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PURPOSES OF THE STUDENT HANDBOOK

Texas A&M International University (TAMIU) provides undergraduate and graduate level course work in the three colleges of the university. In the tradition of American higher education, Texas A&M International transmits and creates knowledge, provides an opportunity for the personal growth and development of individuals, supports the spirit of free inquiry, and contributes to the improvement of its surrounding society. The university recognizes its special obligation to serve the higher education needs of South Texas, while serving the larger communities of Texas, the United States, and the world.

It is the responsibility of the administration, faculty, staff, and students to be aware of and to abide by all approved policies, procedures, rules, and regulations of the Board of Regents that are posted on the university home page or that are disseminated through handbooks and manuals to all component campuses of the Texas A&M University System. The Texas A&M International University Student Handbook, which contains a description of the rights and responsibilities of all students enrolled at this institution, is posted on the university home page for quick and easy access to students, faculty, and staff.

The statements set forth in the student handbook should not be construed as the basis of a contract between the student and the institution.

While the provisions of the student handbook will ordinarily be applied as stated, TAMIU reserves the right to change any provisions listed without notice to individual students. It should be noted that all students are responsible for keeping abreast of any changes in regulations and/or procedures that may have bearing on their enrollment at TAMIU.

STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom and responsibility to learn at TAMIU.

FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the physical limits of its facilities, TAMIU will be open to all students, regardless of race, creed, color, religion, sex, handicap, age, or national origin, who qualify according to the admission standards. The facilities and services of TAMIU will be open to all its enrolled students, and the university supports equal access for all its students to public facilities.

Students have the right to pursue an education without disruptive interference. No university processes or facilities involved in the student's access to the pursuit of education are to be interrupted by students or other individuals. Any persons involved in such disruption subject themselves to both university disciplinary action and/or legal action.

FREEDOM IN THE CLASS

The professor, in the classroom and in conference, will encourage free discussion, inquiry, and expression as long as such is within the scope of the course he/she is teaching. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression: Students will be free to take reasoned exception to the data or views offered in any course of study and to withhold judgement about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Students have the right to be evaluated for their participation and work in the classroom in accordance with the parameters as indicated in the course syllabus. A syllabus will be provided to each student at the first class meeting. In the event that the student believes that he/she has not been accorded a proper evaluation in the course, the student may initiate an appeal as outlined in the Faculty Handbook <http://www.tamtu.edu/handbook.shtml>

Protection Against Improper Disclosure: Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors will be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

UNIVERSITY INFORMATION AND PROCEDURES

BULLETIN BOARD SPACE

All notices posted on TAMTU bulletin boards must be stamped for approval by the Student Center Information Desk. Any notices, posters, or other material placed on the bulletin boards without the appropriate approval will be removed. Once approved, notices may be posted on campus as long as the following regulations are met:

- Notices may be placed in the designated bulletin boards located in every building to advertise meetings and special events.
- Only thumb tacks or push pins are to be used on bulletin boards.
- All misplaced, unauthorized, or outdated posting will be removed promptly by maintenance crews. Damage to university property will be charged to the persons or groups responsible.

Off-campus groups or individuals wishing to post printed materials on campus will be handled individually. Advertising by off-campus groups must be of special benefit to TAMTU students and is limited to posting space available on general use bulletin boards.

DAMAGE CLAUSE

Damage to property of the university, other university students, members of the university community, or campus visitors is prohibited. Defacing material that belongs to the library is damage. Students will be assessed a one time \$10 deposit fee for the duration of their studies at Texas A&M International University. This fee is to cover loss, damage or breakage caused by the student and shall be returned, upon request, at the time of withdrawal or graduation.

FACULTY INFORMATION

Texas A&M International University offers an easy to use online directory with useful information such as professor's office phone lines, emails & office location. It also offers a printable directory with all phone numbers to professors & other important offices at TAMTU. You can also call the direct line to the Texas A&M International University operator at (956) 326-2001. To use the online directory please visit the following address on the web:<http://www.tamtu.edu/directory/>

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student's removal from the University and/or exclusion from final exams and/or further enrollment. Financial obligations also may include, but are not limited to, returned checks, returned check charges, lost or damaged library book charges, loss or breakage of instructional material or equipment, and/or Emergency loans or tuition installment loans. Delinquent accounts are in jeopardy of being sent to a Collection Agency where the collection fees are an additional charge incurred by the student.<http://www.tamtu.edu/adminis/comptroler/>

ID CARDS

The TAMIU OneCard is the official ID card for students of TAMIU. The OneCard allows you to use the library, computer labs and other academic resources. It's also your ticket to athletic events and recreational activities. The OneCard has a debit account called Dusty Dollars. Dusty Dollars are a convenient cashless method of paying for goods or services on campus. You can obtain your OneCard at the OneCard Center located in the Student Center room 128. <http://www.tamiu.edu/onecard>

INFORMATION DISTRIBUTION

The university will accept and permit distribution of information pertaining to community and campus activities. Job announcements can be submitted to Career Services (SC 114) for approval. If you have any special interests or questions, please inquire at the Office of Student Life (SC 226).

OFFICIAL NOTIFICATION E-mail will be a preferred communication channel with TAMIU students. It is the responsibility of each student to obtain a student e-mail account and check that address on a regular basis. Students can apply for a TAMIU e-mail account by going to <http://www.tamiu.edu/students> click on E-mail for Life and following the directions given. Official communication with TAMIU students will not be through non-TAMIU e-mail. Failure to keep up with TAMIU e-mail will not be an excuse for being unaware of announcements, deadlines, or other pertinent information to students.

OFFICIAL SUMMONS Occasionally it is essential that a student be summoned to one of the administrative or academic offices on the campus. A student who fails to answer an official summons promptly will be subject to suspension from all classes until the particular matter of business has been concluded and the student has been granted permission to return to classes. <http://www.tamiu.edu/catalog/2005/acadreg-und.shtml>

STUDENT RECORDS

Texas A&M International University may, without consent of the student, release information designated as Directory Information. Directory information is defined by the Family Educational Rights and Privacy Act as information contained in an education record which would not generally be considered harmful or an invasion of privacy if released. Students who do not want information to be released are responsible for notifying the Registrar in writing or by completing the Request to [Withholding Information Form](#) (PDF) during the first week of class to ensure that information is not released by the university. Students are responsible for requesting the release of their information once a request for withholding public information has been placed on record. For greater detail on student records and the process related to students inspecting their educational records, see the TAMIU catalog <http://www.tamiu.edu/catalog/2005/divofstuaffrs.shtml> or go to http://www.tamiu.edu/affairs/registrar/students_records.shtml?id=2#Custodianofrecords

TRANSPORTATION

Commuting by automobile is the primary means of transportation to the campus, along with the local public transportation system, which provides bus service to the campus throughout the day. The campus has been designed with classrooms within easy walking distance of each other. The library and other facilities are centrally located to promote access to the interior core of the campus, allowing unhindered pedestrian use. For bus schedule & route information, please visit the web address listed below or contact El Metro Laredo Municipal Transit System at (956) 722-2290. You can also pick up an El Metro brochure at the information desk located inside the TAMIU Student Center. <http://www.cityoflaredo.com/Metro/routes.html>

UNIVERSITY HOUSING

University Village combines the freedom of apartment life with the convenience of on-campus living. While the apartment style of the community allows for resort style amenities such as private bedrooms, fully furnished units and a swimming pool with spa, the on-campus location provides the foundation for a successful college experience. At University Village, you can have the lifestyle you deserve.

Residential Learning Community - Living in on-campus residential communities provides students with outstanding living and dining facilities, a staff devoted to student success, and the assistance of many university officials. Campus residential communities are more than just places to sleep, they are places where each individual can learn, grow, and meet new people. Your on-campus living experience will help you gain a better understanding of other cultures and lifestyles as well as identify your own preferences and abilities. Our live-in staff helps provide a safe and secure environment that assists in the overall positive campus experience.

Office of Housing and Residence Life; Phone (956) 326-1300; e-mail

housing@tamiu.edu

<http://housing.tamiu.edu/>

UNIVERSITY RULES AND REGULATIONS

ACADEMIC CONDUCT

As a member in an academic community, students at Texas A&M International University are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, self directed and able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions.

VIOLATIONS OF ACADEMIC HONESTY

Academic dishonesty is any act (or attempt) which gives an unfair academic advantage to the student. Academic dishonesty includes, but is not limited to:

- Plagiarism -- Plagiarism is the act of passing off some other person's ideas, words or works as one's own. It includes, but is not limited to, the appropriation, buying, receiving as a "gift", or obtaining by any other means another's work for the submission as one's own academic work.
- Cheating -- Cheating is an act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include:
 - Copying, without the professor's authorization, from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise.
 - Using unauthorized materials during a test.
 - Using, buying, selling, stealing, transporting, soliciting, copying or possessing (in whole or in part), the contents of an unadministered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.
- Taking a test for someone or permitting someone to take a test for you. This also includes attending class for someone else or allowing someone to attend class for you other than short term situations such as illness and where the professor has been notified by the student of record of said short-term substitution.
- Collusion -- Collusion is unauthorized collaboration with another person or persons during a test or in the preparation of any type of written work in an academic exercise/setting.

SANCTIONS FOR ACADEMIC MISCONDUCT

It is the responsibility of the faculty member to assess the gravity of any case of academic dishonesty and assign appropriate grade penalties. Penalties applied by the faculty to individual cases of academic dishonesty may be:

- A requirement of additional academic work not required of other students in the course may be imposed.
- A grade of "F" on the assignment/test and/or in the course may be imposed.
- A requirement to be administratively withdrawn from the course with the instructor being allowed to determine the grade of W or WF.
- Recommendation for disciplinary sanctions such as suspension, dismissal from the program or expulsion from the university.

A student may not drop a class in which there is an unresolved question of academic dishonesty. If the faculty member determines that a grade of "F" in the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping courses, the student forfeits his/her right to drop the course in question. Appeals of sanctions imposed by the faculty for breaches of Academic Honesty follow the same process as grade appeals. The appeals process is detailed in the faculty handbook at <http://www.tamtu.edu/handbook.shtml>.

If the faculty member recommends that, in addition to a grade of "F" in the course, a more severe sanction be levied, the faculty member will send a written recommendation to his/her department chair. The department chair will forward the recommendation through the dean of his/her college to the Provost and Vice President for Academic Affairs. The Provost will appoint an ad hoc committee to hear the case and submit a recommendation to the appropriate college dean who will in turn levy an appropriate sanction. The Ad Hoc committee will follow the same process as the Administrative Hearing Panel. This process is listed in the Student Code of Conduct section of the Student Handbook. Appeals for these sanctions must be made in writing to the Provost and Vice President of Academic Affairs within 5 university business days of receipt of sanction letter. The Provost's decision will be final.

Faculty members are to report cases of academic dishonesty to their department chair who in turn will notify the appropriate academic dean with copies to the Provost, and the Associate Vice President of Student Affairs. Reporting violations of Academic Honesty enables the Associate Vice President of Student Affairs to detect multiple violations of university policy. All reports are to be in writing. Multiple violations by the same student will be reported to the Provost for adjudication.

ALCOHOL

Students 21 years or older are permitted to possess and consume alcoholic beverages inside the privacy of their on-campus residences. Alcoholic beverages in any form are not permitted in the breezeways, stairwells, community center, cars or any other spaces outside the individual apartments. Additionally, the resident and his/her guests must comply with state and local statutes concerning possession, sale and consumption of alcoholic beverages. Be aware that even if you are 21, possessing or consuming alcohol in the same room with any roommate or guest under the age of 21 is a violation of state law. You will be considered to be contributing to the delinquency of a minor and they will be considered a minor in possession.

Any use of alcoholic beverages should be in moderation to ensure residents' rights to privacy, sleep and study within their rooms and/or apartments. Bulk quantities of alcohol (kegs, cases, etc) are not allowed on campus or in residence facilities. Loud or disruptive behavior or drinking habits that are harmful to the health or education of an individual or to those around him/her may result in disciplinary action.

Additionally, alcohol may be served at pre-approved dinners/receptions catered by university food service. Consumption is expressly limited to the room in which the event is being held and may not leave that area for any reason. See the Event and Conference Services Manager, SC 127A, or the Catering Manager, SC 127B, for detailed information.

CONTROLLED SUBSTANCES

Students are expected to be aware of and abide by all state and federal laws pertaining to controlled substances and illicit drugs. The unlawful manufacture, distribution, possession, or use of controlled substances, illicit drugs, or drug paraphernalia on university property or at university sponsored activities is strictly prohibited. Furthermore, improper or illegal use, possession or distribution of narcotics or other controlled substances and/or drug paraphernalia may result in immediate expulsion from university housing facilities as well as additional disciplinary sanctions. If a student is expelled from housing, the student is still responsible for the remaining rent under their lease agreement.

ADVERTISING AND MARKETING OF ALCOHOL AND OTHER DRUGS

Texas A&M International University does not permit the advertisement or promotion of the availability of alcohol and other drugs at social functions as attraction to the event, nor does it permit the marketing of alcoholic beverages by manufacturers or distributors, by clubs, or organizations of the university. Incidental advertising on cups, tee shirts or promotional items, etc. provided by distributors are included.

ATTENDANCE RULE

The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled.

- 1.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (see 1.2)
 - 1.1.1 Participation in an activity appearing on the university authorized activity list (Procedures and forms can be found at www.tamui.edu/absences_rules.pdf).
 - 1.1.2 Death or major illness in a student's immediate family.
 - 1.1.3 Illness of a dependent family member.
 - 1.1.4 Participation in legal proceedings or administrative procedures that require a student's presence.
 - 1.1.5 Religious holy day. (go to www.tamui.edu/absences_rules.pdf for more information.)
 - 1.1.6 Illness that is too severe or contagious for the student to attend class.
 - 1.1.7 Required participation in military duties.
 - 1.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- 1.2 The student is responsible for providing satisfactory evidence to the instructor within one week of his or her absence return to substantiate the reason for absence. If the absence was excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the date of absence.
- 1.3 Students who miss class due to Authorized Absences are responsible to identify their absences to their faculty as far in advance of their absence as possible.
- 1.4 If the student is found to be too ill to attend class by the campus Nurse Practitioner or campus physician, the director of the Student Health Services will, on request of the student, confirm this fact.

- 1.5 If an off-campus licensed physician provides evidence of a student's illness, the excuse documentation must contain the date and time of the illness and doctor's opinion that the student was too ill to attend class. If a physician determines that the student is not ill, he or she will not receive an excuse. If no evidence is available, the instructor will decide whether makeup work will be allowed.
- 1.6 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.
- 1.7 Whenever a student is absent for unknown reasons for an extended period of time, the instructor may report the absence to the Associate Vice President of Student Affairs.

CAMPUS SEX CRIMES PREVENTION ACT

<http://www.tamtu.edu/adminis/police/>

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. The act requires sex offenders to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries out a vocation, or is a student. The act also requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that is entered into appropriate state records or data systems.

In compliance with State and federal law, information to registered sex offenders may be obtained through the TAMTU Police Department or searched at the Texas Department of Public Safety Sex Offender Database website:

<http://records.txdps.state.tx.us/soSearch/>

CAMPUS PARKING

All students, faculty, and staff who operate a motor vehicle on campus must register their vehicle with the Texas A&M International University Police Department and obtain a university permit before they are allowed to park their vehicle on university property. For more information on TAMTU parking regulations please visit the Texas A&M International University Police Department's home page at <http://www.tamtu.edu/adminis/police/trfrgs.htm>

CLASSROOM CONDUCT

Students and faculty share responsibility for maintaining an appropriate learning environment. Faculty have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions. Disruptive students in the academic setting hinder the educational process. Disruption, as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior which distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction. Students are expected to refrain from disruptive behavior at all times and failure to do so may result in disciplinary action.

HARRASSMENT, PHYSICAL ABUSE AND SEXUAL HARRASSMENT

Harassment is verbal, physical, written, or other conduct that denigrates or shows hostility or aversion to an individual on the bases of gender, race, color, religion, age, national origin, ethnicity, sexual orientation, disability, veterans status, marital status, or any basis prohibited by law when from the objective standpoint of a reasonable person such conduct substantially interferes with an individual's work or school performance, creating an intimidating, hostile, or offensive working or learning environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive. Examples include unwanted

sexual advances, damage/attack to personal property or self, and verbal threats in person or via phone, e-mail or mail.

Physical abuse includes but is not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health and safety of any person. Sexual assault or rape is the use of physical force or emotional coercion to force sex. Sex without conscious and total consent is rape. Taking sexual advantage of a person who is mentally or physically incapable of giving consent (e.g., is intoxicated) is rape.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment may range from unthinking and unintentional verbal denigration of a person on the basis of his/her gender to actual physical assault. Some behaviors that may constitute sexual harassment include, but are not limited to, offensive sexual flirtations, advances, or pressure for sexual activity; unwanted touching, pinching, or unnecessary brushes; unwanted exposure to sexual graffiti, photographs or suggestive objects; signed or anonymously sent sexually explicit electronic messages or displayed screens; sexual innuendoes or statements made at inappropriate times or disguised as humor; obscene gestures; disparaging remarks about one's gender; or any offensive or abusive physical contact. Conduct, whether on or off university and/or System property or at University sponsored activities will constitute sexual harassment when:

- submission to, or toleration of, such conduct is made (either explicitly or implicitly) a term or condition of employment or participation in other University activities;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academically related decisions affecting such individual; or,
- such conduct has the purpose or effect of unreasonable interfering with an individual's ability to function normally, or of creating an intimidating, hostile, or offensive work and/or learning environment.

Incidences of harassment, physical abuse, and sexual harassment are to be reported to the University Police and the Office of Student Affairs.

HAZING

Any action or support of action which can be deemed hazing is strictly forbidden and is not condoned by this university. Hazing means any intentional, knowing, or reckless act occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental health and well-being, or physical health or safety, of a student, for the purpose of or resulting from pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, recognized or not recognized, whose members are or include students. Hazing not only violates University rules, but also violates Texas law. The willingness of an individual to participate in such activity shall not be a consideration mitigating disciplinary action. Examples of hazing include, but are not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activities;
- Any type of physical activity that subjects the individual to risk or harm or that adversely affects the mental or physical health or safety of an individual, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, etc.;
- Any activity involving the large and/or unreasonable consumption of food, liquid, alcoholic beverages, drugs, or other substance which subjects the individual to risk of harm or which adversely affects the mental or physical health or safety of the person;
- Any activity that intimidates or threatens the person with ostracism, subjects the individual to mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the individual;

- Any activity that induces or requires the student to perform a duty or task which involves a violation of the Penal Code.

If you have firsthand knowledge of the planning or occurrence of a specific hazing incident, you must report it or you will have committed a hazing offense. Report any incidence of hazing to the Office of Student Affairs, SC 226, or call 326-2272.

HIV/AIDS

Texas A&M International University will not use a person's HIV status to make employment or admission decisions nor to determine how services are delivered, except as allowed by state or federal law. The University will not ask students if they are HIV infected. HIV positive students are allowed to attend class without restriction as long as the students is physically and mentally able to participate and perform assigned work and reasonably poses no health risk to others.

SMOKE-FREE ENVIRONMENT

TAMIU maintains a smoke-free environment on campus to protect the health of students, faculty, and staff. Smoking is prohibited in all University buildings and in university owned or operated vehicles.

SOLICITATION

It is a violation for any person to solicit or sell to individual students at any time on the property, campus, or grounds of Texas A&M International University except in those cases where specific authorization has been extended by the Board of Regents of the Texas A&M University System (APRM C.11.11). This rule also includes solicitation via e-mail. All requests for access to solicitation or sales on university grounds must be directed to the Office of the Vice President for Finance and Administration.

STUDENT-RIGHT-TO-KNOW/CAMPUS SECURITY ACT

<http://www.tamiau.edu/adminis/police/safety.htm>

You have the right to know about campus crime statistics, security resources and rules and regulations. Copies of this annual report may be printed from the web site in PDF format or requested from the following offices the University Police Department, Office of Student Affairs, and the Office of Human Resources.

SUBJECT TO CHANGE

The information contained in the Student Handbook and in the calendar section is true and correct at the time of publication to the best knowledge of the administration. However, these provisions are not to be regarded as an irrevocable contract between the student and TAMIU. The regulations and requirements are necessarily subject to change without notice at anytime at the discretion of the administration. For the most recent version of the Student Handbook and the Student Code of Conduct, please see <http://www.tamiau.edu/students>. For current information concerning student events, contact Student Activities at 326-2280 or stop by the Information Desk at the Student Center for information concerning on-campus events.

UNIVERSITY COMPUTING RESOURCES

Texas A&M International University provides its students with a wide variety of computing resources including access to a variety of computer labs; student e-mail accounts; and internet access on campus and in; student housing facilities. These computer resources are provided to augment and facilitate the educational process at the university and are governed by the University Rules concerning appropriate usage. It is the responsibility of each individual student to ensure that he/she is using university computing resources within university rules. Failure to follow university rules for use of computing resources may result in loss of student computing privileges and/or disciplinary sanctions. For detailed information concerning university computing resources rules, go to <http://www.tamiau.edu/adminis/ohr/rules.shtml>

TEXAS A&M UNIVERSITY SYSTEM POLICIES AND PROCEDURES

Texas A&M International University is a part of the Texas A&M University System and is required to follow all system policies and procedures. <http://sago.tamu.edu/>

STUDENT CODE OF CONDUCT

Upon registration, students automatically become members of the university community and assume full responsibility for proper conduct until their separation from the institution. A university is a community of scholars engaged in the search for truth and in the transmission of knowledge based on truth. University students should be familiar with the ordinary conventions of adult society. Misconduct at the university is not tolerated as it diminishes the overall value of the degrees awarded by Texas A&M International University. All students at the university should be involved in assuring the honesty of all students through their own individual actions and deeds.

Students who have not received formal admission, such as students awaiting arrival of official records, may be extended the privilege of attending classes upon the approval of the registrar. Students granted such attendance privileges are expected to abide by all rules and regulations of the university. Failure to comply with the university rules and regulations may result in immediate dismissal without the benefit of fair process.

The university reserves the right through fair process to impose disciplinary sanctions on students who have violated the Student Code of Conduct. Specific violations are, but not limited to, the following:

- Academic Dishonesty (See Academic Conduct);
- Forgery, alteration, or misuse of university documents, records, or identification;
- Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other university activities including its public service functions, or of other authorized activities on the university campus;
- Abuse or misuse of University Computing Resources;
- Physical abuse or threat of abuse or harm of any person or oneself on university-owned or controlled property or at university-sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person(s);
- Theft or damage to property of the university or of a member of the university community or campus visitor;
- Knowingly furnishing false information to the University;
- Unauthorized entry into or use of university facilities;
- Violations of university policies, or of campus regulations concerning the registration of student organizations, the use of university facilities, or the time, place, and manner of public expression;
- Gambling, in any form on university-owned or controlled property grounds;
- Possession or use of firearms, fireworks, or explosives on university-owned or controlled grounds and property;
- Repeated or flagrant violations of any regulations related to the use of parking motor vehicles on campus property;
- The manufacture, distribution, possession, or use of controlled substances, illicit drugs, or drug paraphernalia on university property or at university sponsored activities;
- Possession or use of alcoholic beverages on campus other than campus residents in the privacy of their own apartment (must be 21 or older) or at catered events. See Alcohol rule;

- Disorderly conduct or lewd, indecent, or obscene conduct or expression on university-owned or controlled property or at a university-sponsored or supervised function;
- Failure to comply with directions of university officials acting in the performance of their duties;
- Unauthorized representation of the university or any recognized entity of the university;
- Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code is not allowed;
- Excessive pressure, harassment, threats, or any form of coercive tactics or mind control to retain or recruit a student for membership in an organization;

Students who have violated the Student Conduct Code may have one or more of the following sanctions imposed:

- Warning - A written notice to the student that the student is violating or has violated institutional rules or regulations.
- Disciplinary Probation - A written reprimand for violation of a specific regulation(s). Probation will be for a specified period of time and will include the probability of more severe disciplinary sanctions should the student violate that or any other regulation during the probationary period.
- Loss of Privileges - Denial of specific privileges for a period of time.
- Restitution - Compensation for loss or damage. This may be in the form of service and/or monetary material replacement.
- Community Service - Service to the university in terms of work assignments.
- Housing Suspension* - Separation from housing for a definite period of time after which the student is eligible to return. Conditions for readmission to housing may be specified.
- Housing Expulsion* - Permanent separation of the student from housing.
- Banned from University Housing - Entrance by the student into these facilities will be a violation of this sanction. The student will be confronted and charged accordingly for trespassing and failure to comply.
- University Suspension* - Separation of the student from the University for a definite period of time after which the student is eligible to return. Additional conditions to be satisfied during suspension or upon return to the university community may be specified.
- University Expulsion* - Permanent separation of the student from the University. The student will not be eligible to reapply for admission.
- Banned from Campus - In addition to being suspended or expelled from the University, the student is banned from entering the grounds and/or facilities owned, operated and/or maintained by the University. Entrance onto campus or into those facilities/areas will be viewed as a violation of this sanction and the student will be confronted and charged accordingly for trespassing and failure to comply.

** Students retain responsibility for all bills incurred (i.e., tuition, fees, housing rent for the period of the lease agreement, etc.).*

In certain circumstances, the Associate Vice President of Student Affairs, or a designee, may impose an interim university or housing suspension prior to the hearing before a judicial body. Interim suspension may be imposed only to:

- to ensure the safety and well-being of members of the university community or preservation of university property,
- to ensure the student's own physical or emotional safety and well-being, or

- if the student poses a definite threat of disruption of or interference with the normal operations of the university.

During the interim suspension, students shall be denied access to the university residential facilities and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Associate Vice President for Student Affairs or designee may determine to be appropriate.

STUDENT CONDUCT DISCIPLINARY PROCEDURES

FAIR PROCESS

University students do not surrender their individual rights as guaranteed to them by the United States Constitution. These include the RIGHT TO FAIR PROCESS. The purpose of the university disciplinary system is educationally based and is to decide if the student has abused freedoms and failed to accept responsibility for his or her action; to communicate this failure to the student(s) involved and to permit the student(s) to respond; to determine an appropriate response by the University; and to assist the student(s) to make a constructive response of self-discipline.

A university hearing is NOT a trial or a Court of Law. Any attempt to make the hearing something else would seriously impair the educational function of the hearing which requires open discussion rather than an adversarial debate. Attorneys, counselors, and advisors are not permitted to represent any student at a university hearing. They may be present if the student(s) who are the subject of the hearing so requests in WRITING to the convening officer before the hearing. If attorneys, counselors and/or advisors are present they may not address the hearing or provide any information directly to the hearing officer or to a hearing panel or board. They may only confer with the student(s). This process is used to ensure fairness to all concerned.

DISCIPLINARY PROCEDURES

Any student whose conduct has been called into question by any member of the university community or who is alleged to have violated any of the Rules of Conduct and/or any regulations of Texas A&M International University or any of the laws of the State of Texas is required to first meet with the Associate Vice President of Student Affairs or designated representative for a discussion of the nature of the complaint, the student's involvement and the possible disciplinary action. Any charges against a student must be filed in writing in the Office of Student Affairs (SC 226) within fifteen (15) university working days of the discovery of the alleged infraction. The Associate Vice President of Student Affairs can also bring charges against students.

During the interview with the Associate Vice President of Student Affairs, the student is told (1) the purpose of the interview, (2) the nature of the allegations and (3) the sources of the allegations. The initial interview with the student may suggest one of the following outcomes:

- The Student may admit to the allegations to the Associate Vice President of Student Affairs who will impose an appropriate sanction for the student, or require the particular case be heard by an Administrative Hearing Panel. If the sanction is SUSPENSION or DISMISSAL, the student may appeal this sanction to the Provost and Vice President of Academic Affairs in writing within three working days of the sanction;
- There is no infraction and therefore no further action;
- The student may be referred to an appropriate agency or service for assistance;
- There is potential for disciplinary action, at which time the student is advised of the procedures and his or her options as follows:

If the student denies any involvement or infraction, the student is required to provide a written response concerning his or her involvement in the allegations under consideration within five (5) calendar days of the initial interview with the Associate Vice President of Student Affairs or designated representative and request one of the following in writing:

- **NON -FORMAL HEARING** to accept an adjudication as determined by an investigation conducted by the Associate Vice President of Student Affairs or designated representative. However, in complex situations where a number of students are involved or the infraction(s) are numerous or complex, the Associate Vice President of Student Affairs, at his/her discretion, may forward the case to an Administrative Hearing Panel;
- **AN ADMINISTRATIVE HEARING** consisting of (1) the Director of Student Activities who will serve as panel chairperson (in cases where a conflict of interest may be present, another administrator will be appointed to chair the panel), (2) a faculty member designated by the Faculty Senate, (3) a student member of the Student Judiciary (this student must be an upper-level or graduate student who no known bias or conflict of interest). If a member of the Student Judiciary isn't available, or doesn't meet the aforementioned qualifications, then the Associate Vice President of Student Affairs will appoint a student member to the panel, and (4) an administrator appointed by the Associate Vice President of Student Affairs to serve as an ombudsperson and for the student to ensure that all rights of the student are protected;

All recommendations resulting from the ADMINISTRATIVE HEARING must be forwarded by the panel chairperson to the Associate Vice President of Student Affairs for final review within five (5) university workdays of the final hearing.

PROCEDURES TO BE FOLLOWED IN CONDUCTING THE NON-FORMAL HEARING

Upon receiving the written request by the student, the Associate Vice President of Student Affairs or his or her representative will notify the student within five (5) working days the date of the NON-FORMAL hearing. The Associate Vice President of Student Affairs (or representative) may also call witnesses as necessary, allow the student to interview all witnesses and to produce any witnesses or evidence in his or her behalf.

The decision by the Associate Vice President of Student Affairs will be presented to the student in writing within five (5) university working days of the completion of the NON-FORMAL hearing.

The student may appeal the decision of the Associate Vice President of Student Affairs in writing to the Provost and Vice President of Academic Affairs within five (5) university working days of receipt of the results of the hearing.

PROCEDURES TO BE FOLLOWED IN CONDUCTING THE ADMINISTRATIVE HEARING

The panel will convene and consider the charges against the student(s), determine what witnesses and/or documents will be needed in the process.

The student in question will be notified in writing 10 calendar days before the date of the hearing by the Administrative Hearing Panel Chairperson. In the notification, the student is advised of the charge(s) brought against him or her, the date and time of the hearing and that the student may produce any witnesses or evidence in his or her behalf.

Summons will be issued in writing to all witnesses needed for the hearing by the Panel Chairperson.

The Panel Chairperson will designate one person on the panel to serve as scribe of the hearing and/or the hearing may be tape recorded. Notes and/or tapes will be maintained throughout the hearing and kept as part of the total record of the hearing.

During the hearing:

- A. The charge(s) against the student will be read into record.
- B. The student may respond orally or in writing.
- C. All witnesses will be interviewed by the Panel and by the student(s) in question.
- D. The student may present witnesses or other evidence on his or her behalf.
- E. The student can have a final presentation to the panel.

The panel will convene immediately after the hearing in closed session to discuss the proceedings, and within five working days the findings of the panel, along with all evidence introduced during the hearing, will be forwarded to the Associate Vice President of Student Affairs for review.

The Associate Vice President of Student Affairs will communicate in writing the recommendations of the panel and his or her concurrence or modifications with a copy to the Provost and Vice President of Academic Affairs and the Chairperson of the Panel.

Upon receipt of the communication from the Associate Vice President of Student Affairs, the student may file an appeal with the Provost and Vice President of Academic Affairs within five (5) university working days.

NOTES:

All hearings, Non-Formal or Formal, are closed hearings and only those individuals participating in the hearing will be allowed to be present. The student may have an advisor present. However, the advisor **MAY NOT PARTICIPATE IN THE HEARING** and may not address the Hearing Officer or Panel, but may privately advise the student as requested by the student.

The recommendations and copies of the proceedings by the Administrative Panel are communicated to the Associate Vice President of Student Affairs for processing. Copies of communications to the student by the Associate Vice President of Student Affairs are forwarded to the Provost and Vice President of Academic Affairs. The Associate Vice President of Student Affairs has the authority to **SUSPEND OR DISMISS** a student. Requests for appeal of this decision must be made by the student to the Provost and Vice President of Academic Affairs within three (3) university working days after receipt of the communication from the Associate Vice President of Student Affairs .

Disciplinary decisions are made in relation to each student as an individual and the student's conduct, past record and attitude are all taken into consideration by the Associate Vice President of Student Affairs .

As much as is possible, communications to all students involved in hearings will be made through certified letter. Witnesses summoned must appear before hearing panels as indicated. Failure to do so may result in a response from the Associate Vice President of Student Affairs.

GRIEVANCE PROCEDURES

To ensure that students fully understand their rights and an understanding of the procedures of filing and completing a grievance process, they are encouraged to contact the Office of Student Affairs for assistance.

TYPES OF GRIEVANCES

Texas A&M International University has procedures for all students to seek a grievance for any of the following problems, issues, or concerns. Before a grievance is filed, the student must make a good faith effort to meet with the other party about his/her concerns. If the other party is unwilling to meet, the student has reasonable concern for his/her safety and/or a resolution was not reached, the student may wish to initiate a grievance.

- Illegal discrimination,
- Accommodations for individuals with disabilities,
- Harassment (including, but not limited to, sexual harassment)
- Assault (including, but not limited to, sexual assault),
- Disciplinary Action,

The types of grievances or disputes arising within the university community are categorized by the participants to the agreement. The categories are listed below:

- A. STUDENT TO STUDENT**
- B. STUDENT TO ADMINISTRATION/STAFF**
- C. STUDENT TO FACULTY**

There is no significance to the listing of participants in each category. Each one of the parties may be the aggrieved complainant. It is assumed that attempts will occur as soon as possible and that the hierarchy of groups for settlement are needed only after these attempts have failed. The hierarchy of problem resolving groups is necessary to maintain the impartiality for all concerned.

A point of resolution rests with the University Provost for matters involving faculty and administration and with the Associate Vice President of Student Affairs for student to student matters. However, the final authority is with the University President. The point of entry to the formal procedure is through the Director of Student Activities for each instance in which a student is involved as a participant.

If the participant is not satisfied with the disposition of the disagreement, it is necessary that the student be advised of the next level of appeal and write a statement requesting consideration by the next level in the hierarchy within five working days of the disposition. Written reports from each level will accompany the appeal along the process.

The following hierarchy is established for settlement of university disputes or grievances.

STUDENT - STUDENT

- Director of Student Activities
- Associate Vice President of Student Affairs
- Provost and VP Academic Affairs
- President
- President

STUDENT - ADMINISTRATION

- Director of Student Activities
- Associate VP of Student Affairs
- Department Head
- Vice President of Related Department

STUDENT - FACULTY

- Faculty member
- Department Chair
- Associate Vice President of Student Affairs

