

# Paris Junior College Student Handbook

## Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: (1) the right to inspect and review the student's education records within 45 days of the day the institution receives the request for access. Students should submit to the Student Records Office, Vice President, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. (2) The right to request the amendment of the student's education records that the student believes is inaccurate: the student should write the institutional official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Paris Junior College to comply with the requirements of FERPA — the name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Dept. of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Directory Information:

In compliance with section 438, the General Education Privacy Act (Title IV, a public law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students Act of 1974, Paris Junior College gives notice that the following directory information may be released to the general public without written consent of the student. A student may request that all or part of the directory information on file in his or her name be withheld from the public by making written request to the Student Records Office during the first twelve days of a fall or spring semester or the first four days of a summer term. This request will apply only to the current enrollment period which will include:

- Name and address
- Whether or not currently enrolled
- Classification
- Major and minor
- Degrees and awards received
- Dates of attendance (semester and year, not daily attendance)
- All previous educational institutions or agencies attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date and place of birth and sex

If no request is filed by the student to withhold directory information, such information is released upon inquiry. Directory information is also defined as public information and as such will be available for inspection or duplication upon request during normal business hours. If the requested information is in active use or in storage, the applicant will be so notified and a date and hour set within a reasonable time when the record will be available. Charges will be levied for the cost of reproducing the requested materials at fees set by the institution. Cost for a computer run of the student directory is \$50.00. If additional programming is required, the programming fee will be \$50.00 per hour — one hour minimum.

## Student Services

Paris Junior College offers the student a wide variety of special services to make the college experience worthwhile and rewarding. The faculty and staff are personally involved and feel responsibility, along with the students, for student success or failure. This philosophy of accountability places much emphasis on each individual (faculty and student) and challenges him to do his/her best toward giving students their moral right — the right to have the best education possible.

The best method of taking advantage of his/her educational opportunity is for a student to participate in the special services designed and programmed for him/her. All of these programs and services have been organized to meet the student's in-class and after-class needs.

## Paris Campus

### Single Student Housing/Food Service

Paris Junior College can accommodate approximately 330 single students in campus housing. The cost for on-campus housing is reasonable and the facilities provide a comfortable living environment. Staff members provide residents with services and programs that are structured to assist and develop a positive learning environment. A student must be enrolled in a minimum of 12 semester hours and remain enrolled in at least 6 semester hours to reside in on-campus housing.

All residence hall students are required to purchase meal tickets and take their meals in the college cafeteria. Students should contact the Director of Student Life for current room and board rates.

For the convenience of students, telephone connections are available in each room. Mail boxes are located downstairs in the Student Center on the PJC campus and each student is issued a key for their box upon check-in to the dormitories.

No pets are allowed in Paris Junior College housing units.

### Housing Deposits/Meal Tickets

Each student is required to make a deposit of \$100.00 in order to have a space reserved in a residence hall or to be placed on the waiting list for a room. Upon receipt of the application for housing and the required deposit, the Business Office will issue a receipt, and the student's name will be placed on the approved list according to the receipt number. The deposit may not be applied to school costs, but will remain as a credit until the end of a semester or term. Each student is required to submit proof of having received the bacterial meningitis vaccine prior to moving into the residence hall.

An application for student housing may be downloaded from the PJC website at [www.parisjc.edu](http://www.parisjc.edu), under the New Students tab, or from the Student Life Office. This application, plus the \$100.00 refundable security and maintenance fee, should be mailed to the Business Office, Paris Junior College, 2400 Clarksville Street, Paris, Texas 75460. Any further questions regarding housing should be directed to the Student Life Office, Paris Junior College.

Students living off-campus may purchase commuter meal tickets from food service.

### Greenville Campus

Housing and meals are not available on campus; however, there are many eating establishments and apartment complexes throughout the community.

### *Sulphur Springs Campus*

Housing and meals are not available on campus; however, there are many eating establishments and apartment complexes throughout the community

### **Recreation Room**

Located on the first floor of the J.R. McLemore Student Center, the recreation room is open from 10:00 a.m. to 10:30 p.m. Monday through Thursday and 5:30 p.m. to 10:30 p.m. Friday through Sunday. Free games such as ping pong and pool are available to current PJC students with I.D. as well as cash games such as foosball and air hockey. Board games and other recreation equipment are also available to check out. Wireless internet and a large screen television are accessible in the recreation room.

### **Bacterial Meningitis Information**

Students living in PJC housing are required to present proof of having been vaccinated for bacterial meningitis. A student should see their personal physician or the local health department for the bacterial meningitis vaccine.

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

#### *What are the symptoms?*

- High Fever
- Rash or purple patches on skin
- Light Sensitivity
- Confusion and sleepiness
- Lethargy
- Severe Headache
- Vomiting
- Stiff Neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear, seek immediate medical attention.

#### *How is bacterial meningitis diagnosed?*

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

#### *How is the disease transmitted?*

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes,

toothbrushes, etc.) or come in contact with respiratory or throat secretions.

#### *How do you increase your risk of getting bacterial meningitis?*

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

#### *What are the possible consequences of the disease?*

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

#### *Can the disease be treated?*

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for those living in close quarters such as college students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (But does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

#### *How can I find out more information?*

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office.
- Contact web sites: [www.cdc.gov/ncidod/dmmdl/](http://www.cdc.gov/ncidod/dmmdl/), or disease information: [www.acha.org](http://www.acha.org)

### **Bookstore**

#### *Paris Campus*

*Paris Junior College Bookstore*  
2400 Clarksville Street  
Paris, Texas 75460  
Phone: 903-782-0344  
FAX: 903-782-0670  
[www.parisjcbookstore.com](http://www.parisjcbookstore.com)

Information regarding textbook requirements for specific courses can be found on the Paris Junior College website at [www.parisjc.edu](http://www.parisjc.edu).

The Bookstore's regular business hours are from 7:30 am until 5:00 p.m., Monday through Friday. The Bookstore is open extended hours during the beginning of each semester.

Personal charge accounts for the students are not permitted at the Bookstore; however, personal checks are accepted with a Student ID and a drivers license. American Express, MasterCard, Visa and Discover are also accepted for your convenience.

There is a full refund on all books if classes are dropped by the 12th class day (fall or spring semester) and the 4th class day (summer session) or if the class does not make. Drop slips and cash register receipts are required to receive a full refund. There will be no refund for software that has been taken out of the plastic wrapping.

During book buy back period at the end of each semester, books being used for the next semester will be purchased at one half of the original selling price unless the bookstore is overstocked, and at that time the books will be purchased at the wholesale price as set by selected wholesale book dealers. Lab manuals with work pages are exempt from buy back.

The prime objective of the Bookstore is to provide full service for the entire Paris Junior College community. In addition to carrying the required textbooks, the bookstore carries an assortment of imprinted items, a complete stock of paper, pens and supplies.

#### *Greenville Campus*

The Bookstore's regular hours are 8:00 a.m. until 6:00 p.m., Monday through Thursday, with extended hours during the beginning of each semester.

#### *Sulphur Springs Campus*

The Bookstore offers books for sale on registration day and the first two weeks of class and on the website at [www.parisjcbookstore.com](http://www.parisjcbookstore.com).

### **Campus Parking/Campus Department of Public Safety**

#### *Paris Campus*

The Campus Police Department, under the direction of the Chief of Campus Police, provides 24-hour security for the college.

All vehicles using campus parking facilities must display a current parking permit. Permits are issued at registration and are available at other times in the Campus Police office.

Students and faculty will be permitted to park in all parking lots and areas that are not otherwise reserved. All parking violations must be cleared through the Campus Police within five days from the date of violation.

Any student disagreeing with the fine and violation levied should consult the Director of Student Life.

Copies of complete Parking Rules and Regulations can be obtained in the Campus Police office and will be issued at time of registration.

#### *Greenville Campus*

Parking permits and copies of Parking Rules and Regulations are available at the front office and online.

#### *Sulphur Springs Campus*

Parking permits and copies of Parking Rules and Regulations are available at the front office and online.

### **Check Cashing**

#### *Paris Campus*

Students may cash personal checks in the Business Office not to exceed the amount of \$50.00. If for any reason a check is returned, the check will be handled by the Business Office for collection and a \$25.00 service fee will be charged. Students must present their student identification cards.

### **Student Insurance**

Paris Junior College does not provide insurance for students.

### **Learning Center**

The Mike Rheudasil Learning Center is a multi-purpose facility dedicated to providing support that will facilitate success for students, faculty and citizens of its service area. The Learning Resources Center (library and media services), learning skills, GED and adult literacy programs, and the A. M. and Wilma Aikin Archives are housed in the MRLC. It is centrally located on the Paris campus and offers its services to those students enrolled in Greenville, Sulphur Springs, dual credit, and distance learning classes including the Virtual College of Texas as well as the citizens of its service area. Learning Resources Centers are also located on the Greenville and Sulphur Springs centers.

The LRC recognizes that for individuals of the 21st century information literacy is a basic necessity and tool for success in the lifelong learning process. Our patrons must have the ability to “recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information.”

To facilitate information literacy, the learning resources center provides access to the Internet, print formatted materials, DVDs, CDs, and other media delivered information. Hardware is provided to access the various information sources. PJC is a member of TexShare which enables access to electronic databases that include periodicals, newspapers, e-books and other databases that are Internet-based.

### **Circulation**

#### **Library Card**

- Currently enrolled PJC students present their student ID at the circulation desk and ask for a library barcode which is applied to the back of the ID.
- ID cards with a library barcode are presented by the cardholder to check out materials.

#### **Check Out**

- Books and instructional videos are checked out for 4 weeks.
- DVDs, CDs, and videos are checked out for 7 days.
- Periodicals, reference books and software cannot be checked out.
- Two DVDs, three CDs or three videos can be checked out.
- Items are to be returned to the circulation desk or book drop.
- There are no renewals.

#### **Late Fees/Lost or Damaged Items**

- Books - 10 cents per day
- Videos, DVDs, CDs - one dollar per day
- Items lost or damaged - cost of item plus five dollars handling charge
- Blocks are placed on patron records when items are not returned or fines are not paid; and the patron will not be able to register.

#### **Reserve Materials**

- Videos, books, periodical articles, study materials, etc. assigned by instructor and placed on reserve by the instructor are located behind the circulation desk.
- Reserve items are used in-house with the exception of designated overnight checkout.
- The student must present library ID card.
- Reserve items checked out overnight are due back by 8:30 a.m. the next morning with a one dollar per hour fine.
- Only one reserve item can be checked out.

#### **Computers**

- Library IDs must be presented at the circulation desk and you must sign in.
- Students who are using the computers for class projects, word processing or class assignments are given top priority.
- Paris Junior College's Internet Usage Policy complies with federal and state laws in regard to language, computer etiquette, pornography and copyright and patrons are subject to expulsion, denial of computer privileges and/or arrest.
- Downloads are prohibited except for instructional purposes.
- CDs, DVDs and videos cannot be copied.
- Usage is limited based on availability of computers.

#### **Equipment**

- Copiers are available and prints are 10 cents per page.
- A microfilm reader/printer is available at the Paris campus and copiers are 25 cents a page.

- Duplication of videos, CDs, and DVDs is prohibited.
- TV/VCR/DVD units are available for in-house use.

#### **Interlibrary Loan**

- Books not owned by Paris Junior College may be borrowed from other libraries and are subject to that lending library's circulation policy.
- You must fill out and submit a form with author, title, date of publication and ISBN number to the circulation desk personnel. It will take at least 7-10 days to receive the book.
- Many out-of-state libraries that are not members of TexShare may charge a fee.
- Periodicals are available in the electronic databases and most are full text but if full text is not available, periodical articles can be requested by filling out a form at the circulation desk. You will need author, title of article, periodical, page numbers, date, volume number and issue number. You will receive copies of the articles. There may be a copy charge and/or usage fee assessed by the owning institution.

#### **Intralibrary Loan**

- Off campus students may request items from the main campus with a 24-48 hour delivery. Some entertainment items may not be available to off site campuses.
- Materials from the three campuses can be requested by currently enrolled students, faculty and/or staff.
- Materials can be requested by either using the online catalog or by filling out a request slip at the circulation desk.
- Periodical articles not found in full text in the electronic databases and owned by the Paris campus can be copied and faxed to the libraries at the Greenville and Sulphur Springs campuses. Copies from microfilm are twenty five cents a page.
- There is a form to be filled out for periodical article requests that will include author, title of article, periodical, date and page numbers.

#### **TexShare**

- Paris Junior College is a member of TexShare which is comprised of universities, colleges and public libraries in the State of Texas.
- TexShare shares online catalogs and the cost of subscribing to periodical databases, e-books and search services.
- A TexShare library card can be obtained from your institution that will be recognized by the members of TexShare. The patron is subject to that institution's circulation policy.

#### **Accessing Databases From Off Campus**

1. Go to Paris Junior College Homepage at [www.parisjc.edu](http://www.parisjc.edu)
2. Click on Informative.
3. Select Library Services.
4. Under Library Links click on Databases (off-campus login).
5. User name is your PJC Student ID number
6. Password is your birthday (mm/dd/yyyy).

## E-Books

- E-books (computer files) can be checked out from [www.netlibrary.com](http://www.netlibrary.com).

## Electronic Databases

Databases are accessed using the Internet but are not Internet sites. Databases are comprised of periodicals, newspapers, reference books, media, etc. Most are updated daily. We subscribe to the databases and belong to TexShare. You can find a list of databases at our website <http://www.parisjc.edu/index.php/library/content/databases>.

## Learning Skills

Students who feel they lack the study and learning skills necessary for college success are encouraged to participate in the services offered by the Learning Skills Department.

The department offers one-, two-, and three-hour courses which emphasize reading and study skills needed by students to be successful in college-level courses. Assistance is available in all levels of reading, and one-hour courses are available for THEA test preparation.

Services are available to students on all campuses. On the Paris campus, students may contact the Learning Skills staff concerning services offered. Students at the Greenville and Sulphur Springs campuses may contact the director of the campus or call the director/division chair of Learning Skills located on the Paris campus if they have questions at 903-782-0237.

The Learning Skills Center in Sulphur Springs is in Room 104 and offers computerized software instruction in reading, math and writing skills.

## Distance Learning

PJC offers distance learning classes over the Internet and by interactive television (ITV). These classes cover essentially the same materials as a traditional class, but instruction is provided through technology rather than face to face in a traditional class room. Students signing up for Internet classes should have a dependable computer with Internet connections. Students are also expected to be competent in computer usage before registering for Internet classes. E-mail addresses for the instructors of the Internet classes are provided in the printed schedule, and it is the responsibility of students to establish contact with the instructor as classes begin. PJC also participates in the Virtual College of Texas where students may sometimes find classes not offered locally. For additional information students may call the distance learning office at 903-782-0311 or 903-782-0436.

## Texas Success Initiative (TSI)

State law requires that each undergraduate student, unless otherwise exempt, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate-level course work. The Texas Success Initiative

provides that four different tests may be used for this purpose: THEA, ACCUPLACER, COMPASS, and ASSET.

Paris Junior College administers ACCUPLACER and THEA. Students who have not satisfied all parts of the TSI will be required to remediate in the appropriate areas each semester until all parts of the Success Initiative have been satisfied. Students are barred from enrollment in certain courses until appropriate remediation is completed.

All parts of the Texas Success Initiative must be satisfied before a degree may be awarded. Students who need remediation should expect to take longer than two years to complete a degree.

## Emergency/ Medical Services

### *Paris Campus*

Emergency medical services and health clinics are available through the local hospital and several agencies in the community. These include: Paris Regional Medical Center, Paris Regional Medical Center Family Clinic, Salas Minor Emergency Center, Lamar County Health Department, Paris Health Services, and Agape House Medical Clinic. Students needing assistance in contacting one of these agencies may contact the Student Life Office in the Student Center.

### *Greenville Campus*

Emergency medical services are available through Presbyterian Hospital-Greenville.

### *Sulphur Springs Campus*

Hopkins County Memorial Hospital and the Family Health Clinic are located a short distance from the Sulphur Springs campus. The Sulphur Springs High School nurse is on duty next door to the campus during the hours of 8:00 am - 3:30 p.m..

## Emergency Medical Procedure

### *Paris Campus*

In the event of a medical emergency involving a student, visitor, or employee of Paris Junior College, the City of Paris EMS and the PJC officer on duty should be notified immediately.

Non-life threatening accidents (i.e. minor cuts, illness, etc.) should be reported to the PJC Department of Public Safety and the injured or ill person should be directed to seek medical attention from his or her family doctor, a local hospital emergency room, or minor emergency clinic. A written report should be sent to the PJC Department of Public Safety office.

Life threatening accidents or illnesses should receive immediate medical attention by calling 9-911. If at all possible, an employee should remain with the person with the accident or illness until medical assistance arrives.

\*\*\* The PJC Health Occupations Department **is not** equipped to handle medical emergencies. Employees should not risk additional

injury or waste valuable time transporting injured or ill individuals to that facility.

### *Greenville and Sulphur Springs Campuses*

In the event of a medical emergency involving a student, visitor, or employee of Paris Junior College, the local emergency service should be contacted immediately.

## Financial Aid

### General Information

Paris Junior College subscribes to the philosophy that all students who have the ability to pursue and can benefit from a college education should be given the opportunity. The purpose of federal financial aid is to provide grants and part-time employment to eligible students who need help with paying their college expenses.

Because students are the ones who will benefit the most from their college education, the students and their families are considered to have primary responsibility for paying the costs of attendance. Federal financial aid is only intended to supplement, not replace, the student's and their family's responsibility for paying college expenses.

### *Paris Campus*

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the Financial Aid office on the Paris campus.

### *Greenville Campus*

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the financial aid advisor during posted hours.

### *Sulphur Springs Campus*

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the financial aid advisor during posted hours.

### Award Procedures

All federal and state financial aid is awarded in strict compliance with federal regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need whose completed applications are received by the priority dates.

Federal financial aid is awarded on the basis of documented individual need. Need is the difference between the college's estimated cost of attendance for the student and the amount the students and family can reasonably be expected to contribute toward the student's cost of attendance. Need based aid awards cannot exceed documented financial need.

The major need-based federal financial aid programs are the Federal Pell Grant, Federal College Work Study, Federal Supplemental Education Opportunity Grant programs and the federal direct subsidized and

unsubsidized Stafford Loan programs. A grant does not have to be paid back if the recipient complies with all of the terms under which the money was awarded. Work study gives the student the opportunity to work at the college and earn money to help pay expenses. Student loans must be repaid under the terms of the loan.

Perkins Loans and Parent Plus Loans are not an option at this institution. The State of Texas has many special grant and exemption programs that may be available to eligible Texas residents. See the College For Texans Web site ([www.collegefortexans.com](http://www.collegefortexans.com)) for available programs of interest.

#### **Federal Direct Subsidized Student Loan**

The Federal Subsidized Stafford student loan (Subsidized ONLY) provides assistance to students who demonstrate financial need for federal financial aid. The federal government pays the interest that accrues on a subsidized Stafford while the student is in-school, grace, or deferment period. The payment is known as a subsidy. Maximum amounts are determined annually based on student classification and annual loan limits.

#### **Federal Direct Unsubsidized Stafford Loan**

The Federal Unsubsidized Stafford student loan is a federally guaranteed loan that is not based on financial need. Interest will accrue from the time the loan is disbursed to the school. You do not have to make interest or principal payments until six months after graduation, or six months after you drop below a half time status. There is a 30 day wait period on all loan disbursements. Loans will be made in two disbursements each semester.

Loan limits are the same as the subsidized loan per grade level for dependent students. Additional loan limits may apply for independent students.

#### **Veteran Affairs**

##### *Paris Campus*

Paris Junior College is approved for veterans training under the provisions of various federal and state laws. Veteran affairs are administered through the Office of Student Financial Aid located in the Alford Center. Veterans who are applying for VA educational benefits are advised to call VA to inquire and verify VA eligibility. Telephone number: VA Regional Office, 1-888-442-4551.

Additional procedures are explained in the Financial Aid Office. Eligibility to receive Veterans educational benefits is determined by the Veterans Administration.

##### *Greenville Campus*

Contact financial aid advisor during posted hours.

##### *Sulphur Springs Campus*

Contact financial aid advisor during posted hours.

#### **Scholarships**

Paris Junior College offers an extensive range of scholarship programs. The criteria for selecting scholarship recipients may include, but is not limited to, academic achievement, major area of study, service to the college, leadership and personal character. All recipients of Paris Junior College scholarships are required to complete a Free Application for Federal Student Aid (FAFSA).

Students interested in applying for a specific institutional scholarship should contact the Admissions Office or the Financial Aid Office (Paris Campus) for detailed information.

### **Counseling/Advising Center**

#### **Counseling/Advising**

Counselors and advisors assist students in making plans and decisions concerning their academic careers. Counselors address each individual student's needs for personal and career development. Programs have been developed to assist all students including special populations and non-traditional students. Counselors assist students in selecting careers, in resolving personal problems and in managing stress. Confidential counseling is provided to assist students in coping with academic concerns and in resolving personal situations that may impede academic success. Students may find counseling services helpful as they make plans and decisions in various phases of their academic career. Counselors and advisors help students in the selection of appropriate educational programs, with the selection of courses and with the scheduling of classes. Services provided by the Counseling/Advising Center include personal counseling, career planning, academic advising, disability services, career libraries, computerized guidance, transfer services, and advising for veterans and international student services. Students may contact a counselor or advisor at the Alford Center, Paris campus, or call 903-782-0426 (Paris campus), 903-454-9333 (Greenville campus) or 903-885-1232 (Sulphur Springs campus) to schedule an appointment with a counselor or advisor.

#### **Career Planning**

Students and alumni are encouraged to utilize the career planning services provided by the Counseling/Advising Center to assist them in making appropriate career choices. The goal of career services is to promote career development by providing students with the knowledge and skills needed to select a career plan and help them develop decision making skills to accomplish those career goals.

Career services provide counseling to help students explore vocational goals, occupational information and self appraisal of interests, abilities and personality. Students are encouraged to utilize the Discover computer-based career guidance system and explore transfer and course equivalency information. A comprehensive career library provides students the opportunity to research information about job search strategies, resume writing, career fields, interviewing techniques, and self-help books.

For more information about career services, students are invited to come to the Alford Center, Paris campus, or call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center) or 903.885.1232 (Sulphur Springs Center) to schedule an appointment.

#### **Testing Center**

The Testing Center on the Paris campus offers several testing services to meet the needs of students. The following tests are administered according to a published schedule: THEA, Quick THEA, ACCUPLACER, ACT, SAT, and GED. Students should contact the Testing Center (Paris campus) to schedule a test. The ACCUPLACER and Quick THEA tests are administered at the Greenville and Sulphur Springs campuses at regularly scheduled times during each semester. Students may also contact the Testing Center to schedule instructor approved and arranged make-up tests, internet tests, correspondence tests and special accommodation tests. For information regarding test fees please call the Testing Center at 903-782-0446.

The fee for retesting on ACCUPLACER is \$15.00, whether a student needs to retest in one, two, or all three areas. Also, during registration, the initial cost of taking the ACCUPLACER test will be \$25.00. Students wanting to retest on the Quick THEA must pay \$29.00 and the National Evaluation System of Pearson will refund some of the test fee if they are not retaking the writing section.

#### **Services for Students with Disabilities**

Services for students with disabilities are coordinated by the Counseling/Advising Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement for accommodations and services to allow equal access to education opportunities for students with disabilities.

The college will make reasonable accommodations for qualified students with documented disabilities who have been admitted to the college and have requested accommodations. Students may request services by providing appropriate verification of a disability and completing a Request for Accommodations form. Reasonable accommodation requests with documentation may be subject to review by the ADA Committee.

To provide appropriate planning and scheduling, students should submit requests for most accommodations at least two weeks before accommodations are needed. However, for scheduling of interpreters, available modified equipment, enlarged textbooks, scribes, or electronic books, students must make the request four to six weeks in advance of the need.

Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

## **Tutoring**

The tutoring program focuses on one-on-one and small group relationships to promote student success and retention at PJC. It is a free service offered to all currently registered PJC students and includes tutoring assistance for many PJC courses to help students improve their grades.

In addition to tutoring services, the program offers study guides for some courses. Tutors develop one-on-one relationships with students by assisting them to overcome obstacles that may interfere and hinder their success in the classroom. Students are highly encouraged to take advantage of the opportunities made available to them free of charge by the Tutoring program.

Students may contact Tutoring to request services. Students may call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center) or 903-885-1232 (Sulphur Springs Center) to request tutoring.

## **Transfer Services**

The Counseling/Advising Center offers students assistance in the transition to a four-year institution. Students are encouraged to take advantage of the resources available to assist them in making informed decisions regarding selecting majors, choosing a transfer institution, and in successfully completing the transfer process. Students are highly encouraged to start making plans for transfer early on in their academic career.

The Counseling/Advising Center has a collection of catalogs from many colleges and universities as well as admission applications, general information brochures, transfer scholarship information, Texas Common Applications, Texas Common Course Numbering information, course equivalency guides, and university degree plans.

Students may also utilize the Discover computerized guidance system to aid in researching information about transfer institutions and to help them in identifying career and occupational interests. PJC provides several opportunities for students to obtain information about other institutions including College Day, transfer workshops, and career seminars.

PJC has also partnered with several local four-year institutions to establish articulation agreements to allow the smooth transition of transfer credits between institutions.

To obtain assistance with transfer concerns, students may seek assistance from a counselor/advisor at the Counseling/Advising Center, Alford Center, on the Paris campus, or call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to schedule an appointment with a counselor or advisor.

## **International Student Advising**

All international students are required to be full-time (12 hours or more) and to purchase health and accident insurance specified by the

college during their entire stay at the college.

Services for international students, which include immigration advising, are provided by the Counseling/Advising Center. International students are required to maintain their status as mandated by the U.S. Citizenship and Immigration Services. Each semester students are required to report to the Counseling/Advising Center within 15 days of their semester start date.

For more information, international students may contact the International Student Office, Counseling/Advising Center, Alford Center, Paris Junior College, 2400 Clarksville St., Paris, Texas 75460, or call 903.782.0426.

## **Student Life and Activities**

The college encourages many types of programs — cultural, social and athletic — in the hope that the students' interests will be developed as fully as possible. An education at Paris Junior College means more than attending classes.

The needs and desires of students are the basis for the types of activities presented at the college. A wide variety of organizations are available to meet these needs, and give students the opportunity to become involved in planning activities, making new friends, developing leadership qualities, developing individual and group interests, and receiving recognition for accomplishments. Student Activities sponsors events for the entire college community including a variety of competitive sports, dances, speakers, intercollegiate athletics, intramurals, recreational programs, community service projects and leadership opportunities.

Your activity card (I.D. card) furnished at registration is your "admission ticket" to most campus events.

## **Student Government Association**

A student council was formed in 1937. The organization and constitution were reorganized in 1970, and renamed the Student Government Association with the executive officers elected by the student body. Vice presidents of all student organizations automatically are members of the student governing body. The chief duties of the Student Government Association, working with the faculty and administration, are: conducting student elections, arranging the social calendar for the year, providing equitable representation within the student association of each student organization, discussion of campus affairs as they pertain to student life, and planning the course of action for implementation of these activities and programs.

This governmental agency provides policy-making decisions over all student organizations and serves to promote better relations between the administration and the students and to protect the best interests of the students. The Student Government Association holds membership in the Texas Junior College Student Government

Association.

## **Intramurals**

The intramural sports program provides structured, competitive and non-competitive sport opportunities for men, women and co-intramural participants. The program offers a variety of tournaments for students, faculty and staff. The program does not require the intensified training and high degree of skill associated with varsity athletes. An individual's playing ability is not considered as important as his/her desire to enter into the true spirit of competition and good sportsmanship.

### *Paris Campus*

A few of the sports organized for Paris Junior College students, faculty and staff are basketball, volleyball, and flag football. Information concerning these sports and others, may be obtained from the Student Activities Coordinator in the Student Center.

### *Greenville Campus*

None available at this time.

### *Sulphur Springs Campus*

None available at this time.

## **Informal Sports**

### *Paris Campus*

The informal sports program involves a process of self-directed participation. It is an individualized approach to sport which allows students to participate for fun and fitness. A current PJC I.D. card is required for admission to the Old Gymnasium and Weight and Fitness Center, during informal sports hours, Sunday through Thursday, 5 p.m. to 9 p.m.

### *Greenville Campus*

None available at this time.

### *Sulphur Springs Campus*

None available at this time.

## **Bulletin Boards, Campus Solicitation, Signs and Literature for PJC Student Clubs and Organizations**

### *Paris Campus*

Each petition, handbill or piece of literature shall identify the person or campus organization distributing it.

No person or organization may publicly distribute on PJC property one or more petitions, handbills or pieces of literature that are obscene, libelous, or contain non-permissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.

No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean

the area around which the literature was distributed.

For the purpose of this policy, “sign” shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Before publicly posting a sign, any person or organization must:

- Deposit in the Director of Student Life office (Paris campus) a copy, photograph or description of the sign to be posted.
- Provide the Director of Student Life the following information:
  1. The name of the student or organization; and, if an organization, the name of its advisor.
  2. The proposed general location for posting the sign.
  3. The length of time the sign will be posted.
  4. The signature of the student, or, if an organization, the signature of its authorized representative and the signature of the advisor.
  5. Place the date of posting on each sign posted.

A sign may not be attached to:

- a shrub, plant or tree (except by string to its trunk); a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a statue, monument, or similar structure.

A sign may not be posted:

- on or adjacent to a fire hydrant; on or between a curb or sidewalk; in a college building except on a bulletin board.

A student organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted.

No person may remove a sign posted or attached in accordance with this section without permission from the Director of Student Life (Paris campus), the student, or the registered organization.

#### *Non-permissible Signs*

No student or registered student organization may post or carry a sign that:

- Involves non-permissible solicitation.
- Contains material that is obscene or libelous.
- Is larger than 22 inches by 28 inches, unless authorized by the Director of Student Life (Paris campus).

#### *Greenville/Sulphur Springs Campuses*

The Director of each campus should be contacted and the same guidelines will apply as per the Paris campus.

#### **College Calendar**

The official College Calendar is located in the Division of Student Life (Paris campus). Students are encouraged to consult the Director of

Student Life prior to planning their programs and events. Generally, with the exception of student organizational meetings, activity events are not permitted to conflict.

## **Student Organizations**

The “heart” of the campus student activity and student government program are the many clubs and organizations which exist and function for the students. These organizations are open to all students. Curriculum-oriented clubs may limit their membership to students enrolled in a given curriculum or to those maintaining a certain scholastic average.

Students are encouraged to initiate and develop new clubs, organizations and activities consistent with the purposes and philosophy of Paris Junior College. Anyone interested in forming a new club should contact the Director of Student Life (Paris campus).

#### **Campus Organizations/Fund Raisers**

Any student organization on campus has the right to raise money. To do so, the organization has guidelines under which the fund raising must operate. Organizations may have only one (1) fund raiser per semester. The fund raiser may not run any longer than three (3) consecutive weeks in length. Any fund raiser must be on the calendar of the Director of Student Life whose office is located in the Student Center on the Paris campus. If the fund raiser is held at the Greenville and/or Sulphur Springs campus, the fund raiser must also be noted with the Directors of those campuses. Each organization must have their vice president in attendance at all student government meetings.

If any guidelines are broken, the punishment will be strictly enforced. The punishment for violators is that the organization will be suspended from all activities for three consecutive months (including field trips, out of town meetings, etc., except for having on-campus meetings.)

Fund raisers must be legal, ethical and have no connotation of gambling. Notices of fund raisers will have proper wording and be in good taste.

If any organization wishes to have a fund raiser, a written proposal must be submitted to the Director of Student Life (Paris campus) outlining the type of fund raiser, how it is going to be carried out, its purpose and which campus it will be held on. (Dances are considered to be fund raisers.) The organization must have received written approval from the Director of Student Life prior to beginning the fund raiser.

#### **Use of College Vehicles**

Because availability of college-owned transportation is extremely limited, use of such vehicles by student groups will be limited to activities of organizations which have official college sponsorship. The approval for travel funds to be used for a college vehicle must be obtained from the college President. The purposes for travel and the amount expended is determined by the official travel policy of

the institution.

#### **African-American Student Union**

This organization is open to all students who wish to promote awareness and mutual respect for the contributions and concerns of persons of African-American heritage.

The club participates in campus activities, attends cultural functions, and develops special ethnic-related programs.

*Paris Campus* — The club meets each Tuesday at 12:30 p.m.

*Greenville/Sulphur Springs Campuses* — No club meetings organized on these campuses.

#### **Athletics**

Paris Junior College sponsors basketball, volleyball and fast pitch softball for women, and baseball, golf and basketball for men. The college is a member of the National Junior College Athletic Association and the Region XIV Athletic Conference. College athletic scholarships are available in all sports. The official Dragon colors are dark green and gold.

#### **College Newspaper**

*The Bat* is the college newspaper. In addition to courses of instruction, journalism students report for and edit this publication for credit. Student editors and staff writers are responsible for the reporting of campus life, as well as issues of broader appeal. This student newspaper is a major communications tool, informing the college service area of the numerous activities and newsworthy events taking place during the school year. *The Bat* is published every two weeks during the fall and spring semesters.

#### **Cheerleading**

Paris Junior College offers coed cheerleading. Scholarships are available. Tryouts are held each spring for the following year.

#### **Fine Arts**

##### *Paris Campus*

All students are eligible to participate in performing arts activities at Paris Junior College. These activities consist of performing in plays and working behind the scenes, singing in the College Chorale, Chamber Singers, and/or Encore! Show choir, or playing in the instrumental ensemble. To participate in music activities students must enroll in an appropriate one- or two-semester hour class. Enrollment in an appropriate drama class is invited, but not required, for participation in play productions.

In addition to the activities named above, students may participate in a variety of speech and drama intercollegiate competitions by joining the forensic team, debate, public speaking, oral interpretation of various literary forms, readers theatre, solo and duet acting — all are among the events in which students participate.

Students interested in drama activities are encouraged to join Delta Psi Omega, the PJC drama club. The club engages in a variety of educational and social activities each semester.

The Foyer Gallery in the Visual Art Building provides guest artist and student exhibitions, and lectures of special interest during the fall and spring semesters. All students, faculty and staff, and the general public, are invited to attend the exhibits and lectures free of charge.

#### **H.A.R.T.S Club**

Open to all who are interested in the Heating, Air Conditioning, and Refrigeration field. Develops industry awareness and student success.

#### **Hispanic Club**

This organization is open to all students interested in Hispanic countries and life styles. The club participates in campus activities, sponsors an international film festival and develops programs that lead to cultural awareness and student success. The club meets every Tuesday at 12:30 p.m.

#### **Nursing**

The Nursing Students Association of Paris Junior College is affiliated with the Texas Nursing Students' Association and the National Student Nurses' Association. The purpose of this organization is to foster pre-professional growth as a nurse. Bimonthly meetings are held and efforts are made to insure that nursing students are aware of development at all levels; local, state and national. Contact the nursing department (Paris campus) for more information.

#### **Phi Theta Kappa**

Phi Theta Kappa is the only national scholastic honor society for junior colleges recognized by the American Association of Community Colleges. It was founded in 1918, and a local chapter has been at PJC since 1932. Its purpose is the promotion of scholarship, development of leadership and service, and cultivation of fellowship among students.

To be eligible for membership, a student must have completed one long-term semester at Paris Junior College, must have accumulated 12 semester hours (exclusive of developmental courses), have a grade point average of 3.5, and be within the upper scholastic 10 percent of the regularly enrolled student body.

To maintain active membership, a student must be regularly enrolled each semester, and at the end of any given semester must have a grade point average of 3.0, which is a "B".

Phi Theta Kappa is an active organization on all campuses, Paris, Greenville, and Sulphur Springs.

#### **Religious Organizations**

##### *Paris Campus*

Baptist Student Ministry — The Baptist Student Ministry (BSM)

is comprised of Baptist students as well as other students who are interested in participating in the club's activities. The organization meets each Monday, Tuesday and Thursday in the Religious Activities Center. Consult your calendar for times.

United Campus Ministry — The United Campus Ministry of Paris Junior College is an organization of students interested in exploring the meaning of the Christian faith through study, discussion and service. In the past, the group has engaged in tutoring programs for elementary students, recreation for children at Booker T. Washington Homes, and voter registration. Regular meetings are every Tuesday, Wednesday and Thursday at 11:30 am, with a free meal provided by member churches.

##### *Greenville/Sulphur Springs Campuses*

No religious organizations organized at this time.

#### **Special Populations - The Connect Program**

The Connect Program, designed for special populations, provides textbook loans and childcare funding assistance to qualified students. To be considered for this program, a student must have a declared workforce education major. Special population categories include the following:

- » Student with a disability;
- » Student training for a non-traditional major for their gender;
- » Student who is economically disadvantaged.
- » Student with limited English proficiency.

This program offers personal and career counseling, and referral services for participants. Also, students are encouraged to take advantage of job preparation services such as resume writing and job interviewing materials.

To obtain an application for the Connect Program, students may go to room 103 of the Alford Building on the Paris campus or call 903.782.0426. Greenville students may go to the Main Office or call 903.454.9333, and Sulphur Springs students may go to the Main Office or call 903.885.1232.

## **Academic Policies**

#### **Advising**

All new students and students who have not met Texas Success Initiative (TSI) requirements are required to meet with a counselor or advisor prior to registration. In addition, all other students are encouraged to consult with a counselor or advisor prior to their registration. An advisor will provide a degree plan for each student.

Academic advisors and counselors assist students in selecting fields of study by helping them to identify their educational life goals so they will be able to make informed decisions. Information is

provided about the application process, financial aid, placement testing requirements, interpretation of testing results and special programs. Advisors are knowledgeable about all academic and vocational programs offered by the college and provide students with appropriate academic plans. Students are assisted with the proper selections of courses for their targeted degree plan and with the interpretation of their Texas Success Initiative (TSI) status.

Also, counselors and advisors provide important information about academic standards, college policies and procedures, and transfer concerns. In addition, Workforce Education faculty members assist with advising students in their educational areas. Some general academic faculty serve as advisors for students in specialized academic programs.

#### **Advising Materials**

Critical information must be available for the Paris Junior College staff to be able to give you good advice. You should bring this information with you to registration. If possible, you should provide:

- High school transcript
- Transcripts of work transferred to Paris Junior College
- Local assessment test scores (it is best to complete local assessment prior to registration)
- ACT or SAT scores, if available
- THEA if available
- Record of Paris Junior College work completed
- Degree plan (completed and updated by an advisor)
- Catalog from the college to which you intend to transfer

#### **THEA Test**

State law requires that each undergraduate student, unless otherwise exempt, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate level course work. The Texas Higher Education Assessment (THEA) test is used for this purpose. Students who have not taken the THEA test or an alternative test prescribed by the state will only be allowed to enroll in developmental courses or technical courses leading to a one year certificate program.

Students who fail any portion of the THEA test will be required to remediate in the appropriate area(s) in order to be enrolled in college. By state law, students will be barred from enrollment in certain courses until appropriate remediation is completed.

Students who do not attend and participate in THEA mandated courses will be administratively withdrawn from all classes.

All sections of THEA must be passed before a degree may be awarded. Students who need remediation should expect to take longer than two years to complete a degree.

#### **Satisfactory Academic Progress**

According to U.S. Department of Education Financial aid guidelines, Paris Junior College requires students who receive financial and state

aid to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine your eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source states otherwise. Students must meet all three (3) Measurements below to maintain their eligibility for financial aid.

### **1. Qualitative Progress Measurement: Minimum Cumulative Grade Point Average**

To continue receiving financial aid payments, you are expected to successfully complete all your classes with good grades. You must have at least a 2.00 cumulative GPA at the end of the spring semester each year, or you will be warned of your financial aid status. See the section on FA probation below for more information on how FA suspension may affect your ability to receive aid. Summer aid each year will be awarded and at the end of Summer your GPA will be checked again and you must have at least a 2.00 cumulative GPA or your financial aid will be suspended (see suspension guidelines below).

### **2. Quantitative Progress Measurement No. 1: Number of Credit Hours Required to Complete**

When you enroll in classes and receive financial aid to pay for them, you are expected to complete those classes. If you do not complete at least 67 percent of the credit hours that you started during the year (fall and spring), you will be warned about your financial aid status. Only passing grades count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions. Summer aid each year will be awarded and at the end of Summer your hours attempted and completed will be checked again and you must have successfully completed at least 67 percent of all classes attempted during that year or your financial aid will be suspended (see suspension guidelines below).

How do I calculate 67 percent?

- Add all the hours you attempted during the year (Fall, Spring, and Summer) Any classes dropped also count.
- Multiply by 0.67
- Round any decimal up to the next whole number and that is the number of hours you must successfully complete (grade of an A, B, C, or D).

### **3. Quantitative Progress Measurement No. 2: Maximum Time to Complete a Degree/Program**

When you receive financial aid to help pay for a program of study, you are expected to complete that program without wasting a lot of money and time. You must select a program of study before you can receive financial aid.

To make sure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours

that you can attempt in order to complete your program. That limit is 150 percent of the minimum number of hours required to complete your program. Paris Junior College will allow funding for 150% of 62 hours (average number of hours required for a degree) or 93 hours. With an exception made for the Registered Nursing program after a student is accepted to the program and that maximum will be 168 hours. Once you reach the 150 percent limit, you will no longer be able to receive additional financial aid payments.

There are a lot of variables that go into calculating that limit, including, but not limited to:

- All attempted credit hours are counted regardless of whether or not you received aid to pay for them.
  - Any transfer hours that are accepted from other colleges toward completion of your program are counted. If you are a transfer student, you must submit transcripts from all previous colleges before the end of your first semester or second semester aid will be canceled.
  - If you repeat a course, both attempts are counted.
  - If you withdraw from a course, it is still counted as an attempt
- Note: If you cannot complete your program within the 150 percent limit, you will be placed on financial aid suspension when that determination is calculated.*

#### **Financial Aid Suspension**

If you fail to meet any one of the SAP measurements described above, you will be placed on financial aid suspension for at least one award year. (Once you exceed the 150 percent limit, you cannot regain satisfactory progress. However, in extreme circumstances you may appeal to extend your eligibility to complete a program.) During the period of suspension, you will not be eligible to receive financial aid.

To regain financial aid eligibility, you must pay the expenses related to at least half-time enrollment (six hours) at Paris Junior College and satisfy all SAP requirements.

#### **Appeal Process**

If you are placed on financial aid suspension, you may petition the Financial Aid Office (FAO) to consider mitigating (special) circumstances that resulted in your inability to meet the SAP requirements. The Appeal Form must be completed and must include supporting documentation regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

You will be notified by the FAO within five days after a decision has been made regarding the appeal. If the appeal is approved you will be put on financial aid probation for a period of no less than one semester. If the FAO denies the petition, you may follow the same written procedure to appeal to the college Financial aid Committee for review.

#### **WARNING: Repayment of Federal Funds**

If you receive federal financial aid and withdraw from all courses at

or before the time when 60 percent of the term is completed, you will be required to repay a portion of the federal aid received.

If you receive a grade of F in all courses for a semester, you will be required to repay a portion of financial aid received unless an instructor documents that you participated in at least one class through the 60 percent point of the term.

Financial aid will not pay for:

- Any credit hours in excess of the 150 percent maximum program limit (see discussion of Quantitative Measurement No. 2 above)
- Credit hours earned by placement tests
- Courses you register for after the official certification date of the semester
- Courses taken by transfer (transient) students attending for summer only

#### **Federal Direct Student Loan Restrictions**

In accordance with federal regulations, a school must verify that a loan recipient is meeting SAP each time funds are released to the student. If you have been awarded money under the Direct Loans, all or part of your loan will be canceled if you are not meeting SAP at the time loan funds are available for disbursement (distribution).

You then will not be considered for future loans until the SAP requirements have been met. Other restrictions related to your college's default management plan may limit how much you may borrow and when you will receive your loan payments.

#### **Summer Enrollment and the SAP**

When calculating the SAP status, summer hours attempted will be counted toward the 150 percent maximum, and summer grade points earned will be calculated as part of the cumulative grade point average.

## **Student Policies**

### **Academic Achievement Credit (EGA)**

#### **Grading System**

Paris Junior College is on a four point grading system. Grades and grade points for each semester hour of credit are as follows:

- A - Excellent: 4 grade points per credit hour
- B - Above Average: 3 grade points per credit hour
- C - Average: 2 grade points per credit hour
- D - Below Average: 1 grade point per credit hour
- F - Failure: 0 grade points per credit hour
- W - Withdrawal: 0 grade points per credit hour
- X- Incomplete: 0 grade points per credit hour

Grades of "W" and "X" are not included in the computation of cumulative grade point averages. A grade of "W" indicates that the student withdrew from class. A grade of "X" indicates that course work was incomplete at the end of the semester. Only students who

have completed three-fourths of the course work are eligible to receive an “X” and complete the remaining course work in the next semester without registering for the course a second time. The instructor must submit a Request for Change of Grade to the Records Office when all course work has been completed. Incomplete course work must be completed by the end of the next long semester, or the grade of “X” will be changed to a grade of “F”.

Paris Junior College does not mail grade reports. For grade reports, use Campus Connect from the PJC system or from any computer connected to the Internet.

Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate instructor immediately. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the department chair or division chair. Further appeals will be directed through the appropriate division chair and/or Vice President. The student has one year from the date of assignment to challenge a grade.

#### **Raising a Grade**

A grade in a course may be raised only by the student’s repeating the course and making a higher grade.

#### **Grade Reports**

Paris Junior College does not mail grade reports. For grade reports, use Campus Connect from the PJC system or from any computer connected to the Internet.

#### **Student Classification**

A student is classified as a freshman with credit for fewer than 30 semester hours. A student is classified as a sophomore with credit for 30 or more semester hours.

#### **Academic Probation and Suspension**

Students must maintain a cumulative grade point average of at least 2.0 for all course work attempted during the fall and/or spring semesters. Special program students and scholarship students may require higher grade point average status to continue. The student should be familiar with the regulations dealing with scholastic probation and enforced withdrawal. These standards are published in the PJC student handbook, procedures manual and the policy manual.

In addition, students are advised about the probation and suspension policies during the required freshman learning frameworks course. A student who has been dismissed, but who nevertheless registers in the College, shall have his/her registration cancelled and cannot attend classes. Such a student will receive no special consideration on a plea of lack of knowledge of his scholastic status, regardless of whether he registered and paid his fees.

Students shall maintain a cumulative grade point average of at least 2.0 on all course work attempted during the fall and/or spring semesters.

#### **Probation**

Students who have a cumulative grade point average of less than 2.0 for all course work attempted during the fall or spring semesters shall be placed on academic probation. Students may remove all probation status by raising their cumulative grade point average to a 2.0 or higher during the fall, spring, or summer semesters.

#### **Strict Probation**

Students who remain on academic probation for two consecutive semesters shall be placed on strict probation for the subsequent semester. Students on strict probation must achieve a cumulative grade point average of at least 2.0 by the end of the semester. Failure to achieve the required cumulative grade point average shall result in suspension from the institution for one long term (fall or spring).

#### **Suspension**

Students who fail to remove academic deficiencies while on strict probation shall be suspended from the institution. Under certain circumstances students on suspension may be readmitted by the institution on strict probation. Students who have been suspended from the institution two times shall normally be denied future admission to the institution.

#### **Strict Probation Admission**

A student who is on suspension from the College or another accredited institution may request admission to the College on strict probation. The request must be made in person to the Director of Admissions. If, in the opinion of the Director of Admissions, the student has the ability to continue pursuing college work, the student may be readmitted on strict probation.

#### ***Students on probation and strict probation shall meet all of the following requirements:***

1. Contact an advisor from the Counseling/Advising Center prior to registration to seek approval for your schedule.
2. Enroll for no more than 12 credit hours.
3. Meet with an advisor from the Counseling/Advising Center at least twice during the semester to provide an academic report concerning progress in course(s).

#### ***Students readmitted on strict probation shall meet all of the following requirements:***

1. Prior to registration, you must contact a counselor/advisor from the Counseling/Advising Center to have your schedule approved. You may not register online.
2. You may not enroll for more than 12 credit hours, excluding one hour kinesiology courses and one hour learning skills courses.
3. You must enroll for a study skills and/or Learning Frameworks course.
4. You will be required to meet monthly with your advisor

during the semester to provide an academic report concerning your progress, as well as work closely with your instructors.

5. Contact each instructor on a regular basis for special instructions and assistance, as needed.
6. You will forfeit eligibility for any student activity, club or campus leadership position.
7. You will be required to sign a contract indicating your agreement to these terms of Strict Probation.

Paris Junior College wants to make every effort to help you succeed and has established special procedures to help accomplish that goal. You will be asked to follow these procedures and to seek services available to you. Our goal is to help you raise your cumulative grade point average to 2.0 or higher which will remove the probation status.

Student may be administratively withdrawn from all classes by the appropriate vice president for failure to abide by these terms of probation.

#### **Appeal**

Decisions concerning academic probation and suspension may be appealed as outlined in FLD (LOCAL).

#### **Student Class Attendance**

Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities. Student’s mastery of course content is measured by the individual instructor’s criteria. Students may be dropped from classes upon the recommendation of the instructors who believe the students have been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course objectives. Students dropped from classes will receive a grade of “W”.

Each instructor must have on file in the respective Vice President’s office attendance policies, course objectives, and other relevant materials which comprehensively describe the course procedures applicable to each class section. Instructors are responsible for making all students enrolled in their classes aware of these procedures.

When it becomes necessary to drop a student from a class, the instructor will submit a properly completed withdrawal notice to the appropriate Vice President. Instructor withdrawals of students may be appealed by the student pursuant to the college’s Academic Appeals procedures.

## **Student Rights and Responsibilities Student Complaints/Academic Appeals (FLD)**

#### **Exclusions**

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based

on race, color, gender, national origin, disability or religion. (See FDE)

2. Complaints concerning retaliation relating to discrimination and harassment. (See FDE)
3. Complaints concerning disciplinary decisions. (See FMA)
4. Complaints concerning a commissioned peace officer who is an employee of the College District. (See CHA)

### **Purpose**

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints.

### **Representation**

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.

### **Level One**

A student who has a complaint shall request a conference with the department chairman within 15 calendar days of the date the student first knew of the action or decision giving rise to the complaint.

### **Level Two**

If the outcome of the conference with the department chairman is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the vice president of academic studies or vice president of workforce education, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman.

### **Level Three**

If the outcome of the conference with the vice president is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the director of student life or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice president. If the conflict concerning an academic issue still exists, the director of student life shall convene an ad hoc appeals committee and shall act as chairperson. Two vice presidents not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall forward the finding and decisions of the appeals committee in writing to the College President. After review of these findings, the College President shall furnish the student with a written communication identifying the administrative position of the College District.

### **Level Four**

If the outcome of the conference with the director of student life or designee or the academic review committee and subsequent letter from the College President is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda. The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative review and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

### **Closed Meeting**

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.

## **Student's Standard of Conduct (FLB)**

Definitions to be used in this policy shall be as follows:

- "Director of Student Life" shall mean an administrator bearing that title, or the officer or officers directly responsible for student programming in the college.
- A "student" shall mean one who is currently enrolled in the college. These policies and regulations shall also apply to any prospective or former students who have been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
- The "campus" of the college is defined as all real property over which the college has possession and control.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty, or the excessive use of intoxicating beverages.
2. The illegal use, possession and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper.
- Using test materials not authorized by the person administering the test.
- Collaborating with, or seeking aid from, another student during a test without permission from the test

administrator.

- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, in taking a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as appropriating, buying, receiving, as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

4. A student who owes a debt to the college or who writes an "insufficient funds" check to the college may be denied admission or readmission to the college until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States, occurring on college property or in connection with college-sponsored activities, may also constitute violations of the college's rules and regulations when such violations affect the educational process and goals of the college.
6. Possession or use of firearms on college-controlled property, except for educational purposes that have the prior approval of the Director of Student Life (Paris campus).
7. Interference with teaching, research, administration or the college's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
8. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
9. Hazing, with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
10. Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student and violation of the prohibition renders the organization subject to appropriate discipline.
11. Endangering the health or safety of members of the college community or visitors to the campus.
12. Damaging or destroying college property.

Any student violating this policy shall be subject to discipline, including suspension.

### **Dress and Grooming (FLBA)**

Students' dress and grooming may not materially and substantially interfere with normal school operations.

### **Hazing (FLBC)**

The college prohibits hazing. “Hazing” means any intentional, knowing or reckless act on or off campus directed against a student, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are including other students. The term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

The following actions shall be included in the offense of hazing; students who commit any of them violate college policy and are also subject to criminal prosecution:

1. Engaging in hazing.
2. Soliciting, encouraging, directing, aiding, attempting to aid another in engaging in hazing.
3. Intentionally, knowingly or recklessly permitting hazing to occur.
4. Having firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly failing to report that knowledge in writing to the Director of Student Life (Paris campus).

### **Cellular Phones, Beepers and Personal Digital Assistants (pda’s)**

All cell phones, beepers and personal digital assistants (pda’s) must be turned off or in silent mode. Under no circumstances should a cell phone or beeper sound during class. If a cell phone or beeper does sound during class the student may be asked to leave for the remainder of the period. The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, and their devices should be in silent mode.

### **Smoking**

The use of tobacco and tobacco-related products, including smokeless tobacco, is prohibited in all indoor public areas of the campus. Smoking shall not be allowed within 25 feet of doors to public buildings. Smoking kiosks are available for students and employees who smoke. Smoking and tobacco-related products are not permitted inside Hub Hollis baseball field complex.

### **Alcohol and Drug Use (FLBE)**

The use of intoxicating beverages shall be prohibited in classroom buildings, student housing, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; however, with prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the college in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off-school premises at a school-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription, specifically for that student’s use, shall not be considered to have violated this rule.

Students who violate this policy shall be subject to appropriate disciplinary action.

### **Weapons (FLBF)**

A student shall not knowingly, intentionally or recklessly go onto the school premises with a firearm, explosive weapon or illegal knife unless pursuant to written regulations or written authorization of the institution. The student shall not interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use a firearm.

In addition to the prohibition on firearms, explosive weapons, and illegal knives, students are prohibited from bringing any other weapons

on campus or to a college-sponsored activity.

This prohibition shall not normally apply to school supplies such as pencils, compasses and the like, unless those instruments are used in a menacing or threatening manner.

Weapons shall include, but are not limited to the following: (1)fire-arms, (2) fireworks of any kind, (3) clubs, (4) razors, (5) martial arts throwing stars, (6) BB and pellet guns, (7) paint ball guns and (8) potato gun/cannon. All weapons confiscated will not be returned.

Lockers and parked cars on the college premises may be inspected by school personnel if there is reasonable cause to believe they contain weapons.

Students found to be in violation of this policy shall be subject to appropriate disciplinary action, including suspension.

### **Assaults (FLBG)**

Students are prohibited from assaulting any person on college property or while under the college’s jurisdiction. An “assault” is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with immediate bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the student knows, or should reasonably believe, that the other will regard the contact as offensive or provocative.

### **Disruptions (FLBH)**

Conduct by students either in or out of class which for any reason — whether because of time, place or manner of behavior — materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material inference with, normal school operations or approved school activities.

The evidence must support a “reasonable forecast of substantial disruption” of school operations: “undifferentiated fear” or mere apprehension of disturbance is not cause to justify restriction on students, otherwise legitimate right to freedom of expression.

Students who participate in any prohibited activities described above are subject to disciplinary action, based on the severity of the violation and its overall effect on the welfare of other students.

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the college or at college-sponsored functions.

1. Behavior of a boisterous and tumultuous character such that there is clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful rights of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes obstruction of any doorway, hall or any other passageway in the college to such an extent that the employees, officers and other persons, including visitors having business with the college, are denied entrance into, exit from, or free passage into such a building.
8. Students are prohibited from bringing infants and small children into the classroom during class sessions or allowing unsupervised children to remain on campus.

**Student’s Rights and Responsibilities, Interrogations and Searches (FLC)**

The college respects the rights of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students, or when necessary to preserve the good order and discipline of the school. If no search warrant is obtained:

1. Any prohibited item within “plain view” is subject to seizure.
2. Residence hall rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.

Student Life personnel must be in attendance during these searches.

Areas such as lockers and desks, which are owned and controlled by the college, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of “fishing expeditions” shall be prohibited. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in

internal school disciplinary proceedings against the student.

In the event that college law enforcement authorities are involved in a search, Student Life personnel must be in attendance. School searches conducted with the assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

**Freedom from Discrimination, Harassment, and Retaliation (FDE)**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College district policy.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student’s ability to participate in or benefit

from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or  
 b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

The College District prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment is subject to appropriate discipline.

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student’s performance in the classroom.

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Alternatively, a student may report prohibited conduct directly to one of the College District officials below:

- Barbara Thomas, Director of Counseling, 903-782-0426
- Kenneth Webb, Director of Student Life, 903-782-0402

### **Discipline and Penalties (FM)**

The College has inherent authority to maintain order and discipline. Students who cause disorder and disrupt the school's educational environment may be disciplined. Students attending the College are subject to reasonable rules and regulations of the Board.

The College may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance.

The Board may expel from the college any student who is a citizen of a country other than the United States attending the college under a non-immigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by state law.

When the Director of Student Life (Paris campus) (herein referred to as the "director") receives information that a student has allegedly violated a college policy or administrative rule, the director shall investigate the alleged violation. After completing a preliminary investigation, the director may:

1. Dismiss the allegation
2. Summon the student for a conference. At this point the director shall notify the student of the right to be represented by a person of his choice or an individual designated by the college. If this student wishes to be assisted by a representative, chosen by himself or designated by the College, the conference shall be postponed to allow 48 hours until the representative can be present; otherwise the conference shall continue. After conferring with the student, and/or the representative, if necessary the director shall:
  - a. Dismiss the allegation.
  - b. Proceed with the disposition of the violation. In any case, where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure, the director shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. The decision of the director may be appealed as outlined.
  - c. Prepare a complaint and proceed as outlined in section FMA of the Policies and Procedures Manual.

The Director of Student Life or the Associate Dean for Student Access and Success (Paris campus) may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violation if the continuing presence of the student poses a danger to persons or property or an on going threat of disrupting the academic process.

No former student who has been suspended for disciplinary reasons from the college shall be permitted on the campus, branch campus, or other facilities of the college during the period of suspension without the prior written approval of the College President or a designated representative.

### **Discipline and Penalties:**

#### **Discipline Hearings Procedure (FMA)**

In cases in which the accused student disputes the facts upon which the charges are based as outlined in FM, such charges shall be heard and determined by a hearing committee.

The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President.

The hearing committee shall preside over a fair hearing for the student and the District's administration. The student and the District may be represented by counsel at the hearing.

The director of student life shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten class days after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights as outlined below:
  - a. To be represented by counsel at the hearing.
  - b. To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.
  - c. To have the hearing recorded verbatim and have a stenographic digest made of the recording.
  - d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student's absence. The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the District's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the District's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within 15 days of the hearing.

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the hearing. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. The penalty shall also be stated in the decision. The director shall administer the penalty, if any.

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record. [See FJ]

The hearing committee may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student

following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

2. **Conditional Probation** - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include social and behavioral restrictions, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

3. **Suspension** - Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

4. **Expulsion** - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or in the course. [See Scholastic Dishonesty FLB (LOCAL)] The instructor shall make a written report of the incident and of the planned action to his or her respective Vice President. Depending upon the seriousness of the academic misconduct, the District may impose any of the earlier-listed punishments.

The penalty for the use, sale, and/or possession of illicit drugs for students is as follows:

1. The possession/use of any controlled illegal drug as defined by Texas statutory law on the campus of the College or at any College-sponsored or-sanctioned activity may result in disciplinary probation for at least one calendar year. Previous major infractions of the code of student conduct of the College on the part of the student may warrant suspension for the student for one calendar year. The student's disciplinary file shall reflect the probation. Any student found guilty of possession/use of any illegal drug and placed on disciplinary probation shall be referred to a professional counselor as a condition of remaining in the institution on disciplinary probation. The counselor will provide an opportunity for a credible counselor-client relationship.

2. The second possession/use of any controlled illegal drug on the campus of the College or College-sanctioned activity may result in suspension for one calendar year.

3. The first offense for selling and/or distributing any illegal drug as defined by Texas statutory law on the campus of the College or at a College-sanctioned activity or event may result in expulsion. Criminal charges may be filed by the institution. Expulsion bars readmission to the institution.

4. Penalties for alcohol usage are as follows:

a. The first possession/use of alcohol in any form by a

student on the campus of the College may result in the student being placed on disciplinary probation.

b. The second possession/use of alcohol on the campus of the College or at a College-sanctioned event may result in suspension for one calendar year with referral to a professional counselor.

c. The first offense for selling and/or distributing alcohol may result in suspension for one calendar year.

The Vice-President, President and the Board, upon application of the disciplined student within 30 days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

#### **Disrespect for Authority**

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

### **Severe Weather Precautions**

The purpose of this plan is to provide for emergency preparedness for PJC, to warn the students and visitors on campus of the threat of tornado, severe weather conditions, or other potential dangers.

#### *Paris Campus*

The following warning system consists of the following "code" dangers.

- Severe weather watch or warning - probable chance for severe conditions.
- Code green - Threatening weather conditions are present and/or such severity as to suggest tornado activity.
- Code red - An actual tornado has been sighted and is either inside the city limits or is moving in the general direction of the city of Paris.
- All clear - Code green and/or code red conditions no longer exist. The immediate threat of severe weather and/or tornadic conditions have passed.

#### **Procedure for Code Green Alert**

When code green conditions come into existence, campus police will notify the appropriate department heads on all campuses. At the issuance of a code green alert, all available radios should be tuned to a local radio station for additional weather information. The police officer on duty will proceed to the Gabbert Building and remain there until a code red or all clear is given.

#### **Procedure for Code Red Alert**

In the event that a code red is issued, the officer on duty will proceed around the campus sounding the siren and using the public address

system to warn those on campus to take shelter. At the issuance of a code red alert, all persons on campus should proceed to their designated area, if time permits.

#### *Greenville Campus*

Move to an interior hallway on the lower floor away from glass.

#### *Sulphur Springs Campus*

Move to an interior hallway or small room away from glass.

### **Evacuation Procedures for Campus Buildings**

#### *Paris Campus*

Administration Building - move to center hall or basement of building.

Old Gym - Move under bleachers or to rest rooms.

Music Building - Interior hall or rest rooms.

Alford Center - Move to rest rooms.

College Store - Move to store room.

Learning Center - Move to interior classrooms/offices or rest rooms.

Applied Sciences - Move to interior hallways away from glass.

Annex IV - (Innovative Enterprises) will be first notified of severe weather. Move to the basement of the Administration Building.

Maintenance - Move to south end of bleachers under Noyes Stadium.

Workforce Training Center - Move to interior classrooms.

Hunt Center - Move to smaller rooms in gym.

Student Center - Move downstairs away from glass.

#### Residence Halls

- Thompson Hall - Move to lower floor bathrooms.
- Hatcher Hall - Move to lower floor bathrooms.
- B.E. Masters Apartments - if time permits move to rooms on the lower floors.
- South Dorm (new) - Move to lower floor hallway.

**Note: If severe weather threatens after normal class hours, some buildings may be closed and an alternate location must be used if time permits**

#### *Greenville/Sulphur Springs Campuses*

Monitor local stations and in the event of severe weather conditions, move to center hallways and restrooms and stay away from areas with a lot of windows.

Everyone should read and be familiar with the "Emergency Response Plan" found on the Paris Junior College website at [www.parisjc.edu](http://www.parisjc.edu).