

# Texas A&M International University Student Handbook



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## **Article 1. Purpose of the Student Handbook**

Texas A&M International University (TAMIU) provides undergraduate and graduate level course work in the four colleges of the University. In the tradition of American higher education, Texas A&M International University 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 set forth by The Texas A&M University System Board of Regents that are posted on the System home page or that are disseminated through handbooks and manuals to all component campuses that make up The Texas A&M University System (TAMUS). The TAMIU Student Handbook, which contains a description of the rights and responsibilities of all students enrolled at this institution, is posted on the University website for quick reference 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 states, 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.

## **Article 2. Student Rights and Responsibilities**

### **Section 2.01 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 expressions 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 the student freedom and responsibility to learn at TAMIU.

## **Section 2.02 Texas A&M University System Student Rights and Responsibilities Policy**

The rights of students are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules of the system academic institutions, and conditions allowing them to make the best use of their time and talents toward the objectives which brought them to the system academic institutions. No officer or student, regardless of position or rank, shall violate those rights; no custom, tradition or rule in conflict will be allowed to prevail.

Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.

<http://tamus.edu/offices/policy/policies/pdf/13-02.pdf>

## **Section 2.03 Definitions**

The following definitions will be used throughout the handbook.

- a) the term “university” or “institution” means Texas A&M International University.
- b) the term “student” means any person registered for coursework at the university, pursuing undergraduate, graduate or professional studies, whether full-time or part-time, and who is either currently enrolled or was enrolled the previous semester and registered for a future semester.
- c) the term “university official” means any administrator, instructor, staff member and other authorized individuals of the university.
- d) the term “university premises” means buildings or grounds owned, leased, operated, controlled or supervised by the university.
- e) the term “university-affiliated activity” means any activity on or off campus that is initiated, aided, authorized or supervised by the university or by a recognized student organization of the university.

## **Section 2.04 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.

## **Section 2.05 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 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 in any course of study and to withhold judgment 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 the proper evaluation, the student may initiate an appeal as outlined in the Faculty Handbook. An online version can be found by visiting <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.

## **Article 3. University Information and Procedures**

### **Section 3.01 Damage Clause**

Students will be assessed a onetime \$10.00 deposit fee for the duration of their studies at TAMIU. Damage to property of the University, other University students, members of the University community, or campus visitors is prohibited. This fee is to cover loss, damage or breakage caused by the TAMIU student. The student may request, at the time of withdrawal or graduation, for this deposit to be returned if no damages have been noted. If damages total more than \$10.00, the student is responsible for paying this financial obligation. Students are also encouraged to donate their deposit towards their senior class gift at the end of their studies at TAMIU.

### **Section 3.02 Faculty/Staff Contact Information**

For your convenience, Texas A&M International University offers an online directory with useful information that provides office phone numbers, e-mails and office location. A printable directory with all phone numbers is also available. Please visit <http://www.tamtu.edu/directory> for this information or call (956) 326-2001.

### **Section 3.03 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 being dropped from classes and/or exclusion from final exams and/or further enrollment. Financial obligations, but are not limited to, returned

checks, returned check charges, lost or damaged library book charges, loss or breakage of instructional material or equipment, emergency loans or tuition installment loans and/or parking violations. Delinquent accounts are in jeopardy of being sent to a collection agency where the collection fees are an additional charge incurred by the student.

### **Section 3.04 Behavioral Assessment Intervention Team (BAIT)**

The purpose of the Behavior Assessment and Intervention Team is to review behavioral incidents and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or the TAMU community and to assist in protecting the health, safety, and welfare of students and other members of the TAMU community.

Specifically, the charge for this team is to:

- (a) Assess situations involving a student who poses a potential risk of harm to persons or property in the University community or is of substantial disruption to University activities in accordance with policies stated in the Student Code of Conduct.
- (b) Consult with administration, faculty, staff and other students affected by the inappropriate behaviors of a disruptive student.
- (c) Coordinate the University response to a violent, threatening, or significantly disruptive student.
- (d) Develop a specific strategy to manage the threatening or disruptive behavior with regard to the safety and rights of others and to minimize the disruption to the University community.
- (e) Make recommendations to responsible University officials on appropriate action consistent with University policy and procedure statements and with state and federal law.

### **Section 3.05 Identification Cards**

The TAMU OneCard is the official identification card for students of TAMU. The OneCard allows access to services, the library, computer labs, recreation center, other academic resources and University athletic events. The OneCard has a debit account called Dusty Dollars. Dusty Dollars are a convenient, cashless way of paying for goods or services on campus. You can obtain your OneCard at Campus Card Services located at Student Center room 128. For more information, please visit [www.tamtu.edu/onecard](http://www.tamtu.edu/onecard).

### **Section 3.06 Official University Notifications**

All official communications from the University will be distributed through student e-mail accounts. It is the responsibility of each student to obtain a student e-mail account and check that address on a regular basis. Students **must** request a TAMU e-mail account through the Office of Information Technology. Failure to keep up with TAMU e-mail will not be an excuse for being unaware of announcements, deadlines, or other pertinent information to students.

### **Section 3.07 Emergency Notification**

In the event of a campus emergency a text message, e-mail or pager notification will be sent out using the DustyALRT system. All faculty, staff and students are recommended to register at <http://dustyalrt.tamtu.edu>.

## Section 3.08 Public Information Act and FERPA

Pursuant to the provisions and intent of Chapter 552, Texas Government Code, known as the Public Information Act, and the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, a University policy has been established relating to the accessibility of student information in the custody of the University.

FERPA affords students certain rights with respect to their education records. They are:

(a) The right to inspect and review the student's education records within 45 days of the day the university receives a written request for access. Students should submit to the University Registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The university 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 university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(b) The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the university 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.

(c) 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 university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, health staff, and student employees); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, or the National Student Clearinghouse); 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.

(d) A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. A&M International will automatically forward a student's record to these institutions upon their request.

(e) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Texas A&M International University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

### Section 3.09      Directory Information

Directory information regarding the student will be provided to the public upon request, **unless student files a request in the Office of the University Registrar** asking to be excluded from the directory or from any other requests for open directory information from outside entities. The request should be submitted by the 12th class day in the Fall and Spring terms, the 4th class day in the summer terms. A request to withhold information may be submitted after the stated deadline for a term, but information may be released between the deadline and receipt of the request. The file of a student who has asked to be excluded from the directory information will remain flagged until the student requests that the flag be removed. Directory information consists of a student's full name, address, telephone number, date and place of birth, major and minor fields of study, classification, enrollment status (full-time, part-time, undergraduate, graduate, etc.), term schedule of classes, roster of classes enrolled, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards received (including types of award), the last educational agency or institution attended previous to TAMIU, and photograph.

Texas A&M International University will disclose information from a student's education records only with the written consent of the student, except:

- (a) To school officials who have a legitimate educational interest in the records.
- (b) To officials of another school, upon request, in which a student seeks or intends to enroll.
- (c) To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- (d) In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- (e) If required by state law requiring disclosure that was adopted before November 19, 1974.
- (f) To organizations conducting certain studies for on behalf of the University.
- (g) To accrediting organizations to carry out their functions.
- (h) To parents of an eligible student who claim the student as a dependent for income tax purposes.
- (i) To parents of students under the age of 21 years found culpable of alcohol and drug offenses, to the extent authorized by state law.
- (j) To comply with a judicial order or a lawfully issued subpoena.
- (k) To appropriate parties in a health or safety emergency.

- (l) To an alleged victim of any crime of violence or non-forcible sex offense, the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime or university rules or policy as authorized by state law.
- (m) To release information designated as directory information by the university; unless student has requested such directory information be withheld.
- (n) To a court in which the University is defending itself against legal action initiated by a parent or eligible student.

For information regarding the university's policy on access to records and to request accessibility to university records, contact the Office of University Registrar.

### **Section 3.10 Permanent Student Record**

The permanent record of a Texas A&M International University credit student shall consist of: student name, social security number or student identification number, courses enrolled each term, cumulative University grade point average (GPA), term GPA, hours attempted, hours earned, grades, quality points earned, degrees earned, academic program(s), honors, academic status, and transfer credit. The permanent record will be maintained online and will be available on-campus in the Office of the University Registrar. Online processes are backed up nightly.

### **Section 3.11 Disputes over Academic Matters**

Faculty members are responsible for determining the curriculum of a course, for developing appropriate methods of evaluating student learning, for evaluating fairly, for upholding academic standards, and for enforcing policies concerning academic honesty. Decisions made by faculty members regarding the quality or honesty of student work – especially decisions about course grades – are, as a matter of routine, accepted as authoritative and cannot be overturned by administrative officers. Students, however, have a right to expect faculty members to have defensible course policies and to implement them in a reasonable, equitable manner. Students who believe that they have grounds for challenging faculty members' decisions regarding academic issues -- excepting those pertaining to matters of academic freedom -- may appeal using the procedure outlined below [based on one recommended by the *American Association of University Professors in Policy Documents & Reports*, 9th edition, Baltimore: The Johns Hopkins University Press and the American Association of University Professors, 2001, pp. 113-14.]. It should be noted that in cases of academic dishonesty students may be subject not only to grade sanctions in courses but to disciplinary action.

Except under unusual circumstances, the process outlined below for student appeals of faculty academic decisions should be completed within three (3) academic work weeks (15 days) after the student's first meeting with the faculty member to question the faculty member's decision.

- (a) The student must first meet with the faculty member and discuss the faculty member's decision. This meeting should occur as soon as possible after the decision has been made, normally within one week of the student being notified of the decision. The faculty member is expected to listen to the student, to provide an explanation for his or her decision, and to be willing to change the grade (or decision) should the student's argument be persuasive. To change final course grades, a faculty member must submit a "Grade Change Form" and attach an accompanying memorandum justifying the decision to change the grade. The faculty member's department chair and dean must approve the change.

(b) If the faculty member refuses to alter his or her decision or grade, the student may then discuss the matter with the faculty member's department chair or immediate academic supervisor [hereafter, "chair" will be used to mean either the department chair or the immediate academic supervisor]. If the chair believes that the student's claims may have merit, the chair would discuss the matter with the faculty member.

(c) If the student is not satisfied with the chair's assessment of the issue or if the faculty member refuses to alter his or her decision after discussing it with the chair, the student may then request that an ad-hoc committee of faculty members review the matter. This committee would consist of three tenured faculty members within the same discipline or department. If in some unusual case the chair determines that a sufficient number of tenured faculty members cannot be selected from the same discipline or department, then the chair may add tenured faculty members from closely related disciplines. From the pool of eligible tenured faculty members designated by the chair, the faculty member, the student, and the chair would each nominate one faculty member to serve on the committee.

(d) The ad-hoc committee of faculty members would hear from the student, the faculty member, and the chair and examine relevant documents. If the committee concludes that the faculty member's original decision was justified, then the committee would provide the student with a written statement explaining the reasons for the committee's decision. The student may request in writing that the committee reconsider its decision and provide reasons for so doing. If the committee refuses to reconsider or if it reaffirms its original recommendation, then the matter is considered settled and the faculty member's original decision stands. If the committee concludes that the faculty member should alter his or her original decision, the committee would provide the faculty member with a written recommendation explaining the committee's reasons.

(e) If the faculty member disagrees with the committee's recommendation, he or she must provide the committee with a written explanation for the refusal.

(f) If after considering the faculty member's explanation for refusing to alter his or her decision the ad-hoc committee is still persuaded that in the interest of justice to the student the decision should be overturned, then the committee may recommend in writing to the chair that the faculty member's decision be overturned. Of course, the committee may also make this recommendation to the chair if the faculty member fails to alter his decision and also fails to respond to the committee's original recommendation. The faculty member would receive a copy of the recommendation to the chair and would have a final opportunity to alter his or her original decision. If the faculty member does not do so, then the chair, and only the chair, would be empowered by the written recommendation of the committee to override the faculty member's original decision and, if pertinent to the case, to alter the student's course grade. In order to certify that the grade dispute process outlined above has been followed appropriately, the dean of the college or director of the school and the Provost and Vice President of Academic Affairs will review all decisions by chairs to change grades against the will of a faculty member.

### **Section 3.12 Grievances Against Faculty**

Conflicts between faculty members and students that do not relate to faculty decisions regarding such academic issues as course policies and grades will be considered the subject of grievances. The process for resolving grievances between faculty members and students is as follows.

(a). Before a grievance is filed, the aggrieved faculty member or student must make a good faith effort to meet with the other party about his or her concerns. If the other party is unwilling to meet, if the aggrieved party has reasonable concerns about his or her physical safety, or if the meeting produces no resolution to the conflict, then the aggrieved party may initiate a grievance by following the steps outlined below.

(b). If the grievant is a faculty member, he or she will file a written complaint with the Director of Student Affairs. If the grievant is a student, he or she will file a written complaint with the faculty member's department chair. In either case, both parties will receive a written acknowledgment of the complaint within five (5) working days.

(c). The student and faculty member will meet with the Director of Student Affairs (or a designated staff member from Student Affairs) and the faculty member's chair. Both the faculty member and the student must be present, unless one party waives that right. This meeting will take place within five (5) working days of the acknowledgment of the grievance.

(d). If the complaint remains unresolved after meeting with the department chair or the Director of Student Affairs, then within five (5) working days of the meeting with the chair or the Director of Student Affairs, both the student and the faculty member will meet with either the Dean of the respective college (or academic administrator to whom the chair reports) if the grievant is a student or with the Dean of Student Success, if the grievant is a faculty member. Both the faculty member and the student must be present, unless one party waives that right.

(e). If the complaint remains unresolved after that meeting, it will then be heard within five (5) working days by an ad-hoc committee consisting of the faculty member's department chair, the Director of Student Affairs (or a designated staff member from Student Affairs), a member of the Student Government selected by the President of the Student Government, a member of the Faculty Senate selected by the Faculty Senate President, and a person selected by the non-grieving party from his or her peers. The chair of the committee will be the Director of Student Affairs (or the Vice President of Student Affairs' designate), if the grievant is a faculty member, or the department chair, if the grievant is a student. The chair of the committee will insure that the committee is formed appropriately and meets on schedule. After hearing from both sides in the dispute and examining whatever documentation has been provided by the parties involved, the ad-hoc committee will make its recommendation in writing to either the Provost and Vice President of Academic Affairs or the Dean of Student Success, as appropriate. Both parties involved in the complaint should receive the written recommendation within three (3) working days after the committee concludes its deliberations.

(f). The Provost and Vice President of Academic Affairs or the Dean of Student Success will notify in writing both parties of his or her final decision to resolve the grievance within three (3) working days of receiving the committee's recommendation.

(g). If the complaint is unresolved to the satisfaction of either party, he or she may appeal in writing to the President within three (3) working days of receipt of the written decision of the Provost and Vice President of Academic Affairs or the Dean of Student Success. Should the President choose to do so, he or she may seek the advice of the University Grievance Committee. In this special case of Faculty- Student grievances, the President may expand the University Grievance Committee to balance faculty representation with an appropriate number of representatives selected from the Student Government Association or from the professional staff in Student Affairs or some combination of both. The President's decision is final.

### **Section 3.13      Housing and Residence Life**

Housing and Residence life provides a variety of on-campus living options. In order to protect students, specific rules have been implemented by the Housing and Residence Life staff, and the TAMIU administration.

### **Section 3.14      Student Organizations**

Student Organizations are formed to further the common interest of its members and the University community. Organizations are open to all students and serve an essential component to the co-curricular programs at TAMIU. Student organizations and their advisors are responsible for compliance with the University Code of Conduct, state and federal laws. More information and guidelines concerning recognized student organizations are available in *The Leader*, a guide book published by the Office of Student Affairs.

### **Section 3.15      Life Threatening Behavior**

The University shall, through the Student Counseling Service, provide evaluation, referral, and appropriate treatment, within the available resources of the institution, for students manifesting serious psychological problems. The personnel of all departments of the University are expected to refer students with apparent psychological problems to Student Counseling Services. Students who display dangerous or disruptive behavior caused by manifestations of a serious psychological problem may be withdrawn from the university, and this withdrawal may be involuntary.

Dangerous or disruptive behavior caused by manifestations of a serious psychological problem include, but are not limited to:

- (a) instances where a student engages in, or threatens to engage in, inappropriate behavior which poses a danger of causing physical harm to self or others, or inappropriate behavior that demonstrates a student's inability to care for self, and/or
- (b) instances of inappropriate behavior, which would cause significant property damage, or would directly and substantially impede the lawful activities of others, or that substantially interferes with or impedes the educational experiences of others, or would interfere with the educational process and the orderly operation of the University, and/or
- (c) instances where a student engages in inappropriate behavior where a contributing factor is failure to follow a prescribed medical or psychological treatment plan, and/or
- (d) instances of inappropriate behavior that causes a chronic, inordinate use of university resources including, but not limited to, staff time, psychological services, medical services, and/or emergency services, thereby resulting in an undue burden to the University.

## Article 4. Honor Pledge

***On my honor, as a member of the TAMIU community, I pledge to uphold the values of integrity, service and respect throughout my academic and professional career.***

## Article 5. 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. 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.

Conduct standards at the university are set forth in writing in order to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

### Section 5.01 Violations of Code of Conduct

The University reserves the right, through fair process, to impose disciplinary and academic sanctions on students who have violated the Student Code of Conduct. Below is a list of violations, they should not be expected to be exhaustive.

- (i). Academic Dishonesty (See Article 6);
- (ii). Forgery, alteration, or misuse of University documents, records, or identification;
- (iii). Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other University affiliated activities including its public service functions, or of other authorized activities on the University campus;
- (iv). Abuse or misuse of University Computing Resources; Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain. Failure to protect your password or use of your account. Breach of computer security, harmful access or invasion of privacy.
- (v). 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);
- (vi). Sexual Assault/Rape. Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise

the situation through the administering of any substance, or threat of harm to the victim. See Section 9.09

(vii). Sexual abuse. Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent. See Section 9.09

(viii). Theft or damage to property of the University or of a member of the University community or campus visitor;

(ix). Sexual Harassment, as described in Section 9.08

(x). Knowingly furnishing false information to the University; includes withholding material information from the university, misrepresenting the truth before a hearing of the university and making false statements to any university official. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.

(xi). Unauthorized entry into or use of University facilities;

(xii). 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;

(xiii). Gambling, in any form on University-owned or controlled property grounds;

(xiv). Hazing. Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or university into disrepute. See Section 9.09

(xv). Excessive pressure, harassment, threats, or any form of coercive tactics or mind control to retain or recruit a student for membership in an organization.

(xvi). Possession or use of firearms, fireworks, or explosives on University-owned or controlled grounds and property;

(xvii). Repeated or flagrant violations of any regulations related to the use of parking motor vehicles on campus property;

(xviii). The manufacture, distribution, possession, or use of controlled substances, illicit drugs, or drug paraphernalia on University property or at University sponsored activities;

(xix). 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.

- (xx). Disorderly conduct or lewd, indecent, or obscene conduct or expression on University-owned or controlled property or at a University-sponsored or supervised function;
- (xxi). Misuse or damage of fire safety equipment
- (xxii). Failure to comply with directions of University officials acting in the performance of their duties;
- (xxiii). Failure to present identification upon the request of a university official.
- (xxiv). False reporting. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion or other emergency concerning the university and university-sponsored activities.
- (xxv). Unauthorized representation of the University or any recognized entity of the University;
- (xxvi). Hindering, obstructing or interfering. Action or conduct that hinders, obstructs or otherwise interferes with the implementation of this Code.
- (xxvii). Failure to appear for a university disciplinary/academic proceeding to respond to allegations or to appear as a witness when reasonably notified to do so. This includes disciplinary hearings, university investigations, and appeals hearings.
- (xxviii). Violating terms of any disciplinary/academic sanctions. Knowingly violating the terms of any disciplinary sanction (including failing to meet deadlines and/or committing a violation of university rules while serving a probationary sanction) imposed in accordance with university rules.
- (xxix). Violation of published university rules. Such rules include University Housing contracts and rules, university motor vehicle rules, rules relating to the use of student identification cards, entry and use of university facilities and dining hall conduct.
- (xxx). Complicity. Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
- (xxxi). Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code is not allowed;

## **Article 6. 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, be self directed and be 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. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. For more information on the Honor Code, please visit the Office of Student Affairs website.

TAMIU Faculty has the discretion to impose grade penalties as deemed necessary. For more information, please visit the TAMIU Faculty Handbook, Section 5.7 Student Violations of Academic Integrity (cheating, plagiarism).

## Section 6.01 Violations of Academic Conduct

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

(a). Plagiarism – The act of passing off some other person’s ideas, words, or work’s 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 are one’s own academic work.

Examples include, but are not limited to:

(i). If, in a paper or assignment, you include material that you researched in a book, magazine, newspaper, and/or on the Web, you MUST cite the source. If you do not, you are committing plagiarism

(ii). If you copy somebody's test answers, take an essay from a magazine and pass it off as your own, lift a well-phrased sentence or two and copy and paste them without crediting the author or using quotation marks, or even pass off somebody's good ideas as examples of your own genius, you are committing plagiarism;

(iii). If you borrow/lend a term paper, hand in, as one's own work, a paper purchased from an individual or off the Internet, or submit, as one's own, any papers from living group's, club's, or organization's files;

(iv). If you hand in the same paper in more than one class without the permission of the instructor.

(b). Cheating – An act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include:

(i). copying from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise;

(ii). using unauthorized materials during a test;

(iii). consulting a cell phone, text messages, PDAs, programmable calculators with materials that give an advantage over other students during an exam;

(iv). using crib sheets or other hidden notes in an examination, or looking at another student's test paper to copy strategies or answers;

(v). having another person supply questions or answers from an examination to be given or in progress;

(vi). having a person other than oneself (registered for the class) attempt to take or take an examination or any other graded activity. In these cases all consenting parties to the attempt to gain unfair advantage may be charged with an Honor Pledge violation;

(vii). deliberate falsification of laboratory results, or submission of samples or findings not legitimately derived in the situation and by the procedures prescribed or allowable;

(viii). revising and resubmitting a quiz or exam for regarding, without the instructor's knowledge and consent;

(ix). giving or receiving unauthorized aid on a take-home examination;

(x). facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate the Honor Pledge;

(xi). signing in another student's name on attendance sheets, rosters, Scantrons;

(xii). submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate or knowing concealment or distortion of the true nature, origin, or function of such data or evidence;

(xiii). procurement and/or alteration without permission from appropriate authority of examinations, papers, lab reports, or other academic exercises, whether discarded or actually used, and either before or after such materials have been handed in to the appropriate recipient;

(xiv). collaborating with others on projects where such collaboration is expressly forbidden, or where the syllabus states the default as being one's own work; and

(xv). using, buying, selling, stealing, transporting, soliciting, copying or possessing, the contents of an un-administered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.

(c). Lying – Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.

(d). Bribery – Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.

## Article 7. Sanctions

### Section 7.01 Sanctions

(a). Warning - A written notice to the student that the student is violating or has violated institutional rules or regulations.

(b). 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.

(c). Loss of Privileges - Denial of specific privileges for a period of time.

(d). Academic Sanctions - The Honor Council or the instructor may assign appropriate academic sanctions based upon the specifics of the incident.

(e). Educational Sanctions - The Honor Council or the instructor may assign appropriate educational sanctions. Examples of educational sanctions include requiring a student to attend an academic integrity seminar, to perform appropriate University or community service, or to make restitution for damage that occurred as a result of the incident.

(f). Restitution - Compensation for loss or damage. This may be in the form of service and/or monetary material replacement.

(g). Community Service - Service to the university in terms of work assignments.

(h). 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. (See Article 8(o))

(i). Housing Expulsion\* - Permanent separation of the student from housing. (See Article 8(o))

(j). Banishment 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. (See Article 8(o))

(k). 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. (See Article 8(o))

(l). University Expulsion\* - Permanent separation of the student from the University. The student will not be eligible to reapply for admission.

(m). Banishment 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.

(n). In certain circumstances, the Dean of Student Success, 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:

(i). Ensure the safety and well-being of members of the University community or preservation of University property,

(ii). Ensure the student's own physical or emotional safety and well-being, or

(iii). Ensure the safety and well-being of University students and personnel, if the student poses a definite threat of disruption of or interference with the normal operations of the University.

(iv). 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 Dean of Student Success, or designee, may determine to be appropriate.

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

## **Article 8. Student Conduct Disciplinary Procedures**

### **Section 8.01 Right to File Grievance Against Students**

Any member of the University community has the right to file a grievance against a student that is in violation of the Code of Conduct. Grievances must be filed in writing within fifteen (15) University working days of the discovery of the alleged infraction to the Office of Student Affairs (room SC 226). The time lines for the grievance process may be extended for good cause shown or upon the unilateral discretion of the Office of Student Affairs.

### **Section 8.02 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. However, an advisor may be present but may not speak at a hearing. Request for advisor to be present must be done so in writing a minimum of 3 days before the scheduled hearing.

### **Section 8.03      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 the Code of Conduct and/or any regulations of Texas A&M International University or the Texas A&M University System will be notified of the charges by e-mail as per Section 3.02 of the Student Handbook by the Office of Student Affairs. Timelines and description of procedures may be found at, <http://www.tamtu.edu/studentactivities/judicial.shtml>

### **Section 8.04      Standard of Proof: Preponderance of the Evidence**

In a case where there is factual dispute, the hearing officer/panel can never have absolute proof of what really happened because the hearing officer/panel is never an eyewitness. The best the hearing officer/panel can do is be persuaded of what probably happened. The standard of proof is intended to assure all concerned that the intensity of the hearing officer/panel's belief is uniform in all cases.

The level of proof required at Texas A&M University in university disciplinary cases is a preponderance of the evidence. This simply means that the proof need only show that the facts are more likely to be so than not so. A preponderance of the evidence in the case means such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the hearing officer/panel's mind the belief that what is sought is more likely true than not true. *[From: Long, N.T., (1985). The standard of proof in student disciplinary cases. Journal of College and University Law, 12(1), 73-74.]*

### **Section 8.05      Good Cause Provision**

The victim of an alleged act of misconduct due to "harassment/sexual assault/rape/abuse" may be unwilling to serve as the complainant. In such circumstances, if the Director of Student Affairs and/or designee believes there is good cause for charges to be brought against the accused student in the interest of the University community, the Director of Student Affairs and/or designee may serve as the complaint.

### **Section 8.06      Student Conduct Board**

A student charged with a disciplinary violation of the student code of conduct has the right to elect a hearing before the Student Conduct Board. The purpose of the Student Conduct Board is to determine whether students have violated the Student Code of Conduct. Specifically, the charge of this committee is to:

- (a) Assess situation involving a student who is alleged to be in violation of the Student Code of Conduct;
- (b) Conduct disciplinary hearings
- (c) Render a decision of responsible/not responsible
- (d) Recommend sanction for students found in violation of the Student Code of Conduct
- (e) The SCB is composed of TAMU community members, including students and staff.

For more information regarding the SCB, please visit the Office of Student Affairs website.

### **Section 8.07      Administrative Hearing**

A student charged with a disciplinary violation of the student code of conduct has the right to elect an administrative hearing before the Director of Student Affairs or designee. Should a student wish to pursue the administrative hearing the Director will hear the case, render a decision and if found responsible for a violation sanction the student.

### **Section 8.08      Honor Council**

The Honor Council consists of faculty and students who have been elected by the Faculty Senate, appointed by the Provost or appointed by the Dean of Student Success. The Honor Council serves to provide faculty and students with a means by which they may report academic dishonesty, to provide students with a means of appealing charges of academic dishonesty, to serve as an initial hearing body for academic cases outside of the classroom, and to provide the Provost with recommendations regarding general academic sanctions or remedial efforts.

- (a) If a student desires to appeal any Academic Misconduct allegations, the student must submit appeal notice within three (3) university days (after alleged violation) in writing to the Office of Student Affairs. The Office of Student Affairs will gather evidence from parties involved and will in turn present to the Honor Council for review. Six (6) copies of the appeal letter(s) are required.
- (b) Hearing is confidential and no council members are allowed to disclose information other than to allowed university representatives and or authorities who are involved in initial investigation or imposed sanction(s).
- (c) Honor Council reserves the right to impose sanctions as described in Article VII, Section 7.01 of the Student Handbook and or impose additional sanctions as deemed necessary.

## Article 9. University Rules and Regulations

### Section 9.01 Alcohol

The purchase, consumption and possession of alcoholic beverages in facilities under the control of Texas A&M International University shall comply with state law and System Policy 34.02 and 34.03.

### Section 9.02 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.

### Section 9.03 Attendance Rule

Texas A&M International 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 formally.

(a). 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:

- (i). Participation in University sponsored activity at the request of University authorities.
- (ii). Death or major illness in a student's immediate family.
- (iii). Illness of a dependent family member.
- (iv). Participation in legal proceedings or administrative procedures that require a student's presence.
- (v). Religious holy days.
- (vi). Illness that is too severe or contagious for the student to attend class.
- (vii). Required participation in military duties.
- (viii). Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

(b). The student is responsible for providing satisfactory evidence to the instructor within seven calendar days 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.

(c). Students who miss class due to a University sponsored activity are responsible to identify their absences to their faculty as far in advance of their absence as possible.

(d). 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.

(e). In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.

(f). Authorized activities are official University absences. Authorized Absences are for activities that are:

- (i). Required due to mandatory participation in a University activity.
- (ii). Necessary as a requirement for an official class.

## **Section 9.04      Campus Sex Crimes Prevention Act**

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. For more information about the Campus Sex Crimes Prevention Act, please visit [www.tamtu.edu/adminis/police](http://www.tamtu.edu/adminis/police).

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/dps\\_web/Portal/index.aspx](http://records.txdps.state.tx.us/dps_web/Portal/index.aspx).

Further, the University offers Rape, Aggression, Defense (R.A.D.) System. R.A.D. is a program of realistic self-defense tactics and techniques for women. R.A.D. is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. *R.A.D. is not a Martial Arts program.* Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. The manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to our *free lifetime return and practice policy for R.A.D. graduates.* For more information, please visit [www.tamtu.edu/adminis/police/rad](http://www.tamtu.edu/adminis/police/rad).

## **Section 9.05      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. Students are

expected to pay parking violations as outlined in the Financial Obligations section. For more information on parking regulations, please visit [www.tamtu.edu/adminis/police/trfrgs.htm](http://www.tamtu.edu/adminis/police/trfrgs.htm)

### **Section 9.06 Classroom Conduct**

Students and faculty share responsibility for maintaining an appropriate learning environment. Faculty members 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. Students have the scholastic responsibility to self monitor and regulate their behavior, according to their role as adult learners, no matter their age, classification, background, disability status, etc. 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:

- a) Persistently speaking without being recognized or interrupting other speakers.
- b) Behavior which distracts the class from the subject matter or discussion.
- c) 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.

### **Section 9.07 Harassment, Physical Abuse and Sexual Harassment**

In order to establish an educational and work environment that is conducive to the personal and professional development of each member of the University community, Texas A&M International University shall be free from all forms of sexual discrimination and harassment. In accordance with 34.01.99L1:

(a). Harassment - 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.

(b). Physical Abuse - 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.

(c). Sexual Harassment - 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:

(i). 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;

(ii). 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,

(iii). 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 Dean of Student Success.

## **Section 9.08 Hazing**

Hazing is a criminal violation under Texas Law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of the College for Student Success.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incident causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the Dean of the College for Student Success or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an education institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

Examples of hazing include, but are not limited to:

- a) Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activities;
- b) 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.;
- c) 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;
- d) 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;
- e) 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 Dean of Student Success, SC 226, or call (956) 326-2273.

### **Section 9.09 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 student is physically and mentally able to participate and perform assigned work and reasonably poses no health risk to others.

### **Section 9.10 Smoke-Free Campus**

Texas A&M International University maintains a smoke-free campus to protect the health of students, faculty, and staff.

All University buildings, entrances to buildings, and vehicles, owned or leased under the administrative purview of the President of Texas A&M International University shall be entirely smoke-free. The smoke-free rule shall apply to all indoor air space including foyers, entryways and classrooms, and individual faculty and administrative offices. Designated smoking areas have been established on campus and are located along the outer perimeter of the campus. Smoking is limited to these designated areas.

All indoor air space of University owned athletic facilities shall be smoke-free. Outdoor public seating areas in athletic arenas shall also be smoke-free. University owned and leased housing shall be smoke-free.

All outside areas within 30 feet of any University owned or leased apartment complex shall also remain smoke-free.

For complete rule refer to University Rule 34.05.99.L1 SMOKE-FREE CAMPUS

### **Section 9.11 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.

### **Section 9.12 Student Right-To-Know and Campus Security Act**

This act is designed to provide prospective or entering students with information concerning

- a) Campus security policies and procedures, security services available, campus crime statistics, and alcohol and drug use policies;
- b) Completion or graduation rate of full-time certification-seeking or degree-seeking undergraduate students; and
- c) Graduation rates of student athletes who receive athletic scholarships.

The information concerning campus security is published yearly by the University Police Department and is available on the Internet at: <http://www.tamtu.edu/adminis/police/Crime.htm>. The graduation rate for the first freshman class at Texas A&M International University enrolled Fall 2001 is 37.5%.

### **Section 9.13 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.

Use of information technology resources of the University is a privilege and requires that individual users act in compliance with University Rules.

The University provides access to its user community within guidelines established by Texas A&M International University. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), University Rules, System Regulations and contractual agreements.

The University reserves the right to limit, restrict, or deny computing privileges and access to its information resources for those who violate University rules and/or laws. Such enforcement will be administered through the Office of Information Technology.

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, contact the Office of Information Technology.

## **Section 9.14 Weapons, Handguns, and Other Firearms**

*Supplements System Policy 34.06 and System Regulation 34.06.02*

### **1. GENERAL**

1.1. The Texas Penal Code prohibits possession of firearms, illegal knives, clubs, or prohibited weapons (as defined in Penal Code Section 46.05(a)) on the physical premises of a school or educational institution. This prohibition even includes individuals licensed to carry a concealed handgun.

1.2. It is also a violation of the Student Code of Conduct to possess firearms, illegal knives, clubs, or prohibited weapons on the physical premises of Texas A&M International University. Students, faculty or staff who violates this provision may be subject to University discipline in addition to criminal action. Licensed police officers as defined in the Code of Criminal Procedure, Chapter 2, Article 2.12 are authorized to carry a firearm at all times.

1.3. "Premises" as used in this Rule means a building or portion of a building, including residential facilities. The term does not include any public or private driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.

### **2. RESTRICTIONS**

- 2.1. Firearms, illegal knives, clubs, or prohibited weapons are not permitted on or in:
- 2.1.1. the physical premises of Texas A&M International University,
  - 2.1.2. any grounds or building (or portion of a building) on which an activity sponsored by Texas A&M International University, or University recognized groups, is being conducted,
  - 2.1.3. a passenger transportation vehicle of a school or educational institution.

### **3. EXCEPTIONS**

3.1. A request for exception to this Rule must be approved in advance by the Texas A&M International University Director of University Police or designee. A request must be in writing and must:

3.1.1. state the justification for an exception. The circumstances under which a person may seek an exception to possess a concealed handgun or firearm are:

- 3.1.1.1. during approved hunter safety or firearm safety courses,
- 3.1.1.2. during firearm related activities taught by or conducted on property controlled by the University.
- 3.1.1.3. University sanctioned club sports programs
- 3.1.1.4. any other exception deemed appropriate by the Director of University Police.

3.1.2. include a description and serial number for each weapon or firearm covered under the request,

3.1.3. include a statement noting the beginning and end dates for which the exception is requested, and

3.1.4. contain a copy of a concealed handgun license if the individual is a licensee and is requesting to possess a handgun on Texas A&M International University property.

3.1.5. Further, each individual, for whom an authorized exception to this Rule is requested, will be subject to a criminal background check at individual expense.

3.1.6. The grant of an exception is not effective unless it is written and signed by the Texas A&M International University Director of University Police or designee. The Texas A&M International University Police Department shall maintain a list of all persons granted an exception to this Rule. The Director of University Police shall provide notice to university administrators who, in his discretion, should be advised he has granted an exception.

3.2. The prohibition of carrying a firearm or weapon on the physical premise of the university does not apply to:

3.2.1 armored car couriers within the course and scope of their employment who wear a distinctive uniform and the firearm or club in plain view or

#### 4. PENALTIES

4.1. Failure to obtain advance written authorization for an exception to this Rule may result in criminal and/or disciplinary action.

#### References

Subchapter H, Chapter 411 of the Government Code Texas Penal Code 46.03- Places Weapons prohibited  
Code of Criminal Procedure, Chapter 2, Article 2.12

## **Section 9.15 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 as set forth by The Texas A&M University System. <http://sago.tamu.edu/>.

## **Article 10. Subject to Change**

The information contained in the Student Handbook 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.tamtu.edu/pdf/StudentHandbook.pdf>.

## Appendix A

### Alma Mater

A Song for Texas A&M International University

Near to Rio Grande's waters, stately towers above the plain,  
Stands our noble Alma Mater, wisdom raised for all to gain.

Binding nations, hearts and visions, aspirations ever new,

Hail to Thee, our Alma Mater!  
Hail to Thee, dear TAMIU!

Here, 'neath sun and gentle breezes, dove and deer lodge safely by,  
May Thy children, safe in wisdom, flourish ever 'neath Thy sky.  
Pledge we faith and homage ever, joined in our diversity,  
May time ne'er efface the memory of our University!

Binding nations, hearts and visions, aspirations ever new,

Hail to Thee, our Alma Mater!  
Hail to Thee, dear TAMIU!

### Fight Song

Go! Dustdevils! South Texas shining pride.  
Go! Dustdevils, with spirit from inside!  
Fight! Fight! Fight!  
Go! Dustdevils, we'll always stand by you.  
Let's go Dustdevils, the pride of TAMIU!  
Fight! Fight! Fight!  
TAMIU!  
D! U! S! T! D! E! V! I! L! S!  
T! A! M! I! U!



**Office of Student Affairs**

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**Questions? Visit Student Center 226**

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