Student Handbook of Austin College

AUSTIN COLLEGE

Mission

An Austin College education emphasizes academic excellence, intellectual and personal integrity, and participation in community life. Austin College is a private, residential, co-educational college dedicated to educating undergraduate students in the liberal arts and sciences, with selected professional and pre-professional programs. Founded by the Presbyterian Church in 1849, Austin College continues its relationship with the church. It is committed to a heritage that values personal growth, justice, community, and service. An Austin College education emphasizes academic excellence, intellectual and personal integrity, and participation in community life. Thus, Austin College affirms the importance of:

A community that through its size, diversity, and programs fosters lively intellectual and social interaction among persons of different origins, experiences, beliefs, accomplishments, and goals.

A program that does not discriminate with regard to religion or creed, gender, gender identity, sexual orientation, national or ethnic origin, physical disability, age, or economic status.

A faculty that acknowledges teaching, sustained by an active commitment to professional growth and development, as its primary responsibility.

A student body of committed learners, actively involved in the programs of the college and in service to the greater community.

A climate of civility and respect that encourages free inquiry and the open expression of ideas.

A non-sectarian education that fosters the exploration and development of values through an awareness of the world's religious, philosophical, and cultural traditions.

The Environment

This handbook serves as a guide to the rules, policies, and services of Austin College; therefore, the College reserves the right at any time during the year to amend, modify, or change regulations, policies, and financial charges stated in this handbook. The College will attempt to notify students, in a timely manner, of any changes in policies and regulations.

If you have any feedback or questions, contact the Student Life Office at (903) 813-2306.

Notice of Non-Discrimination

Austin College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs, and related activities. Austin College is committed to providing individuals with disabilities equal access to the process outlined in this policy.

Welcome to Austin College

Welcome to this living and learning community known as Austin College! The strength of any community lies in its membership being fully informed about common expectations of the members as well as their full engagement in the various opportunities for involvement in the community. This student handbook, The Environment, is intended to serve as your resource about various College policies, procedures and activities. I encourage you to take some time to become familiar with this information.

If you have any questions or need further assistance after reading this handbook or after experiencing various situations on campus, please feel free to call on me or others for help. Your engagement in this community is necessary if we are to function as an effective learning environment. Therefore, I encourage you to get involved in whatever way is most comfortable for you.

Best wishes for a positive, productive year to all

members of our community. Sincerely,

Michael Deen (He, Him, His)

Associate Vice President of Student Affairs & Dean of Students

Table of Contents

Mission 2

The Environment 2

Notice of Non-Discrimination 2

Welcome to Austin College 3

Environment Codes for Violations 8

Student Affairs & Support Services 10
Vice President for Student Affairs 10
Center for Student Success and Access Services 10
Transfer & International Student Support 11
Disability Compliance 11
Policy Regarding Use of Animals for Accommodation 11
Service Dog Definition 12
Emotional Support Animal Definition 12
Calendaring Events & Reserving 12
Campus Police & Public Safety 13
Lost and Found 13
Vehicle & Bicycle Registration 13
On-Campus Police Escort 14
Blue Light Emergency Phones 14
Counseling Services 15
Center for Career & Professional Development 15
Handshake and PathwayU 16
Dining Services 16
Pouch Club 18
Hopper Store and Kangaroo Coffee Co 18
Educational Advising 19
Health Science Advising 19
Health Services 19
Health Form Policy 19
Religious Life 20
Intercollegiate Athletics 20

Student Life 22
Student Life Office 22
Policies & Procedures 24
Emergency Contacts and AC Alert Contacts 34

Campus Activities and Organizations 35
Art 35
Music 35
Bulletin Boards 35
Distribution of Campus-wide Email 36
Campus Activities Board 36
Chartered Organizations 37
Social Fraternities & Sororities 37
Student Activity Fee 38
Student Assembly 39
Student Publications 39
Vending Machines 39
Wright Campus Center 39
Business Office 40
Student Emergency Loans 40

College Services 41
Online Payments 41
Check Cashing 41
Campus Bookstore 41
Mailing & Printing Services 42
Campus Post Office 42
Mailboxes 42
Incoming Packages 43
On-Campus Communication 44
Financial Aid Office 44
Physical Plant Services 44
Lake Campus 44
Lake Campus Manager 45
Guidelines for Use 45
Reservations 45
Information Technology 47

Academic Support Services 50
Abell Library Center 50
Academic Policies & Procedures 50
Grade Grievance Process 55
Mentors 56
Withdrawing from Austin College 56
Registrar 56
Self-Service 57
Study Abroad 57

Academic Departments 58

Student Conduct 60
Statement of Principles 60
Community Commitments & Principles 60

Academic Integrity Policy *(Approved: 2/10/1989)*..... 62
Learning Environment Policy....69
Non-Academic Code of Student Conduct....69
Appeal Procedures....77
Sanctions....78
Regulations for Student Conduct....79
Campus Police Traffic Violation Regulations....83
Alcohol Policy....84
Austin College's Call for Help Program (Amnesty Policy)....92
Austin College Student Expressive Conduct Policy....93
Involuntary Administrative Withdrawal Policy....100
Organizational Standards & Philosophy Statement....100
Hazing Information....102
Personal Hazing Offense....103

JP8 - Policy on Discrimination, Harassment, and Retaliation..... 105

Austin College Sexual Misconduct and Discrimination Policy..... 114
1.0 INTRODUCTION....113
0.2 Notice of Non-Discrimination....114
0.3 Title IX (Federal) and Non-Title IX (Texas) Compliance....115
0.4 Record Keeping....116
0.5 Mandatory Training....116
0.6 Requesting an Accommodation....117
0.7 Reasonably Prompt Time Frames....117
0.8 Requesting an Extension of Time....117

1.1 SEXUAL MISCONDUCT POLICY..... 118
1.11 Scope of Title IX Policy....118
1.12 Scope of Non-Title IX Policy....118
1.13 Grievance Procedures....118

1.2 PROHIBITED MISCONDUCT DEFINED..... 119

TITLE IX SEXUAL MISCONDUCT POLICY VIOLATION..... 121
1.21 Title IX Sexual Misconduct Policy Violations....121

NON-TITLE IX SEXUAL MISCONDUCT POLICY VIOLATIONS..... 123
1.22 Non-Title IX Sexual Harassment....123
1.23 Retaliation....123
1.24 Sexual Exploitation....124
1.25 Intentional Presentation of False Information....124
1.26 Violation of Supportive Measures....124
1.27 Employee Failure to Report or False Report....124
1.28 Interference with Processes under this Policy....125
1.29 Employee – Student Relationships....125

1.3 PROCESS DEFINITIONS AND PROVISIONS 126
1.31 Academic Freedom 126
1.32 Administrative Leave 126
1.33 Confidentiality 126
1.34 Consent 126
1.35 Emergency Removal 127
1.36 Parental Notification 127
1.37 Process Participants 128
1.38 Relevant Evidence 131
1.39 Student Amnesty 131

1.4 REPORTING SEXUAL MISCONDUCT 131
1.41 Student and Alumni / Third-Party Reports 133
1.42 Employee Reports (All Faculty and Staff) 133
1.43 Timing of Reports 134
1.44 Reporting Sexual Abuse Regarding Minors 135

1.5 SUPPORTIVE MEASURES 135

1.6 FORMAL COMPLAINT 135
1.61 Notice of Allegations 136
1.62 Mandatory/Discretionary Dismissal and Consolidation of Formal Complaints 137
1.63 Timing of Formal Complaints 140
1.64 Title IX Coordinator Signs the Formal Complaint 140
1.65 “Participating in or Attempting to Participate in” Defined 140

1.7 INFORMAL RESOLUTION PROCESS 140
1.71 Administrative Agreement 141
1.72 Disciplinary Sanctions and Remedies 142

1.8 FORMAL RESOLUTION PROCESS 142
1.8(a) Title IX Formal Resolution Process 143
1.8(b) Non-Title IX Formal Resolution Process 143
1.81 Investigation of Title IX and Non-Title IX Formal Complaints 144
1.82 Live Hearing (Title IX Sexual Harassment Only) 147
1.83 Determination Regarding Responsibility 149

1.9 APPEALS 151
1.91 Grounds for Appeal 151
1.92 Appeal Process 152

Emergency Contact Information 154
Dial 911 for emergency assistance requiring immediate attention from an ambulance or the police. For less pressing situations, contact one of the following: 154

Environment Codes for Violations

A. Personal Identification and Representation

CODE	POLICY	DESCRIPTOR
A1	Representing Oneself as Another	
A2	Representing College or Group without Authorization	
A3	Tampering with or Falsifying College Documents	
A4	Unauthorized Access to College Documents	
A5	Misrepresentation to College	
A6	Refusal to Identify Oneself	
A7	Misuse of College Identification Card	
A8	Damage to the Reputation of College	

B. Civil, Safety, and Environmental Health

CODE	POLICY	DESCRIPTOR
B1	Sexual Harassment	
B2	Alcohol	A: Under 21
B2	Alcohol	B: Open Container
B2	Alcohol	C: Mass Quantities
B2	Alcohol	D: Drinking Games
B2	Alcohol	E: Public Intoxication
B2	Alcohol	F: Lake Campus
B2	Alcohol	G: Excess Containers
B2	Alcohol	H: Individual and Group
B2	Alcohol	I: Fire Code Occupancy
B3	Membership and Initiation Policy	
B4	Harassment	A: Physical Attack, Physical Interference
B4	Harassment	B: Conduct less than physical
B4	Harassment	C: Discrimination
B5	Indecent Exposure	
B6	Controlled Substance	A: First Offense
B6	Controlled Substance	B: Second Offense
B6	Controlled Substance	C: First Offense - Marijuana
B7	Public Disturbance	
B8	Failure to Cooperate and Comply with College Official	
B9	Retaliation against an individual who brings a complaint	
B10	Failure to cooperate in an investigation or impeding investigation	
B11	Dangerous Weapons	
B12	False Reports	
B13	Fire Hazard	Candles, Incense
B13	Fire Hazard	Electrical appliance
B13	Fire Hazard	Halogen lamp
B13	Fire Hazard	Misuse of Fire Communication

B13	Fire Hazard	Smoking in College Facility
B13	Fire Hazard	Flammable or Hazardous Substance
B14	Failure to Evacuate	
B15	Shoplifting	
B16	Motor Vehicles	
B17	Food fights, water fights	Wrestling, Horseplay, Sports, Food, Water
B18	Failure to comply with Sanctions	
B19	Gambling	
B20	Public showing of X-rated obscene materials	
B21	Failure to comply with guidelines related to COVID-19	

C. Care of Property

CODE	POLICY	DESCRIPTOR
C1	Unauthorized taking or use of another's property	
C2	Failure to report Accidental Damage or Removal of Property	
C3	Unauthorized presence or use of College property	

D. Other Regulations

CODE	POLICY	DESCRIPTOR
D	Residence Life Regulations	
D	Campus Police Regulations	
D	Dining Services Regulations	
D	Information Technology Regulations	
D	Library Regulations	
D	Recreational Sports/Athletics Facility Regulations	
D	Study Abroad Regulations	

E. Financial & Business Relationships

CODE	POLICY	DESCRIPTOR
E1	Collection of Debts	
E2	Removal or Damage of College Property	
E3	Motor Vehicles Registration	
E4	Unauthorized Representation of College by Group	

Student Affairs & Support Services

Vice President for Student Affairs

WCC 251, (903) 813-2228

The Vice President for Student Affairs is the executive responsible for the staff, programs, and services associated with the following areas. If other services need to be addressed, members of the staff welcome the opportunity to provide such services.

- Campus Police & Public Safety
- Counseling Services
- Dining Services
- Orientation
- Religious Life (Chapel Programs and Church Relations)
- Volunteerism & Community Service
- Student Life
- Discipline & Judicial Affairs
- Greek Life
- Health Services
- Community Engagement
- Residence Life
- Student Activities and Organizations
- Summer Conferences

Center for Student Success and Access Services

WCC 211, (903) 813-2454

The Center for Student Success and Access Services (CSSAS) programs are designed to help all students develop skills that could maximize their academic potential.

The Center provides individual assistance in academic coaching, study skills, and organization. Content-specific tutoring is available in many areas, including biology, chemistry, math, and foreign language. CSSAS sponsors workshops that offer assistance on such topics as organization, notetaking strategies and self-advocacy to help students develop the skills and study habits they need to be successful at Austin College.

The Center also provides support and a variety of services that eliminate barriers and offer equal access for students with documented disabilities, including temporary disabilities. Access Services ensures students with disabilities have equal access to their academic experiences at Austin College by determining eligibility and approving reasonable accommodations.

All students, regardless of their year in school or their level of accomplishment, are invited to seek support from the services provided by the Center for Student Success and Access Services.

Transfer & International Student Support

WCC 211, (903) 813-2454

The Office of International Programs supports international students through orientation and year-long programming, and the Student Success Specialist and Coordinator of Transfer & Commuter Services supports the academic interests of transfer students transitioning to Austin College by offering meaningful activities designed to connect students to campus resources and assist them with strategies that encourage persistence. The CSSAS facilitates orientation and other programming efforts for transfer students.

Disability Compliance

WCC 211, (903) 813-2454

The Title IX Coordinator and Compliance Officer is the Section 504 and Americans with Disabilities Compliance Act (ADA) Coordinator. For more information regarding Federal ADA compliance, contact the Title IX Coordinator. The Executive Director of Student Accessibility Success Services provides regular ongoing disability services. To utilize disability services, students must make specific accommodation requests at the beginning of each semester and submit appropriate documentation in support of each request. To obtain a copy of the documentation guidelines for students with disabilities, contact the Executive Director of Student Accessibility Success Services and Transitions or download a copy from the CSSAS webpage at https://www.austincollege.edu/academics/student-success/access.

All services of the center are free. For more information, call or stop by CSSAS.

Policy Regarding Use of Animals for Accommodation

It is the policy of Austin College to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation of an assistance animal, including an emotional support animal, in housing when its use is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and/or the common areas of a dwelling. With respect to a request for an assistance or emotional support animal, Austin College will determine, on a case-by-case basis, whether such an animal is a reasonable accommodation on campus.

Prior to an animal being permitted on campus in a residential facility, the College must give approval. For a complete explanation of this process, please visit the https://www.austincollege.edu/academics/student-success/access page on the Austin College website.

Service Dog

Definition
A “service dog” is any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Service dogs are trained to do specific tasks or “work” for the benefit of the person with a disability. This work or task the dog performs must be directly related to the handler’s disability.

Service dogs are working animals, not pets. Examples of service dogs include, but are not limited to, guide dogs, hearing dogs, and seizure response dogs. A service dog accompanies a person with a disability at all times, unlike a therapy/emotional support animal (ESA). A service dog is an animal with a good temperament and disposition, has reliable, predictable behavior, and is selected and trained to accompany people with disabilities.

Emotional Support Animal

Definition
An emotional support animal (ESA) is an animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional. An ESA does not assist a person with a disability with activities of daily living, is not required to be trained to perform work or tasks, and does not accompany a person with a disability at all times. ESAs can be species other than dogs. The role of an ESA is to live with a student and alleviate the symptoms of an individual’s disability to provide equal opportunities to use and enjoy College housing. An emotional support animal is not considered a service dog under this policy or applicable law.

Calendaring Events & Reserving Facilities

WCC 148, (903) 813-2293

Members or organizations of the Austin College community who wish to place an event on the College’s calendar or reserve a campus room must submit a request through the College's online reservation system. Requests should be submitted at least two weeks before the event. Requests will be granted at the discretion of the College. If your request is approved, you will receive an email confirmation.

Priority is given to Academic Events and College Signature Events. Requests are granted on a first come, first served basis. Staff members outside their normal services make no charge to College organizations unless the request includes food service, table linens, or other set-up needs that require work.

Event shall mean any type of function or activity for which a facility may be occupied. Events include, but are not limited to: get togethers, meetings, conferences, study groups, rehearsals, practices, receptions, catered meals, screenings, ceremonies, performances, athletic games, and lectures. Credit and non-credit academic classes are not “Events.”

An off-campus event is an event that occurs in a non-Austin College owned or leased space, including a restaurant, event facility, or private residence.

Please see the outreach page on the Student Portal for instructions and other helpful information: https://myac.austincollege.edu/student-life/outreach/

Campus Police & Public Safety

Jackson Technology Center, (903) 813-2555

The purpose of Campus Police is to promote an environment of safety and security for the educational process at Austin College. Campus Police are charged with the responsibility of protecting life and property and preserving peace within the Austin College community. The officers of this department enforce all rules and regulations of the College as well as local, state, and federal laws. They are commissioned Texas peace officers under the supervision of the Chief of Campus Police and serve as liaisons between local, state and federal law enforcement agencies.

Duties include the patrol/prevention of crime, on-campus escorts, vehicle/bicycle registration, the payment of parking violations, etc.

Campus Police can be reached from off campus at (903) 813-2555.

Lost and Found

Jackson Technology Center, (903) 813-2555

The Campus Police office serves as the campus lost and found center. All types of items are turned in throughout the school year, so be sure to check here first when something is lost. If an item is found with your name on it, we will notify you as soon as it comes in.

Vehicle & Bicycle Registration

Jackson Technology Center, (903) 813-2555

The officers of the Campus Police Department enforce parking Rules and Regulations 24 hours per day. This is a summary of some of the key regulations affecting all students. A copy of the complete parking rules and regulations is available at the Campus Police office:

- Every vehicle must display a valid decal in the lower passenger side corner of the front windshield to be properly registered.
- Vehicle Registration is free. However, if a citation is issued indicating the vehicle is not registered, there will be a $75 fine for not being registered with Campus Police.
- When utilizing campus parking, vehicles may only be parked in a single marked parking space. Vehicles may not be parked in spaces designated for any special use, unless authorized for that purpose. A vehicle should never be parked in such a way as to create a hazard for others. Lack of parking space within close vicinity of one's destination does not justify violation of any parking regulation.
- Do not ignore AC parking citations. Failure to respond within the designated time will result in parking fines being doubled. Each unpaid citation will be charged to your account, even if your vehicle is not registered. Charges billed to a student's account for unpaid traffic violations exceeding $400 will result in disciplinary action.

- Upon issuance of your fifth citation, your parking and campus driving privileges will be suspended, even if all your citations have been paid or have been changed to warnings.
- If you lock your keys in your vehicle, have a dead battery, or your vehicle becomes disabled, contact Campus Police for assistance.
- Scooters and motorcycles are subject to the same rules on campus as other motor vehicles and must be registered with Campus Police.
- All appeals on parking citations and/or suspensions will be heard by the Peer Judicial Board.
- Students are urged to register their bicycles with Campus Police at no cost. Bicycle Rules and Regulations will be given upon request or at the time of the registration of the bicycle.

On-Campus Police Escort

Jackson Technology Center, (903) 813-2555

During the nighttime hours, Campus Police provides escort service across campus, should you find yourself in a situation or where you do not feel comfortable walking alone.

Blue Light Emergency Phones

Jackson Technology Center, (903) 813-2555

There are blue light emergency phones located strategically around campus for use in any emergency. While all Emergency Phones have one button operation to call directly to Campus Police, some have key pads and serve as courtesy phones with the capability to dial other campus extensions as well.

To operate the Emergency Phones:

- Open the door if so equipped. The blue beacon will start flashing once the door is open.
- Press the red button or touch sensor. This causes the phone to ring the Campus Police office and identifies the caller's location. On models that do not have doors, this also activates the blue flashing beacon.
- Talk into the microphone when the call is answered.
- An Officer will respond to the location even if conversation is not possible.
- If cut off, press the red button again and continue the conversation. The phones are set to allow short emergency conversations and shut off after about one minute.

Locations of Blue Light Emergency Phones:

- Between Clyce Hall and Wynne Chapel, near Zauk Circle
- Northeast of Caruth Hall
- Between Ida Green and Mason Athletic Recreational Complex
- Apple Stadium/Track area near the turnstile
- West of Abell Library near the Abell Parking Lot
- Between Craig Hall and The IDEA Center
- South of Dean Hall
- Jackson Center on the Campus Police Office exterior wall
- Williams Intramural Complex by the Basketball Courts

- Bryan Apartments between the A & B Buildings
- Johnson “Roo” Suites Parking Lot
- The Flats at Brockett
- Temple Center between the building and Temple Parking Lot
- Bledsoe Parking Lot
- Luckett Parking Lot
- Elizabeth Russell Tennis Center South Wall
- Forster Art Walkway
- North Flats by Pavilion
- Hass Village on Grand parking lot

Locations of Outside Courtesy Phones without Blue Light Phone capability:

- Jordan Language House on wall at South and Northeast Entrances
- North of Baker Hall
- West of Clyce Hall
- Apple Stadium Concession Stand Exterior Wall

Counseling Services

Adams Center, (903) 813-2247

Counseling services are available to all enrolled students who encounter issues challenging their academic performance or personal adjustment. Short-term counseling approaches are utilized and students may be referred to community resources, should medication consultation be indicated or when issues require treatment approaches beyond those offered by the Counseling Staff. Counseling is provided by appointment and at no fee to students.

Programs designed to increase campus awareness of common mental health issues are offered each year. Self-help materials are available at Adams Center and on the counseling services website.

Center for Career & Professional Development

WCC 263, (903) 813-2074

- **Assess**: Discover your strengths, interests, and values using the frame work and tools provided by the Center.
- **Explore**: Learn about rewarding careers and graduate studies through guided exploration, reflection, and networking.
- **Apply**: Gain real-world experience through research, volunteer opportunities, internships, and other Applied Learning Experiences.
- **Implement**: Take the next step with confidence toward a career or graduate school knowing that the Center will be here to support you.

The Center for Career and Professional Development is dedicated to providing assistance to Austin College students in developing, assessing, and achieving their post-graduate career and/or educational goals by providing:

- Individualized career planning assistance;

- Job, internship and graduate/professional school search and application assistance;
- Group workshops focused on selected career and educational topics;
- Alumni Consultations and Networking through Handshake and our Alumni LinkedIn.com group;
- Administration of Austin College-sponsored Applied Learning opportunities;
- And by coordinating and hosting annual on-campus recruiting events, along with many year-round individual campus visits and on-campus interviews by a variety of schools, employers and other organizations.

The Career Center also holds a Graduate/Professional School Day, a Non-Profit/Volunteer and Internship Fair, and a Career and Internship Fair in the fall semester. During the spring semester, a Career Fair and Etiquette Dinner are held. The Mock Interview Day is offered in both the fall and spring semesters. These 15-minute interviews between a student and two professionals are to assess the student's preparedness for their career search and provide personal professional connections.

Experiential Learning opportunities available through the career center are the Career Study Off Campus (CSOC) program and the Economic Mobility Fellowship program. The center also assists students with learning about other Austin College-related internships and research opportunities

Handshake and PathwayU

Handshake is the Career Center's online job posting and career management system. Students and alumni may browse and apply for employment and internship opportunities and stay informed about career workshops and events. Handshake provides a platform for Alumni and other professionals to provide career consultations, resume critiques, and mock interviews for our current students and other alumni.

PathwayU is an on-line assessment program offered 24/7 designed to help students develop a deeper meaning and purpose during their academic careers and beyond. The Career Center and online web-based resources offer a variety of information including graduate and professional school guides, career development literature, and job search materials.

Dining Services

WCC 117, (903) 813-2366

Austin College Dining Services provides a wide variety of food choices to meet the needs of today's active college student. Our residential menu creates a dynamic and engaging dining experience for the entire Austin College community because it incorporates a balanced and flexible approach, contemporary flavor profiles, global and regional cuisine, seasonality, and health and wellness components.

The Dining Room offers a take-out program that allows the customer to purchase a reusable green to-go container for $5. Customers can purchase this container at the dining room entrance. No other outside containers will be allowed in the Dining Room.

The Dining Room is a limited access area. Only students on board contracts or who have paid for their meals are allowed in the facility. You must present your Austin College ID to the cashier to enter the Dining Room. ID cards are non-transferable.

Dining Hall Hours of Operation
Monday-Friday.....7:00 am - 8:00 pm
Saturday & Sunday.....9:00 am - 8:00 pm

Meal Plan Options
Meal plans are contracted through the Student Life Office (903) 813- 2306. Any change to the selected meal contract must be made on or before the Friday prior the 12th class day. As part of the on-campus experience, all resident students are required to have a dining plan membership. There are three options available depending upon your student classification.

- **All-Access 7 Day**: Required for first year resident students. This membership will allow unlimited dining access every day. This plan will also include 75 Hopper Dollars per semester.

- **All-Access 7 Day VIP**: available to all students. This membership will allow unlimited dining access every day. This plan will also include 150 Hopper Dollars per semester.

- **Weekly 14 Meal Plan**: Minimum plan for all sophomore students and all residents of Roo Suites. This membership allows 14 meals per week including the weekend. This plan will also include 100 Hopper Dollars per semester.

- **Block 15**: This plan will allow 15 entries into the Dining Hall at any time during operating hours. This plan does not come with Hopper Dollars.

- **Block 75**: This plan will allow 75 entries into the Dining Hall at any time during operating hours. This plan comes with 75 Hopper Dollars.

- **Block 50**: This plan will allow for 50 entries into the Dining Hall at any time during operating hours. This plan comes with 100 Hopper Dollars. All commuters who have not completed six academic semesters at Austin College are required to be on a minimum 50 Block Meal Plan per academic year.

All block meal plans are non-refundable once purchased from the College.

Meal plan charges will be added to your student account prior to the beginning of the academic year.

Hopper Dollars
Students participating in the meal program will have Hopper Dollar accounts that may be used for purchases in the Kangaroo Coffee Co./Hopper Store, Pouch Club, and Dining Hall. Hopper Dollars may not be used to purchase beer or wine in the Pouch Club. Hopper Dollars are credited to the student's meal plan on the first class day of the semester. Any Hopper Dollars remaining from the fall semester are automatically credited to the spring semester of the same academic school year. Unused Hopper Dollars do not transfer from one academic year to another.

Additional Hopper Dollars may be purchased at any time in the Food Services Office, WCC 117, or online at https://austincollege.mydininghub.com.

Pouch Club

WCC 171, (903) 813-2554

The Pouch Club is a private club for students, faculty, and staff of the College that provides entertainment and space to relax and enjoy the company of friends. The Campus Activities Board and student organizations sponsor activities and events in the Pouch Club over the course of the year. The Pouch Club also provides some opportunities for student employment.

All members and their guests are expected to know the rules of The Pouch Club, Inc. Members receive a set of rules when they join and may obtain additional copies upon request. The Pouch Club conforms to all rules and regulations required for licensing of private clubs in the state of Texas. Because of the minimum drinking age of 21 and increasing liability for private clubs, the following clarifications have been made:

A. Any community member (faculty, staff, or student) who is of legal drinking age and desires to drink in the Pouch Club must purchase a membership. Members of the College community cannot be guests of Pouch Club members.
B. Non-community members of legal drinking age can be guests of members of the Club. Members are responsible for adhering to all Pouch Club rules and are held responsible at all times for the behavior of their guests.
C. All members and guests must show a valid Texas driver's license or Texas State ID proving age. Management reserves the right to accept or deny any out-of-state ID. Members and guests will be provided a wristband that must be worn at all times while consuming alcohol in the Pouch Club.
D. Pitchers of beer or carafes of wine will not be served. Only one drink per member or guest will be served at a time.

For sanctions regarding the violation of Pouch Club rules, please check the Alcohol Policy in this handbook.

Pouch Club Hours of Operation
Monday – Thursday .....11:00 am - 11:00 pm
Friday.....11:00 am - 10:00 pm
Saturday .....4:30 pm - 10:00 pm
Sunday .....4:30 pm - 11:00 pm

Hopper Store and Kangaroo Coffee Co.

WCC 176, (903) 813-2310

The Kangaroo Coffee Co./Hopper Store proudly serves Starbuck's coffee, espresso drinks, Frappuccino's, and fresh baked breakfast pastries. It is also a quick stop convenience store, carrying all of your favorite packaged snacks, beverages, candy, and personal items.

Kangaroo Coffee Co. & Hopper Store Hours of Operation
Monday-Friday.....8:00 am - 6:00 pm
Saturday & Sunday.....10:00 am - 5:00 pm

Educational Advising

WCC 263, (903) 813-2818

Educational advisors serve students who may need support towards their pursuit of pre-professional disciplines including medicine and law. These advisors can serve as a back-up to your mentor, and are available to answer questions concerning such items as course selection, degree requirements, and major/minor declaration. They are also good resources and willing to discuss long- and short- term goals and objectives. Call the Executive Director of Student Success and Transitions for more information or a referral.

Health Science Advising

Idea Center 343, (903) 813-2064

The pre-health program provides advice and support for students considering a career in healthcare, beginning your first semester. The program focuses on providing students with a solid background in the sciences within the context of a liberal arts education. You can pursue any major while also completing the specific prerequisites for a particular professional program. You may obtain information about requirements for various healthcare programs and the standardized entrance exams used by different professional programs from Dr. Kelly Reed, Pre-Health Director, or Dr. Chris Goldsmith, Pre-Health Associate Director.

In addition to completing required courses and electives, you are encouraged to gain field experience through internships or volunteer work in a variety of healthcare environments. These experiences, which can be completed during Jan Term, summer, or regular semesters, will help you make a better-informed decision about a career in health care. As you begin preparing for a career in the health sciences, you are encouraged to talk with Dr. Reed or Dr. Goldsmith.

Health Services

Adams Center, (903) 813-2247

A Registered Nurse operates a clinic for immediate assistance in Adams Center. There is no charge to see the nurse, although in-office labs and tests will be billed to the student's account. A summary of pricing is posted in the clinic. Over-the-counter medications are dispensed as necessary.

Physician clinics are from 12-1p.m. several days during the month. A calendar of physician clinics is posted in the waiting room at Adams Center and on the Health Services' website. Appointments are required. The Office Coordinator will bill $25 to students for physician visits. Additional fees can vary for whether prescription medication is dispensed at a physician visit or if in-office tests are performed. Students must pay for any laboratory, x-rays, or other outpatient services ordered. Check the website or watch for email messages announcing when the clinics are scheduled.

Health Form Policy

Within 48 hours of a new student paying their deposit, students receive instructions via their Austin College email to log into the Student Health Portal where they will electronically complete the necessary health forms and upload required documentation prior to matriculation:

- Medical History Form, Mental Health History Form, Emergency Authorization Form and TB Questionnaire
- TB results if required (per your questionnaire results)
- Physical Exam signed by your physician
- Immunization Records

If records are incomplete prior to matriculation, a fine of $50 per week after the second week of classes each semester will be assessed until record is complete.

Note: Specific requirements for vaccinations as stated on Immunization Form (Texas State Law requires the meningitis vaccine for all students. Documentation of the meningitis immunization must be dated 10 days prior to the move in date or students will not be allowed to move into any campus residence hall or apartment, or participate in athletics). Requests for exception or waivers to these College requirements due to religious or other circumstances should be brought to Health Services.

Each student is required to have health insurance while at the College. Additionally, every student is required to enroll or waive the Student Healthcare Plan electronically at this website each year: https://www2.academichealthplans.com/school/2351.html

If a student does not waive the plan each year, they will be automatically enrolled and billed for the policy through the Business Office.

Religious Life

Wynne Chapel, (903) 813-2220

The Religious Life office offers and coordinates ministry to the College, church, and community through worship, study, service, and fellowship. The College Chaplain and seven Sallie Majors Religious Life Interns staff the Chapel. In addition to its support for Christian and non-Christian student religious groups, Religious Life also includes weekly Bible study, an ecumenical communion service every Sunday evening in the Sallie Majors Chapel, and interfaith dialogue programs. All facets of the Religious Life program rely heavily on student leadership. The Religious Life Office also sponsors lectures and convocations on campus.

Intercollegiate Athletics

Mason Complex 223, (903) 813-2499

Austin College affiliates nationally with the NCAA Division III and competes in the Southern Collegiate Athletic Conference (SCAC) in the following sports for men: baseball, softball, Men's and Women's basketball, soccer, swimming, and tennis.

Women's sports include: basketball, soccer, softball, swimming and diving, tennis, volleyball, and women's water polo.

The Austin College football team affiliates nationally with the NCAA Division III and competes in the American Southwest Conference. The Men and Women's water polo affiliates with the

NCAA Division III. Men's water polo competes the Mountain Pacific Sports Federation and the Women compete in the Collegiate Water Polo Association.

Austin College sponsors co-ed competitive cheer affiliated with the National Cheer Association.

Robert T. Mason Athletic & Recreational Facilities

The Mason Complex consists of Hughey Gym, Sid Richardson Center, Hannah Natatorium, Dickey Fitness Pavilion, and Russell Tennis Courts. These facilities are open to Austin College community members for recreation during posted hours. All users must sign-in at the designated control desk. Certain areas of the facilities will be unavailable during previously assigned use times such as intercollegiate contests, reserved activities, athletic practices, academic class needs, and intramural activities. Regular hours of operations will be on record in the Athletic Office, Student Life Office, and the office of Campus Police. Hours of operation are updated prior to each semester.

Athletic Facility Guest Policy

The Austin College Athletic Facility Guest Policy is in effect during all operational hours. Austin College community members using the recreation facilities should be prepared to show their College ID at any time.

An Austin College community member must have an activated Austin College ID card to use the Dickey Fitness Pavilion. In order for an ID card to be activated, the member must complete a Dickey Fitness Packet in the Athletic Office. There is a no guest policy for the Dickey Fitness Pavilion. Students, faculty and staff may not have guests in the DFP.

For more information about the use of the Mason Athletic and Recreational Facilities, please contact: Rodney Wecker, Assistant Athletics Director, at (903) 813- 2499 or rwecker@austincollege.edu.

Student Life

Student Life Office

WCC 201, (903) 813-2306

Student Life works to develop a community that promotes and supports learning and development. The Student Life staff is responsible for the residence life program, student government advising, campus activities, student organizations, fraternities and sororities, Dining Services, Leadership programs, disciplinary process, summer conference programming, and the supervision of many of the co-curricular activities on campus.

Getting Involved

Dr. Alexander Astin (1984) stated, “For student growth to take place, students need to actively engage in their environment.” This, and many other studies, show getting involved benefits a student by not only getting them connected, but also keeping them on track for graduation. This does not mean that you should join every club or participate in every activity, but you should seek a balance of curricular and co-curricular activities that feels right for you.

At Austin College, a student can get involved with over 70 student organizations. Attending the Opportunities Fairs held at the beginning of the Fall and Spring Semesters will help you to learn more about these great organizations. If you need additional information about getting involved, feel free to stop by the Student Life Office in WCC 201, the Service Station, or talk to the Director of Student Activities, your residence hall staff, mentor, or friends.

Philosophy of Residence Life

At Austin College, residence life is an important aspect of your total college experience. Our goal is to help you learn and grow both inside and outside the classroom. We strive to create a genuine community in our residence halls and apartments that will assist in making your time at Austin College rewarding and successful.

A thriving residential community gives you an opportunity to develop intellectually, socially, spiritually, and personally. The experiences you gain while living with your peers are a fundamental part of your education. We encourage you to make the most of your time as an Austin College resident. The following guidelines have been established to facilitate personal and intellectual growth among resident students at Austin College: Living on Campus 2024-2025 - Austin College

Residence Life Staff

Community Coordinators (CC) are professional, full-time, Student Life staff members who live on campus and have offices in our residential communities. They coordinate areas such as programming, hall council advising and staff supervision, as well as operational areas such as room assignments, maintenance and housekeeping. Each residential facility houses a staff of Resident Assistants (RA) or Resident Managers (RM), who are undergraduate paraprofessionals trained to assist students living on campus. Your RA/RM acts as an advisor,

listener, programmer, resource person, and representative of the College. RAs are experienced members of the Austin College community and can be valuable support people for you throughout the year. In Dean Hall, a veteran RA or other student leader is utilized in the position of Head Resident to help manage the facility under the guidance of a Community Coordinator.

Housing Agreement and Residency Requirements

- Students admitted as first-year matriculates, with a FYS year assignment, must live in on campus housing designated by Austin College for a minimum of six (6) fourteen (14) week semesters, including January Term, or the equivalent of three academic years.
- All students residing in on campus housing are expected to be enrolled for the full time equivalent of no less than three courses. Students residing in on campus in a residence hall, Jordan Family Language House, or the Roo Suites must subscribe to a meal plan membership as provided by the College. All entering new students (freshmen) will be assigned a 7-day meal plan. All sophomore students are required to be on a minimum 14 Weekly Plan.
- Exemption from the College residency requirement may be granted for those full time students who either are married or have legal custody of a child that lives with them. Such exemptions will be granted by the Associate Vice President of Student Affairs & Dean of Students upon receipt of related documentation and the completion of the Austin College Intent to Live Off Campus form.

Residence Hall Contract

In the interest of providing campus housing at the lowest possible rate, the College operates its residence halls on a contractual basis for the full academic year. Your contract is in effect from the date it is accepted by the College throughout the academic year in which you are enrolled as a full-time student. The conditions for cancellation or termination of the housing contract are stipulated on the contract.

Room Assignment Procedure

New Students, depending on enrollment status (i.e. first year students, transfer), are assigned to appropriate spaces within the residence halls. Assignments are prioritized according to the date(s) that all housing related information is received. New students are assigned roommates using the Myers-Briggs Type Indicator, lifestyle preferences, and other data when available. New students are not assigned to the Jordan Family Language House unless approved by the language faculty. Students with specific roommate requests should indicate them in writing to studentlife@austincollege.edu before June 1st.
Returning Students are given an opportunity to select a room for the following academic year during the posted room selection period.
Students living abroad during the year preceding their return to campus need to either provide their priority for room selection in writing to Student Life, or authorize a student to participate in the room selection process for them.

Liability

Although precautions are taken to maintain adequate security, the College does not assume any legal obligation for injury to persons, including death, or for the loss of or damage to items of personal property, which occurs in its buildings or on its grounds. Students are encouraged to

carry appropriate insurance to cover possible losses of personal property. The College is not liable for failure or interruption of utilities or malfunctioning of such systems.

Safety & Security Philosophy

The College is very concerned about the safety of all students, especially those living on campus. The College campus is not exempt from crime or criminal behavior. Thefts and other minor incidents have occurred in residence halls, apartments, and cottages. In most of these cases, the incidents occurred when students did not lock their doors or when doors were propped open. Resident students should take the same precautions on campus as they would living off campus. The College seeks to protect community members, but safety is also a student's responsibility. Therefore, if you live on campus, you are strongly encouraged to lock the door to your living unit at all times, especially in the evening hours or while sleeping. You should not prop open outside doors, as such action jeopardizes the security of the living unit. Any student found propping a door open may be referred for disciplinary action.

Access System

To provide a safer living environment, exterior doors to all residence halls will remain locked 24 hours a day. You may gain access to your residence hall using your ID card at any time. To release the lock, wave your ID card in front of the card reader. Non-hall residents may enter the hall as guests of a hall resident during visitation hours.

Additionally, non-hall students can apply for secondary access privileges with sponsorship of a resident and gain such privileges by the vote of the hall council.

The Student Life staff reserves the right to deny access to non-residents if circumstances exist which pose a threat of harm to residents.

Individuals may also be denied access for disciplinary reasons. The access system is intended to improve security for all residents of Austin College. College community members who tamper with this system, or otherwise compromise the safety of the residents, will be subject to disciplinary actions. Campus Police monitors the card access system and will respond if a door is propped open.

Once an ID card has been lost, stolen, or misplaced, report the missing card to Campus Police immediately. They will then remove the number from the access system. Campus Police can also issue a temporary access card for a limited time until your card is found or replaced.

Temporary cards are issued for a specific time, normally until 9 am the next business day. The temporary card does not serve as an ID, library card, or meal card. If the temporary card is lost, a replacement charge of $25 will be billed to the student's account. For a replacement card, go to Campus Police.

Policies & Procedures

Break Periods

Residence halls are closed at Austin College three times during the academic year: Thanksgiving, Winter, and Spring Breaks. Closing time for these periods begins two hours after the dismissal of classes or last final examination. Specific closing times are posted in the halls

before each break. Students with finals at any time of the last day of finals may request an extension for check-out until the next morning; no later than 10am. All extensions must be requested by the last official class day before finals week begins.

There is no access by students to any personal items left in the residence halls during closed periods. Therefore, be extremely careful to take everything that you need with you. During these break periods staff will complete health and safety checks in each student's room. If you have not checked-out of your hall with the appropriate staff by the designated closing time, you will be charged a $50 fine.

Consolidation
Occasionally, assigned roommates may choose not to attend Austin College or leave school after the semester begins. As a result, some residents may find themselves in a room without a roommate. At Austin College, our philosophy is that learning to live with others can be a valuable and enriching experience. Therefore, all freshmen are required to have a roommate. Students without roommates must find someone to move in with them or move into another room with a roommate, unless they have priority on the singles waiting list and wish to pay for a single room (see Single Rooms, pg. 24). If a student is unable to arrange to consolidate, the Community Coordinator will resolve any issues that impede the process at their discretion.

Cooking
Due to fire regulations and electrical limitations, you may not cook in individual rooms of the residence halls. Cooking should be limited to those areas within the residence halls designed for that purpose. You must clean utensils and dishes used in the cooking areas immediately after use. Each residence hall has a full-size kitchen with a stove, microwave, refrigerator, and sink for student use.

Electrical Appliances
Each electrical circuit in the residence halls provides power for several students' rooms. For this reason, you are encouraged to plug in no more than two appliances per outlet. More than two appliances may result in the circuit overloading and shorting. Many appliances use excessive electricity or, if used incorrectly, may present a fire hazard. For these reasons, the following appliances are not permitted in the residence halls: any appliance requiring 220 volts, hot plates, sandwich makers, indoor (i.e., "George Foreman") grills, ice makers, microwaves, portable heaters, air conditioners, any appliance with an exposed heating element, and/or any appliance/device determined to be the cause of a circuit overload.

Microwaves, Air Fryers, Rice Cookers, and Toaster Ovens are allowed in the Bryan Apartments, The Flats at Brockett Court, The North Flats, and The Village on Grand. Computers, televisions, stereos, popcorn poppers, refrigerators no larger than 4.4 cubic feet, clocks, hair dryers, and curling irons are permitted in all campus residences.

College Photography and Publicity Release
Austin College staff take photos and videos in public spaces on campus and at events hosted by the College, and resulting images and videos may be used by the College for marketing and publicity purposes. Examples include informal photography/videography, such as candid shots of campus scenes and activities, and more formal photo shoots, such as planned visits to classrooms, labs, etc. These images and videos may be added to the College website, published in College publications (including College social media accounts), and/or provided to outside organizations for the use of illustrating or promoting the College.

The College does not obtain release forms from individuals in these situations. Anyone who does not wish to be included in such photos should notify the photographer immediately and/or remove themselves from the photo group if possible. Other concerns should be directed to the Communications Office at communications@austincollege.edu.

Social Media

Purpose: Social media is a term used to describe a range of online tools and platforms that people use to communicate, including but not limited to Blogs (e.g., web-based journals) and micro-blogs (e.g., Twitter), social networking sites (e.g. Facebook, LinkedIn, Instagram, Snapchat, Flickr social gaming sites, chat rooms); message boards and electronic mailing lists, wikis, or collaborative websites; video sharing (e.g. YouTube, Vimeo); music sharing; comments on news sites; and podcasts (multimedia files distributed over the internet). Social media are powerful communication tools that significantly impact organizational and professional reputations. This policy aims to help clarify how best to enhance and protect institutional, professional, and personal reputations when participating in social media.

This policy applies to all Austin College students who use social media to represent or discuss matters concerning the College, including students who are members of college-chartered organizations, whether or not such use involves the College's network or other computer resources. The use of social media at or concerning Austin College is governed by the same laws, policies, and rules of conduct and etiquette that apply to all other activities at or concerning Austin College. This policy aims to clarify how best to enhance and protect the College's personal and professional reputations when participating in social media.

Don't post anything you would not say. Remember, anything you post on social media, regardless of privacy settings, is potentially public and permanent. This underscores the need for caution and thoughtfulness in your online interactions.

Violations of Social Media Policy

Students are expected to maintain the same behavioral standards online as they would in any other interaction, be it in-person or online. The same laws, professional expectations, and guidelines for interacting with others apply online as in the world outside of social media. Activities of a private nature conducted away from the College can subject you to disciplinary action if those actions reflect poorly on the College or interfere with the business of the College. The College does not regularly seek to discover online information but may act if and when such information is brought to the attention of college officials. Should a student(s) online behavior potentially violate this policy and/or the Non-Academic Student Code of Conduct that student may be charged with a violation of the Non-Academic Student Code of Conduct.

Austin College No Weapon Policy

Austin College prohibits possession of weapons of any type by students, staff, faculty, and visitors on all College property, including but not limited to firearms of any kind, tasers, B-B guns, pellet guns, paintball guns, stun guns, slingshots, bows and arrows, martial arts weapons, knives, chemical weapons, explosives or any other object or substance that could be used as a deadly weapon. Toy and water/squirt guns are not permitted on campus because they tend to look realistic and may be perceived by others to be weapons. Individuals are allowed to carry pepper spray on campus.

Violators (including those individuals with valid Texas gun carry permits) are subject to suspension, expulsion, termination, or any appropriate sanctions for violating this policy.

Austin College has opted out of "campus carry," Texas Senate Bill 11.

Concealed handguns prohibited
Under Section 30.06, Penal Code (Trespass by License Holder with a Concealed Handgun), a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this property with a concealed handgun.

Fire Evacuation & Equipment
Fire evacuation routes are posted on each floor of all residence halls. You should be familiar with the evacuation route for your floor. Fire evacuation drills will be held each semester for all residence halls so that residents may become more familiar with their evacuation route. Participation in fire drills is required for those present in the building during the time of the drill.

Fire extinguishers are checked monthly by campus police. Fire extinguishers are located on each floor and fire alarms are located at each exit. These are to be used only in case of actual fire. False fire alarms and the use of fire extinguishers for purposes other than an actual fire may result in life-threatening situations and are violations of state law. Students involved in false fire alarms or improper use of fire extinguishers will be subject to College disciplinary procedures and criminal prosecution as well as a fine for repairing or refilling the fire equipment.

Failure to evacuate in an emergency situation (including drills), or being responsible for any open flame or heating element in an on campus residence shall minimally result in the following recommended sanctions:

- 1st Violation – Letter of Warning and a $25 fine/item
- 2nd Violation – College Housing Probation and a $50 fine/item
- 3rd Violation – College Housing Suspension and a $100 fine/item

Guidelines for Fire Emergency or Safety Policy Violation
Misuse or tampering with fire emergency related equipment (alarms, extinguishers, lights, etc.) shall minimally result in the following recommended sanctions:

- 1st Violation – College Housing Probation and a $100 fine
- 2nd Violation – College Housing Suspension and a $200 fine
- Greater penalties, including suspension or expulsion, may be assessed depending on the nature of the violation.

Fire Hazards
The use and/or possession of explosives, firecrackers, or incendiary devices (including candles and incense) in or near the on campus residences presents a fire hazard and is not allowed. Appliances with exposed heating elements (such as toasters and hot plates) are not permitted in the residence halls. Halogen lamps of any kind are not permitted in the residence halls. Furniture, including tables, sofas, lounge chairs, cooking grills, smokers, and other items are not allowed in the breezeways, landings, or patios of Bryan Apartments, Roo Suites, The Flats at Brockett Court, North Flats, and The Hass Village on Grand because of the safety hazards they create.

A Violation of this policy will lead to discipline, up to and including, suspension and expulsion.

Furniture
You may not remove furniture from public areas or residence hall rooms. Room furniture may not be disassembled and if you occupy a double room as a single, you must keep all furniture in the room. Violations of this policy will be addressed as disciplinary issues and will result in a minimum $25 fine for furniture removal or reassembly.

Guests
A guest is defined as any non-resident in a residence hall, apartment community, and/or the Hass Village on Grand. Residents are responsible for the behavior of their guest(s) at all times.

A roommate's right to free access to their living space at all times must not be restricted by a guest or visitor. A roommate must not be deprived of the right to privacy, study time, or sleep because of a guest.

Residence Halls: Overnight guests (of the same gender only) may be allowed if agreed upon by all residents of the room and registered with the Community Coordinator (on a space available basis). No charge will be made for properly registered guests.

Apartments/Flats/Hass Village on Grand: As part of living in an upperclassman community, residents are not required to register their guests with their Community Coordinator. Residents are responsible for discussing with their roommates in advance what the rules are for common areas (including kitchens, living rooms, and bathrooms) for their specific unit.

Normally, guests may stay no longer than 48 hours; the Associate Vice President of Student Affairs & Dean of Students or the appropriate designee must approve longer visits. Please note that all guests are expected to follow the same policies and procedures as residents.

January Term Policies
If you are enrolled in an on-campus Jan term class, you may stay in the residence hall at no extra cost. If you are not enrolled in a Jan term class or are enrolled in an off-campus class, you may not remain in the residence halls during Jan term. Credit for room and board will not be issued for a student who fails to take a Jan term course. Students must notify the Associate Vice President of Student Affairs & Dean of Students prior to the beginning of Jan term if they will be participating in an off-campus course, career study, independent study, or directed study.

Students from other schools who choose to take a Jan term at Austin College and live on campus are required to pay the normal per course tuition. Austin College students enrolled full-time in the preceding fall semester or the succeeding spring semester do not accrue additional costs for Jan term.

Roommate changes are allowed during Jan term only if all students affected by the move are present. If one or more students involved in the move are away during Jan term, the move will not be allowed until those students return to campus.

Lock-Out Policy
As responsible individuals, students are expected to carry their room keys with them at all times. Residents are also discouraged from leaving rooms unattended or unlocked. All student housing utilizes the Best Lock System, which causes
doors to lock automatically when closed.

Each residence hall votes on a lockout policy as part of their hall living plan. The available options for lockout policies are:

During visitation hours:

- 3 free and $1 after OR 4 free and $2 after OR
- 5 free and $3 after.

After visitation hours: (each lockout counts as two)

- 3 free and $2 after OR 4 free and $4 after OR
- 5 free and $6 after.

Lofts

To protect your safety, the Director of Residence Life, in consultation with Physical Plant, must approve your loft before you build it. The College assumes no liability for any injury resulting from a loft that is installed under this policy. Lofts must be built from treated, fire retardant lumber, and must be assembled using bolts; you may not use nails in the support assembly. Loft supports must be 4" x 4" posts and there must be a minimum of three feet clearance from the top of the mattress to the ceiling. Additionally, lofts must be free standing and must be padded to prevent damage to walls due to swaying or bumping. All beds and furniture assigned to the room must remain in the room. Students who build lofts will be charged for replacement of any damaged or missing furniture. A resident will be charged a removal fee for any unauthorized construction and/or failure to remove lofts before you check out of the hall.

Unauthorized Pet(s)

Due to health hazards such as fleas and possible allergic reactions, only fish are permitted as pets in the residence halls, suites, apartments, cottages or language houses. Pet fish must be maintained in aquariums no larger than 15 gallons in volume. If you are found to have an unauthorized pet, the fine for having such pet is:

- First Violation Unauthorized Pet(s) - $175 fine
- Second Violation Unauthorized Pet(s) - $325 fine
- Third Violation Unauthorized Pet(s) - $475 fine

Greater penalties, including suspension or expulsion, may be assessed depending on the nature of the violation.

Quiet Hours

Since the residence halls provide many students with a place to study and sleep, you are asked to keep noise at a reasonable level at all times. To ensure that the hours during which sleep and study are most likely to occur are quiet, each residence hall designates specific hours as "quiet hours" by voting on the hall living plan at the beginning of each year. During these hours, you are expected to keep noise to a minimal level and to be considerate of other residents. The right to a quiet living environment supersedes the right to make noise twenty-four hours a day. Residents are expected to honor any request for quiet during the designated quiet hours, as well as at other times when special requests are made.

During final exam week, residence halls observe 24-hour quiet hours to provide a more favorable atmosphere for studying. You should remember that not all students complete their finals at the same time; therefore, infractions of this policy may result in immediate removal from

the residence halls. A violation of this policy will lead to discipline, up to and including suspension or expulsion.

Quiet Hour Options:
Sunday - Thursday 10 p.m. - 10 a.m. or 11 p.m. - 10 a.m.
Friday - Saturday 11 p.m. - 10 a.m. or 12 a.m. - 10 a.m.

Residence Hall/Community Governance
The primary governing body of each campus residence is the Hall/Community Council and its three elected officers: President, Secretary, and Treasurer. The Hall/Community Council helps compose and submit the residence hall living plan, which includes such items as visitation, lock-out policy, quiet hours, and courtesy hours, after it is voted on by the residential community. The Hall/Community Council is responsible for secondary access process. It also serves as a communication link to the Student Life Office. Any resident has the right to initiate a proposal to change rules and policies within the residence hall. The Hall/Community Council may generate proposals or a group of residents through a petition may submit them to the Hall/Community Council. Student Assembly allots programming money for each Hall/Community Council to sponsor programs and activities.

Other governing bodies within the campus residence system on which students have the opportunity to serve are Peer Judicial Board and Student Assembly Representative. Students are elected to the Peer Judicial Board and Student Assembly through their living unit. If you would like more information on these organizations, speak directly with your Community Coordinator or stop by the Student Life Office, WCC 201.

Room Clearance & Check-Out
When you are ready to vacate your housing assignment, you must check out with the appropriate staff. You should clear your room of all personal items, carry all trash to the outside trashcans or dumpsters, and return all furnishings to their original place. You should clean the floor, desktops, drawers, closets, shelves, and all furnishings. Your room should be in a condition equal to that when it was originally occupied.

You must then arrange for a RA/RM to check the room in relation to the room inventory form you filled out when you checked in and you will be given the opportunity to discuss any discrepancies with the Student Life Office Staff. When the corrections are made, the RA/RM will note on the room inventory form those conditions that are in question. Your CC will perform the final assessment of all conditions and/or discrepancies immediately following closing of the hall. To complete the checkout procedure, you must turn in your key to your RA/RM. You are expected to follow the proper check out procedures. Students who do not check out properly or on time will be subject to fines. Students who leave items (such as trash, carpets, furniture, etc.) outside their rooms or simply sweep dirt out their doors will also be subject to fines.

Room Damages
You will be provided with a room inventory form to sign when you move into or out of your campus residence. Based on the information noted on this form, the College will assess damages and bill residents for anything beyond normal “wear and tear” in that room. If you fail to complete and sign the inventory form as required, you have no recourse in questioning damage charges. Damages are generally identified at the time you officially check out of the room. Failure to report damage or missing items on an inventory form does not absolve you of responsibility for that damage repair or replacement cost.

Damage charges within your campus residence will be billed to all roommates on an equal basis unless one or more of the roommates takes responsibility for the damage. Damages to public areas of the hall will be charged equally to all of the residents within that wing, floor, or hall, when the person(s) responsible cannot be identified. The total public damages must be a minimum of $5 per occupant to activate this charge.

Room Entry (Inspections & Searches)
Campus residences may be inspected or searched for fire hazards, health hazards, or suspected violations of College or campus residence rules. A Student Life professional staff member may conduct inspections at any time. An inspection means a visual survey of the external appearance of a room and the interior of its closets. A search involves a detailed inspection of the room, including opening of drawers and personal belongings. Searches must be authorized by the Vice President for Student Affairs or the appropriate designee. A Student Life professional staff member may conduct inspections at any time. Residents will be notified, when possible, so that they may be present during the inspection/search.

A Student Life professional staff member may conduct safety and health inspections at any time. A list of discrepancies will be left in the room. These discrepancies must be corrected before the follow-up inspection, which will be conducted within seven days from the date of the original inspection. The installation of supplemental locks or the unauthorized alteration of existing locks is prohibited. Routine fire extinguisher inspections will take place in Bryan Apartments, the Flats at Brockett Court, North Flats, the Hass Village on Grand, and the Green House.

Room Keys
You will be issued one key when you move into your residence hall room. You must return the key at the end of the school year, or when you move from the room. If you lose your key, immediately report the loss to your Community Coordinator. Since your residence hall/suite/apartment and cottage is under the “BEST” locking system, you will be charged $75 for each lock/core to be changed and $25 for each additional key that needs to be recut.

Room Painting
Residents are not allowed to paint their rooms

Room Personalization
Austin College encourages residents to personalize private and semi-public areas of their residence halls as much as possible. To ensure proper safety and protect your work, you must obtain clearance from your Community Coordinator before undertaking work of any permanence. Students are not allowed to hang any decorations in windows that will be visible from the outside.

Sales
The Associate Vice President of Student Affairs & Dean of Students or appropriate designee must approve any sales within campus housing areas by individuals or organizations.

Single Rooms
The College provides a limited number of guaranteed singles to seniors, graduate students, and juniors. Individuals assigned to guaranteed singles are assured the single room throughout the year. Additional singles will be assigned on a space available basis according to the single room waiting list and are subject to changes in assignment due to seniority or need for additional bed space. The Student Life Office maintains a prioritized list of students desiring a single room.

This list is prioritized by classification and date of request. Sophomores must meet with the Community Coordinator of the hall to discuss any special needs for a single room. Sophomores will be allowed single rooms at the discretion of the Associate Vice President of Student Affairs & Dean of Students or appropriate designee on a space available basis.

Natural Single – A limited number of natural singles are available in some halls. The additional charge for a natural single room will be billed per semester to the student's account. These rooms are guaranteed singles.

Double as a Single – On a space available basis, a small number of converted (a double room as a single) singles are provided to students. An additional charge for a converted single will be billed per semester to the student's account.

Storage
There is no storage available in the residence halls.

Skateboard, Hoverboard, & Inline Skate Policy
It is Austin College's policy to allow the use of skateboards, hoverboards, roller blades, skates, bicycles, and similar devices for transportation on campus within the parameters cited below:

In order to avoid injury, the use of skateboards, hoverboards, roller blades, bicycles, or any other non-pedestrian transport conveyances will not be permitted within any building. Roller blades or attached devices must be removed prior to, or immediately upon, entering the vestibule of all buildings. Users of these devices are expected to maintain control of their actions at all times and not operate these devices at high speeds or in ways that endanger the safety of themselves or others.

Smoking Policy
Austin College is a "clean air" campus. All campus facilities are non-smoking. Smoking, including tobacco, electronic cigarettes, and vaporizers, is permitted in designated areas only. Please refer to the campus map located on the last page of this document, which outlines designated smoking areas on campus. Violations will result in disciplinary action. Austin College seeks to maintain a healthy residential campus and work environment. Thus, tobacco products are not sold on campus. All campus buildings/facilities are non-smoking including residence halls. For the purposes of this policy, smoking includes the use of tobacco, electronic cigarettes, and vaporizers. Enforcement: The effectiveness of Austin College's smoking policy depends upon voluntary compliance and respect among members of the College community. Students, faculty, and staff have the right to ask a person to stop smoking in non-smoking areas and should not be harassed after making such a request. If a person blatantly and continuously violates this policy, an individual member of the College community may use the grievance procedures established in the College's various judicial policies to seek redress. For a complete copy of the Smoking Policy, please contact the Human Resources Office.

Traffic Signs & Signals
Students are not permitted to have street signs (excluding novelty signs), city limit signs, traffic signs, barricades, flasher signals, flare pots, or any other traffic warning devices in their rooms.

Maintenance Requests
To create a work ticket for maintenance issues, please send an email to physicalplant@austincollege.edu. In the subject line of the email, please indicate the location of the issue such as the building name and room number. In the body of the email, give a detailed

description of the nature of the problem. After submitting the request, you will receive a confirmation email with a ticket number. Please refer to the ticket number if you contact us in regards to the status of your ticket.

Visitation

The public areas of each residence hall are open to the opposite gender during specific hours, which may vary from hall to hall. These hours are determined at the beginning of each year and are listed in the hall living plan. Visitation hours for individual rooms is voted on at the Town Hall Meeting at the beginning of the fall semester. Each hall may choose between Standard Visitation Hours or extend them to Maximum Visitation hours. Visitation hours may be lengthened if 75% of a minimum of 90% of all hall residents vote in favor of the proposed change. To be eligible to vote, residents must attend the Town Hall Meeting at the beginning of the term. The vote must be by secret ballot.

Austin College does not allow cohabitation in on campus housing. A cohabitant is defined as a visitor (regardless of gender) who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using amenities of the hall (such as the laundry room and bathroom) on a frequent basis, or any combination of other similar activities.

Options for Visitation Hours:

Sunday - Thursday	Standard 10 a.m. - 10 p.m.
	Maximum 10 a.m. - 12 a.m.
Friday - Saturday	Standard 10 a.m. -12 a.m.
	Maximum10a.m. - 2:30 a.m.

Missing Student Policy

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on campus housing to students to establish
both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing students reports of student who reside on campus.

Missing student policy is defined as any currently registered student of Austin College who has not been seen by friends, family members, or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a member of the College community.

The College will initiate an investigation when notified that a student residing in a campus residence hall is missing with no reasonable explanation for their absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, social networking sites if possible, and/or contacting them by phone or text.

In the event of a missing student residing on campus, the Associate Vice President of Student Affairs & Dean of Students will notify the parents/family members regarding the situation. In the event the student does not reside in a College residence hall, Campus Police will notify the appropriate local police authorities and an investigation will be initiated.

Each fall new and continuing students will be provided with an opportunity to denote a confidential contact person. If a student has not reached their 18th birthday at the time they are reported missing for 24 hours, the College will notify the student's custodial parent or guardian.

Emergency Contacts and AC Alert Contacts

Austin College has two different ways of communicating with students, employees, and families in emergency situations, depending on the nature of the emergency. *Emergency Contacts* are used for individual/personal emergencies such as medical emergencies, and *AC Alerts Contacts* are used to distribute mass notifications of campus-wide emergencies, such as a weather closure.

Emergency Contacts

Emergency Contacts are the individuals who will be contacted on an individual basis if you experience a medical or other personal emergency while on campus (typically a parent/guardian, spouse, or other family member). Note that at least one Emergency Contact must also be designated as your missing person contact. This is the individual who will be contacted by the College if you cannot be reached directly for an extended period of time. You are required to provide Austin College with information for at least one Emergency Contact. You may list as many contacts as you like, but must have at least one.

AC Alerts Contacts

AC Alerts is a mass-notification system designed to send text/SMS, email, and automated phone messages to current members of the campus community in the event of a campus-wide emergency, such as weather-related emergencies (e.g. a campus closure due to ice/snow,) or other safety threats on campus (e.g. a lockdown or evacuation). The system is intended to notify people who are on campus of potential threats, and in most cases AC Alerts messages will only be sent to members of the campus community (students, faculty, and staff). **These mass notifications will, by default, be sent to the cell phone number on your record.** You may also add additional 'AC Alerts Other' contacts, should you wish to subscribe a parent/guardian/spouse/etc. to receive these mass notifications.

You will be prompted to review and verify both Emergency Contact and AC Alerts Contact information in the fall and in the spring while you are a student, and you may review and update your information anytime using Self-service. https://selfservice.austincollege.edu/

WHAT YOU NEED TO DO:

Please update or verify your information each semester when prompted to do so, following the instructions provided. If there is incorrect information on your User Profile that you are not able to edit directly within Self-Service, such as your home address, you can contact the Registrar's Office to request an update.

TIMELY WARNINGS

In the event of a threatening situation to the campus community, whether on campus or in the immediate campus vicinity, the Chief of Campus Police or a designate will send out a campus crime alert via email identifying the threat or concern.

Campus Activities & Organizations

Art

Forster Art Complex, (903) 813-2048

Opportunities in the arts abound at Austin College. The organization “Students of Modern Art” or SOMA is a great way to get acquainted with the many opportunities to participate in art at AC. SOMA artists meet bi-weekly for fellowship and to work in the studio on specific art themed evenings. The Art and Art History Department also sponsors visiting artists every year to speak and to exhibit their work in one of the art galleries located in the Forster Art Complex. Students are welcome to attend gallery talks, participate in workshops, and engage in critiques with the guest artists. Additionally, there are many exhibits of student work every year, including senior solo exhibitions, small group exhibitions, and the End of Year Student Show that displays work from our studios. Gallery exhibitions can be found in the Craig Hall Gallery, the Ross Student Gallery, and the Dennis Gallery.

Music

Craig Hall Office, (903) 813-2251

The Music Department provides performing opportunities for new and returning students to play or sing in departmental ensembles. Fall auditions are held for the A Cappella Choir and other vocal ensembles, the Wind Symphony (concert band), the ‘Roo Band (pep band—no marching), the Sherman Symphony Orchestra, Jazz Ensemble, Chamber Orchestra, and other performing groups. For more information, contact the Craig Hall office at (903) 813-2251 or email ddominick@austincollege.edu.

The Sherman Symphony Orchestra is a regional orchestra that is also associated with the AC Music Department. It performs a series of Classical, Christmas Pops, and Educational concerts throughout the year; all classical concerts are free to students. Experienced student musicians are welcome to audition.

Bulletin Boards

WCC 201, (903) 813-2306

Austin College provides a number of bulletin boards located in the Wright Campus Center for use by chartered student organizations. Austin College community groups may use these boards to post notices, pictures, or other materials. Organizations may not display anything that would be considered obscene, lewd, in violation of the Non-Academic Code of Student Conduct or Bulletin Board Policy, or that may cause embarrassment to the College. The College reserves the right to remove any material that violates its policies or procedures.

Steps to post organizational flier or poster:

- Marketing materials must list the hosting student organization, and list the details for the event they’re promoting.
- The promoted event must already be approved in 25Live.

- Bring a copy of your marketing materials to the Director of Student Activities for approval to post it in the WCC.
- If approved, your marketing materials may be posted up to two weeks prior to your event and should only be posted on the designated pin boards in the WCC or the railing on the first floor of the middle staircase. Any marketing materials found on doors, windows, pillars, and/or walls will be removed and may affect the group's access to post marketing materials. Please check with each building manager for stipulations in posting materials in other campus buildings.
- Exceptions for promotion of a class project event not associated with a student organization will be addressed on a case by case basis. Please see the Director of Student Activities for more information.

All chartered student organizations will have the opportunity to participate in a lottery system to designate bulletin board space. Any space left after the lottery will be assigned to organizations on a first-come, first-served basis. For more information, contact the Director of Student Activities in WCC 201, (903) 813-2306.

Distribution of Campus-wide Email

WCC 201, (903) 813-2306

Student organizations may send campus-wide emails to promote their events to all students. Distribution of the email will be subject to the discretion of the College. **Please use the following steps to send a campus-wide email:**

- Students should use their Austin College email address to send the email to allstudents@austincollege.edu
- The email should contain the hosting student organization, the event details, any relevant promotional images in the body of the email, and a QR code image for any necessary links.
- The email should NOT contain any attachments and/or hyperlinks to websites or docs/forms. Any of these will cause the email to be rejected.
- If all conditions are met, the email will be approved by the Associate Vice President of Student Affairs & Dean of Students or their designee.

***Please Note*:** Your campus-wide email for an event cannot be shared before your event is approved in 25Live.

Campus Activities Board

WCC 259, (903) 813-2308

The Campus Activities Board (CAB) works in conjunction with the Director of Student Activities to coordinate activities on campus. This lively group initiates, plans, and carries out many entertaining events. All funding is obtained from the Student Activity Fee.

CAB consists of a President, VP of Administration, VP of Finance, VP of Marketing, four committee chairs, and volunteer committee members. Members are encouraged to get involved in every step of planning and implementing events. CAB sponsors many of the comedians, bands, entertainers, participatory programs, and movies featured throughout the year. Campus

activities are also initiated and sponsored by many different student groups, either independently or through partnerships with CAB. Students will hear about these events through calendars, posters, weekly reminders, and emails. If you would like to become a part of CAB, contact a member of the board, the Director of Student Activities, or e-mail us at CAB@austincollege.edu.

Chartered Organizations

WCC 201, (903) 813-2306

Chartered Organizations must have an approved constitution on file and must submit an annual list of officers, members, and sponsor(s) to the Student Life Office each semester. They may participate in campus wide activities and sponsor their own activities and projects on campus. Chartered organizations are under the direct authority of Austin College. Austin College chartered organizations may be affiliated with a national organization, but must have and maintain Austin College chapter status.

Chartered organizations receive all of the following privileges:

- Regular use of College meeting facilities
- Application for a Student Activity Fee appropriation from Student Assembly (unless the organization charges dues of any kind)
- Access to the Student Resource Workroom (Adams Center 101)
- Use of the College name in publicity and press releases
- Listing in College publications
- Eligibility for bulletin board space
- Ability to reserve space on campus for meetings and programming

Academic Honor Societies

Academic Honor Societies, under the supervision of the faculty, submit constitutions and follow-up materials to the office of the Vice President of Academic Affairs and Dean of the Faculty. These documents are then forwarded for permanent filing to the Student Life Office, which maintains charters, charter updates, and charter revisions.

For more information on guidelines affecting chartered organizations, how to get involved, or how to start a new registered or chartered student organization, contact the Associate Vice President of Student Affairs & Dean of Students in WCC 201, (903) 813-2306.

Social Fraternities & Sororities

WCC 201, (903) 813-2306

Austin College, along with its emphasis on academic areas, tries to provide social activities for interested students. For this reason, the Board of Trustees has approved a Greek system of local fraternities and sororities. These organizations contribute to the social life of everyone; Greeks and independents alike. A Greek organization is chartered for the purposes of:

- strengthening the educational program of Austin College,
- promoting the social development of participating members,
- furthering the concept of service to others, and
- providing responsible leadership roles for members.

There are nine fraternities and eight sororities chartered at Austin College. Each Greek organization is locally chartered, and no separate houses or special facilities are maintained for or by any Greek organization. Please refer to the Greek Life Handbook for complete policies and procedures.

General Recruitment Information
Recruitment activities formally occur in February. These activities allow prospective members and the members of the sororities and fraternities to become acquainted with one another and allow prospective members to identify organizations that can meet their needs. If you are considering affiliation with a Greek organization, you are strongly encouraged to ask questions of members of fraternities and sororities about the nature and activities of their organizations. More specific information about the recruitment process will be distributed during the academic year.

Eligibility for Greek Recruitment
To be eligible to participate in Greek recruitment activities and receive and/or accept an invitation to membership, you must:

- Not be on academic, disciplinary, or social probation
- Be a regularly enrolled full-time undergraduate student
- Have attended Austin College for at least one fourteen-week term as a full-time student
- Have at least a 2.25 cumulative Austin College grade point average, and freshmen must have a 2.25 cumulative Austin College GPA at the end of the Fall term prior to formal rush
- Register for recruitment as described by College policy
- Participate in Greek Recruitment Information Sessions (Round Robins) in the Fall.
- Complete and pass the alcohol, drug, opioid drug, diversity, inclusion, equity, and sexual misconduct modules on the Student Success platform.

Fraternities and sororities are organized under the Greek Council, which deliberates any problems, rules, or general correspondence needing attention by the program as a whole. Direct any questions or concerns about Greek organizations to the Director of Student Activities, WCC 201, (903) 813-2306.

Student Activity Fee

Each student is required to pay an annual Student Activity Fee. These funds are distributed through the Student Assembly and are typically provided to the Campus Activities Board, residence halls, student planners, and various other chartered student organizations.

Student organizations who would like to submit a request for funds should contact the Student Assembly office in WCC 176, (903) 813-2300, or by email at assembly@austincollege.edu.

Student Assembly

WCC 176, (903) 813-2300

Student Assembly (SA), the student governing body for Austin College students, serves in an advisory capacity to the Student Affairs Division and other bodies on campus that seek general student opinion. SA may seek to recommend and/or revisit current policies through the Student Life Office. It also considers charter applications of campus organizations, allocates Student Activity Fee funds, and recommends students to serve on various campus-wide committees.

The Student Assembly consists of the Student Body President, Student Body Vice-President, Treasurer, Secretary, and Representatives elected from each class year, each on-campus living unit, and the off-campus population. Student Assembly encourages you to bring your concerns to its office or email assembly@austincollege.edu directly.

Student Publications

The literary magazine, ***Suspension***, is under the direction of the English Department with a member of that department serving as editor.

The President of the College, as publisher, has ultimate authority over all College publications and their contents. Unless extreme circumstances warrant intervention, the publications committee and the editors and advisors retain the above rights.

Vending Machines

Vending machines are located throughout campus. Students and other members of the AC community should stop by the Student Life Office, WCC 201, and complete a “Lost Money” form for all refunds.

The Student Life Office is open from 8:30 a.m. to 5 p.m. Monday-Friday. A change machine is in the Wright Campus Center by the ATM, which is on the first floor next to the Kangaroo Coffee Company.

Wright Campus Center

The Wright Campus Center (WCC) is a focal point of social, cultural, and recreational activities on campus. It provides the members of the College community with programs and facilities to satisfy a variety of co-curricular needs. The Wright Campus Center is used for meetings, lectures, musical events, movies, and other forms of indoor activities. There is plenty of space for simply relaxing over a cup of coffee or casually conversing with friends.

The WCC houses many services and offices, including the Student Life Office, Dining Hall, Pouch Club, Bookstore, Kangaroo Coffee Company, The Hopper Store, Mailing and Printing Services, Campus Post Office, Service Station, Student Assembly Office, Center for Student Success and Access Services (CSSAS), Study Abroad Office, Center for Career and Professional Development, CREATE Programs, Posey Leadership Institute, Campus Activities Board Office, ARAMARK Dining Service Office, and the Vice President for Student Affairs Suite.

Business Office

Administration Building, (903) 813-2448

The Business Office can assist you with questions regarding billing statements and payment options. Visit the Student Billing page of the AC Website for information on frequently asked questions and helpful links.

Payment Options:

- Online through Self-Service - Available 24/7. Debit/Credit card transactions will have a 2.5% convenience fee. There is no fee for e-check processing. Note: These payments take up to two business days to appear on your Student Account. If you enter your payment information twice, two payments will be processed.
- By Mail - to Austin College 900 N Grand Ave, Ste 6F Sherman TX 75090. Please include Student name and Student ID number
- By Phone - Cashier available at (903) 813-2443 from 9 am - 3 pm Monday - Friday
- In Person - Business Office hours are from 8:30 am - 5 pm Monday – Friday. Electronic payments are not processed after 3 pm.

Student Emergency Loans

Administration Building, (903) 813-2448

The Business Office has several emergency loan options available for students to assist with school-related expenses not billed as direct charges to your Student Account. These loans are interest-free and may be repaid by payroll deduction from your work-study pay or repaid directly. Please contact Marla Light at mlight@austincollege.edu or (903) 813-2525 for assistance with an emergency loan.

College Services

Online Payments

Administration Building, (903) 813-2448

When a student initiates an online payment (via e-check or credit card) they are directed to a secure 3rd party payment processor. Austin College receives this information and updates the student's account within 12–48 hours two business days of the payment. Payments are not automatically posted to the Student Account. Please do not be alarmed if your Student Account still shows a balance after making a payment.

It is important to make sure a confirmation number is received for your payment when it is processed. If you do not see the payment applied to your student account after two business days excluding holidays, please call the Business Office at (903) 813-2448 to confirm the payment was completed.

Check Cashing

Administration Building, (903) 813-2448

Students may cash a personal check at the Business Office Cashier Window for up to $200 by showing a valid AC ID card. Cashier hours are from 9am-3pm Monday-Friday.

Checks returned from the bank for Insufficient Funds are billed to your Student Account along with a $15.00 fee. A transcript hold is placed on your records until both the check and the fee are paid.

Campus Bookstore

WCC 154, (903) 813-2268

The Campus Book Store provides all the textbooks and/or digital options that a student is going to need to succeed each semester while attending Austin College. As a result of the College's participation in the Follett Access program, undergraduate students have access to physical and/or digital textbooks and course material, at no charge, for courses in which they are enrolled. Digital resources will be emailed to students. Physical textbooks should be retrieved from the Book Store.

The Campus Store also offers, or can obtain, a wide variety of school supplies, gift cards, Austin College apparel, and technology products such as Mac Books, iPads, Smart Watches, air pods, chargers, and accessories.

Students and parents have the ability to order any product and have the order either shipped to the student or picked up at the store. The Campus Store has several options for payment. All in store purchases may be paid with cash, check, or major credit/debit cards (i.e., American Express, Master Card, or Visa). Credit/debit cards must be presented at the Book Store to make purchases.

Mailing & Printing Services

WCC 164, (903) 813-2199

Mailing and Printing Services is equipped to do a variety of duplicating jobs, as well as large or small mailings. Services include color and black and white copying, lamination, faxing, Express Mail, Federal Express, and UPS shipping. This office is located adjacent to the Campus Post Office.

There is a fax machine located in Mailing & Printing Services for receiving and sending messages. The incoming fax number is (903) 813-3199. If you receive a fax, you will be notified by a notice in your mailbox. There is a .25 fee for each page of the fax received. The fee for sending a fax is $1.00 for the first page and $0.50 per page thereafter. We also offer scanning and emailing pages as an alternative to faxing. The fee for scanning is .50 per page. All fees must be paid in advance by cash or check before the fax or emails are sent.

Printing credits are now accepted for print jobs placed with the Print Center. Please send any print requests or questions to acprinting@austincollege.edu.

Campus Post Office

WCC 161, (903) 813-2274

The Campus Post Office, a component of Mailing & Printing Services, maintains domestic stamps, weighs and mails packages, including Express Mail, and certified and return receipt letters. International letters and printed matter may be mailed at the Campus Post Office if they weigh less than thirteen ounces (13 oz). Packages weighing thirteen ounces (13 oz) or more require custom forms and must be mailed at a U.S. Post Office, such as the Sherman Post Office. Although the Campus Post Office is not an official Post Office Sub-Station, it does have regular pickup and delivery of U.S. Mail. The Campus Post Office also ships and receives Federal Express or UPS packages up to fifty (50) pounds. Packages weighing more than fifty (50) pounds should be taken to the appropriate shipping terminal. The Campus Post Office is not permitted to insure shipments, therefore, if an item requires insurance, it must be taken directly to the U.S. Post Office, Federal Express, or UPS office. The Mail Center can't accept any letter/ flats/packages with multiple postage stamps (more than 2) on one piece due to the USPS regulations. These must also be taken directly to the USPS location, or purchase a meter tape from the Mail Center.

Mailboxes

All Austin College students are assigned a mailbox and issued a combination for their mailboxes at the time of registration. Mail is delivered daily and students are strongly encouraged to check their boxes each day. Austin College uses the Austin College E-mail for official communication with students (including course registration materials, etc.). In order to ensure prompt delivery of your mail, use the following address format for your incoming correspondence and packages:

Your Name Austin College
900 N. Grand Ave.
STE. XXXXX
Sherman, TX 75090-4400

Please do not use nicknames on your correspondence or packages.

The Campus Post Office only recognizes the name that you registered with at the beginning of the semester. Failure to use the format above or using nicknames can result in a delay of receiving your package, or the package being returned to sender.

Packages shipped to correspond with the beginning of a new semester should be shipped to arrive approximately two weeks prior to the beginning of that semester. Please make sure each package does not weigh over 50 pounds.

Alcoholic beverages, CBD, age restricted items, or any illegal items prohibited by state law will not knowingly be received or shipped form the Campus Post Office. Any packages requiring an age restricted signature for items mentioned above will automatically be refused and returned to sender.

Please note that the Mail Center DOES NOT have a refrigerator or freezer available to keep perishable packages cold or frozen.

The Campus Mail Center does not accept cash to be delivered to anyone on campus. If you need to pay someone cash, please do so in person.

The Mail Center will not be responsible for any money lost or stolen if it was sent through the Mail Center.

No profit-making or personal-gain businesses may be conducted from Austin College mailboxes.

Incoming Packages

When a student receives a package, they will receive a text, as well as an email. The student must present their Student ID at the window to pick up the package. Students will have a total of twenty-one (21) days to pick up their packages. After the first ten (10) days, a second notice through campus mail and an e-mail will be sent advising the student the package will be returned to sender on the 21st day if it has not been picked up.

Incoming Letter Mail: When a student receives letter mail or small packages without tracking these are placed directly into the corresponding mailbox. All mail must have your first and last name you are registered with at the school and your mailbox #. Any incoming mail not addressed correctly will receive a warning stamp. After the warning all incorrectly addressed items will be returned to sender. Please make sure to clean your mailbox out completely by the end of each semester. Please no phone calls asking if you have mail in your box. You must check your mailbox in person. Any unclaimed mail left in the mailboxes at the end of each semester will be returned to sender.

You may have an alternate person pick up mail/packages for you with the appropriate form on file. Contact acprinting@austincollege.edu for the alternate package pick up form. We will not release mail/packages to anyone other than the person it is addressed to unless this form is on file. You can choose to add the alternate for just a certain amount of days, the whole semester, or the entire fiscal year. You can revoke this privilege at any time by contacting the Mail Center Staff. Please do not give your alternate your mailbox combination or you AC ID. The Mail Center Staff will retrieve all items for the alternate and have all information needed on file.

On-Campus Communication

- No communication will be accepted on paper less than 3” x 5”.
- Mailings of ten (10) or more pieces should be in numerical order by mailbox numbers.
- We recommend not putting food items (candy, chips, cookies, etc.) into mailboxes.
- The College discourages the use of mass mailings, which are defined as mailings that are sent to more than ten (10) individuals. Exceptions to this guideline can be granted by the Associate Vice President for Student Affairs & Dean of Students (for student mailings), the Provost & Vice President for Academic Affairs (for faculty mailings), and the Office of Human Resources (for staff mailings).
- Only chartered organizations are allowed to place mass mailings in campus mailboxes. These communications must be identified by the name of the organization and require approval from the Student Life Office. These mailings should be presented to a Campus Post Office employee and be in numerical box order.
- Anyone with permission to distribute questionnaires which require an answer to be returned through campus mail should alert the Campus Post Office so a separate box can be provided.
- Student Organizations using campus mailings smaller than stated sizes should refer to the Student Organization Handbook for additional information.

Financial Aid Office

Wortham Center 105, (903) 813-2900

You can get information on how to apply for financial aid, forms for financial aid required by Austin College, and copies of financial aid policies from this office. It is extremely important that students are aware of the requirements to remain eligible for financial aid. Please review the Satisfactory Academic Progress policy. This policy and additional information about financial aid can be found in the Austin College Bulletin available on the Austin College website, or by contacting this office directly.

Physical Plant Services

Physical Plant Building, (903) 813-2006

The Physical Plant is responsible for the maintenance, operations, and housekeeping of all buildings on the Austin College campus. This department seeks to provide a satisfactory environment in all buildings and to encourage growth and learning through a residential living experience. If you are experiencing a maintenance issue within your residence, please send an email to physicalplant@austincollege.edu. You may also notify your Resident Assistant or Community Coordinator. If the maintenance issue is an emergency, please contact ACPD (903) 813-2555. In other locations, you may notify the building secretary or main office.

Lake Campus

29785 Preston Bend Road, Pottsboro, TX 75076

The Robbie Kubela Rogers Lake Campus of Austin College is located on the Preston Peninsula at Lake Texoma, approximately 25 miles from the Austin College campus. Driving time is approximately 30 minutes.

It is available to members of the College community for recreational activities, retreats, meetings, and camping. The 30-acre site is named in honor of the trustee who donated funds for numerous improvements to the recreational area, dedicated in her honor in 1983.

Lake Campus Manager
A part time manager maintains the Lake Campus facility. In the event of the observation of any unlawful act, accident or injury, the Lake Campus Manager should be notified immediately. Any problems or unsafe conditions with the Lake Campus facilities (restrooms, trashcans, picnic areas, or beach) should be brought to their attention for correction. The Lake Campus Manager can be contacted at (903) 718-4355.

You may also go to the Austin College physical plant website, and submit a work request for items in need of repair or other issues in regards to the condition of the site. Simply email physicalplant@austincollege.edu and detail the repair needed.

Guidelines for Use
The Lake Campus facility is a recreational site leased from the Corps of Engineers, intended primarily for use by persons affiliated with Austin College (faculty, staff, students, and alumni).

Restroom and shower facilities are available from the first Monday after Spring Break in March until the Wednesday before Thanksgiving. They are closed other times because of the cold weather.

- Overnight camping is allowed, but there are no hookups for campers, trailers, or motor homes.
- The entrance to the Lake Campus is accessible with your AC ID card daily from 9:00 am to 10:00 pm. If you do not have an ID card and you are an AC Alumni, you can come by Campus Police during business hours, Monday through Friday 8:30am to 4:30pm to get one.
- The Lake Campus will be closed Opening of School weekend, Thanksgiving Holiday Break, Christmas/New Year's Holiday Break, and Spring Break.
- On other holiday periods, such as Memorial Day, 4th of July, and possibly Labor Day (depending on the opening of school), the Lake Campus will be open for Austin College Community use.
- You must have your AC ID card to access the Lake Campus; no one will be allowed to gain access by calling the Lake Campus Manager to let them in.

Reservations
Persons or organizations wishing to use the Lake Campus for special events such as club meetings, retreats, reunions, etc. must adhere to the following procedure. NO RESERVATIONS ALLOWED OVER HOLIDAY WEEKENDS.

Campus Organizations:
- Complete an Event Form in 25Live (2weeks prior to the event).
- Meet with the Event Services Manager in the Wright Campus Center to discuss the details and possible expectations
- All events are to be non-alcohol
- Large events could require a uniformed police officer to be present
- Minimum of 2 persons controlling the gate at all times after normal gate closing times

Non-Campus Organizations:

- There is a per person usage fee for using the Lake Campus with a non- refundable 50% deposit due upon scheduling. The remaining balance is due 1 week prior to event.
- Have their representative come by the Wright Campus Center Office during business hours to complete a Special Use Request Form describing the event. Large events may require a uniformed police officer. Meet with the Event Services Coordinator to discuss the details, expectations, and to obtain a facility access code for the gate.

Fee Schedule for Non-Campus Organizations:

- 25 or less - $100
- 26-50 - $200
- 51-100 - $500
- 100 + - $1000

Special Rules

The Lake Campus is subject to all Federal, State, and local laws, as well as the rules and policies of Austin College. While not all pertinent laws can be published within this pamphlet, those listed below outline the requirements set forth by Austin College and the Corps of Engineers. All persons using the facility are required to uphold all regulations. Campus Police Officers, Grayson County Sheriff's Department, and Park Rangers inspect the area. Violators will be held responsible for their actions, are subject to being made to leave the Lake Campus because of their actions, and could have their Lake Campus access privilege removed.

Use of this facility is at one's own risk and responsibility. Austin College will not be responsible for any personal losses or injuries.

- Swimming will be done at one's own risk. There are NO LIFEGUARDS.
- Nude swimming and nude sunbathing are prohibited. Women are not permitted to go topless.
- Firearms and fireworks are not allowed. Professionally supervised fireworks demonstrations on special occasions may take place with the approval of the College and the Corps of Engineers.
- Alcohol consumption by anyone under the legal drinking age is prohibited. Kegs, party balls, or other alcoholic beverages served on tap are not allowed at any time.
- Glass containers are not allowed on the beach.
- Family pets are not allowed.
- All persons shall keep their area free of trash and litter. They shall remove all personal property and clean their area prior to departing the facility.
- NO motorized vehicles are allowed on the beach area. Vehicles that are observed parked or driving on the beach area will receive a $50 citation. Vehicles must stay on the established roadways, except to park at the designated picnic and campsites. Only licensed drivers are permitted to operate vehicles while on the property. All ATVs (All Terrain Vehicles) are prohibited from the property.
- Any lumber, scrap wood, or pallets with nails or staples are not allowed for firewood use.
- Open fires are limited to the provided fire pits around the site or cooking grills (NO FIRES ON THE BEACH).
- The Pavilion chairs, tables, etc. are not to be removed from the Pavilion area.

The replacement fee for lost or damaged cards will be $25. Access cards issued are to be used by that individual and/or their family only. Access cards are not to be loaned to friends, associates, etc. Violators will have access revoked.

Emergencies.....911
Lake Campus Manager.....(903) 718-4355
Campus Police.....(903) 813-2555
Grayson County Sheriff.....(903) 893-4388
Preston Fire and Ambulance.....(903) 786-9595

Information Technology

Jackson Technology Center, (903) 813-2063

The mission of Information Technology is to serve students, staff, and faculty in the effective use of computing and information resources. IT supports the development, acquisition, and operation of institutional networking services, information systems, data administration, and information technology infrastructure.

The Jackson Technology Center serves as a resource for campus-wide technology issues including those of students, with exception to personally owned hardware failures or damage. The JTC is home to the department of Information Technology. Our Help Desk with Technology Support, Infrastructure, Administrative Computing, and Web Services all reside in this building. The first floor of the building contains our Help Desk and has work spaces geared to exploring new technology. Workstations are equipped with specialty software geared toward individual and small group learning.

Responsible Use of Computing Resources

As a member of the Austin College community, you have access to computer facilities and networks on campus as long as you use these facilities in a responsible manner. The Computer Lab Policies, the AC Network Policies, and the Student Email Policies present guidelines for responsible use of Austin College computer facilities and networks. These policies are published within the MyAC student portal. Violations of these policies will be dealt with in the same manner as violations of other college policies, and may result in disciplinary review. For more information, contact Information Technology (IT).

Help Desk & Support Staff

helpdesk@austincollege.edu, (903) 813-2063

Austin College staffs a centralized Help Desk to provide technical support to the campus community. As part of the Help Desk staff, the Manager of Technology Support manages a group of students, called Student Technical Support Specialists. These technicians are students, knowledgeable in campus technology, that are hired to assist our Help Desk in resolving student technology issues.

The IT Help Desk provides assistance to students in gaining and maintaining access to college resources, registering personal devices for use on the network, and addressing questions about college systems. The Help Desk cannot repair personal devices, but may be able to provide some limited advice and definitely can refer you to local repair services.

To reach a Help Desk support specialist:

- Call (903) 813-2063 between 8:30 am and 5:00 pm Monday through Friday. Except in periods of peak demand, a live person will answer and immediately begin to address

your question or issue. During peak demand, you may need to leave a voicemail, which will automatically create a ticket with your message attached.

- Send an email to helpdesk@austincollege.edu from your AC email address. Emails sent from non-Austin College email addresses will not be received. Please add a detailed description of your issue or question. This will be added to our ticketing system and answered in order it was received.
- Visit the Help Desk team in the IT offices located in the Eastern portion of Jackson Technology Center during normal business hours. We are directly across the yard from Abell Library.

Anytime, day or night, you can find more information via your student portal at MyAC.austincollege.edu. Here you will find useful information that can help answer more frequently asked questions and technology policies in our FAQ section. Additionally, under your MyAC site you have access to the Self-Service Password Reset tool, email, Moodle, Self Service for course registration, and other self-service tools. MyAC is your one-stop for digital access to campus tools and information.

Email

Austin College provides email accounts for all students. Your email account is accessible from any computer with an internet connection, on or off campus. You can also add your email account to your smart phone for more mobile accessibility. Austin College email accounts are kept active for one full year after you graduate, then they are removed.

IT Related Security

Third party programs, such as MacMail, do not work well in our Microsoft Exchange environment, so you are encouraged to use Microsoft Outlook, the web-based access, and the Outlook app for both iOS and Android.

Passwords to your Austin College accounts are to never be given out. IT will NEVER ask for your password. These should be kept private and secure.

Be sure to Log Off of Austin College lab computers when done. Staying logged into lab computers has a potential for someone else to come in behind you and access your data.

Physical Device security. Do not leave your own equipment unattended. These devices are the most likely place you will have secure data. Leaving them unattended, on or off campus, has the potential for your devices to be stolen.

Phishing Scams via email, and phone, are common within higher education. IT only sends out emails with “IT@AC:” followed by the subject to the campus. If you are unsure of an email or phone call, please contact the Austin College IT Department directly. Remember, we NEVER ask for passwords.

Personal Devices

Members of the Austin College community may use their personal devices, excluding wireless printers and access points/routers, to access the college’s internet. These devices will need to be registered first. The link can be found on your MyAC page. We do recommend that your PC has current anti-virus and/or anti-malware installed.

On Campus Computer Labs
Residence Halls located on the primary campus currently have small computer labs w/printing abilities. Other student accessible computer labs on campus are:

- Abell Library – Extended Studies is a 24/7 accessible lab and Abell 116.
- IDEA Center – Labs for Physics and Computer Science/Math.
- Jackson Technology Center
- Wright Campus Center – Located next to the Coffee Shop.
- Temple Learning Center for education students
- Forester Art Complex

Printing on Campus
Most computer labs are equipped with a printer. Each student is allocated a beginning of semester credit and, if necessary, additional credits can be purchased from the Business Office. Students can print from their own devices as well. In your student portal, MyAC, you have a link to WebPrint. WebPrint is the location you can upload files from your own device to be sent to a printer of your choice.

Emergency IT Needs
Outside of normal business hours (M-F 8:30 am to 5:00 pm), if you encounter a true emergency IT issue, call Campus Police at (903) 813-2555 and the officer on duty will contact the IT Department. A true emergency issue would be:

- Complete absence of wireless service in a residential hall.
- Total failure of the network in one or more buildings.

Academic Support Services

Abell Library Center

(903) 813-2236

The Abell Library Center offers Austin College students, faculty, and staff a comfortable, welcoming atmosphere for study, research, meetings, presentations, and collaboration. Students may reserve group study rooms online in advance through the library's website and lockers through the Circulation Desk. The Extended Study Room is available to students by ID card access after-hours, 365 days a year. after the library closes with an Austin College ID card-swipe system.

The library's collections include physical materials (such as books, newspapers, scholarly journals, and media) as well as digital full-text articles and e-books; the catalog and databases can be accessed via the library's homepage at https://aclibrary.austincollege.edu. Abell supplements its holdings collections through cooperative agreements with other institutions, effectively providing access to materials from around the world. Library users can place article and book requests for free through with our Interlibrary Loan service – online forms are available through the library's homepage website.

Abell Library typically does not charge overdue fines for books (media and equipment are subject to fines). However, we do impose replacement fees are imposed for lost or damaged (underlining, torn pages, water stains) materials. To avoid replacement fees, and ensure materials are available for others to use, please return your checkouts promptly and in good condition.

In response to students' requests, the entire 2nd floor of the library there is a "Quiet Area" for individual study on the second floor where students can expect noise to be kept to a minimum. Please respect others' need for quiet while in this area. It is a violation of the Non-Academic Code of Student Conduct to make excessive noise, use tobacco or vape products in the building, or take books and other materials from the building without properly checking them out.

Information about all library services and policies, including guidance for using collections, is available at the Circulation Desk and on the library's website.

Abell Library Center Regular Semester Hours:
Monday – Thursday .....7:45 am – 11:00 pm
Friday.....7:45 am - 6:00 pm
Saturday .....Noon - 5:00 pm 1:00 pm – 6:00 pm
Sunday .....Noon 1:00 pm – 9:00pm

Academic Policies & Procedures

Registration

A student becomes a member of a class only by registering or adding the class through the proper procedures via Self Service (more information regarding registration procedures can be found online with the Registrar's Office). The student's mentor must approve registration for a

student for each term. The faculty access class rolls through Self Service. When a student's name appears on the Self Service class roll, the student has officially registered for the class. Any course for which a student registers will be recorded with an appropriate grade on the student's transcript unless the student drops the course through the proper procedure. A student is expected to attend and participate in each course for which he or she registered until officially withdrawn from that course.

Continuing students may register for no more than 4.75 course credit units during the November and April registration periods. Students may not add a fifth full credit course until after classes commence for the term and all entering freshman and transfer students have registered. Students who register during a long term in excess of five course credit units are required to pay an overload fee. Students may register for no more than 5.75 course credit units in a long term unless approved by their mentor and the Academic Standing Committee. The academic standing petition form for a course overload is available under Forms on the Registrar's Office website.

Course Credit & Student Load

The course is the unit of credit occupying approximately one-fourth of the student's study time during a 14-week term and all of one's study time in the January term. During the 14-week term, as a general guideline, the college expects from its students a minimum commitment of nine to ten hours of engagement a week per credit unit, to include class time, preparation, and reflection. Unless otherwise indicated, each course listing constitutes one course credit unit. Fractional courses are so indicated. Only those courses listed as repeatable may be taken again for additional credit. During each long term (fall and spring), the typical course credit load for undergraduate students enrolled full-time is three or four courses. Credits presented from other institutions will be converted to course credit units at the rate of four semester hours equal to one course credit unit.

Academic Probation & Suspension

Probation Review: Students' academic records are reviewed at the end of each fall and spring term, and academic standing is assessed by determining if a student is meeting satisfactory academic progress. A cumulative grade point average of 2.00 is the minimum standard for graduation. Only Austin College grades are included in this calculation. A student whose cumulative grade point average or total credit earned at Austin College falls below the thresholds listed below will automatically be placed on academic probation through the following 14-week term. At the end of the probationary term, the following action may be taken:

- If the student's cumulative grade point average and total credit earned at Austin College are above the thresholds listed below, the student will be removed from academic probation.
- If the student's cumulative grade point average is below the thresholds listed below but the student earns a term grade point average of 2.25 or higher and completes a full course load (a minimum of 3 course credits) during the probationary period, the student's academic probation will be extended through the following 14-week term.
- If the student's cumulative grade point average is below the thresholds listed below and the student's probationary term grade point average is less than 2.25 or the student earns less than 3 credits, the student may be suspended from the college.

Total credit earned at Austin College does not include transfer credit, Advanced Placement (AP) credits, International Baccalaureate (IB) credits, or institutional exams for placement credit.

Thresholds for Satisfactory Academic Progress:

Number of Long Terms (Fall or Spring) at Austin College	Minimum Number of Credits Earned at Austin College	Minimum Cumulative GPA
1	2.00	1.50
2	5.00	1.70
3	8.00	1.80
4	12.00	2.00
5	15.00	2.00
6	19.00	2.00
7	22.00	2.00
8	26.00	2.00
9	29.00	2.00

Academic Probation Threshold for First-Year Students:

Probation is intended to alert the student to current difficulties and the need for corrective action. Students on academic probation maintain the ability to enroll in courses at Austin College, but they are strongly urged to consult with their faculty mentor or the Office of Student Success and Transitions to work out a plan for earning removal from probation. Students on probation are required to concentrate primarily on academic endeavors until their level of academic achievement improves so they can be removed from probation. Those students on academic probation may not hold an office or hold committee responsibility in student organizations, but they may continue to be members of organizations and may attend social functions. Such students are not allowed to represent the College in any official capacity. When there is sufficient justification, an exception to these restrictions may be granted by the Academic Standing Committee chaired by the registrar.

Any student whose term or cumulative grade point average falls below 1.00 is not considered to be making satisfactory progress and may be suspended. A notation of suspension is placed on the transcript of the student’s academic record.

Readmission Following Suspension:

A student placed on academic or disciplinary suspension may apply for readmission after a specified period of one or two regular terms. Readmission is at the discretion of Austin College. To be considered for possible readmission, a student must apply for readmission 30 days (60 days for international students) prior to the term for which readmission is sought. The application is reviewed by the Academic Standing Committee to determine a readmission decision. If readmitted, the student will be on probation with specific stipulations of the progress required for continuation. Failure to meet these stipulations will lead to suspension for a full academic year.

Add/Drop
Students may change their initial registration by adding or dropping courses within the time period specified in the academic calendar for each term. After the last day to add a course, a petition will be needed to register for a course. This is considered a late registration, and a fee of $20 may be assessed.

Changing a Grade After it is Recorded
Except for the removal of an Incomplete, once a grade has been recorded with the Registrar's Office, it may be changed only to correct an error.

S/D/U Grading System
Under the S/D/U grading system, course work of a C– or better will receive an S (Satisfactory-passing) grade, will not be included in the GPA computation, and will count toward graduation requirements.

Coursework below D– will receive a U (Unsatisfactory-failing) grade, will be computed in the GPA, and will not count toward graduation requirements.

Any student on the S/D/U grading system who earns a grade from D– through D+ will have the grade posted on his/her transcript and it will count in the GPA but may be used to fulfill a graduation requirement.

Completion/Graduation Rate
In accordance with the Student Right-To-Know Act, the six-year completion rate for students who entered Austin College in 2017 on a first-time-in-college and full-time basis was 69.5%. The four-year completion rate for students who entered Austin College in 2019 on a first-time-in-college and full-time basis was 61.1%.

Incomplete Grades
Incomplete grades are given only if circumstances beyond a student's control, such as a medical emergency, prevent completion of a course. A grade of incomplete is not appropriate for a student who simply needs more time to complete course work. To obtain credit, an incomplete grade must be removed by the end of the next regular term. Unless the incomplete is removed within the time set, the grade in the course will automatically be changed to U or F, as applicable.

Major & Minor Declaration
New students may declare a major at any time after the first day of classes. A minor cannot be assigned to a student until a major has first been declared. Students who enter the College as freshmen must declare a full Program of Study (a major and minor or two majors) by the fourth semester of enrollment. Transfer students must declare a full Program of Study by the close of the sophomore year (i.e., in which 15 course credits are completed and enrolled in). Students who transfer in coursework in excess of 15 course credits have one full academic year to declare a full Program of Study.

Declaration of a major or minor must be filed with the Office of the Registrar in the term prior to graduation. Following graduation, students may not return to take courses for any additional majors and/or minors.

Forms for declaration of majors and minors can be found on the Registrar's Office website under the Forms Repository.

Transfer Credit for Continuing Students

Students may with prior approval enroll in courses at other colleges and universities and transfer credit to their Austin College degree program. Transfer approval forms are available under the Forms Repository on the Registrar's Office website.

The following transfer credit policies apply to summer or concurrent transfer courses:

- Transfer courses must be consistent with the academic programs of Austin College.
- Only transfer courses with a grade of 'C' or higher (2.0 or higher) will be accepted.
- Transfer courses taken in a semester hour system will be converted to course credit units at the rate of four semester hours being equal to one Austin College credit (e.g., a three-hour semester credit hour course is equal to 0.75 course credit units at Austin College). While transfer courses may come in for less than one credit, the course can still meet major/minor requirements and competencies for a degree, with the exception of Discover requirements.
- Transfer courses may not be used to meet Discover requirements if the transfer course is taken after a student has matriculated to Austin College (see The Academic Program – Discover Requirement).
- Transfer courses being used to meet requirements for a major, minor, or prerequisites must be approved by the appropriate department chair or program director.
- Transfer courses not previously accepted are reviewed by the appropriate department chair or program director to ensure the appropriateness of the course in an Austin College degree program.
- Transfer courses being used to meet the language competency requirement must be approved by the chair of the Classical and Modern Language Department.
- Transfer courses will not be used in calculating the cumulative grade point average or major and minor grade point average.
- Transfer courses will not be used as repeats of Austin College courses for recalculation of grade point averages.
- Up to three graduate-level course credits (or nine semester credit hours) can be applied to the undergraduate degree plan. Graduate-level courses transfer into Austin College as one course credit unit.
- Eight of the last 11 course credit units in a student's degree program must be completed at Austin College.
- Students may petition for individual approval of a transfer course not normally accepted at Austin College. Students must provide a syllabus or complete course description and specify how the course is relevant to their degree program.
- Credit from study abroad is treated as transfer credit and is converted at the rate of four semester hours being equal to one Austin College credit. Students may petition for study abroad transfer credit to be applied to graduation requirements, such as upper-level residency credit, Discover requirements, etc.

It is the responsibility of the student to ensure that an official transcript from the other institution is sent to the Registrar's Office (not Admission once the student has begun taking classes at Austin College).

Participation in Commencement

Austin College holds a single graduation celebration each year in May. Candidates completing the requirements for a degree during the spring term are expected to participate in baccalaureate and commencement ceremonies. Students who complete their degree requirements at other times of the year are invited to participate in the May commencement.

Normally, only those students who have completed all degree requirements or candidates for summer graduation may participate in the graduation exercises. Candidates approved by the faculty for May graduation who subsequently fail to complete all necessary requirements may participate in that year's commencement exercises. The actual diploma is mailed after all requirements are satisfied.

Students who are within three course credit units of completing all degree requirements during the summer may participate in graduation exercises. Candidates for summer graduation should consult the Registrar's Office concerning requirements for participation in graduation exercises.

Repeating Courses for Credit or to Raise a Grade

1. Only courses listed in the Bulletin as repeatable for credit may be repeated for additional credit.
2. When a course is repeated to raise a grade:
    a. All attempts and grades remain on the transcript with flags to indicate that the course has been repeated.
    b. Only the FINAL attempt is used to determine credit earned and grade point average (unless the grade for the final attempt is a W, in which case the previous attempt is used to determine credit and grade point average).
    c. Students should notify the Registrar's Office when a course is being repeated to raise a grade to help ensure that the earlier grade is not included in grade point average calculations.
    d. A course that may be repeated for credit may be repeated to raise a grade only if the department offering the course approves.
    e. Courses cross-listed in the catalog (such as BA*361 and ECO*361) are treat ed as if they are the same course.
    f. Only courses taken at Austin College may be used to replace a grade.

Grade Grievance Process

When a student is in disagreement with a professor over the course grade (or other course-related issues such as attendance, assignment parameters, etc.), the student should first respectfully discuss the issue with the professor in an attempt to resolve the difference. If this proves to be impossible, the disagreement may be referred in a written appeal to the department chair or program director supporting the course for investigation and a decision. Continuing disagreement on such academic issues may be referred to the division dean or vice president for academic affairs and should begin with a written appeal and explanation of previous attempts to resolve the issue. The last appeal in all cases shall be to the Provost & Vice President of Academic Affairs, unless that person is the professor for the course. Attempts to circumvent the systematic appeal process will result in a referral to the appropriate level for consideration. Grade grievances for a course must begin within one full year of the end of the course to be considered appropriately. Grade changes will not be entertained after the baccalaureate degree has been conferred.

Mentors

The mentor is responsible for academic advising throughout a student's career at Austin College. The mentor is expected to be prepared to respond and assist when concerns are brought to his or her attention by the student or by other staff or faculty. When requested by the student, the mentor should be available to assist the student in official interactions with the College, such as a disciplinary hearing or a needed leave of absence. Although each student has an official mentor, most graduating seniors report having received informal mentoring from a variety of faculty and staff.

Typically, entering first-year students are assigned to a First-Year Seminar course based on the student's responses to their First sta-Year Seminar preference form sent out by the Admissions. The faculty member teaching the First-Year Seminar course becomes the student's faculty mentor. By default, students retain their mentor throughout their time at Austin College. Transfer students are assigned mentors based on their planned major. If a student desires a change of mentor at any time during their college career, the student should contact the Registrar's Office. Department chairs and program directors are responsible for providing and updating academic advising information used in mentor training and support, as well as providing more specific guidance to interested students as they declare a major or minor.

Responsibility for mentor training of faculty is developed by the faculty members who are appointed Directors of Mentorship.

Withdrawing from Austin College

WCC 211, (903) 813-2454

In order to prevent questions or ambiguities which could arise at a later date, a student wishing to voluntarily withdraw from Austin College should consult with the Executive Director of Student Success and Transitions to complete the necessary paperwork, including a written notice of intent. This notice, filed with the student's record, establishes the official date and serves as an explanation of the withdrawal. The withdrawal shall be subject to the College's stated periods for withdrawal and tuition refunds. Residential students leaving the College must make sure to properly check out of their residence hall room with their Community Coordinator.

Registrar

Administration Building, (903) 813-2371

This office maintains the official academic records, including your permanent file, registration records, and changes of registration for each term. Because the Registrar is responsible for maintaining your legal academic record, any changes to your academic record must come through this office. Also, general information concerning classes, majors, and minors may be found here along with various forms to assist you with academic procedures. The staff will help you with registration, add/ drop procedures, major and minor declarations, degree audits, approval of transfer work, transcripts, and similar matters. International students also need to be in regular contact with the Registrar's Office and refer to the web site resources to maintain their student visa status.

Self-Service

Self Service is the electronic system used by students to access information they need at any time of the day or night. Students have access to academic and financial information, as well as other miscellaneous campus information/forms. Students can use Self Service to view their class schedule and unofficial transcripts, search course offerings, check their academic progress using the evaluation tool, register for classes (during scheduled registration periods) and request official transcripts. Using the financial information section, students can view their statement of accounts, view pay advices for student employment, and sign up for the direct deposit of student refunds. All information accessed through this means is secure and accurate.

Study Abroad

WCC 204, (903) 813-2025

Semesters and summers abroad are available in international locations. Intensive academic and cultural experiences abroad are an integral part of the liberal arts experience. These programs are available to students majoring in all disciplines and all pre-professional programs. So, take a step toward expanding your horizons and visit Study Abroad in Wright Campus Center 204.

Academic Departments

There are 114 full-time faculty members at Austin College. 81% are tenured or tenure-track faculty who have a Ph.D. or equivalent terminal degree. The Deans, Department Chairs, and Program Directors are listed below.

Humanities

Dean ..... Bob Cape
Art & Art History. ..... Mark Monroe
Classical and Modern Languages ..... Martin Wells
Communication, Media Studies, and Theatre. ..... Brett Boessen
East Asian Studies ..... Mindy Landeck
English. ..... Tom Blake
History ..... Felix Harcourt
Music ..... Dan Dominick
Philosophy ..... Mark Hébert
Religious Studies ..... Ivette Vargas-O'Bryan

Social Sciences

Dean ..... Renee Countryman
Economics and Business Administration ..... David Griffith
Education. ..... Alex Leavell
Kinesiology ..... Zach Sullivan
Political Science ..... Audrey Flemming
Psychology ..... Matthew Findley
Sociology and Anthropology ..... Brian Watkins

Science

Dean ..... Michael Higgs
Biology ..... …David Aiello
Chemistry ..... John Richardson
Environmental Studies ..... Mari Elise Ewing
Mathematics and Computer Science ..... …Aaron Block
Physics ..... Andra Petrean
Engineering ..... Rahul Renu
Public Health ..... Saritha Bangara

College-Wide Programs

Provost and Vice President for Academic Affairs ..... Elizabeth Gill
Associate Vice President for Academic Affairs ..... Greg Kinzer
Advocacy Program ..... Ed Richardson
Applied Learning ..... …Cate Bowman
Assessment ..... Amon Seagull
Career Study Off-Campus ..... Marian Jones
Center for Career and Professional Development ..... Dallas Key
Center for Experiential, Artistic, & Transformative Ed. ..... Scott Langton
Center for Student Success and Access Services ..... Traci Howard-Moore
College Marshall ..... Dan Dominick
Data Science and Analytics ..... Michael Higgs

Director of Adams Observatory ..... David Baker
Director of Bands ..... Ash Glenn
Environmental Studies, Center for ..... Mari Elise Ewing
First-Year Seminar ..... Ryan Felix
Gender Studies ..... Tom Blake
Health Sciences ..... Kelly Reed
Honors ..... Alex Garganigo
Information Technology ..... Garrett Hubbard
Institutional Research ..... Amon Seagull
International Programs ..... Rochelle Compaoré
January Term and May Term ..... Greg Kinzer
Johnson Center for Faculty Development & Excellence in Teaching ..... Felix Harcourt
Library, Abell ..... Andrew Smith
Masters in Medical Science – Physician Assistant ..... Diana Noller
Model UN ..... Audrey Flemming
Neuroscience ..... Renee Countryman
Philosophy, Politics, and Economics Program ..... Audrey Flemming
Posey Leadership Institute ..... Martinella Dryburgh
Professionalism and the Humanities (PATH) Leadership Program ..... Claire Wolnisty
Registrar's Office. ..... Eugenia Harris
Scarbrough Summer Research ..... Jeffrey Fontana
Scarbrough Writing Center… ..... Lisha Daniels Storey
Sciences Summer Research ..... David Aiello
Social Justice and Community Engagement ..... Nate Bigelow
Southwestern and Mexican Studies, Center for ..... Patrick Duffey
Student Success & Access Services - ADA ..... James Reed
Summer Term ..... Matthew Findley
Think Green ..... David Baker
Veterans OnwardTM ..... David Schones
Western Intellectual Tradition ..... Colin Foss & Martin Wells

Student Conduct

Statement of Principles

Regarding Community Standards and Operation by the Austin College Board of Trustees:

This Statement of Principles is intended to communicate to the entire College community the fundamental convictions on which the life of Austin College is based.

These convictions may be stated as follows:

1. Under the Charter with the State of Texas, and our Covenant Relationship with the Synod of the Sun of the Presbyterian Church (U.S.A.), the Board of Trustees has complete and ultimate responsibility for Austin College. The Board shares this responsibility with the President, and through the President with the faculty, staff, students, and friends of the College. The Board strives to maintain open communication concerning these privileges and responsibilities, which are essential to the fulfillment of the College's role and mission, as well as procedures for effecting change.

2. We recognize that Austin College has committed itself to a particular role and mission, which calls for a special kind of College community and operation. Austin College seeks to prepare individuals for whole and competent lives by challenging their aspirations and talents through a rigorous educational program in the liberal arts and sciences. This educational program reflects Christian emphasis on the wholeness of life, the unity of knowledge, and the dignity of the individual.

3. We recognize that life in a community requires shared values and commitments. AC is a community of persons committed to the welfare of fellow human beings.

4. We affirm an individual's right to choose his or her personal standards and attitudes while not infringing on the rights of others. We affirm our trust in and respect for all members of the College community that integrity matters are of the utmost concern. Based on these affirmations, we expect all students to act as responsible adults and citizens.

Community Commitments & Principles

In 1981, the Board of Trustees reaffirmed the college community's principles of integrity and of responsibility to shared commitments and standards. These principles are vital to the operation of the college and are integral to its educational philosophy. Central to this philosophy are the concepts of individual development and responsibility, commitment to the community and profession, and centrality of learning, faith and values. The principles provide guiding ideals from which standards of conduct are derived for each of the groups that constitute the active college community – students, faculty, administrative staff, and support staff. Although the principles are common to all, their translation into specific standards, rules, and policies depends upon the special roles and responsibilities which the members of each group assume

in an academic community. Professional standards and obligations further strengthen and support the principles of the whole community, which constitute the foundation of the college's judicial structure.
The standards, rules, and policies of the community's four primary constituent groups comprise the cornerstones for that structure.

Austin College acknowledges its commitment to the ideal of community membership, to individual responsibility, common goals and expectations, and the highest standards of integrity. The college has also recognized the special roles and responsibilities of its constituencies and has affirmed the specific standards and codes of conduct of the groups. These commitments and affirmations are expressed in two fundamental statements of principle.

The Principle of Integrity
It is the responsibility of each individual in the College community to act with honesty and integrity in personal, social, and academic relationships, and with consideration and concern for the entire College community and its members. Individuals and groups should not engage in conduct that causes harm to other individuals or to the community as a whole.

Persons who participate in the life of Austin College– as students, faculty, or staff— are expected to support the shared commitments and purposes of the college as expressed in the Charter, the Mission Statement, and the Statement of Commitment and Principles.

The Principle of Shared Commitments & Standards
Individuals also are expected to abide by the shared standards of the college community and the standards and code of conduct of their respective groups within the community. The commitments, purposes, and standards of the college and its constituent groups are central to the partnership between individual members and the institution.

These judicial policies include the "Non-Academic Code of Student Conduct," "Student Academic Integrity Policy and Procedures," "Student/Instructor Disagreements on Course-Related Issues," "Judicial Guidelines and Procedures for the Faculty," and the "Policy on Sexual Misconduct and Harassment" which apply to the entire campus. The Operational Guide also includes policies and procedures for administrative and support staff. Policies that pertain to students are also described in the Environment (the student handbook) and Outback Guide serves as a communication tool providing faculty, staff, and students with campus-wide information including campus crime statistics, affirmative action statement, sexual harassment policy, and graduation rates. These policies are also accessible on the Austin College Intranet (https://intranet.austincollege.edu/).

Academic Integrity Policy

Student Academic Integrity	*Approved: 2/10/1989* *Revised: 6/16/1989,4/5/2005, 11/15/2007, 11/16/2016, 3/3/2020, 2/09/2021, 8/21/2023*

Why Academic Integrity Matters

Austin College is committed to fostering a community of intellectual integrity in which students develop the critical thinking, ethical reasoning, independence, and habits of scholarship essential to a liberal arts education. Academic integrity is essential to this mission. Academic integrity ensures that students learn through their own efforts, demonstrate genuine mastery of knowledge and skills, and earn credit for work that honestly reflects their abilities.

Violations of academic integrity undermine both individual learning and the trust that sustains an academic community. Violations can provide an unfair advantage, diminish the value of academic achievement, and weaken confidence in the educational process. For these reasons, academic integrity is a shared responsibility among students, faculty, and administrators.

Students who enroll at Austin College accept the responsibility to understand and uphold the College's standards for academic work described in this policy. Faculty and administrators share responsibility for teaching these standards, creating a culture that supports ethical scholarship, and addressing violations when they occur.

This policy establishes the expectations, procedures, and consequences that help preserve the integrity of academic work and uphold the value of an Austin College degree.

What is Academic Integrity?

Academic integrity means completing academic work honestly and responsibly. It requires students to do their own work, accurately represent their knowledge and abilities, give appropriate credit to sources and collaborators, and follow both College-wide and course-specific expectations.

Academic integrity applies to all forms of academic work, including assignments, examinations, projects, presentations, research, and other learning activities. Work submitted for academic credit should reflect a student's own learning and effort and should not include unacknowledged ideas, work, assistance, or other contributions from any persons, source, or tool. Austin College's understanding of academic integrity is grounded in the fundamental values identified by the International Center for Academic Integrity: honesty, trust, fairness, respect, responsibility, and courage. These values form the foundation of ethical scholarship and meaningful learning.

What Counts as an Academic Integrity Violation?

Violations of academic integrity include, but are not limited to, cheating, plagiarism, lying, misrepresentation, fabrication, deception, gaining an unfair advantage, and unfairly impeding access for other students.

Cheating is defined as, but not limited to, purposely giving or receiving assistance from another student or source on an assignment where such assistance is not permitted. Examples include, but are not limited to, using or copying another person's work and submitting it as original, using prohibited notes or electronic devices during an exam, using generative AI in a manner that is not permitted, and providing the material or mechanism for another student to cheat, no matter the intent in providing it.

Plagiarism is defined as, but not limited to, using pre-existing work without proper attribution, effectively calling the work original for the current assignment. The plagiarized work may come from a previous assignment, another person, a book or journal, generative AI, or an internet source or other electronic or print media. Note, however, that with instructor permission and proper attribution (including acknowledgement of any use of generative AI), previous work may sometimes be used in a current assignment. The use of AI-generated content, unless explicitly permitted, is a form of plagiarism.

Lying, misrepresentation, fabrication, and deception involves any form of dishonesty, including but not limited to:

- **Dishonesty in academic work**, including but not limited to misrepresentation or fabrication of data or sources, misreporting results in a research exercise, or "padding" a bibliography with unused, fabricated, or AI-hallucinated sources.
- **Dishonesty in classroom communication**, including but not limited to lying to or otherwise deceiving an instructor to gain improper academic advantage such as an extension on an assignment deadline; requesting an extension on an exam or assignment with the goal of justifying an incomplete grade in a course; misrepresenting the reason for an absence to avoid a penalty; or claiming an undocumented accommodation that has not been granted by the college.
- **Dishonesty during any investigation of an alleged academic integrity violation**. Such dishonesty is itself an academic integrity violation and will be treated as an additional violation and carry the appropriate additional penalties.

Gaining an unfair advantage includes, but is not limited to, any action or attempted action that may result in gaining or attempting to gain an unfair academic advantage, such as by using and/or sharing improperly received information.

Unfairly impeding access to other students includes, but is not limited to, actions which impede or attempt to impede access by other students to important information.

Certain behaviors that interfere with the academic work of others may be considered a non-academic violation and, thus, may not be an academic integrity violation. If there is a question of whether a violation qualifies as being academic or non-academic, the course instructor should consult with the Provost and Vice President for Academic Affairs, who will in turn consult with the appropriate college staff. Cases of non- academic behavioral violations will be directed to the Vice President for Student Affairs.

Use of AI and Other Technologies

Because of their capacity to undermine student learning and academic integrity, students must not use the following technologies, apps, or websites for coursework unless explicitly permitted by the instructor:

- **Generative AI tools (including but not limited to large language models, image generators, code generators, and music composition AI tools)** such as, but not limited to, ChatGPT, DALL-E, or GitHub Copilot.
- **Unauthorized electronic devices including but not limited to phones, smart glasses, smart watches, earbuds, wearable cameras, AI-enabled devices, or any technology capable of transmitting, receiving, recording, or displaying information.** When testing, faculty and staff make ask questions such as: “Are these standard prescription glasses or smart glasses?” Students may be asked to briefly remove their glasses or other devices so faculty and staff can confirm they are permissible. Possession of such devices in the testing environment may be considered an academic integrity violation unless explicitly authorized.
- **Answer-sharing websites, online communities, or apps** exemplified by, but not limited to, Reddit, Answerbag, Photomath, Rosetta Code, Blurt it, answers.com, Funadvice, Quora or FriendFeed.
- **Help or Cheat websites or apps** exemplified by, but not limited to, Chegg, Numerade, DoMyCoding, Photomath, CodingHomeworkHelp, BookwormHub, or Course Hero.
- **Freelance or Job websites or apps** exemplified by, but not limited to, *Upwork, SolidGigs, Fiverr, or Toptal.*

Course-Specific Expectations and What to Do if You are Unsure

Recognizing that specific expectations for academic integrity may be differently defined in different courses, the college gives instructors the authority to determine specific expectations and provide instructions for course-specific circumstances. The syllabus for each course will include an academic integrity policy statement and describe course-specific penalties. The syllabus will also contain a statement on generative A.I. usage or non-usage that includes:

- A college-wide visual icon signaling the policy,
- An explanation of the instructor’s policy, including (as appropriate) explicit boundaries, attribution expectations, and tools allowed or disallowed,
- An explanation of how the policy supports the learning goals for the course.

The AI policy for each course may vary, so it is important to understand the policy of each course. Some instructors may ban all use of AI at any stage of the learning process in the course in order to assure that students learn foundational skills without assistance (a red icon). This ban may extend to embedded forms of AI in tools such as Grammerly, Notion, and other forms of grammar correction, note-taking, and summarizing apps. Some instructors may permit students to use AI tools and other technologies for preliminary learning activities such as generating study guides, exploring concepts, or brainstorming ideas, but not to generate content for graded submissions (a yellow icon). Some instructors may permit full use of AI tools (a green icon).

Because policies vary, it is important that students understand and follow the policy of each individual course. If students are ever unsure about a particular policy, expectation, or practice, they must seek clarification from the instructor prior to submitting work. Please do not be afraid to ask questions.

When AI use is permitted, students must cite and document that use according to the method specified by the instructor or, if no method is specified, following accepted academic style guidelines (e.g. APA, MLA).

General Expectations for Student Work

Unless otherwise explicitly stated by the course instructor, students should follow the following guidelines for all course work:

Closed book tests – On all tests, students are expected to provide work that is exclusively original, without the use of notes or other materials prepared before the test or access to outside materials. A test is assumed to be "closed- book" and must be completed without electronic or other aids unless designated otherwise.

Papers – On all papers, students are expected to provide work that is exclusively original. When a paper includes direct or indirect quotations or an idea or information taken from a source, that source must be cited. Students are responsible for verifying sources to ensure they do not cite or rely on fabricated or AI-hallucinated sources. Because conventions for citing sources vary by discipline and may differ for courses within a discipline, instructors will designate the acceptable forms of citation for each course.

Collection of information – Students are expected to collect and report accurate information in a research exercise and must not fabricate or falsify the information or results.

Exercises – Student are expected to fulfill assignments without collaboration on work submitted for a grade unless expressly instructed otherwise. Assignments that by their nature involve collaboration (e.g., group presentations) will include specific directions from the instructor.

Student Responsibility

Primary responsibility for maintaining academic integrity rests with students. Students are responsible for understanding the academic integrity policy and expectations. Whenever in doubt, students should ask the course instructor for clarification before taking action, as noted above. Students who are notified of an allegation of an academic integrity violation are expected to respond promptly and honestly to the instructor and the Academic Integrity Council. Students involved in a case of academic integrity violation are responsible for remaining informed of the progress of the case through the office of the VPAA.

Learning Accommodations and Academic Integrity

Students with approved learning accommodations that involve the use of assistive technologies, including AI-enabled assistive tools, should coordinate with CSSAS to ensure their accommodations are implemented in a manner consistent with both accessibility needs and academic integrity standards. The use of electronic devices as an approved accommodation does **not** grant permission to access the internet, AI tools, or other unauthorized resources during quizzes, exams, or assignments unless such access has been explicitly approved by the instructor and/or CSSAS as part of the student’s accommodation.

Faculty Responsibility

The general definitions of violations of academic integrity given above should serve as a guideline for all courses. Instructors will communicate to students when and how course expectations differ from or add to the General Expectations for Student Work, above. For example, special assignments, such as group projects or take-home tests, necessitate that instructors indicate acceptable performance with academic integrity.

Departments may produce a handout for courses in an area to clarify standards and special assignment expectations. As stated in the *Operational Guide*, GM 15, every course syllabus

must contain a statement on academic integrity and how the general guidelines given above apply to the particulars of the course, and a detailed statement on AI usage or non-usage. Instructors should specify their expectations for citation style.

Instructors should specify any in-course penalties for academic integrity violations, ranging from partial credit to failure on a particular assignment to failure in a course. Unless otherwise stated in the course syllabus, the course penalty for a violation of academic integrity will apply only to a particular assignment. In all cases, course grading is the sole responsibility of the course instructor, but the college, through the VPAA and Chair of the Academic Integrity Council, is not restricted from assessing additional, more severe consequences not affecting the course grade, such as probation or suspension, for any violation, including the first.

FYS faculty will discuss the college's academic integrity policy and process with students in the course. All new students, including transfer students, will attend an introductory information session covering academic integrity at the beginning of each fall semester.

When a Violation is Suspected

When an instructor suspects a violation of academic integrity, the following procedure is followed:

1. The student is notified by the instructor in writing of the suspected violation. This notice should remind the student of the right to consult with mentors or other college community members as the student may feel is necessary.
2. The instructor meets with the student to discuss the allegation.
3. If the suspicion of a violation is explained to the instructor's satisfaction, no further action is required.
4. If an instructor determines that a violation of academic integrity has occurred, an in-course penalty may be imposed, following the academic integrity statement included in the course syllabus. Examples of possible in-course penalties include partial credit, failure of the assignment, or failure of the course.
5. The instructor reports the violation in writing to the VPAA along with the in-course penalty (if any) and all supporting documentation.
6. The Chair of the Academic Integrity Council and a VPAA representative meets with the student(s) involved to discuss the details of the violation, emphasizing methods to avoid future violations, and determine if any additional penalty should be assessed. This meeting is closed. The student may not invite any other person to this meeting.
7. The student may choose to appeal the charges (first appeal) after meeting with the Chair, in which case the charges are heard by the Academic Integrity council.
    - During the appeal process, any in-course penalty assessed by the instructor will not go into effect until the Council has convened and reached a finding.
    - If the Council finds that a violation has occurred, the in-course penalty will be upheld.
    - If the Council finds that no violation has occurred, no penalty is assessed by the council and the instructor is notified; however, the instructor remains solely responsible for the grade on the assignment and in the course.
8. Second and subsequent violations are referred to the Academic Integrity Council, and more severe penalties may be imposed.

While any case or appeal is before the Academic Integrity Council, the only contact permitted with the Council is through the Chair. No student involved in the case or appeal may contact any Council member or the course instructor regarding the case.

A finding requires a simple majority vote by a quorum of the Academic Integrity Council.

Student confidentiality should be maintained throughout the process. If another person brings the possible violation to the instructor's attention, the instructor should also inform the reporting person that the case is being pursued while stressing the need for strict confidentiality of the allegation.

Both a written notification to the student and a personal interview with the student are necessary before the instructor refers the case to the VPAA. In exceptional cases when a personal interview becomes impossible (e.g., if a graduating senior becomes unavailable at the end of the final spring semester), all materials relating to the allegation, including the written notification by the instructor, will be submitted to the VPAA, who will work with the Chair of the Council to resolve the case with the instructor and student(s) involved.

Withdrawing from a course during the process of an academic integrity violation investigation will not automatically dismiss the case or avoid potential penalties.

Student Rights during the Process

Students may seek advice from a mentor or other member of the college community and may invite that person to attend a hearing without privilege of the floor. Legal counsel is prohibited.

The Chair of the Academic Integrity Council is available in an advisory capacity throughout the process, including appeals.

Students may object to Council membership if a conflict of interest exists. The VPAA will oversee any needed adjustments to the Council's membership.

Students have appeal rights through both the Academic Integrity Council and the VPAA.

Possible Consequences of a Violation

The primary objective of the academic integrity process is the education of students regarding he importance of honest academic work as well as accepting consequences for violating the trust of Austin College's educational mission. Within that context, the following ranges of disciplinary actions apply:

An instructor may impose a penalty as described by the course syllabus statement on academic integrity.

Additional penalties, as assessed by the Council, may include: probation (for one or two long semesters), suspension (for one or two long semesters), or expulsion. Suspension may be, and expulsion will be, noted on the student's official record.

Following the college's guidelines regarding probation, any student on probation may not represent the college in any official capacity during the probationary period. The student may not hold an elected or appointed office in any club or organization, though membership is not prohibited. Practice, performance, participation and travel with athletic teams, clubs, organizations, and music ensembles are prohibited during the probationary period. Students should also note that an academic integrity violation of any kind may affect eligibility for membership in some honor organizations, participation in honors programs, and nominations for fellowships and awards.

Appeals Process

First Appeal

A student who chooses to appeal the instructor's determination of a violation must first meet with the Chair of the Academic Integrity Council and VPAA representative and the present the appeal in writing to the VPAA and the Academic Integrity Council, which serves as the hearing body for the first appeal. The Council reviews all pertinent information, conducts a hearing, records the hearing, and issues a finding. Students remain responsible for course participation during the appeal process. All relevant evidence must be presented during the first appeal.

Second and Final Appeal

Students or instructors may appeal to the VPAA in writing within five days. This second appeal is final. Appeals may challenge findings, penalties, or process. Only new information not previously available during the first appeal will be allowed for consideration. The VPAA may accept or deny the appeal. If the VPAA denies the appeal, the original finding will stand. If accepted, the VPAA reviews materials and issues a final decision. If the VPAA was involved in the matter, the VPAA will delegate to an academic Dean who will consider the appeal. In all cases, the findings of the second appeal will be delegated by the VPAA to the student, the student's mentor, the course instructor, and the Chair of the Academic Integrity Council.

Records, Reporting, and Administrative Responsibilities

The office of the VPAA maintains confidential records of violations and ongoing cases, distributes notices, tracks repeat violations, coordinates reporting, and issues annual summary reports regarding violations of academic integrity to the faculty and the Student Assembly.

The accused student, the student's mentor, the instructor involved, and any known witnesses needed for the hearing will be notified of the arranged date, time and place of the hearing. In cases involving a possible second or additional violation, information regarding prior violation(s) will be shared only when the Council upholds the current violation and then convenes in executive session to discuss the consequences of their findings, which may include consideration of prior violations.

All hearings by the Council will be electronically recorded and subsequently reported in writing by the Chair of the Academic Integrity Council to the student and the VPAA, who in turn will notify the course instructor and the student's mentor. The recording and summary will be maintained in the student's confidential academic file by the VPAA.

The Chair of the Council prepares summaries, records hearings, serves as an advisor, and acts as a contact person regarding academic integrity matters.

Records are maintained in confidential files for as long as the student remains at Austin College.

Administrative Workings of the Academic Integrity Council

- The council normally consists of four faculty, four students, and the Chair. Faculty members are assigned by the VPAA, student members are assigned to serve one-year terms in a process overseen by the Dean of Students.
- The Chair votes only in the event of a tie
- Quorum consists of two faculty, two students, and the Chair. Members should confirm attendance ahead of time to ensure quorum. Members should disclose any potential conflict of interest.

- Hearings normally occur within ten calendar days of the VPAA being informed of an allegation.

Learning Environment Policy

The Mission Statement of Austin College affirms the importance of “a climate of civility and respect that encourages free inquiry and the open expression of ideas."

Refusing to comply with directives related to health and safety guidelines issued by local, state and/or federal authorities will be considered disruptive behavior. Non-compliance will result in an initial warning. If non-compliance continues, disciplinary action up to including removal from an academic class/setting, on-campus residence, and/or the campus as a whole may result.

Class members (including the instructor) are expected to treat each other with mutual respect in both word and deed. The learning environment policy includes the expectation that all class members arrive to class promptly, silence cell phones, focus their attention on class activities, and avoid non-essential exit from and re-entry into the classroom. Distracting, disruptive, or disrespectful behavior is specifically forbidden.

Instructors may drop or withdraw students from classes for violating the learning environment policy. Poor attendance, poor participation, misconduct, or disruptive or endangering behavior that interferes with faculty members' obligations to set and to meet academic and behavioral standards in their courses are examples of behavior for which a drop or withdrawal are allowed. In case of serious infractions of the learning environment policy, instructors are encouraged to file an incident report with the divisional dean. The divisional deans will review the incident report and take appropriate action, which may include dropping the student from the class, or, in extreme cases, suspension or expulsion from the College. Due process will be followed, and students may appeal such decisions by contacting the VPAA. Instructors may distribute syllabi that include additional set and to meet academic and behavioral standards in their courses are examples of behavior for which a drop or withdrawal are allowed.

In case of serious infractions of the learning environment policy, instructors are encouraged to file an incident report with the divisional dean. The divisional deans will review the incident report and take appropriate action, which may include dropping the student from the class, or, in extreme cases, suspension or expulsion from the college. Due process will be followed, and students may appeal such decisions by contacting the VPAA. Instructors may distribute syllabi that include additional statements of policy regarding attendance, participation, and dropping/withdrawing students from class. The content of speech or written work protected by academic freedom shall not be considered disruption or misconduct.

Non-Academic Code of Student Conduct

Introduction

It is important for students to understand the policy-making authority of the Board of Trustees of Austin College. As designed by the board, the President of the College has delegated to the Associate Vice President of Student Affairs & Dean of Students the responsibility for coordination of the non-academic violations of college policy. Non-academic violations of

college policy include those which damage the personal and/or community integrity of the College and/or the individual.

The Non-Academic Code of Student Conduct (hereafter referred to as the NACSC) and the procedures herein delineated are dedicated to an educational principle of discipline, which is committed to correcting inappropriate behavior or actions at the lowest level possible within the institution. This requires the commitment of students, and with this commitment, the student should appropriately acknowledge violations of college rules and regulations and other actions that affect personal and community integrity of individuals and groups.

- The NACSC is applicable to all students enrolled in or accepted for an academic program, regardless of credits carried, unless otherwise specified.
- The College has established these expectations regarding non-academic standards of conduct in order to protect its educational purpose, provide for the orderly conduct of activities and safeguard the interests of the College community.
- Students who violate these or other duly established regulations become subject to disciplinary action and the procedures herein described.
- Students may be accountable to both civil authorities and the College for acts which constitute violations of law and the NACSC. Disciplinary action at the College will normally proceed if criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- A student's mental state or use of drugs or alcoholic beverages shall not limit the responsibility of the student for the consequences of their actions. The College reserves the right to amend any provision herein at any time.

These regulations are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in precise or exhaustive terms. Chartered groups are responsible for these rules as well as those set forth by the College.

Definition of Terms

Administrative Agreement: The Administrative Agreement is an agreement between the institution and a student who accepts responsibility for a violation of college policy. That student contracts to perform the sanctions agreed upon with an institutional representative.

Privacy: All cases involving violations of college policy are considered confidential. Information about these cases is only shared with the students, staff, and faculty members who hear the case directly or who sit on the adjudicating boards. Discussion of the case is prohibited outside of the hearing setting or beyond the one-on-one consultation between the institutional representative and the student being charged. Information from disciplinary files is not available to unauthorized persons on campus or any person off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved.

Note: The following list of violations is provided as a guide to inform students of the types of violation levels. Assignment of violation type is the responsibility of the Vice President for Student Affairs or their designee.

Major Violations: Violations of the NACSC considered to be major include:

- Three or more violations or misbehavior;
- Damage or vandalism greater than $200;
- Failure to comply with a disciplinary sanction;
- Failure to respect/comply with College agents;
- Aggravated intolerance, bullying, harassment, sexual misconduct, and/ or threat of another community member and;
- Risk to the health and safety of other community members (damage to
- access system, etc.)
- Any violation where the possible minimum sanction may be probation.

Minor Violations: Violations of the policy considered minor are those not listed under the definition of major violations.

Greek Review Board: (hereafter referred to as the GRB) This board functions as a minor level adjudicating body of the College for resolving allegations of minor violation of Greek Life policies and NACSC policies related to Greek Life issues. The GRB also assists the College in the administration of policies concerning the Greek Community and by upholding the high ideals and standards set forth by the Greek Community.

Peer Judicial Board: (hereafter referred to as the PJB) This board functions as the minor level adjudicating body of the College for resolving allegations of minor violations of the NACSC.

Record Keeping: Documents pertaining to the resolution of allegations of violations of the NACSC are kept on file in the Associate Vice President for Student Affairs & Dean of Students' Office. Individual files are kept until a student graduates or leaves the institution on a permanent basis.

Sanction: A sanction is any action affecting the status of a student, which is taken by the College in response to misconduct. The purpose of such action shall be to establish behavioral expectations, which uphold the educational mission of the community, as well as to help students recognize acceptable boundaries to their actions/activities and the consequences of future behavior choices.

Student Conduct Council (SCC): Functions as the major level disciplinary body of the College for resolving allegations of major violations of the NACSC.

Student Expectations

Austin College students shall:

1. Organize a personal life and behavior, to pursue individual activities, including freedom of movement, except when these interfere with the rights of others or violate established College, local, state and federal laws and policies.

2. Have freedom from personal force, violence, threats, or personal abuse and sexual harassment, either as individuals or as groups within the College community.

3. Have privacy of personal information (as defined earlier in this section).

4. Be able to dissent; to carry on individual or organized activity which expresses grievances held against or changes desired in society or the College, or both. The activity need be carried on within the limits of the democratic process or freedom of speech, assembly, and petition and in compliance with campus activity policies and procedures.

5. Have a process of review as outlined by college policies and procedures. No student shall be subject to disciplinary procedures if found guilty of charges without process except in cases of summary suspension as outlined in this document. Have access the College judicial system.

6. Receive a statement of expectations and polices promulgated by the College.

Student Responsibilities

Austin College students bear the responsibility:

1. To act as mature, honest, and respectful members of the College community.

2. To present college identification to authorized college officials upon request.

3. To refrain from actions which deny other members of the community their rights.

4. To refrain from the use of force against another person or group, or personal abuse of another person.

5. To preserve the right to privacy of property of individuals, groups, the community, and the College itself.

6. To respect confidentiality of academic information about members of the Austin College community.

7. To observe all established College, local, state and federal laws. Nothing in this document can affect in any way the jurisdiction of courts and other civil authorities over any Austin College student. Membership in the College community does not mean a privileged or immune status from the laws and regulations that other residents of Texas must obey.

Options for Resolution

1. Allegations will be forwarded to chair of the appropriate hearing body (minor violations to PJB, GRB, major violations to SCC) to convene a hearing.

2. The student may choose to seek an Administrative Agreement with the appropriate college official.

3. Situations that are assessed to bring a maximum sanction of a warning may be addressed by the following procedure:
    a. A letter of warning is sent to the student along with a copy of the violation.
    b. If the student wants either to address the situation further or pursue pleading not guilty, they will have three (3) days to of the NACSC to contact the staff member who sent the letter and declare their desire for a hearing by the PJB. If the

student does not respond, then the warning for the violation will stand as recognized.

Student Hearing Process and Principles
Students present in the hearing process:

1. Have privacy of all records and proceedings, subject to certain disclosures that are mandated by law (as defined earlier in this section).

2. Can be assisted during the hearing by a student or a member of the faculty or staff. The advisor shall not be permitted to address the hearing body or to question witnesses, but shall be allowed to consult freely with the accused.

3. Present evidence and witnesses in a judicial board hearing.

4. Ask questions of the witnesses in a judicial board hearing in a manner that is consistent with the educational spirit of the proceedings.

5. Receive a written decision of the hearing body and have the opportunity to appeal this decision.

Peer Judicial Board: The minor level adjudicating body of the College for resolving allegations of minor violations of the NACSC.

1. PJB consists of 17 students elected in the spring by the student body according to their resident status (one from Jordan Family Language House, one from Bryan apartments, one from the Flats at Brockett Court, one from the North Flats, two from each of the other halls including Johnson Suites, and three from students living off campus).

2. Vacancies due to a failure to perform duties (determined by a three-quarter vote of the board) or withdrawal will be filled with approval of the Associate Vice President of Student Affairs & Dean of Students or their designee.

3. The PJB chair and co-chair are elected by members of the board and shall preside over all hearings.

4. The PJB is trained and advised by the Director of Residence Life or their designee.

5. The presiding chair shall select a hearing panel. The presiding chair (with assistance of the advisor) shall select a minimum of five members of the board to serve as the designated hearing body. The co-chair shall serve as a substitute should bias be established for any board member.

Greek Review Board: This board functions as a minor level adjudicating body of the College for resolving allegations of minor violation of Greek Life policies and NACSC policies related to Greek Life issues.

1. GRB consists of nine students selected in the spring by the Greek organization membership and three faculty/staff members who are sponsors.

2. The GRB Chair is the Vice President of Greek Council and they preside over all cases.

3. The GRB is trained and advised by the Director of Student Activities.

4. Students elected will serve for the remainder of their academic career.

5. A hearing panel shall consist of three (3) members and one (1) faculty or staff member.

6. For a full description of GRB responsibilities, refer to the Greek Handbook, available in the Student Life Office.

Student Conduct Council: This council is the major level disciplinary body of the College for resolving allegations of major violations of the NACSC.

1. The Council is composed of four students, three faculty, and one staff member. Their responsibilities will include determining whether the accused is in violation or not in violation of the NACSC and recommending sanctions to the Associate Vice President of Student Affairs & Dean of Students. The Associate Vice President of Student Affairs & Dean of Students will coordinate the council and chair the meetings. The students are upperclassmen elected in the spring election process to staggered terms as follows:
    A. One sophomore (serves three years)
    B. One junior (serves two years)
    C. One senior (serves one year)
    D. One at-large member (serves one year)

2. Faculty members shall be appointed by the Provost and Vice President for Academic Affairs.

3. One staff member shall be appointed by the Vice President for Student Affairs & Dean of Students. The staff member shall be a person familiar with student life functions.

4. Vacancies due to a failure to perform duties (determined by three-quarter vote of council) will be filled by the Associate Vice President of Student Affairs & Dean of Students or their designee for student and staff positions, and the Provost and Vice President for Academic Affairs or their designee for faculty positions.

5. The Associate Vice President of Student Affairs & Dean of Students may make temporary appointments in extraordinary circumstances or during vacation periods as needed.

6. Five members, with at least three students and two faculty/staff, shall constitute a minimum quorum to conduct a Student Conduct Council hearing.

General Procedures for the Resolution of Allegations of Violations of the NACSC

1. At the request of any student, faculty, or staff member, or independently, the College may file an allegation of a policy violation in the Student Life Office, or with the appropriate official against the accused student(s). Such charges may be filed no later than 45 days after discovery of the alleged violation and the identity of the student(s) involved unless unusual or complex circumstances exist, as determined by the College. In cases of sexual misconduct, to include all definitions in the Austin College Sexual

Misconduct Policy, charges/complaints may be filed at any time while the respondent is enrolled at Austin College. The College encourages students to submit the charge/complaint as early as is possible. The longer a student waits, the more difficult it will be for the College to conduct its investigation. If a student has withdrawn or withdraws after the filing of such charges, either (1) a "registration hold" will be placed on the student's academic record and the student notified that disciplinary action may be initiated upon the student's application for readmission, or (2) the College may proceed to resolve the disciplinary action, even if the student is absent from the hearing.

2. Upon the filing of charges, and prior to the hearing, the student may seek an Administrative Agreement with the appropriate college official, at which the nature of the responsibility for an alleged offense is discussed. The charged student or students shall have at least 48 hours to schedule the pre-hearing. In cases where students choose not to seek an Administrative Agreement, the case will proceed to a hearing before the SCC in the case of major violations or the PJB or GRB in the case of minor violations. On occasions, a student may select to participate in a sanction-only hearing rather than a standard hearing. The Associate Vice President of Student Affairs & Dean of Students or their designee conducting the hearing may withdraw any charge deemed to be without basis.

3. Any student charged with violating the NACSC may request permission from the chair of the hearing board for a delay in hearing. In a case where criminal charges are pending against a charged student, upon this student's request, a minimum 7-day summary delay may be granted to secure the advice of legal counsel, except in the case of summary suspension. All delays shall be granted at the discretion of the hearing board or Associate Vice President of Student Affairs & Dean of Students.

4. In the event of a hearing, the charged student shall be notified through campus mail at least five calendar days prior to the date of the hearing (or one day for a hearing held to review an alleged violation of summary suspension). Such notice shall be in writing and include the following:
    A. The specific charge(s) citing the appropriate college policies or regulation(s) allegedly violated and the act(s) alleged to have been committed.
    B. A description of the alleged acts, including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the charges are based.
    C. The time and place of the proposed hearing.
    D. General guidelines established for the hearing.

5. The student may request the assistance of an advisor from the College community in the hearing but must represent themselves. Such an advisor shall not be a legal counsel. When appropriate, the student may speak through an interpreter.

6. When there is a pending criminal case against the student arising out of the same facts as the charge(s), the student may be accompanied by legal counsel, who shall be present for advising the student and shall not participate in the hearing.

7. General Hearing Guidelines: The hearing shall be closed to all except the hearing board, complainant or situational representative, accused, and their advisors (who must be members of the Austin College community and may not be certified or licensed to serve as legal counsel).

All hearing board members will be given the opportunity to read the complaint form before the hearing convenes. The chair will direct all present at the hearing to state their names and relationship to the case, excuse unapproved parties, explain the format and procedures of the hearing, and answer any questions concerning the complaint and/or the procedures to be followed during the hearing.

The chair will have the complainant state the nature of the complaint. The chair will ask for a plea from the accused. If the accused fails to attend the hearing of which they has been formally notified, the hearing board will hear the case in their absence using any available information.

When the complainant, accused, a member of the hearing board, or the chair charges that another member may not be impartial or able to judge the facts of the case objectively, the charged member may make a statement on their behalf and must then leave the room with all other parties except the remaining members of the hearing board, who will discuss and vote on the member's impartiality. If a majority of the members judges the charged member not to be impartial, that person shall not be present during any deliberations concerning the case in question.

If the plea is "in violation"

A. The accused and the witness(s) will be given an opportunity to make statements.

B. Hearing board members will be given an opportunity to ask questions.

If the plea is "not in violation"

A. After the plea, the witness(s) will be asked to leave the room. The complainant and accused will remain.

B. The complainant and accused may give opening statements. The chair may specify a time limit on statements.

C. The hearing board will question the complainant and their witness(es) individually. The hearing is not a court of law and need not, nor should it, observe the rules of evidence observed by the courts, and may exclude unduly repetitious or irrelevant evidence. Witnesses will appear as called by the hearing board, testify, and leave. The chair may specify a time limit on the witness' testimony.

D. The hearing board will question the accused and witness(es) individually. Witnesses will appear as called by the hearing board, testify, and leave. The chair may specify a time limit on the witnesses' testimony.

E. The accused and complainant will be given the opportunity to question one another.

The complainant and accused will be given the opportunity to make summary statements. The accused, complainant, and any witnesses will be asked to leave the room. After deliberation, the hearing board will render a finding of "in violation" or "not in violation" by a simple majority vote. The chair will vote in case of a tie.

If the accused is found “in violation,” the chair will inform the hearing board of any relevant disciplinary history in the disciplinary file of the accused. Such information will be considered as the hearing board determines an appropriate recommendation for the case.

The accused will be called back into the room and the chair will state the hearing board’s recommended finding of “in violation” or “not in violation.” Occasionally, deliberations by the Council will not permit such a call back and the accused will hear directly from the Associate Vice President of Student Affairs & Dean of Students or their designee. The chair will then outline the procedures for receiving a letter regarding the finding and sanctions (if appropriate), appeals process and answer any questions. The complainant will be notified (generally) of action taken.

8. Any person, including the accused, who disrupts a hearing or who fails to adhere to the rulings of the presiding officer or who impedes the investigation, charge or proceedings in any way may be excluded from the proceedings, and may be subject to discipline for their conduct.

9. Any recommendation of a hearing board shall be based on a reasonable interpretation of the evidence and testimony at the hearing. Supporting evidence and records must be presented at the hearing.

10. The hearing board shall determine if in violation or not in violation, recommend sanction(s) as appropriate, and provide support, which shall be included in the record along with a written summary of testimony. For SCC: The entire record shall be forwarded to the Associate Vice President for Student Affairs & Dean of Students. Within the five working days after receiving the hearing board’s determination, the Associate Vice President for Student Affairs & Dean of Students or their designee shall render the written decision. For PJB/GRB: The entire record shall be forwarded to the Associate Vice President of Student Affairs & Dean of Students or their designee.

11. The College official may request the hearing board to clarify its determination. Upon receipt of said request, the hearing board may reconvene as necessary to address the questions raised. Any further outcome shall be based only on the record of the hearing board as may be clarified.

Appeal Procedures

1. There are three bases for appeal: a) the accused believes the sanction awarded to be excessive, b) substantial procedural failures, and/or c) the availability of new evidence. Students who fail to participate in the hearing process forfeit the right to appeal.
2. Any appeal of these hearing procedures is forwarded to the Associate Vice President of Student Affairs & Dean of Students or their designee for review by PJB/GRB, or the Vice President for Student Affairs or their designee for review by the SCC. Appeal decisions will be based on the summary of the hearing and other supporting documents presented in the hearing. Appeals must be in writing and received within five calendar days of sending the official sanctions to the student.
3. Final appeal based solely on procedural grounds can be made to the President of the College, who may choose to review the case and make a determination as appropriate.

4. After an appeal to the appropriate College official, and after a decision is rendered, the case shall be considered closed.
5. Any student found in violation of the Sexual Misconduct and Harassment Policy, physical violence, and/or bullying is expected to leave campus within twenty-four hours of official notification of the sanction or outcome of the hearing, even if the student plans to file an appeal. Should the student seek to appeal the action, they will need to arrange for their access to campus directly with the Vice President for Student Affairs or his/her designee.

Sanctions

In recommending and determining a sanction, the PJB, SCC and the Associate Vice President of Student Affairs & Dean of Students or their designee may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury or resulting harm, and other relevant factors. If the allegations against the student are sustained, the responsible College official or judiciary body may impose one or more of the following sanctions:

- **Expulsion** - Permanent separation of the student from the College system. Notification will appear on the student's transcript. The student will also be barred from the College premises and related activities. Approval of expulsion is required by the Vice President for Student Affairs.

- **Suspension** - Separation of the student from the College system for a specified period of time, but not less than the remainder of the semester. The student shall not participate in any College sponsored activity and may be barred from College premises. Suspension may be deferred when significant mitigating factors are present. However, if a student receives another disciplinary sanction of at least probation during this period for a further violation of the NACSC, the suspension shall take effect as of the date of the later sanction.

- **Summary Suspension** - The Vice President for Student Affairs or their designee has the authority to invoke a summary suspension until completion of the hearing if there appears to be a danger of the student causing harm to themselves or others, or if the person poses a threat to the well-being of the College community or property.

- **Automatic Room and Board billing/charges** - The Vice President for Student Affairs or their designee shall initiate automatic billing for room and board charges for any student who does not comply with the Austin College residency policy.

- **College Housing Removal** - Removal of the student from College housing for a specific period. Any student receiving notification to vacate College housing facilities is entitled to two calendar days in which to do so. Removal from College housing may be deferred when significant mitigating factors are present, provided, however, that if a student receives a disciplinary sanction of at least probation during this period for a further violation of the NACSC, the removal from housing shall take effect as of the date of the later sanction.

- **Disciplinary Probation** - A specified period during which any further violation of the NACSC will receive careful scrutiny and may subject the student to suspension or

expulsion. Those on probation may not represent the College in any official capacity which includes wearing any type of uniform, or holding office or position in an organization or team. Essentially, there should be no question that the student is under disciplinary probation and not actively representing an organization or team. Thus, the student should not be performing any functions that place them in a non-credit bearing leadership role or other similar role, task, function, or activity representing the organization, team, program, or Austin College.

- **College Housing Probation** - A specified period of time during which any further violation of the NACSC, especially as it pertains to the maintenance of the College residence community, will receive careful scrutiny and may subject the student to removal from College housing.

- **Community Service** - the student is assigned a number of hours to be completed by a deadline date. Failure to complete the hours on time will result in the following: immediate placement on disciplinary probation until sanction is complete and have a "hold" placed upon their Student Records until sanction is complete.

- **Written Disciplinary Reprimand** - the student is warned that further misconduct may result in more severe disciplinary action.

- **Fines** - Fines may be assessed for violations of living plans or college policies which incorporate a fee structure.

- **Restitution** - the student is required to make payment to the College or another for loss or damage to property.

- **Reflection Paper** - The student is required to write a two page paper over the violation that occurred.

- **Other Sanctions** - Other sanctions may be imposed instead of or in addition to those specified above, such as educational sanctions, denial of participation in College activities, denial or restriction of privileges, and solutions worked out through arbitration and/or mediation, etc.

Regulations for Student Conduct

The following shall constitute a broad listing of violations of the NACSC. This list is not exclusive and the College reserves the right to discipline students for conduct that is not stated here:

A. Personal Identification and Representation

1. Representing oneself as another person with or without that person's permission, giving someone permission to represent oneself, or representing one self improperly and not by error, as any other member of the community.

2. Representing the College, any registered student organizations, chartered group, or any official college group without the explicit prior consent of the officials of that group.

3. Tampering with or falsifying any College records, official documents including forging of faculty signatures, computer files, storage units, terminals, or programs that contain electronic records, or the records of judicial groups. (Knowingly submitting false information for inclusion into these records is interpreted as tampering with the official record system. Health service records are included).

4. Unauthorized accessing of the records of any individual, whether such access is obtained through paper records, computer files or systems, where such information is protected by the College regulations concerning privacy and confidentiality.

5. Dishonesty or misrepresentation, either verbally or in writing, to officials of the College or hearing boards.

6. Refusal to identify oneself to any properly identified (by name and position) member of the staff (e.g. ARAMARK food service personnel, campus police officers, College officials, faculty, resident assistants) when appropriately requested to do so. (The preferred form of identification shall be a current, valid College ID card).

7. Altering, improperly possessing, or lending a College ID card to another person for any reason not expressly authorized by the College. Any student, staff, or faculty, may confiscate a misused College ID card or faculty member in the course of their work responsibility.

8. Damage to the reputation of the College from off-campus behavior which reflects negatively on the institution or any of its groups.

B. Civility, Safety, and Environmental Health

1. Violations of the Austin College “Sexual Misconduct and Harassment Policies and Procedures.”

2. Violations of the “Austin College Alcohol Policy” (see page 76).

3. Violations occurring on or off campus, directed against a student or other person by an individual student or group of students, that subjects the individual to physical pain or discomfort, indignity or humiliation, regardless of the intent of such an act and regardless of the consent or cooperation of the recipient/victim. (See “Organization Standards and Philosophy Statement”)

4. Instances of “Harassment,” which include but are not limited to:

    A. Physical attack upon or physical interference with a person which prevents the person from conducting their customary or usual affairs, puts the person in fear for their safety or causes the person to suffer actual physical injury.
    B. Conduct less than a physical attack or interference which is intended to, or by inference can be construed as intended to, interfere with a person in the conduct of their customary or usual affairs, such as the sending of threatening letters, bullying, the posting of threatening letters explicitly or by inference directed to the person, the use of threatening language directed at another, or the vandalism or

misappropriation of a person's property, or vandalism of a person's room (e.g. by graffiti).

C. Harassment or discrimination of individuals or groups based on gender, age, race, national or ethnic origin, religion, disability, or sexual orientation. (See also "Statement on Harassment and Discrimination")

5. Indecent exposure as defined by college norms and/or city ordinance.

6. The illegal transfer and/or improper use, possession and/or consumption of any controlled substance (e.g. narcotics, barbiturates, amphetamines, or hallucinogens); the transfer, possession, or use of marijuana; or the possession of drug paraphernalia as defined by state law, on College property or at any College sponsored activities; or being present when any one of the above listed activities are taking place.

7. A willful interruption or disturbance of the day-to-day business of the College, by any person or persons. Students planning campus activities should consult the Student Life Office for guidance and direction in order to avoid such a violation.

8. Failure to cooperate and comply with directions of College officials, including campus police officers, resident assistants, etc. acting in the performance of their duties. Verbal and/or physical abuse directed toward any College official will not be tolerated and shall constitute a violation.

9. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal or disciplinary charge is prohibited.

10. Failure to cooperate in an investigation or impeding an investigation, disciplinary proceeding, or any other College proceeding shall be considered a separate violation.

11. Use or possession on any campus property (including items in vehicles), weapons, explosives, or projectiles of any kind, or other items that may be hazardous to the health or safety of others. This includes, but is not limited to, guns (which includes stun, paint, pellet, dart, or BB guns, cap guns or starter pistols, air rifles, and water and toy guns which may be perceived to be actual weapons), bows, arrows, axes, knives or blades of any type over five inches in length, nun chucks, karate staffs, swords, and sticks, throwing stars or darts, sling shots and fireworks. These items may be confiscated by College officials and disposed of or released through the campus police office.

12. False reports of fire or other dangerous conditions, including misuse of emergency phones, failure to report a fire properly, or any interference with the response of College or city officials to such emergency calls, unless it results from reasonable error or accident.

13. The creation of a fire hazard, the endangering of the safety of persons or property, misuse of emergency communication systems, the improper use of electrical appliances, or the improper use or possession of flammable or hazardous substances (i.e. storage in residence halls, etc.).

14. Intentional failure to evacuate any College building after a fire alarm has sounded or other notice has been given.

15. Shoplifting in any College retail (e.g. Campus Store, Hoppers, etc.).

16. Violations of the Motor Vehicle Rules and Regulations or other policies adopted by the Board of Trustees, which regulate student conduct.

17. Food fights, water fights, shaving cream fights, etc. inside College facilities.

18. Failure to comply with any authorized NACSC sanction, including the involuntary administrative withdrawal policy.

19. Gambling on Austin College property or at an Austin College sponsored event or activity.

20. Public display of potentially obscene or lewd materials on College property or at College-sponsored events.

21. Failure to comply with guidelines related to COVID-19.

C. Care of Property

The following shall constitute violations of the NACSC concerning property, which shall include College owned or leased property, equipment, programs or materials, as well as that of students, members of the faculty or staff, guests of the College, or third parties:

1. Unauthorized possession, use, removal of, defacing or tampering with property, or damage to or destruction of such property.

2. Accidental damage to, or removal of, property which is not reported by those responsible to an appropriate staff member or individual owner within a reason able period of time following the incident (24 hours should be utilized as a guideline for reasonableness).

3. Unauthorized presence in or use of premises, facilities or property. This includes, but is not limited to, gated or fenced areas, balconies or roofs, elevator shafts, warehouse or storage areas, or the unauthorized use of windows for access or egress.

4. Unauthorized entry and/or any form of trespassing into any fenced construction zone on campus will result in an automatic $250 fine to be issued by Campus Police.

D. Other Regulations

1. Residence Life Regulations
    A. Visitation
    B. Noise
    C. Hall sports
    D. Propping doors open
    E. Getting on the roof

2. Campus Police Regulations

3. Dining Services Regulations
    A. Sneaking into the dining hall

4. Information Technology Regulations
    A. For IT regulations, please refer to ITS Policies on the Student Portal https://myac.austincollege.edu/technology/
    B. For Library regulations, please refer to http://aclibrary.austincollege.edu/home

5. Recreational Sports/Athletics Facility Regulations

6. Study Abroad Regulations
    A. For Study Abroad regulations please refer to https://ww.Austincollege.edu/academics/international-programs/study- abroad-3/

E. Financial and Business Relationships

1. The College will neither assume responsibility for nor act in the collection of privately incurred debts involving students.

2. Removal of College property is not allowed. College property that is damaged or removed will be billed to the individual or group determined to be responsible for such damage at the standard rate established by the College for repair or replacement.

3. All community members' motor vehicles parked on campus must be registered with the campus police and must display a valid permit. (Detailed motor vehicle regulations are available in the Campus Police Office).

4. Students or student groups may not represent themselves as acting for or on behalf of the College in any commercial enterprise or in the solicitation or collection of funds for any purpose whatsoever without approval in advance by the appropriate College official. (This applies to all means of communication including, but not limited to mail, telephone or other means).

When processed through the appropriate governance procedures, approved and publicized, violations of these rules may result in disciplinary action under the NACSC. As with all policies, the College encourages students to review the documents and be familiar with policies.

Campus Police Traffic Violation Regulations

The following information is excerpts from Campus Police Motor Vehicle Rules and Regulations. If further explanation or clarification is needed, please refer to the full handbook for further in-depth explanation.

Appeal Process for Parking Fines
If a person decides to appeal a citation, the appeal must be initiated within the first 7 days after the date on the citation. To initiate an appeal, the person receiving the citation must apply within the time frame specified, in person, at the Campus Police Department, Jackson Technology Center, during business hours.

If the appeal is accepted as a valid appeal, the requestor will be notified of the date and time when the Peer Judicial Board plans to review the appeal, and is expected to be present at the hearing.

Process for Parking Suspension

- **4th ticket**: Warning letter
- **5th ticket**: Suspension of driving and parking privileges on all Austin College owned property for the remainder of the school year.
- **6th ticket**: $50 fine for 1st suspension violation, with the risk of having the vehicle towed, at owner's expense..

Each additional suspension violation: $100, with the risk of having the vehicle towed, at owner's expense.

Failure to Comply with College Regulations Regarding Fines Billed in Excess of $400

1st Offense:
Written Disciplinary Reprimand
Written parental notification within 7 days
Paying of fines to Student Life Office in 30 days

2nd Offense:
Disciplinary Probation
Written parental notification
Community service (minimum 10 hours)

3rd Offense:
Suspension for one semester
Written parental notification

4th Offense:
Expulsion
Written parental notification

All definitions are outlined under "Sanctions" section.

Alcohol Policy

Austin College is an institution of higher learning, which strives to provide an environment conducive to academic achievement and the development of its students. As members of this academic community, students are accountable for their behavior and expected to be familiar with their personal responsibilities. Members of the Austin College community need to be aware that the legal drinking age in Texas is 21 years of age. A person must be 21 years of age, or older, to purchase, possess, or transport alcohol. Austin College functions in direct compliance with the laws of the State of Texas, Grayson County, and the City of Sherman. Members of the College community are required to uphold the local city ordinance prohibiting open containers of alcohol in public areas. Further, specific regulations that govern the use, possession, and sale of alcoholic beverages at Austin College can be found in this policy.

Students or groups who choose to consume alcoholic beverages are expected to handle alcohol responsibly and conform to the laws of this State and the policies of Austin College. Failure to comply with this policy will result in disciplinary action. Austin College neither forbids nor

encourages members of its community to use alcoholic beverages. Each member of the Austin College community is responsible for supporting this policy under the Community Principle. Enforcement of this policy is the responsibility of all members of the Austin College community; though, it is the responsibility of the Student Affairs staff to adjudicate student violations of this policy. This policy applies to every campus event (including those held at the Lake Campus and other off-campus locations) where alcohol is present with specific guidelines as follows:

I. General Policy

A. In accordance with the laws of the State of Texas, an individual must be 21 years of age or older to consume, possess, purchase, or transport alcohol.

B. In accordance with the City of Sherman, members of the Austin College community are not permitted to drink alcoholic beverages in open areas; therefore, consumption is permitted to:
    1. An individual's apartment or residence hall room if that person is 21 years of age or older with the door to that room or apartment closed.
    2. Another individual's apartment or residence hall room as long as the resident of that apartment or residence hall room is 21 years of age or older and present in the room at the time of possession and/or consumption.
    3. The Pouch Club.
    4. The Outback tailgating area located on the east side of the Jerry Apple Football Stadium during football games for those who are 21 or over.
    5. The Lake Campus - Being located outside of any city's jurisdiction, Open Container Ordinances do not apply, but all Texas state laws pertaining to alcohol also apply to the Lake Campus. For the safety of those who utilize the facility, Austin College enforces a NO GLASS CONTAINER policy for the beach, therefore limiting containers for any beverages or food to be of aluminum, plastic, or other non-glass.

C. Kegs, party balls, and other common sources of mass quantities (e.g. 30-packs, garbage-pail punch, spiked watermelon, and Jell-O shots) of alcohol are not permitted, except in the Pouch Club, where kegs are utilized for distributing beer. This restriction includes the main campus, the Lake Campus, the residence halls, and the apartments. Any paraphernalia related to mass quantities of alcohol will be confiscated.

D. Because rapid consumption of large quantities of alcohol is far more dangerous than casual and responsible consumption, drinking games in which alcohol is consumed in large quantities are not permitted.

E. Public intoxication will also be considered a violation of this Policy.

F. All aspects of this policy apply to the Lake Campus.

G. Students under the age of 21 may possess a maximum of two empty alcohol containers (i.e. beer bottle, wine or champagne bottle) which must be cleaned and used for decoration only. Collections of beer cans/ bottles, wine bottles, or shot glasses are not permitted. Decoration is defined as the container with items (i.e. flowers, marbles, stones, etc.) on display inside.

H. Individuals and groups will be held responsible for violations of this policy in accordance with the procedures outlined in the Non-Academic Code of Student Conduct (NACSC). Sanctions for violations are listed in section VII and VIII of this policy.

I. In accordance with fire code policies, no more than eight (8) people may congregate in a residence hall room or sixteen (16) in an apartment/suite/cottage at one time.

II. The Pouch Club

Please note that the Pouch Club is considered a private club by Texas Alcoholic Beverage Commission (TABC).

Pouch Club Rules of Operation:

A. Only constituents of the AC community shall be permitted as members of the Pouch Club. (Constituents shall be defined as faculty, emeritus faculty, and family, staff, and students of the college). All constituents of the Austin College Community must have a membership in order to consume or buy alcoholic beverages in the Pouch Club. You may not be entered as a guest.

B. Members shall be 21 years of age, or older.
    a. The word "member" shall mean a person admitted by the Pouch Club membership committee.
    b. "Member's family" shall mean a person admitted to membership by the membership committee who is either a spouse, parent, or child of the member.
    c. "Guest" shall mean an individual who is personally known by the member or one of the member's family and who is admitted to the Pouch Club by personal introduction of, or physical company of, the member or one of the member's family. If a guest incurs an indebtedness, such indebtedness shall be billed to and paid for by the member.

C. Alcoholic beverages consumed on premises of the Pouch Club will be furnished and served solely by the Pouch Club.

D. Members must enter the names of their guests in the Pouch Club guest registry before the guest may be served.

E. All members and guests will provide a driver's license or State issued ID card and proof of membership upon request of the management or agent of the Texas Alcoholic Beverage Commission.

F. The Austin College Non-Academic Code of Student Conduct, as well as other published rules of the Pouch Club, will apply to any member or guest. Any institutional revisions of this code will also apply fully to any member or guest.

G. Members are responsible for the behavior of and/or any liabilities incurred by their guests.

H. The membership committee will be empowered to revoke membership for any violation of the Pouch Club rules.

I. The management may refuse service to anyone who, in the management's judgment, does not comply with club rules.

J. Service may also be refused to any guests or members who, in the judgment of management, are intoxicated. (This is State law).

K. Membership requires the payment of a membership fee.

L. To drink alcoholic beverages in the Pouch Club, you MUST:
    1. Be a member or registered guest.
    2. Have a driver's license or a state issued ID card containing a physical description consistent with appearance of such person and a Pouch Club Membership Card.
    3. Have a VISA band placed on your right arm by a Pouch Club employee.

M. Groups who are interested in sponsoring events that include alcohol on campus may use the Pouch Club area during specific times established by the Student Life Office and under the rules and regulations of the Texas Alcoholic Beverage Commission and the Pouch Club Advisory Board.
    1. The Pouch Club is typically used on Friday, Saturday, and Sunday, but other nights may be approved upon request. Special events or weekends sponsored by the College may take priority over student organization events.
    2. No alcohol other than that provided by the Pouch Club may be brought into the Pouch Club.
    3. All alcohol must be sold and served by the Pouch Club Corporation.
    4. All rules and regulations of the Texas Alcoholic Beverage Commission and the laws of the State of Texas must be followed at all times.
    5. Events in the Pouch Club must be scheduled through the Student Life Office at least one week in advance.
    6. Clean up, is the responsibility of the host group and must be completed the evening of the event. If a group fails to clean up the group might be assessed a clean-up fee.

N. All AC community members drinking alcohol at an all-campus event in the Pouch Club must be Pouch Club members. Non-Austin College community members may be registered as a guest of a Pouch Club member that is at the event. (See Pouch Club rules for further information.)

O. No alcohol will be served after 1 a.m.

P. The Pouch Club must be cleared of alcohol by 2 a.m.

Q. In accordance with the laws of the City of Sherman, no open container may be removed from the Pouch Club.

R. A campus police officer (licensed by the state) may be required at any all-campus event.

Austin College community members are criminally and civilly liable for violations of state and local laws especially pertaining to the consumption and distribution of alcohol. The guidelines of this policy do not absolve any community member from compliance with state and local laws.

III. Student Organizations and Alcohol

Student organizations may host events at which alcoholic beverages are present only when the organizations have received approval from the College. All events must be held at a third-party vendor location.

Third Party Vendor

A. The host organization contracts with a vendor to sell alcohol as a cash operation at the vendor's establishment (i.e. renting out local establishments or using the Pouch Club for the event).

B. Only the vendor may sell and distribute alcoholic beverages. No member or guest may sell or distribute alcoholic beverages at this type of event.

C. No organizational funds may be used for the purchase of alcohol.

D. The Pouch Club is the one location that a student organization may have an event and will not need to submit a Social Notification Form for approval.

E. Any student organization that has an event in which alcohol is present and has not received an approval for the event is in violation of the Austin College Alcohol policy.

F. Please note that there may be additional expectations for events that receive approval from the College.

G. On specific college wide program dates, no approvals will be granted. This includes overnight previews, A.C.E., orientation weekend, etc.

H. The Austin College Non-Academic Code of Student Conduct and disciplinary procedures will apply to events held under this policy.

IV. Fraternity and Sorority "New Member Education"

The College does not support a "pledge" and/or "new member education period" for any student organization. This means that students who join an organization, club, or team, including a fraternity or sorority, become members of that organization immediately. For additional information regarding Greek Life, please refer to the Austin College Greek Life Handbook.

V. Alcohol and Publicity

On campus promotion is not allowed for off campus events where alcohol will be served, possessed, or consumed, except for a College approved event. Student Organizations that have received College approval for an event may publicize the event on their Student Organization Bulletin Board. (Please refer to the Bulletin Board policy in the Student Organization Handbook).

VI. Individual Sanctions

Sanctions for alcohol or drug violations by individuals include, but are not limited to:

A. First Offense Alcohol

1. Completion of the Student Success "Student Discipline" module within 30 days.

2. $25 non-refundable fine to be paid at the Student Life Office within 30 days of the sanction being imposed.

3. Letter of warning, along with a copy of the Austin College Alcohol Policy.

4. Fifteen (15) hours of community service to be completed within 30 days from the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session.

5. A two-page reflection paper to be completed within 7 days of the sanction being imposed.

B. Second Offense Alcohol/First Offense Drugs (excluding marijuana)

1. Completion of the Student Success "Student Discipline" module within 30 days.

2. $125 fine to be paid within 60 days of the sanction being imposed.

3. Disciplinary probation for a minimum of 75 days beginning the date the sanction is imposed. Probations days are counted during the traditional academic year which is defined as any day falling between the first calendared day of classes in the fall semester through the last day calendared of finals during the spring semester.

4. Twenty-five (25) hours of community service to be completed within 60 days from the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session.

5. A two-page reflection paper to be completed within 7 days of the sanction being imposed.

6. Parental notification.

7. If a student is 21 or older and provides alcohol to a minor, it is an automatic second offense.

C. First Offense Marijuana

1. Completion of the Student Success "Student Discipline" module within 30 days.

2. $125 fine to be paid within 60 days of the sanction being imposed in the Student Life Office, WCC 201. Failure to pay within 60 days will result in the students' account being billed the fine.

3. Develop a 30-minute PowerPoint presentation over "The Impact of Marijuana on the Developing Brain." Please focus on how THC affects memory, motivation, and learning in people under 25 and what you have learned from the incident within 30 days from the date the sanction is imposed. Then schedule a time to present the PowerPoint to the Vice President for Student Affairs and the Associate Vice President for Student Affairs/Dean of Students.

4. Parental notification.

D. Third Offense Alcohol

1. $250 fine to be paid within 90 days of the sanction being imposed.

2. Disciplinary probation for 120 days beginning the date the sanction is imposed. Probations days are counted during the traditional academic year which is defined as any day falling between the first calendared day of classes in the fall semester through the last day calendared of finals during the spring semester.

3. Forty (40) hours of community service to be completed within 60 days from the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session.

4. Referral for alcohol assessment to be completed and reported to the College as requested within 30 days of the date the sanction is imposed.

5. Parental notification.

E. Fourth Offense Alcohol/Second Offense Drugs

1. Automatic suspension for one full academic year, effective immediately

VII. Organization/Group Sanctions

Sanctions for alcohol or drug violations by a student organization/group include, but are not limited to:

A. First Offense Alcohol

1. $200 fine to be paid within 30 days of the sanction being imposed.

2. Social Probation for 60 days beginning the date this sanction is imposed. Probation occurs while the College is in session, not including summer session.

3. Twenty (20) hours of community service to be completed by the student organization within 30 days of the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session. 70% of the membership must be involved in the completion of the 20 hours.

4. After social privileges are restored, the first College approved event involving alcohol must be through a third-party vendor.

5. If after 120 days the student organization has not been in violation of the Austin College Alcohol Policy, the student organization will receive a 50% refund of the fine.

B. Second Offense Alcohol/First Offense Drugs

1. $350 fine to be paid within 60 days of the sanction being imposed.

2. Social Probation for 120 days beginning the date the sanction is imposed. Probation days occur while the College is in session, not including summer session.

3. Forty (40) hours of community service to be completed by the student organization within 60 days of the date this sanction is imposed. These hours to be completed while the College is in session, not including summer session. 80% of the membership must be involved in the completion of the community service.

4. After social privileges are restored, the first three College approved events involving alcohol must be through a third-party vendor or the Pouch Club.

5. If after 180 days the student organization has not been in violation of the Austin College Alcohol Policy, the student organization will receive a 50% refund of the fine.

C. Third Offense Alcohol

1. $500 fine to be paid within 90 days of the sanction being imposed.

2. Deferred Charter Revocation for 180 days beginning the date the sanction is imposed. Deferred Charter Revocation status occurs while the College is in session, not including summer session.

3. Sixty (60) hours of community service to be completed by the organization within 60 days of the date this sanction is imposed. These hours to be completed while the College is in session, not including summer session. 100% of the membership must be involved in the completion of the community service.

4. After social privileges are restored, all College approved events involving alcohol for 180 days must be through a third-party vendor or the Pouch Club.

D. Fourth Offense Alcohol/Second Offense Drugs

1. Student Organization has its charter revoked.

VIII. Enforcement of Alcohol Policy

A student organization may be referred to a reflection session based on the recommendation of an Austin College staff member.

Typically, the record of a violation will remain active in the organization's discipline file for four academic years.

The record of a violation will remain in the student organization's file as historical data.

If violation involves a non-College approved event, fines are doubled. In the enforcement of the laws of the State of Texas and the City of Sherman concerning the consumption, possession, and serving of alcoholic beverages, violations of the AC Alcohol Policy will be considered a NACSC violation.

Those violations that occur in the residence halls, Jordan Family Language House, Johnson Suites, Bryan Apartments, Flats on Brockett Court, North Flats, and the Village will be under the jurisdiction of the residence hall staff and the appropriate hearing board. Students living off campus and Student Organizations that violate the policy and are reported are accountable to the Associate Vice President of Student Affairs & Dean of Students or their designee and may be referred to the appropriate judicial body for adjudication as determined by the NACSC. Students are warned that they are subject to prosecution by the local police if any violation of state or local laws is involved, and if the police choose to be involved.

Health Risks

(The following is not part of the actual policy).

The use or abuse of alcohol and other drugs increase the risks for a number of health related and other medical, behavioral and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, and death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver and mouth, throat and stomach; pregnancy problems including miscarriages, still births, and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug related arrest, traffic accidents, injuries and fatalities; negative effects on academic or work performance; conflict with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

Austin College's Call for Help Program (Amnesty Policy)

Student welfare is a primary concern at Austin College. Everyone is responsible for creating a healthy community whose members care for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or other drug intoxication. To encourage students to seek medical assistance, the College prioritizes emergency response over disciplinary enforcement in health- or safety-related calls. To seek medical assistance on campus, please call Campus Police at 903-813-2555. If you are off campus, please call 911.

Students who seek medical assistance for themselves (Medical Amnesty) or another student (Good Samaritan) due to intoxication of alcohol and/or other drugs will not normally be subject to the Austin College student conduct process, except when it has been determined that another violation of college policy has occurred (for example: destruction of college property; fire safety violation; physical harm to another person, etc.). Prohibited items encountered during the response may be secured by responding personnel. Any follow-up will be managed through institutional processes with consideration given to the context of the emergency. Students present but not directly involved in the emergency will be evaluated in context, with priority given to the health and safety of those involved.

Any exemption from the Austin College student conduct process which is granted under this policy may only apply to disciplinary action and/or sanctions under the Austin College alcohol and/or drug policies in The Environment, Austin College's Student Handbook, and, therefore, does not prevent Campus Police or another police agency from detaining a student, issuing a citation, or making an arrest if they deem that action necessary. Except where required by law or where there is an immediate threat to safety, incidents arising from these calls will be primarily addressed through institutional student conduct processes rather than through Campus Police.

For this policy to apply, the student must meet with the Dean of Students, and once referred, complete all recommendations made by a Licensed Professional Counselor in Counseling Services which are in the Adams Center. (These recommendations will include, at minimum, an individual appointment with a counselor and a follow-up appointment.)

While this policy applies to individual students, if an organization has been found in violation of the College's alcohol and/or drug policies, then the organization's willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.

Informal Resolution Option: Restorative Justice

One option for Informal Resolution includes a Restorative Justice process that may substitute for a formal conduct proceeding for certain non-academic policy violations. The Restorative Justice option is intended to be voluntary, education-centered, and balance individual student needs with accountability. These options are meant to allow those accused of causing harm and/or allegedly violating policy (i.e., “Respondents”) and the alleged harmed parties (i.e., “Complainants”) to participate in a process that promotes inclusive decision-making centered on the Respondent(s) acknowledging harm caused and accepting responsibility for repairing that harm (to the extent possible) experienced by the Complainant and/or the College community.

Everyone participating in a Restorative Justice process must consent to it, including the Respondent(s), the Complainant(s), and the College. If Restorative Justice can resolve the situation, the College must document the resolution and any additional outcomes.

The College, represented by the Associate Vice President for Student Affairs/Dean of Students, may determine that Restorative Justice, even when requested, is not a suitable option. Such a determination may be made based on several factors. This includes but is not limited to the alleged conduct's severity, repetitive nature, the time elapsed between alleged violations, additional documentary evidence, expressed fear by the Complainant, or another community impact of an alleged policy violation. Should the College determine that an alleged policy violation may not be resolved by an Informal Resolution or if a resolution between parties cannot be reached, the Respondent(s) will be referred to the appropriate formal conduct process.

Austin College Student Expressive Conduct Policy

Introduction

The right to freedom of expression at Austin College includes peaceful protests and orderly demonstrations. However, the right to expressive conduct does not include the right to engage in conduct that violates current policy and/or disrupts normal college business. These policies and procedures allow for freedom of expressive speech for the campus community while maintaining an atmosphere that is safe and free of hate, discrimination, and harassment.

Austin College’s policies and procedures relating to expressive conduct are not intended to unreasonably inhibit or restrict free speech or the expression of ideas. While Austin College encourages a free-flowing movement of ideas, speech which has the sole purpose to degrade or belittle campus community members based on attributes such as race, age, religion, ethnic origin, sexual orientation, disability, gender identity or otherwise, is prohibited. Austin College strives to be an intellectual and residential community in which all members can participate fully and equally.

Each member of the campus community is expected to respect the rights of other community members to participate in the college's life and express viewpoints free from hate or harassment. As a private entity, Austin College reserves the right to restrict behavior(s) and

forms of expressive speech, including symbols, that violate any College policy, are deemed hate speech, or present a true or immediate threat to members of the college community.

Hate Speech
Austin College defines hate speech as forms of expression (whether words or symbolic actions) that attack or use discriminatory language or create an atmosphere of intimidation, harassment, or abuse because of an actual or perceived identity group membership.

Austin College affirms the dignity and value of all individuals. It does not tolerate hate speech to protect the learning, living, and working environment from violence, harassment, and discrimination. Hate speech has no academic value, so this definition and prohibition do not compromise Austin College's commitment to intellectual and artistic freedom of expression.

Hate speech (as a form of behavior promoting violence, harassment, and discrimination, whether in person, on social media, or via other electronic medium) is prohibited by the Non-Academic Code of Student Conduct and the Nondiscrimination and Equal Employment Opportunity Policy. Allegations of hate speech that involve students should be pursued through the Dean of Student's Office.

Allegations involving faculty or staff should be pursued through adjudication associated with the Nondiscrimination and Employment Opportunity Policy. Allegations of hate speech that involve staff and or faculty, should be pursued through the Human Resources Department.

If you are a target of hate speech and would like emotional support, you can contact Counseling Services if you are a student. You may contact our Employee Assistance Program (EAP) representatives if you are an employee. If you believe the behavior constitutes a criminal act, please get in touch with Campus Police.

**The definition of hate speech used in this policy was informed by the United Nations Strategy and Plan of Action on Hate Speech and the American Civil Liberties Union's ACLU Speech on Campus.*

Expressive Speech Events on Campus

"Expressive Speech" *is defined as verbal or symbolic expression of an idea, thought or opinion that is conveyed through any non-curriculum related event, demonstration, stationary structure, literature distribution, signage, or similar activities intended to communicate an idea or opinion. An* ***"Expressive Speech Event"*** *is any gathering whose primary purpose is Expressive Speech.*

All action at Expressive Speech Events must remain peaceful, safe, and appropriate, as outlined in this policy. All expressive speech events on campus must be organized and led by a current member of the student body, whether individually or on behalf of a chartered student organization. Students shall make advanced arrangements and receive approval to hold an expressive speech event and must adhere to the policies outlined in this document.

Leadership
A member or members of the College community and/or properly chartered student organization must be the designated organizers/liaisons for each Expressive Speech Event. Any off-campus guest or entity not affiliated with the College wishing to hold such an activity on campus must be properly sponsored by a department, chartered student organization, or a

member of the College community and receive approval from the Dean of Students. Organizers and associated participants speak only for themselves in the public expressive events.

The organizers, with assistance from the Dean of Students and/or Moderator as needed, shall be responsible for the orderly execution of the event and should consider financial obligations, security, cleanup, parking, and possible liability. Organizers are expected to ensure that the event complies with existing college policies and procedures, as well as state and federal laws, rules, and regulations. Organizers intending to use city sidewalks and streets adjacent to the College are required to make appropriate arrangements with the City of Sherman. Expressive Speech Events may not include conduct that could reasonably or substantially disrupt or impair normal college business.

Advanced Arrangements
To help ensure the safety and success of the event, organizers are required to make advance arrangements by submitting a written proposal to the Dean of Students. To allow adequate time to prepare the event and necessary materials in support of students, advance notice should be provided one calendar week prior to the event. Exceptions to this policy can be made for free speech events occurring in urgent response to current events, under the condition that they occur in locations that are not reserved and do not interfere with normal college activities. Organizers need to meet with the Dean of Students, who will submit a 25Live reservation and will include the event organizers in the process of reserving the space and/or location on campus for events occurring Monday through Friday. Event organizers should be included for all meetings that pertain to the planned event and/or the advance arrangement process.

Expressive Speech Event Requests

Any student or student organization wishing to host an Expressive Speech Event must request and receive approval prior to holding said event. Approval or denial of Expressive Speech Event requests will fall to the Dean of Students **in consultation with other campus administrators**. Approval or denial will be made with no regard to the content of the speech, unless that speech falls into one of the categories explicitly prohibited in this policy.

If approved, the Dean of Students will work with the event organizers to reserve an appropriate location on campus, and to organize event logistics which may include identifying event moderators if needed, approving guest speakers, and coordinating with campus security personnel.

If the event is not approved, the Dean of Students will provide the applicants with a written statement explaining the grounds for rejection.

Expressive Speech Event organizers who do not receive advanced approval for their event through the Dean of Students may find their unscheduled event subject to immediate termination.

Moderators
During the approval process, the Dean of Students, working with the requestor, may determine that a moderator is necessary or beneficial due to the nature of the Expressive Speech Event. "***Moderator***" *is defined as an arbitrator or mediator between parties*, and may be needed for events dealing with sensitive topics to ensure fair and respectful treatment of all participants.

When selecting a moderator, the students/student organizations may identify a moderator of their choice, but that selection must be approved by the Dean of Students. The Dean of Students must be notified of the selection at least 2 business days before the event. Moderators will be expected to follow all policies outlined by Austin College and will be held to the same standards outlined for students in *The Environment*. Prior to the planned event, the organizers, the Dean of Students, and the approved moderators should meet to discuss the event and review the policies for expressive speech. If no moderator is selected or if a moderator drops out, the Dean of Students may elect to act as moderator at their own discretion.

Guests & Guest Speakers
Any off-campus guest (speaker or otherwise) or entity not affiliated with the college wishing to hold such an activity on campus must be properly sponsored by a department or a chartered student organization. *"Guest speaker" is defined as an individual speaker or performer who is not a current student, faculty member, employee, or board member of Austin College. "Guest" is defined as an individual attendee who is not a current student, faculty member, employee, or board member of Austin College.*

Students wishing to invite guest speakers or guests to campus for an Expressive Speech Event must submit a list to the Dean of Students at least 2 business days prior to the event, and all guests and guest speakers at expressive speech events must receive advanced approval from the Dean of Students. Guests must adhere to all expressive speech and conduct policies outlined in The Environment. If there are behavioral issues involving guests of the College, the Dean of Students and or Campus Security reserves the right to remove those individuals from campus and restrict access to campus in the future.

Campus Protest and Other Demonstrations
The right to freedom of expression at Austin College includes peaceful protests and orderly demonstrations. However, the college recognizes that the right to protest and demonstrate does not include the right to engage in conduct that violates current policy and/or disrupts normal college business as defined by Austin College policy. All action at Expressive Speech Events must remain peaceful, safe, and appropriate, as outlined in this policy.

Austin College acknowledges the students' right to acts of peaceful dissent, assembly, and orderly demonstrations. With that said, several guidelines regarding the place, time, and manner of such activities are in place to ensure the safety and wellbeing of the campus community. If an Expressive Speech Event receives a reasonable complaint regarding policy violation and college officials determine that there has been a violation of college policy, interruption of its operations, and/or the rights of others have been compromised, the event will be shut down.

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Place

Locations

Expressive Speech Events may not occupy the following on-campus locations: laboratories, bathrooms, dining halls, faculty or staff offices, or classrooms; except in the event of peaceful walkouts. Nothing in this code supersedes existing residence hall and living community regulations.

Safety

To limit the risk of injury or other danger, organizers and participants of Expressive Speech Events may not block entrances and exits, and must ensure that corridors, stairways, and doorway entrances allow unimpeded passage at all times. Please note that all passageways (hallways, corridors, doorways, sidewalks, or otherwise) must remain clear enough to comply with current ADA requirements. Hallways must provide 60 inches (5 ft) minimum width for passing, with passing intervals spaced, allowing for wheelchair or other mobility device users to easily pass through. If an Expressive Speech Event is found to block exits or pathways, therefore presenting potential danger for members of the campus community, that event is subject to forced relocation or cancelation.

As outlined in the *Advanced Arrangements* section, students are required to reserve a location in advance for the purposes of an Expressive Speech Event. Working with the event organizers, the Dean of Students can recommend an appropriate location that will mitigate these concerns.

Responsible Use of Space

Event organizers are responsible for ensuring that no damage, litter, or other items are left behind at the site of the Expressive Speech Event. Event organizers are responsible for damage to school property that results from an event. In the event of damage to property, the Dean of Students will meet with organizers to survey any damages and determine the level of responsibility applied to the organizers or organizations. This will be determined on a case-by-case basis.

Time

Because Austin College is a residential campus, as well as one tightly surrounded by Sherman residents, Expressive Speech Events may not hold events that involve amplified sound or lighting during designated quiet hours.

Expressive Speech Event Quiet Hours

Sunday - Thursday: 10:00pm – 8:00am
Friday & Saturday: 12:00am – 8:00am

Indoor Events

Events occurring within indoor spaces shall comply with building schedules for opening and closing times.

Outdoor Events

Events occurring in outdoor spaces shall comply with event quiet hours.

Overnight Events

Overnight events may be permitted, but must align with previously established place regulations and event quiet hours.

Manner
The following examples are forms of Expressive Speech Events which are subject to this policy. This list is not exhaustive, but sets basic guidelines for how various events are to be handled on campus. Every event on this list, as well as any Expressive Speech Event on campus not listed here, must adhere to other established policies listed in The Environment.

- ***Demonstration****: A public display of individual or group feelings toward a person or cause. This could be made up of one or many individuals. This term covers a variety of Expressive Speech Events, including but not limited to those which make up the rest of this list.*
- ***Rally****: An event where a group of individuals come together to renew an effort or to join in a common cause. Often involving the use of devices which amplify sound, such as speakers or megaphones. No more than two of these sound amplifying devices may be in use at any given on-campus rally, and they must be silenced according to the previously mentioned time restrictions.*
- ***March****: An event where an individual or group of individuals express their viewpoints publicly as a unit, moving from one location to another. Marches are held to the same noise restrictions as rallies. Marches may occur indoors or outdoors.*
- ***Walkout****: An event which involves an individual or group of individuals silently and simultaneously walking out of a scheduled event (i.e. a class lecture or meeting) to show their support for a particular cause. Any walkouts on the Austin College campus should be done peacefully, with participants exiting quickly and quietly without disrupting the event they are leaving. Participants are not required to state the reason for their leaving when the walk-out occurs.*
- ***Sit In****: To peacefully occupy a location or space (hallway, performance hall, etc.) as a form of protest. Generally, by sitting down and refusing to move from a space or location to bring attention to a particular issue. Austin College prohibits the blockage of stairwells, doorways, and other passageways. Sit-ins in which hallways or corridors are lined but NOT blocked or hazardous for daily campus traffic are allowed as outlined above.*
- ***Solicitation****: Any attempt by an individual or group to prompt campus community members to support their cause through donations, signatures, or otherwise. Those requesting campus community members participate in these ways are required to explicitly state to each person they encounter what their cause is and how the donation and/or signature will be used.*
- ***Counterprotest****: A demonstration or event expressing opposing views in response to another demonstration or event, often at or near the same place and time. This includes the use or occupation of physical spaces or expressive materials. A separate protest area must be designated by the Dean of Students for those individuals or groups with views that differ from the views held by the initial event. Counter protests may not prevent an invited speaker or other scheduled event from communicating with a willing audience. Counterprotests must comply with all policies as defined by Austin College policy.*

Use of Signage and Other Expressive Materials on Campus
In some cases, Expressive Speech may take the form of Expressive Materials. *"**Expressive Materials**" are defined as any form of notice that is publicly displayed to express viewpoints or*

*information in a written or symbolic form. "**Posting**" is defined as using any manner or means to display or affix a sign to be viewed.* Examples include physical items such as a poster, banner, sticker, placard or other handheld object, and the projection of audio or visual performances or recordings. Expressive Materials may not be circulated, distributed, or posted except in accordance with this policy. This includes posting or distributing on any Austin College premises or digital platform.

Each form of expressive material must be submitted to the Dean of Students for approval by the person or organization wishing to distribute it no less than 2 business days prior to the desired date of posting/distribution. Approval for Expressive Materials follows the same guidelines as approval for Expressive Speech Events.

Materials created by or under the supervision of college personnel as a part of instruction or other authorized classroom activities, or for the promotion of campus programs and events, do not require prior approval under this policy.

Posting Signage in Designated Areas

- Like all posters, flyers, and similar materials, Expressive Materials may only be posted in designated areas. Designated areas include general-purpose bulletin boards located in hallways and common areas; additional guidelines for posting in designated areas may vary by building.
- Anything posted must be affixed using tacks, tape, or other adhesives that are easily removed and that do not damage surfaces. The use of glue, packing tape, duct tape or nails is prohibited.
- Signage should not cover current postings belonging to other organizations or individuals.
- Students are responsible for the removal of signage; if advertising an event, signage must be removed within 48 hours of the end of that event.
- Signage cannot contain obscene content and must follow all other guidelines this policy provides.

Posting Signage in NON-Designated Areas

Students wanting to post signage in non-designated areas (for example, hanging banners/flags or other outdoor signs) may be allowed to do so by requesting approval from the Dean of Students. These requests will be analyzed on a case-by-case basis. For permission to post signage in a non-designated area, requests should be submitted no less than 5 business days in advance, as they may also require approval from the Director of Facilities to ensure that they will not damage buildings or grounds.

Student Distribution of Expressive Material(s) on Campus

Direct person-to-person distribution of Expressive Materials is also governed by this policy. Students wishing to distribute flyers/brochures or other Expressive Materials should follow the policy for requesting an Expressive Speech Event and obtain approval of the materials themselves, and to do so in a designated place/time. Student distribution of expressive materials shall be conducted in a manner that:

1. Does not impede reasonable access to any Austin College facilities.
2. Does not interfere with the rights of, coerce, harass, or intimidate others.
3. Does not violate local, state, or federal laws or Austin College policies.

Prohibited and/or Unauthorized Behavior
To help avoid any misunderstanding of what is considered peaceful, safe, and appropriate "expressive speech", and what it is not, the following non-exhaustive list is provided as examples of prohibited behavior. Expressive Speech is considered inappropriate and/or unsafe if it includes any activity that:

1. Denies or reasonably interferes with the rights of other community members.
2. Occurs in a way that blocks entrances, exits, or passageways, as this is a safety hazard.
3. Impedes the daily traffic flow, ingress/egress patterns of scheduled classes.
4. Employs or threatens to use force and/or violence toward another person, group, or school property.
5. Creates a volume of noise that prevents community members from carrying on normal college business.
6. Places a reasonable or immediate risk to the health and/or safety of others.
7. Fails to comply with any other college policy or appropriate school directive.
8. Is considered "hate speech" as defined under the Austin College policy.

What types of Expressive Speech are prohibited?
Specific types of speech that are not protected by Austin College and are subject to corrective and/or disciplinary action include, but are not limited to: Hate Speech; Incitements of Violence and/or Lawless Action; Harassment; True Threats (Intimidation); Fighting words; Material and Substantial Disruption; Certain Symbolic Actions; Defamation; and Obscenity.

For information on these prohibited and unauthorized behaviors, including definitions, procedures and consequences for violating the speech code, see the Non-Academic Code of Student Conduct

For more detailed information regarding additional measures regarding discrimination, harassment, and sexual harassment, please see: JP 8 Austin College Discrimination, Harassment, and Retaliation Policy

Involuntary Administrative Withdrawal Policy

A student will be subject to involuntary administrative withdrawal from Austin College, or from College housing, if it is determined that the student is suffering from a psychological or medical disorder and, as a result of the disease/condition, engages or threatens to engage in behavior which reflects a lack of appropriate concern for their own physical and/or emotional health, or the health and safety of others, as well as a disregard or inability to modify these behaviors, such that they, and often the community, will experience a disruption in the conditions required for academic success and/or routine social relationships.

An involuntary administrative withdrawal does not preclude the College from suspending a student or withdrawing housing privileges in accordance with provisions of the Residence Hall Occupancy Agreement or other College rules or regulations.

A student accused of violating the College's disciplinary regulations may be diverted from the disciplinary process and involuntarily withdrawn from the College or removed from the residence halls if the student, as a result of a psychological disorder, lacks the capacity to respond to the pending disciplinary charges or did not know the nature or wrongfulness of the conduct at the time of the offense. An informal hearing before the Associate Vice President of Student Affairs &

Dean of Students or their designee will be held to determine if the allegations of violation of the College's disciplinary regulations shall be handled as an involuntary administrative withdrawal.

Students subject to disciplinary charges who wish to introduce relevant evidence of any psychological disorder must inform the Associate Vice President of Student Affairs & Dean of Students in writing at least two working days prior to any disciplinary hearing. If the evidence is determined to have merit, the case shall be resolved by involuntary administrative withdrawal procedures where appropriate. A psychological disorder may not be admitted into evidence or considered by a hearing panel in any disciplinary proceedings.

The Vice President for Student Affairs or their designee may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the College, if the Vice President believes that the student meets the criteria for involuntary administrative withdrawal or if a student subject to disciplinary charges wishes to introduce evidence of any psychological disorder. Students referred for evaluation shall be so informed in writing and shall receive a copy of these procedures. The evaluation must be completed within seven days from the date of the referral letter, unless a written extension is granted by the Vice President for Student Affairs.

Students may be accompanied by a licensed psychologist, psychiatrist, or treating physician of their choice, who may observe, but not participate, in the informal hearing to determine qualification for involuntary administrative withdrawal. Legal representation will not be permitted. A student who fails to complete the evaluation in accordance with these involuntary administrative withdrawal procedures will be suspended from the institution.

Appeals regarding this policy may only be made to the President of the College. Appeals shall be made in writing, within 30 days of the involuntary administrative withdrawal. Appeals may only be made on the grounds that: (1) the sanction is excessive and/or (2) new evidence exists that was unavailable at the time of the involuntary administrative withdrawal.

Organizational Standards & Philosophy Statement

The emphasis of all programs and organizations with active members shall be on development of the spirit and understanding of the dignity and worth of each individual. In recognition of the historical abuses in this area and the potential for damage to the dignity of the individual, the College prohibits any activities by individuals or organizations that subjects individuals to physical pain, indignity or humiliation. Prohibited activities and practices include, but are not limited to, physical exercises, deprivation of normal sleep or rest, any form of corporal punishment, the placing of anyone in actual or simulated peril or jeopardy of health, illegal activities, any indecent activity, the public wearing of degrading apparel, any humiliating activities or any promiscuous sexual activity or event designed to promote sexual activity. All organizations and their members shall follow membership and initiation procedures. For more information see the Greek Life Handbook, the Student Organization Handbook, and the corresponding organization's constitution, which are available in the Student Life Office.

The purposes and objectives of all new member education programs or provisional membership programs shall be discussed with all participants in advance. (to assure appropriateness of programs and activities in this area, community members are encouraged to review the following Texas State Hazing Law synopsis).

Hazing Information

Texas State Hazing Law

All Austin College community members are expected to be aware of this law and will be expected to understand how they as individuals and as members of a group are accountable to this law. It was added by Acts 1995, during the 74th Legislative Session, Ch. 260, § 1, and went into full effect May 30, 1995. The statute can be found under Subtitle Safe Schools, Chapter 37. Discipline; Law and Order; Subchapter F. Hazing in the Texas Education Code Definitions:

- "**Educational institution**" includes a public or private: high school; or college, university or other post-secondary educational establishment.

- "**Pledge**" is 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.

- "**Pledging**" is any action or activity related to becoming a member of an organization.

- "**Student**" is any person who is registered in or in attendance at an educational institution; or has been accepted for admission at the educational institution where the hazing incident occurs; or intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

- "**Organization**" means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or service, social, or similar group, whose members are primarily students.

- "**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 for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:
    - (A) is 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) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar 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) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by paragraph (E) that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
    - (D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
    - (E) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
        - i. a drug; or

ii. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

Personal Hazing Offense

1. A person commits an offense if the person:
   A. engages in hazing;
   B. solicits, encourages, directs, aids or attempts to aid another in engaging in hazing;
   C. recklessly permits hazing to occur; or
   D. 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 Director of Student Activities or Associate Vice President for Student Affairs & Dean of Students or other appropriate official of the institution.

2. The offense of failing to report is a Class B misdemeanor punishable by a fine not to exceed $2,000, confinement in county jail for not more than 180 days or both such fine and confinement.

3. Any other offense under this section which does not cause serious bodily injury to another is a Class B misdemeanor punishable by a fine not to exceed $2,000, confinement in county jail up to 180 days or both such fine and confinement.

4. Any other offense under this section which causes bodily injury to another is a Class A misdemeanor punishable by a fine up to $4,000, confinement in county jail not to exceed one year, nor more than one year, or both such fine and confinement.

5. Any other offense under this section which causes death of another is a State Jail Felony punishable by a fine of not to exceed $10,000, confinement in state jail for not less than 180 days, nor more than two years, or both such fine and confinement.

6. 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 condition imposed on community service probationers by Subdivision (1), Subsection (e) and Subsections (c), (d), (g) and 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.

Organization Hazing Offense

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 commit or assist in the commission of hazing. 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.

Consent Not A Defense
It is not a defense to prosecution of an offense under hazing laws that the person against whom the hazing was directed, consented to, or acquiesced, in the hazing activity.

Immunity from Prosecution or Civil Liability Available

1. 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.

2. Any person who voluntarily reports a specific hazing incident involving a student in an educational institution to the Associate Vice President of Student Affairs & Dean of Students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:
    A. reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution's investigation of the incident; and
    B. as determined by the Associate Vice President of Student Affairs & Dean of Students or other appropriate official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident.

3. Immunity under Subsection (b) extends to participation in any judicial proceeding resulting from the report.

4. A person is not immune under Subsection (b) if the person:
    A. reports the person's own act of hazing; or
    B. reports an incident of hazing in bad faith or with malice

JP 8 Austin College Discrimination, Harassment, and Retaliation Policy

Approved by SLT: 4/6/2021

JP8 - Policy on Discrimination, Harassment, and Retaliation

Purpose

It is the policy of Austin College to create an educational and working environment that provides all members of the Austin College community equal access to College activities and programs. In accordance with federal and state law, Austin College prohibits unlawful discrimination, harassment, and retaliation on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law.
This policy provides information regarding Austin College's prohibition on non-sexual misconduct: discrimination, harassment, and retaliation. This policy explains how the College will respond once it receives a Report or receives a Formal Complaint of prohibited conduct. The processes described herein are tailored to address unacceptable behavior in a manner consistent with the College's values and status as a private institution of higher education, while meeting the legal obligations of Title VI, Title VII, and other applicable Federal and State laws and regulations. Basic fairness and reasonable expectations are strictly defined by the processes described in this policy. To make a request for a reasonable accommodation, employees must contact the Chief Human Resource Officer. To make a request for a reasonable accommodation, students must contact the Austin College Academic Skills Center

This policy does not create a contract with students, employees, or any other party.

Jurisdiction

This policy applies to applicants for admission or employment and the following members of the Austin College community: currently enrolled students and current employees; trustees; third-party consultants, vendors, and contractors when they are doing business with Austin College; individuals who perform services for Austin College such as volunteers; and visitors, guests, and other third parties un- der circumstances within Austin College's control.

This policy applies to conduct that takes place:

- on the campus or Austin College premises;
- in the context of any Austin College sponsored program, activity, or event, regardless of location;
- through the use of Austin College owned or provided technology resources; or
- off-campus and/or online when the conduct, as determined by the College, is likely to have an adverse effect on Austin College and/or the pursuit of its objectives, members of the Austin College community, or is likely to create, continue, or contribute to a hostile environment as determined by Austin College.

In determining if the conduct is likely to have an adverse effect, Austin College may consider whether:

- the reported action constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- it appears that the respondent may present a danger or threat to the health or safety of self or others as determined by the College;

- the conduct significantly impinges upon, as determined by the College, the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- the conduct is detrimental to the educational interests of Austin College, as determined by the College;
- any other relevant factor(s) as determined by Austin College.

Prohibited Conduct

Discrimination

The unlawful differential and adverse treatment of an individual or group based on an individual's or group's age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law that is objectively offensive and unreasonably interferes with or limits an individual's or group's ability to participate in, or to realize the intended benefits of, an institutional activity, employment, receipt of reasonable accommodations, or other resources. Examples may be when the conduct interferes with:

- A student's or applicant for admission's ability to participate in, access, or benefit from educational programs, services or activities (e.g. admission, academic standing, assignment, campus housing);
- An employee's or applicant for employment's access to employment or conditions and benefits of employment (e.g. hiring, advancement, assignment, training opportunities);
- An authorized volunteer's ability to participate in a volunteer activity; or
- A guest's or visitor's ability to participate in, access, or benefit from Austin College's programs.

Harassment

Unwelcome conduct based on an individual's or group's age, race, color, religion, sex, sexual orientation, gender, gender identity,
national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law,
that is objectively offensive and when:

- Submitting to or enduring such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any Austin College program, activity, or benefit;
- Submission to or rejection of such conduct is used, implicitly or explicitly, as the basis for decisions affecting an individual's education (e.g. admission, academic standing, grades, assignment); employment (e.g. hiring, advancement, assignment); or participation in an Austin College program, activity or benefit;
- In the employment context, such conduct is sufficiently severe or pervasive that it unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment, or;
- In the education context, such conduct is sufficiently severe, persistent, or pervasive that the conduct interferes with the student's ability to participate in, or benefit from, educational programs or activities at Austin College.

To determine whether an educational or work environment was objectively offensive, the person appointed by the College will consider the totality of the circumstances, including (1) the frequency of the discriminatory/harassing conduct; (2) its severity; (3) whether it is physically threatening or humiliating, or merely an offensive utterance; and (4) whether it interferes with an employee's work performance or a student's ability to participate in, or benefit from, the educational programs or activities at Austin College. No single factor is determinative. The required level of severity or seriousness may vary inversely with the pervasiveness or frequency of the conduct. A single incident of harassment, if sufficiently severe, or a continuous pattern of less severe incidents of harassment could give rise to a viable formal complaint. A regular pattern of frequent verbal ridicule or insults sustained over time can constitute severe or pervasive harassment sufficient to violate this policy.

Austin College encourages individuals to report any incidents of discrimination and harassment to ensure they receive appropriate supportive measures, as determined by Austin College, and maintain access to their employment and/or education.

Retaliation

Austin College forbids retaliation against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment. No hardship, loss, benefit, or penalty may be imposed on an employee, student, or third party in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Any person who is found to have violated this aspect of the policy by the person appointed by the College may be subject to immediate emergency removal or administrative leave and disciplinary action up to and including suspension, expulsion, termination of employment, or any other action deemed appropriate by the person appointed by the College to resolve retaliation.

Reports and Formal Complaints

Reports are communications to Austin College that behavior potentially violating a policy has occurred. A report is not a request for an investigation or adjudication into these behaviors. Investigations and adjudications are triggered by the filing of a Formal Complaint (see Formal Complaints below).

Reports of discrimination, harassment, or retaliation must be made to the Chief Human Resource Officer:

- Melanie Oelfke, 900 N. Grand Ave., Suite 6I Sherman, TX 75090.
- Phone: (903) 813-2433 and Email: moelfke@austincollege.edu
- Reports may also be submitted to the Chief Human Resource Officer through the Campus Conduct Hotline (CCH) (866) 943-5787, or the Online Campus Conduct Reporting tool, both of which are linked at the bottom of every Austin College webpage via "Campus Conduct Hotline."
- If a report is made to anyone else, the reporter risks the possibility that it will not come to the attention of the appropriate College authorities and may, therefore, not be acted upon officially by an Austin College employee with authority to redress the allegations (Chief of HR).

Any person may make a report of discrimination, harassment, or retaliation to the Chief Human Resource Officer. Austin College will likely be limited in its response when reports are made by, or against, individuals that are not under Austin College's control. All persons have the right to contact law enforcement or other resources outside of Austin College's process.

Once reported to the Chief Human Resource Officer, the College may take any appropriate immediate action, as determined by the College, including Administrative Leave, Emergency Removal, and Supportive Measures. Supportive measures are immediate non- disciplinary efforts that should prohibit any further discriminatory or harassing action and may redress the alleged actions without having to go through the Formal Complaint Process. Supportive Measures are available as appropriate with or without the filing of a Formal Complaint.

Supportive Measures may be: Counseling; Extensions of deadlines or other course-related adjustments; Modifications of work or class schedules; Campus escort services; Mutual restrictions on contact between the parties; Changes in work or housing locations; Leaves of absence; Honoring an order of protection or a no-contact order entered by a State civil or criminal court; Increased security and monitoring of certain areas of the campus; taking corrective action; Other measures determined by the College to be appropriate.

Individuals receiving a No Contact Order are not entitled to an explanation of the alleged conduct, unless and until there is a Formal Complaint allowed to proceed by the person appointed by the College to make that determination.

Formal Complaints of discrimination or harassment are official requests that Austin College conduct an investigation into the alleged misconduct, make determinations regarding responsibility for an alleged policy violation, and implement appropriate sanctions against the respondent(s) if found responsible using a preponderance of the evidence standard. Formal Complaints must be filed with the Chief Human Resource Officer. (contact information above) The Formal Complaint should contain all known details about the allegations of misconduct including: date and time, location, parties, what happened, witnesses, and any other information relevant to the complaint. The Chief Human Resource Officer or their designee may ask for additional details after receiving the initial Formal Complaint.

Formal Complaints of Faculty behavior will be forwarded to the Provost and Vice President for Academic Affairs and will proceed under the process articulated in JP4 Judicial Guidelines and Procedures for the Faculty. Formal Complaints of Student behavior will be forwarded to the Vice President for Student Affairs or their designee and will proceed under this policy. All other Formal Complaints will be handled by the Chief Human Resource Officer and will proceed under this policy. A Formal Complaint may be filed by the Chief Human Resource Officer on behalf of another, when determined appropriate by the College. A person who reports allegations of discrimination or harassment but declines to file a Formal Complaint will have limited participation in College initiated resolution process. In this instance, the reporter will not be entitled to knowledge of the outcome or ability to appeal the dismissal of a formal complaint or the determination regarding responsibility.

Formal Complaint Process - After the person appointed by the College determines that the Formal Complaint may proceed (explained below) all parties are entitled to: notice of the allegations, an opportunity to present evidence and witnesses to an investigator, and an opportunity to be heard by the decision maker before a final decision is made. After an investigator completes the investigative report, it will be forwarded to the Decision Maker. The Decision Maker may then schedule separate meetings with the parties or witnesses and ask

follow-up questions of both parties and witnesses, including those that challenge credibility. The Decision Maker may schedule additional meetings with parties or witnesses as determined appropriate by the Decision Maker. There will be no cross examination conducted by parties or their advisors. Both parties are allowed to have a Party Advisor who may be an attorney. However, Party Advisors may not advocate on behalf of the person they are advising during meetings, investigations, or hearings, nor may they interfere with the process, as determined by Austin College. The Decision Maker may be the Chief Human Resource Officer, the Vice President for Student Affairs, the Provost and Vice President for Academic Affairs, or their assigned designee(s). Individuals are assumed not responsible unless and until they are found responsible using the preponderance of the evidence standard (more likely than not) under this policy. Sanctions may only be implemented after a respondent is found responsible for a policy violation using the procedure listed above.

Sanctions may be: Expulsion, Suspension, Probation, Educational Sanctions, Revocation or withholding of admission or degree pending completion of other sanctions, No Contact Orders, Time and place restrictions or bans, Housing restrictions, Extension of requirements used as supportive measures, Community Service, Loss of Privileges, Notation in permanent record, Sanctions withheld, such as additional sanctions if deadlines for sanctions are not met, Restorative justice requirement, Specific sanctions that must be met before resuming status at Austin College, Referrals for assessment, such as counseling or medical assessment, Written warning or reprimand, Oral warning or reprimand, Termination of employment, Other sanctions deemed appropriate by the person(s) appointed by the College.

Formal Complaint Requirements - A Formal Complaint may only be submitted by: 1) the individual who is alleged to be the victim of conduct that could constitute discrimination or harassment, or 2) the Chief Human Resource Officer when they determine it is appropriate to do so. The Formal Complaint should contain all known details about the allegations of misconduct including: date and time, location, parties, what happened, witnesses, and any other information relevant to the complaint. At the time of filing a formal complaint, the complainant must be a current student or current employee. A formal complaint may not be filed by a student or employee on behalf of another person who is alleged to be a victim of discrimination or harassment, nor may a Formal Complaint be filed anonymously. The complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent via the written notice of allegation.

The Chief Human Resource Officer or their designee must dismiss the Formal Complaint if the conduct alleged in the Formal Complaint: 1) would not constitute Prohibited Conduct (as defined in this policy) even if proved, 2) did not occur under the jurisdiction requirements listed in this policy. The Formal Complaint must also be dismissed if the complaint: 3) was not filed by a named student or employee, or 4) the respondent is no longer enrolled at or employed by Austin College, or under the College's jurisdiction.

At any point during the process the Chief Human Resource Officer or their designee may dismiss the complaint if: When a formal complaint contains allegations that are precisely the same as allegations the College is, or has already investigated and adjudicated; When the length of time elapsed between an incident of alleged discrimination or harassment, and the filing of a formal complaint, prevent Austin College from collecting enough evidence to reach a determination as determined by Austin College; and When the complainant has stopped participating in the investigation.

Determinations Regarding Responsibility - After all relevant evidence has been collected, reviewed, and responded to by the parties, the Decision Maker will review the evidence and meet with the parties/witnesses individually as needed to ask relevant follow up questions, including those that question credibility as appropriate. The determination regarding responsibility will then be made using the preponderance of the evidence standard (more likely than not). The Decision Maker appointed by the College will issue a written determination regarding responsibility with the following sections:

(A) Identification of the allegations;
(B) Findings of fact supporting the determination;
(C) Conclusions regarding the application of Austin College's policy to the facts;
(D) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and any disciplinary sanctions Austin College imposes on the respondent.

Appeals - Once written notification of the dismissal of a Formal Complaint or any allegations therein has been issued, both parties have the right to submit an appeal to the Chief Human Resource Officer.

Once written notification of the determination regarding responsibility has been issued, both parties have the right to submit an appeal to the Chief Human Resource Officer.

Appeals may only be submitted by a party to the action and solely upon the following four grounds:
1) Procedural irregularity that affected the outcome of the matter; 2) New material evidence that was not reasonably available at the time the Investigative Report was published or dismissal of allegations was made, that could affect the outcome of the matter; 3) Conflict of interest/bias - The investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; 4) Sanction is disproportionate to the violation.

Appeals must be submitted in writing to the Chief Human Resource Officer within seven days of receiving the notice of dismissal or decision regarding responsibility. If the appeal is accepted, any information that is submitted will be made available to the other party for review. The other participant may submit a rebuttal of the appeal in writing to the Chief Human Resource Officer within 7 days of receiving the appeal information. Upon receiving an appeal and rebuttal, if one is submitted, the Chief Human Resource Officer will refer it to the appropriate appeal agent for review and final decision making.

- Appeals addressing procedural Irregularities in the investigation and resolution process in a way that substantially altered the outcomes of the case shall be referred to an alternate investigator(s) and or decision maker(s) for review and decision making.
- Appeals providing substantive new evidence, which is information that was not reasonably available before or during the investigation or dismissal was made and that could affect the outcome of the matter shall be referred to the investigator(s) and or decision maker(s) for consideration and determination of a finding based on the new information.
- Appeals alleging a Conflict of Interest/Bias by the Decision Maker for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter shall be referred to an alternate investigator(s) and or Decision Maker(s) for review and decision making.

- Appeals alleging that the sanction is disproportionate to the violation shall be assigned to the following appellate agents for review and decision making:
    a) The Faculty Hearing Committee or designee if the responding participant is a faculty member,
    b) The Vice President for Business Affairs and CFO or designee if the responding participant is a staff member,
    c) The Vice President for Student Affairs or designee if the responding participant is a student, or
    d) An appropriate appeals agent-as determined by the Title IX Coordinator if the responding participant is not a member of the groups listed.

Austin College will seek to complete the appeals process in a reasonable amount of time as determined by the College unless Austin College determines in its discretion that more time is required. Austin College will provide periodic updates as it deems appropriate. The appropriate appeals agent will issue a written decision describing the result of the appeal and the rationale for the result. The Chief Human Resource Officer or designee will notify the participants simultaneously, to the extent possible, in writing of the appeal agent's decision. Finding and sanction decisions made by the appeal agent are final.

Informal Resolution - When determined appropriate by the Chief Human Resource Officer, the informal resolution process may be used to resolve allegations by taking immediate and corrective action to stop the conduct, address its effects, and prevent recurrence without implementing a formal resolution process. An informal resolution process may also include a remedies-based process (mediation), which allows both participants to come to a mutual agreement regarding the resolution of the complaint. Informal resolutions may reach agreements between the parties, facilitated by the Chief Human Resource Officer or their designee, that include continued supportive measures but that also could include disciplinary measures, while providing finality for both parties in terms of resolving allegations raised in a formal complaint of discrimination, harassment, or retaliation.

The informal resolution process may include the range of supportive measures described above, as well as targeted or broad-based training and educational programming for relevant individuals and groups or any other remedy that will achieve the goals of the College's policy. For example, both participants may agree that the permanent application of supportive measures (e.g. no-contact order) may be sufficient to resolve the complaint. This option is available if the College determines that such a process would be appropriate, and all participants agree to participate.

To enter into the Informal Resolution process, both parties must provide voluntary written consent to the College after receiving and reviewing the notice of allegation and the rules regarding the Informal Resolution process. At any time prior to the final Informal Resolution agreement either party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Additional Provisions

Academic Freedom - Austin College is committed to upholding the tradition of academic freedom. This policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. The proper exercise of academic freedom does not include harassment or discrimination as defined by this policy.

Administrative Leave - The Process by which Austin College places a non-student employee respondent on administrative leave during the pendency of a grievance process. This process may be used when determined appropriate by the Chief Human Resource Officer.

Emergency Removal - The Process by which Austin College may remove a respondent from the College's education program or activity on an emergency basis, provided that the Chief Human Resource Officer or their designee undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student, employee, or other individual arising from the allegations of discrimination, harassment, or retaliation justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. Austin College retains discretion on a case-by-case basis in determining if and when it is appropriate to contact a student's parents when the emergency removal tool is used.

Parental Notification – Austin College retains discretion on a case-by-case basis in determining if, and when, it will be appropriate to contact a student's parent(s) or guardian(s). Students are encouraged to inform their parent(s) or guardian(s) if they are involved in a disciplinary action and should refer them to the Chief Human Resource Officer or their designee and this policy for questions.

Relevant Evidence - The Formal Resolution Complaint Process will provide an objective evaluation of all relevant evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. Relevant Evidence is defined as evidence:

- Tending logically to prove or disprove a fact of consequence or to make the fact more or less probable and thereby aiding the trier of fact in making a decision. What does this mean?
- Having a significant and demonstrable bearing on the matter at hand.

Extensions of Time - Any party who wishes to request a temporary delay in the grievance procedure or the limited extension of time frames must submit a written request to the Chief Human Resource Officer or their designee that details why that party is requesting the delay/extension. The party filing the request must demonstrate good cause for the delay/extension to be granted. The Chief Human Resource Officer or their designee will make a determination regarding the request for delay/extension. If the request is denied, the requesting party will receive notice of the decision and the reasons why the request was denied. If the request is granted, both parties will receive written notice of the delay/extension and the reasons for it. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Delays caused solely by administrative needs would be insufficient to satisfy this standard.

Even where good cause exists, Austin College may only delay the grievance process on a temporary basis for a limited time. A respondent (or other party, advisor, or witness) would not be able to indefinitely delay a proceeding by refusing to cooperate. The grievance process can proceed to conclusion even in the absence of a party or witness.

Responsibility to Cooperate - Process Participants under Austin College's control must cooperate in good faith with Austin College investigations. Refusal to cooperate in good faith with an investigation may result in disciplinary action. An employee's or student's refusal to cooperate with processes described in this policy will be reported to the Chief Human Resource

Officer or their designee who may implement disciplinary action against those unwilling to cooperate.

Responsibility of Student Organizations - Whenever an alleged violation of Title IX is brought to the attention of a student organization, student organization leadership and/or members should refer the affected member(s) to the Title IX Office on campus for reporting and/or resolution. Student Organizations should take no action on said member(s) during the Title IX process. If a no contact order is put in place by the College, the College will work with said member(s) about how to manage membership in the student organization. Student organizations should not interfere in the investigation by placing any member(s) on inactive status or asking said member(s) to refrain from being involved in the organization's activities. "No person or organization may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part." (Section Retaliation 1.23 Austin College Sex and Gender Based Misconduct Policy)

Student organizations are encouraged to speak to the Dean of Students and/or Director of Student Activities if they have questions regarding these expectations.

Responsible Employees - A college employee who has the authority to redress misconduct under this policy. The designated Responsible Employees under this policy is the Chief Human Resource Officer. A responsible employee is not a person who has, or appears to have, the obligation to report instances of discrimination, harassment, or retaliation.

Austin College employees are not designated mandatory reporters under this policy. While employees may forward learned of allegations of discrimination or harassment to the Chief Human Resource Officer under their own discretion, they are not under any legal or college mandated obligation to do so (Unless required by any federal or state law or regulations). Individuals seeking supportive measures or an official response by the College must report to the Chief Human Resource Officer.

Party Advisors - Advisors who step outside their role, as determined by the College, may be dismissed from the process by the applicable Decision Maker. Advisors may be required to sign paperwork acknowledging their role and agreement to the policies of Austin College before they participate in a process.

Parties must give Austin College notice of their party advisor before any meeting, interview, hearing or other occasion where the party advisor will be present.

Nature of Policy - Austin College reserves the right to modify this policy at any time without notice.

Updated April 4, 2022

Austin College Sexual Misconduct and Discrimination Policy

This policy, updated August 1, 2024, supersedes any policies previously adopted and/or published in Austin College handbooks, in the Austin College Operational Guide, or on the Austin College website.

Austin College reserves the right to modify this policy at any time, with or without notice.

1.0 INTRODUCTION

Congress passed the Higher Education Amendments in 1972, and included within them was Title IX, which states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance…” Since 1972, additional federal and Texas state laws and regulations have been adopted to offer further protection to those in higher education (i.e., students, employees, and third parties) from discrimination and harassment based on a person’s sex or gender.

Austin College is committed to establishing an environment free of such discrimination and prohibits such acts. This policy has been updated to substantially comply with the Department of Education’s August 14, 2020 Title IX Regulations, and Texas laws H.B. 1735, S.B. 212, and H.B. 449.

Hence, Austin College (the College) will respond in a clearly reasonable way (as defined by Sections 106.44 and 106.45 of the New Title IX Regulations) to Reports and Formal Complaints containing information about actionable sex-and gender-based discrimination occurring in the College’s educational programs or activities in the United States, of which the Title IX Office is given Actual Notice of. These responses are intended to stop prohibited conduct, prevent its recurrence, and address any lingering impact on both participants and the campus community. Any retaliation against, or intimidation of those involved in a misconduct incident, be it those bringing a complaint, those accused, or those participating in the resolution process, is prohibited and will not be tolerated by the College.

Austin College supports persons involved in this process through available support services. The College encourages all parties in Austin College’s Community who wish to receive confidential support services regarding sex- and gender-based discrimination to seek assistance from the Title IX Coordinator, staff in counseling services or health services, the office of the College chaplain, the Grayson County Crisis Center, or to seek other medical attention. Additionally, employees needing support services may seek assistance from the Human Resource Department or the Employee Assistance Program. Nothing in this policy prohibits individuals from reporting crimes to Law Enforcement.

Questions regarding Title IX may also be referred to the United States Department of Education’s Office for Civil Rights, Dallas Office.

U.S. Department of Education 1999 Bryan Street, Suite 1620 Dallas, TX 75201
Telephone: 214-661-9600
FAX: 214-661-9687; TTD: 877-521-2172
Email: OCR.Dallas@ed.gov

0.2 Notice of Non-Discrimination

Austin College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is

protected by applicable state or federal law in its operations, employment opportunities, educational programs, and related activities.

Austin College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Austin College prohibits discrimination and harassment against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient. Austin College is committed to providing individuals with disabilities equal access to the process outlined in this policy.

The Chief Human Resource Officer has been designated by the College as the appropriate person with authority to redress allegations of non-sexual misconduct: discrimination, harassment, and retaliation. All reports or formal complaints must be made to the Chief Human Resource Officer in order for Austin College to have actual notice of the issue and respond in a clearly reasonable way, including the offer of support services.

Reports of discrimination, harassment, or retaliation or general inquiries about Title IX may be referred to Austin College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (https://ocrcas.ed.gov/contact-ocr) or both. Austin College's Title IX Coordinator is:

Melanie Oelfke, Chief Human Resource Officer and Title IX Coordinator 900 N Grand Ave., Suite 6I, Sherman, TX 75090
(Administration Building, Ste 210)
Phone: 903-813-2433
Email: moelfke@austincollege.edu

Austin College's nondiscrimination policy and grievance procedures can be located under the Title IX Office link at the bottom of every page of our website https://www.austincollege.edu. Reports may be submitted to the Chief Human Resource Officer and Title IX Coordinator through the Campus Conduct Hotline (CCH) (866.943.5787), or the Online Campus Conduct Reporting tool, both of which are linked at the bottom of every Austin College webpage via "Campus Conduct Hotline."

If a report is made to anyone else, the reporter risks the possibility that it will not come to the attention of the appropriate College authorities and may, therefore, not be acted upon officially by an Austin College employee with authority to redress the allegations.

Any person may make a report of discrimination, harassment, or retaliation to the Chief Human Resource Officer. Austin College will likely be limited in its response when reports are made by, or against, individuals that are not under Austin College's control. All persons have the right to contact law enforcement or other resources outside of Austin College's process.

Once reported to the Chief Human Resource Officer, the College may take any appropriate immediate action, as determined by the College, including Administrative Leave, Emergency Removal, and Supportive Measures.

0.3 Title IX (Federal) and Non-Title IX (Texas) Compliance

In May of 2020 the United States Department of Education issued new regulations that substantially updated how schools receiving federal funds must respond to allegations of Sexual

Misconduct. These rules mandate specific definitions and formalize investigatory and adjudicatory processes which Austin College is required to implement by August 14, 2020. The rules have been updated effective April 2024 for August 1, 2024 implementation. Several of the new Federal provisions may conflict with or go beyond the requirements imposed on Austin College by the Texas legislature.

Austin College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. These grievance procedures address complaints of sex-based harassment that involve a student as the complainant or respondent party.

Section 106.45(b)(3)(i) ("The Recipient must investigate the allegations in a formal complaint. If the conduct alleged by the complainant would not constitute sexual harassment as defined in § 106.30 even if proved, did not occur in the Recipient's education program or activity, or did not occur against a person in the United States, then the Recipient must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX or this part; such a dismissal does not preclude action under another provision of the Recipient code of conduct.")

In the event of a conflict between Title IX and Texas State law or FERPA, Title IX final regulations do not override any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person.

Given this discretion, Austin College remains committed to responding to all allegations of sexual misconduct made by members of Austin College's community and has incorporated a Non-Title IX procedure into this Sexual Misconduct policy to address allegations that fall outside of Title IX.

If an allegation in a Formal Complaint of Sexual Misconduct is dismissed under the Title IX Process because it occurred outside of either the United States or Austin College's Educational Program or Activities, or it does not meet the Title IX Harassment definition, then the complainant may submit the Formal Complaint to the Non-Title IX process. All Formal Complaints alleging sexual misconduct must first go through the Title IX Process, before it goes through the Non-Title IX Process.

The State of Texas requires that Austin College's governing board approve its Sexual Misconduct policy. (H.B. 1735 Section 51.282(a)(2)) As compliance with both the Federal Regulations and the Texas Laws are non-negotiable, this sexual misconduct policy, which incorporates both Federal and State mandates, has been approved by Austin College's Governing Board for responding to Sexual Misconduct.

Date of Board Approval: Nov. 7, 2020, reaffirmed with updates (pending)

0.4 Record Keeping

1. Austin College must maintain for a period of seven years records of
    (A) Each sexual misconduct investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any

disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Austin College's education program or activity;

(B) Any appeal and the result therefrom;

(C) Any informal resolution and the result therefrom; and

(D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. Austin College must make these training materials publicly available upon request.

For each response required under Title IX, Austin College must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, Austin College must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Austin College's education program or activity. If Austin College does not provide a complainant with supportive measures, then Austin College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Austin College in the future from providing additional explanations or detailing additional measures taken.

0.5 Mandatory Training

1. All individuals designated by Austin College as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

2. Austin College ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment in this policy, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

3. Austin College ensures that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in this policy.

4. Austin College ensures that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

5. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, do not rely on sex stereotypes and promote impartial investigations and adjudications of formal complaints of sexual harassment.

0.6 Requesting an Accommodation

Requests for accommodation (ADA, Section 504; Pregnancy, §106.40(b)(3)(ii)) should be made to the Title IX Coordinator. The Coordinator will work with the appropriate college authority to determine what reasonable accommodations may be provided. Students seeking academic accommodations should review their class syllabus (class schedule, project due dates, exam dates) and plan appropriate accommodations in advance with the Title IX Coordinator and their professors. Students seeking to miss regularly scheduled classes or alter assignment due dates based on required medical appointments are encouraged to contact the Title IX Office as soon as possible.

Accommodations for pregnant and parenting students will be treated the same as a temporary disability, meaning students may have to provide a doctor's note that explains why a certain accommodation is medically necessary. Accommodations for pregnant or parenting students may be: a larger desk, frequent trips to the bathroom during class, eating and drinking in class, rides around campus, change in assignment due dates, excused absences, or other appropriate measures as determined by a doctor and Austin College.

Individuals that believe they need a translator or Language Assistance throughout the Title IX or Non-Title IX process may contact the Title IX Coordinator

0.7 Reasonably Prompt Time Frames

- 0.7(a) Investigation - The investigation of a Formal Complaint will be concluded within 90 business days of the filing of a Formal Complaint. Additional time may be required if the Investigation takes place during and over college breaks (Winter, Spring, Summer), the number of witnesses are excessive or difficult to interview, or the investigation is outsourced to a third-party, independent consultant. In cases where the investigation exceeds 90 days for reasons listed above or other unforeseen delays, communication of this fact and status of the investigation will be provided to both parties.

- 0.7(b) Grievance Process, including Appeal – The entire grievance process outlined in this policy, including any appeal, will generally be completed in no more than 165 business days. This time frame is subject to change.

- 0.7(c) Appeal – 21 Business days

0.8 Requesting an Extension of Time

Any party who wishes to request a temporary delay in the grievance procedure or the limited extension of time frames must submit a written request to the Title IX Coordinator that details why that party is requesting the delay/extension. The party filing the request must demonstrate good cause for the delay/extension to be granted.

The Title IX Coordinator will decide to approve or deny the delay/extension request. If the request is denied, the requesting party will receive notice of the decision and the reasons why the request was rejected. If the request is granted, both parties will receive written notice of the delay/extension and the reasons for it.

Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or

accommodation of disabilities. Delays caused solely by administrative needs, for example, would be insufficient to satisfy this standard.

Even where good cause exists, Austin College may only delay the grievance process on a temporary basis for a limited time. A respondent (or other party, advisor, or witness) would not be able to indefinitely delay a Title IX proceeding by refusing to cooperate.

The grievance process can proceed to conclusion even in the absence of a party or witness.

1.1 SEXUAL MISCONDUCT POLICY

The Federal mandates established by Title IX and the Campus SaVE Act reaffirm that students, employees, and third parties have the right to be free from discrimination based on their gender, sex, sexual orientation, and gender appearance/expression. Sex discrimination includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. All procedures regarding such incidences can be found herein.

1.11 Scope of Title IX Policy

This policy applies to Austin College students, employees, and third-parties participating in Austin College's education program or activity as defined in 34 C.F.R. § 106.44(a): Locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

1.12 Scope of Non-Title IX Policy

This policy applies to Austin College students, employees, and third parties both on and off campus, as well as in cyberspace. Off-campus coverage of this policy includes incidents that occur within the College's operations including incidents that occur outside the United States such as employee-led trips, study-abroad sites, internship sites, service- learning sites, college-owned properties and when the conduct substantially affects a person's education or employment with the College or poses a risk of harm to members of the Austin College community.

1.13 Grievance Procedures

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that Austin College investigate and make a determination about alleged discrimination under Title IX

1. A "complainant," which includes:
    a. a student or employee of Austin College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
    b. a person other than a student or employee of Austin College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Austin College's education program or activity;

2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
3. Austin College's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- (a) Any student or employee Austin College; or
- (b) Any person other than a student or employee who was participating or attempting to participate in Austin College's education program or activity at the time of the alleged sex discrimination.

Austin College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances as long as said consolidation does not violate the Family Educational Rights and Privacy Act (FERPA). When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Austin College will treat complainants and respondents equitably. Austin College requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. As long as there is no conflict of interest or bias, a decisionmaker may be the same person as the Title IX Coordinator, investigator, or Hearing Officer. Austin College presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

1.2 PROHIBITED MISCONDUCT DEFINED

Conduct that is prohibited and encompassed by this policy includes sexual harassment, sex and gender discrimination, sexual assault, rape, stalking, and relationship abuse (including domestic and dating violence). These acts are also a violation of federal and state law (including Title IX, Title VII, the Clery Act, the Campus SaVE Act, and the Violence Against Women Act). These acts are prohibited in any sex or gender configuration (i.e., between the same or differing genders), regardless of sex and gender identity, or in any power configuration. The College applies this policy in a manner consistent with governing state and federal regulations. Individuals found responsible for violating these policies will face sanctions that are commensurate with the severity of the policy violation, ranging from warning to expulsion or termination of employment.

Many of the behaviors outlined in this policy may be felony or misdemeanor crimes in addition to violations of this policy. Victims are encouraged to explore legal options for prosecution if they desire. Austin College will conduct its own investigation and resolution process for a Formal Complaint, regardless of whether the alleged misconduct is also being pursued through the

criminal justice system. Acts of harassment or sex- and gender-based discrimination may vary in severity and include the following categories listed in sections 1.21 – 1.29.

TITLE IX SEXUAL MISCONDUCT POLICY VIOLATION

1.21 Title IX Sexual Misconduct Policy Violations

All allegations of prohibited misconduct defined under section 1.21 are subject to the resolutions processes articulated by the 2020 Title IX Regulations codified in this policy in sections 1.7 or 1.8(a).

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1.21.1 QUID PRO QUO, SEXUAL HARASSMENT

Quid Pro Quo Harassment means an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

1.21.2 Hostile Environment, Sexual Harassment

A Hostile Environment is unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity.

1.21.3 Clery/VAWA Offenses, Sexual Harassment

1.21.3(A) - SEXUAL ASSAULT

Sexual assault is defined by the Clery Act as "an offense classified as a forcible or nonforcible sex offense" under the uniform crime reporting system of the FBI (See 20 U.S.C. § 1092(6)(A)(v)). Sexual assault means an offense that meets the definition of rape, criminal sexual contact, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program:

(A) "Rape" means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instance in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

(B) "Criminal Sexual Contact" The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

(C) "Incest" means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(D) "Statutory Rape" means sexual intercourse with a person who is under the statutory age of consent.

- (Citation: 20 U.S.C. 1092(f)(6)(A)(v), Defined at 34 CFR 668.46)
    - Sexual assault can be committed by persons of the same sex as well as those of different sex.

- Students, employees, and third parties should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault. The severity of the violation is the same whether the responding participant is a stranger or known to the reporting participant.

1.21.3(b) - Dating Violence

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the consideration of: 1) length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

1.21.3(c) - Domestic Violence

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic of family violence laws of the jurisdiction receiving grant monies, or by any other person against the an adult or youth victim who is protected form that person's act under the domestic or family violence laws of Texas. (Citation: 34 U.S.C. 12291(a)(8))

1.21.3(d) - Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. (Citation: 42 U.S.C. 12291(a)(30))

For guidance purposes regarding this definition:
Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (Citation: 34 CFR 668.46)

Stalking can occur between strangers, individuals who know each other, or individuals who are or were previously in a relationship. Stalking behaviors may include unwanted following or watching, unwelcome gifts, or communications in person, in writing, or through the use of technology. It also includes accessing personal information to monitor a person's activity.

NON-TITLE IX SEXUAL MISCONDUCT POLICY VIOLATIONS

Sections 1.22 – 1.29 define misconduct involving non-Title IX Sexual Harassment and violations of college policy that do not fall under the 2020 or 2024 Title IX Regulations definition of Sexual Harassment. Allegations of these violations will be handled through the non-Title IX resolution process articulated in sections 1.7 or 1.8(b).

1.22 Non-Title IX Sexual Harassment

Non-Title IX Sexual Harassment means unwelcome, sex based verbal or physical conduct that:

a) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or
b) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities of Austin College.

Examples of sexual harassment may be: repeated unwelcomed sexual conduct or advances that may take the form of inappropriate sexual or suggestive comments, sounds or jokes; unsolicited touching that falls outside of the Sexual Assault definition.

1.23 Retaliation

1) No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this part, constitutes retaliation.

2) Austin College will keep private the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.

3) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance under this part does not constitute retaliation prohibited, provided however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

1.24 Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. This behavior may fall under either the Title IX Non-Sexual Assault Sexual Harassment standard or the Non-Title IX Sexual Harassment standard. There are many degrees and types of sexual exploitation. Examples of sexual exploitation are described below.

- Photographing or taping someone (via audio or video) involved in sexual activity, or in a state of undress without their consent or knowledge constitutes prohibited sexual exploitation (even if a person consented to the sexual activity or the state of undress, photographing or taping someone without their knowledge goes beyond the boundaries of that consent).
- Disseminating photographs or video/audio of someone involved in sexual activity or in a state of undress without their knowledge or consent constitutes a separate and additional act prohibited by this policy.
- Voyeurism, which is the act of observing a person involved in sexual contact/activity or in a state of undress without their knowledge or consent, is prohibited by this policy.
- Inducing intoxication/incapacitation for the purpose of sexual activity (i.e., offering drugs, alcohol, or other substances to a person with or without their knowledge with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity) is a violation of this policy. This type of conduct constitutes sexual exploitation regardless of whether any sexual activity takes place.

1.25 Intentional Presentation of False Information

Participants in both the Title IX and Non-Title IX process must present, in good faith, truthful and accurate information to those involved in ensuring a fair process. Knowingly making false statements or presenting inaccurate information is unacceptable and may result in a separate disciplinary action regarding that conduct. Please note that filing a report or providing information which a participant or witness genuinely believes is accurate, but which is ultimately dismissed due to insufficient evidence or found to be untrue, does not constitute the intentional presentation of false information.

1.26 Violation of Supportive Measures

An employee's or student's failure to comply with the terms of Supportive Measures directives is a violation of Austin College policy.

1.27 Employee Failure to Report or False Report

It is a violation of Texas Law and Austin College policy for an employee who is required to make a report fail to make a report to the Title IX Office. The State of Texas has determined that an employee commits an offense if: 1) they are required to make a report and knowingly fails to make a report; or 2) with the intent to harm or deceive, knowingly makes a report that is false. These offenses are classified as Class B Misdemeanors, which can be upgraded to a Class A Misdemeanor at trial.

As is required by Texas Law, Austin College shall terminate the employment of an employee whom the institution determines in accordance with the institution's disciplinary procedure to have committed the offense of not making a report they knew of or making a false report.

1.28 Interference with Processes under this Policy

Any person who interferes with the Grievance Processes under this Policy is subject to disciplinary action up to and including dismissal or separation from the College. Interference with a Grievance Process may include, but is not limited to:

- Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information;
- Removing, destroying, withholding, or altering documentation relevant to the Grievance Process; or

1.29 Employee – Student Relationships

Sexual, romantic, or dating relationships between employees and students are inconsistent with the mission of the College and inappropriate because they carry a risk of damaging the student's educational experience and the faculty or staff member's career. The College thus prohibits sexual, romantic, or dating relationships, even of a consensual nature, between employees and currently enrolled students. Enrolled students who are employed by College are considered students for consensual relationships.

There are exceptional circumstances in which the spouse or partner of a faculty or staff member is a student at the College. This policy does not apply in such circumstances. The Dean of the Faculty or the appropriate vice president is the administrative officer who determines whether a circumstance is exceptional.

1.3 PROCESS DEFINITIONS AND PROVISIONS

1.31 Academic Freedom

Austin College is committed to principles of free speech and upholding the tradition of academic freedom. This policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. The proper exercise of academic freedom does not include harassment or discrimination as defined by this policy.

1.32 Administrative Leave

The Process by which Austin College places a non-student employee respondent on administrative leave during the pendency of a grievance process. Administrative Leave can be paid leave or unpaid leave as determined appropriate by Austin College.

1.33 Confidentiality

Because breaches of confidentiality compromise the ability of Austin College to investigate and resolve claims of harassment and discrimination, the Title IX Coordinator will attempt to protect the confidentiality of harassment and discrimination proceedings to the extent reasonably possible. On campus, complete confidentiality cannot be guaranteed. Limited Confidentiality may be available when a concern is shared with a College-designated limited reporter employee (defined in Section 1.42.3) and when the concern does not involve a continuing threat of serious harm to self or others as determined by the Title IX Coordinator.

1.34 Consent

Consent is clear, active, and affirmative permission to act, either by words or actions. The person who initiates sexual activity is responsible for obtaining the other person's consent for that activity each and every time. The existence of a dating relationship, or prior intimate relationships, does not imply consent, and once consent has been given, it can be withdrawn at any time. Consent can never be assumed or implied. The absence of "no" or silence does not mean that consent has been given. Additionally, consent to one form of sexual activity does not imply consent to other forms of sexual activity.

1.34.1 ***When Consent cannot be Obtained***

Consent cannot be obtained when any of the following circumstances are used:

a) Physical violence, meaning that a person is exerting control over another person through the use of physical force. Examples of physical force include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

b) Threats, meaning words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a

c) person academic or economic harm.

d) Intimidation, meaning an implied threat that menaces or causes reasonable fear in another person. A person's size alone does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g. blocking access to an exit).

e) Coercion, meaning the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes a clear decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (a) the frequency of the application of the pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (d) the duration of the pressure. Coercion includes continued pressure after an individual has made it clear that they do not want to engage in the behavior.

f) Consent is not present when an individual is incapacitated. An incapacitated individual is someone who cannot make rational, reasonable decisions because that person lacks the capacity to understand the "who, what, when, where, why, or how" of a sexual interaction. This includes a person whose incapacity results from a disability, sleep or lack thereof, involuntary physical restraint, unconsciousness, or use of alcohol or other drugs. Every individual may manifest signs of incapacitation differently; typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional distress, vomiting, or incontinence. The impact of alcohol and other drugs varies from person to person, and if there is any doubt as to the level or extent of the other person's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. Being impaired by alcohol or other drugs is not a defense to any violation of this policy, including failure to obtain consent. In evaluating consent in cases of alleged incapacitation, the College seeks to determine 1) if the person initiating sexual activity knew that the other participant was incapacitated and 2) if not, would a reasonable person have known that the other participant was incapacitated. If the College determines that either of these statements are true, consent was absent.

g) Consent is never present if an individual is under the legal age of consent (17 in the State of Texas).

1.35 Emergency Removal

The Process by which Austin College may remove a respondent from the College's education program or activity on an emergency basis, provided that the Title IX Office undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

1.36 Parental Notification

Austin College retains discretion on a case-by-case basis in determining if, and when, it will be appropriate to contact a student's parent(s) or guardian(s). Students are encouraged to inform their parent(s) or guardian(s) if they are involved in a Title IX action and should refer them to the Title IX Coordinator or their designee and this policy for questions.

1.37 Process Participants

1.37.1 ***Title IX Coordinator***

This individual is responsible for the oversight of this policy and the Enforcement of Supportive Measures and Sanctions.

1.37.2 ***Reporting Participant***

An individual who provides notice to the College that they have experienced one or more acts of sexual misconduct. If necessary, the College can assume the role of reporting participant.

1.37.3 ***Complainant***

An individual who is alleged to be the victim of conduct that could constitute sexual harassment or any of the violations defined in this policy.

A "complainant," includes:

- a student or employee of Austin College who is alleged to have been subjected to conduct that could constitute sex discrimination or harassment under Title IX or its regulations; or
- a person other than a student or employee of Austin College who is alleged to have been subjected to conduct that could constitute sex discrimination or harassment under Title IX or its regulations at a time when that individual was participating or attempting to participate in Austin College's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Austin College's Title IX Coordinator.

1.37.4 ***Complaint***

A complaint means an oral or written request to Austin College that objectively can be understood as a request for Austin College to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1.37.5 ***Respondent***

Any individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or any of the violations defined in this policy. Respondent means a person who is alleged to have violated the Austin College's prohibition on sex discrimination.

1.37.6 ***Witness***

The reporting and responding participants have the right to identify any individuals who may be witnesses to the conduct alleged in a formal complaint. Participants may provide an explanation as to the witness's relevance to the investigation at the time the witnesses are identified to the investigator(s). Participants should be aware that it is possible for both reporting and responding participants to list the same people as witnesses on their behalf. Witnesses are expected to cooperate and speak the truth. Witnesses should not be intimidated, threatened or improperly influenced in any way by either participant or through other individuals (e.g. friends, family members, attorneys, social media, etc..). The investigator(s) will attempt to interview any witnesses identified by the participants that the investigator(s) deems to be relevant to the

resolution of the complaint. As members of Austin College's community, students and employees are expected to cooperate with and participate in the investigation process. Witnesses may also be a Party Advisor.

1.37.7 ***Party Advisor***

Each Complainant and Respondent in a sexual misconduct investigation is entitled to one Party Advisor of their choosing to perform cross examination at the Live Hearing and accompany and assist them throughout the campus resolution process. The Party Advisor can be a friend, family member, attorney, college employee, witness, or any other individual a participant selects who is willing, eligible, and available. Other than serving as a witness and conducting Cross Examination at the Live Hearing (in the Title IX Formal Resolution Process), a Party Advisor may not be otherwise involved in the process.

Participants are entitled to be accompanied by their party advisor in all meetings and interviews at which participants are requested to be present. The party advisor may help their participant prepare for each meeting. At a Title IX Formal Resolution Live Hearing the Party Advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a party does not have an advisor present at the live hearing, Austin College will provide without fee or charge to that party, an advisor (not required to be an attorney) to conduct cross- examination on behalf of that party. Party Advisors may not answer questions for the party they are advising during an Investigation, Live Hearing, or other meeting. Party Advisors may not give the opening or closing for the party they are advising during the Live Hearing (Title IX Formal Resolution Process).

All party advisors are subject to the same campus rules, whether or not they are attorneys. Party advisors who step out of their role or otherwise violate this policy during the campus resolution process will be subject to removal as a party advisor.

The College expects the party advisors to adjust their schedules to allow them to attend College meetings, interviews, or other necessary events when scheduled.

Accommodations for participation may be considered (e.g. phone, Skype).

Participants must inform the Title IX Coordinator of the identity of their party advisor. Participants and the party advisor must provide timely notice of a change in party advisors to the Title IX Coordinator. Prior to attending any interviews, the party advisor will be required to agree to confidentiality/non-retaliation, agreeing not to disclose or discuss anything relating to the formal report with anyone other than those authorized to see or hear such information under this process. A party's advisor may choose to withdraw from their role during the process for any reason. A party advisor must provide notice to the Title IX Coordinator when they withdraw from their role.

1.37.8 ***Investigator***

The Individual assigned by the Title IX Coordinator to investigate a Formal Complaint of Sexual Misconduct. These individuals will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Title IX Office will ensure that all investigators receive training on the definition of sexual harassment in § 106.30, the scope of Austin College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution

processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators have received training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Materials used to train these individuals do not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

1.37.9 ***Decision Maker***

The individual assigned by the Title IX Coordinator to ask relevant questions at the hearing and decide if cross examination questions are relevant at the live hearing, and to make determinations regarding responsibility. These individuals will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Title IX Office will ensure that all decision makers receive training on the definition of sexual harassment in § 106.30, the scope of Austin College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Title IX Office will ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Materials used to train these individuals do not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

1.37.10 ***Clerk***

The individual assigned by the Title IX Coordinator to assist all participants in the Formal Resolution process with scheduling. This person may also enforce the decorum rule at the live hearing in a Formal Resolution.

1.37.11 ***Support Person***

All parties may have a support person accompany them to all interviews and meetings. Support Persons may also be a party's advisor. Support Persons are never allowed to answer for, or speak on behalf of the party they are supporting. Support Persons may confer quietly and briefly with the person they are supporting as needed in a meeting. The Support Person can be a friend, family member, attorney, college employee, or any other individual a participant selects who is willing, eligible, and available. Support Persons may not otherwise be involved in the process.

All Support Persons are subject to the same campus rules, whether or not they are attorneys. Support Persons who step out of their role or otherwise violate this policy during the campus resolution process will be subject to removal as a Support Persons. The College expects the Support Persons to adjust their schedules to allow them to attend College meetings, interviews, or other necessary events when scheduled. The College does not typically change such scheduled meetings to accommodate a support person's ability to attend. Other accommodations for participation may be considered (e.g. phone, Skype).

Participants must inform the Title IX Coordinator of the identity of their Support Person. Participants and the support person must provide timely notice of a change in support person to

the Title IX Coordinator. Prior to attending any interviews, the support person will be required to agree to confidentiality/non-retaliation, agreeing not to disclose or discuss anything relating to the formal report with anyone other than those authorized to see or hear such information under this process. A support person may choose to withdraw from their role during the process for any reason. A support person must provide notice to the Title IX Coordinator when they withdraw from their role. Support Persons that are not also serving as a Party Advisor will not receive evidence or the Investigative report for review.

1.38 Relevant Evidence

The Formal Resolution Process will provide an objective evaluation of all relevant evidence and not otherwise impermissible—including both inculpatory and exculpatory evidence. All credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

1. Relevant Evidence is defined as evidence:
    - Tending logically to prove or disprove a fact of consequence or to make the fact more or less probable and thereby aiding the trier of fact in making a decision.
    - Having a significant and demonstrable bearing on the matter at hand.
    - Affording evidence tending to prove or disprove the matter at issue or under discussion. “Relevant.” Merriam-Webster.com Dictionary, Merriam-Webster.

2. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Austin College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
    - Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
    - A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Austin College obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures; and
    - Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual 15 conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

1.39 Student Amnesty

Students may be concerned about reporting sexual misconduct believing that their own behavior might subject them to disciplinary action (e.g., if a reporting participant or witness is underage and was using alcohol or drugs at the time of the incident).

Witnesses and reporting participants should be assured that the focus in matters of sexual misconduct is always on the reported behavior, not on whether the witness or reporting participant was using alcohol or drugs at the time. Individuals are encouraged to come forward and report such conduct regardless of the surrounding circumstances. In situations involving allegations of sexual misconduct, Austin College will seek to make the sexual misconduct allegation the primary focus of any investigation or disciplinary action. The College does not pursue disciplinary action against reporting participants, witnesses or a third party for disclosure of their own personal consumption of alcohol or drugs at or near the time of the incident provided that any such violation did not harm or place the health and safety of any other person at risk. It should be noted that the use of alcohol or drugs does not excuse sexual misconduct and a person who has been incapacitated through the use of alcohol or drugs (or by any other means) cannot give consent to sexual activity.

1.4 REPORTING SEXUAL MISCONDUCT

Individuals may choose to seek action or assistance both on campus as well as through surrounding community resources. The following are examples of reasons that one might choose to report an incident of alleged misconduct to:

- To receive support in coping with an incident.
- To make Austin College aware of behavior in case it is part of a larger pattern.
- To help prevent similar incidents from happening in the future.
- To seek information about taking formal action against someone.
- To seek information about educating someone about their behavior through use of the College's Title IX process and procedures.

Reports should be filed with the Title IX Coordinator or Deputy Coordinator:

Title IX Coordinator
Melanie Oelfke
Director of Wellbeing and Human Resources
Administration Building, Room 211
900 N. Grand Ave., STE 6I
Sherman, TX 75090
Telephone: 903.813.2433
Email: moelfke@austincollege.edu

Deputy Title IX Coordinator
Liz Washington
Compliance Coordinator/HR Generalist
Administration Building, Rm 216
900 N. Grand Ave., STE 6I
Sherman, TX 75090
Telephone: 903.813.2432
lwashington@austincollege.edu

After a report of Sexual Misconduct has been filed with the Title IX Office, the Title IX Coordinator and/or Deputy Coordinator will:

1) Discuss the availability of supportive measures to the Reporting Participant,
2) Explain the process for filing of a Formal Complaint
3) Explain the Formal Resolution and Informal Resolution process.
4) Assess the nature and circumstances of the allegation;
5) Address any immediate concerns about the physical safety and emotional well-being of the participants;
6) Notify the reporting participant of the option to notify law enforcement;

7) Provide the reporting participant with information about the range of available on- and off- campus resources;
8) Describe the range of interim measures and remedies for security and support.

Once reported to the Title IX office, Supportive Measures are available as appropriate to the reporting party with or without the additional step of going through an Informal or Formal resolution.

A report is not a request for an investigation or adjudication, these are triggered by the filing of a Formal Complaint.

Reports to anyone other than the Title IX Coordinator and the Deputy Title IX Coordinator does not qualify Austin College as having Actual Knowledge of Sexual Misconduct. Submitting a Report of Sexual Misconduct does not guarantee any particular result.

1.41 Student and Alumni / Third-Party Reports

All Students and Third Parties wanting to make a report of sexual misconduct may do so in the following ways:

1) In person or through mail to the Title IX Coordinator, Melanie Oelfke, 900 N. Grand Ave., STE 6I Sherman, TX 75090. Administration Building, Room 211, Sherman, TX Main Campus
2) Through email to the Title IX Coordinator, Moelfke@austincollege.edu
3) Over the phone to the Title IX Coordinator, 903-813-2433
4) Online non-anonymously through the Sexual Misconduct Communication Form, available on Austin College's Title IX webpage and through this link: https://accentral.etrieve.cloud/?isAnonymous=true#form/139
5) Online anonymously through this link: https://report.syntrio.com/_StandardCustomURL/LHILandinPage.asp
6) To a Limited Reporter Confidential Employee (Section 1.42.3)(Section 1.42.43), with the individual understanding that the employee must report at the minimum the type of harassment disclosed (the employee may give more information if students give permission to employee).
7) To a Non-Confidential Employee (Section 1.42.1), with the student understanding that the employee must report all information non-anonymously to the Title IX Coordinator.
8) To a Student Employee Resident Assistant and/or First Year Seminar Leader with the student understanding that the Student Employee has the obligation to report all information non-anonymously to the Title IX Coordinator.

1.42 Employee Reports (All Faculty and Staff)

1.42.1 *Non-Confidential Employees*

Under Texas SB 212 all employees of Austin College who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident shall promptly report the incident to the institution's Title IX Coordinator, or Deputy Title IX Coordinator. That report must

include all the information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

1.42.2 ***Exceptions to the Employee Reporting Requirement***

1) When the person is a victim of sexual harassment, sexual assault, dating violence, or stalking. (Employees are not required to report their own experiences)
2) When the disclosure was made at a public awareness event on sexual harassment, sexual assault, dating violence, or stalking, and the event was sponsored by Austin College, or by a student organization affiliated with Austin College.
3) Employees that are currently enrolled as students are not considered employees who have the obligation to make a report under TX SB 212.
4) Employees that are designated as Limited-Reporter Employees.

1.42.3 ***Limited Reporter Confidential Employees***

These are Employees of Austin College who have been designated by the college as a person with whom students may speak confidentially concerning sexual misconduct covered under this policy, or who receives information regarding such an incident under the circumstances that renders an employee's communications confidential or privileged under other law. shall. While required to make a report to the Title IX Coordinator, they must state only the type of incident reported and may not include information that would violate a student's expectation of privacy.

The following employees and Process Advisors are designated as Limited Reporters:

Austin College Counselors	John Williams	Melissa Bressler
Counseling Services	College Chaplain	Medical Professional
Adams Center	Wynne Chapel	Adams Center
903.813.2247	903.813.2220	903.813.2247

1.42.4 ***Confidential Reports to Austin College Police***

An Austin College Police Officer who receives information regarding an incident described in Section 1.21 of this policy from an alleged victim who chooses to complete a pseudonym form, shall, in making a report to the Austin College Title IX Coordinator, state only the type of incident reported and may not include the victim's personally identifiable information.

1.43 Timing of Reports

There is no time limit for the submission of a report alleging sexual misconduct. However, at the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the Austin College's education program or activity.

1.44 Reporting Sexual Abuse Regarding Minors

Employees of Austin College are required to report known sexual child abuse or neglect, and suspected sexual child abuse or neglect. To report to DFPS, call the 24- hour, toll-free abuse

hotline at 1-800-252-5400 from anywhere in the United States to report abuse or neglect that happened in Texas.

1.5 SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to Austin College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

Academic Supportive measures will be coordinated with and communicated to the faculty member(s) of record and the Academic (divisional) Dean or the Provost and Vice President for Academic Affairs. Supportive measures will be confirmed in writing.

Supportive measures may include:

- Counseling,
- Extensions of deadlines or other course-related adjustments,
- Modifications of work or class schedules,
- Campus escort services,
- Mutual restrictions on contact between the parties,
- Changes in work or housing locations,
- Leaves of absence,
- Honoring an order of protection or a no-contact order entered by a State civil or criminal court
- Increased security and monitoring of certain areas of the campus,
- Other similar measures.

The Title IX Office will maintain as private any supportive measures provided to the complainant or respondent, to the extent that maintaining such privacy would not impair the ability of the College to provide the supportive measures.

An employee or student's failure to comply with the terms of interim measure directives is a separate violation of Austin College policy.

The availability of Supportive Measures and/or action taken by Austin College may be limited in instances where reports are made by individuals that are not participating in or attempting to participate Austin College's educational program or activity.

1.6 FORMAL COMPLAINT

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator (in a Coordinator Initiated Complaint) alleging sexual misconduct against a respondent and requesting that Austin College investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in Section 1.41 of this policy.

1.6(a) – Formal Complaint Requirements

1) A Formal Complaint may only be submitted by the individual who is alleged to be the victim of conduct that could constitute sexual harassment or any of the violations defined in this policy

2) At the time of filing a Title IX or Non-Title IX formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of Austin College.

3) A Formal Complaint may not be filed anonymously. The Complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent via the written notice of allegation.

4) The Formal Complaint should contain all known details about the allegations of misconduct including: date and time, location, parties, what happened, witnesses, and any other information relevant to the complaint.

Following the submission to the Title IX Coordinator or their designee of a signed Formal Complaint:

1) The Title IX Coordinator or their designee will review the formal complaint and determine what allegations, if any, must be dismissed or may be dismissed under section 1.62 of this policy. Any dismissal may be appealed by either party using the appeal process outlined in section 1.9 of this policy.

2) Any surviving allegations may then be resolved through either the Formal or Informal resolution process, as appropriate.

3) The Title IX Office will send out a Notice of Allegations of surviving allegations to all known parties.

1.61 Notice of Allegations

Upon receipt of a Title IX or Non-Title IX formal complaint and approval by the Title IX Coordinator as described below in 1.62, the Title IX Office will provide the following written notice to the parties who are known:

(A) Notice of the College's Sexual Misconduct grievance process;
(B) Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sex-based harassment, and the date(s) and location(s) of the alleged incident, if known;
(C) The written notice will include a statement that the respondent is presumed not responsible for the alleged sex-based harassment, conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. Prior to such

a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
(D) The written notice will inform the parties that they may have a Party Advisor (1.37.6) of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;
(E) The Written notice will inform the parties that they may have a Support Person (1.37.11) of their choice.
(F) The written notice will inform the parties of any provision in Austin College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process;
(G) If, in the course of an investigation, the assigned Investigator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Investigator will provide notice of the additional allegations to the parties whose identities are known;
(H) The respondent will have a minimum of three calendar days to review the allegations and prepare a response before any initial interview.
(I) The Notice of Allegation will expressly prohibit retaliation.
(J) The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If Austin College provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

1.62 Mandatory/Discretionary Dismissal and Consolidation of Formal Complaints

1.62.1(a) - Mandatory Dismissal of Title IX Formal Complaints

Upon receipt of a Title IX formal complaint, the Title IX Coordinator will review the listed information and make a determination regarding whether the Formal Complaint must be dismissed or may continue through the Title IX process. If the conduct alleged in the Title IX formal complaint:

1) would not constitute Prohibited Misconduct (as defined in this policy under section 1.2, excluding section 1.22) even if proved,
2) did not occur in Austin College's education program or activity (section 1.1(a)),
3) did not occur against a person in the United States, or
4) if the complaint was not filed by a named Complainant (or the Title IX Coordinator) participating in or attempting to participate in the college's education program or activity or
5) if Austin College is unable to identify the respondent after taking reasonable steps to do so, or
6) The respondent is not participating in Austin College's education program or activity and is not employed by Austin College;

then the Title IX Coordinator must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of Austin College's code of conduct if applicable. If there is more than one allegation of misconduct, the trained college designee will make a determination as to each allegation. If any or all allegations in a Formal Complaint are dismissed, all parties will receive notice of the decision and an explanation for the decision. The dismissal of a Formal Complaint may be appealed by either party.

1.62.1(b) – Mandatory Dismissal of Non-Title IX Formal Complaints
Upon the receipt of a Non-Title IX formal complaint, the Title IX Coordinator will review the listed information and make a determination regarding whether the Formal Complaint must be dismissed or may continue through the Non-Title IX process. If the conduct alleged in the Non-Title IX formal complaint:

1) would not constitute Prohibited Misconduct (as defined in this policy under section 1.2, excluding section 1.21.2) even if proved,
2) did not occur in Austin College's operations (section 1.1(b)), or
3) if the complaint was not filed by a named Complainant (or the Title IX Coordinator) participating in or attempting to participate in the college's education program or activity, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Texas Law and college policy; such a dismissal does not preclude action under another provision of Austin College's code of conduct if applicable. If there is more than one allegation of misconduct, the trained college designee will make a determination as to each allegation. If any or all allegations in a Formal Complaint are dismissed, all parties will receive notice of the decision and an explanation for the decision. The dismissal of a Formal Complaint may be appealed by either party.

1.62.2 ***Discretionary Dismissal / Complaint Withdraw***

Austin College's Title IX Coordinator may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by Austin College; or specific circumstances prevent Austin College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. If a Formal Complaint is dismissed both parties will receive notice of the decision and an explanation for the decision. The dismissal of a Formal Complaint may be appealed by either party.

Specific Circumstances meriting discretionary dismissal are:

1) When no complainant is identified during the investigation.
2) When a formal complaint contains allegations that are precisely the same as allegations the recipient has already investigated and adjudicated.
3) When the length of time elapsed between an incident of alleged sexual harassment, and the filing of a formal complaint, prevent a recipient from collecting enough evidence to reach a determination.
4) When the complainant has stopped participating in the investigation but has not sent a written withdrawal request and the only inculpatory evidence available is the complainant's statement in the formal complaint or as recorded in an interview by the investigator.
5) Austin College obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and Austin College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

Upon dismissal, Austin College will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Austin College will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

Austin College will notify the complainant that a dismissal may be appealed (as outlined in the appeals section) and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then Austin College will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, Austin College will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, Austin College will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Austin College's education program or activity.

1.62.3 ***Consolidation of Complaints***

Austin College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances, except when complaint consolidation would violation the Family Educational Rights and Privacy Act (FERPA). When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

1.63 Timing of Formal Complaints

There is no time limit for the filing of a Formal Complaint. However, at the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the Austin College's education program or activity.

1.64 Title IX Coordinator Signs the Formal Complaint

The Title IX Coordinator has discretion to sign a formal complaint. The following are circumstances that the Title IX Coordinator will take into account when making the decision to sign a Formal Complaint: the complainant's wishes, whether a complainant's allegations involved violence, use of weapons, threats, serial predation, or similar factors.

1.65 "Participating in or Attempting to Participate in" Defined

Austin College only considers currently enrolled students and current employees to meet this definition.

1.7 INFORMAL RESOLUTION PROCESS

Where appropriate, the informal resolution process can be used to resolve allegations of sexual misconduct or interpersonal violence by taking immediate and corrective action to stop the conduct, address its effects, and prevent recurrence without implementing a formal resolution process. An informal resolution process may also include a remedies- based process (mediation), which allows both participants to come to a mutual agreement regarding the resolution of the complaint. Informal resolutions may reach agreements between the parties, facilitated by the Title IX Coordinator or their designee, that include continued supportive measures but that also could include disciplinary measures, while providing finality for both parties in terms of resolving allegations raised in a formal complaint of sexual harassment.

The Informal Resolution Process may not be used to resolve a Formal Complaint alleging that an employee sexually harassed a student (Section 1.21).

Austin College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, Austin College will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and

- What information Austin College will maintain and whether and how Austin College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

The informal resolution process may include the range of Supportive measures described above (Section 1.5), as well as targeted or broad-based training and educational programming for relevant individuals and groups or any other remedy that will achieve the goals of the College's policy. This process is facilitated by the Title IX Coordinator or their designee. For example, both participants may agree that the permanent application of supportive measures (e.g. no-contact order) may be sufficient to resolve the complaint. This option is available if the College determines that such a process would be appropriate, and all participants agree to participate.

To enter into the Informal Resolution Process, both parties must provide voluntary written consent after receiving and reviewing the Notice of Allegation, and rules regarding the Informal Resolution Process.

The participants in any informal resolution process will not be required to interact with each other directly. Instead, the Title IX Coordinator or designee will arrange for or facilitate a remedies-based process or other form of mediation between the involved participants who are in different rooms.

Once an informal resolution process is complete, both participants will be notified simultaneously/contemporaneously (to the greatest extent possible, and consistent with FERPA or other applicable law) of the resolution. Either party may withdraw from the Informal Resolution process at any time prior to signing the agreement. If the parties are unable to reach an Informal Resolution agreement, the informal process will end and the Formal Resolution process will begin again. The Title IX Coordinator will inform both parties when one party has withdrawn from the informal resolution. If the parties indicate they are not able to agree to the proposed Informal Resolution(s), the Title IX Coordinator will end the Informal process and notify parties that the Formal resolution process has been initiated.

1.71 Administrative Agreement

The Administrative Agreement is an available form of Informal Resolution where the responding participant may elect to accept responsibility for the alleged policy violation through an Administrative Agreement, bringing an end to the Informal Resolution Process. To execute an Administrative Agreement both parties must acknowledge the policy violation, accept the proposed sanction(s), and waive any opportunity for appeal.

At any time prior to the final Informal Resolution/Administrative Agreement either party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Parties that wish to pursue the Administrative Agreement Informal Resolution must notify the Title IX Coordinator in writing of their desire to do so. After the Title IX Coordinator has received both parties written notice of desire to engage in the Administrative Agreement, the Title IX Coordinator will issue a draft Administrative Agreement which includes the acknowledgement of the policy violation, the proposed sanctions as determined by the Title IX Coordinator, and the waiver of appeal. If agreed to by both parties then the Resolution process will end, and the Title IX Coordinator will enforce the agreement.

1.72 Disciplinary Sanctions and Remedies

Following a determination that sex-based discrimination or harassment occurred in the informal resolution process, Austin College may impose disciplinary sanctions, which will be determined by the appropriate official(s) as designated by the College, and may be based on a number of considerations. Such considerations may include: severity, persistence, or pervasiveness of the policy violation; nature of the policy violation, including whether the policy violation included violence; impact on the reporting participant; impact on the responding participant; impact or implications of the policy violation on the larger Austin College community; prior misconduct by the responding participant, including the responding participant's relevant prior disciplinary history at the College; whether the responding participant accepts responsibility for the policy violation; maintenance of a safe, nondiscriminatory, and respectful environment conducive to learning; and any other mitigating, aggravating, or compelling factors. Specific disciplinary sanctions are listed in Section 1.84; however, this is not to be considered an inclusive and absolute list.

Austin College will provide remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. § 106.45(b)(1)(i). Remedies must be designed to restore or preserve equal access to the Austin College's education program or activity. Such remedies may include the same individualized services described in Section 1.5 as ''supportive measures''; however, remedies need not be non-disciplinary or non-punitive, and need not avoid burdening the respondent. Remedies may overlap with sanctions.

Remedies and support are not required for respondents; however, Austin College will provide reasonable measures (such as education/training) to ensure the sexual harassment or discrimination is rectified and all parties can continue equal access to education. The Department of Education declines to require remedies for respondents in situations where a complainant is found to have brought a false allegation. The Title IX Coordinator implements remedies when the final determination has indicated that remedies will be provided. The complainant and respondent can then communicate separately with the Title IX Coordinator to discuss what remedies are appropriately designed to preserve or restore equal access to education.

Austin College will provide written determinations to preserve confidentiality concerning remedies as much as possible. For instance, if a party wishes to change the housing arrangement as part of a remedy, the written determination should simply state that remedies have been identified and will be provided. The individual party would then communicate separately with the Title IX Coordinator to discuss specifically appropriate remedies and the timing/execution of such remedies.

1.8 FORMAL RESOLUTION PROCESS

Austin College will provide for adequate, reliable, and impartial investigation of complaints. Throughout the formal resolution process, participants will be treated fairly and equitably. The Formal Resolution Process requires and will provide an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. All credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The Title IX Formal Resolution Process utilizes an Investigation by a trained investigator, and a Live Hearing with Cross Examination of the opposing party and all witnesses performed by the Party Advisor in front of a Decision Maker who is not the investigator. The Non-Title IX Formal Resolution Process utilizes a trained Investigator to prepare an Investigative Report, allows for party review and response to that Report, follow up interviews by the investigator, a decision regarding responsibility made by the Investigator, and sanctions/remedies issued by the Title IX Coordinator.

1.8(a) Title IX Formal Resolution Process

The Title IX Formal Resolution Process will follow these steps as articulated in 34 C.F.R. 106.45(5)-(7):

1) An investigation to gather all relevant evidence.
2) All evidence collected is compiled by investigator and sent to both parties and their advisor. The parties will have 10 days to review and respond to the evidence collected. All responses are sent to the investigator.
3) The evidence collected and party responses submitted within the allotted 10 days to that evidence are incorporated into the Investigative Report which will fairly summarize all relevant evidence.
4) The Investigative Report will be sent to the parties and their designated Party Advisor. The parties will have at least 10 days to review and respond to the Investigative Report before the Formal Resolution Live Hearing. The Title IX Coordinator will communicate the date, time, and location (or online meeting link) to the parties and their advisors.
5) The Live Hearing Decision Maker reviews the Investigative report before the Live Hearing.
6) A Live Hearing where the Decision Maker and both party advisors may ask any party and witness relevant cross examination questions as determined by this policy and enforced by the Decision Maker.
7) The Publication of a Determination Regarding Responsibility which includes the rational and an outline of any sanctions and/or remedies imposed by Austin College.
8) Applicable appeals process.

1.8(b) Non-Title IX Formal Resolution Process

1) An investigation to gather all relevant evidence.
2) Both parties and their advisors are emailed the evidence collected by the investigator and have 10 days to submit written responses to the Investigator.
3) The Investigator creates the Investigative Report out of collected evidence and responses. The Investigative Report will fairly summarize all relevant evidence.
4) Both parties and their advisors are emailed the Investigative Report by the investigator and have 10 days to submit written responses to the Investigator.
5) The Investigator conducts any necessary follow up interviews or discussions based on party responses to Investigative report.
6) The Investigator publishes a Determination Regarding Responsibility which includes the rational for each decision.
7) The Title IX Coordinator will, after reviewing the Investigative Report and consulting with the Investigator as needed, assign sanctions and/or remedies as they deem appropriate.
8) Applicable appeals process.

1.81 Investigation of Title IX and Non-Title IX Formal Complaints

Austin College will provide for adequate, reliable, and impartial investigation of complaints. Throughout the investigation and process, participants will be treated fairly and equitably. The Title IX Coordinator will assign an investigator(s) who has been trained in the investigation of, and other issues related to, sexual discrimination, sexual misconduct, and interpersonal violence. The investigator(s) shall not have a conflict of interest or bias for or against any participants involved in the potential policy violation. The investigator(s) will undertake an investigation for the purposes of creating an Investigative report that fairly summarizes evidence relevant to the allegations in the Formal Complaint.

The burden is on Austin College—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. Austin College will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. Austin College will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Each party will be provided with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- Austin College will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If Austin College provides a description of the evidence, Austin College will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- Austin College will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- Austin College will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized

1.81.1 ***Investigation Requirements:***

1) It is the responsibility of the investigator(s) assigned by Austin College to gather the evidence relevant to the formal complaint and the facts raised in the participant's statements, provided that the Investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the Investigator obtains that party's voluntary, written consent to do so. Participants should make themselves available to the investigator(s) and can provide information they believe relevant to the investigators.

2) Both Parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

3) The Title IX Office will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

4) The Investigator will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. Austin College will not limit either party's choice or presence of advisor in any meeting or grievance proceeding. Timely notice of a party's Change of Advisors must be made to the Title IX Office. During the Investigation, advisors may not advocate or present on behalf of the participant, they may only confer quietly with their participant as necessary, as long as it does not disrupt the investigation interview. This rule applies equally to both the complainant and the respondent.

5) The Title IX Office and/or the assigned investigator will provide to a party and their advisor whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all, investigative interviews, with sufficient time for the party to prepare to participate. Sufficient time for the purpose of an interview under this section is at least 3 days.

6) Parties may submit to the Investigator questions they would like asked of any known potential witnesses or parties.

7) Austin College will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible. Austin College will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. When Austin College provides an investigative report, all parties will be provided with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party. Austin College will provide a reasonable opportunity to review and respond to the evidence or the investigative report. If Austin College conducts a live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing. Austin College may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing, or both prior to and during the live hearing. Austin College will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

8) Questioning the Parties and Witnesses:

   Austin College will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

   When Austin College chooses not to conduct a live hearing: Austin College's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

   - Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

When Austin College chooses to conduct a live hearing: Austin College's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions, and either:

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed below; or
- Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed below. Such questioning will never be conducted by a party personally. If Austin College permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, Austin College will provide the party with an advisor of Austin College's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, Austin College will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.

1.81.2 ***Compilation of Evidence sent to Parties for Review and Response***

After all initial interviews are completed and relevant evidence has been collected, the Investigator will send that compilation of evidence to both parties and their advisors for review and response. This Compilation of Evidence contains the evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which Austin College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Parties will have 10 days to submit their responses to the investigator.

1.81.3 ***Investigative Report Created, Sent to Parties***

The Investigator will take the evidence collected, and the parties' responses to the Compilation of Evidence sent to Parties to create the Investigative Report.

The Investigative Report will then be submitted electronically to both parties and their advisors. Both parties will have ten days to review and respond to the Investigative Report. Parties must submit their responses to the Investigator.

1.81.4 ***Investigative Report Submitted to Decision Maker***

After the allotted 10 days, the Investigative Report and the party responses to it will be sent to the Decision maker for review.

1.81.5 ***Live Hearing Scheduled (Title IX Sexual Harassment Only)***

The Title IX Office will communicate with both parties the time, location, and manner of Live Hearing, which will be held at least ten days after both parties are sent the Investigative Report.

1.81.6 ***Submitting New Evidence***

Parties and witnesses may submit new evidence to the Investigator that could affect the outcome of the matter if it was not reasonably known at the time of their interviews, within the 10 days allotted for review and response to the Investigative report under section 1.81.3(8). New Evidence submitted to the Investigator after the 10 days will not be received or discussed at the Live Hearing.

1.82 Live Hearing (Title IX Sexual Harassment Only)

1.82.1 ***Hearing Order***

The Live Hearing will proceed as follows:

1) Opening Statement by the Decision Maker, Complainant, and Respondent.
2) Examination of the Complainant by: Decision Maker, then Respondent Party Advisor
3) Examination of the Respondent by: Decision Maker, then Complainant Party Advisor
4) Examination of Witness One by: Decision maker, then Complainant Party Advisor, then Respondent Party Advisor. (Step 4 repeats until all witnesses have been examined.)
5) Either Party Advisor may request a brief re-cross of an opposing party or any witness.
6) Closing Statement by Complainant, then Respondent.

1.82.2 ***Digital Hearing Request***

At the request of either party, The Title IX Office must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. Austin College will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review. Virtual hearings are considered live hearings may be conducted at the discretion of the Title IX Coordinator.

1.82.3 ***Cross Examination***

At the live hearing, the decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

1.82.4 ***Party Advisors***

Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an

advisor present at the live hearing, Austin College must provide without fee or charge to that party, an advisor of Austin College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Austin College may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

1.82.5 ***Decision Maker Determines Relevant Evidence Procedure***

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. This determination will be made in real time; cross exam questions may not be approved as relevant or not relevant before the hearing. When the Party Advisor objects to the Decision Makers ruling on Relevance, they may make a brief statement to the Decision Maker as to why the question is relevant and doesn't call for privileged information or non-relevant sexual behavior. The Decision Maker will either allow the question or rule it as not relevant.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Questions Procedure. Advisors will ask questions under the following procedure:

- The party advisor will ask a question of the applicable participant.
- Before the participant answers a question, the Decision Maker will rule as to whether the advisor's question is relevant to the alleged conduct charges in one of three ways: 1) Relevant, 2) Not relevant, the questions asks about a detail that does not tend to prove or disprove the matter at issue or under discussion, or 3) Not relevant, calls for prior sexual behavior information without meeting one of two exceptions.
- If the Party Advisor asking the question objects to the Decision Makers ruling and/or explanation of the question as not relevant, the Party Advisor may offer a brief statement as to why it is relevant. If this is done the Decision Maker will consider the statement, and make a ruling one way or the other.
- If the hearing officer allows the question as relevant, the participant will answer it.

1.82.6 ***Failure of a Party or Witness to Submit to Cross Examination***

A decision-maker at a postsecondary institution may consider statements made by parties or witnesses that are otherwise permitted under the regulations, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility in a Title IX grievance process.

For example, a decision-maker at a postsecondary institution may consider statements made by the parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the regulation's relevance rules, regardless of whether the parties or

witnesses submit to cross-examination at the live hearing. A decision-maker at a postsecondary institution may also consider, when relevant, police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing.

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

1.82.7 ***Rules of Decorum***

During the Live Hearing, the Clerk and/or Decision Maker(s) will enforce rules of decorum. Parties and their Advisors are forbidden from badgering the other party or any witness.

Badgering includes yelling at, harassing, or asking the same irrelevant question multiple times. The Clerk will notify the party or their advisor when they are badgering the witness and will ask the party or advisor to conform their question asking to an appropriate, non- badgering manner. All communication by all participants toward any other participant must be done respectfully.

1.82.8 ***Review of Exhibits***

During the Live Hearing, Party Advisors may show relevant videos, pictures, and documents that were included in the Investigative Report and are ruled relevant by the Decision Maker. During their allotted time to examine the applicable participant, the Party Advisor will tell the Decision Maker which exhibit they plan on asking relevant questions about, and then the question procedure listed under section 1.82.5 of this policy will be followed.

1.82.9 ***No New Evidence may be introduced at Live Hearing***

Evidence that was not included in the Investigative Report may not be introduced at the Live Hearing. Both parties have the equal right to appeal the Determination regarding responsibility based on the availability of newly discovered evidence that may affect the outcome of the matter.

1.82.10 ***Reasonable Time Limit on Hearing / Break***

The Live Hearing will have a reasonable time limit determined by the Decision Maker. The Decision Maker may grant short breaks on their own, or as requested by the parties.

1.83 Determination Regarding Responsibility

1) The decision-maker, who cannot be the same person(s) as the investigator(s), must issue a written determination regarding responsibility. To reach this determination, the Decision-maker will apply the preponderance of the evidence standard of evidence. Preponderance of the evidence means more likely than not. This standard is used in all Title IX and Non-Title IX Sexual Misconduct cases. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its

persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, the decisionmaker will not determine that sex discrimination occurred.

2) The written determination will notify the parties as close as possible to simultaneously whether or sex-based harassment occurred and the notice must include:
    a. Identification of the allegations potentially constituting sexual harassment as defined in this policy.
    b. A description of the procedural steps taken from the Title IX Office of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
    c. Findings of fact supporting the determination;
    d. Conclusions regarding the application of Austin College's Sexual Misconduct policy to the facts;
    e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions Austin College imposes on the respondent, and whether remedies designed to restore or preserve equal access to Austin College's education program or activity will be provided by the Title IX Office to the complainant; and
    f. Austin College's procedures and permissible bases for the complainant and respondent to appeal. (Described below)
    g. The Title IX Office must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that Title IX Office provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
    h. The Title IX Coordinator is responsible for effective implementation of any remedies to a complainant and other people Austin College identifies as having had equal access to Austin College's education program or activity limited or denied by sex discrimination. The Title IX Coordinator will oversee the imposition of any disciplinary sanctions on a respondent, including notification to the complainant that disciplinary sanctions have been rendered. The Title IX Coordinator will take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Austin College's education program or activity.

1.84 Sanctions

If a participant is found in violation of a college policy, sanctions will be determined by the appropriate official(s) as designated by the College, and may be based on a number of considerations. Such considerations may include: severity, persistence, or pervasiveness of the policy violation; nature of the policy violation, including whether the policy violation included violence; impact on the reporting participant; impact on the responding participant; impact or implications of the policy violation on the larger Austin College community; prior misconduct by the responding participant, including the responding participant's relevant prior disciplinary history at the College; whether the responding participant accepts responsibility for the policy violation; maintenance of a safe, nondiscriminatory, and respectful environment conducive to learning; and any other mitigating, aggravating, or compelling factors.

Possible sanctions include one or more of the following:

- Expulsion,
- Suspension,
- Probation,
- Educational Sanctions,
- Revocation or withholding of admission or degree pending completion of other sanctions,
- No Contact Orders,
- Time and place restrictions or bans,
- Housing restrictions,
- Extension of requirements used as supportive measures,
- Community Service
- Loss of Privileges,
- Notation in permanent record,
- Sanctions withheld, such as additional sanctions if deadlines for sanctions are not met Restorative justice requirement
- Specific sanctions that must be met before resuming status at Austin College
- Referrals for assessment, such as counseling or medical assessment
- Written warning or reprimand
- Oral warning or reprimand
- Termination of employment
- Other sanctions deemed appropriate by the Title IX Coordinator or designee.

1.84.1 ***Student Withdrawal or Graduation Pending Disciplinary Charges***

If a student is ineligible to reenroll at Austin College for a reason other than an academic or financial reason, Austin College will include on that student's transcript a notation stating that the student is ineligible to reenroll for a reason other than an academic or financial reason.

If a student withdrawals or graduates from Austin College pending disciplinary charges that may result in the student becoming ineligible to reenroll in the college, the college will not end the disciplinary process until there is a final determination of responsibility. If, as a result of the process, the student is ineligible to reenroll at Austin College for a not academic or financial reason, a notation stating such will be placed on that student's transcript.

The Transcript Notation may be removed if: 1) the student becomes eligible to reenroll in the college, or 2) the college determines that good cause exists to remove the notation.

1.9 APPEALS

Once written notification of 1) the dismissal of a Formal Complaint or any allegations therein OR 2) the determination regarding responsibility has been issued, both parties have the right to submit an appeal.

1.91 Grounds for Appeal

Appeals from a dismissal or determination whether sex-based harassment occurred, may be submitted solely upon the following four grounds:

1.91.1 ***Procedural Irregularity***

Procedural Irregularity that affected the outcome of the matter;

1.91.2 ***New Evidence***

New Evidence that was not reasonably available at the time the Investigative Report was published or dismissal was made, that could affect the outcome of the matter; and

1.91.3 ***Conflict of Interest/Bias***

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of Interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

1.91.4 ***Sanction is Disproportionate to the Violation***

1.92 Appeal Process

1) Appeals must be submitted in writing to the Title IX Coordinator within 7 days of the participants receiving either the Dismissal of a Formal Complaint or any allegations therein, or the Decision Regarding Responsibility.

If a party appeals a dismissal or determination whether sex-based harassment occurred, Austin College will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that Austin College will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal Austin College offers will be equally available to all parties.

2) Any information that is submitted will be made available to the other participant for review. The other participant may submit a rebuttal of the appeal in writing to the Title IX Coordinator within 7 days of receiving the appeal information.

3) Upon receiving an appeal and rebuttal, if one is submitted, the Title IX Coordinator will refer it to the appropriate appeal agent for review and final decision making.

    - Appeals addressing procedural Irregularities in the investigation and resolution process in a way that substantially altered the outcomes of the case shall be referred

to an alternate investigator(s) and or decision maker(s) for review and decision making.

- Appeals providing substantive new evidence, which is information that was not reasonably available before the publication of the Investigative Report or dismissal was made and that could affect the outcome of the matter shall be referred to an alternate investigator(s) and or decision maker(s) for consideration and determination of a finding based on the new information.
- Appeals alleging a Conflict of Interest/Bias by the Title IX Coordinator, Investigator, or decision maker for or against complainants or respondent generally, or the individual complainant or respondent, that affected the outcome of the matter shall be referred to an alternate investigator(s) and or decision maker(s) for review and decision making.
- Appeals alleging that the sanction is disproportionate to the violation shall be assigned to the following appellate agents for review and decision making:
    a) The Faculty Hearing Committee or designee if the responding participant is a faculty member,
    b) The Vice President for Business Affairs and CFO or designee if the responding participant is a staff member,
    c) The Vice President for Student Affairs or designee if the responding participant is a student, or
    d) An appropriate appeals agent as determined by the Title IX Coordinator if the responding participant is not a member of the groups listed above.

4) The College will seek to complete the appeals process within 21 business days unless the College determines in its discretion that more time is required, in which case the participants will be notified of the need for an extension of the 21-day period. The College will provide periodic updates as it deems appropriate.
5) The appropriate appeals agent will issue a written decision describing the result of the appeal and the rationale for the result. The Title IX Coordinator or designee will notify the participants simultaneously, to the extent possible, in writing of the appeal agent's decision.
6) Finding and sanction decisions made by appeal agent are final.

End of Policy

Emergency Contact Information

Dial 911 for emergency assistance requiring immediate attention from an ambulance or the police. For less pressing situations, contact one of the following:

Campus Police	(903) 813-2555
College Nurse	(903) 813-2247
Vice President for Student Affairs	(903) 813-2228
Associate Vice President of Student Affairs & Dean of Students	(903) 813-2306
Student Life Office	(903) 813-2306
Grayson County Crisis Center	(903) 893-5615 *(24 hour domestic violence & sexual assault hotline)*
Voter Registration	(903) 893-8683
Campus Counseling	(903) 813-2247
Alcoholics Anonymous	(903) 392-7428
Grayson County Health	(903) 893-0131 *(Pregnancy, STD info, AIDS testing & counseling)*
Behavioral Health Center	(903) 416-3000 *(Mental Health)*
Texas HIV/AIDS Hotline	(737) 255-4300
Poison Control Center	1-800-222-1222
Sherman Medical Center	(903) 870-4611; *500 N. Highland Avenue, Sherman, TX*
Texoma Medical Center	(903) 416-4000; *5016 US-75, Denison, TX*
Title IX Report Hotline	(903) 813-2433 (press 1)
Deputy Title IX Coordinator & Compliance Officer	(903) 813-2432
National Sexual Assault Hotline	1-800-656-HOPE (4673)
Sherman Police Department	(903) 892-7290; *317 S. Travis Street, Sherman, TX*

CAMPUS MAP

Abell Library Center B2
Adams Center C3
Administration Building (Caruth) C2
Admission & Financial Aid Offices in Wortham Center .. C3
Apple Stadium (Football) A3
Baker Residence Hall C2
Baseball Field (Baker Athletic Field) A2
Bryan Apartments B4
Campus Police in Jackson Technology Center B3
Caruth Administraton Building C2
Caruth Residence Hall C3
Clyce Residence Hall C3
Clyde L. Hall Graduation Court C2
Collins Alumni Center D3
Craig Hall (Music) B2
Dean Residence Hall C2
Dickey Fitness Pavilion B3
The Flats at Brockett Court A4
Forster Art Studio Complex C1
Hannah Natatorium in Mason Complex B3
The Hass Village on Grand C1
Hopkins Center C2
Hoxie Thompson Auditorium in Sherman Hall C2
Hughey Gym in Mason Complex B3
Human Resources in Caruth Administration Building .. C2
Ida Green Communication Center B3
IDEA Center B2
Intramural Complex (Williams Intramural Complex) .. A2
Jackson Technology Center B3
Johnson 'Roo Suites B4
Jordan Family Language House B1
Library (Abell Library) B2
Mabee Hall in Wright Campus Center C3
Mason Athletic-Recreation Complex B3
Morris Center (formerly Moody Science Center) C2
Sally and Jim Nation Theatre B3
North Flats B1
Physical Plant (Hervey Physical Plant) A4
President's Home at Wood House D2
'Roo Suites (Johnson 'Roo Suites) B4
Sherman Hall C2
Sid Richardson Recreation Center in Mason Complex .. B3
Soccer Field (Pierce Soccer Complex) B2
Temple Center (Austin Teacher Program) C4
Tennis Courts (Russell Tennis Center) A1
Wortham Center C3
Wright Campus Center C3
Wynne Chapel C3
Zauk Circle Drive C3

LEGEND

EMERGENCY TELEPHONE

ACCESSIBLE ENTRANCE

AUSTIN COLLEGE