .....	27
International Student Services .....	28
IT Support Service.....	28
Legal Advisor.....	29
Library .....	29
Mathematics Skills Center.....	30
Planetarium.....	30
Copy/Postal Services .....	30
Project Respect .....	31
Safe Spaces Ally Program.....	31
Student Accounts .....	31
Student Insurance.....	31
Campus Bookstore.....	31
University Police Department.....	32
Writing Center .....	32

# Table of Contents

---

## RULES AND PROCEDURES

Good Standing Procedure.....	33
Academic Affairs Undergraduate Student Suspension Appeal Committee .....	33
Academics.....	34-38
Code of Student Conduct.....	39-44
Alcohol Procedure .....	45
Dangerous or Disruptive Behavior.....	46
Drug Procedure.....	46
Firearms Rule.....	46
Fire Safety.....	46
Hate Crimes .....	46
Hazing.....	46
Residential Living & Learning.....	46-48
Peer to Peer File Sharing/Copyright Statement.....	49
Missing Student.....	50
Sexual Assault/Sex Offense Policy Statement .....	50
Civil Rights.....	51
Solicitation.....	58
Weather Related Closing.....	58
PAWS (Pride Alert Warning System) .....	58
Tornado Emergency.....	58
University Police Department.....	59
Rights.....	60, 61
INDEX .....	62



A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

# Campus Leaders

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**Dr. Dan Jones**  
**President**

**McDowell Administration Building**  
**Second Floor—(903) 886-5014**



**Dr. Adolfo Benavides**

**Provost and Vice President for Academic Affairs**  
**McDowell Administration Building**  
**Second Floor—(903) 886-5018**

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



**Mr. Bob Brown**

**Vice President for Business and Administration**  
**McDowell Administration Building**  
**Second Floor—(903) 886-5024**

The Vice President for Business and Administration is responsible for the business affairs of the University and administrative support to faculty, staff, and students. Areas of responsibility include financial management of the institution budget, physical plant facilities, computing and telecommunications, human resources, purchasing and contracts, financial services, printing services, and the University Police Department. The bookstore, cafeteria and Lions Lair, and vending are contracted services also under the supervision of the Vice President.



**Dr. Mary Hendrix**

**Vice President for Student Access & Success**  
**Student Access & Success One Stop Shop 156**  
**(903) 438-8706**

The Vice-President for Student Access & Success is responsible for providing leadership for the division so that the university's strategic goals for enrollment, retention, graduation, and placement are achieved. Areas of responsibility include: enrollment management, university college, campus life and student development, Honors College, Institutional Effectiveness & Planning, Quality Enhancement Plan and student support services, including Trio Programs.

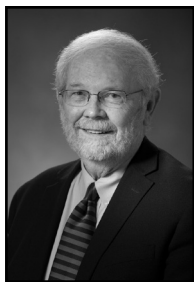


**Mr. Randy Van Deven**

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

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

# Campus Leaders



**Dr. Dale Funderburk**

**Interim Dean of the College of Business and Entrepreneurship**  
**McDowell Administration Building Room 215**  
**(903) 886-5189**

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



**Dr. Salvatore Attardo**

**Dean of the College of Humanities, Social Science and Arts**  
**Education North 224 • (903) 886-5175**

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



**Dr. Gail Johnson**

**Interim Dean of the College of Education & Human Services**  
**Education North Room 203**  
**(903) 886-5124**

The Dean of the College of Education and Human Services is responsible for overseeing all academic programs that fall under the auspices of the College of Education and Human Services including counseling, curriculum and instruction, educational leadership, health and human performance, psychology, special education, and social work.



**Dr. Grady Blount**

**Dean of the College of Science, Engineering and Agriculture**

**AG/IT Building Room 116 • 903-886-5175**

The Dean of the College of Science, Engineering, and Agriculture serves all of the STEAM (science, technology, engineering, agriculture, and mathematics) disciplines and maintains the TAMUC observatory, farm, and planetarium. CoSEA degree programs include agriculture, astronomy, biology, chemistry, computer science, several engineering programs, environmental science, physics, and mathematics (including math education).



**John Kaulfus**

**Assistant Vice President and Dean of Campus Life and Student Development**

**Halladay Student Services Bldg Room 200**  
**(903) 886-5171**

The Dean of Campus Life & Student Development is responsible for providing leadership and supervision for Campus Activities, Children's Learning Center, Counseling Center, Greek Life/Judicial Affairs, Leadership Development Center, Morris Recreation Center, Residential Living & Learning, Rayburn Student Center, Student Government Association, and the Student Health Center.



**Stephanie Holley**

**Dean of Enrollment Management and Retention**

**Student Access & Success One Stop Shop Room 155 • (903) 886-5065**

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



**Dr. Arlene Horne**

**Vice Provost for Research and Dean of Graduate Studies**

**McDowell Administration Building Room 142**  
**(903) 886-5159**

The Vice Provost for Research and Dean of Graduate Studies is responsible for the promotion, administration, and oversight of all graduate programs and instruction. The Vice Provost serves as liaison for the Federation of North Texas Area Universities and the staff of the Texas Higher Education Coordinating Board in matters related to graduate education. The Vice Provost is also responsible for guiding, facilitating, and administering major growth in research and scholarly activities, as well as oversees the research integrity and compliance for the University.



**Dr. Ray Green**

**Dean of Honors College**

**Prairie Crossing • (903) 468-3001**

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



**Dr. Ricky Dobbs**

**Dean of University College**

**Student Access & Success One Stop Shop Room 141**

**(903) 886-5876**

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



**Tim Murphy**

**Chief Information Officer**

**McDowell Administration Building, Room 296**  
**(903) 886-5969**

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

# Fall, Spring, and Summer 2013-2014 University Calendar can be found online at:

*[www.tamuc.edu/AcademicCalendars](http://www.tamuc.edu/AcademicCalendars)*





# Getting Involved... Student Organizations

## Student Organizations



*Josh Hardman, Assistant Director  
Josh.Hardman@tamuc.edu*

**Rayburn Student Center, Rm 271  
Student Activities and Leadership  
(903) 886-5822**

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

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

**Contacts:** Information on the establishment of new student organization, information on existing and active organizations, student organization handbook, and other forms and resources can be found online at: <http://tamuc.orgsync.com/>

Listed below are over 100 student organizations. To find information or contact information for an organization you can visit the site: <http://tamuc.orgsync.com/home>.

### Academic Interest/Professional Societies

Alpha Gamma Alpha  
Art Club at TAMU-Commerce  
Association for Computing Machinery  
Association of Information Systems  
Athletic Training Society  
Beta Beta Beta Biological Honors Society  
Council of Teachers of Mathematics  
English Graduates for Academic Development  
Institute of Industrial Engineers  
Kappa Kappa Psi  
Master of Social Work Student Organization  
Music Teachers National Association Student Chapter  
NASP Student Organization  
National Broadcasting Society  
National Organization of Black Chemists and Chemical Engineers  
Percussion Club  
Phi Alpha Theta - Eta Beta Chapter  
Phi Eta Sigma  
Phi Mu Alpha Sinfonia Fraternity of America (Pi Psi Chapter)

### Phi Pi Delta

Psi Chi: International Honor Society for Psychology Majors  
Psychology/Counseling Graduate Student Association  
Sigma Alpha Iota - Interest Group  
Society for Advancement of Chicanos and Native Americans in Science  
Sociology and Criminal Justice Society  
Student Council for Exceptional Children, Chapter 211  
Student Healthcare and Outreach Society  
Student Honors Council  
The Clarinet Coalition  
The Society of Physics Students  
The University Choirs  
The Wildlife Society  
Women's Agriculture Society

### Cultural/Social Organizations

African Student Association  
Association of International Students  
Caribbean Students Association  
Chinese Student Association  
Hispanic Student Association  
India Student Association  
Korean Student Association  
National Association for the Advancement of Colored People  
National Association of Colored Women's Club Inc.  
Saudi Students Association  
Thai Student Association

### Governing Associations

Interfraternity Council  
National Pan-Hellenic Council  
Panhellenic Council  
Residence Hall Association  
Student Government Association

### Greek Social Fraternity

Alpha Phi Alpha Fraternity, Inc.  
Delta Tau Delta Epsilon Eta  
Kappa Alpha Order  
Kappa Alpha Psi  
Kappa Sigma- Xi-Upsilon Chapter  
Omega Psi Phi Fraternity Inc.  
Phi Beta Sigma Fraternity Inc.  
Phi Iota Alpha Fraternity, Inc.  
Pi Kappa Alpha  
Sigma Chi

### Greek Social Sorority

Alpha Kappa Alpha Sorority Incorporated

# Getting Involved...

## Student Organizations

Alpha Phi  
Chi Omega- Sigma Zeta Chapter  
Delta Sigma Theta Sorority Incorporated  
Gamma Phi Beta  
Kappa Delta Chi Sorority Incorporated  
Kappa Delta Sorority  
Zeta Phi Beta Sorority, Incorporated

### Honorary Societies

Alpha Chi National College Honor Society  
Alpha Kappa Delta  
Alpha Lambda Delta  
Alpha Pi Mu  
Alpha Psi Omega  
Beta Alpha Psi  
Order of Omega National Honor Fraternity  
Pi Sigma Alpha- Zeta Gamma Chapter  
Sigma Alpha Pi, The National Society of Leadership and Success  
Sigma Tau Delta  
Tau Beta Sigma

### Religious Affiliated

Baptist Student Ministry  
Catholic Student Organization  
Chi Alpha-Commerce  
Commerce Community Church (C3) College Ministry  
Commissioned To Love  
LIFT Student Ministries  
Lions for Christ  
New Beginnings Multi-Cultural Gospel Chorale Ministry  
Uniquely Bynded Praise Dance and Mime Ministry  
Wesleyan Campus Ministry

### Service Organizations

Colleges Against Cancer  
Cultural Alliance of Men Organization  
Golden Leos  
Latino Agriculture Student Speakers Outreach  
Pi of Texas Alumni Association of Phi Theta Kappa

### Special Interest Groups

Advocates @ A & M  
Campus Activities Board  
Cricket City Improv  
Environmental Awareness Society  
Equine Club and Show Team  
Fusion Dance Crew  
Jazz Association

Organization of Future Entrepreneurs  
Sigma Phi Phi Science-Fiction/Fantasy Club  
Student Veterans Association  
The Clay Club  
The Pride Alliance  
Under Construction

### Sports/Recreational Organizations

Soccer Club  
Club Softball  
The Climbing Society  
The Running Club

## Student Government Association (SGA)

Rayburn Student Center 271

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

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

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

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

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

A copy of the Student Government Association's Constitution is available online.



## Community Information

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

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

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

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

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

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

**Polls**—Open 7 a.m. until 7 p.m. on election days. City elections are handled at City Hall, 1119 Alamo; school elections at Commerce Middle School, Culver Street; county, state, and national elections vary. Check the local newspaper or call the Chamber of Commerce 886-3950.



## Scheduling Buildings

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

### Priority for Scheduling in the Rayburn Student Center

*First Priority:* University recognized student organizations

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

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

### Priority for Academic Buildings:

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

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

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

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

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



# TEXAS A&M UNIVERSITY-COMMERCE

## LION ATHLETICS



Texas A&M University-Commerce is home to 12 Division II intercollegiate athletic programs, competing in the Lone Star Conference. On the men's side, the Lions compete in football, basketball, track and field, cross country and golf, while the women represent A&M-Commerce in basketball, soccer, track and field, cross country and golf, and will begin competing in softball in the spring of 2015.

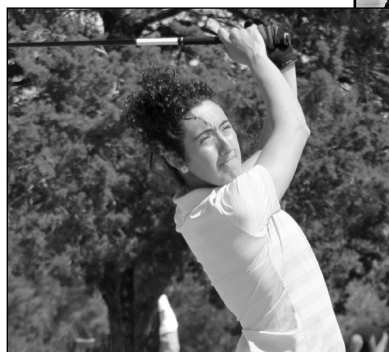
The only remaining charter member of the LSC, A&M-Commerce is one of the most tradition-rich programs in the conference, boasting 58 Lone Star Conference titles, over 300 All-Americans and five national championships.

A&M-Commerce's oldest rivalry is with the Javelinas of Texas A&M-Kingsville as the two teams have squared off against each other each season since the late 1950's. The Lions have also established long-standing rivalries with Angelo State, Midwestern State, Tarleton State, West Texas A&M and Texas Woman's, along with budding rivalries against conference newcomers Cameron and Eastern New Mexico.

Memorial Stadium, located on the northwest side of the A&M-Commerce campus, serves as the home venue for both the Lion football and track and field teams and has been the site of many thrilling Lion victories, including the 1972 national championship game. Directly east of Memorial Stadium is the Field House, which serves as the home of the Lion volleyball and basketball teams. The A&M-Commerce soccer team plays its home games at the Lion Soccer Field, located on the southwest part of campus next to the intramural fields.

The 2013-14 season is shaping up to be another exciting one for the Lions as A&M-Commerce welcomes new head football coach Colby Carthel to campus. The Lions have five home dates this season as well as a return trip to Cowboys Stadium as part of the 2013 Lone Star Football Festival.

Volleyball and men's and women's basketball are all coming off appearances in their respective LSC tournaments while soccer is ready to make another run at a conference title as well. So make plans to cheer on the Lions all season long!



*Keep up to date with all the latest in  
A&M-Commerce Athletics, including game  
schedules, news and promotions at*

**LionAthletics.com**



**A&M-Commerce Lion Athletics**



**@Lion\_Athletics**

**#WeAreLions**

*All A&M-Commerce students are admitted free of charge  
to any Lion home athletic event with their Lion I.D. card!*



# **2012-13 A&M-COMMERCE YEAR-IN-REVIEW**

## **FOOTBALL**

- Lions rally in the final minute to tie the game against rival Texas A&M-Kingsville, then defeat the Javelinas 21-14 in overtime to capture the Chenault Cup for the first time since 2001.
- Linebacker Danny Mason named the 2012 Lone Star Conference Linebacker of the Year, ranking third nationally in tackles per game (11.5).
- Mason became the eighth Lion linebacker to be named a two-time first team All-LSC selection and was named a second team All-American by Beyond Sports Network in addition to earning first team Daktronics All-Region honors. Mason would represent Team Texas in the 2013 Texas vs. the Nation All-Star Game.
- Colby Carthel was named A&M-Commerce's 19th head football coach, being hired to take over the program on January 22, 2013.

## **VOLLEYBALL**

- A&M-Commerce reaches 20 victories on the season, an improvement of nine matches from 2011, and finish fifth in the Lone Star Conference, advancing to the LSC quarterfinals.
- Middle blocker Rachel Robertson was named the 2012 Lone Star Conference Offensive Player of the Year after leading the conference in hitting percentage, points per set and kills per set.
- Robertson finished her career ranked third all-time in program history in career kills with 1,359.
- Three Lions garnered All-LSC honors, including Robertson (first team), setter Jordan Neal (second team) and middle blocker Breanne Snyder (Honorable Mention).
- Robertson and right side hitter Kayla Bond were recognized as Capital One Academic All-District selections as the duo were both named to the LSC's Volleyball All-Academic team.

## **SOCCER**

- Forward Brionna Minde was named the Lone Star Conference Academic Player of the Year after leading the LSC in assists in 2012.
- Minde and defenseman Eva Brutto were named NSCAA third team All-Region selections.
- Brutto was named to the All-Lone Star Conference first team while forward Anitra Wright was a second team honoree.
- Midfielder Callie Annett was named a Capital One Academic All-District selection and joined Minde on the LSC Soccer All-Academic team.

## **CROSS COUNTRY**

- Dorian McCradic was named the Lone Star Conference's Freshman of the Year after placing sixth at the 2012 LSC Championships in Lawton, Okla.
- Fellow freshman Luis Romero joined McCradic on the All-Lone Star Conference team after placing 15th at the conference championships.
- Senior Alex Kimp was named to the LSC Cross Country All-Academic team for the second consecutive season.

## **WOMEN'S BASKETBALL**

- A&M-Commerce had one of the most dramatic turnarounds in the nation, posting a nine-win improvement in 2012-13.
- A&M-Commerce posted one of the greatest upsets in Lone Star Conference Championship history as the seventh-seeded Lions toppled regular season co-champion Abilene Christian 80-79 in the quarterfinals at the Allen Event Center.
- Head coach Nicole Anderson was named the 2012-13 Lone Star Conference co-Coach of the Year. Forward Breanna Harris was tabbed a second team All-LSC selection while guard Danielle Dixon was an All-LSC honorable mention selection.

## **MEN'S BASKETBALL**

- Head coach Sam Walker became the all-time winningest coach in A&M-Commerce history as the Lions rallied to defeat reigning LSC champion Midwestern State 74-66 at the Field House on January 9, 2013. The victory was the 202nd of Walker's career, moving him past Hall of Famer Jim Gudger as the all-time Lion victories leader.
- A&M-Commerce qualified for the Lone Star Conference Basketball Championship for the ninth-straight year, the second-longest active streak in the LSC, and the 34th time overall - the most appearances of any conference institution.
- Forward Andrew Davis was named a first team Capital One Academic All-American, one year after earning third team honors. He was also the Lone Star Conference's Academic Player of the Year for men's basketball.
- Forward Preston Whitley was named an honorable mention All-LSC selection, concluding his Lion career by becoming the latest member of the A&M-Commerce 1,000-point club.

## **MEN'S GOLF**

- Freshman Kason Childress made an impression in his first collegiate tournament, tying for the individual championship at the Paris J.C. Drag-on Invitational on September 17, 2013.
- Junior C.J. Clem was named a second team All-Lone Star Conference selection after leading the Lions in scoring average.
- Sophomore Marcus Sanna was named to the LSC Men's Golf All-Academic team.
- Clem became the third Lion since 2000 to qualify for the NCAA South Central Regional, shooting a 4-over 220 and finishing among the top-50 of the individual standings.

## **WOMEN'S GOLF**

- Junior Sara Diaz was named the Lone Star Conference Academic Player of the Year for women's golf.
- Diaz finished the year with one top-10 and five top-20 individual showings, highlighted by a fifth-place finish at the Lion Invitational on March 14-15, 2013, being named to the All-Tournament team.
- Junior Chantry McMahan was named to the All-LSC honorable mention team after posting three top-10 and three additional top-20 showings for the Lions in 2012-13.

## **TRACK AND FIELD**

- Three Lions qualified for the 2013 NCAA Division II National Championships as Dakota Fountain (long jump), Vanessa Jackson (400 meter dash) and Ashley Ross (discus) each placed among the top-20 at the national meet.
- Fountain claimed the Lone Star Conference championship in the men's long jump with a leap of 7.68 meters, ranking third in Division II.
- Five school records were broken during the 2013 season, including Luis Romero running a 1:51.62 in the 800 meter run at the LSC Championships, breaking a school record that had stood since 1960.
- 10 Lions garnered USTFCCCA All-Region honors, including a pair for sophomore Matt Rich who was among the top-five in the region in both the javelin and the decathlon.
- Alex Kimp was named the Lone Star Conference Men's Track and Field Academic Athlete of the Year, giving the Lions four Academic Players of the Year in 2012-13, tying for the most of any LSC institution.

## **SOFTBALL**

- A&M-Commerce announced the addition of a softball program, which will begin competition in the spring of 2015. A nationwide search is currently underway for the Lions' first head softball coach.

# Student Access & Success

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## Vice President for Student Access & Success



*Dr. Mary Hendrix*  
(903) 468-8706  
Mary.Hendrix@tamuc.edu  
Student Access & Success One  
Stop Shop 156  
The Vice-President for Student Access & Success is responsible for providing leadership for the division so that the university's strategic goals for enrollment, retention, graduation, and placement are achieved. Areas of responsibility include: enrollment management, university college, campus life and student development, Honors College, and student support services, including Trio Programs.

## Associate Vice President for Student Access & Success



*Dr. Sharon Johnson*  
(903) 468-8707  
Sharon.Johnson@tamuc.edu  
Student Access & Success One  
Stop Shop 157  
The Associate Vice President for Student Access & Success provides leadership for outreach and student support services at the university.

## Support Services

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### Academic Success Center – ASC Tutoring and Supplemental Instruction

Jodi Oelrich, Coordinator  
(903) 468-8620

Contact information: ASC@tamuc.edu  
[www.tamuc.edu/ASC](http://www.tamuc.edu/ASC)  
Gee Library - walk in tutoring on first floor

The Academic Success Center – ASC – offers general tutoring in core subjects and Supplemental Instruction in select courses to assist students in reaching their academic goals. All services available through the ASC are provided at no charge. ASC offers one-on-one tutoring by appointment and walk-in tutoring (hours vary) in core subjects at Gee Library. Supplemental Instruction in traditionally difficult courses provides additional support by a peer tutor who works closely with the instructor, attends lectures, and facilitates regular study sessions. JAMP room (STC 110) tutoring in The McFarland Science Building supports lower level biology, chemistry and physics. Online tutoring services starting in Fall 2013 with Tutor.com®. Students will have 10 hours per semester assigned to them. If more hours are need they will need to contact ASC. Workshops on Study Skills, Time Management, and Presentation Skills are offered each semester.

## Career Development



*Tina Boitnott, Director*  
(903) 468-3223  
Tina.Boitnott@tamuc.edu  
Student Access & Success One  
Stop Shop 159

What will I major in? What am I going to do after graduation? These are big decisions a college student will need to make.

Career Development is here to help you along the way from freshmen to graduate. We are here for you! Take advantage of these opportunities to “Make the Connection” with Career Development by participating in the following:

- Career Assessment with MyPlan.com a web based system that is easy to use. Whether you are deciding/changing a major or narrowing your major career options, MyPlan should be in your plans. Call our office today and ask for the FREE code.
- Career Counseling offers a one-on-one opportunity for you to have your MyPlan interpreted by a career professional and obtain direction with clear and practical decision making tools. Call to schedule an appointment.
- Job Search programs and events provide professional development opportunities such as resume/cover letter critique, mock interview, career fairs, business etiquette dinner, Lion job shadow, on-campus interview and job search workshops.
- Hire a Lion is an online system that connects you to potential employers, please visit [www.tamuc.edu/liontracks](http://www.tamuc.edu/liontracks). You may search updated full-time, part-time, internship, and co-op job opportunities. You may upload your resumes and cover letters. Employers may view your resumes and post their job announcements. Hire a Lion also features an upcoming calendar of events and job fair employer participant lists.

## Student Disability Resources & Services



*Rebecca Tuerk, Director*  
(903) 886-5150  
studentdisabilityservices@tamuc.edu  
James G. Gee Library 130

Texas A&M University-Commerce encourages all students with disabilities to become involved in all aspects of campus life. The office of Student Disability

Resources and Services (SDRS) provides services to students with disabilities to ensure accessibility to university programs. In order to receive accommodations students must complete and submit an application along with current documentation, which will be reviewed by the office of SDRS to determine if a student qualifies for services. If a student qualifies for services, they will receive individualized academic advice and reasonable accommodations. SDRS also offers evaluation referral, disability-related information, assistive technology

# Student Access & Success

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counseling, various assistive devices and equipment, and interpreter services for academically related events. Although SDRS does not offer disability evaluations, tutoring, personal expenses, attendants or scholarships, we can provide referral information. The SDRS office also works closely with the Division of Assistive and Rehabilitative Services (DARS). To schedule an appointment with the SDRS office, please call (903) 886-5150.

## Student Support Services

*Darnisha Hines, Director*

(903) 886-5839

Darnisha.Hines@tamuc.edu

Halladay Student Services Building 303A

## McNair Scholars Program

*Deirdre D. Hill, Assistant Director*

(903) 886-5466

Deirdre.Hill@tamuc.edu

Halladay Student Services Building 302

## Trio Programs

*Veronica C. Reed, Director*

(903) 886-5836

Veronica.Reed@tamuc.edu

Halladay Student Services Building 304A

The Trio Programs are a series of federally funded programs designed to assist underrepresented students by providing access to higher education. Funded under Title IV Higher Education Act of 1965, Trio programs help students overcome class, social, and cultural barriers to higher education. The Trio programs prepare students for postsecondary education and provide the necessary support services for college graduation. The goals of the Trio programs are to aid in college placement, increase college retention, and increase graduation rates for low-income and first-generation students.

## Veterans and Military Services



*Jessica Gossett, Veterans and Military Specialist*

(903) 886-5123

veteranservices@tamuc.edu

Student Access & Success One Stop Shop 129

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

[www.tamuc.edu/VeteransandMilitaryServices](http://www.tamuc.edu/VeteransandMilitaryServices)

## University College

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### University College



*Dr. Ricky Dobbs, Dean*

(903) 886-5876

Ricky.Dobbs@tamuc.edu

Student Access & Success One Stop Shop 141

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

### Success Coaches

(903) 468-5174

SuccessCoaches@tamuc.edu

Student Access & Success One Stop Shop Room 136

University College's Success Coaches provide course selection and registration assistance for entering first-time, full-time freshman students until they have completed all of the following: 1) their first academic year at the University; 2) twenty-four non-remedial credit hours; 3) declared a major; 4.) met Texas Success Initiative (TSI) requirements. The Success Coaches, in conjunction with college/departmental advisors, offer the same service to transfer students who have fewer than thirty non-remedial credit hours and have not met the requirements for the Texas Success Initiative (TSI). Success Coaches help students transition into college life at Texas A&M University-Commerce by assisting students with academic advising, career exploration, and making students aware of university policies and available university resources. They receive training in student development theory, University procedures and policies, and are knowledgeable resources for help on a variety of student issues. If they cannot solve a problem, they will help a student find someone who can. The Success Coaches be reached by e-mail at [SuccessCoaches@tamuc.edu](mailto:SuccessCoaches@tamuc.edu)



# Student Access & Success

## Student Assessment, College Readiness & Retention



Wendy Gruver, Director

(903) 886-5122

Wendy.Gruver@tamuc.edu

Student Access & Success One

Stop Shop Room 169

The Student Assessment office offers a wide range of testing related services to students including tests for admission, placement, certification, credit-by-exam, and proficiency. Services include administering the following exams and programs:

- COMPASS (placement)
- Spanish placement
- ACT and ACT-Residual
- SAT
- CLEP (Credit-by-exam)
- THEA and Quick THEA
- TEXES (Texas Exam for Educator Standards)
- LSAT (Law School Admissions Test)
- NCE (National Certification Exam for Counselors)

The Student Assessment Office will also administer correspondence and distance education exams on an individual basis as requested.

As an undergraduate attending a state supported university, you must take an assessment test prior to enrolling in college level courses. You may submit scores from the THEA (Texas Higher Education Assessment), COMPASS, ACCUPLACER, ASSET or be exempt from assessment by meeting any of the criteria listed below. However, you must provide proof of exemption and will be considered assessment-required until you provide documentation of stated exemption.

Effective 8/26/13, there will be only one assessment (New TSI) that can be used to satisfy TSI. THEA, COMPASS, ACCUPLACER and ASSET cannot be used by students enrolling after 8/26/13.

Assessment exemptions:

1. ACT scores-Composite 23; English 19 or Math 19 (no older than 5 years)
2. SAT scores-Composite 1070/ Verbal 500 or Math 500 (no older than 5 years)
3. TAKS scores-Eng/Lang Arts/Reading 2200 with a 3 Writing subscore, Math 2200\*
4. Received an associate degree or baccalaureate degree from a Texas public institution
5. Out-of-State/private institution transfer who has satisfactorily completed college level work with a "C" or better in areas of reading, math, writing
6. Has met readiness standard at another Texas public higher education institution - "C" or better in developmental course work
7. Serving active military\*\*

8. Serving as a member of a reserve component of the armed forces for at least three years preceding enrollment\*\*

9. Honorably discharged, retired, or released from active duty in military on or after August 1, 1990

Students who do not originally pass a section of an assessment, may retake an assessment. All students must enroll in some form of developmental education until they have completed the required coursework with a grade of "C" or better or have passed an assessment. After completing the developmental sequence, students will enroll in and complete a related college level course the next semester of enrollment. The approved lists for the areas of reading, math, and writing courses are as follows:

### Approved Reading courses

- History 1301, 1302
- English 201, 202, 203, 204
- Political Science 2301, 2302
- Psychology 2301
- Sociology 1301

### Approved Writing Courses

- English 1301
- English 1302

### Approved Math Courses

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

A math placement exam is available if you are trying to place into a math class at a higher level than you are currently placed. This includes attempting to place from a developmental level class into college-level math or from College Algebra into Pre-Calculus or Calculus. Call the Office of Student Assessment and Evaluation for further details.

Transfer students from other Texas public institutions who have not passed all sections of an assessment or have not met the TSI readiness standard will be required to take appropriate developmental courses. Out-of-state or private college transfer students will be required to pass all parts of an assessment unless they are transferring approved courses in the three skill areas with a grade of "C" or better.

If you are in need of an assessment or have questions concerning retaking an exam, you will need to contact the Office of Student Assessment and Evaluation at: 903-886-5122.

Students with a documented learning disability may apply for assistance with the Office of Disability Resources and Services at 903-886-5835.





# Student Access & Success

## Campus Life & Student Development

### Campus Life & Student Development



*John Kaulfus, Assistant Vice  
President and Dean of Campus Life  
& Student Development*  
(903) 886-5171

Halladay Student Services 200A

The Dean of Campus Life & Student Development is responsible for providing leadership and supervision for Campus Activities, Children's Learning Center, Counseling Center, Greek Life Judicial Affairs, Leadership Development Center, Morris Recreation Center, Residential Living & Learning, Rayburn Student Center, Student Government Association, and the Student Health Center.

### Children's Learning Center



*Lisa Rhoades, Director*  
(903) 886-5769  
Lisa.Rhoades@tamuc.edu  
Sikes Hall

The Children's Learning Center, a nationally accredited program, is a child care and preschool program providing care and developmentally appropriate activities for children of students and faculty/staff members. The on-campus facility is licensed by the state of Texas and serves children ages 6 weeks-5 years of age. The CLC also offers an After-school program and summer KID CAMP for children ages 6-12 years of age. Meals, snacks, and academically based programs are included in the monthly tuition.

### Counseling Center



*Dr. Linda Clinton, Director*  
(903) 886-5139  
Linda.Clinton@tamuc.edu  
Halladay Student Services 204

Life as a college student can be difficult. You may find that you need a person to talk with, someone who will listen, provide support, and help you meet the daily challenges of college life. A counselor can be that person. The Counseling Center offers services and programs to help students be successful. Our counselors can assist you in maximizing your potential for personal growth and academic success. Confidentiality is respected and counseling records are not included as part of a student's academic record. Counseling services are free to currently enrolled students, so we encourage you to take full advantage of all the Counseling Center has to offer.

### Services and Resources

- **Individual Counseling** – a process of self-exploration and discovery that can help you to achieve your personal and academic goals
- **Couples Counseling** – involves two people coming together to learn new ways of communicating that may help relieve relationship issues
- **Group Counseling** – allows you to meet with other students in a safe, supportive environment to discuss similar issues and share feedback
- **Crisis Intervention** – counselors are available 24 hours a day to respond to a mental health emergency or crisis situation
- **Relaxation Room** – offers a quiet, private place to de-stress, listen to soothing music, watch a peaceful video, and enjoy our massage chairs
- **Medication Consult** – a psychiatrist is available by appointment to advise and consult regarding medications
- **Biofeedback** – helps you in a mind over matter fashion to learn to use thoughts and will to control mind and body
- **Consultation and Referral** – counselors can provide feedback on how to help others and/or make appropriate referrals
- **Educational Outreach** – screenings and outreach programs are offered to educate and increase campus awareness of mental health issues
- **Legal Assistance** – an attorney is available by appointment to offer advice regarding legal rights and options

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



# Student Access & Success



## Campus Life and Student Development

*Robert Dotson, Assistant Dean*

(903) 886-5523

Robert.Dotson@tamuc.edu

Halladay Student Services 201D

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



## Campus Life & Student Development

*Tim Willett, Executive Director*

(903) 886-5141

Tim.Willett@tamuc.edu

Halladay Student Services 201B

This office works with the Directors of Campus Life and Student Development on a wide variety of topics (budgeting, revenue generation, marketing, strategic planning, etc.) We assist in managing the food services contract, work on

divisional special projects, and are the liaison for the Campus Life & Student Development Divisions on the Budget Council.



## Leadership Engagement and Development (L.E.A.D.)

*Danielle Davis, Director*

*Lauren Krznarich, Assistant Director*

Rayburn Student Center

903-886-5816

Danielle.Davis@tamuc.edu

Lauren.Krznarich@tamuc.edu

The Leadership Engagement & Development (L.E.A.D.) Department at Texas A&M University-Commerce is the hub of leadership development intentionally created for A&M-Commerce students. In the past few years, we have seen amazing growth, retention and involvement in students who have participated in leadership experiences such as the Summer Leadership Summit, StrengthsQuest Sessions, the First Year Leadership Class, The Experience, Extraordinary Leadership Series, Leadership Without Limits and other quality, personal leadership opportunities.

The L.E.A.D. department is committed to develop responsible leaders through:

Leadership Education

Global Education

Service-Learning

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

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

**Website:** [www.tamuc.edu/LEAD](http://www.tamuc.edu/LEAD)

**Facebook:** LEADTAMUC

**Twitter:** @LEADTAMUC

**Instagram:** @LEADTAMUC

**Student Blog:** LEADTAMUC.Wordpress.com



# Student Access & Success

YouTube: LEADTAMUC



## Campus Recreation Center

*Rick Rosenstengle, Director*

(903) 468-3171

Rick.Rosenstengle@tamuc.edu

Morris Recreation Center

**Mission Statement:** The mission of Campus Recreation is to provide students, faculty, staff and community members opportunities that promote health, fitness, and wellness through participation in a variety of structured and informal recreational activities, services, and educational programs emphasizing lifelong wellness. The department of Campus Recreation is designed to enrich campus life and advance the university's educational mission.

**Morris Recreation Center:** The \$12 million facility includes two multi-purpose basketball courts, a 45 foot climbing and bouldering wall, three lane jogging track, four multi-purpose racquetball courts, large fitness room with cardiovascular machines and weight equipment, fitness activity room, classroom, lounge, and men's and women's locker rooms. The outside area includes: heated leisure pool, two-tier hot tub, two sand volleyball courts, two outdoor basketball courts, picnic tables, barbecue pits, and a sunbathing area.

**Cain Sports Complex:** The complex features multiple sport fields, multipurpose green space, two barbecue grills, and eight picnic tables. Home to Campus Recreation's Intramural program, the Cain Sports Complex plays host to numerous outdoor Intramural events. Also featured at the complex are lighted NCAA softball and baseball fields, two lighted Intramural Sports fields, and an informal soccer field.

**Outdoor Adventure Center:** The center provides adventure and educational opportunities promoting active lifestyles, appreciation for natural environments and personal development. Activities include day and weekend trips, cycling and a bike shop, clinics, disc golf course, and outdoor gear rental. The Outdoor Adventure center also features a challenge course that offers 13 low challenge course elements and 18 high element challenges.



## Fraternity & Sorority Life

*Zach Shirley, Assistant Director*

(903) 468-3087

Zach.Shirley@tamuc.edu

Rayburn Student Center 266

Greek Life is the fraternity and sorority community on campus and is comprised of 18 chapters. Twenty percent of involved students on campus are members of fraternities or sororities. Fraternities and Sororities are values-based organizations that represent: Academic Excellence, Leadership Development,

Community Service, and Lifelong Friendships. Joining a fraternity or sorority is a great way to enhance your college experience and expand your professional network.

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

## Residential Living & Learning

*Dennis Koch, Director*

(903) 886-5797

Dennis.Koch@tamuc.edu

Halladay Student Services, 100



Life for students living on campus at Texas A&M University-Commerce has changed drastically over the years.

Today's residence halls are places where life experiences are integrated with the total university educational program in the context of a supportive and safe environment.

All single, freshman and sophomore undergraduate students who are not commuting from the home of their parents (within 50 miles of the University) or legal guardians must reside in University housing (residence halls) and all freshman are required to purchase an Unlimited Meal Plan for the full academic year. This policy covers all beginning students who are starting college in the same year as their date of graduation from high school. Students who have been out of high school for one year or more are exempt from this policy. Students planning to live at home are required to complete a Commuter Authorization Request form and sign it in the presence of a Notary Public or Residential Living and Learning Office staff member and return it to the Residential Living and Learning Office.

We encourage you to become involved in your community. The students on campus represent a wide array of backgrounds, cultures, life-styles and attitudes. Our on-campus residences provide a rich and unique opportunity for you to learn more about yourself and others. We invite you to seek out experienced students, especially members of your Residential Living and Learning staff and Residence Hall Association leaders to assist you in making your stay at A&M-Commerce a successful one.

# Student Access & Success

## Camps, Conferences and UIL



*Sarah White, Coordinator*  
(903) 468-3024  
Sarah.White@tamuc.edu  
Residential Living & Learning  
Halladay, 100C

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

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

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

Each residence hall has a capable and enthusiastic staff. The Hall Director is a full-time professional staff member who is responsible for the overall operation of the residence hall. With the aid of Resident Assistants, student staff members, who live in the buildings with the residents. The team works toward helping the students utilize the facilities to the fullest and aiding students in their adjustment to University life.

## Rayburn Student Center



*Wendy Morgan, Director*  
(903) 886-5806  
Wendy.Morgan@tamuc.edu  
Rayburn Student Center, 246

The Rayburn Student Center features 92,000 square feet of space dedicated to your needs as a student. The Rayburn Student Center (RSC) is the heart of campus life and the venue for many campus events and activities that help to enhance your experience at Texas A&M University-Commerce. It is home to approximately 100 student organizations and clubs, the Mane Card ID office, the Pride Shop, and the Campus Bookstore. Dining options include the Dining Hall and Food Court. The Club is a multifunctional space with seating for guests looking for a place to grab a bite, get their Starbucks fix, watch a late night movie, or enjoy evening entertainment. The Club also features a Game Room with pool, air hockey, table shuffle board, and electronic games!

The RSC is expanding – adding 28,000 square feet of

additional dining and meeting space. The first floor expansion will open in January 2014, with the second floor following in May 2014! With the expansion, there will be more space for all to enjoy!

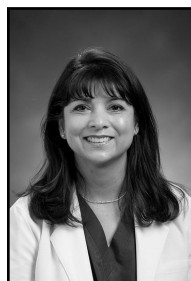
## The Student Activities and Leadership Suite (2nd floor)

(903) 886-5811  
The Student Activities and Leadership Suite provides an array of involvement and leadership opportunities. Come visit us to get involved with student organizations, apply to be a student center employee, and learn about available leadership training and activities. Our suite is home to the Campus Activities Board (CAB), Greek Life, the Student Government Association, Golden Leos, and the Leadership Education and Development (L.E.A.D.) office.

We have space for your meetings and events! The student center has six meeting rooms equipped with state of the art technology, flat screen televisions and mounted projectors. Our Conference Rooms A, B and C can accommodate a large banquet, or be divided to serve as multiple user space for several smaller events. We also have three lounges with comfortable seating and Wi-Fi. Come visit us today!

## Student Health Services and Wellness

*Maxine Mendoza-Welch, Director*



(903) 886-5853  
maxine.mendoza@tamuc.edu  
Henderson Hall 122

*Mission:* To enhance the academic success of our students by providing accessible, high quality medical care and to promote healthier lifestyles to achieve and maintain lifelong health and well-being.

We offer primary health care services including treatment of illness, injuries, assist with mental health concerns and provide education and encouragement for patients to develop a lifelong approach to a healthy life style. There is no charge for students to see the medical provider; however, there is charges for laboratory testing, x-rays, medications, vaccinations and various other services. We accept Texas A&M University student health insurance and will file other medical insurance. Health Services does not handle major, life-threatening illnesses; therefore, it is recommended that you have medical insurance for major health care concerns or major injuries. Texas A&M University does offer health insurance to students. More information about TAMU student health insurance can be found at:

<http://www.TAMUINSURANCE.com> or by calling 1-800-452-5772.

Student Health Services is located in Henderson Hall Lot 7- corner of Lee and Monroe.

Hours: Monday - Friday, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.  
Walk-ins are welcome, but appointments are recommended.  
Appointment line: 903-886-5853.  
Fax Line: 903-886-5854

# Student Access & Success

## Enrollment Management

### Enrollment Management and Retention



*Stephanie Holley, Dean*  
(903) 886-5065  
Stephanie.Holley@tamuc.edu  
Student Access & Success One  
Stop Shop 155

The Dean of Enrollment Management and Retention provides leadership for planning, organizing and managing all activities related to enrollment management functions of the university.

### University Registrar



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

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

[www.tamuc.edu/UniversityRegistrar](http://www.tamuc.edu/UniversityRegistrar)

### Undergraduate Admissions



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

#### Undergraduate Admissions

Professional Admission Recruiters in the Office of Undergraduate Admissions work collaboratively to recruit prospective freshman and transfer undergraduate students to Texas A&M University-Commerce. The Admissions office is the headquarters for campus tours, conducted daily by student ambassadors and professional staff. The campus tour is personalized to include the student's academic and extracurricular interests. Recruiters visit with schools and community colleges to meet with prospective students, providing information for admissions, scholarship, financial aid, and academic opportunities at the university. Admission Recruiters are available to meet with students and families about the application process, as well as other areas as they make the transition to Texas A&M University-Commerce.

#### Admissions Processing

Admissions serves to facilitate the recruitment, admission and advisement of students prior to transfer and enrollment with Texas A&M University-Commerce. The Admissions

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

[www.tamuc.edu/UndergraduateAdmissions](http://www.tamuc.edu/UndergraduateAdmissions)

### Financial Aid & Scholarships

*Maria Ramos, Director*  
(903) 886-5091

Maria.Ramos@tamuc.edu

Student Access & Success One Stop Shop 101

Need help finding funds to finance your education? The Office of Financial Aid and Scholarships is available to guide you to the resources available. To begin the process of applying for all state and federal programs, you must first complete and submit the Free Application for Federal Student Aid (FAFSA). You must request a Personal Identification Number (PIN) from the U. S. Department Education. If you are under the age of 24 years old your parents must request a Personal Identification Number (PIN) as well. This application may be accessed online by logging on to [www.fafsa.gov](http://www.fafsa.gov). The earliest you can apply for the upcoming award year is January 1. You must reapply each year for the upcoming academic year.

The cost of applying is free and most students are eligible for some type of financial aid. The A&M-Commerce application priority deadline is March 31 each year for the upcoming academic year. State financial aid programs may have different deadlines as determined by the State of Texas. The Texas A&M University-Commerce school code is 003565. Funds are awarded on a first-come, first served basis, early completion of the FAFSA is advised. The following aid is available through the Office of Financial Aid and Scholarships at Texas A&M University-Commerce: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TPGR), Texas Grant, Federal and State College Work Study Programs (FWS and TWS), Be-On-Time Program (BOT), Federal Perkins Student Loan, Federal Direct Subsidized and Unsubsidized Student Loans, and Federal Parent Student Loans (PLUS). Federal PLUS loans enable parents to borrow additional financial aid to assist in paying for educational expenses. If you need assistance or want to speak to a Financial Aid Advisor, call (903) 886-5096. Our office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Extended hours may occur during certain periods of time. Check our web site for up-to-date hours. If you are interested in e-mailing the Office of Financial Aid and Scholarships, our e-mail address is: [FAO.web@tamuc.edu](mailto:FAO.web@tamuc.edu). Students and parents are encouraged to review publications and be informed about the aid application process.

# Student Access & Success

Scholarships for new students at Texas A&M University-Commerce are also offered through our office. First-time freshman students fully admitted to the University will be considered for scholarships based on their ACT or SAT scores. Transfer students will be considered for transfer and PTK scholarships based on number of transferable hours and cumulative transfer grade point average. A copy of the PTK membership certificate needs to be on file in the Admissions Office to be considered for the PTK scholarship. You may contact us at [scholarships@tamuc.edu](mailto:scholarships@tamuc.edu)

Continuing students can contact the department in which they are majoring to determine availability of scholarships based on intended majors. All students apply for scholarships through their MyLEO.

For more information, please visit:

[www.tamuc.edu/FinancialAid](http://www.tamuc.edu/FinancialAid) or [www.tamuc.edu/Scholarships](http://www.tamuc.edu/Scholarships)

## Hispanic Outreach and Student Programs



*Luis Franco, Director of Hispanic Outreach and Student Programs*  
(903) 468-8665  
(903) 468-8699 en Español  
[Luis.Franco@tamuc.edu](mailto:Luis.Franco@tamuc.edu)  
[HispanicOutreach@tamuc.edu](mailto:HispanicOutreach@tamuc.edu)  
Student Access & Success One Stop Shop 154

The mission of the Office of Hispanic Outreach and Student Programs is to raise a greater awareness on the importance of higher education among groups and individuals at high schools, community colleges and in the general community with a special focus on Hispanic/Latino students and their community. Office staff advise prospective Hispanic/Latino students and families on the college application process, financing their education and the student support services available to ensure their college success. The office is responsible for coordinating and implementing various outreach activities, new student orientation and educational programs in an effort to enhance the university's diverse enrollment. For more information please visit: [www.tamuc.edu/HispanicOutreach](http://www.tamuc.edu/HispanicOutreach)

## New Student Orientation



*Kelly Smith, Coordinator of Orientation*  
(903) 886-5088  
[Kelly.Smith@tamuc.edu](mailto:Kelly.Smith@tamuc.edu)  
[Orientation@tamuc.edu](mailto:Orientation@tamuc.edu)  
Student Access & Success One Stop Shop 154

New Student Orientation welcomes incoming freshman and transfer students to Texas A&M University-Commerce each semester. Orientation is required for all incoming undergraduate

students. Orientation is a two-step process. Step one provides the opportunity to meet with key college personnel, receive advising from success coaches, register for classes and become familiar with the campus services and resources available to enhance a student's personal and academic success at our university.

Step two of Orientation is Lion Camp, which is specifically designed to help students achieve success during the first week, month and semester of their university experience. Lion Camp blends the fun aspects of "college life" with core essentials that will make a difference in the student's university experience.

Check our website for the latest information on orientation: [www.tamuc.edu/orientation](http://www.tamuc.edu/orientation).

## Honors College



*Dr. Ray Green, Dean*  
[Raymond.Green@tamuc.edu](mailto:Raymond.Green@tamuc.edu)  
Prairie Crossing  
(903) 468-3001

The Honors College accepts 50 incoming freshmen each Fall. Applicants with exceptional High School records (i.e., average HS rank of top 10%) and strong standardized test scores (e.g., ACT score 27 or higher, SAT scores on reading and math sections 1200 or higher) are encouraged to apply. Finalists will be invited onto campus for an interview. Potential Honors Students must meet all criteria for acceptance to the University. Further, acceptance into the Honors College does not guarantee acceptance into university majors that have their own admission policies. Students accepted into the Honors College will receive substantial scholarship packages and will be provided housing in the Honors Residence.

For more information, please visit: [www.tamuc.edu/honors](http://www.tamuc.edu/honors)



# Student Access & Success

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## Off Campus Locations

### **Welcome to Texas A&M University-Commerce**

If you are new to A&M-Commerce, we hope this supplement to our student guidebook will provide you with information about your academic program, and information about the location where you are matriculating, and available resources. We hope you have a wonderful year and we're glad you're here.

### **Collin Higher Education Center - CHEC**

*Brandon Crutchfield, Community College Outreach*

*Coordinator, 972-599-3122*

*[www.tamuc.edu/chec](http://www.tamuc.edu/chec)*

*[CHEC@tamuc.edu](mailto:CHEC@tamuc.edu)*

Texas A&M University-Commerce has partnered with Collin College and four area universities to provide undergraduate and graduate degrees at the Collin Higher Education Center (CHEC) in McKinney. A&M-Commerce offers the following degrees at the CHEC: BA/BS of Interdisciplinary Studies in Elementary Education, BS in Psychology, and BA and MA in Spanish, MS/MEd in Counseling and MEd in Curriculum and Instruction (Elementary and Secondary Education). Consider registering for classes offered at the CHEC. It is a great alternative for students that live in the Collin County area and want an A&M-Commerce education minutes from home.

### **Mesquite Metroplex Center**

*Russell Blanchett, Director • (972) 613-7591*

*[http://www.tamuc.edu/academics/locations/](http://www.tamuc.edu/academics/locations/mesquitemetro/default.aspx)*

*[mesquitemetro/default.aspx](http://www.tamuc.edu/academics/locations/mesquitemetro/default.aspx)*

*[mesquite.metroplex@tamuc.edu](mailto:mesquite.metroplex@tamuc.edu)*

#### **Join us on Facebook**

*A&M-Commerce Mesquite Metroplex Center*

#### **Follow us on Twitter**

*[@tamuc\\_mesquite](https://twitter.com/tamuc_mesquite)*

The Mesquite Metroplex Center offers a variety of Texas A&M University-Commerce graduate degree programs. Students have the opportunity to earn their Master's degree in Curriculum & Instruction (Elementary Education & Secondary Education), Educational Leadership, Counseling, and Special Education, Social Work, and courses toward a MEd in Psychology. Students may also take undergraduate courses toward a Bachelor of Social Work degree and a Bachelor of Arts in Spanish. Additionally A&M-Commerce offers several online degree programs.

### **Navarro College Partnership- Corsicana Campus**

*Jeanetta Groce, Director (903)875-7617*

*[http://web.tamuc.edu/academics/locations/](http://web.tamuc.edu/academics/locations/navarroPartnership/default.aspx)*

*[navarroPartnership/default.aspx](http://web.tamuc.edu/academics/locations/navarroPartnership/default.aspx)*

*[Navarro.Corsicana@tamuc.edu](mailto:Navarro.Corsicana@tamuc.edu)*

Bachelor's degree options through the Navarro Partnership in Corsicana include Criminal Justice and Interdisciplinary Studies with concentrations in EC-6, 4-8 Math, 4-8 Science, and 4-8 Math and Science for students pursuing a career in teaching. Advising is also available for various online Bachelor's and Master's degrees including business and education concentrations. Video chat options are available for students wishing to consult with the Office of Financial Aid and Scholarships on the Commerce campus.

### **Midlothian Higher Education Center (MHEC)**

*Stephanie Tinnard, Success Coach (972) 775-7231*

*<http://www.tamuc.edu/academics/locations/midlothian/default.aspx>*

*[Navarro.Midlothian@tamuc.edu](mailto:Navarro.Midlothian@tamuc.edu)*

Bachelor's degree options through the MHEC include Interdisciplinary Studies with concentrations in EC-6, EC-6 ESL, and EC-6 Bilingual Education for students pursuing a career in teaching. Advising is also available for various online Bachelor's and Master's degrees including business and education concentrations. Video chat options are available for students wishing to consult with the Office of Financial Aid and Scholarships on the Commerce campus.

### **A&M - Commerce at Rockwall**

*Wayne Grabow, Coordinator 214-771-4570*

*[Rockwall@tamuc.edu](mailto:Rockwall@tamuc.edu)*

*1050 Williams Street Rockwall, Texas 75087*

*2610 Observation Trail, Rockwall*

*<http://www.tamuc.edu/rockwall>*

Texas A&M University-Commerce, Rockwall location provides several graduate degrees. The College of Education & Human Services Department of Curriculum and Instruction offers a Cohort the MEd degree for RISD educators and an M.Ed and Ed.D. program for all students. The College of Business and Entrepreneurship offers their full MBA program as well a number of classes in other business related programs. Individuals interested in furthering their education may consider taking classes at this location based on their program of choice. Our Rockwall location is 45 minutes from A&M-Commerce's main campus.

# Student Access & Success

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## Universities Center at Dallas

1901 Main Street, Suite 107

The Universities Center at Dallas is located at 1901 Main Street between St. Paul and Harwood.

(214) 915-1900

[www.ucddowntown.org](http://www.ucddowntown.org)

[success@ucddowntown.org](mailto:success@ucddowntown.org)

<http://web.tamuc.edu/academics/locations/dallas>

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

The Universities Center at Dallas (UCD) was established in 1994 as the Dallas Education Center (DEC) and is located in the former Joske's Department Store building at 1901 Main Street in downtown Dallas. The UCD was the first multi-institutional teaching center (MITC) for higher education in Texas and was established by the Texas Higher Education Coordinating Board to provide access to public higher education at the upper division and graduate levels to citizens who live, work and find it convenient to take their education in downtown Dallas. The City of Dallas, the business community, and the Alliance for Higher Education partnered to provide opportunities for such access by establishing the DEC, which became the UCD.

## Texas A&M University-Commerce

P.O. Box 3011

Commerce, TX 75429

(903) 868-2682

(903) 886-5000

## Contact Information for Academic Degrees at off-site locations:

Dr. Sharon Johnson

Associate VP for Student Access and Success

(903) 468-8707

[Sharon.Johnson@tamuc.edu](mailto:Sharon.Johnson@tamuc.edu)

## University Deans

Dr. Adolfo Benavides

Provost and Vice President for Academic Affairs

903-886-5018

[Adolfo.Benavides@tamuc.edu](mailto:Adolfo.Benavides@tamuc.edu)

Dr. Dan Edelman

Associate Provost

903-468-8198

[Dan.Edelman@tamuc.edu](mailto:Dan.Edelman@tamuc.edu)

Dr. Arlene Horne

Vice Provost for Research and Dean of Graduate Studies

(903) 886-5159

[Arlene.Horne@tamuc.edu](mailto:Arlene.Horne@tamuc.edu)

Dr. Salvatore Attardo

Dean, College of Humanities, Social Sciences, & Arts

903-886-5166

[Salvatore.Attardo@tamuc.edu](mailto:Salvatore.Attardo@tamuc.edu)

Dr. Grady Price Blount

Dean of Science, Engineering, & Agriculture

903-886-5191

[Grady.Blount@tamuc.edu](mailto:Grady.Blount@tamuc.edu)

Dr. Gail Johnson

Interim Dean, College of Education and Human Services

(903) 886-5124

[Gail.Johnson@tamuc.edu](mailto:Gail.Johnson@tamuc.edu)

Dr. Dale Funderburk

Interim Dean of the College of Business and Entrepreneurship

(903) 886-5191

[Dale.Funderburks@tamuc.edu](mailto:Dale.Funderburks@tamuc.edu)

## Academic Department Heads, Directors, & Coordinators for Academic Degrees at an off-site location:

### College of Education and Human Services

Dr. Martha Foote

Department Head, Curriculum & Instruction

(903) 886-5413

[Martha.Foote@tamuc.edu](mailto:Martha.Foote@tamuc.edu)

Dr. Jennifer Schroeder

Department Head, Psychology, Counseling, and Special Education

903-886-5200

[Jennifer.Schroeder@tamuc.edu](mailto:Jennifer.Schroeder@tamuc.edu)

Dr. Brenda Moore

Department Head, Social Work

903-886-5398

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Dr. Glenda Holland

Department Head, Educational Leadership

903-886-5962

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Dr. Barbara Tucker

Chair/Director

903-886-5223

[Barbara.Tucker@tamuc.edu](mailto:Barbara.Tucker@tamuc.edu)

Dr. Betty Block

Department Head, Health & Human Performance

903-886-5545

[Betty.Block@tamuc.edu](mailto:Betty.Block@tamuc.edu)

### College of Business and Entrepreneurship

Dr. Donald English

Department Head, Business Administration & MIS

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[Donald.English@tamuc.edu](mailto:Donald.English@tamuc.edu)

Dr. Asli Ogunc

Department Head, Economics, & Finance

(903) 886-5681

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Dr. Lloyd Basham

Department Head, Marketing & Management

903-886-5703

[Lloyd.Basham@tamuc.edu](mailto:Lloyd.Basham@tamuc.edu)

Misty Lair,

Director Bachelor of Arts Applied Sciences & Bachelor of General Studies

903-886-5155

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Dr. Virginia Fullwood

Interim Department Head, Accounting

(903) 886-5659

[Virginia.Fullwood@tamuc.edu](mailto:Virginia.Fullwood@tamuc.edu)



## College of Humanities, Social Sciences & Arts

Dr. RN Singh  
Department Head, Sociology & Criminal Justice  
903-886-5331      Raghu.Singh@tamuc.edu

Dr. Joseph Daun  
Department Head, Art  
903-886-5208      Joseph.Daun@tamuc.edu

Dr. Hunter Hayes  
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903-468-8625      Hunter.Hayes@tamuc.edu

Dr. Donna Dunbar-Odom  
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903-886-5264      Donna.Dunbar-Odom@tamuc.edu

Dr. Brent Donham  
Department Head, Engineering and Technology  
903-886-5390      Brent.Donham@tamuc.edu

Dr. Judy Ford  
Department Head, History  
(903) 886-5928      Judy.Ford@tamuc.edu

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Department Head, Music  
(903) 886-5327      David.Scott@tamuc.edu

Dr. JoAnn DiGeorgio-Lutz  
Department Head, Political Science  
(903) 886-5316      Joann.Lutz@tamuc.edu

## College of Science, Engineering and Agriculture

Dr. Jim Heithold  
Department Head, Agricultural Sciences  
(903) 886-5351      Jim.Heitholt@tamuc.edu

Dr. Larry Lemanski  
Department Head, Biological and Environmental Sciences  
(903) 886-5018      Larry.Lemanski@tamuc.edu

Dr. Ben Jang  
Department Head, Chemistry  
903-886-5381      Ben.Jang@tamuc.edu

Dr. Sang Suh  
Department Head, Computer Science and Information Systems  
903-468-8199      Sang.Suh@tamuc.edu

Dr. Brent Donham  
Department Head, Engineering and Technology  
903-886-5390      Brent.Donham@tamuc.edu

Dr. Tingxiu Wang  
Department Head, Mathematics  
903-886-5958      Tingxiu.Wang@tamuc.edu

Dr. Matthew Wood  
Department Head, Physics and Astronomy  
903-885-5487      Matthew.Wood@tamuc.edu

## Student Resources and Services

### Student Guidebook

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

### University Registrar

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

### Fall, Spring, and Summer 2013-2014 University Calendar

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

### Educator Certification

Jill Woodruff  
Director of Educator Preparation, Certification Officer  
903-468-8186      Jill.Woodruff@tamuc.edu

### Textbooks

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

<http://www.amcbookstore.com/SelectTermDept.aspx>

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

<http://www.amcbookstore.com/Buyback.aspx>

### Texas Bookstore

Ms. Lisa Richardson, Operations Supervisor  
(903) 886-5215  
<http://web.tamuc.edu/aboutus/policiesproceduresstandardsstatements/facultyhandbook/campusLifeResourcesServices/campusResources/bookstores.aspx>

### Career Development

Ms. Tina Boitnott, Director,  
(903) 468-3223  
Tina.Boitnott@tamuc.edu

### James G. Gee Library

Mr. Greg Mitchell, Director  
(903) 886-571  
Greg.Mitchell@tamuc.edu  
<http://www.tamuc.edu/library/>

### Veterans and Military Services

Ms. Jessica Gossett, Services Specialist  
(903) 886-5123  
veteranservices@tamuc.edu

### Student Assessment, College Readiness and Retention

Ms. Wendy Gruver, Director  
(903) 886-5122  
Wendy.Gruver@tamuc.edu

### Student Disability Resources and Services

Ms. Rebecca Tuerk, Director  
(903) 886-5150  
studentdisabilityservices@tamuc.edu

# Other Campus Services

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## Campus Dining Services

Rayburn Student Center

Gee Library

(903)468-4890

[www.TAMU-CommerceDining.com](http://www.TAMU-CommerceDining.com)

[www.facebook.com/Sodexo.TAMUCommerce](http://www.facebook.com/Sodexo.TAMUCommerce)

Dining Services at Texas A&M University-Commerce is geared towards creating exceptional customer experiences through quality food, fantastic customer service, and memorable visits. The Dining Room is located on the first floor of the Rayburn Student Center, providing all-you-care-to-eat meals offered through seven distinct food stations. This location provides continuous service from 7:15a.m. – 7:15p.m. Monday through Thursday with additional hours on Friday through Sunday. We also offer an 8:30p.m. – 10:00p.m. meal period Monday through Thursday in the Dining Room to satisfy those late night munchies.

The Lion's Lair is also located on the first floor of the Rayburn Student Center. Brand new concepts are offered here, including Wingin' It, which boasts delicious buffalo wings and chicken sandwiches. Ochorito's which offers signature build-your-own burritos, taco's and quesadillas and specialty Mexican cuisine. Mongolian Grill that has made to order your way bowls with great sides including wontons and eggrolls. Pizza Spot has individual pizza's made the way you like it. Each evening there is a different concept open until 6 pm to take care of your evening meal needs.

Starbuck's We Proudly Serve is in two locations, inside The Club and inside the Gee Library. Both offer Starbuck's coffee's, frappuccinos, teas, hot chocolates and assorted bottled Starbuck's products. Both also offer our Simply To Go program that includes made fresh sandwiches, wraps, salads, desserts and healthy snack options.

Sandella's is located in the Gee Library and has indoor and outdoor seating areas. There are several options including ready made items as well as pizza's, wraps, and bowls. All of these are great healthy choices.

Visit our stations, order something to eat, and be sure to introduce yourself! Even on our busiest days, we love offering our customers a friendly smile and a warm greeting.

For more detailed information and hours, and to keep up to date on all of our special promotions and offers, visit our website and "like" us on Facebook!

## Community Counseling Center

Binnion Room 224

Hours: Monday, 11-3; Tues.-Thursday, 4-8

(903) 886-5149

The Community Counseling Center provides individual counseling, marriage and family counseling, pre-marital counseling, marriage enrichment counseling, parenting education counseling and play therapy. Appointments may be made by calling 903-886-5149. The hours of operation are Monday, 11:00 a.m. to 3:00 p.m., Tuesday-Thursday, 4:00 p.m. to 8:00 p.m. All calls are handled confidentially. Fees are structured on an ability-to-pay schedule that is renewable annually. Clients pay a fee that is established on the basis of their gross annual income.

## Employment

Visit our Human Resources website <http://web.tamuc.edu/facultyStaffServices/humanResources/default.aspx> for a listing of current employment within the Texas A&M University system. For more information, contact Human Resources at 903-886-5171. Visit Hire a Lion [www.tamuc.edu/liontracks](http://www.tamuc.edu/liontracks) for a listing of student employment positions. For more information contact Career Development at 903-468-3223.

## Faculty Center for Teaching with Technology

Julie A. McElhany, Director

(903) 886-5511

AG/IT 222

The Faculty Center for Teaching with Technology (FCTT) supports the academic mission of Texas A&M University-Commerce by partnering with faculty as they teach with technology in the traditional or online classroom, and in the investigation and deployment of emerging instructional technologies.

The FCTT staff assists faculty in providing online instruction that is consistent with best practices of quality online teaching and learning, provide interactive faculty development opportunities and online teaching assistance, support technologies that enhance the online teaching and learning process; thereby providing students an engaging online learning experience.

Additionally, the FCTT staff assists faculty by providing support and faculty development opportunities related to the innovative use of instructional technology in the classroom. Assistance is provided in the development of multimedia and video content, support for two-way interactive video courses, faculty web page design, and consultation in best practices using web-conferencing solutions all for the purpose of creating engaging learning spaces and opportunities for students.

# Other Campus Services

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## **Identification Card**

Mane Card Office  
Rayburn Student Center  
Room 110; (903) 468-6022

### **Lion Card**

Mane Card Office produces the official identification card for Texas A&M University-Commerce. The card is referred to as a Lion Card and the account associated with the card is called Lion Cash. All students are required to obtain and carry their Lion Card with them at all times. Lion Cards are available to registered students, faculty and staff. Lion Cards ensure a student's rights to use university facilities and to identify oneself when requested by university authorities or officials. It provides students with the ability to utilize campus food services, and gives card holders Lion Cash spending options. It is also used to gain admission to certain events sponsored by the university or student organizations and to academic resources such as James Gee Library and Campus Recreation Center. The Lion Card program establishes security for the card holder as there is only one valid card per person. Participating off campus merchants accept Lion Cash which can be used to purchase food, gas and other merchandise. Check our website for a current list of merchants. The initial cost of the Lion Card is included with tuition and fee assessment each semester. Lion Cards do not expire and replacement cards are available for an additional fee if a card is lost, stolen or deemed unusable. Campus Wide Identification numbers (CWID), are unique numbers assigned to ensure that personal information given is intended for a particular student, not someone else. The card remains the property of the university and may be reclaimed by officials if used by any person other than the person whose name and CWID appear on the Lion Card. Possession or use of a Lion Card by anyone other than the owner is in direct violation of university policy. Officials may request the card to be surrendered when the student withdraws or is dismissed from the university.

### **Lion Card Accounts**

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

### **Adding Lion Cash to your Lion Card Account**

Web Deposits can be made online through credit card and allows parents, spouses, or others to add Lion Cash to accounts. The Mane Card Office accepts cash, check and credit cards.

There are two Account Management Centers (AMC's) and at both locations you can add value with cash, credit card and verify your Lion Cash account balance. You will find AMC's in James Gee Library and the Rayburn Student Center. Additionally, the Cashier's at Financial Services also have the ability to accept deposits in the form of cash, check and credit card.

### **When are you eligible for the ID Card?**

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

### **Cardholder Agreements**

Lion Card's are intended to be used the entire time an individual is associated with Texas A&M University-Commerce. It is not necessary to obtain a new card each semester or academic year. In order to receive a new Lion Card, an individual must present a valid form of photo identification (driver's license, passport, or government issued ID) at the time of application. The card must be carried at all times while on campus and must be presented to University officials upon request. The card is non-transferable. Account balances are non-transferable. Cardholder is responsible for his or her own card. Funds are deposited at the cardholder's discretion. There is a \$20 fee for return checks. Once the account is activated by making a deposit, any balance on the account will carry over semester to semester, or year to year, as long as the individual remains enrolled at or employed by Texas A&M University-Commerce. Lion Cash is different than FLEX therefore the funds cannot be transferred between the two types of accounts.

### **FLEX**

Select students who receive FLEX associated with their meal and scholarship plans can access spending with their Lion Card as well. FLEX can only be used in Campus Dining areas, such as SRSC Dining Food Court, Bistro Coffee Shop, sporting event concessions and any other Sodexo operated retail environments. FLEX does not transfer or carry over to the next semester.

### **Missing or Stolen Cards**

Report missing or stolen Lion Cards immediately by:

- \*Calling Mane Card Office 903-468-6022
- \*Freeze Access to your account
- \*Report in person to replace your card
- \*Stolen cards should be reported to UPD 903-886-5868

# Other Campus Services

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Cards are not free. Students are assessed a \$5 fee each semester to enable them access to a card, if needed. If a card is stolen, the individual must provide official documentation of the theft (police report or Public Safety report) to receive a replacement card at no cost; otherwise, the card will be considered lost. There is a \$10 replacement fee for each lost card reported.

## **Liability for Illegitimate Use of Accounts**

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

## **Refunds**

The University will refund the cardholder's remaining Lion Cash balance upon graduation or withdrawal / resignation from Texas A&M University-Commerce. Refunds will be generated upon request to close the account. Refunds will first be applied to any outstanding balance owed to the University, second a check will be mailed.

## **Error Resolution Procedure**

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

## **Damaged Cards**

Over time, the cards can become worn, damaged, or unreadable. Cards damaged due to normal or reasonable wear and tear will be replaced at no cost to the cardholder. Mane fee for replacement of a card damaged due to neglect, misuse, or improper care, at the office's determination and discretion.

## **Drink and Snack Vending Services**

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

## **Computer Lab Printing and Library Copiers**

The computer and print lab locations are cashless environments and only tender Lion Cash. In each of the

public computer labs with printers, there is a Lion Cash print station. To print, the user must activate the printer using his or her Lion Card. Public copiers located in James Gee Library as well have card readers related to each unit that accepts Lion Cash. Auxiliary Services supports printing and copying on campus. Each computer lab is overseen by an assigned lab monitor, however, if you need to report an ongoing problem related to the print station, please contact Auxiliary Services at (903-886-5666).

## **International Student Services**

*John Mark Jones, Director*

(903) 886-5097

Intl.stu@tamuc.edu

Halladay Student Services, 104

International Student Services provides assistance to international students and exchange visitors in regard to academic, personal and immigration-related concerns and refers them to other services (on or off campus) as needed.

Services provided by the International Student Services Office include issuance of I-20 and DS-2019 documents, new international student orientation, and coordination of special activities for international students. Other services include liaison with the Department of Homeland Security and Department of State regarding non-immigrant students and exchange visitors, re-entry authorization for traveling outside the United States, employment authorization and extension of stay.

## **IT Support Services**

McDowell Administration Building Room 156

(903) 468-6000

ITSupport@tamuc.edu

Hours M-F 8:00-5:00

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

**Services:** IT Support Services provides customer support for campus phones, fax, printer, Ethernet, wireless, student email accounts, faculty and staff email accounts, inventoried university equipment for hardware and software problems, user account creation and problem resolution, and non-inventoried (personal) equipment

# Other Campus Services

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support for software, virus and spyware problems. Additional services provided are incident and service ticket management, asset inventory and tracking, and telecommunication billing.

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

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

These may be denied access to the network as they are discovered. Acceptable personally owned devices include personal computers, printers, unmanaged hubs or switches, cell phones, and gaming systems.

## **Legal Advisor**

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

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

## **Library**

James G. Gee Library  
(903) 886-5718

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

The Access Services Area consists of Interlibrary Loan, Teacher Resource Center, Media, Nexus computer lab area and Customer Service. Customer Service helps with borrowing and returns of items, location of lost items, and the faculty reserve collection. The Nexus staff assist with KIC scanning, printing, photocopy services and access to our 88 computers. The Teacher Resource Center houses children's literature, curriculum materials and equipment consisting of poster maker, die cutter and laminator. Library Media serves the University community by providing equipment and educational media in non-print (audio and visual) formats.

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

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

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

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

# Other Campus Services

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## Mathematics Skills Center

Binnion Hall Room 328

(903) 886-5961

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

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

## Planetarium

The McFarland Science Building (903) 468-8650  
The Planetarium is located in The McFarland Science Building on the Texas A&M University-Commerce campus. It is a state-of-the-art facility including a 40-foot dome, and a Digistar 3 all-digital projection system which fills the dome with sights and sounds beyond imagination. The planetarium is open to the public on Friday nights, and special showings can be arranged through the planetarium office. With each show, the current night sky is explored including the seasonal constellations, planets and special astronomical occurrences. The facility's 87 reclining seats, and outstanding sound system, create a truly unique viewing experience. The planetarium is used for teaching Astronomy classes and can also be used for showing DVDs. The Planetarium gift shop offers a variety of astronomical trinkets, items, and other souvenirs that can be purchased. For the latest show schedule call our information line at (903) 468-8652 or visit our website at: <http://web.tamuc.edu/communityOutreach/planetarium/default.aspx>.

## Copy/Postal Services

(903) 886-5707

Complete Printing, Copying, Bulk Mail and Mail Services are available to the faculty, staff and students at Texas A&M University-Commerce through Administrative Services.

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

**Digital Copy Centre (x 5705)** offers a host of services, including: digital color and black & white copying, scanning, transparencies, faxing, laminating, stapling and drilling.

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

## Project Respect

Henderson 323A; (903) 886-5508

[www.tamuc.edu/RESPECT](http://www.tamuc.edu/RESPECT) (website)

[Project.Respect@cp.tamuc.edu](mailto:Project.Respect@cp.tamuc.edu) (email)

[www.facebook.com/respect.tamuc](http://www.facebook.com/respect.tamuc) (Facebook)

## **PREVENTING SEXUAL VIOLENCE!**

Project RESPECT seeks to educate and empower our campus and community to get involved with preventing sexual violence (sexual assault, domestic violence, dating violence and stalking). Campuses across the United States are implementing similar programs to combat these issues. Project RESPECT encourages all students, faculty, staff, administrators, and others to GET INVOLVED to prevent sexual violence!

## **Resources offered by Project RESPECT:**

- **Educational Outreach** – Outreach programs are offered for campus and community and include tools and strategies to prevent sexual violence. For example, bystander training can be utilized to prevent other types of violence.
- **Online and Media Sources** – Project RESPECT has educational and informative media materials available for use. Project RESPECT's website has online web sources which provide additional information and links, and a Facebook page where students can discuss issues, post comments or participate in activities related to domestic violence and sexual assault.

**Community Prevention Response (CPR) Team**— multidisciplinary team that works together to develop

# Other Campus Services

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tools to prevent sexual violence. CPR includes many campus and community experts and resources. Technical Assistance Providers: Crisis Center/CAC (sexual assault); and Women In Need, Inc. (domestic violence) PREVENTION IS KEY!

## **Safe Spaces Ally Program**

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

For further information contact Nick Patras, University Counseling Center, 903-886-5145

## **Student Accounts**

McDowell Administration Building Room 186  
(903) 886-5050

The Student Accounts Office is responsible for billing and collection of tuition, fees, housing and meal charges. Account information (charges, payments, and current balance) can be accessed online through MyLeo. Bills are posted to student LeoPay accounts in the MyLeo portal prior to all payment due dates. Please contact the Student Accounts Office if you have any questions regarding charges or payments reflected on your student account. This office also provides year-end tax information (1098-t and 1042-s). In addition to payment by cash, check or money order, the University accepts VISA, MasterCard, American Express and Discover credit/debit cards. Payments can be made in person at Cashier windows located in the lobby of the McDowell Administration Building or at the One Stop Shop. Payment can be made by phone through Student Accounts at 903-886-5050 (credit/debit card only) or by mail to: Tuition Payment, P.O. Box 3011, Commerce, TX 75429. Online payments can be processed through LeoPay using debit/credit cards or electronic checks.

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

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

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

## **Student Insurance**

Student Health Services Henderson 122  
(903) 886-5853

Texas A&M University-Commerce offers a voluntary student insurance plan to its students. This is a basic sickness and injury policy designed to meet the needs of our students at a reasonable cost. Application forms and information are available in the Student Health Services office, Henderson Rm.122, (903)886-5853.

All international students taking credit hours are required to enroll in this insurance plan unless proof of comparable alternative coverage is provided. Repatriation coverage is required regardless of insurance plan. Proof of acceptable insurance coverage must be presented to the International Student Office prior to class registration each semester.

Application forms and information are available in the International Students' Office, Halladay Student Services Building; (903)886-5097.

## **Campus Bookstore**

Rayburn Student Center  
First Floor; (903) 886-5830

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

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

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

The Bookstore buys textbooks from students on a year-round basis. The website is available for your convenience to easily order your textbooks, apparel, and gift items. Online orders may be picked up at the campus store or shipped to your home. For online orders and other information including store hours please visit [www.amcbookstore.com](http://www.amcbookstore.com).

## University Police Department

Henderson Hall; (903) 886-5868

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

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

The University Police Department is deeply concerned about the safety and well being of its students, faculty, staff and visitors. To help further a safe learning environment, the University Police Department conducts a number of safety programs such as Rape Awareness, Bicycle Safety, Alcohol Awareness, Crime Prevention, and Safety Inspection. In addition to these programs, the department publishes a weekly crime log in order to better inform the university community of current crime trends. Anyone wanting more information on crime statistics should contact the University Police Department or visit our web-site, [www.tamuc.edu/crimestats](http://www.tamuc.edu/crimestats)

## Writing Center

Hall of Languages Room 106

(903) 886-5280

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





# Rules and Procedures

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## Good Standing Procedure

This procedure defines good standing for all undergraduate students enrolled at Texas A&M University-Commerce.

1. Entering students (first-time university students or transfers) who have been fully admitted (without any type of probation, provision or restriction) will be considered in good academic standing.
2. A student is in good academic standing if and only if he or she has a cumulative grade point average of at least 2.00 and is not on disciplinary suspension.
3. A student placed on academic probation or suspension must attain a cumulative GPA of 2.00 or higher to be in good standing, regardless of whether he or she is allowed to re-enroll.
4. For good standing status, an undergraduate student must maintain a 2.0 GPA and be in compliance with ethical and professional standards as determined by the student's academic department.
5. The Dean of Enrollment Management and Retention is responsible for the good academic standing designation and reporting.

## 11.04.99.R0.07

### Academic Affairs Undergraduate

### Student Suspension Appeal Committee

Revised February 22, 2010

#### Procedure Statement

This procedure delineates the process afforded to undergraduate students to appeal academic suspension from the university. It also sets forth the composition of the Undergraduate Academic Appeals Committee (UAAC).

#### Reason for Procedure

Students who have been suspended from the university for academic reasons should be provided due process and an opportunity to appeal these decisions.

#### Procedures and Responsibilities

1. The Undergraduate Student Suspension Appeal Committee (referred to as: Undergraduate Academic Appeals Committee-UAAC) exists to provide undergraduate students due process and an opportunity to appeal academic suspension from the university when the following two conditions are present:

- 1.1 The student has made a formal written appeal to the dean or assistant/associate dean of the appropriate college and has been denied re-admission into the university.

- 1.2 The student can document that extenuating circumstances are involved in his/her suspension from the university.

2. The UAAC shall consist of the following eleven (11) voting members:

- 2.1 Two faculty representatives, recommended by the dean, from each college - these faculty representatives will serve staggered two-year terms (each term encompassing fall, spring, and summer semesters);

- 2.2 The director (or designee) of the University Financial Aid Office;

- 2.3 One assistant/associate dean from each college; and

- 2.4 The director (or designee) of the University Student Assessment Office.

3. A faculty member of the committee (not an assistant/associate dean), preferably holding senior rank, will be selected as chairperson of the UAAC at the first committee meeting for each academic year (fall semester). A vice-chair will also be selected at this meeting and shall serve in the absence of the chairperson. The chairperson will serve for one full term (fall, spring, and summer semesters or August, January, and May meetings).

4. A student who is denied re-admission to the university by the college dean/assistant or associate dean may request that the UAAC hear his/her appeal. To request a UAAC hearing, the student must file a formal request through the Office of the Provost and Vice President for Academic Affairs. The student's request must consist of the following written documents:

- 4.1 Completion of form #1002, and

- 4.2 A written "Plan for Academic Success" prepared by the student. Guidelines for completing these documents are available from the Office of the Provost and Vice President for Academic Affairs.

5. The Office of the Provost and Vice President for Academic Affairs will:

- Assist the UAAC with the undergraduate student appeals process,
- Make student appointments for the UAAC hearings,
- Prepare UAAC student packets for the hearings, and
- Retain minutes/reports of UAAC meetings/findings.

6. UAAC hearings will be held three times per calendar year in January (for spring semester), May (for summer semesters), and August (for fall semester).

7. Students are encouraged to appear before the UAAC in person to address their case, but are not required to do so. UAAC members may address questions to the students regarding their appeal. The UAAC will vote on each student's appeal request in closed session. UAAC action, by a recorded simple majority of those members present and voting, will be either to approve re-admission or to deny re-admission of the student to the university for a period of one year.

8. The UAAC chairperson will provide a written report of the UAAC's individual student actions to the Office of the Provost and Vice President for Academic Affairs. The final decision of the committee will be communicated by the chairperson in writing to:

- The student making the appeal,
- The appropriate college dean, and
- The Office of the University Registrar.

# Rules and Procedures

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## Related Statutes, Policies, or Requirements

Supplements System Policy 11.04

## Contact Office

Provost and Vice President for Academic Affairs

903-886-5021

## Academics

### Undergraduate Scholastic Probation and Dismissal Procedure 11.04.99.R0.06

[http://www.tamuc.edu/administration/Rules&Procedures/rules\\_procedures.asp?RID=36](http://www.tamuc.edu/administration/Rules&Procedures/rules_procedures.asp?RID=36)

#### 1. GENERAL

Texas A&M University-Commerce calculates course work based on the institutional grade point average (GPA) to reflect work completed only at A&M-Commerce. Official transcripts reflect the institutional GPA unless the student entered prior to Fall 2000.

#### 2. SATISFACTORY LEVEL OF ACADEMIC ACHIEVEMENT

2.1 A satisfactory level of academic achievement is determined on the basis of each student's institutional grade point average calculated on the basis of all academic work attempted, and, if the student is in remediation, on satisfactory progress toward completion of required remedial work.

2.2 To be eligible for continued enrollment in good standing in the university, a student must maintain a minimum cumulative grade point average of 2.00, and, if in remediation, must pass each required remediation course in no more than one attempt for each course.

2.2.1 When a remediation course must be attempted for the second time, the student will be considered to be on probation regardless of his or her grade point average.

2.2.2 Students who do not pass a remediation course on the second attempt will be placed on suspension regardless of the grade point average, subject to the requirements of suspension.

2.2.3 Upon readmission, each time the same remediation course is attempted and not passed, the student will again be placed on suspension.

#### 3. ACADEMIC PROBATION AND SUSPENSION

3.1 Should any student fail to maintain satisfactory progress toward graduation as specified by these regulations, the student will be permitted to enroll for further work only on academic probation.

3.2 Students enrolled on academic probation may register for no more than fourteen (14) semester hours (academic, remedial, or physical education activity) in any one semester of the regular academic year. A full summer session (two terms) will be considered equivalent under these requirements to one semester of the regular academic year. Probationary students may enroll for no more than two courses during any term of a summer session or no more than four

courses for a full summer session.

3.3 A student on academic probation will remain subject to the requirements of probation until the institutional grade point average has been raised to the level of satisfactory progress specified above and, if in remediation, must continue to make satisfactory progress toward completion of remedial work as stated above.

3.4 To qualify for continued enrollment while on probation, however, the student must maintain a semester grade point average of at least 2.00.

3.4.1 Should any probationary student fail to maintain a 2.00 semester grade point average in the academic courses attempted in any semester of probation, the student will be required to leave the university on academic suspension for at least one calendar year.

3.4.2 In cases where there are extenuating circumstances, a student who has failed to maintain the required 2.00 semester grade point average in academic courses to qualify for continuance of probation may be permitted, with the approval of the dean of the appropriate college, to enroll for one additional semester of extended probation. Refer to procedure 11.04.99.R0.07 for further appeal guidelines.

3.4.3 Should the student fail again, however, to maintain an adequate 2.00 semester grade point average in academic courses attempted during that semester, the student will be required to leave the university on academic suspension for one calendar year as specified above.

3.4.4 After the period of academic suspension, the student will be permitted to enroll again on academic probation. Students wishing to return following completion of the suspension period must reapply to the university and file an appeal with the Academic Affairs Undergraduate Student Suspension Appeal Committee.

3.5 Transfer students whose grades at other colleges or universities were unsatisfactory (D or lower) according to the regulations of A&M-Commerce will be placed on academic probation subject to the same requirements as apply to other students on probation. Students on academic suspension from other institutions will not be permitted to enroll at A&M-Commerce until their specified periods of suspension expire.

3.6 A student must be in residence at A&M-Commerce in order to remove the conditions of probation. If the student attends another college or university, the conditions of probation will not be removed; however, the academic record will be updated to reflect the transfer work.

3.6.1 A student, however, who withdraws for a period of at least one calendar year or is suspended for the same period may, upon re-enrollment, petition the dean of the appropriate college to

# Rules and Procedures

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have the unsatisfactory grades eliminated from the calculations of the official institutional grade average. See Undergraduate Petition for Removal of Grades After One Year.

3.6.2 Courses eliminated from the calculation of a student's official grade point average may not be Basic Skills courses (mathematics, English, etc) or courses that apply toward the current major. In addition, this applies only to credits earned at A&M-Commerce (excludes all transfer work).

## 4. MISCELLANEOUS

4.1 To ensure that the grade point average on the official record has been updated to account for duplicated courses, any student enrolling for the same course must notify the Office of the Registrar during the semester in which the course is being repeated.

4.2 A&M-Commerce reserves the right to deny admission to a student suspended from another college even though the suspension period has expired.

4.3 Students on academic suspension are not eligible for correspondence or extension courses.

## 13.99.99.R0.01 - Class Attendance

### Procedure Statement

At Texas A&M University-Commerce, students are expected to be present for all face-to-face and interactive video classes in which they are enrolled.

### Procedures and Responsibilities

#### 1. RESPONSIBILITY OF STUDENTS

1.1 Students are responsible for learning about and complying with the attendance policy stated in the university catalogs, Student Guidebook, and/or faculty syllabi.

1.2 Students are responsible for requesting makeup work when they are absent. They will be permitted to make up work for absences which are considered by faculty members to be excusable. The method of making up work shall be determined by faculty members.

1.3 Students are responsible for providing faculty members reason(s) for their absences. The faculty members then determine the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members may consider the following reasons for absence as excusable:

1.3.1 Verified illness;

1.3.2 Death in a student's immediate family;

1.3.3 Obligation of student at legal proceedings in fulfilling responsibility as a citizen;

1.3.4 Others determined by individual faculty to be excusable (e.g. elective university activities, etc.).

1.4 If a student believes the final grade is unfairly impacted by attendance requirements, an appeal

can be made. This appeal process is explained in University Procedure 13.99.99.R0.05 Student Appeal of Instructor Evaluation.

1.5 Students who wish to drop a course or withdraw from the university are responsible for initiating this action.

#### 2. RESPONSIBILITY OF THE FACULTY

2.1 Faculty members are to accept student participation in a required university activity as an excused absence.

2.2 Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.

2.3 A record of excused and unexcused absences will be maintained by a faculty member for reference since certain financial assistance and other programs may require attendance records.

2.4 When requested by the student, the faculty member will inform the student who has been absent whether makeup work is allowed and whether absences jeopardize the student's standing in a class.

2.5 It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences as defined in the course syllabus (most consider three or more absences as excessive). In such cases, faculty recommend through the department head to the appropriate college dean that a student be dropped from a class, using a Request for Administrative Drop Due to Excessive Absences form. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending a drop. If approved, the college dean will forward the recommendation to the Registrar's Office.

## Adding/Dropping Courses

Students may ADD courses without instructor's approval by logging onto MyLeo until:

- The 4th class day for Spring and Fall semesters.
- The 2nd class day for Summer I and Summer II semesters.
- The 2nd class day for Summer Sub Term I, II, III or IV.
- The 2nd class day for May Mini, August Mini, and Winter Mini sessions.
- The 6th class day for 8 week courses.

Students who ADD courses after the 2nd/4th/6th class day will follow the procedures below:

- The last day for adding a course is listed in the Academic Calendar.
- Secure an Add form online at: <http://www.tamuc.edu/registrar/pdfs/dropaddform.pdf>
- Obtain instructor's approval for you to be added to the course.
- Students wishing to add a course must not exceed the allowed maximum limit for course loads. If the add will result in an overload, the student must drop one of their other courses or

# Rules and Procedures

get special permission from the Dean of the College in which the student is majoring to add the course.

- Return the completed form to the Office of the Registrar for processing.
- Please keep a copy for your records.

Students who DROP courses will follow the procedures below\*:

- The last day to drop a course is listed in the Academic Calendar.
- Eligible students wishing to drop a course(s) should log onto MyLeo
- Select Registration, Records & Grades
- Select Register/Add or Drop Classes
- Select appropriate term
- Under “action” click on Course Drop (select course you want to drop)
- Scroll down and Click on “Submit Changes” at bottom of form.

NOTE: Students may not drop a remedial or developmental course without extenuating circumstances. All such request must be appealed to the Dean of the College.

\*Students with an Advising or Athletic, honor or international hold must secure a drop form online at: <http://web.tamuc.edu/admissions/registrar/documents/2013DropForm.pdf> and obtain approval from the appropriate office. Return the completed form to the Office of the Registrar for processing. The drop does not become official until processed by the Office of the Registrar.

## Six Drop Rule

**Applies to: First time undergraduate students enrolled in Fall 2007 and there after.**

**The Law: A student cannot drop more than six courses for the duration of their collegiate career.**

**Additional Information: A drop is any course(s) dropped while remaining enrolled. This applies to all course(s) including transfer work.**

## Dropped Course Refund

Refunds will be given for courses dropped by the census date provided the student remains enrolled for that semester and has paid tuition in full. No refund will be given for courses dropped after the fourth/twelfth class day of the semester. No refund will be given for courses dropped after the second/fourth/twelfth class day of the specific semester.

## Financial Aid Satisfactory Progress Procedure

Federal regulations require that criteria for academic eligibility for financial aid purposes be made available to current and prospective students. The A&M-Commerce Financial Aid Office maintains two separate policies, one for undergraduate students and one for graduate students: “Satisfactory Academic Progress for Undergraduate Students for Financial Aid Eligibility” and “Satisfactory Academic Progress for Graduate Students for Financial Aid Eligibility.” Each semester, the staff of the Financial Aid Office will evaluate the academic progress of each student receiving financial aid. Financial Aid Standards of Progress will monitor the GPA for the term, the institutional cumulative GPA,

the number of credit hours completed for the term in relation to the number of credit hours attempted, and the overall total number of credit hours attempted in college. A student who wishes to appeal a ruling of ineligibility based on satisfactory academic progress shall do so in writing to the Director of Financial Aid and Scholarships. Subsequent to the denial of an appeal by the financial aid office, a student may appeal to the University Financial Aid Committee. Complete copies of each of the two policies are available upon request from the A&M Commerce Financial Aid Office and online <http://web.tamuc.edu/admissions/tuitionCosts/financialAidandScholarships/financialAid/awardingAid/satisfactoryAcademicProgress.aspx> Specific financial aid and scholarship programs will have stricter requirements. Each financial aid and scholarship program issued to a student will have these requirements as part of the program. This information can be seen in the student’s myLEO portal under the Award section TAB.

## Grading System Information

Grade	Description	Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Passing (Minimum)	1
F	Failure	0
I	Incomplete (Thesis & Dissertation only)	0
X	Incomplete	0
IP	In Progress	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawn	0
*	Credit excluded	0
Q	Course Drop	0

Beginning Fall 2008 the Q denotes a dropped course. DP, DF, DS & DU no longer apply to dropped courses.

The bachelor’s degree will not be conferred upon students whose grade average is less than “C.” Transfer students must also have a “C” average in work completed on this campus to qualify for the bachelor’s degree. The grade “F” means failure. Students who, because of circumstances beyond their control, are unable to attend classes during or after review week will, upon approval of the teacher, receive a mark of “X” in all courses in which they were maintaining passing grades. A grade of “X” (incomplete) will not be counted in the calculation of the grade point average for one semester. If the “X” has not been removed at the end of one semester, it will automatically be changed to a grade of “F.” If a student feels that a grade is not correct, the matter should be discussed with the instructor. If the instructor finds the grade incorrect, the instructor must petition for a grade change by receiving approval from the department head and dean, with final approval from the Registrar’s Office.

# Rules and Procedures

## How To Figure Your GPA

### 13.99.99.R0.06 Computation of Grade Point Averages

1. Total the number of hours you have attempted.

Biology	106	4 hrs.
English	101	3 hrs.
History	121	3 hrs.
Math	141	3 hrs.
Sociology	112	3 hrs.
P.E.	110	<u>1 hr.</u>

17 hrs. attempted

2. Multiply the number of hours you received an

A in by 4

B in by 3

C in by 2

D in by 1

F in by 0

BSC 106           D       4 x 1 = 4 grade points

Eng 101           A       3 x 4 = 12 grade points

Hist 121          A       3 x 4 = 12 grade points

Math 141          B       3 x 3 = 9 grade points

Soc 112           B       3 x 3 = 9 grade points

PE 110            A       1 x 4 = 4 grade points

3. Add the results.           50 points earned

4. Divide #3 by #1

$$50.000 \div 17 = 2.94 \text{ (Your GPA)}$$

### Mid-Semester Reports

Mid-Semester reports are available through MyLeo at <https://leo.tamuc.edu/login.aspx> for undergraduate students making D, F, or U at mid-semester of Fall and Spring. Students are urged to talk with their instructors and academic advisors to determine ways to improve their skills in the class.

### President's Honor Roll and Dean's List

Undergraduate students who maintain sufficiently high academic averages each Fall and Spring semester are eligible for the President's Honor Roll and the Dean's List. The Dean's List includes the names of undergraduates who, during the semester, have been registered for not less than twelve hours of academic work (not counting non-academic service courses) and who have maintained a minimum semester grade average of at least 3.25. The President's Honor Roll includes the names of undergraduates who have met the above requirements and have maintained a semester academic grade average of 4.00.

### Refunds

Refund of fees will be the applicable percentage of the total fees due for the semester/session, less any amount not paid. If a scheduled course of instruction fails to materialize, because of low enrollment numbers, all tuition for same will be refunded. Late fees and installment fees are not refunded. No refunds will be made unless application is made within the same school year as withdrawal. The last day to withdraw is listed in the Academic Calendar. A student officially withdrawing will receive a refund of their fees according to the following

scale:

### Spring and Fall Semesters

- 100% prior to the first class day
- 80% during the first five class days of the semester
- 70% during the second five class days of the semester
- 50% during the third five class days of the semester
- 25% during the fourth five class days of the semester
- No refund after forty five class days.

### Summer I and Summer II Semesters

- 100% prior to the first class day
- 80% during the first, second, or third class days
- 50% during the fourth, fifth, or sixth class days
- No refund after the sixth class day.

### Summer Sub Term I, II, III, or IV

- 100% prior to the first class day
- 80% during the first, or second class days
- 50% during the third or fourth class days
- No refund after the fourth class day.

### May Mini, August Mini & Winter Mini Sessions

- 100% prior to the first class day
- 80% during the first, or second class days
- 50% during the third or fourth class days
- No refund after the fourth class day.

### 8 Week Courses

- 100% prior to the first class day
- 80% during the first, second, or third class days
- 50% during the fourth, fifth, or sixth class days
- No refund after the sixth class day.

For additional information:

<http://web.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx>

### Tuition Charged for Excess Credit Hours

Please note: Dropping courses may have unanticipated consequences. Financial aid awards and scholarships can be negatively affected and such action could also result in a significant increase to the cost of your tuition. Check the Financial Aid & Scholarships web site for specific information on the consequences of dropping courses and repeating courses and the effect on financial aid and scholarships.

Students enrolled in excess credit hours at any time from Fall 1999 through Summer II 2006 will be assessed the non-resident (out-of-state) tuition rate. Excess credit hours are those above the 45-hour limit established by the Legislature. Thus, if your degree requires 120 hours and you have previously enrolled for 165 hours (including drops and withdrawals after the semester census date), your charges will be assessed using the non-resident tuition rate. Students enrolling in the Fall 2006 semester and thereafter will be assessed the out-of-state tuition rate on credit hours above a 30-hour limit. So, if the degree requires 120 credit hours and you have previously enrolled for 150 hours (including courses dropped after the semester census date), any credit hours above 150 will be assessed at the non-resident tuition rate. Students who have not declared a major shall be considered to

# Rules and Procedures

be enrolled in a degree program requiring a minimum of 120 hours. For further information, please see: [http://www.theccb.state.tx.us/Rules/tac3.cfm?Chaptr\\_ID=13&Subchapter=F](http://www.theccb.state.tx.us/Rules/tac3.cfm?Chaptr_ID=13&Subchapter=F)

**Source:** The provisions of this §13.101 adopted to be effective November 22, 2005, 30 TexReg 7730 **Texas Education Code, §54.068, provides that institutions may charge a higher rate of tuition to students with repeated or excess hours.** Texas Education Code, §61.0595, limits formula funding for excess hours.

## **Tuition Payment & Plan Information**

During the fall and spring semesters, tuition/fees and housing may be paid in full or through installments. A \$100 down payment is due at sign-up along with the \$35 installment fee. Remaining charges (tuition/fees, housing, and meal plan) are then divided into four equal payments due through the semester. Please refer to the Critical Dates page for payment due dates in any given semester. A \$25 late fee is assessed on past due balances after each payment date.

## **Tuition loan eligibility requirements are as follows:**

1. Must be enrolled for the term in question
2. Should have a GPA of 2.0 (undergraduate) or 3.0 (graduate)
3. Should not be past-due on other debt owed to Texas A&M University-Commerce. Students who need special consideration or who are not able to access the tuition loan program described above should contact the Dean of Campus Life and Student Development, Room 200, Halladay Student Services Building, or phone (903) 886-5171.

## **Withdrawal Procedure 13.99.99.R0.23**

(<http://web.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx>)

## **Procedure Statement**

The university provides a means for students to withdraw from classes in a timely manner should circumstances warrant and to clear their records for a particular semester.

## **Procedures and Responsibilities:**

1. A student leaving the university BEFORE THE END of a semester or summer term for which he/she is registered must clear his/her record by filing an application for voluntary withdrawal on a form which can be secured in the Student Access & Success One Stop Shop or online at: Withdrawal. A withdrawal is dropping all courses and not remaining enrolled for the semester.

This action must be taken by the date stated in the Academic Calendar as the last day to withdraw.

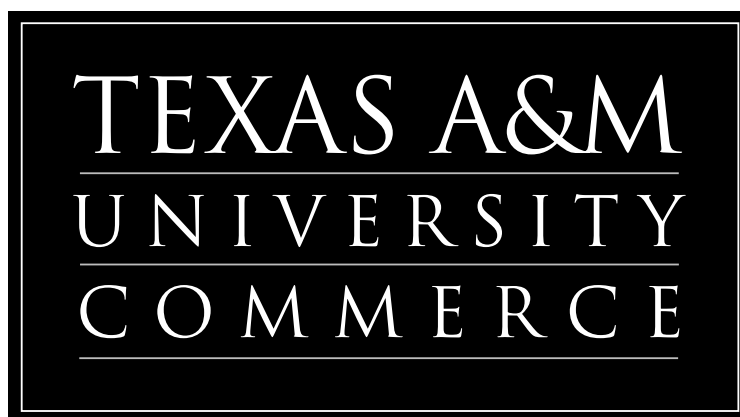
2. Any student who withdraws from the university is subject to the conditions of Scholastic Probation and Dismissal located in the most current editions of the university's undergraduate and graduate catalogs.

3. A student has one year from the first day of the semester to appeal a withdrawal refund. It is the student's responsibility to withdraw from classes PRIOR TO FIRST CLASS DAY if he/she does not plan to attend during the semester in which enrolled.

4. Courses withdrawn will count toward attempted hours and toward the 3-peat, 45/30-hour rules. Withdrawals do not count toward the 6-drop rule. (These rules only apply to undergraduate students.) Students who have completed a course within a regular term (subterm courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be processed as drops.

## **Civility in the Academic Environment**

Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Judicial Affairs Office for disciplinary action.



A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

# Code of Student Conduct

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1. Students at Texas A&M University-Commerce are expected to obey all federal, state, and local laws, in addition to the regulations of the University.
2. The standards of Student Conduct including disciplinary rules and procedures are designed to provide and conform to the basic tenets of due process, as developed by institutions of higher education. As such, the University distinguishes these procedures and regulations as an educational and growth process which is not intended to conform to adversary proceedings as in a court of law. These Standards of Student Conduct are subject to change without notice.
3. ***Delineation of Responsibilities***
  - a. The Division of Student Access and Success, by delegation of the President of the University, is designated as the agency within the University which has student conduct as one of its primary responsibilities. The Dean for Campus Life and Student Development is responsible to the Vice President for Student Access and Success and the President of the University for recommending policies relating to student conduct and for formulating and recommending rules and enforcement procedures within the framework of existing policies, for disposal or referral of such individual cases as may properly come before it, and for recommending to the Vice President for Student Access and the President of the University changes in the administration of any aspect of the Standards of Student Conduct.
  - b. The University Discipline Committee, selected and appointed by the President of the University, is designated as the agency within the University which has authority for the disposition of infractions or breaches of conduct and violations of University policies, rules, and regulations. The Committee shall be responsible to the President of the University for disposal of such cases as may properly come before it, and shall serve as the chief appellate body of the institution in this area.
    - (1) The Committee shall consist of faculty members and students appointed by the President of the University. The Dean for Campus Life and Student Development and/or designee will serve as an administrative advisor for disciplinary hearings. Members of the Committee may be re-appointed. The President may appoint temporary members of the Committee to serve during summer sessions or at such other times as is necessary to assure full membership of the Committee.
    - (2) The Committee, or the Dean for Campus Life and Student Development and/or designee, may delegate jurisdiction to student judicial bodies. Recognized judicial bodies are:
      - a. Living group judiciary bodies;
      - b. Judicial boards of Pan-Hellenic, Interfraternity Council, and National Pan-Hellenic Council and Multicultural Greek Council
4. ***Student Rights and Responsibilities***  
***System Policy 13.02***

General statement—Texas A&M University-Commerce affirms that the student, upon enrollment, does not lose the right of, nor is he/she exempted from fulfilling the obligations and duties of, a citizen. The rights and responsibilities of students are held to include:

  - a. Rights
    - (1) The right to develop the student's potential to the best of the student's abilities.
    - (2) The right to inquire about and to recommend improvement in policies, regulations, and procedures affecting the welfare of students through the full use of the appropriate facilities provided in the student government and in the University offices.
    - (3) The right to an informal advisor, a fair hearing, and appeal when a disciplinary action is applied to the student as an individual or as a group member.
  - b. Obligations and Responsibilities
    - (1) The obligation to be fully acquainted with published regulations and of complying with them in the interest of an orderly and productive community.
    - (2) The obligation of knowing that the student's conduct reflects not only upon the student, but also upon the institution and its citizenry and is judged in this manner.
    - (3) The obligation to follow the tenets of common decency and acceptable behavior commensurate with aspirations implied by a college education.
    - (4) The obligation to respect the rights and property of others, including the administration, faculty, and other students of the University.

## 5. Discipline

### a. Breaches of Conduct

The University regards the following as illustrations of misconduct by individuals or groups which may result in review by the appropriate disciplinary agencies:

- (1) Academic Cheating and Plagiarism.
- (2) Furnishing false information to the University.
- (3) Filing a false report with the university.
- (4) Forgery, alteration, unauthorized possession or misuse of University documents, records, identification cards or existing copyright laws. This would include faculty publications and laboratory materials related to the educational process.
- (5) Malicious destruction, damage, unauthorized possession or misuse of University property, including library and laboratory materials, or of private property on the campus.
- (6) 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.
- (7) Participating in hazing, acts which are degrading or injurious, or acts in which another is held against his/her will.
- (8) Abuse, whether physical, mental or otherwise, of another person in the University community, including members of the administration, faculty, staff, the student body and citizens of Commerce.
- (9) Possession, consumption, sale, manufacture or furnishing of alcoholic beverages on University property is prohibited, except in those areas of University housing where possession and consumption is allowed (Ref. University Housing Policy).
- (10) Possession, consumption, sale or manufacture of illicit drugs and narcotics, including marijuana, and drug paraphernalia.
- (11) Disorderly conduct which inhibits or interferes with the educational responsibility of the University community or the University's social-educational activities.
- (12) Malfeasance or misuse of elective or appointive office in a student organization, which is detrimental to the organization, its members, or the welfare of the University Community.
- (13) Violation of visitation and /or closing hours as recommended by the living-group governmental bodies and approved or established by the University administration.
- (14) Possession of weapons on University property; for example, knives (in threatening or violent manner), firearms, explosives, incendiary bombs, etc. (interpretation of this policy may be obtained from the University's Police Department.)
- (15) Violation of local, state and federal laws on or off campus.
- (16) 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.
- (17) Failure to respond to a summons by letter, telephone call, or personal messenger from a University administrative official or faculty member.
- (18) Failure to meet financial obligations incurred by the student to the University.
- (19) Theft or unauthorized possession of student or University property, including textbooks.
- (20) Entering a University building and/or university property without authorization.
- (21) Sexual or racial harassment.
- (22) Harassment or any other menacing behavior that can be perceived and/or is inappropriate or otherwise threatening
- (23) Such bias-related violations that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation.
- (24) Sexual assault.
- (25) Assault, whether simple, aggravated, physical or otherwise, to another person in the University community, including members of the administration, faculty, staff, the student body, and public citizens.
- (26) Such other violations of policies included in official publications of the University; for example, the University catalog, traffic regulations brochure, intramural catalog, etc.
- (27) Any student who engages in or makes life threatening gestures will be required to report as soon as possible to the Director of the University Counseling Center or their designated representative. The Director may require such students to obtain, at their own expense, a psychiatric evaluation to determine fitness to continue their current or future enrollment at Texas A&M University-Commerce. Failure to consult or comply with the Director of the Counseling Center or his/her representative or to comply with evaluation requirements and recommendations made by the University Counseling Center or outside agency may result in disciplinary action.
- (28) Failure to comply with the directions of a university administrative official or faculty member. “
- (29) Complicity is condoning, supporting, or encouraging any violation of the Student Code of Conduct. Students who anticipate or observe any violation of the Code are expected to remove themselves from association or participation in any such inappropriate behavior.
- (30) 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's 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.



## b. Disciplinary Actions

The following disciplinary actions may be imposed by the University:

- (1) Expulsion from the University. Students may not return to the University.
- (2) Suspension from the University for a definite or indefinite period of time.
- (3) Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any University rules
- (4) Loss of privileges.
  - a. Denial of the use of an automobile for a designated time (on campus).
  - b. Removal from elective or appointive office.
  - c. Ineligibility for pledging, initiation, and representation of the University.
  - d. Removal from residence hall or other University housing.
  - e. Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
- (5) Admonition and warning.
- (6) Notification of parents.
- (7) Such other actions as may be approved by the University Discipline Committee or the Dean for Campus Life and Student Development and/or designee.

## c. Group Offenses

- (1) Student societies, clubs, living groups and other student organizations, on or off campus, are responsible for conducting their affairs in a manner that reflects favorably upon the University. Such responsibilities include:
  - a. Compliance with University regulations.
  - b. Taking reasonable steps, as a group, to prevent violations of law or University regulations by members of the group or guests.
  - c. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the University.
- (2) Failure to accept the responsibilities of group membership may subject that organization to permanent or temporary suspension of charter, withdrawal of University recognition and/or support, social probation, denial of use of University facilities or other appropriate action. 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 for Campus Life and Student Development and/or designee, rather than to the University Discipline Committee.

## 6. Administration of Discipline

### a. Procedure

- (1) When a student or group 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.
- (2) Violations of law and of the Standards of Student Conduct may be reported to the Dean for Campus Life and Student Development and/or designee for consideration or referral. This does not preclude direct referral of such matters to appropriate disciplinary or judicial agencies by faculty, staff and students.
- (3) The Dean for Campus Life and Student Development and/or designee shall insure that the best interests of any offending students are served by making use of appropriate University counseling, professional services and judicial agencies.
- (4) In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, such as direct threat to property or well-being of others in the University community, the Dean for Campus Life and Student Development and/or designee may take action other than the initiation of disciplinary or judicial proceedings.
- (5) Where information establishes, to the satisfaction of the Dean for Campus Life and Student Development and/or designee and the University, that an offense has occurred, the following procedures shall be initiated.
  - a. The Dean for Campus Life and Student Development and/or designee shall either:
    1. Take appropriate disciplinary action on behalf of the University;
    2. Make a referral to the University Discipline Committee or other appropriate disciplinary or judicial agency; or
    3. In cases of clear and present danger of the welfare of the University community or other unusual circumstances, the Dean for Campus Life and Student Development and/or designee may immediately suspend a student before a disciplinary hearing is held. The student may then request a disciplinary hearing to appeal the action taken by the Dean for Campus Life and Student Development and/or designee .
  - b. The student shall be advised in writing by the Dean for Campus Life and Student Development and/or designee , or the appropriate agency, of the charges against him/her.
  - c. The student will be referred to the *Student's Guidebook* which outlines the disciplinary and appeals process.
  - d. The student will be afforded an opportunity to state informally or present information in support of his/her case including mitigating circumstances.
  - e. Advance notice of the time, place, and the date of the hearing shall be provided to the student.

- f. The student has the right to hear evidence and ask questions of witnesses either directly or through the hearing officer.
  - g. All hearings shall be closed to the public unless agreed upon by the student and the Dean for Campus Life and Student Development and/or designee.
  - h. The hearing official or appropriate agency may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to insure fair disposition of the case.
  - i. The student shall be informed in writing of the action taken by the hearing official and/or designee.
  - j. Should the student not appear for a disciplinary hearing, appropriate action may be taken by the University.
- (6) Group offenses will follow the same procedures as individual student offenses, except where it pertains to organizational status only, as set out in 5.c.(2).
- (7) Felonies On-Campus, Procedures to be Followed:
- a. Criminal charges may be filed by the University Police Department with the appropriate court of jurisdiction.
  - b. The Dean for Campus Life and Student Development and/or designee may take immediate disciplinary action and/or may refer the case to the University Discipline Committee.
  - c. If the University does not take disciplinary action and the individual is later convicted in criminal court, suspension or expulsion may be enforced.
- (8) Felonies Off-Campus, Procedures to be Followed:
- The University, at its discretion, may take immediate disciplinary action in response to a felony charge which occurs off-campus.
- (9) Any person convicted of a felony and placed on probation, if permitted to re-enter the university, may be required to live in University Housing and visit regularly with an advisor appointed by the Dean for Campus Life and Student Development and/or designee .
- b. Appeal Procedures
- The student shall have the right to appeal.
- (1) The Dean for Campus Life and Student Development shall hear appeals from the Office of Judicial Affairs and the University Discipline Committee. The student may appeal within three days from the date of disciplinary action by notifying the Dean for Campus Life and Student Development in writing of his/her intention to appeal.
  - (2) An appeal from the Dean for Campus Life and Student Development shall go to the Vice President for Student Access and Success. Ordinarily, consideration shall be limited to review of the initial hearing. An appeal to the Vice President for Student Access and Success is the final step in the appeal process.
    - a. The Vice President of Access and Success may:
      - 1. affirm the action;
      - 2. reduce or modify the action;
      - 3. dismiss the charges; or
      - 4. return the case to the original judicial agency for further consideration.
  - (3) In order for an appeal to be valid the following guidelines must be met:
    - a. The student must appeal within three days from the date of disciplinary action by notifying the appropriate agency in writing of his/her intention to appeal by submitting a detailed letter explaining why the student believes the disciplinary action should be reviewed. The letter must include an explanation based on one or more of the following:
      - 1. Infringement of student's rights as established by the tenets of due process and/or
      - 2. Introduction of new information or evidence directly related to the incident in question and/or
      - 3. Extenuating circumstances demonstrating relevancy to the incident in question.
    - b. Should the student fail to appear for the hearing, the appeal will be considered null and void.
  - c. Non-payment of Debt to the University
    - (1) Returned Checks—When a check is returned by a bank (i.e., insufficient funds, account closed, stop payment), Financial Services shall inform the student (by mail using the most recent address) of the returned check status and request payment in cash or money order. There is a \$15 service charge for each returned check. Unpaid returned checks are referred to the county attorney to pursue collection after 30 days.
    - (2) Debt(s) to the University—Bills for tuition/fees, housing and short-term loans are mailed approximately three weeks prior to payment deadlines. It is the student's responsibility to keep their current address updated. Addresses can be changed through myLeo and at the Registrar's Office
    - (3) Withholding of Official Records—The University shall withhold official records (transcripts) of the student until such time as payment of past due

debt(s) is made. Unofficial copies of records may be made available to the student.

- (4) Re-enrollment—Students who have past due balances to the University will not be eligible to re-enroll until such debts are paid in full or payment arrangements have been made with the Office of Financial Services.
- (5) Appeal procedures as outlined previously shall not apply to non-payment of debt to the University.

d. Records (Discipline)

- (1) A permanent written disciplinary record reflecting the nature of the charge, the penalty assessed and any other pertinent information shall be maintained. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential.
- (2) The contents of a student's permanent disciplinary record are considered confidential.
- (3) Conduct referrals may result in the development of a student conduct file in the name of the accused student. The student conduct file of the accused may be destroyed should it be found that no violation of university code of conduct occurred. The file of a student found to have violated the university code of conduct shall be retained as a student conduct record for seven years from the date of the student's graduation or last date of enrollment. Student conduct records may be retained for as long as administratively valuable or permanently if the student was expelled, dismissed, suspended or blocked from reenrollment and in situations that may result in future litigation.

Student conduct records may be voided for good cause by the Dean of Campus Life and Student Development or designee, upon receipt of a written request by the student. Factors to be considered in review of such petitions shall include: the present demeanor of the student; the conduct of the student subsequent to the violation; and the nature of the violation and the severity of any damage, injury or harm resulting from it.

- e. Section 4.30 and 51.231 - 51.244 of the Texas Education Code. The student-citizen of Texas A&M University-Commerce has not only the responsibility of being aware of and obeying the policies and regulations of this University, but to always observe and obey the laws of the State of Texas. For this reason, it is necessary to inform students of two state laws; Section 4.30 of the Texas Education Code concerning the conduct of students on the University campus or property and sections 51.231 - 51.244 of the Texas Education Code relating to maintaining order on the campuses or facilities of state-supported institutions of higher education.

## 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.aspx>

## 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.tamuc.edu/34-02-01.pdf>.

## 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 University Counseling Center and/or referred to a community organization. The University 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 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

University 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 in 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](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 903-886-5868 or by accessing the following web site: <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.tamuc.edu/34-02-01.pdf>

## Alcohol Procedure

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

[www.tamuc.edu/administration/president/procedures/34.03.01.R0.01.htm](http://www.tamuc.edu/administration/president/procedures/34.03.01.R0.01.htm)):

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

**University Residence Life Procedure on Alcohol**—The possession and consumption of alcoholic beverages shall be allowed within university residence halls, with the exception of Berry Hall which is an alcohol free living environment, 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.



## **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

- 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](http://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**

(Regulation 34.06.02.R1 at [www.tamuc.edu/administration/president/procedures/34.06.02.R1.htm](http://www.tamuc.edu/administration/president/procedures/34.06.02.R1.htm))

The use, possession, or carrying of any kind of firearms, or illegal knife, on any public school or institution of higher education property is a violation of state law (Texas Penal Code 46.06, third degree felony) and federal law. The only exception is for authorized law enforcement officers. A firearm may be used for class demonstration only after approval and authorization from the University Police Department has been granted. Violations may result in arrest and/or suspension from the University for a definite period of time.

## **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 website at: <http://web.tamuc.edu/facultyStaffServices/riskManagementSafety/fireSafety.aspx>

## **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, 903-886-5868. For further information about your rights as a victim contact the Assistant Dean of Campus Life, 903-886-5171 or visit the web <http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>.

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

## **Hazing Code**

### **Senate Bill 24**

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

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

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

## Subchapter A. General Provisions

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

### Subchapter B. Hazing

#### Sec. 4.51. Definitions. In this subchapter:

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

to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

- 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 other appropriate official of the institution.
- B) The offense of failing to report is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
- C) Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days or both such fine and confinement.
- D) Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
- E) Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.
- F) Except when an offense causes the death of a student in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on community service probationers by Subdivision (1), Subsection (E), and Subsections (C), (D), (G), and (H) of Section 10A, Article 42.12, Code of Criminal Procedure, for an

appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

**Sec. 4.53. Organization Hazing Offense:**

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

**Sec. 4.54. Consent Not A Defense:**

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

**Sec. 4.55. Immunity from Prosecution Available:**

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

**Sec. 4.56 Offenses in Addition to Other Penal Provisions:**

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

**Sec. 4.57 Reporting by Medical Authorities:**

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

**Residential Living and Learning Requirement** – The 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 a meal plan of at least 10 meals per week 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 Hall Director, 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.

**Smoking**—Smoking is prohibited in all residence life facilities. Smoking outside of halls is restricted to approved areas.

**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 both against 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 students 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**

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

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

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

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

Educause Connect - P2P File-sharing

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

P2P Security - OnGuard - Risks of P2P file-sharing

<http://www.onguardonline.gov/topics/p2p-security.aspx>

RIAA - Recording Industry Association of America

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

MPAA - Motion Picture Association of America

<http://www.mpa.org/>

## Commerce Peer to Peer/Copyright Resources

Texas A&M University-Commerce Rules & Procedures: The Use of Copyrighted Material

<http://web.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/15ResearchPrograms/15.99.03.R0.02TheUseOfCopyrightedMaterial.aspx>

Texas A&M University-Commerce: Information Technology (Copyright Law & the DCMA) <http://www.tamuc.edu/copyright/>

Texas A&M University-Commerce: Student Center Copyright Use <http://web.tamuc.edu/studentLife/studentCenter/schedulingOffice/copyrightUse.aspx>

Texas A&M University-Commerce: Copyright Plan <http://web.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/documents/CopyrightPlan.pdf>

Texas A&M University-Commerce Student Guidebook <http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

Texas A&M University-Commerce Residential Living and Learning handbook <http://web.tamuc.edu/studentLife/housing/currentStudents/rllHandbook.aspx>

## Missing Students

If you wish to report a student missing that lives on campus, please contact the Resident Assistant or Hall 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 that 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 visit the web:

<http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/recordsAndStatistics/campusSafetyReport.pdf>

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 where 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](http://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 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 insure that the best interests of any offending students are served by making use of appropriate University counseling, professional services, and judicial agencies. In cases of alleged sex offenses;

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding;

Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

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

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

#### **Informational Resources**

##### **Texas Department of Public Safety**

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

##### **University Counseling Center**

903-886-5145

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

##### **Residential Living and Learning**

903-886-5797

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

##### **Project Respect**

903-886-5508

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

##### **Fraternity & Sorority Life**

903-468-3087

<http://web.tamuc.edu/studentLife/studentCenter/greekLife/default.aspx>

##### **University Police Department**

903-886-5868

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

##### **Commerce Police Department**

911(Emergencies)

903-886-1139 (Non-Emergencies)

[http://commercetx.org/?page\\_id=176](http://commercetx.org/?page_id=176)

##### **Crisis Center of Northwest Texas**

<http://www.ccnetx.org>

903-454-9999

##### **National Sexual Assault Hotline**

24 hours – 800-656 –HOPE (4673)

#### **Civil Rights Compliance**

*Revised January 7, 2013*

**Rule Procedure** - exas A&M University-Commerce (A&M-Commerce) strives to ensure that the employment and educational environment throughout A&M-Commerce shall be free from all forms of discrimination, sexual harassment, and/or related retaliation at all times. Conduct constituting discrimination, sexual harassment, and/or retaliation is specifically prohibited by federal law, state law, and The Texas A&M University System (system) policy and will result in appropriate sanctions.

The Office of EEO receives and considers complaints dealing with sexual harassment.

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

A copy of the Sexual Harassment Procedure may be obtained from the EEO Office.

#### **Complaint Resolution Matrix**

This matrix is provided to assist students in understanding the procedures and process for addressing common issues. Student are encouraged to follow the formal process for complaints and concerns. For additional information, please see:

<http://www.tamuc.edu/studentLife/campusServices/judicialAffairs/studentConcerns.aspx>

# Complaint Resolution Matrix

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p><b>Academic Content/Record</b></p> <p>System and university policies, as well as FERPA, establish the student's right to request a change, addition, or deletion to his/her records if the material is inaccurate or misleading.</p>	<p>Student Guidebook</p> <p>FERPA</p> <p>FERPA(Gov)</p>	<p><b>Registrar</b></p> <p>Paige Bussell, Registrar</p> <p>Molly Baur, Associate Registrar</p> <p>Jessica Gossett, Assistant Registrar</p>	<ul style="list-style-type: none"> <li>Request must be submitted in writing, including reasons for appeal.</li> <li>Written notification of decision is provided to the student.</li> <li>Records are maintained in the Office of the Registrar.</li> </ul>
<p><b>Academic Suspension</b></p> <p>Students who fail to maintain sufficient academic progress (GPA standards) may appeal and request eligibility to re-enroll and continue classes.</p>	<p>Undergraduate Catalog</p> <p>Graduate Catalog</p> <p>A&amp;M Webster Procedure: Undergraduate</p> <p>Graduate</p>	<p><b>University College</b></p> <p>Dr. Ricky Dobbs, Dean</p>	<ul style="list-style-type: none"> <li>Students on academic suspension may appeal once through the dean's office.</li> <li>That appeal can be either accepted or denied.</li> <li>Denied students may appeal to the Undergraduate Student Suspension Appeals Committee.</li> <li>Appellants whose appeals are accepted are permitted to register under certain conditions. Those conditions are provided to the student in written form.</li> <li>A record of each appeal, accepted or denied, is kept in the dean's office.</li> <li>Only students falling under University College appeal through the University College dean.</li> </ul>
<p><b>Admissions Appeal</b></p>	<p>Catalog</p>	<p><b>Undergraduate Admissions</b></p> <p>Jody Todhunter, Director</p>	<p>The admissions appeal process is outlined in the decision letter sent to the student. We suggest the following steps:</p> <ul style="list-style-type: none"> <li>HS student is encouraged to re-take the SAT or ACT entrance exam if they are applying as a high school student.</li> <li>Transfer students are encouraged to attend a community college to improve their transfer GPA.</li> <li>Students can submit an essay/personal statement and two letters of recommendation. Letters should be from academic teachers/professors to speak on their academic ability.</li> <li>The committee will consider factors such as academic performance, socio-economic status, extracurricular involvement, and performance level of high school/district or any other information that might be helpful.</li> </ul>

# Complaint Resolution Matrix

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p><b>Americans with Disabilities Violation</b></p>	<p>SDRS Homepage</p>	<p><b>Student Disability Resources &amp; Services</b></p> <p>Rebecca Tuerk, Director</p>	<ul style="list-style-type: none"> <li>Whenever a student with a disability encounters what he or she believes to be institutional discrimination or harassment based upon his or her disability, the student should first seek a remedy with the appropriate university personnel who are nearest to the problem. If a solution is not achieved, the student should contact the Director of Student Disability Resources and Services. If the student is not content with the outcome after contacting the Director of Student Disability Resources and Services, the student should file a written grievance with the ADA Compliance Committee within 30 days of alleged harassment or discrimination.</li> </ul>
<p><b>Disciplinary Action or Adverse Treatment by Fellow Students or University Employees</b></p> <p>Students who pose a complaint regarding the actions of other students or university employees may pursue information and formal procedures for resolution.</p> <p>Students who receive disciplinary action as a result of unacceptable actions/conduct may appeal the decision.</p>	<p>Student Concerns</p> <p>Student Guidebook</p>	<p><b>Assistant Vice President &amp; Dean of Campus Life &amp; Student Development</b></p> <p>Robert Dotson, Assistant Dean</p>	<ul style="list-style-type: none"> <li>The Dean of Campus Life and Student Development Office is here to help students resolve concerns, problems, or conflicts with regards to University policies, procedures, and decisions. The office provides for a confidential and neutral place for students to come to express their concerns. Students work directly with staff members to identify steps that may be taken to achieve a timely and fair resolution to a problem. All student concerns will be acknowledged by appropriate Texas A&amp;M University-Commerce employee within 10 business days of receiving the report form. Original request forms are retained in the Dean of Campus and Student Development Office.</li> <li>Appeal process outlined on page 43 of the Student Guidebook</li> </ul>
<p><b>Distance Education Complaints</b></p>	<p>Weblink</p>		
<p><b>Family Education Rights and Privacy Act</b></p>	<p>Student Guidebook</p> <p>WEB</p>	<p><b>Registrar</b></p> <p>Paige Bussell, Registrar</p> <p>Molly Baur, Assistant Registrar</p>	

# Complaint Resolution Matrix

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p><b>Financial Aid Determination/Eligibility</b></p>	<p>Financial Aid &amp; Scholarships</p>	<p><b>Financial Aid &amp; Scholarships</b></p> <p>Maria Ramos, Director</p>	<ul style="list-style-type: none"> <li>• Students inquiring on their eligibility or lack of eligibility for financial aid obtain answers to their questions by:</li> <li>• Emailing their questions to FAO.WEB@tamuc.edu</li> <li>• Stopping by the One Stop Shop and visiting with a financial aid representative available during business hours.</li> <li>• Making a specific appointment with a financial aid representative.</li> <li>• Calling the Financial Aid &amp; Scholarships Office 903-883-5096</li> </ul>
<p><b>The Texas A&amp;M University System</b></p> <p>The Texas A&amp;M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities we want you to report it.</p> <p>Examples of reputable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conducts, harassment, or discrimination.</p>	<p>Web-EthicsPoint</p>	<p><b>Texas A&amp;M University-Commerce System</b></p>	<p>Ethics Point to the bullet as follows:</p> <ul style="list-style-type: none"> <li>• Students are encouraged to report issues through the Risk, Fraud &amp; Misconduct Hotline, an anonymous telephone and web-based reporting system by calling 1-888-501-3850 or select "file a report" at the top of the page at <a href="http://www.ethicspoint.com">www.ethicspoint.com</a>. The hotline is independently operated and available 24 hours a day, 7 days a week.</li> </ul>
<p><b>Grade Grievances, Grade Changes/Errors</b></p> <p>Students may complain about the final grade in a course and request resolution through the informal and formal grievance processes</p>	<p>Student Appeal of Instructor Evaluation</p> <p>Grade Changes</p>	<p><b>Provost &amp; Vice President for Academic Affairs</b></p> <p>Sharon Crump, Assistant to the Associate Provost</p>	<ul style="list-style-type: none"> <li>• This grievance allows students to seek resolution if they believe their grade to be unfair.</li> <li>• Student appeal must be initiated in writing and first point of contact for the appeal is with the instructor.</li> <li>• All steps for the appeal are outlined in the procedures.</li> </ul>

## Complaint Resolution Matrix

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p><b>Graduate Requirements (Effective Catalog Rule)</b></p>	<p>Graduate Website</p>	<p><b>Registrar</b>  Marlena Cameron, DegreeWorks/Graduation Coordinator</p>	<ul style="list-style-type: none"> <li>• A student entering the university must meet the degree requirements listed within their current catalog or those of a subsequent catalog. However, a student who fails to graduate within five years after admission will be required to meet the degree requirements of a subsequent catalog that is within five years of currency at the time of their graduation.</li> <li>• As required by the Southern Association of Colleges and Schools (SACS), at least 25 percent of the hours applicable to a degree must be earned through instruction by the institution awarding the degree.</li> </ul>
<p><b>Level of Service - WeCare and Student Forums</b></p>	<p>One Stop Shop  Student Forums</p>	<p><b>Vice President for Student Access &amp; Success</b>  Dr. Mary Hendrix, Vice President</p>	
<p><b>Refund of Fees</b></p>	<p>Refund Info Forums</p>	<p><b>Bursar</b>  Charles Robnett, Bursar</p>	<ul style="list-style-type: none"> <li>• Refunds from credit balances on student accounts are refunded automatically. No student action is necessary. Timeliness of refunds is tracked through aged credit balance reports generated through Banner.</li> <li>• Students contesting refund percentages from drops or withdrawals are referred to the Registrar's Office for appeal.</li> <li>• Students contesting application of 30 or 45 hour rules are referred to the Registrar's Office for appeal.</li> <li>• Students contesting housing or meal plan charges are referred to the Office of Residential Living and Learning for appeal.</li> <li>• Students desiring to appeal residency status (in-state vs out-of-state tuition rate) are referred to Undergraduate Admissions or the Graduate School for resolution.</li> <li>• Student account inquiries may be sent to <a href="mailto:StudentAccounts@tamuc.edu">StudentAccounts@tamuc.edu</a>. Students generally receive a reply within 2 business days or less.</li> </ul>

# Complaint Resolution Matrix

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<b>Residency Status Determination</b>	Residency	<b>Undergraduate Admissions</b>  Jody Todhunter, Director	<ul style="list-style-type: none"> <li>• Students must meet one requirement listed in Part A of the Revised Chart II: Documentation to Support Establishing and Maintaining Domicile in Texas form.</li> <li>• Students must submit one item from part B of the revised Chart II: Documentation to Support Establishing and Maintaining Domicile in Texas form</li> </ul>
<b>Sexual Harassment, Discrimination</b>	08.01.01.R0.01 Civil Rights Compliance Procedure	<b>Human Resources &amp; Assistant Vice President &amp; Dean of Campus Life &amp; Student Development</b>  Barbara Corvey, Interim Human Resources Officer  John Kaulfus, Assistant Vice President and Dean of Campus Life & Student Development	<ul style="list-style-type: none"> <li>• Complaint of sexual harassment or discrimination in nature (to include discrimination and retaliation) to students is a responsibility shared between the Human Resources and Campus Life &amp; Student Development.</li> </ul>
<b>Title IX</b>	08.01.01 Civil Rights Compliance	<b>Human Resources</b>  Barbara Corvey, Interim Human Resources Officer	Title IX has 10 Key Areas of Focus <ul style="list-style-type: none"> <li>• Access to Higher Education</li> <li>• Career Education</li> <li>• Employment</li> <li>• Math and Science</li> <li>• Standardized Testing</li> <li>• Athletics Under Title IX</li> <li>• Education for Pregnant and Parenting Students</li> <li>• Learning Environment</li> <li>• Sexual Harassment</li> <li>• Technology</li> <li>• Human Resources handles specific issues related to sexual harassment (see "Sexual Harassment, Discrimination" above). Other complaints/appeals are dealt with in respective areas and procedures depending on complaint or appeal</li> </ul>



## Complaint Resolution Matrix

Nature of Complaint/Appeal	Reference	Office or Contact Person	Comment
<p><b>Traffic/Parking Violations</b></p>	<p><b>Police Department</b></p>	<p><b>Bursar's Office</b></p> <p>Charles Robnett, Bursar</p> <p>Cashiers Office may accept parking appeals and the Traffic Committee Chair is Sharon Anderson</p> <p>The Justice of Peace is over Traffic Citations Judge Jennifer Reeves</p> <p>All other complaints or concerns can be directed to the University Police Chief Donna Spinato</p>	<ul style="list-style-type: none"> <li>• University Parking Appeals are accepted in writing at the cashier's office in the Business Administration Building. Once completed, a copy will be sent to the University Police and to the Traffic Appeal Committee for review/resolution. A date, time and location for the hearing will be provided in advance of the hearing date when processing the appeal.</li> <li>• Traffic Violations are handled at the local Justice of the Peace office, located behind Exxon on Culver St.</li> <li>• All other concerns or complaints can be sent to Donna Spinato, by Email, or appointment.</li> </ul>
<p><b>Transfer Credit Denial</b></p>		<p><b>Undergraduate Admissions</b></p> <p>Jody Todhunter, Director</p>	<p>Transcripts are evaluated for credit by the Office of Undergraduate Admissions, and at times may undergo a review by faculty members serving as department heads or deans of your academic program. Credits for your specific degree must be determined by the academic departments. Once your transcript undergoes the review process, you will be provided with the information concerning the transferability of your courses and how they will be applied to your degree program. A course must be college level to be transferable, and you must have earned a grade of D or better. In some instances, a grade below a C may not be acceptable in cases where the course will be applied to your major. Students can access their degree plan through the online degree evaluation system once they have been admitted.</p>
<p><b>Student Employment Grievance and Appeal</b></p>	<p><b>Student Employee Grievance and Appeal</b></p>	<p><b>Dean of Campus Life and Student Development</b></p> <p>John Kaulfus, Assistant Vice President and Dean of Campus Life and Student Development</p>	

## Solicitation

A request to sell on campus must be made in writing to the Dean of Campus Life and Student Development by a solicitor three days before any selling transaction takes place. The request must then be approved by the Dean of Campus Life and Student Development, with copies filed with the Business Office, the University Police Department Office, and the Dean of Students Office. The only approved advertisement will be by word of mouth, through postal services, by approved bulletin boards, or through *The East Texan*.

*Note:* No handbills, fliers, or other printed material may be placed on cars parked on University property. Any organization on or off campus may be held responsible for cleaning up any litter that may result from such distribution.

## Weather Related Closing

(Procedure 34.99.99.R0.01 at [www.tamuc.edu/administration/president/procedures/34.99.99.R0.01.htm](http://www.tamuc.edu/administration/president/procedures/34.99.99.R0.01.htm))

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

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

### **Radio:**

KETR-TM 88.9 (Commerce)

KRLD-AM 1080 (Dallas)

KIKT-FM/KGVL-AM (Greenville)

KSST-AM 1230 (Sulphur Springs)

KFYN-AM/KFYZ-FM (Bonham)

KERA-FM 90.1 (Dallas)

KSCH-FM 95.9 (Sulphur Springs)

WBAP-AM 820 (Fort Worth)

### **Television:**

KXAS Ch. 5

KDFW Ch. 4

WFAA Ch. 8

KTVT Ch. 11

KDAF Ch. 33

KLTV Ch. 7

KXII Ch. 12

KTN Ch. 10

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

## PAWS (Pride Alert Warning System)

PAWS is the university's mass notification system used to inform students, faculty and staff of emergencies and school closings. In the event of an emergency or school closing, PAWS notices are sent via voicemail, a text message or e-mail depending on the urgency of the message. Students who wish to participate in "PAWS" can sign up using their "MY Leo" account - click on "Option" and then PAWS settings. For further information: <http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/campusSafety/prideAlertWarningSystem.aspx>

## Tornado Emergency

Texas A&M University-Commerce has a siren that will be sounded should a tornado be spotted on the ground moving toward the campus.

If you are outdoors, seek shelter inside if possible. Otherwise, lie flat in the nearest ditch or ravine with your hands shielding your head.

If you are in a building, go to the basement or to an interior part of the lowest level (closet, bathroom or interior hall). Get under something sturdy.

During tornado season, listen to the University radio station KETR, FM 88.9, for weather information.

## Lightening

Texas A&M University-Commerce has a series of warning horns in place that will be sounded if danger of a lightning strike is probable. A 15-second air horn blast will signal a lightning warning.

If you are outdoors, seek shelter inside a building or vehicle immediately if possible. Remain in shelter until the lightning hazard level is deemed safe. The all clear signal will be 3 short 5-second blasts of an air horn. For additional information on Severe Weather <http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/campusSafety/severeWeather.aspx>

# University Police Department

## Vehicle Registration

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

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

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

A. *Registration fees:* An annual fee of \$40.00 is charged for each motor vehicle registration.

A fee of \$32.00 is charged for each motor vehicle registration for the Spring and Summer semesters.

A fee of \$24.00 is charged for each motor vehicle registration for the Summer semester only.

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

B. *Penalties for traffic violations*

**First through Fourth offense:** Fee depending on violation.

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

C. *Failure to clear violations*

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

D. *Towing of vehicles*

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

### **Ticket Appeals**

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

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

### **Emergency Messages**

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

# Rights

## General Student Records Family Educational Rights & Privacy Act of 1974

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

- Contain information directly related to a student and
  - Are maintained by an educational agency or institution.
- I. Type of content record
    - A. Academic: grades, classification, academic standing, application for admission, admission scores;
    - B. Financial: amount of financial assistance given by the University and type of assistance;
    - C. Disciplinary: nature of offense and type of University action;
    - D. Placement: academic record and documents of recommendation;
    - E. Health: medical history to include all treatment by University physicians;
    - F. Counseling: case notes, assessments
  - II. Specific information may be obtained by consulting the administrative officials listed below:
    - A. Academic Records—Registrar
    - B. Financial Records—Director of Financial Aid—University Business Manager
    - C. Disciplinary Records—Dean of Campus Life
    - D. Placement Records—Director of Career Services
    - E. Health Records—Director of Health Services
    - F. Counseling Records—Director of Counseling Center
  - III. Students access to records
    - A. Students have these rights concerning records that are directly related to them:
      1. The right to be provided a list of the types of educational records maintained by the institution;
      2. The right to inspect and review the content of these records, excluding exceptions listed below;
      3. The right to obtain copies of these records at personal expense and at institutional actual cost, excluding exceptions listed below;
      4. The right to explanations and interpretations of the records;
      5. The right to a hearing to challenge the contents of their records.
    - B. Students **do not** have the right of access to these records:
      1. Financial records of parents;
      2. Confidential letters and statements placed in education records prior to January 1, 1975, provided

such records relate specifically to their intended purpose;

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

Texas A&M University-Commerce may destroy obsolete records provided the right to access has been followed as outlined in Section III.
  - V. Procedure for challenging the content of student records: Attempts to settle disputed contents of records will initially be made by informal proceedings. If informal proceedings fail, either party may request a formal hearing following these procedures:
    - A. A request for a hearing will be made to the custodian of the records of the University who will set the date for the hearing within 10 days after receiving the request;
    - B. The custodian of the records shall name the University representative who does not have a direct interest in the outcome of the case;
    - C. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised;
    - D. The decision shall be rendered in writing by the presiding official within 14 days after the hearing is concluded.
  - VI. Directory Information

In compliance with Section 438 of the General Education Provisions Act (Title IV of Public Law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students, effective November 19, 1974, Texas A&M University-Commerce gives notice that the following directory information will be released upon request: a student's name, address (permanent or local), telephone listing, date and place of birth, major field of study, minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Registrar's

Office, One Stop Shop, in writing, that he or she does not wish to have such information released. The request will be honored, and all or any portion of the information which the student requests to be withheld will be held confidential by the Registrar's Office.

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

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

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

Any questions concerning this procedure may be directed to:

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

### Grievance Procedure for Students

Any student who encounters problems in his/her relationship with the University is encouraged to resolve those problems with the appropriate members of that department, college, or

division. The student may consult with the Dean of Campus Life or in an attempt to solve the problems or for referral to other individuals within the University who may assist the student. For additional information on resolving concerns, problems, or conflicts with regards to University policies, procedures, and decisions please visit <http://web.tamuc.edu/studentLife/campusServices/judicialAffairs/studentConcerns.aspx>.

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

### Title IX Regulations Student Disciplinary Procedures University Disciplinary Appeals

Assistant Vice President/Dean of Campus Life and Student Development  
Student Services Building Room 200  
(903) 886-5153

### Disability Accommodation (ADA)

Rebecca Tuerk, Director  
Disability Resources and Services  
Library Room 130  
(903) 886-5150

### Sexual Harassment Discrimination

Michele Vieira, Title IX Coordinator  
McDowell Administration 215  
(903) 886-5028

### Financial Aid

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

### Academic Affairs Undergraduate Student Suspension Appeal Committee

Refer to Procedure

### Academic Suspension and Blocks

College Dean

### Grade Dispute Scholastic Dishonesty

Unexcused Absences  
Course Instructor

### Unexcused Absences

College Dean

### Parking Citations/Traffic Violations

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

# Index

Academic Affairs, Student Suspension Appeal .....	33	Honors College .....	22
Academic Probation/Suspension Procedure.....	33	Identification Card.....	26
Academic Success Center .....	14	Insurance, Student .....	31
Activities, Student .....	9, 10	International Student Office .....	28
Adding Courses .....	35	IT Support Service.....	28
Admissions (Transfer) .....	21	Leadership Engagement and Development.....	18
Admissions (Undergraduate).....	21	Legal Advisor.....	29
Alcohol Procedure.....	45	Library, James G. Gee.....	29
Appeals (Tickets-UPD) .....	53	Lightning Procedure.....	46
Athletics .....	12,13	Loans .....	21
Attendance .....	35	Mathematics Skills Center .....	29
Bookstore, University.....	31	Missing Student.....	50
Calendar, University .....	8	Mission .....	1
Campus Dining Services.....	26	New Student Orientation.....	22
Campus Leaders.....	6,7	PAWS (Pride Alerty Warning Systems) .....	52
Campus Recreation Center (Jerry D. Morris) .....	19	Peer to Peer File Sharing/Copyright Statement.....	49
Career Development .....	14	Planetarium .....	30
Children’s Learning Center .....	17	Police Department, University.....	32
Civil Rights Compliance.....	51	President of Student Government Association’s Letter.....	3
Community Counseling Center .....	26	President’s Letter .....	2
Community Information .....	11	Project Respect.....	30
Complaint Resolution Matrix .....	52-57	Refunds .....	37
Conduct, Code of Student .....	39-45	Refunds, Dropped Courses .....	36
Copy and Postal Services.....	30	Residential Living and Learning.....	19
Counseling Center.....	17	Rights .....	60, 61
Dangerous or Disruptive Behavior .....	46	Rayburn Student Center (RSC) .....	20
Dean’s List (President’s Honor Roll).....	37	Safe Spaces Ally Program.....	31
Disability Resources and Services .....	14	Scheduling (Buildings).....	11
Dropping Courses .....	35	Scholarships.....	21
Drug Procedure .....	46	Severe Weather, Class Attendance.....	52
Emergency Messages (UPD) .....	53	Sexual Assault /Sex Offense Policy Statement.....	50
Employment.....	26	Solicitation .....	58
Enrollment Management and Retention .....	21	Student Accounts.....	31
Faculty Center for Teaching with Technology.....	26	Student Government Association (SGA) .....	10
Fraternity & Sorority Life .....	8, 19	Student Insurance .....	31
Financial Aid.....	21	Student Organizations .....	9-10
Firearms Rule.....	46	Success Coaches .....	15
Fire Safety .....	46	Tornado Emergency Procedure .....	52
Good Standing.....	33	TRIO Program .....	15
Grade Point Average (GPA).....	37	Tuition Payment & Plan Information .....	38
Grading System.....	36	Vehicle Registration .....	57
Grievance Procedure for Students .....	55	Veterans & Military Services .....	15
Hate Crimes.....	46	Vision.....	1
Hazing Code .....	46	Weather Related Closing .....	58
Health Center, Student .....	20	Withdrawal.....	38
History .....	1	Writing Center .....	32