

PARIS JUNIOR COLLEGE



2016-2017 STUDENT HANDBOOK

WWW.PARISJC.EDU

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COLLEGE OVERVIEW

Accreditation

Paris Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts degree, the associate of science degree, the associate of applied science degree and certificates of proficiency. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Paris Junior College.

The Commission is to be contacted **only** if there is evidence that appears to support Paris Junior College's significant non-compliance with a requirement or standard.

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. FERPA

applies to both on-campus and online students. 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. Send to:

Custodian of Records
2400 Clarksville Street
Paris, TX 75460

(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. Directory information includes:

- Name and address
- E-mail 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 software generated listing 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. A student must be enrolled in a minimum of 15 semester hours, unless enrolled in a special program not requiring full-time status, to reside in on-campus housing.

The best way to take 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 260 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 Student Life Office for current room and board rates.

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 residence halls.

No pets are allowed in Paris Junior College residence halls.

Housing Deposits/Background Check Fee

Each student is required to complete a housing application and pay \$125.00 to reserve space in the residence hall or to be placed on the waiting list for a room. Of that amount, \$100.00 is the housing deposit and is refundable if the student has no charges on their account; i.e. damage to room, unpaid tickets, or other charges. The \$25.00 is a non-refundable fee for the background check. Upon receipt of the application for housing and the \$125.00, 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 within the past five years prior to moving in the residence hall.

An application for student housing may be downloaded from the PJC website at www.parisjc.edu, under the New Students tab, or a hard copy is available in the Student Life Office. The application and the \$125.00 should be mailed to Paris Junior College, Business Office, 2400 Clarksville Street, Paris, Texas 75460. Any further questions regarding housing should be directed to the PJC Student Life Office.

Meal Plans/Meal Tickets

All students living on campus are required to select a meal plan option:

15 meal plan – 3 meals per day, Monday – Friday

19 meal plan – 3 meals per day, Monday – Friday, plus 2 meals per day, Saturday and Sunday (lunch and dinner)

Students living off-campus may purchase commuter meal tickets from food service or the Business Office.

Contact the Student Life Office for current room and board rates.

Greenville Center

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

Sulphur Springs Center

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

Recreation Room

Paris Campus

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 5:00 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

Beginning on January 1, 2012, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution. An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher

education following a break in enrollment of at least one fall or spring semester.

Exceptions to Bacterial Meningitis Vaccination Requirement

- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014); or
- the student is enrolled only in online or other distance education courses; or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- the student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution:

- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
- Confirmation that the student has completed the DSHS form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY).

For information about requesting a conscientious objection exemption form from DSHS go to: <http://collegevaccinerequirements.com/>. The DSHS exemption form may be ordered electronically; however it will be mailed to the address provided by the student. Please allow up to two weeks to receive the form. The form must be completed, notarized, and submitted to the designated school official at the institution the student will be attending.

For Public Junior College Students only: To access the DSHS secure on-line exemption form go to <https://webds.dshs.state.tx.us/immcojc/>. A copy of the form must be submitted to the designated school official at the institution the student will be attending.

All students should consult a physician about the need for immunization to prevent bacterial meningitis.

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
- Severe Headache
- Vomiting
- Stiff Neck
- Nausea

- Lethargy
- 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)
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Kidney failure
- Permanent brain damage
- Gangrene
- Coma
- Convulsions
- Hearing loss, blindness
- Learning disability

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.
- Visit www.cdc.gov/meningitis/bacterial.html.

Bookstore

Paris Campus

Paris Junior College Bookstore
2400 Clarksville Street
Paris, Texas 75460
Phone: 903.782.0344

FAX: 903.782.0670

www.bkstr.com/parisjcstore/home

Information regarding textbook requirements can be found on the PJC website, www.parisjc.edu, under the link for Consumer/Disclosure.

The Bookstore's regular business hours are from 8:00 am until 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on 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. Books may be purchased online from the Bookstore's website. Financial Aid may not be used to purchase books online.

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 or books that have been removed from their plastic wrapping or access codes have been activated. For all other refunds, check the date at the bottom of your receipt.

Most textbooks may be rented at a lower price and must be brought back at the end of the semester that they were used. Textbooks rentals are for one semester only. A credit or debit card must be presented as a guarantee. Your card will not be charged unless you fail to return the books, in which case you will be charged the remaining difference of the list price of the books, and the books are now yours. You may not write in your books unless it is with pencil, and highlight only with yellow highlighter. Rental returns will not be accepted if the book is damaged and you will be charged the difference.

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 or if the book is damaged. Lab manuals with work pages and loose leaf textbooks are exempt from buy back. Books may be brought back at any time of the year to be sold at wholesale value as selected by wholesale book dealers.

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, scantrons, pens and supplies, as well as drinks and snacks.

Greenville Center

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 Center

The Bookstore offers books for sale for the first two weeks of class. Books may also be purchased at the Bookstore's website.

Campus Parking/Campus Police

Paris Campus

The Campus Police Department, under the direction of the Chief of Campus Police, provides protection for the college seven days a week.

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.

Parking violation appeals

Students will follow the procedure here indicated:

- Appear at the Campus Police Department within five (5) days beginning with the day of the citation where an appointment will be made and date set for appeal.
- Appear at the Director of Student Life’s office at the appointed time where the case will be heard.
- If the appeal is denied, the fine must be paid within five (5) days after the date of the ruling or Section B of Article 13 (Traffic Safety Rules and Regulations) will be enforced. Failure to appear before the director will result in the original fine being assessed.

Greenville Center

Parking permits and copies of Traffic Safety Rules and Regulations are available at the front office and the Campus Police Officer.

Sulphur Springs Center

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

Business Office

Payment Information

Payment is due upon registration, and students may pay in any of the methods listed below:

- Cash, checks and credit cards (Visa, MasterCard and Discover) are accepted by Business Office personnel in Paris, Greenville and Sulphur Springs.
- PJC payment plans are available at the Business Office, with a \$25 fee. Fifty percent is due as a down payment when the payment plan is initiated, and two additional payments must be made on dates provided by the Business Office. Not available during summer semesters.
- FACTS Payment Plans may be set up and paid online, with a fee of \$25. Log on to Campus Connect using your ID number for your username, and your birthdate (MMDDYYYY) for your initial password. Under Student Information, choose Payment Plan, choose the term and choose Pay by FACTS. The down payment and number of additional payments vary – the earlier you sign up, the better the terms. More information is available at www.mycollegepaymentplan.com/paris. The FACTS system accepts direct payments from your checking account and credit cards including Visa, MasterCard, Discover and American Express.
- Full payment is also accepted online through FACTS. Follow the same login instructions shown above and select the full payment option. There is a \$2 enrollment fee for immediate full payment.

There is a \$25 returned payment fee on all returned payments.

Past Due Accounts

Students with a past due unpaid balance will have a hold placed on their account. This hold will prevent registration for subsequent terms and receipt of official transcripts. Delinquent accounts may be turned over to a collection agency, potentially affecting students’ personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of delinquent accounts. When incurring any debt with Paris Junior College, all students acknowledge that “I agree that, if Paris Junior College considers it necessary to refer all or part of my unpaid account balance to an attorney

or collection agency for collection, I am liable for and shall pay the attorney’s fees and/or collection agency fees resulting from the referral. I agree to pay all charges and other costs, including attorney’s fees, that are allowed by Federal and State laws and regulations and that are necessary for the collection of these amounts.”

Refunds

Students who officially withdraw from Paris Junior College shall have their tuition and mandatory fees refunded according to the following schedule. Students on Federal Aid will have tuition and fees refunded according to Federal Pro Rata refund requirements per the Financial Aid Department of Education Requirements. To get your refund, complete an official schedule change form (from an instructor or advisor) and present the form to the Records Office. Students on Federal Aid must have drop forms approved by the Financial Aid Office. Refund schedules may differ based on the length of the term. The Business Office processes refunds weekly.

Fall/Spring Term		Summer I/II Term	
Prior to 1st class day	100%	Prior to 1st class day	100%
1st-15th class day	70%	1st-15th class day	70%
16th-20th class day	25%	16th-20th class day	25%
after 20th class day	No Refund	after 7th class day	No Refund

Check Cashing

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 that facilitates success for students, faculty and citizens of its service area. The library is housed in the Mike Rheudasil Learning Center along with the A. M. and Welma Aikin Archives in a central location on the Paris campus. It supports dual credit and distance learning classes, including the Virtual College of Texas. Library services are also available to the residents of Paris Junior College’s taxing district. Campus libraries are located at the Greenville and Sulphur Springs centers.

The learning resources center (LRC) 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.

Check Out

Books and Instructional Videos	4 weeks
CDs and Videos	7 days (limit 3 per patron)
DVDs	7 days (limit 2 per patron)

Periodicals, Reference Books, Software	In-house use only
Faculty Privileges	All items due at end of semester

There are no renewals for items checked out.

Late Fees/Lost or Damaged Items

Books	10 cents per day
Video, DVDs, CDs	\$1 per day
Items Lost or Damaged	Cost of item plus \$5 handling charge

Blocks are placed on patron records when items are not returned or fines paid; patron will not be able to register or get a transcript with a block on his/her record.

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 checkouts.
- The student must present their 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 at a time.

Computers

- Students who are using the computers for class projects, word processing or class assignments are given top priority.
- Paris Junior College's Internet Use Policy complies with federal and state laws.
- 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 copies 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.
- Patron 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, name of 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 lending 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 the centers.

- Materials from the three libraries 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 Centers.
- There is a form to be filled out for periodical article requests that will include author, title of article, name of 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 the PJC Library that will be recognized by the members of TexShare. The patron is subject to the lending institution's circulation policy.

Accessing Databases From Off Campus

1. Go to Paris Junior College homepage at www.parisjc.edu
2. Click on "Quick Links" at the top of the page.
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).

Electronic Databases

Databases are accessed using the Internet but are not Internet sites. Databases are comprised of periodicals, newspapers, reference books, and media, among other things. Most are updated daily. The PJC Library subscribes to several individual databases in addition to TexShare. E-books are located in the databases listed under NetLibrary. We also have apps available for databases.

Virtual Reference

Paris Junior College Library operates a Virtual Reference chat site for reference assistance during posted hours.

Tutoring

Tutorial services are available to students on all campuses. Students may contact the following telephone numbers concerning services offered:

Paris Campus: 903.782.0270
 Math Center: 903.782.0209
 Writing Center: 903.782.0314
 Greenville Center: 903.454.9333
 Sulphur Springs Center: 903.885.1232

Distance Education

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. Class instruction will be

provided over the computer, and papers are usually submitted by computer as well, but many online classes require some proctored testing in a testing center. Email 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 help desk at 903.782.0496 or email helpdesk@parisjc.edu.

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.

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.

Non-Course-Based Options

Students who do not pass the TSI Assessment (establishing if they have the skills necessary to pass a college level course) but who test within one to three points of the threshold score may take a Non-Course Based Option (NCBO). NCBOs offer internet-based instruction that students may take at their own pace as they complete a college-level course. Course content is limited and specific to meet students' needs and help accomplish their goals. Content and course length is determined by the placement testing.

If the student is one point from the threshold score, they may enroll in the college-level course plus a four-hour NCBO. This is available in math and integrated reading and writing.

Students who score two to three points below the threshold may also enroll in a college-level course plus a 16 contact hour NCBO. Advisors will place students in the appropriate option.

Those students who score more than three points over the threshold must still take the assigned developmental education course.

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 Center

Emergency medical services are available through Presbyterian Hospital-Greenville.

Sulphur Springs Center

Emergency medical services are available through the Family Health Clinic and Hopkins County Memorial Hospital.

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 Campus Police 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 Campus Police.

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 Centers

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 Center

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 or the Paris Financial Aid office.

Sulphur Springs Center

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 or the Paris Financial Aid office.

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 to-

ward 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, and Federal Supplemental Education Opportunity Grant 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.

Paris Junior College does not participate in any student loan programs, effective July 1, 2012. Therefore, Federal Direct Stafford Loans, 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) for available programs of interest.

SATISFACTORY ACADEMIC PROGRESS (EFFECTIVE AUGUST 2012)

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 overall GPA (including developmental courses) at the end of the spring semester each year, or you will be suspended from receiving your financial aid unless you file a successful appeal. Students will receive a warning letter at the end of the Fall semester and must see an academic advisor to establish an academic plan and monitoring system. See the section on Financial Aid probation below for more information on how Financial Aid suspension may affect your ability to receive aid. If you are awarded Summer aid your GPA will be checked again at the end of the summer. You must have at least a 2.00 cumulative GPA at the end of the summer or your financial aid will be suspended (see suspension guidelines below).

2. Quantitative Progress Measurement: Number of Credit Hours Required to Complete

When you enroll in classes and receive financial aid, 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 suspended from financial aid. Only passing grades (D or above) count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions. Students will receive a warning letter at the end of the Fall semester and must see an academic advisor to establish an academic plan and monitoring system. Summer aid each year will be awarded and at the end of Summer your hours attempted and completed will be checked again. You must have successfully completed at least 67% of all classes attempted during that year or your financial aid will be suspended (see suspension

guidelines below). Except for a program that takes less than one year to complete, SAP will be calculated at the midpoint of the program.

How do I calculate 67%?

1. Add all the hours you attempted during the year (Fall, Spring) Classes dropped are counted.
1. Multiply by .67
2. Round any decimal up to the next whole number and that is the number of hours you must successfully complete with a grade of an A, B, C, or D.

3. Quantitative Progress Measurement: 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 has been placed on the number of hours that you can attempt in order to complete your program. That limit is 150 % of the minimum number of hours required to complete your program. Paris Junior College will allow funding for 150 % of 60 hours or **90 hours** with an exception made for registered nursing (RN) after a student is accepted to the program and that maximum will be 141 hours. Once you reach the 150 percent limit, you will no longer be eligible to receive additional federal financial aid. The lifetime maximum Pell grant can only be received for 12 full time semesters combining all schools attended.

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

1. *All attempted credit hours are counted regardless of whether or not you received aid to pay for them.*
2. *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.*
3. *If you repeat a course, both attempts are counted.*
4. *If you withdraw from a course, it is still counted as an attempt.*

Note: If you cannot complete your program within the 150% limit, you will be placed on financial aid suspension when that determination is made.

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, unless you file a successful appeal. (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.

Unusual Circumstances and Appeals

If unusual circumstances contribute to students' lack of academic progress, those students may regain Title IV eligibility through direct appeals to the Financial Aid Office. Financial aid

administrators review appeals and make exceptions to SAP policies on a case-by-case basis using professional judgment. Federal regulations offer sample situations of unusual circumstances. According to federal guidelines, unusual circumstances include, but are not limited to:

- Illness.
- Injury.
- Personal crisis.
- Death in the family.
- Other unusual circumstances that reasonably could contribute to a lack of academic progress.

If you are placed on financial aid suspension, you may petition the Financial Aid Office 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 (if applicable) regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

You will be notified by the Financial Aid Office 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. You will be required to meet with an academic advisor evaluate your educational goals and program of study. You must abide by all probationary requirements as designed by the advisor and the Financial Aid Office.

If the Financial Aid Office denies the petition, you may follow the same written procedure to appeal to the college Financial Aid Committee for review.

Financial Aid Probation

Students who are awarded aid on financial aid probation will be required to meet with an academic advisor every two weeks and report grades and absences to their advisor. Progress will be monitored throughout the semester. Students will be required to attend regular tutoring. Financial aid disbursements may be held until the student complies with probation terms agreed upon by the student and the academic advisor. When a student successfully raises their cumulative overall GPA to a 2.0 and completes enough hours to meet the 67% of attempted hours, they will be released from probation.

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% point of the term.

Financial aid will not pay for:

Any credit hours in excess of the 150% 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

Summer Enrollment and the SAP

When calculating the SAP status, summer hours attempted will be

counted toward the 150% maximum, and summer grade points earned will be calculated as part of the cumulative grade point average.

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 Center

Contact a financial aid advisor during posted hours or call the VA representative on the Paris campus at 903.782.0371.

Sulphur Springs Center

Contact a financial aid advisor during posted hours or call the VA representative on the Paris campus at 903.782.0371.

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 or visit the Financial Aid page on the PJC website and click on Scholarship Application.

How a withdrawal affects financial aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the semester, or
- does not complete all modules (courses which are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules began.)

Based on this calculation, Paris Junior College (PJC) students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

The following policies will help you to understand that a withdrawal potentially affects students academically as well as financially. We encourage students to read all the information below prior to making a final decision.

Important:

- *Academic policies on complete withdrawal from PJC are available in the General Catalog, and student handbook.*
- *Paris Junior College's Tuition/fee refund schedule is separate from the federal regulations to repay unearned aid. Whether or not a student receives a tuition/fee refund has no bearing on the amount he/she must repay to the federal aid programs. Contact the Business Office for further inquiries regarding tuition/fee refunds or visit the Business office website.*
- *Financial aid policies can also be found on the PJC website and in the financial aid brochure.*

How the earned financial aid is calculated

Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Financial Aid Office (FAO).

For example, if a student completes 30 percent of the payment period, they earn 30 percent of the aid they were originally scheduled to receive. This means that 70 percent of the scheduled awards remain "unearned" and must be returned to the federal government. Once 60 percent of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The **percent earned** is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The **payment period** for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The **percent unearned** is equal to 100 percent minus the percent earned.

For students enrolled in modules: A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. Paris Junior College(PJC) will track enrollment in each module (a group of courses in a program that do not span the entire length of the payment period combined to form a term, for example, summer sessions) to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

Students who provide written confirmation to FAO at the time of ceasing attendance that they plan to attend another course later in the same payment period are not considered to have withdrawn from the term. If the student does not provide written confirmation of plans to return to school later in the same payment period or term, PJC considers the student to have withdrawn and begins the R2T4 process immediately. However, if the student does return to PJC in the same term, even if they did not provide written confirmation of plans to do so, the student is not considered to have withdrawn after all and is eligible to receive the Title IV funds for which the student was eligible before ceasing attendance. FAO will then reverse the R2T4 process and provide additional funds that the student is eligible to receive at the time of return.

Institutional funds are earned and recalculated based on the pro-rated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid.

Steps in the return of Title IV Funds

Step 1: Student's Title IV information

FAO will determine:

A. The total amount of Title IV aid disbursed for the semester in which the student withdrew. *A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.*

B. The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

Step 2: Percentage of Title IV aid earned

FAO will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. *The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.*

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV aid earned by the student

FAO will calculate the amount of Title IV aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-A).

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

Step 4: Amount of Title IV aid to be disbursed or returned

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$
- If the aid already disbursed is less than the earned aid, then FAO will calculate a post-withdrawal disbursement.

Type of Withdrawals

For financial aid purposes there are two types of withdrawals: Complete and Unofficial.

Complete

Official withdrawal from PJC by the student. The current academic

year's policy for a Complete Withdrawal can be found in The Paris Junior College's General Catalog – Academic Policies.

Unofficial

Federal financial aid regulations consider a student to be an unofficial withdrawal if the student receives all fail (F) grades or a combination of all fail (F) and withdraw (W) grades for the term.

Determination of the withdrawal date

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the official drop form. If a student stops attending classes without notifying PJC, the withdrawal date will be the midpoint of the semester or the last date of academic activity determined by PJC. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by PJC.

Withdrawing prior to completing 60 percent of a term

Unless a student completes 60 percent of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially (including medical), or unofficially withdrawn.

Term	Period	60% of Term
Fall 2016	08/29/16 - 12/15/16	11/03/16
Spring 2017	01/17/17 - 05/11/17	03/30/17

When a student fails to begin attendance

If a student receives financial aid, but never attends classes, the Financial Aid Office (FAO) must return all disbursed funds to the respective federal and institutional aid programs.

When a student fails to earn a passing grade in any class

If the student has not completely withdrawn but has failed to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for financial aid. Eligibility is based on if the student attended at least one class or participated in any PJC academic-related activity. All disbursed funds must be returned to the respective federal and institutional aid programs if the student cannot prove that he/she began attendance. For more information regarding this topic see the section Students who receive all failing grades at the end of the term.

Students who receive all failing grades at the end of the term

Financial aid is awarded under the assumption that the student will attend The Paris Junior College (PJC) for the entire term for which federal assistance was disbursed. When the student has failed to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for funds disbursed by attending at least one class or participating in any PJC academic-related activity. If the school cannot verify that the student attended PJC, all financial aid must be repaid to the federal and institutional programs. The student's business account will be charged and the student will be responsible for any balance due.

When the student has a combination of fail and withdraw grades for the term, approximately 50% of the financial aid must be repaid. The student's business account will be charged, and the student will be responsible for any balance due.

If the student can prove to have participated in a PJC class or academic-related activity past the 60% date, the student will not be required to return any disbursed financial aid. The student's business account will

be updated and the student will be responsible for any other charges that may have been applied to their account.

Students who are able to verify attendance beyond PJC's records may submit supporting documentation to FAO. The student must submit supporting documentation within 30 days from the last date of the term. Recalculations for aid eligibility will not be performed for documentation received after that date.

Repayment calculation process

Once grades are posted for the student who receives all failing grades, FAO will return all unearned aid back to the federal and institutional programs and the student's business account will be charged. FAO will mail a notification letter with the repayment amount(s) to the student's permanent address. The student's business account will be updated, and the student will be responsible for any balance due. A statement reflecting these charges will be sent to the student by the Business Office.

Definition of an academic related activity

Examples of Paris Junior College (PJC) academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

Proof of participation:

- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper or project
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- PJC required study group where attendance is taken

Return of Title IV funds for student enrolled in modules

Overview

These new regulations aim to provide for consistent and equitable treatment of students who withdraw from a program measured in credit hours, regardless of whether courses in the program span the entire term or consist of shorter modules.

Program integrity principles

Title IV funds are awarded to a student to attend an entire payment period or period of enrollment, and the funds are intended to cover the student's educational and living expenses for the entire period.

Federal law specifies that a student earns Title IV funds on a pro-rated basis through 60 percent of a period based on the actual days completed. For the purposes of federal aid programs, PJC must be able to document a student's active participation in an academic activity.

Regulatory requirements

A student is considered to have withdrawn from a payment period or period of enrollment in which the student began enrollment if the student ceased attendance in all scheduled courses without completing all of the days the student was scheduled to complete in the period.

However, if a student provides written confirmation to PJC before ceasing attendance that the student plans to attend another course later in the same period, the student is not considered to have withdrawn. For a nonstandard-term or non-term program, the next course the student plans to attend during the period must begin within 45 days after the end of the course the student ceased or failed to attend in order for the student not to be considered withdrawn. If a student does not resume attendance within the scheduled timeframe, the stu-

dent is considered to have withdrawn as of the date on which attendance ceased.

If a student does not provide written confirmation of plans to return to school later in the same period, a school considers the student to have withdrawn and performs a return of Title IV funds (R2T4) calculation to determine if any funds must be returned. However, if the student does return to school in the same period — even if the student did not provide written confirmation of plans to do so — the student is not considered to have withdrawn and is eligible to receive Title IV funds for which the student was eligible before ceasing attendance. PJC must reverse the R2T4 process and provide any additional funds the student is eligible to receive at the time of return.

This new rule replaces prior guidance provided in Dear Colleague Letter GEN-00-24 regarding student withdrawals in term-based programs that include courses shorter than the length of an entire term.

The rule impacts all programs offering courses shorter than an entire term, including semester-based programs with a summer term consisting of two consecutive six-week summer sessions.

Repayment Calculation of unearned aid as a result of a withdrawal

As a result of a withdrawal, students who received federal funds will be required to repay “unearned” aid. The repayment calculation is performed utilizing the federal government’s repayment worksheet: “Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program.”

The amount of the assistance earned is determined on a pro-rated basis. For example, if a student completed 30% of the term, they have earned 30% of the assistance they were originally scheduled to receive. Once a student has completed more than 60% of the term, the student earns all the assistance they were scheduled to receive for the term.

Student notification of repayment

A notification letter outlining the amount returned to the federal and institutional program(s) along with the federal government’s repayment worksheet will be mailed to the student’s permanent address. PJC will return funds on the student’s behalf to the appropriate federal and institutional aid program(s) and subsequently will bill the student’s business account. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

Repayment to federal and institutional aid programs

Federal regulations and Institutional policy require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the term:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Institutional Grants and Scholarships

Overpayment of Federal grant funds

Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation (see steps 9 and 10 of the federal government’s repayment worksheet). Any grant amount subject to repayment will be billed to the student’s business account as an overpayment. Upon receipt of payment from the student, PJC will return the funds to the appropriate grant program(s).

Additional loan information to consider when withdrawing

The federal repayment calculation also has additional loan amounts that the student and parent may be responsible to return directly to the U.S. Department of Education (see step 8 of the federal govern-

ment’s repayment worksheet).

Important: Anytime a student is enrolled less than part-time the grace period begins. The student’s grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education (ED) or his/ her lender(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower’s promissory note. The student should contact the lender if he/she has questions regarding their grace period or repayment status.

School and student responsibility for return of unearned federal funds

The student and the school are both responsible for returning unearned federal financial aid to the federal government. The student will be billed for any amount due as a result of the return of federal aid funds (R2T4) calculation.

Repayment of unearned funds

The Financial Aid Office (FAO) will notify students if they owe federal funds back to the U.S. Department of Education (ED). Any grant overpayment the student has to return to the federal government must be repaid within 45 days after the student receives notification from FAO. If the grant overpayment cannot be paid in full, a repayment plan may be arranged with the U.S. Department of Education.

Students will also receive notice from FAO regarding repayment of institutional funds. If the student owes any money to the PJC resulting from the return of federal or institutional funds, the student will be billed by the PJC Business Office.

Consequences of non-repayment

If a student does not repay the grant funds that are owed to the government within 45 days, the account will be turned over to the U.S. Department of Education (ED) as an overpayment of federal funds. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from federal financial aid programs at any institution until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

If a student does not pay funds due to PJC to cover their balance in the Business Office, the student’s records will be placed on financial hold. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid.

If Paris Junior College considers it necessary to refer all or part of a student’s unpaid account balance to an attorney or collection agency for collection, the student is liable for and shall pay the attorney’s fees and/or collection agency fees resulting from the referral. The student shall pay all charges and other costs, including attorney’s fees, that are allowed by Federal and State laws and regulations and that are necessary for the collection of these amounts.

School and Student responsibilities in regard to the R2T4 policy and process

Paris Junior College’s responsibilities in regard to the Return of Title IV funds

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. Informing the student of the result of the R2T4 calculation and any balance owed to PJC as a result of a required return of funds;

4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;

Student's responsibilities in regard to the Return of Title IV funds

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the PJC resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds

How a withdrawal affects future financial aid eligibility

Refer to the Financial Aid Office Satisfactory Academic Progress (SAP) policy to determine how a withdrawal will impact future financial aid eligibility.

Advising & Counseling Center

Counseling

Counselors and academic advisors assist students in making plans and decisions concerning their academic careers. Academic advisors 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. Academic advisors 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 advising and counseling services helpful as they make plans and decisions in various phases of their academic career. Academic 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 Advising & Counseling Center include career planning, academic advising, disability services, computerized guidance, transfer services, 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 Center) or 903.885.1232 (Sulphur Springs Center) 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 Advising & Counseling 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 computer-based career guidance system and explore transfer and course equivalency information.

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.

Services for Students with Disabilities

Services for students with disabilities are coordinated by the Advising and Counseling 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 at least six weeks in advance of the need.

Students with disabilities are encouraged to contact a counselor or advisor from the Advising and Counseling 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.

Transfer Services

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

Students may also utilize the 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 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 Advising & Counseling 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.

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 career counseling and referral services for participants. Also, students are encouraged to take advantage of job prepa-

ration 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.

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 Advising & Counseling 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 Advising and Counseling Center within 15 days of their semester start date.

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

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: The TSI Assessment, ACT, SAT, CLEP, THEA, HESI A2, and GED. For TSI testing, students should contact the Testing Center (Paris campus) to schedule a test. The TSI Assessment is administered at the Greenville and Sulphur Springs Centers at regularly scheduled times during each semester. Students must see an advisor for a pre-assessment activity prior to testing. 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 initial cost of taking the TSI Assessment is \$25.00. The fee for retesting is \$15.00, whether a student needs to retest in one, two, or all three sections of the test.

CLEP (College-Level Examination Program)

The College-Level Examination Program (CLEP) provides students with the opportunity to receive college credit through a program of exams in undergraduate college courses. If a student receives a satisfactory score, he/she may earn from 3 to 12 semester credit hours toward a college degree. A student may not earn CLEP credit for any course in which he/she is currently enrolled, and any course in which the student has already earned a grade. Students must have earned a minimum of three (3) semester credit hours at Paris Junior College (PJC), and be TSI complete before CLEP credit will be posted to the student's transcript.

Most CLEP tests are designated to correspond to one-semester courses (i.e. ENGL 1301 or HIST 1301), although some correspond to full-year or two-semester courses (i.e. SPAN 1411 & 1412). The American Council on Education recommends a credit-granting score of 50 for all exams. All exams are scored on a scale of 20 to 80. The CLEP test is administered on a computer and available year-round. Study materials are available at <http://clep.collegeboard.org> to prepare for the exam. The tests are timed and most exams are 90 minutes in length. To register, contact the PJC Testing Center at 903.782.0446 to schedule your testing appointment. The Testing Center is located in the Alford Center room 107.

Test Fees:

1. \$80 CLEP fee must be paid when registering online be-

fore scheduling your test (Register for exam at <http://clep.collegeboard.org>)

2. \$30 administration fee per test payable to PJC on test day (Bring credit or debit card, check with driver's license or exact cash)

3. All test fees are non-refundable.

Instructions to register online for CLEP exams are located at <http://clep.collegeboard.org>.

1. Must create an account. Keep a record of your username and password.
2. Register to take CLEP exam.
3. Select your testing center and score recipient.
4. Pay \$80 CLEP fee with credit or debit card.
5. Print your "registration ticket" and bring to PJC Testing Center.

Must bring one form of valid identification (ID) to the PJC Testing Center. Primary ID must be a government-issued photo ID.

- Current passport with name, photograph, and signature
- Valid driver's license with name, photograph, and signature
- State or Providence ID issued by the motor vehicle agency with name, photograph, and signature
- Military ID
- National ID with name, photograph, and signature
- A tribal ID card
- A naturalization card of certificate of citizenship
- College Board ID Form, if student is a minor and unable to provide a primary government-issued ID

Note: If you have questions about the ID policy, contact CLEP Services at 800.257.9558, 609.771.7865, or clep@info.collegeboard.org.

Unacceptable ID Documents include credit or debit cards of any kind, social security card or Employee ID.

Normally, you will receive your unofficial score report instantly (with the exception of the College Composition, which will take three to four weeks to deliver). CLEP sends official score reports to your chosen institution in about one week. Examinees may be awarded credit in the following courses:

CLEP SUBJECT EXAMINATIONS			
Examination Subjects	PJC Course	Semester Hours	CLEP Score
Accounting I, Introduction to	ACNT 1303	3	50
Business Computer Applications	BCIS 1305	3	50
Biology, General	BIOL 1306/1106 +BIOL 1307/1107	4 8	50 70
Management, Principles of	BMGT 1327	3	50
Chemistry, General	CHEM 1311/1111 +CHEM 1312, 1112	4 8	50 70
Macroeconomics, Principles	ECON 2301	3	50
Microeconomics, Principles	ECON 2302	3	50
College Composition	ENGL 1301	6	50
American Literature	ENGL 2327 ENGL 2327, 2328	3 6	50 70
English Literature	ENGL 2322 ENGL 2322, 2323	4 6	50 70

College French	FREN 1411 & 1412	8	50
College German	GERM 1411	4	50
American Government	GOVT 2305	3	50
History of the U.S. I	HIST 1301	3	50
History of the U.S. II	HIST 1302	3	50
Western Civilization I	HIST 2311	3	50
Western Civilization II	HIST 2312	3	50
College Algebra	MATH 1314	3	50
Calculus with Elementary Functions	MATH 2413	4	50
Marketing, Principles	MRKG 1311	3	50
Psychology, Introductory	PSYC 2301	3	50
Human Growth & Development	PSYC 2314	3	50
Sociology, Introduction	SOCI 1301	3	50
College Spanish	SPAN 1411 & 1412	8	50

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 Student I.D. card 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 are to work with the faculty and administration in conducting student elections, and arranging the social calendar for the year. A representative of each student organization is required to attend the SGA meetings where campus affairs, as they pertain to student life, as well as planning a course of action for implementation of these activities and programs is discussed.

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.

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 during the fall and spring semesters.

Intramurals

Paris Campus

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

Greenville Center/Sulphur Springs Center

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 its weight room, during informal sports hours, Sunday through Thursday, 5 p.m. to 8 p.m.

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 PJC department or campus organization distributing it.

No person or organization may publicly distribute on PJC property.

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 PJC department 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 Centers

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

Competitive Scholarships

Athletics

Paris Campus

Paris Junior College sponsors basketball, soccer and fast pitch softball for women, and baseball, soccer 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.

Cheerleading

Paris Campus

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 being in plays, working behind the scenes in plays, singing in the College Chorale and Chamber Singers, or playing in the instrumental ensemble.

To participate in music activities students must enroll in appropriate one- or two-semester hour classes. Enrollment in an appropriate drama class is invited, but not required, for participation in play productions.

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.

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/Fundraisers

Any student organization on campus has the right to raise money. To do so, the organization has guidelines under which fundraising must operate. Organizations may have only one (1) fundraiser per semester.

Fundraising may not run any longer than three (3) consecutive weeks in length. Any fundraiser 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 fundraising activity is held at the Greenville and/or Sulphur Springs Centers, the fundraiser 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 appropriate disciplinary action will be enforced. The disciplinary action taken 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.)

All fundraising activities must be legal, ethical and have no connotation of gambling. Notices to publicize fundraising activities must be approved through the Student Life office, and should have proper wording as well as be in good taste.

If any organization wishes to have a fundraising activity, the appropriate form 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 a fundraising activity.) The organization must have received written approval from the Director of Student Life prior to beginning a fundraising activity.

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

Paris Campus

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.

The Blend Club

This organization is open to all students interested in awareness of world cultures by appreciating different people, traditions and world issues for a better understanding of and connection to the world around us. The club participates in campus activities, sponsors an international film festival and develops programs that lead to cultural awareness and student success.

Delta Psi Omega

Paris Campus

Students interested in drama activities are encouraged to join Delta Psi Omega, the National Theatre Honor Society for two-year colleges. The club engages in a variety of educational and social activities each semester, including hosting UIL One-Act-Play contests. Students should check with the Fine Arts faculty for further information.

Eco Club

Greenville Center

This organization is open to all students interested in promoting ecological and environmental awareness, and at the same time who wish to learn how to grow healthy vegetables in a backyard-type environment. The student volunteer group seeks to learn about sustainable

living in a modern world. Other topics and learning activities will involve preserving food, preventing and controlling plant insects and diseases, water conservation, recycling, composting, and generally preserving the eco-system.

H.A.R.T.S Club

Paris Campus

Open to all who are interested in the Heating, Air Conditioning, and Refrigeration field. The purpose of this club is to develop industry awareness and student success.

Jewelry Technology Student Association

Paris Campus

PJC's Texas Institute of Jewelry Technology Student Association maintains and improves the quality of jewelers, horologists and gemologists in the jewelry industry, keeps students actively involved with activities on the Paris campus, and keeps TIJT alumni abreast of current jewelry, horology and gemology department activities on and off campus.

Nursing Students Association

Paris Campus

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. Bi-monthly 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 in 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.

Student Art League

Paris Campus

The Student Art League is dedicated to the promotion of visual fine art at Paris Junior College and Lamar County. The intent is for members to stimulate visibility of the arts in the community as well as the college through group projects, fundraisers, public community art events, and support visual art exhibits in the Foyer Gallery on the college campus. Students interested in art activities are encouraged to join the organization.

Student Veterans Organization

The primary mission of the organization is to bring together military veterans, dependents, and supporters in order to provide support and foster fellowship among those attending Paris Junior College. This organization was established to create a network of military veterans and families to share information on academic success, educational benefits, and VA policies and procedures.

Academic Advising

All new students and students who have not met Texas Success Initiative (TSI) requirements are required to meet with a counselor or academic advisor prior to registration. Students are assigned to an academic advisor during their first semester of college. Students should meet with their academic advisor prior to enrollment and at appropriate intervals to assess academic progress.

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. Students are assisted with the proper selection of courses for their targeted degree plan and with the interpretation of their Texas Success Initiative (TSI) status. Advisors provide students with appropriate academic plans and provide important information about academic standards, college policies and procedures, and transfer concerns.

Dress and Grooming

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

Cellular Phones, Beepers & Personal Digital Assistants (PDA's)

All cell phones, beepers and personal digital assistants (PDA's) must be turned off or in silent mode while in class. 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.

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 Center

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

Sulphur Springs Center

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

Evacuation Procedures for Campus Buildings

Paris Campus

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

Administration Building - move to center hall or to basement (west end of building).

Old Gym/EOC - Seek shelter under bleachers.

Music Building - Interior hall or restrooms.

Alford Center - Seek shelter in restrooms.

College Store - Seek shelter in store room.

Learning Center - Shelter in interior classrooms, offices or restrooms.

Applied Sciences - Seek shelter in interior hallways.

Annex IV - (Plumbing) Move to Administration Building basement.

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

Workforce Training Center - Move to interior classrooms.

Hunt Center - Move to smaller rooms in building.

Student Center - Move downstairs. Stay away from glass.

Thompson Hall - Move to lower floor restrooms.

Hatcher Hall - Move to lower floor restrooms.

South Campus Residence Hall - Move downstairs to ground floor hallway.

Cosmetology - Occupants will move to South Campus Residence Hall/ downstairs away from glass.

Math & Science Building - Move to downstairs restrooms/interior hallways.

Greenville/Sulphur Springs Centers

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.

DragonMail: PJC's Official Academic Communication With Students

All PJC students have a dedicated email address assigned them that is the primary method of contact between students and PJC. Upon initial registration, each student will receive their DragonMail email address. This is the official method of communication between the college and the student.

Dragon Alert

In the event of an emergency or severe weather, you will receive an emergency alert sent by text message or e-mail. This is a free service provided by Paris Junior College, through normal message fees may apply. To receive text messages to your cell phone, your cell phone must have text messaging capabilities. Notifications are dependent upon external providers and Paris Junior College cannot guarantee notifications will be received by the intended recipient. To add your e-mail address or a different cell phone number, go to www.parisjc.edu, select the "Current Students" link, look under "Life on Campus" and select the "Dragon Emergency Alert System Signup" link.

Equal Opportunity

Paris Junior College gives equal consideration of all applicants for admission, without regard to race, color, religion, creed, national origin, sex, age, marital status, disability or veteran status. Assistance is provided to students with limited English speaking abilities, disabilities, or academic deficiencies.

STUDENT POLICIES

Paragraphs that are italicized are procedures of Paris Junior College in administering Board Policy.

Academic Achievement Credit (EGA)

Grading System

The College District shall be on a four point grading system. Grades and grade points for each semester hour of credit are as follows:

A - 4 grade points per credit hour

B - 3 grade points per credit hour

C - 2 grade points per credit hour

D - 1 grade point per credit hour

F - 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 (GPAs). A grade of "W" indicates that the student withdrew from class. A grade of "X" indicates that coursework was incomplete at the end of the semester. Incomplete coursework must be completed by the end of the next long semester, or the grade of "X" will be changed to a grade of "F".

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.

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 Dean. The student has one year from the date of grade assignment to challenge a grade. (FLD (Local), Student Complaint Policy)

Raising a Grade

A grade in a course may be raised only if the student repeats the course and earns a higher grade.

Grade Reports

Grades shall be posted online on Campus Connect at the end of each semester. Grade reports shall not be mailed.

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 shall maintain a cumulative GPA of at least 2.0 on 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.

Probation

Students who have a cumulative GPA of less than 2.0 for all course work attempted during the fall or spring semesters shall be placed on academic probation. Students may be removed from probation status by raising their cumulative GPA 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 GPA of at least 2.0 by the end of the semester. Failure to achieve the required cumulative GPA shall result in suspension from the institution for the next long term, either 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 twice shall normally be denied future admission to the institution.

Strict Probation Admission

A student who is on suspension from the College District or another accredited institution may request admission to the College District on strict probation. The request must be made in person to the director of counseling. If, in the opinion of the director of counseling, 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:

Contact an advisor from the Advising & Counseling Center prior to registration to seek approval for your schedule.

Enroll for no more than 12 semester credit hours excluding developmental education and kinesiology activity courses.

Meet with an advisor from the Advising & Counseling 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. Enroll for a maximum of 12 credit hours excluding developmental education and kinesiology activity courses.
2. Enroll in study skills and/or a student success seminar.
3. Achieve a cumulative GPA of at least 2.0 by the end of the semester.
4. Obtain approval for his or her schedule of courses from the assigned counselor. Online registration is prohibited.
5. Receive a satisfactory performance evaluation from each Instructor at mid-semester. This report shall be submitted to the student's assigned counselor.
6. Contact each instructor on a regular basis for special instructions and assistance, as needed.
7. Forfeit eligibility for class or club offices.

Appeal

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

Freedom from Discrimination, Harassment, and Retaliation (FFDB)

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

Discrimination

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

Prohibited Harassment

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, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

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, intimidating, or humiliating 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.

Retaliation

The College District prohibits retaliation by a student or College Dis-

trict employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims

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

Prohibited Conduct

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.

Reporting Procedures

Student Report

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 a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a non-professional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act [see GAC].

Responsible Employee

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

Definition of College District Officials

For the purposes of this policy, College officials are the ADA/Section

504 coordinator, the Title IX coordinator, and the College President.

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Natasha Whitaker
Position: Advisor, Counseling & Advising
Address: 2400 Clarksville St., Paris, TX 75460-6298
Telephone: (903) 782-0430

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Sheila Reece
Position: Associate Vice President of Student Access & Success
Address: 2400 Clarksville St., Paris, TX 75460-6298
Telephone: (903) 782-0211

Other Anti-Discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other anti-discrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District’s ability to investigate and address the prohibited conduct.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under FFDA.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

College District Investigation

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

Notification of Outcome

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

College District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures [see FM and FMA].

Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

Freedom From Discrimination, Harassment, and Retaliation/Sexual Violence (FFDA)

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.

Sexual Harassment

By An Employee

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:

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

The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

By Others

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 limits or denies a student's ability to participate in or benefit from the College District's educational program.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Examples

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; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

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

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims

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

Prohibited Conduct

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.

Reporting Procedures

Student Report

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 a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a non-professional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GAC].

Responsible Employee

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

Definition of College District Officials

For the purposes of this policy, College officials are the ADA/Section 504 coordinator, the Title IX coordinator, and the College President.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name:	Sheila Reece
Position:	Associate Vice President of Student Access & Success
Address:	2400 Clarksville St., Paris, TX 75460-6298
Telephone:	(903) 782-0211

Other Anti-Discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other anti-discrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under FFDB, as appropriate.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

College District Investigation

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

Notification of Outcome

The College District shall provide written notice of the outcome,

within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

College District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures [see FM and FMA].

Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

Exception

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

Freedom From Bullying (FFE)

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Retaliation

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the associate dean of student access and success.

Report Format

A report may be made orally or in writing. The Associate Vice President for Student Access and Success or designee shall reduce any oral

reports to written form.

Prohibited Conduct

The Associate Vice President for Student Access and Success or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFD, including harassment or discrimination on the basis of race, color, religion, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFD instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFD shall include a determination on each type of conduct.

Investigation of the Report

The Associate Vice President for Student Access and Success or designee shall conduct an appropriate investigation based on the allegations in the report. The Associate Vice President for Student Access and Success or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the associate dean of student access and success or designee shall take additional time if necessary to complete a thorough investigation.

The Associate Vice President for Student Access and Success or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying, dating violence, or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the College President or designee.

College District Action

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include implementing a training program for the individuals involved in the complaint, implementing a comprehensive education program for the College District community, conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where bullying or retaliation has occurred, and reaffirming the College District's policy against bullying and retaliation.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy and Procedures

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's web site. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

Student's Rights and Responsibilities (FLB)

Student Conduct

Definitions of terms used in this policy shall be as follows:

Student

A "student" shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

Premises

The "premises" of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.

"Cheating" shall include, but not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

"Plagiarism" shall be defined as the 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.

Disorderly Conduct

"Disorderly conduct" shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a 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 right 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 the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

The following behavior shall be prohibited:

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.
2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval. [See FLBF]
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
5. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.
6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District.
7. "Disorderly conduct", as defined above, or disruptive behavior.

8. Threatening another person, including a student or employee.
9. Intentionally, knowingly, or negligently causing physical harm to any person.
10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [see DIA series, FFD series, and FFE as appropriate]
11. Hazing with or without the consent of a student. [See FLBC]
12. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
13. Endangering the health or safety of members of the College District community or visitors to the premises.
14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
15. Stealing from the College District or others.
16. Failure to comply with directives given by College District personnel.
17. Failure to provide identification when requested to do so by College District personnel.
18. Possession or use of tobacco products or e-cigarettes in College District facilities without authorization. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:
 - a. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
 - b. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.
19. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
20. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
21. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system.
22. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
23. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
24. Using e-mail or Web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
25. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
26. Scholastic dishonesty, as defined above.
27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
28. Intentionally or knowingly providing false information to the

College District.

29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.
30. Gambling.
31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Hazing (FLBC)

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Education Code 37.152(a), 51.936(a)

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. *Education Code 37.153(a)*

"Hazing" means any intentional, knowing or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

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 entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described 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.

Education Code 37.151(6); 51.936(a)

“Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students. *Education Code 37.151(5); 51.936(a)*

“Student” means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

Education Code 37.151(4); 51.936(a)

Information Regarding Organizations

No organizations have been found guilty of hazing and disciplined for hazing or convicted of hazing on campus in the past three years.

Information Regarding Gang-Free Zones

PJC campus locations are gang-free zones.

Alcohol and Drug Use (FLBE)

A student shall be prohibited from using or being under the influence of intoxicating beverages in the classroom buildings, student housing, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board’s designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Tobacco Products

The use of tobacco and tobacco-related products, including smokeless tobacco and electronic cigarettes, shall be prohibited in all indoor public areas of the campus. Smoking shall not be allowed within 25 feet of public building doors. Smoking areas shall be designated on campus.

Controlled Substances

No student shall possess, use, transmit or attempt to possess, use or transmit, or be under the influence of any of the following substances on College District premises or off premises at a College District-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, look-alike drugs such as synthetic marijuana (K2) and bath salts, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. 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.

Exception

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.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or

student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Student Sanctions

Student Sanctions - Alcohol

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages. Depending on the circumstances and severity of the alcohol offense, Paris Junior College may impose one or more of the following sanctions:

- *The first possession/use of alcohol in any form by a student on the campus of Paris Junior*
- *College will result, after a due process hearing, in the student being placed on disciplinary probation;*
- *The second possession of alcohol on the campus of Paris Junior College or at a college sanction event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor;*
- *The first offense for sale and/or distribution of alcohol may, after a due process hearing, result in suspension for one calendar year*
 - *Violation of Alcohol/Intoxicating Substances:*
 - » *First Offense - \$50 fine & placed on disciplinary probation*
 - » *Second Offense - \$100 fine*
- *A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.*

Student Sanctions - Drugs

Depending on the circumstances and severity of the drug offense, Paris Junior College may impose one or more sanctions. The penalty for the use, sale and/or possession of illicit drugs for students is as follows:

- *The possession/use of any controlled illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at any college-sanctioned activity or event may result in disciplinary probation for at least one calendar year; The student’s disciplinary file will reflect the probation, and he/she will be referred to a professional counselor as a condition for remaining at the institution on disciplinary probation.*
- *The second possession/use of any controlled illegal drug on the campus of Paris Junior College or college-sanction activity may result in suspension for one calendar year.*
- *The first offense for selling and/or distributing any illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at a college-sanctioned activity or event may result in expulsion; Criminal charges may be filed by the institution, and expulsion bars readmission to the college.*
 - *Drug/Drug Paraphernalia Violations:*
 - » *First Offense - \$50 fine & possible removal from campus housing*

» *Second Offense - \$100 fine & dismissal from school*

- A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

TEXAS LEGAL SANCTIONS

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, Subtitle C, Substance Abuse Regulation and Crimes) are eligible to receive the full legal penalty in addition to any appropriate College disciplinary action.

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substances (drugs)	Confinement in the jail for a term of not less than 180 days and a fine not to exceed \$10,000.	Confinement in TDC for life or for a term of not more than 99 years, or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than \$2,000.	Confinement in jail for a term of not more than 20 years or less than 2 years, and a fine not to exceed \$10,000.
Public Intoxication	A fine not to exceed \$500.	
Purchase, Consumption, or Possession of alcohol by a minor	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than one year or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.

Illicit Drugs

The controlled substances listed below are grouped into felonies and

misdemeanors. This list is not a complete accounting of illegal drugs, but represents the most common controlled substances found on college campuses. In some instances, the amount of controlled substances determines the degree of penalty. A felony is an offense for which the offender could be sentenced to a prison term and a possible fine. A misdemeanor is an offense in which the person could be sentenced to serve time in a county jail facility and/or fine. Felony (delivery/sale) and Misdemeanor (possession) .

- | | |
|---|---|
| • Cocaine | • Phenobarbital |
| • LSD (Lysergic Acid Diethylamide) | • Rohypnol (less than 28 grams-felony if more than 28 grams) |
| • "Ecstasy"/MDMA (4-Methylenedioxy Methamphetamine) | • Marijuana (more than ¼ ounce) |
| • Methamphetamine | • Methadone |
| • Amphetamine | • Rohypnol (distribution of any amount possessions of more than 28 grams. |
| • Diazepam | |
| • Heroin | |

The above information can be found in the Penal Laws of the State of Texas, Subtitle C, Texas Health and Safety Code (Controlled Substances Act, Dangerous Drugs Act, Simulated Controlled Substances, Volatile Chemicals and Abusable Glue and Aerosol Paint).

Intoxication and Alcoholic Beverage Offenses

Public Intoxication: Beginning September 1, 1991, a blood alcohol level of .08 or higher will be proof enough that a driver is intoxicated.

- A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger themselves or another.
- It is a defense to prosecution under this section that the alcohol or other substance abuse was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.
- An offense under this section is a Class C Misdemeanor.
- An offense under this section is not a lesser offense included under Section 49.04 of the Texas Penal Code.

Consumption/Possession of Alcoholic Beverage in a Motor Vehicle

A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place and is observed doing so by a peace officer.

An offense under these sections is a Class C misdemeanor.

Driving While Intoxicated (DWI)

- A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
- Except as provided by Subsection and Section 49.09 of the Texas Penal Code, an offense under this sections is a Class B Misdemeanor, with a minimum term of confinement of 72 hours.
- It is shown at the trial of an offense under this section, that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the vehicle, the offense is a Class B Misdemeanor, with a minimum term of confinement of six days. Intoxication Assault.
- A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated, by reason of that intoxication causes serious bodily injury to another.
- In the section, "serious bodily injury" means an injury that creates a substantial risk of death or that causes serious permanent disfigurement of protracted loss or impairment of the function of any bodily organ.

- An offense under this section (second bullet) is a felony of the third degree.

Intoxication Manslaughter (second degree felony)

A person commits an offense if the person:

- Operates a motor vehicle in a public place, an aircraft or a watercraft; and
- Is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.

FEDERAL SANCTIONS

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to five years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to one year, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than five years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed.

Health Risks

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to malnutrition, brain damage, paranoia, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS.

Additional health risks generally associated with alcohol and drug abuse can result in limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

The use of alcohol and other drugs represents a serious threat to health and the quality of life. With most drugs, it is possible that users will develop psychological and physical dependence. It is recommended that anyone having specific questions relating to their health and drugs/alcohol should consult a physician.

Health Risks Associated with Alcohol and Other Drug Abuse

Alcohol abuse can lead to alcoholism, premature death and complications of the brain, heart, liver and other body organs. It is a prime contributor to suicide, homicide, motor vehicle deaths and other so-called "accidental causes" of death. Alcohol interferes with psychological functions and disrupts occupational and educational effectiveness.

Associated Health Risks with Illicit Drug Use and Tobacco Products

Health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain pancreas, kidneys, liver, and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; diminished immune systems; and death. Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose or withdrawal seizures, heart problems, infections, liver disease and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis). The use of tobacco products have been linked to coronary heart disease. Lung, oral, larynx, esophagus, bladder, pancreas and kidney cancers strike tobacco users at increased rates. NOTE: Further information concerning health risks may be found in the Advising & Counseling office located in Room #104 of the Alford Center or consult with a personal physician.

The general categories of drugs and their effects are as follows:

- Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with other drugs can have serious side effects.
- Methamphetamines/Stimulants (speed, uppers, crank, Adderall, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.
- Anabolic Steroids seriously affect the liver, cardiovascular and reproductive systems.
- They can cause sterility in males and females as well as impotency in males.
- Benzodiazepines/Barbiturates/Depressants (Xanax, downers, Bars, Valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.
- Hallucinogens and Synthetic Chemical Drugs (PCP, synthetic cannabis (Spice, etc.) synthetic cathinone (Bath Salts, etc.), MDMA (ecstasy), LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period enhances the risk of getting cancer.
- Opioids/Narcotics (heroin, oxycodone, hydrocodone, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose

may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

- Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Weapons (FLBF)

Students shall not bring on College District property or to any College District-sponsored or -related activity any weapons prohibited by law or identified below:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains;
6. Martial arts throwing stars; or
7. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

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

Violations

Students found to be in violation of this policy shall be subject to disciplinary action. [See FM and FMA]

Student's Rights and Responsibilities, Interrogations and Searches (FLC)

Searches of students and their property shall be conducted in accordance with administrative procedures established by the College President or designee.

If no search warrant is obtained:

Any prohibited item within "plain view" is subject to seizure.

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.

Student Rights and Responsibilities, Student Complaints (FLD)

Guiding Principles

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

Informal Process

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

Notice to Students

The College District shall inform students of this policy through appropriate College District publications.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion. [See FFD]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFD]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule con-

ferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

Response

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's e-mail address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the vice president of academic studies or the vice president of workforce education or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant docu-

ments or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the vice president of student services or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

For the conference, the vice president of student services shall convene an ad hoc appeals committee and shall act as chairperson. Two deans 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 findings and decisions of the appeals committee in writing to the College President.

After review of the findings, the Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall identify the administrative position of the College District and shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

Level Four

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

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.

Discipline and Penalties (FM)

Penalties for Student Misconduct

Note: For procedures related to student discipline, see FMA.

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District 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. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

3. Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
4. Conditional Probation - The placing of a student on notice that continued Infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The 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.
5. Suspension - Forced withdrawal from the College District 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.
6. Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

Suspended or Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Disciplinary Record

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

Discipline and Penalties: Discipline Procedure (FMA)

Reports of Alleged Misconduct

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the Director of Student Life within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The Director of Student Life or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Director of Student Life or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was

made against the student and that the allegation was dismissed.

Conference

If, however, the Director of Student Life or designee determines that the allegation warrants further consideration, the Director of Student Life or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Director of Student life or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

Unfounded Allegations

After conferring with the student, If the Director of Student Life or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

Misconduct Warranting A Penalty

If the Director of Student Life or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Director of Student Life or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

Suspension

If the Director of Student Life or designee determines that the student committed misconduct that warrants a suspension, the Director of Student Life or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

Expulsion

If the Director of Student Life or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The Director of Student Life or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board [see EXPULSION HEARING, below].

Interim Disciplinary Action

The Director of Student Life or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

Disciplinary Appeals Committee

The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
2. Automatically, if the Director of Student Life or designee determines that a student committed misconduct warranting suspension.

Composition

The disciplinary appeals committee shall be comprised of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according

to procedures developed by the College President. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.

Hearing Notice

The Director of Student Life or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Director of Student Life or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Director of Student Life or designee's determination that the student should be suspended.

Contents of Notice

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:
 - a. To have a private hearing.
 - b. To be assisted by an advisor or legal counsel at the hearing.
 - c. To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.
 - d. To make an audio recording of the proceedings, after first notifying the Director of Student Life or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
 - e. 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 description of the allegations of misconduct 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.

Failure to Appear for Hearing

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

Hearing Procedure

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.

10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Director of Student Life or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

Evidence

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College 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 committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

Appeal to College District Administration

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

Appeal to Board

If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written

response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President’s conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Director of Student Life’s decision.

Expulsion Hearing

If the Director of Student Life or designee determines that the student’s misconduct warrants expulsion [see CONFERENCE, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at DISCIPLINARY APPEALS COMMITTEE - CONTENTS OF NOTICE, above.

The College President or designee shall provide the Board the documentation presented by the Director of Student Life.

The Board shall proceed according to the procedures set out at DISCIPLINARY APPEALS COMMITTEE - FAILURE TO APPEAR FOR HEARING, HEARING PROCEDURE, and EVIDENCE, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

Office Hours

Paris Campus

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

BUSINESS OFFICE: Monday-Friday, 8:00 a.m.-4:00 p.m.

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

FACULTY OFFICE HOURS: 10 hours per week as posted. Others by appointment.

CAFETERIA SERVICE HOURS

Monday-Friday

Breakfast: 7:30 a.m.-9:00 a.m.

Lunch: Monday-Thursday, 11:15 a.m.-1:15 p.m.

Friday, 11:30 a.m.-1 p.m.

Dinner: Monday-Thursday, 5:00 p.m.-6:30 p.m.

Friday, 4:30 p.m.-5:30 p.m.

Saturday & Sunday

Lunch: 11:30 a.m.-1:00 p.m.

Dinner: 4:30 p.m.-5:30 p.m.

LIBRARY: (Fall/Spring) Monday-Thursday, 7:30 a.m.-10:00 p.m.; Friday, 8:00 a.m.-5:00 p.m.; Sunday, 5:00-9:00 p.m.

(Summer Non-Semester) Monday-Friday, 8:00 a.m.-5:00 p.m.

(Summer I, II) Monday-Wednesday, 7:30 a.m.-7:00 p.m.; Thursday, 7:30 a.m.-6 p.m.; Friday: 8:00 a.m.-5:00 p.m. (changes are posted).

BOOKSTORE: Monday-Thursday, 8:00 a.m.-5:00 p.m., Friday, 8:00 a.m.-4:00 p.m.

INFORMAL SPORTS, OLD GYM: Sunday-Thursday, 5:00 p.m.-8:00 p.m.

RECREATION CENTER, 950 Austin St.; hours available from the Office of Student Life in the J.R. McLemore Center.

PJC - Greenville Center

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

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

FACULTY OFFICE HOURS: 10 hours per week as posted. Others by appointment.

CENTER LIBRARY: (Fall/Spring) Monday-Thursday, 8:00 a.m. -7:00 p.m., Friday: 8:00 a.m.-5:00 p.m.

(Summer) Monday-Thursday: 8:00 a.m.-7:00 p.m.

EDUCATIONAL OPPORTUNITY CENTER: Monday-Friday, 8:00 a.m.-5:00 p.m.

BOOKSTORE: Monday-Thursday, 8:00 a.m.-6:00 p.m.

PJC - Sulphur Springs Center

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

FACULTY OFFICE HOURS: 10 hours per week as posted. Others by appointment.

LIBRARY RESOURCES & COMPUTER LAB: Monday-Friday, 8:00 a.m.-5:00 p.m.

EDUCATIONAL OPPORTUNITY CENTER: Monday and Wednesday, 8:00 a.m.-4:00 p.m.

BOOKSTORE: Temporary store open the first two weeks of classes. See posted times.

Important Contact Numbers

Academics	903.782.0338
Admissions	903.782.0425
Adult Literacy	903.782.0424
Advising & Counseling (Disability Services)	903.782.0426
Athletics	903.782.0218
Bookstore	903.782.0344
Business Office	903.782.0232
Campus Police	903.782.0399
Continuing Education	903.782.0447
Distance Learning	903.782.0436
Financial Aid	903.782.0429
Records Office/Transcripts	903.782.0212
Student Housing	903.782.0433
Testing Center	903.782.0446
Tutoring	903.782.0270
Veterans Affairs	903.782.0371
Workforce Education	903.782.0381
PJC - Greenville Center	903.454.9333
PJC - Sulphur Springs Center	903.885.1232

2016-2017 Dates (subject to change)

2016

Aug. 22: Staff Development

Aug. 23 & 27: Fall On Campus Registration - Greenville

Aug. 24: Payroll Changes/Time Cards Due

Aug. 24 & 27: Fall On Campus Registration - Sulphur Springs

Aug. 25 & 27: Fall On Campus Registration - Paris

Aug. 29: First class day - Fall Semester

Aug. 29-30: Fall Semester Late Registration, all locations

Sept. 5: Labor Day Holiday

Sept. 9: Student Time Cards Due

Sept. 14: Official Reporting Day (12th Class Day)
 Sept. 16: Constitution Day
 Sept. 22: First day of Autumn, Payroll Change/Time Cards Due
 Sept. 21: Fall semester Pell Disbursement mailed
 Sept. 30: 1st Fall & 1st Fall 8-Week semester Installment Payment Plan Due
 Oct. 1: Dorm Payments Due
 Oct. 10: Student Time Cards Due
 Oct. 14: 2nd Installment Plan Payment Due for Fall 1st 8-Week Semester
 Oct. 24: Payroll Change/Time Cards Due
 Oct. 31: Second Fall Installment Plan Payment Due; Halloween
 Nov. 1: Dorm Payments Due
 Nov. 3-5: PJC's Homecoming & 92nd Anniversary; Nov. 3: Homecoming Parade & Pep Rally; Nov. 4: President's Reception; Nov. 5: Distinguished Alumni Luncheon, Hall of Honor, King & Queen Crowned
 Nov. 6: Daylight Savings Time Ends
 Nov. 9: Student Time Cards Due, Fall 2nd 8-Week Semester Pell Disburs. Mailed
 Nov. 8: Election Day
 Nov. 11: Veteran's Day
 Nov. 15: First Installment Payment Plan Due for Second Fall 8-Week
 Nov. 18: Payroll Change/Time Cards Due
 Nov. 17: Last day to drop with a "W" - Fall Semester
 Nov. 23: Thanksgiving Day holiday begins; Residence Halls & Food Service Closed
 Nov. 28: Classes resume, 2nd Installment Paymt. Plan Due 2nd Fall 8-Week sem.
 Dec. 1: Dorm Payments Due
 Dec. 7: Pearl Harbor Remembrance Day
 Dec. 8: Student Time Cards Due
 Dec. 9: Payroll Changes/Time Cards Due
 Dec. 12-15: Final exams - Fall Semester
 Dec. 16: Grades due by 9 a.m., Offices closed for Winter Break at 5 p.m., Fall Commencement at 7 p.m.
 Dec. 19: First class day - Winter Mini-Term
 Dec. 20: Official Reporting Day (2nd Class Day) Winter Mini-Term; 1st day of Winter
 Dec. 24: Christmas Eve
 Dec. 24-Jan. 1: Hanukkah
 Dec. 25: Christmas Day
 Dec. 26: Kwanzaa
 Dec. 28: Last day to drop with a "W" - Winter Mini-Term
 Dec. 31: New Year's Eve

2017

Jan. 1: New Year's Day
 Jan. 2: Offices open after Winter Break
 Jan. 6: Final exams - Winter Mini-Term
 Jan. 9: Student Time Cards Due, Faculty Return/Staff Development
 Jan. 10 & 14: Spring On Campus Registration - Greenville
 Jan. 11 & 14: Spring On Campus Registration - Sulphur Springs
 Jan. 12 & 14: Spring On Campus Registration - Paris
 Jan. 16: Martin Luther King Jr. Day holiday
 Jan. 17: First class day - Spring Semester
 Jan. 17-18: Spring Semester Late Registration, all locations
 Jan. 24: Payroll Change/Time Cards Due
 Feb. 1: Official Reporting Day (12th Class Day) - Spring Semester
 Feb. 2: Groundhog Day
 Feb. 8: Spring Pell Disbursements mailed
 Feb. 9: Student Time Cards Due
 Feb. 14: Valentine's Day
 Feb. 20: Presidents' Day, 1st Installment Pymt. Plan Due for 1st Spring 8-Week Sem.
 Feb. 21: Payroll Change/Time Cards Due
 Feb. 28: Due - 1st Spring Sem. 1st Installment & 2nd Installment 1st 8-Week Sem.; Mardi Gras
 March 1: Dorm Payments Due
 March 6: Student Time Cards Due
 March 13-17: Spring Break
 March 17: St. Patrick's Day
 March 20: Classes resume, First day of Spring
 March 23: Payroll Change/Time Cards Due
 March 31: Spring Second Installment Payment Plan Due
 April 1: April Fool's Day, Dorm Payments Due
 April 9: Palm Sunday
 April 10: Student Time Cards Due
 April 13: Last day to drop with a "W" - Spring Semester
 April 14: Good Friday
 April 16: Easter Sunday
 April 17: Tax Day, 1st Installment Payment Plan Due for 2nd Spring 8-Week Sem.
 April 21: Payroll Change/Time Cards Due

April 28: 2nd Installment Payment Plan Due for 2nd Spring 8-Week Sem.
 May 2: Dorm Payments Due
 May 5: Cinco de Mayo
 May 8-11: Final exams - Spring Semester
 May 9: Student Time Cards Due
 May 12: Grades due by 9 a.m., Spring Commencement, 7 p.m.
 May 14: Mother's Day
 May 15: First class day - May Mini-Term & Summer Long Term
 May 15-16: Late registration - Summer Long Term
 May 16: Official Reporting Day (2nd Class Day) - May Mini-Term
 May 22: Payroll Change/Time Cards Due
 May 24: Last day to drop with a "W" - May Mini-Term
 May 29: Memorial Day Holiday
 June 1: Summer I & Extended Term On Campus Registration, all locations; Dorm Payments Due
 June 2: Final exams - May Mini-Term
 June 5: 1st class day - Summer I Semester & Extended Term, Official Reporting Day (12th Class Day) - Summer Long Term
 June 5-6: Late registration, all locations - Summer I Semester & Extended Term
 June 8: Official Reporting Day (4th Class Day) - Summer I
 June 9: Student Time Cards Due
 June 12: Summer Long Pell Disbursement mailed
 June 14: Flag Day
 June 15: Summer I Pell Disbursement mailed
 June 18: Father's Day
 June 21: First day of Summer
 June 22: Last day to drop with a "W" - Summer I Semester; Official Reporting Day (12th Class Day) - Summer Extended Term
 June 23: Payroll Change/Time Cards Due
 June 30: Last day for 2015-16 purchase orders, Summ. Extended Term Pell mailed
 July 1: Dorm Payments Due
 July 4: Independence Day holiday
 July 10: Summer II On Campus Registration, all locations; Student Time Cards Due
 July 10-11: Final exams - Summer I Semester
 July 11-12: Late registration, all locations - Summer II Semester
 July 12: Summer I grades due by 9 a.m., 1st class day - Summer II
 July 18: Official Reporting Day (4th Class Day) - Summer II Semester
 July 24: Payroll Change/Time Cards Due
 July 25: Summer II Pell Disbursements mailed
 Aug. 1: Dorm Payments Due
 Aug. 3: Last day to drop with a "W" - Summer II, Extended & Long Terms
 Aug. 9: Student Time Cards Due
 Aug. 16-17: Final exams - Summer II Semester, Extended & Long Terms
 Aug. 18: Grades for Summer II, Summer Extended & Long Terms due by 9 a.m.
 Aug. 24: Payroll Change/Time Cards Due

PARIS JUNIOR COLLEGE CAMPUS MAP



1. Williams Administration Building (& Ray Karrer Theatre)
2. Grimes Center
3. DeShong Chapel & Carillon Tower
4. Masters Apartments
5. Mayer Center for Musical Arts
6. Old Gymnasium/EOC
7. Alford Center/Student Development Center
8. College Store/Bookstore
9. Mechanical Building
10. Tennis Courts
11. Plant Operations & Maintenance
12. Cosmetology
13. South Campus Residence Hall
14. Art Building/Foyer Gallery
15. Plumbing
16. Rheudasil Learning Center
17. Aikin Archives
18. Aikin Plaza
19. Applied Science Center
20. McLemore Student Center
21. Math & Science Building
22. Hatcher Hall
23. Thompson Hall
24. Hunt Physical Education Center
25. Gabbert Building/SBDC
26. Talent Search/Upward Bound
27. Workforce Training Center
28. Noyes Stadium
29. Volleyball Court
30. Bus Barn
31. Hub Hollis Baseball Field

For more information about PJC go online to www.parisjc.edu, or call 903.785.7661. To view locations for the PJC-Greenville Center or PJC-Sulphur Springs Center, go to www.parisjc.edu.

Paris Junior College, 2400 Clarksville Street, Paris, TX 75460

Paris Junior College - Greenville Center
 6500 Monty Stratton Parkway
 Greenville, TX 75402
 903.454.9333

Paris Junior College - Sulphur Springs Center
 1137 Loop 301 East
 Sulphur Springs, TX 75483
 903.885.1232

PARIS JUNIOR COLLEGE - AFFORDABLE EXCELLENCE, CLOSE TO HOME