

# LAMAR STATE COLLEGE ORANGE

## STUDENT HANDBOOK

### CONTENTS

#### WELCOME

Greetings from the Dean of Student Services .....	4
---------------------------------------------------	---

#### INTRODUCTION

History of Lamar State College Orange .....	5
Mission Statement .....	5
Core Values .....	5

#### ACADEMIC POLICIES AND PROCEDURES

Academic Advisement .....	6
Academic Honesty .....	6
Grade Replacement .....	7
Academic Probation .....	7
Student Schedule Changes (add and drop a course) .....	8
Withdrawal from the College .....	9
Class Attendance .....	9
Classification of Students .....	10
Course Load Restrictions .....	10
Dean's List .....	10
Degree .....	10
Degree Plan .....	10
Elective .....	11
Final Grade Report .....	11
Grade Changes .....	11
Grade Replacement .....	11
Grading System .....	11
Incomplete .....	11
Major .....	12
Part-Time Student .....	12
President's List .....	12
Semester Hours .....	12
The Texas Success Initiative (TSI) .....	12

#### COLLEGE SERVICES

Dean of Student Services Office .....	13
Admissions and Records Office .....	14
Advising, and Testing .....	15
Career Services .....	15
Bookstore .....	16
Public Safety .....	16
Compact With Texans .....	17
Complaints (Academic and Non-Academic) .....	17
Computer Services .....	22
Continuing Education (Non-Credit) .....	22
Food Services .....	22
Financial Aid .....	23
Health Services/First Aid .....	27
Human Resources .....	28

International Students .....	28
Gator Success Center .....	28
Library .....	28
Lost and Found .....	29
Official Publications .....	29
Physical Plant .....	30
Public Information .....	30
Recreations/Intramural Sports .....	30
Student Center .....	30
Student Insurance .....	30
<b>FINANCIAL INFORMATION</b>	
Billing/Payments/Installments(Tuition and Fees) .....	31
Refund Policy .....	32
<b>CAMPUS LIFE</b>	
Student Activities .....	37
Student Government Association .....	37
Student Advisory Board .....	37
Student Organizations .....	37
<b>STUDENT SERVICES AND ACTIVITIES/POLICIES AND PROCEDURES</b>	
General Provisions .....	38
Admission Standards and Requirements .....	38
Tuition and Fees .....	38
Student Grants and Loans .....	39
Student Conduct and Discipline .....	41
Student Organizations .....	48
Participation in Student Government .....	49
Use of the Student Center .....	51
Debts of Students .....	51
Correct Address .....	52
Identification Cards .....	52
Student Parking and Traffic .....	52
Policy Regulating Student Travel .....	52
LSCO Alumni .....	56
Student Computer Use Policy .....	56
Ownership of Materials .....	57
Solicitation .....	57
Use of System Facilities .....	58
Speech and Assembly .....	59
Parades, Demonstrations and Free Speech Area .....	61
Posting and Distribution of Printed Material .....	62
Publications of Student Groups .....	64
<b>HEALTH AND SAFETY POLICIES</b>	
Bacterial Meningitis Vaccination Requirement .....	66
Tobacco-Free Institution .....	67
AIDS Policy .....	67
Alcohol Policy .....	67
Students with Disabilities .....	69

Drug-Free Workplace Policy.....	70
Face Covering Policy.....	71
<b>RELATED COLLEGE POLICIES</b>	
Family Educational Rights and Privacy Act of 1974 (FERPA) .....	73
Racial Harassment Policy.....	74
Sexual Misconduct Policy and Procedures.....	74
Student Absences on Religious Holidays.....	74
Student Right to Know and Campus Security Act of 1990.....	75
Health Risks of Alcohol and Drugs .....	78
College Penalties .....	79
Available Drug Counseling.....	80

# WELCOME

Dear Students:

It is a pleasure to welcome you to Lamar State College Orange, an institution that takes great pride in its excellent academic and student services programs. Lamar Orange offers many benefits to its students, and it is our hope that you will take full advantage of them. To do so, you must study and play hard, always following the “rules of the game.” The *Student Handbook* is designed to assist you in following those rules.

The role of the Student Services Division is to complement the total educational mission of Lamar Orange by offering quality programs and services. Departments within the division embrace a student development philosophy that stresses the holistic approach in co-curriculum involvement. We are committed to helping our students become educated, enlightened; and empowered in ways that will enable them to achieve and contribute as productive citizens in their community and country.

We provide many opportunities for our students to develop life skills that will prepare them for the challenges of tomorrow. We encourage you as a new or returning student to become active in one or more of your student organizations.

We are excited that you have chosen Lamar State College Orange as the place to pursue your educational goals. If you have questions or problems, whether academic or personal, we are eager to assist you, the student.

Sincerely,

Brian Hull  
Dean of Student Services

# INTRODUCTION

## HISTORY OF LAMAR STATE COLLEGE ORANGE

In fall 1969 Lamar University opened its first extension center in Orange, Texas with classes held in the old Tilley Elementary School. In 1971 the Texas Legislature passed legislation enabling Lamar University to operate a two-year educational center, thus removing the extension status and allowing students to take two full years of course work on the Orange campus. In that same year the Tilley building was destroyed by fire, and a spirited community-wide fund-raising effort netted more than \$250,000 for the purchase of the former Sabine Supply Company building, located at 410 Front Street in Orange. Classes began at this location in the fall of 1971. Since that time facilities, enrollment and course offerings have grown steadily. Academic and technical programs are offered in four divisions: Arts & Sciences, Business and Technology, Allied Health, and Education.

The Texas Legislature created the Lamar University System in 1983, making it possible for the Orange campus to attain separate agency status and earn independent accreditation in 1989. In 1991 the Texas Legislature clarified the degree-granting authority of Lamar University-Orange. LU-O, along with sister institutions in Port Arthur and Beaumont, was merged with the Texas State University System (TSUS), effective September 1, 1995. With system offices located in Austin, TSUS also includes, Texas State University at San Marcos, Sam Houston State University, and Sul Ross State University. In 1999 the legislature acted to define further the campus' mission by changing the name to Lamar State College-Orange.

Lamar State College Orange currently has a student body of approximately 2,700 students. A variety of two-year academic programs is offered, leading to associate of science and associate of arts degrees. These programs will transfer to four-year institutions for students seeking baccalaureate degrees. Several technical/occupational programs are available, which lead to associate of applied science degrees or certificates of completion.

### Vision Statement:

Lamar State College Orange will be the college of choice serving Southeast Texas and Southwest Louisiana. As an exemplary place of learning, Lamar State College Orange will prepare the workforce of tomorrow. Our students will arrive with the hope of a productive future and leave with the knowledge and opportunities for success that a Lamar State College Orange education provides.

### Mission Statement:

Lamar State College Orange transforms lives and communities through the continual pursuit of academic, professional, and personal excellence. We provide new and unique opportunities for growth and success. We are the bridge connecting those we serve to a bright, Orange future.

### Core Values

- **Quality:** Providing excellence through education
- **Growth:** Building a shared vision of opportunity and advancement
- **Service:** Meeting the needs of the communities we serve
- **Innovation:** Creating an array of unique educational opportunities
- **Success:** Achieving personal and professional goals

## ACADEMIC POLICIES AND PROCEDURES

The catalog is the primary source for statements of the academic policies and regulations, which govern students' academic life at the college. **All students are held responsible for knowing and abiding by the policies and regulations applicable to their individual circumstances.**

The following explanation of selected academic matters is intended to supplement the student's use of the catalog, not replace it. The College catalog is available online at

<http://www.lsc.edu/catalog/catalog.asp>.

## Academic Advisement

**All students subject to the provisions of the Texas Success Initiative Assessment (TSIA2) must be advised prior to registering for their courses.** Students subject to TSIA2 are those students who

(1) are not TSI EXEMPT and (2) have not taken the TSIA Assessment or (3) have taken the TSIA2 Test but have not passed all sections.

## Academic Honesty

The College does not tolerate cheating or plagiarism. Cheating involves either giving assistance to another student or receiving assistance from another student during a quiz, test, examination, or another individual assignment unless the instructor has explicitly permitted such assistance.

Plagiarism means “to take and use as one’s own the writings or ideas of another” (*American Heritage Dictionary*). Before submitting any paper for any course at the college, the student must acknowledge each source used consciously, whether published or unpublished. Even an idea presented in the student’s own words but consciously taken from a source must be acknowledged. In addition, quotation marks (or indenting) must set off phrases or longer passages copied verbatim. Each instructor will explain any special means required to avoid plagiarism in his or her field.

The assignment of grades is the responsibility of the instructor. Thus, if the instructor determines that a student’s work has been intellectually dishonest, the instructor may award the student an “F” for the course or for the specific task determined to have been dishonestly accomplished. Such action will be preceded by a meeting with the student to provide an occasion for refutation, explanation, or mitigation. In cases where the faculty member and student cannot reach an agreement, and after consultation with the division dean, the student may make a written appeal to the Executive Vice President/Provost for Academic and Student Affairs within five school days of the meeting with the faculty member.

The faculty member’s charge must include an academic penalty, the most severe being removal from the course with a grade of “F.” Additionally, LSCO may propose an institutional sanction in repeated or blatant cases of academic dishonesty. A student involved in an appeal of an intellectual dishonesty case has the right to remain in class until a decision is made.

Academic dishonesty and cheating include, but is not limited to:

1. Submitting material that is not the student's as part of the student's course performance;
2. Using information or devices that are not allowed by the faculty;
3. Obtaining and/or using unauthorized materials;
4. Fabricating information, research and/or results;
5. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
6. Collaborating with others on assignments without the faculty's consent;
7. Cooperating with and/or helping another student to cheat; and/or
8. Demonstrating any other forms of dishonest behavior.

Plagiarism includes, but is not limited to:

1. Directly quoting the words of others without using quotation marks or indented format to identify them;
2. Using sources of information (published or unpublished) without identifying them;
3. Paraphrasing materials or ideas without identifying the source; and/or
4. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

Each instructor will explain any special means required to avoid plagiarism in his or her own field.

The assignment of grades is the responsibility of the instructor. Thus, the course syllabus outlines the consequences for students who engage in academic dishonesty.

A student involved in an appeal of an intellectual dishonesty case has the right to remain in class until a decision is made. In cases of a possible institutional sanction, a judgment will be rendered by the Dean of

Student Services.

A student who is found in violation of intellectual dishonesty loses his or her right to withdraw voluntarily from the course in which cheating occurred.

### **Grade Replacement**

Students may replace a course grade by repeating the same course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College Orange course. Eligibility for all College honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar State College Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division director of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the *Course Repetition/Grade Replacement Policy* for any courses used to award a degree or calculate the cumulated grade point average.

## **ACADEMIC PROBATION, SUSPENSION AND REINSTATEMENT**

### **Academic Probation**

Students are expected to make satisfactory academic progress toward their degree objectives. A "C" is the minimum satisfactory grade, and a "C" average (2.0 GPA) constitutes satisfactory performance. The cumulative grade point average is based only on course work at Lamar State College Orange for which the student earns the grade of A, B, C, D or F. The marks of Q,W, NG, XC or U are not counted as hours attempted in figuring the cumulative grade point average.

A student is placed on probation after the first long semester in which a student's institutional cumulative GPA falls below 2.0. Students on academic probation whose institutional term GPA is a 2.0 or higher will be allowed to continue on probation until the institutional cumulative GPA reaches 2.0 or higher. Students on academic probation must meet with an Academic Advisor to be advised and registered for classes each semester until they are off probation. If, after one semester on probation, a student fails to raise their cumulative GPA above 2.0, the student will be limited to enrolling in 7 credit hours during subsequent semesters until the cumulative GPA reaches 2.0 or higher.

Academic probation is assessed at the end of the Fall and Spring semesters.

### **Suspension and Reinstatement**

A student who has been on academic probation for two consecutive semesters will be placed on academic suspension if the student fails to maintain a 2.0 institutional term GPA. A student who has been suspended may return to LSCO after sitting out one long semester

### **Student Schedule Changes**

Students may change their schedules by dropping and/or adding course sections during the period designated for changes in the class schedule (see the academic calendar for the specific date).

Students wishing to make schedule changes may meet with an Academic Advisor on the 1<sup>st</sup> floor of the Ron E. Lewis Building. Students wishing to drop a class prior to the census date (4<sup>th</sup> class day – for summer terms, 6<sup>th</sup> class day - for 8wk sessions, and 12<sup>th</sup> class day – full terms) can do so by meeting with an Academic Advisor without financial or academic penalty.

**After census** (4<sup>th</sup> class day – for summer terms, 6<sup>th</sup> class day - for 8wk sessions, and 12<sup>th</sup> class day – full terms) please contact your **Instructor to drop a class** or your **Program Director to withdraw from the college**. You may contact them via email, in person or by telephone. The process for dropping a course or withdrawing from class is detailed below.

## **Dropping Courses**

After the census date, students will meet with or contact their instructor to discuss their progress in the class. After coaching and discussing student progress, if the student wishes to drop the course the instructor will complete the online drop form. Dual Credit (DUHS) and Early College High School (ECHS) students wishing to drop a class must refer to their high school counselors for advising.

Before dropping a course, students should meet with their advisors. It is the student's responsibility to initiate dropping a course by the drop deadline published in the Academic Calendar.

For refund purposes, the effective drop date is the date indicated on the online drop form, which should be the date the student contacted the instructor. The student, instructor, cashier, and admissions will receive a confirmation email.

## **Six Drop Rule**

Limitations on the Number of Courses that may be Dropped by Undergraduate Students: Legislation passed by the Texas Senate (SB 1231) in late spring 2007 could seriously impact your college career.

This legislation applies to all students entering any Texas public institution of higher education as first-time freshmen beginning fall 2007 and subsequent terms.

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas and applies to students who enroll in a public institution of higher education as a first-time freshmen in the fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade (A, B, C, D, F, S, U or Q) or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course [signified by a 'QL' grade at Lamar State College Orange (LSCO)]; and (3) the student is not dropping the course to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Office of the Registrar, (409) 882-3318, for more information before you drop a course.

This statute applies to all Texas public colleges and universities. Therefore, an LSCO student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

Any course dropped at LSCO before the 12th class day for a fall and spring semester, 4th class day for a summer term and 1st class day for a mini-session will not count toward the six-course drop limit.

## **Withdrawal from Classes**

Students wishing to withdraw from all classes must meet with or contact their program director, associate dean, or dean to discuss their desire and reason for withdrawing. After coaching and discussing if the student wishes to withdraw from the College, meaning they wish to drop all their courses, the program director/dean will complete the online withdrawal form. After consulting with their program director/dean, Dual Credit (DUHS) and Early College High School (ECHS) students wishing to withdraw from the College must refer to their high school counselors for advice. Students must clear all financial obligations and return all books, laboratory equipment, and other materials. For refund purposes, the effective withdrawal date is the date listed on the online withdrawal form, which should reflect the date the student contacted the program director, associate dean, or dean.

The student, instructor/program director, cashier, financial aid, library, and admissions will receive a confirmation email. The cashier, financial aid, and the library will communicate directly with the student via mylsco.edu email regarding any money due and holds placed on the account.

The Business Office will return such fees as are refundable according to the schedule shown under "Fees."



A student may not withdraw after the published deadline. A student who leaves without officially withdrawing will receive a grade of "F" in all courses, will forfeit all refundable fees, and is not relieved of outstanding financial debts.

**\*\*Before withdrawing from classes students should meet with an Academic Advisor and the Financial Aid Department.**

**NOTE:** All questions regarding drop refunds should be directed to the Cashier's Office.

### **Class Attendance**

Students must attend classes regularly and punctually to achieve their educational objectives. Therefore, instructors shall formulate and state in course syllabi attendance policies that best support student success. The College would prefer that faculty keep an accurate attendance record throughout the course.

When an instructor intends to use class participation as a grading criterion in a course, it shall be so stated in his/her course syllabus in objective measures. While attendance may be reflected in the instructor's evaluation of a student's class participation or affect a student's performance on other graded material or skills, attendance (or lack of attendance) in class should not be used as a sole criterion in determining a student's grade in a course.

The Office of Student Services maintains a list of college-sponsored extra-curricular activities. Instructors may or may not approve college-sponsored student absences. Instructor-approved absences entitle students to make up exams and written assignments without penalty.

Students with absences approved by the instructor for LSCO-sponsored activities should present properly completed college-sponsored absence forms to their instructors before the absence, if possible. If this is not possible, students should present the forms as soon as they return to class.

Students may request the Office of Student Services to notify faculty members before or during an extended absence due to personal or family illness, accident, hospitalization, etc. This notification does not require the instructor to regard the absence as excused; however, it does explain to instructors why a student is absent and when he/she will return to class.

In the application of this policy to individual cases, the instructor is encouraged to consult with the division director or program director and seek advice from the office of the Dean for Student Services. However, determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of approved absences for college-sponsored activities.

Students may request the Office of Student Services to notify faculty members prior to or during an extended absence because of personal or family illness, accident, hospitalization, etc. This notification does not constitute an excused absence from class; however, it does advise the instructor as to the reason a student is absent and of the expected date of return to class.

An instructor has the authority to drop administratively a student when, in the opinion of the instructor, a student has accumulated absences (including excused absences) to such an extent that the course cannot be passed. An instructor may also award the temporary grade of "I" (incomplete) under certain circumstances only. See the catalog section on the grading system for special information.

Certain departments or programs may be governed by accreditation or certification standards that require more stringent attendance policies. Also, students receiving financial aid or veterans' educational benefits are subject to loss of benefits for lack of class attendance.

### **Classification of Students**

Students are classified as freshmen, sophomores, and post-baccalaureate. To determine eligibility to hold certain offices and for other reasons, officially enrolled students are classified as follows:

- Freshman: Has met all entrance requirements but has completed fewer than 30 semester hours;
- Sophomore: has completed a minimum of 30 semester hours with 60-grade points;
- Post-baccalaureate: holds a bachelor's degree but is not pursuing a degree program.

### **Course Load Restrictions**

A regular load during a fall or spring semester is 15 to 18 semester hours; a six-week summer semester load is six to eight semester hours; 8-week session load is six to nine hours. Students may, with approval of the appropriate Division Chair or Dean, enroll for a heavier course load. No student will be allowed to enroll for more than 21 semester credit hours, regardless of the number of grade points earned the preceding semester.

Working students are cautioned to consider the number of semester hours in relation to the number of hours per week of employment. It is not realistic for students employed on a full-time basis to enroll in college on a full-time basis. Full-time student status is achieved when a student enrolls for 12 or more semester hours over a long semester or six or more semester hours in the summer session. A guideline to keep in mind is that it is usually necessary to spend at least two hours of preparation and study for every hour spent in class.

### **Dean's List**

At the end of each semester, the Office of Admission and Records prepares a list of all full-time (those who completed 12 or more semester hours) students who have earned a grade point average of 3.4 or above for that semester. Students will receive a letter and notation on their transcript.

### **Degree**

A degree is an academic title awarded a student who has successfully completed a specified program of study. LSCO is authorized to award associate of science degrees, associate of arts degrees, associate of applied science degrees, certificates of completion and marketable skills certificates.

### **Degree Plan**

A complete plan of studies will be established by the student with the Advising Center when the student enrolls at LSCO. Students can follow their degree progress using Degree Works in Self Service Banner. The Degree Works degree plan can also be accessed by the student's Major Division Director, Faculty Advisors, Advising, and the appropriate Division Chair or Dean.

Degree Works can also be used to help students explore other degree options. Students wishing to change their major should submit a change of major form to the Admissions and Records Office.

### **Elective**

An elective is any course not specifically required for the completion of the degree. Electives allow the student flexibility, within the total semester credit hours required for the degree, to pursue special interests outside the specific requirements for the major area of study.

### **Final Grades**

Final grades are available at all times by logging into Gator Self-Service via [www.lSCO.edu](http://www.lSCO.edu), and by logging into MyGator/Gator Self-Service via [www.lSCO.edu](http://www.lSCO.edu) with username and password. Instructions on how to access grades via MyGator/Gator Self-Service are available in the Lamar State College Orange Registration Guide that can be accessed online at [www.lSCO.edu](http://www.lSCO.edu).

### **Grade Changes**

A grade may not be corrected or changed without the written authorization of the instructor giving the grade; or, if an instructor is no longer employed by Lamar State College Orange, the Executive Vice President/Provost for Academic and Student Affairs may authorize a

grade change after reviewing grade records. The grade change should include a statement explaining the reason for the change and must be provided to the program director (if applicable) and dean. The instructor will follow the grade change online form process. The student, instructor, program director (if applicable), and dean will receive a confirmation email. The Office of Admissions and Records will receive the grade change information via email for processing.

### **Grade Replacement**

Students may replace a course grade by repeating the same course, as defined by the exact same course rubric and course number. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College Orange course. Eligibility for all College honors will be determined based on a cumulative GPA that includes all grades earned at Lamar State College Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division dean of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the Grade Replacement for any courses used to award a degree or calculate the cumulated grade point average.

### **Grading System**

- A-Excellent
- B-Good
- C-Satisfactory
- D-Poor
- F-Failing
- S-Satisfactory
- U-Unsatisfactory
- NG-No Grade
- Q-Dropped Course (does not count in the 6-drop limit)
- QL-Dropped course (counts in 6-drop limit)
- W-Withdrawn from all Courses
- I-Incomplete

The grade of "Q" or "W" is given if the drop or withdrawal is made before the due date.

### **Incomplete**

The grade of "I" may be given when any requirement of the course, including the final examination, is not completed. Students seeking an incomplete should have completed 75% of the course requirements and be passing the course at the time of the request. Arrangements to complete deficiencies in a course should be made with the instructor. The instructor will complete the online incomplete form. The student, instructor, and dean will receive a copy of the form. Incomplete work must be finished during the next long semester. If not, the Office of Admission and Records must change the "I" grade to the grade of "F." The course must then be repeated if credit is desired.

An "I" grade also becomes an "F" if the student registers for the course before removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

### **Major**

A major is a grouping of related subject matter courses that characterize and distinguish a principal field of study. It may include a course grouping from only one academic discipline or from two or more related disciplines.

### **Part-Time Student**

Any undergraduate student who carries fewer than twelve (12) semester hours during an academic semester is classified as a part-time student. A student carrying nine to 11 hours is considered to be three-quarter-time, and a student carrying six to 10 semester hours is

considered to be half-time.

### **President's List**

At the end of each semester, the Office of Admission and Records prepares a list of all full-time (those who complete 12 or more semester hours) students who have earned a grade point average of 4.0 for that semester. Students will receive a letter and notation on their transcript.

### **Semester Hours**

The unit of credit is the semester hour, defined as one class meeting a week (or its equivalent) for one semester of 15 weeks. Most courses meet three hours per week and have a credit value of three semester hours. For each hour of class, at least two hours of preparation are expected on the part of the student. **Note:** Lab classes carry a different semester hour credit than lecture classes.

### **The Texas Success Initiative (TSI)**

The purpose of the Texas Success Initiative is to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework.

All students subject to the requirements of the Texas Success Initiative must take the Texas Success Initiative (TSI) Assessment. Students must present scores to register for classes unless otherwise exempt, or are majoring in programs of less than 43 credit hours.

The LSCO Testing Center is dedicated to providing students ample opportunities to obtain TSI scores necessary for late enrollment through the twelfth-class day.

The following students shall be exempt from the requirements of TSI, exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - a. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
  - b. SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading

- and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
  3. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
    - a. On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
    - b. STARR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
  4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
  5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed equivalent college-level coursework as determined by the receiving institution.
  6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
  7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
  8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  9. A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the Armed Forces of the United States or the Texas National Guard or service as a member of a reserve component of the Armed Forces of the United States.
    - a. An institution may exempt a non-degree-seeking or non-certificate-seeking student.
    - b. ESOL Waiver—An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment.
    - c. Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

## College Services

### Dean of Student Services Office

The office provides administrative leadership, supervision, and coordination for the Division of Student Services. The division includes the following departments: Admissions and Records, Advising, Career Services, Services for Students with Disabilities, Financial Aid, Intramural

Sports, Orientation, Recruitment, Registration, Student Activities, Student Center, Student Organizations and Veterans' Affairs. Through leadership, program, and policy development, the Division of Student Services contributes to the overall intellectual, social and personal development of the students.

The purpose of the Division of Student Services is to complement the total educational mission of the college by providing opportunities for students to develop and grow in an academic environment. This is accomplished by offering quality programs and services. The goal of the division is to contribute to the learning experiences of our students, helping them become educated, enlightened and empowered in ways that they can achieve and contribute as productive citizens in their communities.

### **Admissions and Records Office**

The Admissions Office coordinates admission services for new and returning students by processing applications and transcripts. This process is started online via the College's website through the [Apply Texas](#) application program that allows students to apply online for admission to LSCO. Admission staff maintains regular e-mail, phone, and text contact with applicants and students regarding admission items and provides updated information regarding student status.

Potential and current students can utilize the on-campus admissions office to submit application materials, add/drop classes, request transcripts, and update their contact information. The Banner student information system and MyLSCO student portal provide online access for transcript requests, change of major forms, contact information updates, degree plans, grades, unofficial transcripts, and other services. Students and community members can find information about the admissions process on the College's website, in the college catalog, and the student handbook.

### **Student Records**

The Office of Admission and Records is responsible for maintaining all aspects of individual student records in accordance with existing college policy and the Family Educational Rights and Privacy Act (FERPA) of 1974. Student records are not released without the written permission of the student through the Authorization to Release Confidential Information Records form.

### **Graduation**

The Office of Admission and Records determines student graduation eligibility based upon program requirements and student records. Students are responsible for monitoring completed course credits and discussing program requirements with academic advisors. Students and advisors can monitor progress towards completion by using Degree Works through the MyGator portal. Academic Advisors review the student degree progress through in person or virtual advising sessions.

Students expecting to meet graduation requirements apply for graduation by submitting an electronic graduation application through the MyGator portal by published deadlines. The graduation application is available online to complete. The Office of Admission and Records staff contact students who meet the requirements for graduation but have not applied.

### **Transcripts**

Official College transcripts are generated through the Office of Admission and Records. Transcripts and other information are released only with written permission from a student. Students may request a transcript through the National Student Clearinghouse, the MyGator portal by completing an electronic form, by email, mail, or in person through the Office of Admission and Records.

### **Transfer Evaluation**

LSCO complies with the Texas Administrative Code, title 19, Part 1, Chapter 4, Subchapter B, Rule 4.24 for accepting credit for transfer hours. General guidelines for transferring credit are found in the LSCO catalog and website. LSCO accepts academic hours from regionally accredited institutions. The College Catalog and college website include information on transferring in lower division course credit, correspondence course credit, and nontraditional credit. All academic courses attempted will be reviewed for transferability. Transferable courses may not be relevant to every degree plan. In consultation with the academic and technical deans, department program directors, and academic advisors, Admissions reviews all academic

courses for transferability.

## **Orientation**

The Advising Office in collaboration with the Office of Student Life provides a Student Orientation program at the beginning of each long academic semester with the intent of outlining student responsibilities and opportunities. Orientation sessions are presented by the Director of Advising, Recruiting, and Testing and the Director of Student Life. Students are provided printed materials as well as oral and visual presentations. Student Orientation is open to all students, but is heavily encouraged for new student attendance. Orientation provides opportunities for students and visitors to:

- Tour the LSCO Campus facilities
- Overviews for MyGator student portal including Blackboard, school email
- Campus resources
- Student Involvement and Activities

Students can sign up for orientation following registration, sign-ups are available online. Information pertaining to orientation is sent to students electronically.

## **Academic Advising**

Lamar State College Orange offers advising services to all students. Students who are not Texas Success Initiative (TSIA2) complete according to state guidelines, or are unsure of their status, are directed to see one of five LSCO academic advisors. Those students are provided a TSIA2 testing referral if needed, and are advised on the minimum standards of college readiness set by the Texas Higher Education Coordinating Board (THECB). Students who are on academic probation, new to the college, or are not TSI complete/exempt are required to meet with an Academic Advisor each semester to register for classes. Students who are continuing students considered TSI complete, in good academic standing, without registration holds are encouraged to meet with lead faculty or program directors in their fields of study each semester to review their academic progress and to ensure that all prerequisites and program requirements are being met. However, those students are all still encouraged to meet regularly with Academic Advising staff in the Advising Center.

The Advising Center can provide specific assistance with class schedule planning, change of major, general information about various career choices, and transferring college credits. The staff can provide current information concerning degree plans for all degrees and certificates, as well as programs at other colleges and universities. Advisors are available to facilitate a successful transfer in order to meet your educational and career goals.

Students are always welcome to drop in to the Advising Center to discuss any kind of concern. The philosophy of the center is that no concern is too small to bring to the Advisor's attention. When a problem exists that requires special professional expertise, the Advising Center is the best place to receive a referral to an off-campus resource.

## **Testing**

The [Testing Center](#) is located in the Ron E. Lewis Library building and offers a variety of services to students. The Center administers the Texas Success Initiative (TSI) assessment program that is mandated by the State of Texas. Students can also access standardized tests such as College Level Examinations Program (CLEP), Test of Essential Academic Skills, GED, and the Health Occupations Basic Entrance Test.

The Center conducts career assessments, administers make-up tests, proctors' tests for hybrid and internet classes, does placement testing, and supervises challenge exams. These services contribute to student learning by helping determine proper course placement, allowing for flexibility in exam scheduling, and providing students with feedback on their mastery of subject matter.

The [Testing Center](#) provides a quiet and comfortable setting for group and individual testing of students. The center is compliant with the Americans with Disabilities Act (ADA). The center provides testing for students who need special accommodation for course tests and exams. Students may make appointments to take any of these tests at their convenience.

## **Career Services**

The Advising Office assists students with career exploration resources and provides services to current students and alumni, including strategic career planning and support for job placement. The department provides access to the Career Coach (Career Planning Assessment) platform. Career Coach provides tools for career assessments, up-to-date job market information, resume building and live employment opportunities.

Career Coach is available to all members of the campus community.

Advisors help match student interests with available programs of study. LSC-O co-hosts job fairs each semester with Workforce Solutions Southeast Texas that bring a variety of potential employers to campus where they can meet with students and discuss career opportunities and the educational preparation required for those job positions.

### **Carl Perkins Programs**

The Carl D. Perkins Career and Technical Education Act of 2006 provides an increased focus on the academic achievement of career and technical education students and emphasizes alignment with state-level and local needs. The Carl Perkins Grant provide grant-based services that include single parent or displaced homemaker who is attending Lamar State College Orange to pursue a technical certificate or degree. Available services include free textbooks, tutoring, child care assistance, transportation assistance. The program serves various special populations, including:

- Single parents or displaced homemakers
- Disadvantaged individuals (economic or academic disadvantages)
- Students with disabilities

Students seeking grant-funded services through the Carl Perkins Grant can apply in the Academic Advising Center through the Special Populations Advisor.

### **SPECIAL POPULATIONS ACCOMMODATIONS**

Lamar State College Orange offers reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to any qualified student.

Documentation of applicable physical, mental, or emotional disabilities must be provided to the Special Populations Advisor counselor in the advising office. The college also strives to maintain a barrier-free campus.

The Special Populations Advisor advises and facilitates academic accommodations and support services for qualified students with disabilities regardless of instructional method or class location. Accommodations may include extended testing time, peer note-takers, sign language interpreters, assistive technology, or a variety of other reasonable accommodations. Documentation of a disability is required of all students requesting academic accommodations or modifications.

Complete information regarding the availability of services is accessible on the LSCO Website and in the College Catalog.

### **BOOKSTORE**

The Lamar University Bookstore is located at 4405 Jimmy Simmons Drive, Beaumont, TX 77705. With the arrival of the Gator Book Pack, **LSCO's Bookstore became 100% virtual!** The **Gator Book Pack** is a affordable textbook rental access program that will provide students with all required rental textbooks, lab manuals, access codes, and electronic book versions before the first day of class!

This pack allows students to receive their textbooks for all of the classes that they register for at a standard rate of \$24 per semester credit hour. The cost can be paid by financial aid or by the student. If a student enrolls in a payment plan, this charge will be included in the payment plan calculations. Supplies are not included in this program and will need to be purchased separately.

Students are automatically enrolled in the Gator Book Pack at the time of registration and will begin receiving emails about selecting their preferred delivery method of their Gator Book Pack.

### **Campus Public Safety**

The LSCO security department can be reached at 409.670.0789. The 24/7 emergency number answered by Orange Police Department dispatch is 409.883.1026. Campus security officers have enforcement authority on property owned and controlled by the college. The streets contiguous to and running through the campus are under the authority of the Orange Police Department. Campus security officers are authorized by state statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of LSCO.

Security guards patrol all LSCO campus facilities. They patrol on foot or in golf carts marked with SECURITY. LSCO officers are available to provide escort service to anyone whom may be concerned with their safety. LSCO officers enjoy a good working relationship with federal, state, local, city, and county law enforcement authorities.



The Security Department's working relationship with other area law enforcement agencies ensures that crimes and violations at nearby campus sites may be reported to LSCO officers and, if further assistance is needed, at on-campus locations. LSCO and the City of Orange Police Department have a memorandum of understanding for the investigation of alleged criminal offenses on and near campus. Both entities recognize the importance of having effective communication and coordination regarding alleged criminal offenses, including but not limited to, allegations of sexual harassment, sexual assault, dating violence and stalking that involve the College's students or take place on and around the LSCO's campus.

### **Blackboard Connect Emergency Alert Messaging System**

LSCO utilizes the communications system, BlackboardConnect, which allows the delivery of time-sensitive emergency notification via voice messages, e-mails and text messages in the event of a campus emergency. The BlackboardConnect service provides a safer environment, enhances emergency preparedness and will keep students, faculty and staff better informed. LSCO will use this service solely for the purpose of notifying the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, or students.

### **Compact with Texans**

#### **SERVICES RENDERED**

LSCO is a state-supported, two-year institution of higher education offering students both an academic transfer curriculum and a variety of high-quality vocational, and technical programs. Additionally, non-credit classes and training opportunities are provided for the continuing education of community members and the customized training needs of local businesses and industries.

#### **SERVICE PRINCIPLES**

LSCO is committed to providing quality service to students who can expect:

- reliability – consistent quality performance, access to services and timely and accurate completion of tasks.
- credibility – highly qualified faculty and staff, trustworthy administrators, prompt problem solving and accurate printed materials.
- environment *conducive to learning* – safe premises, appropriately dressed faculty and staff and friendly and accurate information.
- responsiveness – helpful and accessible staff, quick service, prompt communication and satisfactory student information.
- concern – expeditious and caring attention to student needs, an empathetic faculty and staff and reliable and credible problem solving.

### **Service Goals and Objectives**

LSCO is committed to maintaining an appropriate and current curriculum; maintaining excellence in instruction; providing personal and academic counseling for students; providing extracurricular opportunities conducive to lifelong personal development; providing a functional and aesthetically pleasing campus; and cooperating with individual and community groups to promote education, economic development and cultural opportunities.

### **Standards for Maximum Wait Time**

LSCO is committed to processing transcript requests within a 24-48 hour period; determining financial aid awards within three weeks of receiving a completed file; registering (enrolling) students for classes within 15-30 minutes of initial contact (unless the student registers themselves via Gator Self Service Banner); receiving service at the Cashier's Office within 15 minutes; determining admission into competitive-entry programs within 30 days; reporting results of credit-by-exam within one week; responding to requests for ADA accommodations in one day; answering the phone in four rings; completing transcript evaluations within a week after receiving the official transcript, and processing admission applications within 24 hours.

### **Complaints**

LSCO is committed to providing equal access and opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, sexual orientation, gender identity, or veteran status, in employment, educational programs, and activities and admissions. With this in mind, a student complaint may encompass dissatisfaction or perceived injustice a student may have while associated with the college as a student.

### **Protocol for informal student complaints EXCLUDING discrimination and safety concerns**

A student complaint may result from academic experiences or non-academic matters involving administrators, staff, or other students/student organizations. **Regardless of the course modality and/or campus location of the issue, the protocol for handling complaints will be the same.**

All complainants should attempt an informal resolution by speaking with the appropriate parties involved. If the informal complaint is not resolved to the student's satisfaction within five (5) business days of the incident, the student may decide to present their informal complaint as a formal complaint within the next five (5) business days.

### **Intake form for student complaints EXCLUDING discrimination and safety concerns**

Except in the case of safety concerns (e.g., harassment/sexual misconduct/Title IX complaint), a student who has not successfully resolved an informal complaint should utilize the Student Complaints Intake Form:

[https://cm.maxient.com/reportingform.php?LSCOrange&layout\\_id=0](https://cm.maxient.com/reportingform.php?LSCOrange&layout_id=0)

The Student Complaint Intake form may also be found in the MyGator portal under student reporting forms.

Only complaints submitted within the stated timeframe will be evaluated and considered. Upon submitting a formal complaint for concerns excluding discrimination and safety through the Complaint Intake Form, the student will be contacted through their LSCO email to schedule an initial conference and receive guidance on how to proceed. Additional documentation may be requested during the initial conference. **After the initial conference with the student, no new documents may be submitted while the process is ongoing, even during the subsequent reporting levels of administration.**

### **Protocols for Formal Student Complaints EXCLUDING discrimination and safety concerns after submitting the Student Complaint Intake Form**

#### **Student-Staff (non-instructor) Complaint Appeal Process**

The College believes that matters involving a staff member (non-instructor) and students are best resolved at that level; therefore, the following procedures are established for all student-staff (non-instructor) conflicts. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

- **Level One:** The student will first consult with the staff member and express concerns. If this meeting does not produce an acceptable resolution, the student should provide a written appeal to the staff member within five (5) business days submitted from the student's assigned LSCO email account substantiating the claim that the issue represents unfair treatment or incompatible procedures with the LSCO Student Handbook or LSCO Catalog. The staff member is to schedule a meeting to occur in person within five (5) business days of receiving the written appeal. Upon hearing the grievance and meeting with the student, the staff member will provide his/her decision in writing to the student within five (5) business days. If this meeting does not produce an acceptable resolution for the student, he/she must request from the staff-member details of their right to appeal to the next level within five (5) business days following receipt of the written decision.
- **Level Two:** Within five (5) business days after receiving the staff member's decision in writing, the student should use their assigned LSCO email account to provide the same written documentation that was submitted to the staff member in the level one appeal process to the next-level supervisor. The next-level supervisor is to schedule a meeting to occur in person within five (5) business days of receiving the appeal. Upon hearing the grievance and meeting with the student, the next-level supervisor will provide his/her decision in writing to the student following the meeting within five (5) business days. If this meeting does not produce an acceptable resolution for the student, he/she must request from the next-level supervisor their right to appeal to the next level within five (5) business days following receipt of the written decision.

- **Level Three:** Within five (5) days after receiving the next-level supervisor's decision in writing, the student should use their assigned LSCO email account to provide the same written documentation which was originally submitted to the staff member in the level one appeal process to the Dean of Student Services. The Dean of Student Services is to schedule a meeting to occur in person within five (5) business days of receiving the written complaint from the student. Upon hearing the grievance and meeting with the student, the Dean of Student Services will provide his/her decision in writing to the student following the meeting within five (5) business days. If this meeting does not produce an acceptable resolution for the student, he/she must request from the Dean of Student Services details of their right to appeal to the next level within five (5) business days following receipt of the written decision.
- **Level Four:** Within five (5) days after receiving the Dean of Student Services' decision in writing, the student should use their assigned LSCO email account to submit the same written documentation that was submitted in the level one appeal to the appropriate Vice President. The appropriate Vice President is to schedule a meeting to occur in person within five (5) business days of receiving the written complaint from the student. Upon hearing the grievance and meeting with the student, the appropriate Vice President will provide his/her decision in writing to the student following the meeting within five (5) business days. The decision of the Vice President is final.

### **Student – Instructor Complaint Appeal Process**

The College believes that matters involving an instructor and student are best resolved at that level; therefore, the following procedures are established for formal student-instructor conflicts, including but not limited to those related to earned grade disputes. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

### **Complaints Related to Earned Grades**

Complaints related to an earned grade must be initiated no later than 30 calendar days after the date that the grade was assigned, not to exceed 30 calendar days following the end of the semester. They should be limited to specific charges of unfair action in the grade determination and shall not challenge the instructor's grading standard as outlined in the course syllabus. The appeal process for a complaint related to an earned grade will consider whether a grade was determined in a fair and appropriate manner in accordance with the course syllabus; it does not provide an attempt to grade or re-grade individual assignments, exams, or projects. The written appeal for complaints related to earned grades must substantiate the claim that the grade represents unfair treatment compared to the standard provided in the syllabus (and applied to other students). In the absence of compelling reasons, such as clerical error, prejudice, or inconsistency, the grade assigned by the instructor is considered to be final and cannot be appealed. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered legitimate grounds for an appeal.

**Note: *\*\*The appeals process does not apply to program-specific policies that are outlined in the program handbook and such program-specific policies are not eligible to undergo an appeal unless specified as eligible within the program's handbook.***

- **Level One:** The student will first consult with the instructor and express concerns. If this meeting does not produce an acceptable resolution, the student should provide a written appeal to the instructor within five (5) business days from the student's assigned LSCO email account substantiating the claim that the issue represents unfair treatment or incompatible procedures compared to the standards provided in the syllabus or the Student Handbook. The instructor is to schedule a meeting to occur in person within five (5) business days of receiving the written appeal. Upon hearing the grievance and meeting with the student, the instructor will provide his/her decision in writing to the student within five (5) business days. If this meeting does not produce an acceptable resolution for the student, he/she must request from the instructor details of their right to appeal to the next level within five (5) business days following receipt of the written decision.
- **Level Two:** Within five (5) days after receiving the instructor's decision in writing, the student should use their assigned LSCO email account to provide the same written documentation that was submitted to the instructor in the level one appeal process to the next-level supervisor. The next-level supervisor is to schedule a meeting to occur in person within five (5) business days of

receiving the appeal. Upon hearing the grievance and meeting with the student, the next-level supervisor will provide his/her decision in writing to the student following the meeting within five (5) business days. If this meeting does not produce an acceptable resolution for the student, he/she must request from the next-level supervisor details of their right to appeal to the next level within five (5) business days following receipt of the written decision.

- **Level Three:** Within five (5) days after receiving the next-level supervisor's decision in writing, the student should use their assigned LSCO email account to provide the same written documentation which was originally submitted to the instructor in the level one appeal process to the Dean of Academic and Technical Programs (for academic and technical instructors) or the Dean of Nursing and Health Professions (for nursing and health professions instructors). The appropriate Dean is to schedule a meeting to occur in person within five (5) business days of receiving the written complaint from the student. Upon hearing the grievance and meeting with the student, the appropriate Dean will provide his/her decision in writing to the student following the meeting within five (5) business days. If this meeting does not produce an acceptable resolution for the student, he/she must request from the appropriate Dean details of their right to appeal to the next level within five (5) business days following receipt of the written decision.
- **Level Four:** Within five (5) days after receiving the appropriate Dean's decision in writing, the student should use their assigned LSCO email account to submit to the Provost/Executive Vice President a written request for a hearing before the Academic Appeals Committee. Although the hearing is most effectively conducted in person, arrangements can be made for virtual hearings if needed. Within the written request to appear before the Academic Appeals Committee, the student is to provide the same written documentation that was submitted to the instructor in the level one appeal process. The meeting with the Academic Appeals Committee will occur as soon as practicably possible. The decision of the Academic Appeals Committee is final and will be the last level of the appeal process. Within five (5) business days after the Academic Appeals Committee convenes, the Provost/Executive Vice President will issue in writing the final decision of the appeal to the student via their LSCO email account.

The membership of the Academic Appeals Committee will be comprised of:

- Four full-time faculty members with no representation from the department from which the appeal is being made
- Three students, with representatives from both academic and technical divisions
- Division Directors Associate Deans, and Deans may not serve as members of the committee.
- The Executive Vice President (EVP)/Provost will identify an Ad Hoc (non-voting) committee member tasked with taking minutes of the committee meetings.

The members of the committee shall be chosen by the Executive Vice President (EVP)/Provost. The chair of the committee shall be selected from one of the faculty members of the committee.

*NOTE: Students are allowed to continue attending class until the grievance or appeal is resolved. However, students shall not participate in off-campus instructional assignments (i.e. clinicals, internships, etc.) during the appeal process.*

### **Student – Student/Organization Complaint Appeal Process**

The College believes that matters involving a student conflict with another student or with a student organization are best resolved at that level; therefore, the following procedures are established for all student-student or student-student organization conflicts. Even after initiating the formal complaint process, the student complainant is encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

- **Level One:** The student complainant will first consult with the student or student organization designated representative with whom he/she has a conflict and express concerns. If this meeting does not produce an acceptable resolution, the student should provide a written appeal to the Dean of Student Services within five (5) business days submitted from the student complainant's assigned LSCO email account substantiating the claim that the issue represents unfair treatment

or incompatible procedures incompatible with the LSCO Student Handbook or LSCO Catalog. The Dean of Student Services is to schedule a meeting to occur in person within five (5) business days of receiving the written appeal. Upon hearing the grievance and meeting with the student complainant and the offending student or student organization designated representative, the Dean of Student Services will provide his/her decision in writing to the student within five (5) business days. The decision of the Dean of Student Services is final.

### **Discrimination Reporting**

Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, sexual orientation, gender identity, or veteran status, has the right to expect due diligence and should contact the Dean of Student Services within five (5) business days of the initial concern. If the Dean of Student Services determines that the complaint does not strictly adhere to discrimination allegations, the student complainant will be directed to the student/staff, student/instructor, or student/student (organization) conflict resolution and appeal process, as appropriate.

For reports determined to be a discrimination complaint, the Dean of Student Services will coordinate with the Director of Human Resources and/or the Title IX Coordinator, as appropriate, who will appoint a hearing officer to review the case. The hearing officer shall review and investigate the complaint and make the final decision regarding a student report of discrimination.

### **Title IX and Sexual Misconduct Reporting**

Lamar State College Orange promotes prompt reporting of all forms of sexual misconduct. To ensure all students, faculty, and staff have an option for electronic reporting of an incident of sexual misconduct, LSCO has created an online, secure reporting form. This form will enable an individual to report the alleged offense anonymously:

[https://cm.maxient.com/reportingform.php?LSCOOrange&layout\\_id=11](https://cm.maxient.com/reportingform.php?LSCOOrange&layout_id=11)

The Title IX/Clery Reporting Form may also be found in the MyGator portal under student reporting forms.

Upon submitting a report through the Title IX/Clery Reporting Form, a member of the Title IX Team will follow up on the next steps, as outlined on LSCO's Sexual Misconduct and Title IX Webpage:

<https://www.lSCO.edu/titleix/titleix.asp>.

### **Timeline for Filing a Complaint and Appeal**

In resolving student complaints, timely reporting of the complaint is important and thus required at all levels. Unless stated otherwise within each procedural guideline, the appropriate timeframe for filing a written grievance should be within five (5) business days from the date on which the student is first aware or notified of the issue of concern. Written appeals to the next/subsequent level of the process must be made within five (5) business days of the student's receipt of the institution's appellate written decision.

### **Distance Learning State Authorization Reciprocity Agreement (SARA) Complaints**

Students Enrolled in Distance Education Courses Complaints should be filed in the state where the student is receiving instruction, not in the state in which the student resides. For example, a student residing in Louisiana but taking courses in Texas should file his/her complaint with the state contact for Texas. Complaints against a SARA participating institution must first go through the institution's own grievance procedures. All complaints regarding student grades or conduct violations are governed by the institution and the laws of the institution's home state. If a student is not satisfied with the outcome of the institutional grievance process, the student may appeal, within two years of the incident, to the SARA portal agency of the institution's home state. For all complaints regarding Texas degree-granting postsecondary institutions participating in SARA, complete the Student Complaint and Release Form and email the form to [Student.Complaints@highered.texas.gov](mailto:Student.Complaints@highered.texas.gov)

### **THECB Complaints**

The Texas Higher Education Coordinating Board's (THECB) Student Complaint Procedure (19 TAC SS 1.110-1.120) requires that a student filing a complaint must do so in a timely manner and must exhaust all grievance and appeal procedures of the institution as described in the Lamar State College Orange Student Grievance Procedure PRIOR to filing a complaint at the following address: StudentComplaints@THECB.state.tx.us. URL

for the Texas Secretary of State: <http://www.sos.texas.gov/index.html>

### **SACSCOC Regional Accreditation**

Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) provides an option for grievances as part of its "Complaint Procedures against SACSCOC or its Accredited Institutions" which can be utilized once the complainant has exhausted all grievance and appeal procedures of the institution as described in the Lamar State College Orange Student Grievance Procedure.

### **Program-Specific Accreditation Organizations**

In addition to general institutional accreditation under SACSCOC, individual departmental programs may be associated with program-specific accreditation organizations with which a student may consult at any time. Information about specific program accreditation can found through the following link:

<https://www.lsc.edu/oire/accreditations.asp>

### **Student Feedback/Student Government Association**

Each semester the College provides students an opportunity for feedback regarding concerns and suggestions to improve college services through the Student Government Association. Students also may voice their ideas for improvement at regularly scheduled Student Government Association meetings throughout the fall and spring semesters. However, for individual student concerns or grievances, students should follow the grievance procedures detailed above.

### **Student Relations Representative**

Dean of Student Services  
Lewis Library Building, Room 355  
(409) 882-3342

### **Computer Services**

The college has developed a state-of-the-art fiber optic network connecting all major campus buildings. Attached to this network are servers for administrative functions and academic computing. This network is also connected to the Internet, providing all students access to Internet mail and the World WideWeb.

Computer accounts are available to all students. These accounts are kept active as long as students are enrolled.

### **Continuing Education (non-Credit Courses)**

The Office of Continuing Education offers courses, seminars, workshops and conferences that are less than a semester in length. For these educational experiences the continuing education unit (CEU) may be awarded.

This program offers day and evening organized educational, non-credit experiences designed for adults and adolescents who desire to improve their occupational, professional, cultural or social learning beyond their present level of education.

At the request of a sufficient number of interested students, classes may be offered either on campus or at convenient off-campus locations. Schedules of course offerings are available in the Office of Continuing Education.

### **Food Services**

The Gator Café serves breakfast and lunches in the Student Center. The cafe also caters special events held on campus. Additional information regarding on-campus catering may be obtained by contacting the cafe manager. Snack and drink vending machines are also located on campus.

### **Gator Food Pantry**

In collaboration with the Salvation Army of Orange, LSC-O has opened a food pantry to serve all LSCO students, faculty, and staff with a campus ID. Hours of operation are every Tuesday, from 11:30am to 2:30pm on the second floor of the Student Center (Room 221).



## **Financial Aid and Awards**

Financial assistance in the form of scholarships, grants, loans, employment, exemptions, waivers, Veteran Education benefits is available to a number of qualified students. Information regarding programs and eligibility criteria can be obtained from the Office of Financial Aid located in the Ron E. Lewis Library, 3rd Floor, Office 355, or at (409) 882- 3317.

### **HOW TO APPLY FOR FINANCIAL AID AND AWARDS**

Students wishing to apply for grants, loans, and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at <https://studentaid.gov/>. After the application is submitted, the student will receive a Student Aid Report (SAR) from the Department of Education. The Student Aid Report contains the Estimated Family Contribution (EFC) that is used in determining the student's eligibility to receive financial aid. The type and amount of assistance will be determined by the Office of Financial Aid based on several factors.

Students who are classified as a Texas Resident who cannot apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA) are encouraged to complete the Texas Application for State Financial Aid ([TASFA](#)).

Students wishing to be considered for scholarships can apply online at <http://www.lSCO.edu/scholarships/scholarships.asp>. Students should be aware that scholarship funds are limited and that recipients normally must have grade point averages above 2.5 to be considered.

### **WHEN TO APPLY FOR FINANCIAL AID AND AWARDS**

The FAFSA is available each year beginning October 1<sup>st</sup> for the upcoming academic year. The application is only good for one academic year (Fall, Spring, Summer) so students must complete a new application each year. Grants are allocated to schools in limited yearly amounts, so students should complete the FAFSA or TAFSA early each year. The state of Texas has a priority deadline of January 15<sup>th</sup>, so students are encouraged to complete their financial aid application by this date.

## **Types of Aid**

### **Grants**

A grant is a form of need based financial aid that doesn't typically have to be repaid. The following grants are offered at LSCO.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Texas Educational Opportunity Grant (TEOG)
- Texas Public Education Grant (TPEG)

### **Employment**

Employment opportunities under Federal Work-Study, State Work-Study and other employment programs of the college are available to Lamar State College Orange students as part of the financial assistance program. The college and local businesses and industries provide a number of part-time jobs that enable students to earn part or all of their expenses while attending the college. Students are able to apply for student assistant and work-study job programs on line at: <https://jobs.lSCO.edu>.

### **Loans**

Federal Direct Loans are available through the U.S. Department of Education. In order to apply for Direct Loans, the student must complete the FAFSA form. They must also complete an online entrance counseling session and sign a Master Promissory note, both of which can be completed at <https://studentaid.gov/>

Direct Loans must be repaid. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on loan (subsidizes the loan) until the student graduates, withdraws, or drops below half-time status. An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full.

## **Scholarships**

Scholarships are funds that cover portions of students' expenses. A limited number of Lamar State College Orange and endowed scholarships are available to students who qualify based on merit and/or need. The amounts and numbers of these awards will vary each year depending on available funding and student need.

Scholarships at Lamar State College Orange are of two types: those administered solely by the college, including the selection of recipients; and those administered by the college at the request of donors who select the recipients themselves. Scholarship application forms and information concerning other requirements and deadlines are available in the Office of Financial Aid.

## **Lamar State College Orange Foundation Scholarships**

The Lamar State College Orange Foundation provides numerous scholarship assistance to students who meet the minimum eligibility requirements. In addition to the general scholarship fund, the foundation has endowed programs designed for specific purposes. For more information, please contact the Office of Financial Aid at (409)882-3317 or email Financial Aid at [finaid@lsco.edu](mailto:finaid@lsco.edu). Scholarship applications are available online at <http://www.lsco.edu/scholarships/scholarships.asp>.

## **Exemptions/Waivers**

Texas provides various programs that exempt or waive tuition, fees, and other expenses related to attending public colleges and universities. All exemption and waiver programs require a student to meet certain eligibility criteria. In addition to meeting the program criteria, a student's continued eligibility may be impacted by [Texas Education Code \(TEC\) Section 54.2001](#). This section applies an excess hours' limitation for undergraduate students and Grade Point Average (GPA) requirement.

Students should contact the Office of Financial Aid if they meet any of the conditions listed:

- Residents of the state of Louisiana
- Highest ranking high school graduate
- Veterans who do not receive Post 9/11 or VA Voc Rehab veteran education benefits
- Students who graduate from high school in three years or fewer
- Children of fire/peace officers who were killed in the line of duty Fire fighters enrolling in classes related to firefighting
- Peace officers enrolled in Law Enforcement or Criminal Justice courses
- Students who are blind and/or deaf
- Student in Foster Care
- Educational Aides

Visit [www.collegeforalltexans.com](http://www.collegeforalltexans.com) for program eligibility information.

## **Short-Term Loans**

Lamar State College Orange provides short-term loans. Short-term loans for 60 days are designed to pay tuition and fees during registration and must be repaid within the semester in which the loan is made. Students interested in acquiring short-term loans should contact the Cashiers Office for more information.

## **FINANCIAL ASSISTANCE AND SPECIAL SERVICES FOR DISABLED STUDENTS**

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist handicapped students to become employable. Application for such services should be made at the Department of Assistive and Rehabilitative Services, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 924- 7320 or (800) 242-8334.

The Advising and Counseling Center works closely with the Department of Assistive and Rehabilitative Services. Visually and hearing-impaired students may be eligible for assistance, aid for the purchase of books, and assistance in acquiring specialized equipment. For more information call the Department of Assistive and Rehabilitative Services Division of the Blind, 5550 Eastex Freeway, Suite D, Beaumont, Texas, 77708, or at



(409) 899-8490 and (800) 687-7013.

## **VETERANS' AFFAIRS**

A Veterans' Affairs Office is maintained in the Office of Financial Aid to assist veterans and eligible dependents in obtaining their educational benefits. Possible VA benefits available for eligible veterans and their dependents include:

Montgomery GI Bill® Active Duty (Chapter 30)

Vocational Rehabilitation and Employment (Chapter 31)

Post 9/11 GI Bill® (Chapter 33)

Dependents' Educational Assistance (Chapter 35)

Selected Reserve (Chapter 1606)

Reserve Educational Assistance Program (Chapter 1607 Title 38, U.S. Code)

For more information on any of these programs contact the financial aid office or visit [www.gibill.va.gov](http://www.gibill.va.gov).

Eligible veterans and their families are eligible to receive the following benefits from the state of Texas.

Hazlewood Exemption

Military Personnel and Dependents

Exemption for Child of Deployed Forces

For eligibility requirements and other information visit <http://www.tvc.texas.gov>.

Veterans should be aware that the V.A. has many regulations that must be complied with in order for educational benefits to begin or continue. Some of these are explained in detail in the college catalog and include special rules pertaining to:

- class attendance
- repeating courses
- withdrawal from courses
- minimum standards for academic progress
- major/degree program changes
- excessive absences
- advance certification
- tutoring allowances and others

Students expecting to receive V.A. educational benefits are strongly encouraged to contact the veterans' counselor on campus for further information and assistance.

### **Satisfactory Academic Progress**

The following Standards of Academic Progress (SAP) are in accordance with federal guidelines for continuing student eligibility for financial aid and apply to the financial aid programs.

### **Procedures**

SAP will be reviewed, by the financial aid office each semester after the student applies for financial aid. New students, and transfers and returning students in good standing will be awarded for the entire year, but will be reevaluated at the end of their first semester. Students not in good standing will be denied aid and must follow the appeal process below to be considered for any aid.

### **Grade Point Average (GPA) Requirement**

Students must maintain a 2.0 GPA to remain eligible to receive financial aid. Included in this calculation will be all college coursework attempted at all schools attended.

### **Completion Rate Requirement-PACE**

A student receiving financial aid must maintain a reasonable pace towards completion of their degree. Pace will

be determined by dividing the number of hours earned by the number of hours completed. Students must maintain a pace of at least 70% to remain eligible to receive aid.

Courses attempted include all courses for which a student is registered. In order for a course to be considered complete, the student *must receive* a grade of A, B, C, D, or S. Grades of W, Q, F, U, NG or I *will* not be considered as complete for SAP purposes. Included in this calculation will be all college coursework accepted at the institution.

### **Time Limits for Academic Progress**

A student may receive financial aid for no more than 150 % of the published length of their declared degree program. For example, if the stated number of hours for a degree program is 64 hours the student may receive aid for no more than 96 hours. ( $64 \times 1.5 = 96$ ) Included in this total will be all college coursework attempted at all schools attended.

### **TEOG Recipients**

TEOG recipients are required to meet LSCO's Satisfactory Academic Progress (SAP) Standards at the end of the initial year in order to receive a renewal year TEOG award. At the end of a renewal year, TEOG recipients are required to meet the State's more stringent GPA, completion rate, and maximum timeframe requirements to continue receiving subsequent renewal year awards. Students not meeting these requirements are not offered the opportunity to submit a hardship provision appeal to request continued renewal-year TEOG eligibility.

- Minimum GPA of 2.5
- Minimum completion rate of 75%
- No more than 75 attempted credit hours

### **Remedial Courses**

A student enrolled in a regular program may receive financial aid for no more than 30 semester hours of remedial coursework. Remedial courses will be considered when calculating a student's completion rate and will count towards their total number of hours for SAP.

### **Summer Courses and Mini-Sessions**

Summer and mini-session coursework will be included in all completion rate and GPA calculations.

### **Repeat Course work**

Students may repeat a course as many times as needed until they have attained a passing grade, but all attempts will count towards the GPA and pace standards. Once a student has received a passing grade, the course may be repeated only once. Any attempts in excess of the one allowed repeat will not be funded.

### **Warning**

Students placed on a warning status will remain eligible to receive aid for the subsequent semester. If they fail to attain satisfactory progress at the end of that semester they will be ineligible to receive future aid unless they are granted an appeal or complete coursework, which returns them to good standing.

### **Probation**

A student not meeting SAP, but who has their appeal accepted, will be placed on probation if it is possible for the student to regain an acceptable academic progress status at the end of the semester. A student placed on probation will be notified through the Gator Self Service account at the time they are awarded. In order to continue receiving aid the student must complete 75 % of all coursework attempted for that semester, and a cumulative GPA, which meets the standards described above. Their status will be reevaluated at the end of the semester, which they are placed on probation.

### **Academic Plan**

A student not meeting SAP, but who has their appeal accepted, will be placed on an Academic Plan if it is determined the student will require more than one semester to regain satisfactory academic progress. Students placed on an academic plan must meet the Academic Plan (PLAN) agreements which are: not dropping, withdrawing, or making below a "C" in any course, and taking only the classes that are required for their degree plan. Failure to comply with these conditions will terminate any and all further financial aid eligibility. Students who fail to comply with their PLAN agreements do have the option to submit one last chance appeal letter to the Financial Aid Advisor for the following semester.

### **Appeals**

Students denied aid may appeal in the form of submitting an appeal form to the financial aid office. This appeal should explain any mitigating circumstances, which have caused the student's failure to make academic progress. The Financial Aid Advisor will review appeals. Relevant documentation necessary to verify or support the appeal (*e.g. death in immediate family, extended personal illness, recent divorce, etc.*) should be submitted with the appeal letter. Students shall be notified of their appeal decisions on their Gator Self Service account within two (2) weeks of the appeal letter being received in the financial aid office. Students denied their appeal may then make an additional appeal to SAP Appeal Committee. (*NOTE: If a student's appeal is denied, new information and documentation is required at each level of appeal to enhance the chances for granting subsequent appeals.*). The decision of the SAP Appeal Committee is final. Fourteen (14) working days should be allowed at each level of appeal. Students will be notified of all appeal decisions through their Gator Self Service account. A student not meeting SAP, but who has their appeal accepted, will be placed on probation or be placed on a Satisfactory Academic Plan. They will receive notification by status updates on their Gator Self Service account. Under the terms of probation, the student must complete 75% of all attempted coursework for that semester, and attain a GPA of 2.0 for the semester. Their status will be reevaluated at the end of the semester, which is when they are placed on probation. They will be notified of their new status on their Gator Self Service account at the end of that semester.

### **Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct**

In the event that an applicant is suspected of participating in fraud or other criminal misconduct in connection with application for Title IV, HEA program assistance, the information will be referred to the appropriate college, state and/or federal authorities. These authorities may include, but are not limited to, college discipline officer, college police, Orange Police, and the Office of the Inspector General of the U.S. Department of Education.

### **HEALTH SERVICES/FIRST AID**

Because Lamar State College Orange is a commuter school, the College does not employ a full-time health professional. The existence of a local ambulance service and the posting of emergency telephone numbers in each office provide adequate medical service for the staff and student body. Students are encouraged to contact their personal physicians or the County Health Clinic in case of illness. Any campus accident or serious illness must be reported to the Dean of Student Services.

If a student becomes ill or has an accident while attending class, he/she should notify his/her instructor immediately. If a student becomes ill or has an accident while not in class, he/she should request assistance from any college employee. The illness or accident might be such a nature that the student could not be moved, in which case the first aid station nearest the victim should be notified, and assistance should be requested. If a student is unable to communicate a need for assistance, an observer should notify the nearest employee. Students should carry proper identification and instructions on their persons readily available to facilitate care in case of emergencies. The student should have the name, address, and telephone number (residence and business) of parents and/or guardian, husband or wife, doctor and hospital to be contacted and notified should circumstances necessitate emergency action. It is strongly recommended that information concerning blood type, diabetes, etc., should also be available. Insurance

information should also be included. These information factors are vital to the well-being of an individual if an emergency arises.

In the case of emergency situations on campus or if CPR (cardiopulmonary resuscitation) is required, the Director of Public Safety should be contacted immediately by utilizing one of the emergency phones or dialing ext. 3910. In case of severe injury or illness, please call 911 for emergency medical response.

### **Human Resources**

The Human Resources Department provides service in the areas of employee benefits, employee relations, staffing, records, staff wage and salary administration, equal opportunity/affirmative action compliance, civil right compliance, risk management and employee development/training. It is college policy that all human resources functions be conducted in a fair and equitable manner without discrimination toward any protected class under state and federal civil rights laws and regulations.

### **International Students**

International students are entitled to all student services and programs for which they are eligible according to law and college definition. The college reserves the right to establish policies for selected groups of students if the policies are in the students' and the instructor's best interests. Applicants will be carefully screened for academic excellence, English proficiency, adequate health and financial self-sufficiency.

To experience more fully the culture and lifestyles of Southeast Texas, internationals are encouraged and expected to participate in student activities and organizational programs. It is the student's responsibility to integrate him/her into the campus environment; however, the college provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

### **The Gator Success Center**

The Gator Success Center, located on the 2nd floor of the Ron E. Lewis Library building, offers assistance with assignments, test preparation, and academic support in Writing, Chemistry, Science, Mathematics, Vocational Studies, and more subjects upon request. LSCO students have access to a study space, printers, scanners, assistive technology, and computers equipped with a variety of software. Tutoring is available by appointment and on a walk-in basis.

Upon arrival, students check in with their LSCO IDs and enjoy a relaxed atmosphere in which to work independently or collaboratively. Specialists and peer tutors stand ready to answer questions and facilitate learning. In addition, staff routinely curate and create online, multi-media, and printed materials to reinforce foundational skills and supplement classroom instruction. The Gator Success Center continually strives to develop tutorial services and resources that accommodate students' needs and compliment the academic, technical, and occupational curricula at Lamar State College Orange. Above all, the Gator Success Center aims to foster strong study skills and habits of thought that sustain students' success.

Besides traditional face-to-face tutoring, Gator Success Center Specialists offer online sessions during business hours using virtual meeting applications such as Blackboard Collaborate Ultra and MS Teams. To arrange tutoring—face-to-face or virtual—or simply ask a quick question, students may contact the Gator Success Center via any of the following methods:

Phone: (409) 882-3373

Email: [gator.success@lSCO.edu](mailto:gator.success@lSCO.edu)

Live chat at <https://www.lSCO.edu/learningcenter/learningcenter.asp>

[Book a Gator Success Center Specialist](#)

Free access to 24/7 tutoring is also available online for LSCO students through Upswing at <https://lSCO.upswing.io/>.

### **Ron E. Lewis Library**

The purpose of the Ron E. Lewis Library is to support the educational mission of Lamar State College Orange by providing services, resources, and programs to students, faculty, staff and the community. The library,

located at the center of campus, opened in June 2001 and is an integral part of the College's learning experience. The library contains a collection of resources, both electronic and print, which support the school's curriculum and the information needs of students and faculty. The collection contains more than 33,000 print items and also includes non-book items such as laptops, webcams, headphones, and graphing calculators. Included in the media library are 2,500+ titles of both educational films and popular movies. Students have access to 68 computers to search dozens of licensed electronic databases which include products from EBSCO, Gale-Cengage, ProQuest, and NexisUni among others. These databases provide access to over 200,000 eBook, journal, newspaper, and magazine titles. Students may access these databases and eBooks via the Internet from anywhere by using their LSCO login information.

To facilitate cooperation and resource sharing, the library is a member of Amigos Library Services and participates in the TexShare Program. This project is managed by the Texas State Library and Archives Commission and funded by the Texas Legislature. The TexShare Program is designed to facilitate access to library materials for all Texans. All printed resources, except reference and reserve materials, circulate and are readily available on open shelves. The student identification card serves as the library card when checking out these items.

While students are encouraged to learn how to find and use their own resources in the library, librarians and library staff are always willing and available to assist students in the location and use of library materials in person or via phone, email, or by using the chat feature on the library webpage. Students are also encouraged to book appointments with a librarian at a time that is convenient for them. Instruction in the use of the library is provided to classes and individuals. Online tutorials are available through the library's web page. Photocopiers, computers, audio/visual equipment and individual and group study rooms are also available.

As part of the community service mission of the College, library facilities and privileges are extended to adult patrons of the Orange Public Library. The Ron E. Lewis Library maintains a reciprocal borrowing agreement with the Orange Public Library. The Ron E. Lewis Library also honors the TexShare borrower card when presented with acceptable photo identification. Some use and access restrictions may apply to resources and materials with contractual and licensing restrictions.

## **LOST AND FOUND**

All articles found by any and all students, faculty and staff should be taken to the Public Safety Office located in the Academic Center. Those who have lost articles may check with this office. Lost and found articles that are not claimed by the end of the school year will be discarded during the summer months.

Academic Center  
(409) 882-3366

## **OFFICIAL PUBLICATIONS**

A thorough knowledge and understanding of the rules and regulations which govern your academic and personal conduct at the college are essential. Each student is expected to become familiar with these rules and regulations and is held responsible for abiding by them at all times. Each of the following official publications is available without charge:

### **The College Catalog**

Known officially as the *Lamar State College Orange CATALOG*, the catalog contains a wealth of pertinent information, including the rules, regulations, policies, definitions, deadlines and descriptions which form the "academic laws" of the college. Remember, ignorance of the "law" is no excuse. You are personally responsible for knowing and abiding by the rules which govern your academic life. The catalog is published every two (2) years. The Catalog can be obtained from the Admissions and Records Office or viewed online at <http://www.lSCO.edu/catalog/catalog.asp>.

### **The Class Schedule**

Known officially as the *Lamar State College Orange SCHEDULE OF CLASSES*, the class schedule is published as a supplement to the catalog two (2) times each year. It is usually available just prior to the beginning of registration for the fall and spring semesters.

The schedule contains a detailed listing of all courses being offered and information regarding registration procedures. The Schedule of Classes can be obtained from the Admissions and Records Office, Advising and Counseling Center and online at <http://www.lsc.edu/catalog/catalog.asp>. A schedule for non-credit courses offered through the Office of Continuing Education is published separately.

### **Student Handbook**

Published as policy changes dictate, the *STUDENT HANDBOOK* serves as a guide to student services, academic support services, student life and recreation opportunities and general information about the campus. The handbook also contains the rules, regulations, policies, definitions, deadlines and descriptions that form the “personal conduct laws” governing students’ and visitors’ behavior while on college property. As with the college catalog, ignorance of the regulations contained in the *Student Handbook* is not an acceptable excuse.

### **Physical Plant**

The Physical Plant Department is a support organization dedicated to assisting in the educational mission of the college. The department maintains the grounds, buildings and utility systems as well as design/construction services for major and minor renovation projects and new construction. Students are encouraged to report problems, such as missing lights, plumbing problems, broken items and elevator malfunctions to the nearest departmental office. The departmental staff will forward the reports to the appropriate unit of the physical plant. If departmental offices are closed, please report any safety conditions to campus security.

### **Public Information**

The college provides news about students, employees and programs through the Public Information Office. Releases are distributed on each student named to the President’s List and Dean’s List and on all persons receiving degrees. Publicity is also provided regarding other awards, scholarships, achievements and activities.

### **Recreational/Intramural Sports**

The aim of the LSCO recreational/intramural sports program is to provide students an opportunity to enjoy a variety of sports, some of which may be new to them. All eligible students are welcome to participate in individual, dual or team sports offered in the program of activities. The registration times for the various activities will be publicized on the intramural bulletin board in the student center.

Most activities are offered free of charge to eligible students. For more information contact the coordinator of student activities.

### **Student Use of Physical Education Facilities**

Students are encouraged to take part in physical education, not only for the college credit earned to satisfy degree requirements but also for the purpose of improving and maintaining personal fitness. Fitness facilities are available to Lamar State College Orange students for recreational use when those facilities are not being used in classes or other special activities.

### **Student Center**

The Student Center is the meeting place of the campus community and provides services that support student life. The Student Center is also the home of Student Activities and is a focal point of student life and a place to connect, engage, and experience. Dining facilities, meeting rooms and a recreation area, which includes billiards, electronic games, TVs, racquetball courts and locker rooms are available. The Student Center provides a convenient setting for informal association outside the classroom environment.

### **Student Insurance**

All registered students taking six (6) or more credit hours are eligible to purchase health and



accident insurance. Health and accident insurance is required of all foreign students and all participants in intramural/recreation sports programs. The college is not responsible for medical expenses incurred by students while on campus or at college-sponsored activities. Insurance information is available from the Dean of Student Services.

## **Tuition and Fees**

### **Fees**

Fee summary tables are presented on this page. Please visit [www.lSCO.edu/tuitionfees/tuitionfees.asp](http://www.lSCO.edu/tuitionfees/tuitionfees.asp) for the most current tuition and fees.

### **Payment of Fees**

Lamar State College Orange reserves the right to change fees in accordance with acts of the Texas Legislature and the College's Board of Regents. By registering for classes at the College, each student agrees to abide by all policies of the College. Please visit <http://www.lSCO.edu/tuitionfees/tuitionfees.asp> for the most current Summary of Fees.

A student is not registered until either (1) all fees are paid in full or (2) the required down payment has been paid on the installment plan. Payments made by check, money order, cashier's check or traveler's check should be made payable to Lamar State College Orange and will be accepted subject to clearing the financial institution on which they are drawn. Debit/credit cards and currency are also accepted. The College will not accept counter checks, postdated checks, credit card checks or altered checks. Excess payments will be refunded by direct deposit.

### **Installment Program**

A student is not automatically placed on installments. A student will only be placed on the installment plan if they have paid 50 percent of the total tuition and fees, plus the \$20 non-refundable installment fee. To receive the installment plan, contact the cashier at (409)882-3371 or view the student account online and apply for an installment plan by logging into Student Services via [www.lSCO.edu](http://www.lSCO.edu). Two subsequent payments of 25 percent each are required at a later date. A late fee of \$15 will be charged after 5 PM on the installment due date for each delinquent installment payment. Failure to pay installment fees by the end of the semester will result in withholding of transcripts.

### **Short-Term Loans**

Lamar State College Orange provides short-term emergency loans to help students cover the 50 percent down payment of the installment plan. Short-term emergency loans are good for 60 days and are available to students 10 days before the first-class day. Short-term emergency loans must be repaid within the semester in which the loan is made. Students withdrawing from the College remain responsible for the repayment of the short-term emergency loan. Students interested in acquiring short-term emergency loans should visit the Cashier's Office for information and application forms. Alternatively, students can contact the cashier by telephone at (409) 882-3371 or by email at [bursars@lSCO.edu](mailto:bursars@lSCO.edu) to complete the application online. The form will be sent electronically to the student for signature. A \$20 service fee is required. Late fees for unpaid short-term emergency loans will be charged.

### **Waiving Fees**

Waiving Off-Campus Fees - Students enrolled exclusively in classes that are held off-campus may request a waiver of the Student Center fee. Forms are available in the Office of Admission and Records.

Waiving Tuition for Senior Citizens - Senior citizens, 65 years of age or older, may take courses (up to six credit hours per semester) on a space-available basis without the payment of tuition but will be responsible for all applicable fees. Senior Citizen Tuition Exemption forms are available from the Office of Admission and Records. If credit is not desired, a petition for 'no grade' must be completed and submitted to the Office of Admission and Records by the census date of the term enrolling.

### **Tuition Rebates**

The state of Texas has authorized a tuition rebate program under Section 54.0065 of the Texas Education Code not to exceed a total of \$1,000. The rebate is paid to eligible students after receiving baccalaureate degrees from Texas public colleges within 4 years. The purpose of the program is to provide an "incentive for students to prepare for college studies while completing their high school work, avail themselves of academic

counseling, make early decisions, and complete their baccalaureate studies with as few extraneous courses as possible.” See the Texas Comptroller of Public Accounts for more information on tuition rebates upon initial enrollment.

### **Tuition Charges for Extra Credit Hours**

Students initially enrolling in Texas institutions of higher education in the 1999 fall semester or subsequent terms are subject to Chapter 13, Subchapter G, Section 13.115 (THECB, Texas Register). A student who has accumulated 70 or more semester hours at a community college, technical college, and/or Lamar State College Orange is subject to notification about the limit of credit hours (120) received at the in-state tuition rate. Students who exceed the limit (120 credit hours) are subject to higher tuition rates, not to exceed the rates charged to non-resident undergraduate students.

### **Delinquent Accounts**

Delinquent accounts to LSCO will be sent to a collection agency and reported to credit bureaus. All costs of collections are paid by the student, which is generally an additional 33.33% of the students' obligations to LSCO. Delinquent accounts must be paid to the collection agency. Payment cannot be accepted by LSCO if the account has been forwarded to a collection agency. A student who has a delinquent account may not receive an official academic transcript until the account is paid in full.

### **Resident Classification**

Students are responsible for registering under their legal residence student classification. Questions regarding residency must be answered by the Registrar no later than the time of registration. Students failing to comply with the residence provisions of the state tuition bill (Art. 2645c, V.C.S. as amended 1957) are subject to penalties and/or appropriate disciplinary action as outlined in the law.

### **Types of Fees**

- Testing Fees - LSCO offers a variety of tests for career development, placement, entrance exams, etc. Prices vary based on the exam.
- Matriculation Fee - A matriculation fee of \$15 will be incurred by students who withdraw before the first day of class. This \$15 fee will be deducted from the refund.
- Reinstatement Fee - A student seeking reinstatement within the same semester after having withdrawn or having been withdrawn shall pay a \$50 reinstatement fee in addition to late payment fees. Students on installment plans must also pay all past due balances at the time of reinstatement.
- Return check Fee - Checks written in payment and returned to the College due to insufficient funds (NSF) will result in a \$25 check charge. Any returned check will result in the student permanently being “cash only” for the duration of transactions with the college. If the returned payment is for tuition and/or fees, there could also be a \$10 late registration fee and/or a \$15 installment late penalty. Obligations paid by an insufficient funds check are considered delinquent. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

### **Tuition and Fee Calculations**

Credit hours exempt from the cap include hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student; hours earned through examination; hours from developmental courses, technical courses, and workforce education courses; hours earned at a private institution or an out-of-state institution; and any hours not eligible for state formula funding.

### **Tuition and Fee Tables**

Fee summaries are presented in [Table of Fees](#). Please visit [www.lSCO.edu/tuitionfees/tuitionfees.asp](http://www.lSCO.edu/tuitionfees/tuitionfees.asp) for the most current tuition and fees.

All fees must be paid in full before registering for the subsequent semester.

### **Refund Policy**

A student enrolled at Lamar State College Orange may receive financial refund of tuition and fees as outlined in the schedules listed below.



Refund policies are established by the Texas Legislature and the Texas State University System Board of Regents.

The college may refund tuition and fees paid by a third party on behalf of a student to the third party in those instances where the college has acted as custodian of the funds.

The student who officially withdraws from Lamar State College Orange may be eligible for a refund of tuition and specified fees, based upon the courses in which he/she is enrolled on the official date of withdrawal. Refunds are made in accordance with the following schedules:

### **STATE REFUND SCHEDULE OF TUITION AND FEES**

#### **Withdrawal Refunds**

Withdrawal from the college **prior to the first class day** results in a 100 percent refund of tuition and fees except for the \$15 matriculation fee. The student ID must be surrendered to receive a refund of the student services fee. The amount of refund decreases, beginning on the first day. **For refund purposes the effective drop date is the date the withdrawal petition is received in the Admissions and Records Office with all appropriate signatures.** Refunds are calculated according to the following schedules:

#### **Fall, Spring Semesters, 10 and 12 Week Sessions and Summer Extended Session**

- prior to the first-class day, 100 percent, less \$15 matriculation fee
- during the first five class days of the semester, 80 percent
- during the second five class days of the semester, 70 percent
- during the third five class days of the semester, 50 percent
- during the fourth five class days of the semester, 25 percent
- during the fourth week of the semester, no refund

#### **Mini-Sessions**

- prior to the first day, 100 percent, less \$15 matriculation fee
- during the first-class day, 80 percent
- after the first-class day, no refund

#### **Summer Sessions I and II and Fall, Spring 8-Week Session**

- prior to the first-class day, 100 percent, less \$15 matriculation fee
- during the first, second or third class day, 80 percent
- during the fourth, fifth or sixth class day, 50 percent
- after the sixth-class day, no refund

Withdrawal refunds are generally processed at the end of the second week after the 12<sup>th</sup> class day for fall or spring (two weeks after the fourth-class day for summer sessions).

#### **Dropped Course Refunds**

Students who drop courses during the drop period and remain enrolled at Lamar State College Orange will receive refunds of tuition and fees. For refund purposes the effective drop date is **the date the "Drop Form" is received in the Admissions and Records Office with all appropriate signatures.** Refunds are based on the following:

#### **Fall and Spring Semesters**

through the 12th class day, 100 percent  
after the 12th class day, no refund

#### **Eight Week Sessions**

through the 6th class day, 100 percent  
after the 6th class day, no refund

**Ten Week Sessions**

through the 7<sup>th</sup> class day, 100 percent  
after the 7<sup>th</sup> class day, no refund

**Twelve Week Sessions**

through the 9<sup>th</sup> class day, 100 percent  
after the 9<sup>th</sup> class day, no refund

**Summer Sessions**

through the 4<sup>th</sup> class day, 100 percent  
after the 4<sup>th</sup> class day, no refund

**Financial Obligations**

Dropping courses or withdrawing from the college does not relieve the student of any financial obligations under the installment payment agreement or for student short-term loans. Students withdrawing from the college are required to surrender their student I.D. cards and parking permits. Students Service's fees **will not** be refunded unless the student I.D. card is returned to the college. Withdrawal from the college precludes the student from receiving a refund for dropped courses.

**Return of Title IV Funds**

Title IV (Federal Student Aid) is awarded under the assumption students will attend school for the entire period for which the aid was awarded. If a student does not complete all the days in the period that he/she was scheduled to complete for any reason, the student may be considered withdrawn and no longer eligible for the aid they were originally scheduled to receive. In this situation where a student is no longer eligible for the funds received, the school will return any unearned aid back to the Department of Education within 45 days of the school's determination that the student has withdrawn. This return may result in the student owing a debt to the institution. Students are encouraged to meet with the Financial Aid Office before withdrawing to discuss the implications withdrawing may have on their financial aid.

**Official Withdrawal**

An official withdrawal is when a student completes the institution's withdrawal process. To officially withdraw from the college, the student must meet with, email, or call their instructor/program director to discuss their desire and reason for withdrawing. After coaching and discussing if the student wishes to withdraw from the college, the instructor/program director will complete the online withdrawal form located in Blackboard. At this time the student will be considered officially withdrawn.

**Unofficial Withdrawal**

An unofficial withdrawal is when the student does not complete the official withdrawal process but stops attending resulting in all non-passing grades.

**Determining if a Student Enrolled in Modules has Withdrawn**

A module is any course that does not span the entire length of the payment period (semester).

Example: LSCO's Fall semester is 16 weeks and has two eight-week sessions in the 16 week semester. These eight-week sessions are modules.

Per federal regulations, the following questions will be asked to determine if a student enrolled in modules has withdrawn:

Question 1: Did the student cease to attend, or fail to begin attendance in a scheduled course that was included in the institution's calculation of the student's Title IV awards for the payment period?

If yes, go to question 2

If no, the student is not a withdrawal

Question 2: When the student ceased to attend or failed to begin attendance in a scheduled course, was the student attending other Title IV eligible courses in the period?

If yes, student is not a withdrawal, but Pell recalculations may apply

If no, go to question 3

Question 3: When the student ceased to attend or failed to begin attendance in a scheduled course, did the student complete all the requirements for graduation?

If yes, student is not a withdrawal, but Pell recalculations may apply

If no, go to question 4

Question 4: When the student ceased to attend or failed to begin attendance in a scheduled course, did the student successfully complete coursework applicable to the student's Title IV-eligible program of study in a module or combination of modules that contain 49% or more of the number of days of the payment period (excluding scheduled breaks of 5 consecutive days or more and all days between modules) applicable to the student's Title IV eligible program of study;

-OR-

Title IV eligible coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period?

If yes to either question, student not a withdrawal, but Pell recalculations may apply

If no, go to question 5

Question 5: Did the student confirm attendance in writing for a course applicable to the student's Title IV-eligible program of study in a later module in the payment period or period of enrollment that begins no later than 45 calendar days after the end of the module he or she ceased attending?

If yes, not a withdrawal, unless student fails but Pell recalculations may apply

If no, student is a withdrawal

**Federal grant and loan funds offered at LSCO subject to the R2T4 calculation include;**

Federal Pell Grant

Federal Direct Loans (Subsidized, Unsubsidized)

Federal Supplemental Educational Opportunity Grant (FSEOG)

**60% Date**

Up through the 60% point in each payment period (semester), a pro rata schedule is used to determine the amount of Title IV funds earned at the time of withdrawal. After the 60% point in the payment period, a student is considered to have earned 100% of the Title IV funds he/she was scheduled to receive during the period and no return of funds is required.

**Determining the Withdrawal Date for the R2T4 Calculation**

For official withdrawals the withdrawal date is the student begin the official withdrawal process.

Students who unofficially withdraw (stop attending without providing official notification resulting in all non-passing grades), the withdrawal date used in the R2T4 calculation is;

For circumstances beyond your control, the withdrawal date used is the date LSCO determines is related to circumstances beyond the student's control. For all other circumstances, the midpoint of the payment period is used unless the student can provide documentation from his/her instructor documenting the student's attendance past the 60% date.

**Returning Title IV Funds**

Once the R2T4 calculation has been completed, the Financial Aid Office will return all unearned aid LSCO is responsible for returning to the Department of Education. Aid is returned as follows;

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- All other Title IV Aid (Excluding work-study)

Students will be notified of the return by email. The email will instruct the student to view their Gator Self-Service account to see the amount of funds returned and any debt now owed to LSCO.

Any federal grant that the student is responsible for returning is called a federal overpayment. Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation. If determined that the student owe a federal grant overpayment, LSCO will make this return on your behalf. If the amount is less than \$50, then no repayment is required. Any loan funds that the student is responsible for returning must be repaid in accordance with the terms and conditions of the Master Promissory Note.

### **Post Withdrawal Disbursement**

Students who withdraw before receiving all the Title IV funds earned, may be due a post withdrawal disbursement. Post withdrawal disbursements will be confirmed within 30 calendar days of the student's withdrawal date. If the post withdrawal disbursement includes loan funds, LSCO must first have permission in writing before disbursing the loan. Failure to receive written notification will result in the cancellation of the loan funds.

### **Pell Recalculation Date Policy**

The Pell Recalculation Date (PRD), also known as the Financial Aid Freeze Date, is a date in which the Financial Aid Office locks the student's enrollment. Enrollment on this established date will determine the student's eligible Pell Grant amount. Any classes that are added or dropped after this date will not impact (neither increase nor decrease) the Pell Grant award for the semester. However, if considered withdrawn (officially or unofficially) or if the student does not begin attending the class(es) for which they have been awarded the Pell grant, the student is subject recalculation of federal financial aid dollars.

### **Withdrawing prior to the PRD**

Students who withdraw after beginning class but prior to the PRD, the enrollment status established on the date of the withdrawal will be used to determine Pell eligibility.

If a student adds a course after the PRD, and then subsequently withdraws, the enrollment status established on the PRD will be used to determine Pell eligibility.

### **Post PRD – Initial Enrollment**

If not enrolled as of the PRD, but the student enrolls after this established date, the initial enrollment will be used to determine Pell eligibility.

### **Initial FAFSA received after the PRD**

If your FAFSA is received after the established PRD, your enrollment on the date the Pell Grant is initially calculated will be used to determine your Pell Grant eligibility.

### **Pell Recalculation Dates**

Financial aid enrollment will be frozen the day after the standard full term's census date.

### **Attendance for Federal Financial Aid**

Regular class attendance is important to the attainment of student's educational objectives. Federal regulations require a student to begin attendance in courses for which they are receiving federal financial aid dollars. Although Lamar State College (LSCO) is not an attendance taking institution, the institution is required to document academic attendance in courses for which students are receiving federal aid, to finalize the financial aid package.

Faculty members will verify attendance for each student no later than the day following the course census date.

Students who register for classes but do not attend or participate as of this date will be reported for non-

attendance. Non-attendance in any or all courses may result in the reduction or cancellation of financial aid. LSCO will return to the Department of Education any aid the student is ineligible to receive as a result nonattendance, no later than 30 days after the student is reported as not attending.

Attendance is defined as active participation by a student in an instructional activity related to the student's course. Some examples are;

- I. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- II. Submitting an academic assignment;
- III. Taking an assessment or an exam;
- IV. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- V. Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- VI. Interacting with an instructor about academic matters; and

Attendance does not include;

- I. Logging into an online class or tutorial without any further participation; or
- II. Participating in academic counseling or advisement.

### **Refunds-Students on Installment Plan**

Refunds are calculated as a percentage of **total fees assessed**, not as a percentage of partial payments on installments. Questions regarding refunds should be directed to the cashier in the Business Office

## **Campus Life**

### **Student Activities**

The Department of Student Activities provides leadership and advisement to the Program Council, student organizations and the general student programming population. The office offers quality programs and services that comprise a student development in co-curricular activities.

The Department of Student Activities plans and implements campus leadership training programs for student groups, plans college-wide student programs and coordinates the campus master calendar of activities. It helps students understand Lamar State College Orange policies and procedures, provides technical assistance in planning events and provides other information and assistance to students and organizations.

### **Student Government Association**

The Student Government Association (SGA) serves as the representative voice of students, as a major facilitator of new and improved student services and programs, and in an important role relative to student judicial proceedings. All students enrolled in good standing at Lamar State College Orange are eligible to become members of the Student Government Association, allowing each student to promote, support, and participate in a well-rounded student life program.

The president and officers of the Student Government Association are elected each spring in a general student election. Student senators are elected each semester. Student opinions may be expressed at the open meetings of the SGA, held during the fall and spring semesters every Thursday at 3 P.M. in Student Center Room 202.

### **Student Advisory Board**

The Student Advisory Board is to serve in an advisory capacity to the Texas State University System Board of Regents. The Student Advisory Board works to bring the students' perspective to the Board of Regents to facilitate the Board of Regents in making system-wide and college-specific decisions. It is the goal of the Student Advisory Board to work in conjunction with the Board of Regents and the colleges and universities to insure the success of all students in the Texas State University System by means of effectively and consistently communicating the concerns and opinions of the students to the Board of Regents. Additionally, and equally as important, a goal of the Student Advisory Board is to function as a cooperative association among college schools to exchange information and to share programs that will benefit all Texas State University System members.

### **Student Organizations**

Many student organizations offer membership opportunities in one or more groups: professional, religious, academic, honor, spirit, sports, or activity. Participation in student organization activities

enhances the education of students, and students are strongly encouraged to affiliate with the organization(s) of their choice and participate in the programs.

## Student Services and Activities/Policies and Procedures

The following is an adaptation of Chapter VI, Sections 1-12, of the Board of Regents' *Rules and Regulations* adopted September 1, 1980 and amended May 26, 2023. In the event of conflict between the Regents' Rules and this code, the Rules will govern.

### 1. **GENERAL PROVISIONS**

- 1.1 **Application of Policies, Rules and Regulations.** These Rules and Regulations apply to all Component Institutions and shall be implemented appropriately in the student handbook for each Component.
- 1.2 **The "Chief Student Affairs Officer"** means the administrator directly responsible for student affairs at each Component under authority delegated by the President.
- 1.3 **A student is one who is currently enrolled at any of the Components of the System.** These Rules and Regulations will also apply to any prospective or former student who has been accepted for admission or readmission to any Component while such individual is on the campus of any Component.
- 1.4 **The "campus"** is defined as all real property owned and/or controlled by that System Component.

### 2. **ADMISSION STANDARDS AND REQUIREMENTS**

Student admissions standards, entrance requirements, and degree qualifications shall be determined and prescribed by each Component subject to the approval of the Board upon the recommendation of the Chancellor and of the Academic and Health Affairs Committee. Enrollment preference shall be given to residents of the State of Texas. Each Component shall implement a test-optional admission, and/or the American College Testing Program, and/or the Scholastic Aptitude Test, and/or the College Entrance Examination Board testing program as appropriate to its mission for entering first-time students after approval of the program by the Board. No otherwise qualified applicant for enrollment shall be denied admission on the basis of sex, religion, race, color, national origin, age, ancestry, marital status, veteran status, disability, or other criteria prohibited by law.

### 3. **TUITION AND FEES**

Tuition, student fees, and room and board rates shall be established by each college subject to approval by the Vice Chancellor and Chief Financial Officer, in consultation with the Chancellor, and the Board.

- 3.1 **Student Service Fees.** The college is authorized to charge and collect from students registered at the college fees to cover the cost of student services which the Chancellor and Board deem necessary or desirable in carrying out the educational functions of the Component based on *Education Code, Section 54.503*.
- 3.2 **Additional Mandatory Fees.** The college is authorized to charge and collect from students registered at the college other such mandatory fees as statutorily authorized.
- 3.3 **Additional Voluntary Fees.** Additional voluntary student services fees may be established with approval of the President of the college.
- 3.4 **Installment Payments.** The college shall provide optional installment payment plans for tuition and required fees in accordance with Education Code, Section 54.007.
  - 3.41 **Installment Payment Fee.** A student, paying tuition and required fees by installment, may be charged a fee of up to \$15 for each installment, excluding any payment made at registration.
  - 3.5 **Late Fee.** A late fee of \$15 shall be assessed and added to the outstanding balance of a student's account for each installment payment that is not paid by the due date. **Reinstatement Fee.** A

student, seeking reinstatement to the college within the same semester after having withdrawn or been withdrawn, shall pay \$50 reinstatement fee in addition to late payment fees. Students on an installment plan must also pay all past due balances at the time of reinstatement.

- 3.51** Application of college and all federal or state grants and loans provided to a student must be applied toward the full amounts due to the college for the payment tuition, fees and other charges before installment payments are scheduled.

#### **4. STUDENT GRANTS AND LOANS**

Pursuant to *Education Code, Chapter 56*, the college shall follow the guidelines approved by the Coordinating Board shall be utilized for awarding Texas Publication Educational Grants, Emergency Tuition and Fees Loans, and Toward Excellence, Access, & Success (TEXAS) Grants by the Colleges in The State University System.

- 4.1** Assessments for Grant and Loan Programs. Each Texas State University System College shall set aside, each academic year, not less than 15 percent nor more than 20 percent out of each resident and 3 percent of each nonresident student's tuition charge under *Education Code, Section 54.051* as provided by the *General Appropriations Act* for the applicable academic year. Of the funds set aside pursuant to this *Section*, not more than 10 percent shall be used for emergency loans to students.

- 4.2** Approval of Guidelines. The guidelines for the award of grants shall be submitted to the Coordinating Board for review and approval before any grants are made through this program.

**4.3** Criteria for Awarding Grants

- 4.31** Enrollment. Grants are to be made only to students who actually enroll in the term or terms for which the grant is awarded.
- 4.32** Need. Grants shall be based upon final need of the applicant and may be used to aid students who may have demonstrable financial need but are ineligible for other aid programs.
- 4.33** Needs Analysis Procedures. Financial needs of students are to be determined by use of accepted needs analysis procedures, generally in use in other "needs based" financial assistance programs. In such case, the College must state in writings the reasons for its decision.
- 4.34** Separation of Funds. Funds set aside from resident student tuition charges may be used only for grants to resident students. Funds set aside from nonresident student tuition charges may be used only for grants to nonresident students. After the end of the sixth-class week of each semester, a College may transfer any excess funds set aside from tuition paid by resident or nonresident students to the fund set aside for grants awarded to the other class of students. Priority for awarding grants from any excess funds set aside from tuition paid by resident students shall be given to resident students.
- 4.35** Transfer of Funds. Any or all of the funds set aside for making Texas Public Educational Grants may be transferred to the Coordinating Board, to be used for matching federal or other grant funds for awarding to students at each College, provided such amounts can be equally matched by funds held by the Coordinating Board and further provided unencumbered funds transferred are returned upon request of the College President.
- 4.36** Full Use of Funds. At the end of a Fiscal Year, if the total amount of unencumbered funds that have been set aside under this program by a College, together with the total amount of unencumbered funds transferred by the College to the Texas

Higher Education Coordinating Board exceeds 150 percent of the amount of funds set aside by the College in the fiscal year, and the College shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships as provided by law to students at other universities.

- 4.37** Scholastic or Disciplinary Probation. Returning students who are not maintaining satisfactory academic progress and all students on disciplinary probation may be ineligible for grants.

**4.4 Criteria for Awarding Loans.**

- 4.41** Eligibility. Loans are to be made only to students accepted for enrollment as regularly admitted students and/or enrolled in good standing and maintaining satisfactory progress in a program leading toward a degree. Students paying tuition on a basis other than semester credit hours have the same eligibility criteria and loan terms as students paying tuition on the basis of semester credit hour loans. Students in default on other student loans and other financial obligations are ineligible, and students on disciplinary probation may be ineligible.
- 4.42** Need. Borrowers must evidence a need for the loan by submitting a loan application stating the purpose and amount of the loan requested and the method of repayment.
- 4.43** Emergency Loans. Eligible student borrowers shall be assisted in obtaining emergency loans based on the order in which their applications are received.
- 4.44** Maximum Loan Amount. The maximum loan amount per student for each semester shall not exceed the tuition, fees, and room and board charges assessed for the semester in which the student is enrolling. The College may deduct the student's unpaid indebtedness, penalties, and late charges from the loan proceeds and apply them to this indebtedness. Loans may be made in amounts needed to make payments on an installment plan for tuition and fees, as authorized under *Section 54.007* of the *Education Code*.
- 4.45** Promissory Note. Each loan must be evidenced by a promissory note which must be executed prior to the disbursement of funds. A College may require a borrower to secure a cosigner, who evidences' ability and willingness to repay in the event the borrower defaults.
- 4.46** Interest. A College may charge interest on these loans at an annual rate not to exceed 5 percent during the initial term of the loan. Additional charges may be assessed under *Section 54.504* of the *Education Code* for late penalties and collection costs associated with collecting delinquent loans. All interest-bearing promissory notes must be executed by all students receiving loans through or from the College. Appropriate truth-in-lending statements shall be included in the promissory note.
- 4.47** Repayment. Except as provided in *Sections 4.48* and *4.49* below, borrowers will have a maximum repayment period of 90 days from the date of execution of the promissory note. The repayment schedule should allow for three equal installments within the 90- day period or a term note payable 90 days from the date the promissory note was executed. Repayment of loans for summer sessions will be determined proportionately by the length of the borrower's enrollment.
- 4.48** Deferred Repayment. A resident of Texas for tuition purposes, upon a finding that such individual would be deprived of an education due to a lack of financial ability, may defer repayment of the loan as allowed by law and in accordance with guidelines



adopted by the Texas Higher Education Coordinating Board. Request for deferred repayment must be made in writing.

- 4.49** Forgiveness of Loans. A College will forgive loans in accordance with guidelines adopted by the Texas Higher Education Coordinating Board for the determination of extreme financial hardship and other instances in which the public interest is served if a loan is forgiven.

## **5. STUDENT CONDUCT AND DISCIPLINE**

- 5.1** Acquaintance with Policies, Rules and Regulations. Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the College and of the Texas State University System, copies of which shall be available to each student for review online and/or at various locations on each campus. Students are also expected to comply with all federal and state laws.

- 5.2** Student Misconduct. Each student is expected to act in a manner consistent with the college's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the college or on the educational process. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

- (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law;
- (2) Violation of any Regents' rule, regulation, or order or College policy, rule, or regulation, including policies or contracts relating to residential living in College-owned or operated facilities;
- (3) Failure to comply with the direction of a College official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a College official within the designated time;
- (4) Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding;
- (5) Failure to meet financial obligations including but not limited to the issuance of a check to the College or its contractors without sufficient funds;
- (6) Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on College property;
- (7) Conduct that endangers the health or safety of others on the campus, including, by way of example, unauthorized throwing of any objects in or from College facilities;
- (8) Stealing, destroying, defacing, damaging, vandalizing or misusing College property or property belonging to another;
- (9) Engaging in hazing or voluntarily submitting to hazing. Hazing means any intentional or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Please see complete information on hazing at <https://www.lscu.edu/hazing/hazing.asp>.
- (10) Possessing and/or using, without authorization according to the

College policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, apartment, and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus;

- (11) Illegal gambling in any form on College property;
- (12) Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance;
- (13) Advocating or recommending the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action;
- (14) Forgery, alteration, theft, or misuse of College documents, forms, records, or identification cards;
- (15) Unauthorized possession, ignition, or detonation, on College property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage to persons or property by fire or explosion;
- (16) Unauthorized entry into or use of College buildings, facilities, equipment, or resources, or possession or use of College keys for unauthorized purposes;
- (17) Failure to maintain a current official mailing address in the Registrar's office and/or giving a false or fictitious address to a College office or official;
- (18) Knowingly initiating, communicating, or circulating a false or baseless report or alarm of a present, past, or future bombing, fire, offense, or other emergency that would ordinarily cause action by others charged with dealing with emergencies; placing a person in fear of imminent serious bodily injury; or preventing or interrupting the occupation of a building, room, aircraft, automobile, or other mode of conveyance;
- (19) Harassment where the individual threatens or bullies, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient;
- (20) Academic dishonesty (see *subparagraph 5.3*);
- (21) Campus disruptive activities (see *subparagraph 5.4*) or disorderly conduct on College-owned or controlled property or at a College-sponsored or supervised function that inhibit or interfere with the educational responsibility of the College community or the College's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities;
- (22) Using authority granted by state law, System rule, or College policy to deprive any person of his or her civil rights;
- (23) Violation of College policy relating to electronic network facilities such as local area networks and the Internet;
- (24) Failure to acquire and maintain a College-issued student photo identification (I.D.) card; failure to replace a lost/stolen I.D. card; and/or any falsification, misrepresentation or other

misuse of the student I.D. card.

(25) Any Attempt to commit these prohibited acts.

(26) [Sexual Misconduct and Title IX](#). Each student is expected to be fully acquainted and comply with the LSCO Sexual Misconduct Policy. The procedures for investigation and adjudication of violations of said policy are described in the [Sexual Misconduct Policy and Procedures](#) and these policies and procedures supersede all other discipline policies and procedures.

**5.3 Academic Honesty.** The college expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

**5.31 “Cheating,”** includes, but is not limited to:

- (1) Copying from another student’s test paper, a laboratory report other report, or computer files, data listings and/or programs;
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another person during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an un-administered test.
- (5) Substituting for another student, permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit, placement, or qualification;
- (6) Bribing another person to obtain an un-administered test or information about an un-administered test.
- (7) Purchasing, or otherwise acquiring and submitting as one’s own work, any research paper or other writing assignment prepared by an individual or firm. This *Section* excludes purchase of word processing services.

**5.32 “Plagiarism”** means the appropriation and the unacknowledged incorporation of another’s work or idea into one’s own work offered for credit.

**5.33 “Collusion”** means the unauthorized collaboration with another person in preparing work offered for credit.

**5.34 “Abuse of resource materials”** means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

**5.35 “Academic work”** means the preparation of an essay, dissertation, thesis, report, problem, assignment or other project that the student submits as a course requirement or for a grade.

**5.36 Disciplinary procedures for academic dishonesty.**

- (1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign penalty but must notify the student of his/her right to appeal to the appropriate Division Chair or Dean and eventually to the vice President

for academic affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.

(2) **Disciplinary Process.** In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action as he/she deems appropriate. No disciplinary action shall become effective against the student until the student has received procedural due process under *Subsection 5.6* and following except as provided under *Subsection 5.14*.

(3) **Honor Code.** If a college has adopted an honor code, which includes an honor council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings that consider disciplinary action must afford the students procedural due process under *Subsection 5.6*. Appeals of academic decisions rendered by an honor council shall be heard by the vice President for academic affairs and appeals of disciplinary decisions rendered by an honor council shall be heard by the chief student affairs officer.

**5.37 “Falsification of Data”** means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

**5.4 Campus Disruptive Activities.** Pursuant to *Education Code, Subsection 51.935* (Disruptive Activities) the college shall adhere to the following rules and regulations:

**5.41** No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the college campus. Disruptive activity means:

- (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance or hallway of any building without the authorization of the administration of the college;
- (2) Seizing control of an area of the college campus or any building or portion of the building for the purpose of interfering with any administrative, educational, research or other authorized activity; or
- (3) Disrupting and/or preventing or attempting to prevent by force or violence or threat of force or violence any lawful assembly authorized by the college administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly because of the use of force or violence or a reasonable fear of force or violence.

**5.42** Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college or university receiving funds from the State of Texas for a period of two years from such third conviction.

**5.43** Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United

States or the State of Texas.

- 5.5 Suspended, Expelled and Dismissed Student Restriction.** No student who has been suspended, expelled, or dismissed for disciplinary reasons from the college of the System shall, during the applicable period of discipline, be eligible to enroll at any other System college. The Registrar of the college is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared.
- 5.6 Procedure for Administration of Discipline.** The Chief Student Affairs officer shall have primary authority and responsibility for the administration of student discipline at the college and for investigating allegations that a student has violated System and/or college rules and regulations or specific orders and instructions issued by an administrative official of the college.
- 5.61** The Chief Student Affairs officer or his/her appointee, here to referred to as officer, will investigate the alleged violations. During the investigation if the student is available, the officer will give the student an opportunity to explain the incident. If the officer concludes that the student has violated a System or college policy, the officer will determine (but not assess) an appropriate disciplinary penalty except as provided under subsection 5.14.
- (1)** The officer will discuss his/her findings and his/her determination of an appropriate penalty with the student. If the student is available and will give the student an opportunity either to accept or reject the officer's decision.
  - (2)** If the student accepts the officer's decision, the student will so indicate in writing and waive his/her right to a hearing. The officer may then assess the disciplinary penalty.
  - (3)** If the student does not accept the officer's decision or does not waive his /her right to a hearing, a disciplinary hearing will be scheduled in accordance with *Subsection 5.7 and 5(10)*.
- 5.62** If the student does not execute a written waiver of the hearing process, then the officer shall prepare a written statement of the charges and of the evidence supporting such charges, including a list of witnesses and a brief summary of the testimony to be given by each, and shall send a notification of such charges and statement to the accused student by certified mail, return receipt requested, addressed to the address appearing in the registrar's records or shall hand deliver said document with the student signing a receipt.
- 5.7 Student Disciplinary Hearings.** In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial person or committee, hereinafter called the hearing office or hearing committee, selected in accordance with procedures adopted by the college. Except in those cases where immediate interim disciplinary action has been taken under authority of *Subsection 5.(14)*, the accused student shall be given at least five (5) class days' written notice by the chief student affairs officer or a designated appointee of the date, time and place for such hearings and the name or names of the hearing officer or hearing committee. Hearings held under *Subsection 5.(14)* will be held under the same procedures set forth below but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

Upon a hearing of the charges, the college representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. The hearing shall be conducted in

accordance with procedures adopted by the college that assure both parties (college representative and accused student) the following minimal rights:

- 5.71 Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced and notice of intent to use legal counsel at a reasonable time prior to the hearing.
  - 5.72 Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the accused student's failure to appear.
  - 5.73 Both the college representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence.
  - 5.74 The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished copies for appeals purposes only.
- 5.8 **Student's Right To Challenge Impartiality.** The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or a member of the committee shall be the sole judge of whether he/she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve, a substitute will be chosen in accordance with procedures adopted by the college.
- 5.9 **Determination of Hearing.** The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to:
- (1) Verbal or written warning
  - (2) Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture or attending counseling sessions. The special project may be imposed only for a definite term.
  - (3) Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.
  - (4) Ineligibility for election to student office for a specified period of time.
  - (5) Removal from student or organization office for a specified period of time.
  - (6) Prohibition from representing the college in any special honorary role.
  - (7) Withholding of official transcript or degree.
  - (8) Bar against readmission.
  - (9) Restitution, whether monetary or by specific duties or reimbursement, for damage to or misappropriation of college, student or employee property.
  - (10) Denial or non-recognition of a degree.
  - (11) Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in extracurricular or other student activities.
  - (12) Withdrawing from a course with a grade of "W," "F," or "WF."
  - (13) Failing or reduction of a grade in test or course and/or retaking of

- test or course and/or performing additional academic work not required of other students in the course.
- (14) Suspension from the college for a specified period of time. During suspension a student shall not attend classes or participate in any college campus activities.
  - (15) Loss of or ineligibility for student grant or loan.
  - (16) Expulsion from the college. A student who is expelled from the college is not eligible for readmission to the college.
  - (17) Dismissal from the college. A student who is dismissed is separated from the college for an indefinite period of time.
  - (18) Recording sanctions in Subsection 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The college may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The college shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled.
  - (19) A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system College shall be ineligible to enroll at any other system College during the applicable period of discipline. The registrar of each College is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the College and from all other institutions in The Texas State University System. A student who, by a preponderance of the evidence, under the Rules and Regulations, is to have illegally possessed, used, sold or distributed any drug, narcotic or controlled substance, whether the infraction is found to have occurred on or off campus, shall be suspended for a period of not less than the remainder of the semester in which the infraction occurred plus the following long semester. In the event the semester in which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of not fewer than the following two long semesters. With the approval of the President or the President's designee, suspension may be probated and sanctions may then include required counseling and/or rehabilitation along with other appropriate penalties. The President of each System college shall submit a written report quarterly to the chairman of the local committee, which details all cases in which a suspension has been probated. A second infraction for a drug-related offense shall result in permanent expulsion from all other institutions in The Texas State University System.

**5.10 Appeal.** Neither party may appeal if the hearing officer or hearing committee

determines that the allegations against the accused student are true but only punishment assessed is verbal or written warning. In those cases the determination of the hearing officer or hearing committee is final. However, in all other cases either party may appeal to the chief student affairs officer. If the hearing officer has been an appointee designated by the Chief Student Affairs Officer or if the determination has been made by a hearing committee, the appeal will be made to the chief student affairs officer or designated appointee. Written notice of appeal must be received by the chief student affairs officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to the offense; 3) whether or not the finding was supported by the evidence; and/or 4)

whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the chief student affairs officer, may submit oral or written arguments to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments when appropriate, to the chief student affairs officer within five (5) business days after giving notice of appeal. The chief student affairs officer shall respond to the appeal within ten (10) business days after all the documentation is received and all testimony is heard, or he/she may postpone a decision for good cause.

- 5.11 Review of the Dean of Student Services.** The Dean of Student Services may review any disciplinary case and may approve, reject, modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.
- 5.12 President's Right to Review.** The President may review any disciplinary cases and may approve, reject, modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.
- 5.13 Board of Regents' Right to Review.** The Board of Regents retains the right to review any disciplinary action and approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration.
- 5.14 Interim Disciplinary Action.** The Chief Student Affairs Officer or the President of the college may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation of the System or of the college at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the college official involved shall, as soon as possible, notify the President, the Vice Chancellor and the general counsel of such action.
- 5.15 Civil Proceedings.** Every student is expected to obey all Federal, State, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

## **6. STUDENT ORGANIZATIONS**

Lamar State College Orange is committed to equal treatment and opportunity for all people, regardless of race, color, sex, religion, age, handicap or ethnic origin. This commitment applies to all extracurricular life and student activity programs. To this end all student organizations will refrain from conducting any pledging, initiation or extracurricular activities that will in any way defame, ridicule or embarrass any person because of his/her race, color, sex, religion, age, handicap or ethnic origin. All organizations should be aware of and abide by [Texas Education Code, Chapter 37, sections 37.151 thru 37.158](#) and [Texas Education Code, Chapter 51, section 51.936 concerning hazing](#).

- 6.1 Definition of Composition and Authority.** An organization in which active membership is limited to students (recognizing that faculty and staff may also be members) of the college may become a registered student organization at the college by complying with the registration procedures established by the college. Neither the organization nor its representatives may suggest that either is acting with authority or



as agent of the college.

**6.2 Faculty and Staff Advisors.** Each registered organization shall have a faculty or staff advisor whose name shall be provided to the college administration as a part of the student organization registration procedures. The organization shall immediately report in writing any change in its advisor. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement.

**6.3 Disciplinary Action.** Any student organization is subject to disciplinary action or revocation of registration as a student for violation of a System and/or of the college rule or regulation or for failing to comply with the direction of a college official acting in the performance of his or her duties.

**6.4 Requirements for Organizations.** The President of the college may issue regulations governing the eligibility of students to participate in organized activities. He/she shall require and enforce the following:

**6.41** As a condition to being a registered student organization or group during an academic year, every registered student organization or group shall furnish, to the director of student activities at the beginning of, or prior to each such academic year, a complete list of officers or other members of the organization or group who are authorized to speak for or represent the organization or group in its relations with the college and who are authorized to receive for the organization or group official notices, directives or information from the college. Each such list shall be current and accurately updated throughout the semester by the organization or group, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed by the organization or group are authorized to speak for and represent the organization or group official notices, directives, or information from the college.

**6.42** Except for national honor societies that require outside members, no registered student organization or group may have a person as an active member who is not either a student or a member of the faculty or staff of the college. Except pursuant to the provisions of Chapter VII, Subsection 3.4, no organization or group, whether registered or not, may use any facility of the college if it has as an active member any person who is not either a student or a member of the faculty or staff of the college.

**6.43** Any college funds that are expended on behalf of student organizations will be maintained by the college. Both the advisor of the organization and the designated officer of the organization must authorize any expenditures from the organization's account. All college funds (such as those generated by student services fees) expended for the benefit of student organizations must be expended from budgeted college accounts.

**6.44** All college-provided funds of registered student organizations are subject to audit by the college. Failure to maintain adequate records may be considered in determining whether a student organization may maintain its registered status.

**6.45** Student organizations, their officers and sponsors are responsible for assuring that they comply with all applicable TSUS, state and federal rules and regulations, including tax code compliance.

**6.46** The college may develop applicable policies and procedures to promote fiscal integrity and accountability for student organizations.

## **7. PARTICIPATION IN STUDENT GOVERNMENT**

**7.1 Student Government.** The student government currently authorized at the college of the Texas State University System is approved. Student government has no existence separate and apart from the college, and student government shall have only such jurisdiction and exercise only such powers as the Board may now, or hereafter delegate to it through the college President.

**7.11** Constitution and Bylaws Approved. The constitution and bylaws of the student government in force at the date of these *Rules and Regulations* are hereby approved to the extent that they are not in conflict with such

*Rules and Regulations.*

- 7.12 Mode of Amending Constitution and Bylaws. An amendment to the constitution or bylaws of the student government may be adopted by an association in accordance with its constitution and bylaws, but the changes shall not become effective until transmitted to and acted upon by the chief student affairs officer and approved by the college President.
  - 7.13 Amendment or Repeal by the Board of Regents. The Board shall amend or repeal any portion of the constitution and bylaws of the student government when, in the judgment of the Board, the interests of the college shall require it.
  - 7.14 Amendment or Repeal by the President. The President shall have the power to amend or repeal any provision in the constitution or bylaws of the student government when, in the President's judgment, the interests of the college require it. The action by the President shall be subject to review *Subsection 7.13, above.*
  - 7.15 Persons Compensated by Student Government. All persons employed on salary or compensated for personal services in any manner by or under the direct supervision of the student government shall have the approval of the Chief Student Affairs Officer and shall be subject to prior approval by the President or a designated appointee both as to salary and as to qualifications. This authority shall not be exercised in a manner that would infringe upon the constitutionally protected rights of students.
  - 7.16 Annual Financial Reports. The Chief Student Affairs Officer shall require the officially recognized student government to make available, on an annual basis, a complete financial report to the college business officer, as well as such special reports as may be called for by such business officer. A duplicated copy of each report shall be filed with the chief student affairs officer.
- 7.2 **Rights and Obligations of Student Government.** The student government at the college shall be a recognized forum of student opinion.
- 7.21 When student government takes a position on issues directly related to the college and its operations, it shall forward its recommendations to the Chief Student Affairs Officers and the President. This subsection shall not prohibit the student government from free expression of its position.
  - 7.22 When the student government takes a position on non-college issues, it shall make clear the fact that it does not speak for the college.
  - 7.23 The student government may conduct polls, initiate petitions and/or establish forums for debate or discussions; and said action shall be regulated only as to time, place and manner but shall be subject to the provisions of *Chapter VII, Subsection 4.1.*
  - 7.24 Officers of the Student Government may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the college or for the student body; and they shall make it clear they are not speaking for the student government unless the legislative body of the government has authorized the statement in advance.
- 7.2.1 **Stipends.** The college may authorize the student government to grant fair and reasonable stipends to elected student body officers, provided such stipends are paid from student fees and are first authorized by a one-time referendum vote of the student body. Thereafter, stipends are subject to approval by authorized student governments. The granting by student governments of such stipends shall not establish an employer/employee relationship with the college, and the subject student officers shall not receive employee benefits from the college. The provisions of *Section 7.15* of these *Rules and Regulations* shall apply to the setting of the compensation of the student body officers.

- 7.3 **President's Authority.** The College President has authority over all its activities,

policies, contractual agreements, and financial matters of student government, provided said authority does not infringe on the free exercise of the constitutional rights of the students or the student government.

## 8. **USE OF THE STUDENT CENTER**

The use of the student center facilities on the campus shall be subject to reasonable and nondiscriminatory regulations as may be promulgated by the center's director and approved by the Chief Student Affairs Officer and the President.

### 8.1 **Lamar State College Orange Use Policy**

#### 8.11 **Priority Scheduling**

- (1) **Official College Activities**
  - a. President's official functions (development, regents, etc.)
  - b. Academic dates (registration, graduation, etc.)
  - c. Orientation
- (2) **Major Campus Activities**
  - a. Student Government
  - b. Student Center Program Board events
  - c. All college events-open events
- (3) **Other Campus Activities**
  - a. Recognized campus organizations' events
  - b. Departmental and faculty events and meetings
  - c. Continuing education
  - d. College affiliated organizations (alumni, foundation, etc.)
- (4) **Non-Campus Organizations by invitation only.**

**8.12** **Schedule of Charges.** No rental is charged to students, faculty and staff for the use of the facilities; however, it is necessary to provide for the upkeep and maintenance of the facilities of the Student Center. Consequently, custodial charges will be assessed. A list of these charges and the remainder of the policy can be found in the Student Center Policy Manuel. Copies of these charges may be obtained from the Student Activities Office, located in room 105 in the Student Center.

## 9. **Student Debts**

**9.1 Debts of Students or Organizations.** Neither the System nor the college is responsible for debts contracted by individual student organizations. All students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither the System nor the college will assume the role of the collection agency except for monies owed to the System or the college; nor will the System or the college adjudicate disputes between student and creditors over the existence or the amounts of debts, except with the prior approval of the President of the college or a designated appointee in those cases where the interests of the college may be a factor.

**9.2 Students' Financial Obligations.** Students are expected to meet their financial obligations to the college within the designated time allowed. Registration fees **or the first payment of the installment fee plan** are payable at the time of registration, and students are not entitled to enter any class or laboratory until fees and deposits have been paid. Other charges and financial obligations are due at registration or within ten (10) days after a bill is rendered by the college or according to the special payment instructions that may be printed on the bill.

**9.3 Penalties for Failure to Pay.** Failure to pay in the allotted time the amount owed to the college for tuition, fees, charges or any other financial obligation may result in any or all of the following:

- (1) Dismissal from the college or other disciplinary actions;

- (2) Withholding of future registration privileges;
- (3) Withholding of an official certified transcript;
- (4) Withholding the conferring of a degree;
- (5) Bar against readmission for the student;
- (6) Assessment of late fees and/or reinstatement fees.

9.4 The college is authorized to require that non-resident international students secure mandatory accident, sickness, catastrophic illness, evacuation and repatriation insurance as a condition of enrollment.

10. **CORRECT ADDRESS**

Each student shall notify and assure that the Registrar's Office always has the student's correct and current mailing address on file. The student may provide the notice by any means, hard copy or electronic, that is directed by the Registrar. The Component or System's obligation or desire to provide any notice will be fulfilled by mailing to the student's current address on file with the Registrar's Office.

11. **IDENTIFICATION CARDS**

- 11.1 Upon the student's first registration at Lamar State College Orange, the student must secure a photo identification card, which certifies registration at Lamar-Orange. The signed ID card must be validated by the Admissions and Records Office at the beginning of each semester the student is enrolled.
- 11.2 Student ID cards are non-transferable. Lost ID cards should be reported immediately to the Admissions and Records Office. A fee will be assessed for replacements.
- 11.3 Requirements for obtaining ID cards:
  - (1) Student's current semester fee receipt, indicating paid tuition.
  - (2) Student's valid driver's license or other positive identification.
- 11.4 Student ID cards are required for library usage and to secure college payroll checks and/or financial aid checks
- 11.5 The ID card is for official college identification purposes and should be carried at all times.
- 11.6 The use of the ID card is the responsibility of the named student. Misuse of the card may subject bearer and/or student to whom it is issued to disciplinary sanctions.
- 11.7 Students must have ID cards when requested by any official of the college, including campus security.
- 11.8 The ID card must be returned to the Admissions and Records Office at the time the student withdraws from the college.

12. **STUDENT PARKING AND TRAFFIC**

All students utilizing the college's parking facilities are required to obtain a parking tag. There is no cost to the student for parking. All students should drive with extreme caution and at a reduced speed in the parking lots and the streets adjacent to the college.

**POLICY REGULATIONS COLLEGE-SANCTIONED STUDENT/STUDENT ORGANIZATION TRAVEL**

1.1.1 **Policy Statements.**

- 1.11 Lamar State College-Orange is committed to the efficient procurement, maintenance and transportation of equipment, apparatus, supplies and personnel and to the security and protection of all employees, students and visitors. The following procedure contributes to the fulfillment and implementation of this policy.
- 1.12 The purpose of this policy is to provide the college community and specifically students and student organizations with procedures and safety guidelines for student/student organizations and sponsored program participant travel that is sanctioned by the college.

1.2 **Definition**

- 1.21** College-sanctioned student/student organization travel is defined as any approved travel to a destination twenty-five (25) miles or more away from campus, which occurs under one or more of the following circumstances:
- (1) A Lamar State College-Orange student/student organization or sponsored program travels to an event that is recognized by the college as having a professional/educational purpose or is an event at which the student group represents the college;
  - (2) The travel is required by a student organization registered at LSCO;
  - (3) A faculty or staff member serving in his/her official capacity supervises the travel; or
  - (4) Institutional, departmental and/or organizational resources are used (includes college vehicles as well as financial resources) to support the travel.

**1.3 Procedures**

**1.31** Students/student organizations and individuals participating in LSCO-sponsored travel programs must meet the following requirements:

- (1) All items listed below must be submitted to the Student Activities Office at least ten (10) working days prior to departure.
  - a. Student Travel Form (Attachment A)
  - b. Student Group Travel List (Attachment B, B1, B2)
  - c. Trip Release and Indemnity Form (Attachment C)
  - d. Photocopies of drivers' licenses and proof of liability insurance for all intended drivers
  - e. Travel Checklist (Attachment D)
  - f. Authorization for Medical Treatment Form for any travelers less than eighteen (18) years of age (Attachment E)
- (2) The Student Activities Office will return copies of all documents listed above, along with a safety kit. These documents need to be placed in the glove compartment of the vehicle.

**1.4 Driver Requirements and Vehicle Use Guidelines**

**1.41 Drivers**

Drivers must be at least eighteen (18) years of age, with valid drivers' licenses and valid liability insurance or lease policy insurance.

- (1) All LSCO employees and students who may be called upon to drive a college-owned or leased vehicle for college-related activities shall have a Motor Vehicle Record (MVR) as required by law (Article 6687b, Section 37, VACS) on file in the Human Resources Office. The Human Resources Office will notify the Student Activities Office of all approved drivers. Individuals will not be allowed to drive college-owned or leased vehicles if they are deemed to be unacceptable to the college's insurance carrier or have three (3) years prior to the date of their individual driver's license checks:
  - a. Been convicted of driving while intoxicated (DWI) or driving under the influence (DUI).
  - b. Received two or more moving violations or have been involved in two or more accidents where they have been determined to be at fault.
  - c. Had their drivers' licenses suspended.
- (2) No driver shall have consumed any alcoholic beverages or ingested any chemical substance (prescriptive or over-the-counter) that would impair his/her ability to operate a motor vehicle within twelve (12) hours of operating a vehicle.
- (3) Drivers must carry copies of all pertinent LSCO travel documents listed in section 3.0 of this policy.

**1.42 Vehicle Use**

- (4) Smoking is not permitted in any college vehicles.

- (5) The transporting or consumption of alcoholic beverages is prohibited during college-sanctioned travel.
- (6) No student shall be required to use his/her personal vehicle to perform college-related activities.

**1.43 Other Modes of Travel**

Any LSCO students or student organizations approved for college-sanctioned travel by modes of transportation other than cares, vans or personally operated vehicles (i.e. bus, train, airplane, etc.) must comply with all rules, regulations and requirements of the organizations, industries or groups providing such means of travel.

**1.5**

**Standard of Conduct During College-Sanctioned Travel**

- 1.51** Any LSCO student traveling off-campus to college-related functions or activities is expected to be fully acquainted with the guidelines of the college's Student Travel Policy and Procedures, which is available to each student for review in the Dean for student services office or the Office of Student Activities and Student Organizations. The college will hold each student and each student organization responsible for complying with these published policies and guidelines. Students are expected to comply with all federal, state and local laws as well as LSCO policies, in addition to the policies of any agency or organization to which the students travel.
- 1.52** Any students involved in college-sanctioned travel who violate the LSCO travel policy is subject to disciplinary action taken by appropriate authorities because of the violations. This includes conduct that is likely to have an adverse effect on the college.

**1.6**

**Accident Guidelines**

- 1.61** This section contains guidelines that must be followed in the event of accidents involving college-sanctioned student travelers. Compliance with the requirements in this section is mandatory; the provisions contained herein constitute college policy and procedure.
  - (1) If an accident occurs which involves injuries to a college student, employee or any other individual in any other vehicle, the highest priority is to summon emergency medical personnel to the accident scene immediately.
  - (2) Do not move anyone who is injured unless his/her safety is in jeopardy.
  - (3) If an accident occurs, the appropriate law enforcement agency should be summoned to the scene for an accident report and an investigation. If possible, vehicles should not be moved unless significant traffic hold-up or safety hazard exists. The Texas Department of Public Safety Roadway Emergency and Stranded Vehicle number is 1 (800) 525-5555.
  - (4) If an accident occurs, the organization's advisor should be contacted immediately. If the advisor cannot be reached, the director of student activities and student organizations should be contacted at 409-827-1516.
  - (5) Attention should be given in any vehicle accident situation to the safety of the persons in the traveling group. These people should be gathered well enough away from the vehicle and/or scene to ensure their safety from the vehicles around the area.

**1.7 Incident/Breakdown Guidelines**

- 1.71** This section contains incident/breakdown guidelines for student travelers. The information in this section is mandatory and constitutes college policy and procedure.
  - (1) If an accident/breakdown occurs, contact the Texas Department of Public Safety Roadway Emergency and Stranded Vehicle number at 1 (800) 525-5555.
  - (2) If a significant traffic hold-up or safety hazard exists, the

- vehicle must be moved out of the flow of traffic.
- (3) In the event a vehicle breaks down, the student organization's advisor must be contacted immediately and notified. In the event the advisor cannot be reached, the director of student activities and student organizations must be contacted at 409-827-1516.

## 1.8 Safety Guidelines

- 1.81 This section contains specific safety guidelines for student travelers. This information is intended to assist students during travel in an effort to encourage the safest possible travel.
- (1) Only those employees and students with acceptable driving records are authorized to drive college-owned or leased vehicles. (In case of an emergency circumstance that renders an employee unable to drive while on college-sanctioned travel, this rule may be waived).
  - (2) Mode of transportation will be determined by the sponsoring department or student organization, taking into consideration a combination of three (3) primary factors: 1) number of participants traveling, 2) distance to be traveled, 3) time frame of the event, 4) cost and 5) travel conditions.
  - (3) Drivers will comply with all applicable traffic laws and regulations.
  - (4) Travel between the hours of midnight and 6 a.m. is discouraged. The majority of travel hours should be during daylight.
  - (5) Drivers must take a "safety break" after three (3) hours behind the wheel.
  - (6) If travel time is to exceed twelve (12) hours, two (2) or more persons must share the driving responsibility and rotate time behind the wheel in accordance with item "f".
  - (7) A vehicle should not be loaded beyond its capacity to supply one seat belt for every person in the vehicle. On extended travel trips vehicle should be under loaded.
  - (8) Road flares, cellular phones, reflectors and a first aid kit should be in every vehicle transporting students for college-sanctioned activities.
  - (9) All occupants must use seat belts and appropriate safety devices while the vehicle is in motion.
  - (10) All occupants must remain seated when vehicle is in motion.
  - (11) The following activities are **PROHIBITED** for drivers while driving:
    - a. Operating a vehicle, which exceeds the maximum number of occupancy regulations.
    - b. Driving while under the influence of impairing drugs or alcohol.
    - c. Use of radar/laser detection devices
    - d. Use of headphones or earphones
    - e. Use of cell phones
    - f. Eating, smoking or drinking

## 13. REGENTS SCHOLARSHIP AWARD

- 13.1 Purpose. The honorary title, Regents' Scholar, recognizes students who achieve excellence in academic and co-curricular endeavors at College institutions.
- 13.2 Process. Not later than August 31 of each year, the President of each College may nominate to the Chancellor one outstanding student. Upon the recommendation of the Chancellor, the Board of Regents may bestow each year the title of —Regents' Scholarship upon a select student or students who have demonstrated the following:
- (1) Outstanding academic achievement and scholarship in his/her studies

- (2) Strong commitment to and leadership in co-curricular activities; and,
- (3) Notable contributions to the College institution and community.

At the time of graduation, a Regents' Scholar shall be recognized at his/her College institution's commencement ceremonies.

**13.3 Eligibility.** To be considered for selection, at a minimum, a student must have a 3.75 cumulative GPA, be enrolled full-time at a Component institution, and have earned 25 semester credit hours (for 2-year institutions) or 60 semester credit hours (for 4-year institutions). Additionally, the student must demonstrate active involvement in co-curricular campus and leadership activities, and not have been on academic or disciplinary probation at any time while attending the Component institution.

**13.4 Benefits of Award.** Award of such a title shall be accompanied by passage of a resolution by the Board of Regents, memorialized in the minutes of the meeting at which it was awarded, and the issuance of a commemorative medallion. A cash scholarship from the Texas State University System Foundation payable to the College institution for use by the student toward fees, textbooks, and other educational expenses, including but not limited to, lodging, dining, and parking may be awarded. The Chancellor and the Executive Director of the Foundation would determine in advance the amount of the scholarship.

## **LSCO ALUMNI**

Lamar State College Orange offers on-campus services and activities to ex-students. Anyone wanting to participate in or take advantage of these services may purchase an alumni ID card. The card has an annual cost of \$35 (September 1 through August 31) and may be paid for at the Cashier's Office. The paid receipt should then be presented in the Office of Admissions, and a photo ID will be made at that time. The ID card must be renewed annually beginning September 1.

## **STUDENT COMPUTER USE POLICY**

### **1.1 Policy Statements.**

- 1.11** The computing facilities at Lamar State College Orange are provided for the use of all students, full or part time, in programs of the college. Students are responsible for seeing that these facilities are used in an effective, efficient, ethical, and lawful manner. Lamar State College Orange reserves the right to access and disclose any documents (either hard copy or electronic format) it deems necessary.
- 1.12** The following rules govern the use of all Lamar Orange computer facilities. Any use of these facilities in any way other than those stated below will be considered a violation of the Lamar State College Orange policy.
  - (1) Users shall be accountable for using computing facilities in an effective, ethical, and lawful manner.
  - (2) Computer facilities and accounts are owned by Lamar Orange and are to be used for college-related activities only.
  - (3) All access to Lamar Orange's central computer systems must be approved by the Computer Center. All access to department computer systems must be approved by the department.
  - (4) An account assigned to an individual for use of the central computers or departmental systems is not to be given to another individual. The individual assigned an account is responsible for all activities for which that account issued. Use of another person's account is not only a violation of Lamar Orange policy, it is a violation of state law.
  - (5) Programs and files are confidential and may be accessed only by those persons authorized to do so
  - (6) Electronic communications facilities (such as MAIL) are for Lamar Orange-related activities only.
  - (7) Computer software protected by copyright is not to be copied or moved to another computer without removal of the software from the original



- computer. No software is to be copied or removed from a Lamar Orange computer and placed on a home computer, nor is any home computer software to be loaded onto a Lamar-Orange computer.
- (8) The Computer Center reserves the right to audit any personal computer on Lamar Orange property at any time for unauthorized software.
  - (9) Internet access shall be given by justification of business need. Use of these services must be consistent with the goals of Lamar Orange.
- 1.13** An individual's computer use privileges will be suspended, if after an administrative review, individual is found to be in violation of these policies. Removal of the suspension will be by appeal to the Computer Center director or vice President for academic affairs. Continued violation of major violations may result in dismissal and/or criminal charges.

### **OWNERSHIP OF MATERIALS**

Ownership of intellectual properties, with regard to students, shall be governed the same as for faculty and staff as stated in *Chapter III*, Page 44, of the *Rules and Regulations* of The Texas State University System.

## **General Provisions for Campus Activities**

The following is an adaptation of Chapter VII, Sections 1-4, of the Board of Regents' *Rules and Regulations*, adopted September 1, 1980 and amended May 10, 2002. In the event conflict between the Regents' Rules and this code, the *Rules* will govern.

### **1. Solicitation**

"Solicitation" means: (1) the sale or offer for sale of any property, goods, products or services or (2) the receipt of or request for any gift or contribution. Solicitation on the campus is prohibited, except for the following activities:

- 1.1** The sale or offer to sell through vending machines operated by the colleges or its subcontractor of: (1) any newspaper, magazine or other publications in an area designated by the President of his/her designee; (2) food, drink and other items.
- 1.2** The sale or offer for sale of any college publication, book or other material used in the academic work of the college by the college or its subcontractor in an area designated by the President or a designee.
- 1.3** The operation by the college or its subcontractor of: (1) a bookstore, specialty store, laundry, college dining service or other service maintained for the convenience of the college's students, faculty or staff; or (2) food and drinks, souvenirs and programs at athletic contests or other events sponsored or authorized by the college.
- 1.4** The advertisement of any activity, item or product sponsored or authorized by the college and approved by the President or his/her designee; advertisements appearing in any publication or sent through the United States or private postal service.
- 1.5** The collection of tuition, charges and fees under *Section 1.4 and Chapter III, Rules and Regulations*.
- 1.6** The collection by registered student, faculty or staff organizations: (1) of membership fees or dues or (2) of fee or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the college or by such organizations.
- 1.7** Presidentially-approved participation in: (1) nondiscriminatory activities on behalf of charitable organizations or (2) events sponsored by a registered student, faculty or staff organization of the college that are authorized and scheduled in accordance with the facilities-use regulations of the college. All signs, tickets, and literature advertising the event must identify the sponsoring organization. The college may require that members of the sponsoring organization solicit directly and may prevent organizations from using nonmembers to fund-raise or solicit for the organization.
- 1.8** Activities of agents of companies authorized by the college to provide instruments, equipment, supplies, health insurance, optional retirement

programs, tax-sheltered annuities or other services to the college or its employees.

- 1.9** Persons engaged in activities listed in *Section 1.1-1.8* of the *Rules and Regulations* are responsible for assuring that they maintain the portions of the campus and buildings they use in a clean, orderly and appealing in appearance and for assuring that their use:

- (1) preserves an academic atmosphere and does not disrupt classes
- (2) maintains security and safety for persons and property, does not unreasonably expose persons on campus to crime and avoids unlawful activities;
- (3) protects the privacy of students, faculty and staff and protects them from deception, fraud and similar commercial exploitation;
- (4) permits the free flow of pedestrian and vehicular traffic;
- (5) preserves the beauty of the college's campus, buildings and facilities and avoids unnecessary wear and tear on buildings, grounds or facilities;
- (6) protects students, faculty and staff from deception, fraud and commercial exploitation; and

- 1.10** The President may prohibit persons or organizations from soliciting on campus if they fail to follow these rules. He/she may require that the student governments and each registered student organization file a sworn statement disclosing: (1) the sources and amounts of money received from solicitation during the preceding or current semester or summer session, and (2) the payees, their personal identification numbers (P.I.N.) or Social Security numbers and amounts of expenditures of funds received from solicitations. Any student government or registered student organization failing to comply with the request of the President shall be prohibited from solicitation on the campus until such person or organization comes into compliance.

## **2. Use of System Facilities**

- 2.1 By College Organizations.** Registered student, faculty and/or staff organizations may use the college's buildings and grounds in compliance with reasonable and nondiscriminatory college rules and regulations approved by the college President or designee, that shall specify the policies and procedures under which such organizations may reserve the college's buildings/and or grounds for their use. Extracurricular use by students, faculty, or staff owned buildings and grounds shall be conducted in accordance with local, state, and college regulations. Such activities shall not disrupt or disturb the property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with non-students without prior written approval of the college President or his designee through normal administrative channels.

- 2.2 By Outside Groups.** Use of grounds and physical facilities of a system college, especially auditoriums, gymnasiums and large rooms by outside individuals, groups, or associations (outside groups) shall be subject to the following rules as well as policies approved by the President or a designee:

- 2.21** Unrestricted use by outside groups of any facilities and grounds is not permitted. Whenever outside groups share in the use of college buildings, it must be upon the invitation of the college and under its joint sponsorship and with the further understanding that all conditions governing such sponsorship are to be set by the college.

- 2.22** The college will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating individuals, groups or associations unless the President or a designee has reviewed the project or program and has determined that such joint sponsorship serves a public purpose and adequate contractual or other controls ensure its realization as required by *Article 3, Section 51 of the Texas Constitution*.

- 2.23** The college will not enter into joint sponsorship of any program or activity in which the educational implications or benefits are not self-evident and

that does not directly supplement the educational purposes of the System. The college, when entering into joint sponsorship of any program or activity, reserves the right to approve advertising as well as news releases.

**2.24** Established as a public college body without regard to political affiliation or religious faith, the college cannot be a joint sponsor with any non-campus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the board in *Section 4 of this Chapter*.

**2.25** The authorization for use of the college's facilities and grounds for functions other than the college's own activities shall be at the sole discretion of the President or a designee and subject to the needs and the convenience of the college, which are always to have priority in the scheduling of facilities.

**2.26** In the case of programs for which the college is a joint sponsor with some other individual, group or organization, the fee to be paid by the co-sponsor will be a matter for negotiation in each case, subject to final approval by the college President or a designee and will be specified in the agreement providing for the joint sponsorship.

**2.3 Use of Motor-Driven Vehicles or Equipment.** The President of the college shall promulgate a policy specifying conditions for operation or use by students of college-owned, controlled or leased motor-driven vehicles or motor-driven equipment and require signed liability waivers in favor of the college, the Board of Regents, the System and their respective officers, employees or agents.

### **3. Speech and Assembly**

**3.1 Definition.** Freedom of inquiry and discussion is basic and essential to intellectual development, provided such freedoms are exercised in a manner that does not illegally derogate the rights of others or interfere with the academic programs and administrative processes of a College. The grounds of all Colleges are traditional public forums, subject to such reasonable time, place, and manner restrictions as the College President may impose (*see Subparagraphs 3.3 and 3.5 of this Chapter*).

**3.2 Off-Campus Speakers in College Facilities.** The freedoms of speech and assembly guaranteed by the *First and Fourteenth Amendments* to the *United States Constitution* shall be enjoyed by the students, faculty and staff of the College with respect to the opportunity to hear off-campus or outside speakers.

**3.21** If a registered campus organization is sponsoring a campus speaker, it has the responsibility of making clear the fact that the organization, not the College, is extending the invitation to speak and that any views the speaker may express are the speaker's own and not necessarily those of the Texas State University System or of the College.

**3.22** Students, faculty, staff and registered organizations campaigning for public office on behalf of candidates for public office must abide by the provisions of this section.

**3.23** Speakers to be paid from state funds to speak on the College campus shall speak in a facility that is open to the public. This subsection does not apply to classes, seminars, symposia and conferences intended for the use and benefit of students, faculty, staff and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to see and hear the speaker. The number of students, faculty, staff and guests may be limited to prevent a hazard to the safety of the audience.

**3.24** Off-campus speakers who have not been sponsored or invited by a registered student, faculty or staff organization or by the College administration shall be prohibited from speaking to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been authorized to meet on the campus.

**3.25** With the prior written approval of the College President, the College may, at its sole discretion, lease or rent space in the Student Center or other

appropriate buildings or grounds for political rallies and meetings provided that space is made available to legitimate political rallies and meetings and provided that space is made available to legitimate political candidates in a nondiscriminatory fashion and the rent for such space is based on a fair market value.

- 3.3 Time, Place and Manner Restrictions.** While freedom of speech and assembly is encouraged, the law recognizes that there is no absolute right to assembly or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations to outside speakers shall be limited as follows:
- 3.31** A request to invite an outside speaker will be considered by the College only when made by a registered student, faculty, or staff organization. No invitation shall be issued to an outside speaker without prior written concurrence of the College President or a designee for scheduling of speaker dates and assignment of campus facilities.
  - 3.32** Any speaker request shall be made in writing to the President or a designee by an officer of a registered student, faculty, staff, organization, or by an administrative officer of the College desiring to sponsor the proposed speaker not later than six (6) business days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time and location of the meeting; the expected size of the audience; and the topic of speech. Any request not acted upon by the College President or a designee within five (5) business days after submission shall be deemed granted.
  - 3.33** A request made by a registered organization may be denied only if the College President or the authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the College's orderly operation as defined in *Subsection 3.5*.
  - 3.34** Where the request for an outside speaker is denied, the sponsoring organization may appeal to the President or an authorized designee in writing within three (3) business days of the denial. A hearing will be held within four (4) business days following the filing of its appeal before an impartial board or administrator appointed by the President for a *de novo* consideration of the request. Such board or administrator shall make a recommendation to the College President, whose decision shall be final. If the President fails to decide the matter within seven (7) business days following the filing of the appeal, it shall be deemed granted, and the speaker's invitation may be issued by the organization.
  - 3.35** Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the President or a designee immediately in writing of such acceptance. The President or a designee may, at his/her discretion, require that the meeting be chaired by a member of the administration or faculty and that a statement be made at the meeting that the views presented are not necessarily those of the College or of the sponsoring organization. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by the speaker while on campus.
- 3.4 Assembly on College Grounds.** Any group or person, whether or not a student or employee and whether or not invited by a registered student, faculty or staff organization, may assemble and engage in free speech activities on the grounds of the campus. However, the College President or a designee shall adopt reasonable viewpoint neutral, non-discriminatory rules and regulations as to time, place and manner of such activities and may prohibit such activities if it is determined, after proper inquiry, that the proposed speech constitutes a clear and present danger as defined in *Subsection 3.5* below.
- 3.5 Clear and Present Danger.** Proposed speech, which constitutes a clear and present danger to the College's orderly operation by the speaker's advocacy (i.e., preparing the group addressed and steering it to such action as opposed to the abstract espousal of the

- propriety of resort to force), may be prohibited. In determining the existence of a clear and present danger, the College President may consider all relevant factors, including whether within the past five (5) years such speaker has incited violence resulting in the destruction of property at any public institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution. There must be not only advocacy to action but also reasonable apprehension of imminent danger to the essential functions and purposes of the College.
- 3.6 Demonstrations, Publications, Posters.** Reasonable and nondiscriminatory rules and regulations as to time, place and manner may be promulgated by the President or a designee of the College to authorize student, faculty, staff, and their registered College organizations to petition, distribute publications, post signs, set up booths and/or peacefully demonstrate on the College campus. Such regulation shall prohibit any activity that would interfere with academic or college programs.
- 3.61** No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the Component campus any petition, handbill, or piece of literature, work, or material that is obscene, or libelous, or that advocates the deliberate violation of any federal, state, or local law (see *Subsection 3.62*). Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual. No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the Component campus any petition, handbill, or piece of literature, work, or material that is obscene, vulgar, or libelous, or that advocates the deliberate violation of any federal, state, or local law (see *Subsection 3.62*). Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual.
- 3.62** For the purposes of *Subsection 3.5*, advocacy means addressing the group for imminent action and steeling, bolstering, or bracing it to such action as opposed to the abstract espousal of the moral propriety of a course of action.
- 3.63** Any group or person, whether or not a student or employee, demonstrating on campus shall adhere to the provisions *Education Code, Section 51.935*, as cited in *Chapter VI, Subsection 5.4*, of the *Rules and Regulations*.
- 3.7 Disruptive Activities.** Disruptive activities are prohibited on the campus. See *Education Code, Section 51.935* and *Chapter VI, Subsection 5.4*. The President shall promptly utilize all lawful measures to halt and eliminate any and all such disruptive activities and shall immediately notify the Chancellor and the Chairman of the Board of Regents.

#### 4. **Policy Regulating Parades, Demonstrations, Rallies and Use of Free Expression Area**

- 4.1 Purpose**  
The purpose of this policy is to govern the conduct of all parades, demonstrations, rallies and use of the free expression area on college property or at college-sponsored events.
- 4.2 Review**  
This policy shall be reviewed annually by the Chief Student Affairs Officer.
- 4.3 Policy**
- 4.31** These procedures shall apply to:
- (1) Students, faculty, staff and their recognized organization and
  - (2) All other persons, organizations and groups.
- 4.32** These rules do not apply to the college, its agents, servants or employees acting in the course and scope of their agency or

employment and regularly scheduled classes offered for academic credit.

**4.33** Parades, demonstrations and rallies must comply with these rules, and college policy and must not:

- (1) Result in a breach of peace or violation of any law.
- (2) Interfere with the free and unrestricted flow of pedestrian and vehicular traffic on campus or the entry or the exit to any campus building, structure or facility.
- (3) Materially disrupt or interfere with normal activities of the college.

**4.34** No person or group conducting or participating in a parade, demonstration or rally on college property or at college- sponsored events may advocate the deliberate violation of the law.

**4.35** No parade, demonstration or rally shall take place inside any building or structure on the college campus.

**4.36** Students, faculty, staff and their approved organizations may demonstrate in the free expression area of the college between the hours of 8 a.m. and 5 p.m., Monday through Friday. A facility reservation request must be made in writing to the Director of Student Activities at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area.

**4.37** Students, faculty, staff and their approved organizations must secure a valid campus permit to conduct a parade, demonstration or rally outside the free expression area. Application for the permit must be made through the Director of Student Activities at least forty-eight (48) hours in advance of the activity. The advance notice allows the college the opportunity to avoid the problems of simultaneous and competing parades or demonstrations and to arrange for adequate security. The application for a campus permit shall require the applicant to provide his/her name, address and phone number. Further, the application must be signed and dated by the applicant.

**4.38** All other persons and groups may assemble and demonstrate only in the free expression area between the hours of 8 a.m. and 5 a.m., Monday through Friday. A facility reservation request must be made in writing to the Office of Student Activities at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area.

**4.39** The free expression area is the patio area located immediately outside the east exit of the Student Center and any area of campus located at least 100 feet from classroom buildings and library. This excluding all roads, driveways and parking lots for safety reasons.

## **5. Policy for the Posting and Distribution of Printed Materials**

### **5.1 Purpose**

The purpose of this statement is to delineate policy and procedure relating to the posting and/or distribution of printed materials on the college campus.

### **5.2 Objective**

The specific objective is to establish policies and practices pertaining to the distribution of printed materials on the college campus so as to provide an atmosphere conducive to the educational purpose of the college.

### **5.3 Review**

The responsibility to review and to recommend the revision or cancellation of this policy statement resides with the Division of Student Services. The policy shall be reviewed annually.

### **5.4 Eligibility**

- 5.41 Students and officially recognized campus organizations may post and/or distribute printed materials on the college campus in compliance with college policy.
- 5.42 Private enterprise and/or off-campus organizations will be permitted to post and/or distribute printed materials on the college campus only with the approval of the Dean of student services.
- 5.5 **Posting**
- 5.51 No signs, posters or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences or any college fixture. ALSO NO HANDBILLS MAY BE PLACED ON CARS PARKED ON COLLEGE PROPERTY.
- 5.52 Students, faculty, staff and officially registered campus organizations may post printed material on designated campus bulletin boards only with stamped approval from the Office of Student Services. No posted materials shall be affixed to walls, glass or doors. The office of the Dean of Student Services is responsible for monitoring all bulletin boards.
- 5.53 All printed materials must conform to the general rules as follows:
- (1) Printed materials may not exceed the overall size of 14"x22".
  - (2) All posted materials must be affixed on all four corners. Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.
  - (3) Defaced material is subject to removal.
  - (4) Posted materials must identify campus affiliate, sponsoring organization, individual student or off-campus organization.
  - (5) Materials may be posted for a period not to exceed three (3) weeks or until the conclusion of the event, whichever applies first. Prompt removal of expired postings is the responsibility of the sponsoring student, organization or off-campus organization.
  - (6) Materials posted in violation of printed policies are subject to removal at any time.

## 5.6 Distribution



- 5.61 Students and officially registered campus organizations may distribute printed materials on college campus in compliance with college policy. Approval for distribution of printed materials requires completion and approval of a facilities reservation form available from the Office of Student Activities, located in room 105 in the Lamar Orange Student Center.
  - 5.7 **Special Printed Materials**
    - 5.71 Special printed materials, such as banners, posters, etc., may be posted in assigned designated places with written approval from the Dean of Student Services.
    - 5.72 Advertisement of co-sponsored activities should give equal billing to the sponsoring campus organization. The organization's name and/or logo should be prominent and visible on all printed materials.
  - 5.8 **Appeals**
    - 5.81 Appeals of this policy by students or college-recognized student organizations will be reviewed by the Dean of Student Services.
- 6. **Publications of Student Groups**
  - 6.1 **Policy Statements**
    - 6.11 The college affirms its position that freedom of expression, as well as inquiry, is essential to a student's educational development. Vigorous intellectual exploration by students may sometimes result in questioning of popular conceptions, and this in turn may elicit the concern of society at large. One of the axioms upon which our nation was built, however, is that truth needs no protection but is vitalized by vigorous debate in a market place where all ideas presented and then tested by the reason of free men.
    - 6.12 Publications of student groups are encouraged on the campus of Lamar State College Orange. However, freedom of inquiry and expression does not confer an absolute right that would give immunity to every possible use of language. Lamar Orange expects its students to observe the standards of propriety and good judgment in the exercise of such freedom. Students may publish and distribute free material that is not libelous or obscene or that does not promote or encourage the violation of laws of the state of Texas or the United States or the disruption of the college's academic process.
  - 6.2 **Distribution**
    - 6.21 Rules for distribution of literature are as follows:
      - (1) shall not constitute disorderly conduct
      - (2) disrupt classroom discussion
      - (3) impede the maintenance of public order or
      - (4) constitute a danger to the person disseminating the material or to any other group or individual.
    - 6.22 In order to promote and protect the right of privacy, no individual or group shall distribute literature or circulate petitions to captive audiences, such as classroom settings or study areas.

## HEALTH AND SAFETY POLICIES

### **Bacterial Meningitis Vaccination Requirement**

Texas Senate Bill 1107 and subsequent Senate Bill 62 require all students entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination 10 days before the first day of classes. Therefore, if you are under the age of 22 and are 1) a returning student, who did NOT attend classes at Lamar State College-Orange the preceding long semester, 2) an entering freshman, OR 3) a transfer student, you must submit evidence of vaccination against bacterial meningitis. Students that are taking online-only courses DO NOT need to submit evidence of vaccination against bacterial meningitis. However, must complete a signed notarized waiver that may be obtained from the Admission & Records Office and may only enroll in online classes. To learn important facts about Bacterial Meningitis <http://www.cdc.gov/meningococcal/about/index.html>.

### **Proof of bacterial meningitis vaccination or exemption:**

- Evidence of Vaccination must verify that the vaccination was received at least 10 days before attending classes.
- A document bearing the signature or stamp of a physician, his or her designee, or public health official that states the name of the vaccination, the name and address of the medical facility, and the day, month, and year that the vaccination was administered.
- An official immunization record generated by a state or local health authority. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month, and year that the vaccination was administered.
- An official school record that indicates a current bacterial meningitis vaccination. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month, and year that the vaccination was administered.

### **Evidence to Decline Vaccination must be submitted in the following format:**

To claim an exclusion for medical reasons, the student must present a statement signed by a physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. For information about requesting a conscientious objection exemption form from DSHS click here: <http://collegevaccinerequirements.com/>.

### **Important Considerations:**

- The bacterial meningitis vaccination must be administered by a Health Practitioner authorized by law to administer an immunization.
- Vaccinations older than 5 years will require a booster.

### **How to provide proof of bacterial meningitis or exemption:**

After evaluating multiple platforms, Lamar State College Orange chose an established provider, MedProctor. This system:

- Reduces the future burden of paperwork on our students.
- Provides HIPAA and FERPA privacy and security practices to the information.
- Makes this information instantly available to you, the student, if the need arises in the future.
- Advances the speed of care and communication of our staff to you in the event of an outbreak or an illness.

After applying for admission students will receive an email from MedProctor containing instructions on how to set up their account and provide the information required by the state. The bacterial meningitis vaccine or exemption from the vaccine must be provided to MedProctor before registration. All students are required to submit their information through MedProctor.

### **Tobacco-Free Institution**

The Texas State University System Board of Regents passed a rule requiring all component

institutions to prohibit the use of ALL TOBACCO PRODUCTS on properties owned by the System; there will be no exceptions. The **Tobacco-Free Policy** is in effect as of June 1, 2012. The rule applies to all students, faculty, staff, and visitors. Violators are subject to established administrative/disciplinary policies and procedures. The **Tobacco-Free Policy** may be viewed on the Lamar State College Orange web page at [www.lSCO.edu](http://www.lSCO.edu).

## **Policy Statement on AIDS**

The following is an excerpt of the Lamar State College Orange Policy on AIDS. Any employee, student or contractor of the college may request a copy of the *AIDS Policy* in its entirety from the Human Resources Department.

*Acquired Immune Deficiency Syndrome (AIDS) is a fatal disease that has become a nationwide public health problem.*

*Lamar State College-Orange acknowledges the seriousness of this problem. In health-related matters such as this, the college follows the guidelines of recognized authorities including the National Center for Disease Control, the United States Public Health Service, the Department of State Health Services and the American College Health Association. Further, the college shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other laws.*

*No current evidence exists that individuals infected with human immunodeficiency (HIV), the "AIDS Virus," can infect other individuals by casual contact. Accordingly, there is no reason to exclude individuals with AIDS, AIDS-Related Complex (ARC) or a positive test for antibody to HIV from campus academic, from social or cultural activities. Therefore, on the basis of current knowledge of the disease, individuals sharing common living space, work or study areas, libraries, classrooms, recreational facilities, and theaters do not represent a problem or public threat to the campus community.*

## **ALCOHOL POLICY**

### **1. POLICY STATEMENT**

- 1.1 The possession and consumption of alcoholic beverages on any property owned and/or controlled by Lamar State College Orange are prohibited except where permitted explicitly by published policies. The legal age for the purchase, consumption and/or possession of alcoholic beverages in Texas is 21. Violators of this state law and college policy will be subject to institutional penalties and criminal charges.
- 1.2 The sale or service of alcoholic beverages on the campus is not permitted except in "special use" buildings or facilities designated and approved by the college President.
- 1.3 Sponsoring organizations of events where alcoholic beverages are to be served in special use buildings or other designated facilities are required to complete a Request to Serve Alcoholic Beverages form. The completed form will authorize the service of alcoholic beverages in conjunction with a scheduled special event. The form requires the approval signature of college administrators including the Dean for student services therefore; the request should be initiated no later than five (5) business days in advance of the event.

### **2. DISTRIBUTION OF ALCOHOLIC BEVERAGES**

- 2.1 All social events where alcoholic beverages are to be served are subject to the following regulations:
  - 2.11 **Facility Reservations**
    - (1) Use of college facilities where alcoholic beverages are to be served or consumed will be granted only to groups or organizations which have the approval of the appropriate building manager and the Dean for student services.
    - (2) A Request for Facilities form must be signed by the organization President and the college advisor for the organization.
    - (3) Reservations for use of the Student Center building are made in the Office of Student Activities at 882-3097. Requests for use of other facilities are made in the offices of the building manager of a particular building.

- (4) Reservation forms must be submitted to the appropriate office at least five business days prior to the event.

#### **2.12 Stipulations Regarding Time and Place**

- (1) Alcoholic beverages may be served Monday-Thursday, 5 p.m. until midnight; Friday, 5 p.m. until 2 a.m.; Saturday, 10 a.m. until 2 a.m.; Sunday, noon until midnight.
- (2) Ordinarily facilities are unavailable during holiday periods.
- (3) Beverage and bartender service will be discontinued thirty (30) minutes prior to the scheduled ending time of an event.
- (4) No alcohol may be served, possessed or consumed in or near an area used for classroom instruction while classes are being held.
- (5) Alcoholic beverages are restricted to the specific area designated on the reservation form.

#### **2.13 Food Service**

- (1) Food must be served at all events that include alcoholic beverages. When alcoholic beverages are served, each group/organization is responsible for providing the alcoholic beverages in advance of the event. Time and place of delivery and pick-up will be designated by the building manager at the time the reservation is made. Alcoholic beverages must be delivered in bulk form by a representative of the sponsoring organization. Individual members or guests may not individually bring alcoholic beverages to a social function.
- (2) An admission fee cannot be charged to an event where alcohol is served unless an alcohol sales license has been provided for and permission has been given by the Dean of Student Services. The President of the college must have prior notification.

#### **2.14 Responsibilities**

- (1) The President of the organization is responsible for the delivery/pick-up of the bulk quantities of alcohol to the building manager or the President's designate.
- (2) Signatures from the group/organization indicating full acceptance of responsibility for the organization's use of the facilities and compliance with state regulation regarding the consumption and distribution of alcohol are required.
- (3) A minimum of two (2) security officers are required at all events where alcohol is served or where the building manager, advisor or Dean of Student Services deems necessary.
- (4) All adjustments to these regulations shall be communicated in writing to the advisor and/or officers of the sponsoring group or organization has prior approval of the Dean of Student Services.
- (5) The group or organization reserving a facility is responsible for any charges for damages and clean-up that result from an organization's functions.
- (6) Any violation of these policies will be referred to the Dean of Student Services for disciplinary action. Violations may result in denial of the use of facilities and/or disciplinary action.

#### **2.15 Legal Considerations**

- (1) No state funds may be used to purchase alcoholic beverages or services connected with use of alcoholic beverages.
- (2) When alcoholic beverages are served, a fee may be charged for the event except when provided by license.
- (3) If alcoholic beverages are served or made available to minors, the one serving or the group providing the beverages is liable to

- (4) a fine of \$100 - \$1,000 and/or one (1) year in jail.  
Drinking or possessing alcoholic beverages in unauthorized areas is forbidden at any function held on campus. All state regulations and statutes regarding possession and/or consumption of alcoholic beverages and the Lamar State College Orange policy governing social events will be strictly enforced. Violators of these regulations, statutes and policies are subject to disciplinary action by the college and civil authorities.

3. **CHANGES IN POLICY**

- 3.1 The Dean of Student Services or designate has the prerogative of making adjustments in these policies in the best interest of the college.

**STUDENTS WITH DISABILITIES**

1. **Policy Statement**

- 1.1 It is the policy of Lamar State College Orange that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any academic or student life program or activity.

2. **Services**

- 2.1 Students with disabilities may request academic, parking and registration assistance, when needed, from the Advising Center located in the Ron E. Lewis Library.  
2.2 If problems are not resolved on the departmental level, contact the Dean of Student Services at (409) 882-3341.

3. **Requests for Accommodations**

- 3.1 To be eligible for services, a student must:  
(1) Apply and be accepted for admission to the college through the regular admission process.  
(2) Provide comprehensive documentation of disability that requires accommodation.  
(3) Register with the Office of Disability Support Services in the Advising center at the beginning of each semester.

4. **Appeals Procedures Relating to the Provision of Academic Accommodations**

- 4.1 **Eligibility Criteria.** Disability students who have been denied an academic accommodation by an instructor, instructional program or department are eligible to appeal if the student:  
(1) provided all appropriate documentation to the ADA counselor in a timely manner;  
(2) provided current documentation (which includes the past three (3) years for learning disabilities) that the impairment significantly interferes with academic achievement; and  
(3) followed all policies and procedures when requesting the accommodation.  
4.2 **Eligibility Determination.** Eligibility to file an appeal is determined by the ADA counselor who is responsible for verification of documents and criteria and maintaining the confidentiality of records.  
4.3 **Appeal Process. Step 1)** Within 48 hours of receiving a denial of an academic accommodation from the instructor, the student must meet with the instructor's division director and/or program director to seek a mutually agreeable modification or alternative accommodation. The student may request the presence or assistance of the ADA counselor at this meeting. If such an agreement cannot be reached, the student may continue to, **Step 2)** Within 48 hours of failing to reach a satisfactory resolution agreeable at the division level, the student may appeal to the Provost/Executive Vice President. The student may request the presence or assistance of the ADA counselor at this meeting. If such agreement cannot be reached, the student may continue to, **Step 3)** Within 48 hours of the conclusion of the meeting with the VPAA, the student

must provide a written notice to appeal with the director of human resources.

- 4.4 Disability Accommodations Appeals Committee.** The director of Human Resources will schedule the appeals hearing within five (5) class days of receipt of the request, serve as the non-voting chair of the Disability Accommodations Appeals Committee and formulate the ad hoc committee. The Disability Accommodations Appeals Committee will consist of the following:

- (1) two representatives from the Student Services Division (may not include the ADA counselor);
- (2) one faculty member from the instructional discipline subject to the appeal (may not include the instructor involved in the dispute); and
- (3) one faculty member from one of the remaining three instructional divisions.

- 4.5 Role of the Committee.** The Disability Accommodations Appeals Committee determines whether or not the accommodation requested and denied is a “reasonable accommodation” as defined by law. The committee does **NOT** determine if the student has a bonafide disability.

- 4.6 Committee Review.** The Disability Accommodations Appeals Committee will review documents (provided student has signed release of confidential documents) and speak with the student, ADA counselor, instructor and any others deemed appropriate by either the student or the instructor who initially denied the accommodation.

- 4.7 Committee Determination.** The committee will make a determination as to the initial academic accommodation requested as follows:

- (1) uphold the denial;
- (2) overturn the denial; or
- (3) provide an alternative accommodation and render a decision in writing within 24 hours of the hearing. Copies of the written decision will be distributed to the student, instructor, division director, ADA counselor, VPAA and VPSS.

- 4.8 Hearing Policies.** The committee will conduct its hearing according to the following policies:

- (1) Committee hearings and deliberations are not open to the public.
- (2) Neither party may be represented by an attorney.
- (3) Maximum confidentiality will be maintained, although the student may be asked permission to share certain information on a “need to know” basis if it appears necessary in order to decide the appeal.
- (4) The committee decision must be rendered by at least three (3) members.
- (5) The director of human resources will vote in case of a tie.

## **DRUG-FREE WORKPLACE POLICY**

### **1. General Statement**

- 1.1** The Board of Regents and the administration of Lamar State College Orange support the national policy of the United States to stop the illicit use of drugs and abuse of alcohol in our society. In keeping with The Drug-Free Schools and Communities Act, Lamar Orange has adopted a drug-free workplace policy and implemented a drug awareness program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

### **2. Policy**

- 2.1** The Lamar Orange Drug-Free Workplace Policy prohibits the unlawful possession, use or distribution of drugs and alcohol by employees or students on college property or as any part of the college activity.
- 2.2** The unlawful use, possession or distribution of drugs or alcohol will result in a disciplinary action depending upon the circumstances.

### **3. Awareness Program**

- 3.1** The Lamar Orange drug awareness program is a three-part program to inform employees about:

- (1) Health risk involved in the use of illicit drugs and the abuse of alcohol which often results in poor health and premature death.
  - (2) Help available for drug and alcohol counseling, treatment, and rehabilitation that is offered to all Lamar Orange employees.
  - (3) Local sanctions that include fines and/or imprisonment for violation of local, state or federal drug laws.
4. **Legal Obligations**
  - 4.1 Lamar Orange is obligated to uphold laws that prohibit the possession, use or distribution of controlled substances. Any employee or student who is found to be in violation of these laws will be dismissed and referred to the appropriate legal authority for prosecution.
5. **Contact for Help**
  - 5.1 The Lamar Orange Advising and Counseling Center is the source of information and confidential assistance for anyone who is seeking help for a drug or alcohol related problem.
  - 5.2 Please contact the Advising and Counseling Center, located in Room 355, Ron E. Lewis Library or telephone (409) 882-3340 if you need additional information about this program.

## **FACE COVERING POLICY – Rescinded 5/18/2021**

All faculty, staff, students, and visitors will be required to wear face coverings (cloth face covering, surgical mask, etc.) while on campus in accordance with this policy.

The Face Covering Requirement becomes effective July 6, 2020 and may be modified or ended as COVID-19 conditions require.

The health and safety of the Gator community (students, faculty, and staff), especially of vulnerable individuals, is of utmost importance. In light of CDC guidance, and to protect fellow Gators against COVID-19, face coverings must be worn by all individuals (faculty, staff, students, and visitors) on campus in the following areas:

- Indoor public areas on campus (includes all non-private office, lobbies, restrooms, classrooms, teaching laboratories, conference rooms, common study areas, and break rooms); and
- Outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

This policy will be amended as needed in response to conditions on campus.

LSCO recommends that all individuals on campus have at least three face coverings available to use throughout a week in order to begin each day with a new or cleaned face covering. Those face coverings should follow the current CDC recommendations. At a minimum, a cloth face covering must be made of multiple layers of tightly woven cotton fabric. Some common household materials may block particles more effectively than cotton. Adding a layer of filter material within a cloth face covering is recommended.

The primary purpose of wearing a face covering is to reduce the amount of virus spreading from the wearer (who may not know they are spreading the virus) into the environment and to others. The secondary purpose of the face covering is to reduce the likelihood that large droplets containing virus that are generated by others may enter the nose and mouth of the wearer.

The use of a face covering does not replace the continued need to maintain physical distances from others, at least 6 feet, but instead augments physical distancing and helps us further reduce the likelihood of virus transmission.

Exceptions/waivers for both areas and individuals will be evaluated on a case by case basis. Students who are asking for a modification to a policy (including wearing a face covering) due to a disability should work with the Student Services Office. Employee and visitor requests for exemptions based on a disability will follow the Reasonable Accommodation Requests Under the Americans with Disabilities Act. For areas or occupations where wearing a face covering is not feasible and is not based on a disability, a request for an exception to this policy may be made by sending a written request to the Dean of Institutional Effectiveness & Educational Support

that includes: the request, the reason that face coverings are not feasible, and the additional safety measures taken to further mitigate the risk in the absence of face coverings.

**Face coverings made by an individual must meet the CDC guidelines:**

- Fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape
- launder masks daily

**Disposal face coverings:**

- disposal face coverings should only be reused if they are not visibly dirty, soiled or torn. Disposal face coverings should be placed in a clean brown paper bag, plastic container, or bag for a few days prior to wearing again.

**Face Coverings NOT recommended:**

- Neck gaiters and simple bandanas, as they are single layer material and do not fit snug to the mouth and nose
- Face coverings with exhaust valves
- Scarves, which tend to be made of porous material
- Face shields in most cases. (Face shields do not protect the wearer from aerosols containing the virus, and others from an infected wearer. Face shields are appropriate in situations where close contact with a potentially infected person may expose the wearer to respiratory droplets caused by speech, cough, or sneezing.)

**TIPS for wearing a face covering during the COVID-19 pandemic:**

- Face coverings must be used in conjunction with physical distancing (6 feet social distancing), engineering controls (barriers between people) and/or administrative controls (reduced number of people at events).
- Face coverings may reduce the spread of viruses and droplets from the wearer to others.
- Face coverings may reduce the likelihood that droplets from others enter the wearer's nose or mouth.
- Face coverings may reduce the spread of aerosols from asymptomatic and pre-symptomatic COVID-19 carriers.
- Face coverings become contaminated as you wear them, both from yourself and from the environment around you. You should treat them as contaminated and avoid self-contamination or contamination of others by unsafe handling.
- Remember to wash your hands frequently and to avoid touching your face as much as possible.

**Face coverings must be put on properly:**

- Face coverings should fully cover your nose and mouth.
- Face coverings should be held in place firmly with straps.
- When you are putting on a face covering, do so by the straps and adjust the covering to cover your nose and mouth, being careful not to touch your face in the process.
- Once your covering is in place, wash your hands, and wash your hands after each time you adjust your covering.

**Face coverings must be taken off properly to avoid self-contamination:**

- Remove face coverings by the straps and move it gently away from your face. Be careful not to touch your eyes, nose, and mouth when removing.
- If your face covering is disposable, then promptly throw it away; do not place it into your pocket, backpack or where it may contaminate your belongings.
- If you have a disposable face covering that you have to reuse, it should only be reused if they are not visibly dirty, soiled or torn. Disposal face coverings should be placed in a clean brown paper bag, plastic container, or bag for a few days prior to wearing again.



- If you have a reusable cloth face covering, make sure you wash it after each use (a washing machine is fine). Learn more about how to wash your face covering (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>).
- Wash your hands after handling a used face covering.

#### **Compliance:**

- Noncompliance with face covering requirements will be handled through existing student judicial processes.
- We understand some people may disapprove of wearing a mask. While the college respects those individual opinions, research has shown that wearing a face mask is the most important, and a potentially life-saving tool to slow the spread of COVID-19. We did not take the decision to require face coverings lightly. In the interest of public health, however, we are committed to this practice for the greater good of the community.
- Some people who disagree with the concept of requiring face coverings have called it “unconstitutional.” However, to be unconstitutional, a restriction must infringe a fundamental right such as freedom of speech or invasion of privacy or otherwise treat people unequally. Requiring faculty, staff, students, and visitors to wear face coverings in a campus building, is a narrowly tailored and minimally intrusive mechanism, which is justified by the significance of the college’s interest in helping to stop the spread of a highly contagious and deadly virus for the safety of the campus community.

## **RELATED COLLEGE POLICIES**

### **NON-DISCRIMINATION STATEMENT**

Lamar State College Orange (LSCO) provides equal access and opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, sexual orientation, gender identity, or veteran status, in employment, educational programs, and activities and admissions. LSCO complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability, the Age Discrimination Act of 1975, which prohibits discrimination based on age, and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the College’s Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

For questions concerning our non-discrimination policy, you may contact our Title IX Coordinator Joseph Hargrave at (409) 882-3910, Accessibility Coordinator Abbie Skinner at (409) 882-3393 or the Office for Civil Rights at (214) 661-9600.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

#### **1. Access to Records**

- 1.1 Compliance with the Family Educational Rights and Privacy Act requires that a college policy be provided to eligible students upon request. (Subpart A Section 99.5). The following information complies with this act:
- 1.2 The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
  - (1) The right to inspect and review the students educational records within 45 days of the day the college received a request for access. Students should submit to the Registrar, appropriate Division Chair or Dean or other appropriate official written requests that identify the record(s) they wish to inspect. The college 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 college official to whom the request was submitted, that official shall advise the

- student of the correct official to whom the request should be addressed.
- (2) The right to request amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college 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 college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
  - (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
  - (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *State 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 Ave., SW  
Washington, DC 20202-4605

## **2. Directory Information**

- 2.1 Directory information includes name, address (current/last known), year of birth, telephone number, email address (personal and campus), major/field of study, enrollment status, dates of attendance, degrees, diplomas and certifications (including dates earned), honors and awards (including dates), and classification.
- 2.2 The above directory information will be available for release to the general public. However, the act states that each student has the right to inform Lamar State College Orange that any or all the above information is not to be released. Lamar State College Orange will honor the student's request to restrict the release of directory information as listed above but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the institution assumes no liability for honoring the student's instructions to restrict the release of directory Information. A student may restrict the release of directory information by submitting written notification to the Registrar's Office in room 343 of the Ron E. Lewis Library Building. Notification must be given prior to the twelfth (12<sup>th</sup>) class day of the fall and spring semesters and the fourth (4<sup>th</sup>) class day of each summer term.

## **RACIAL HARASSMENT POLICY**

### **1. Policy Statement on Prohibition of Racial Harassment**

System colleges shall provide equal educational opportunities for all students and equal

employment opportunities for all applicants and employees and otherwise foster an environment free of racial intimidation, humiliation and harassment. Racial harassment, as defined herein, is expressly prohibited.

**1.1 Definition of Racial Harassment**

- 1.11** "Racial harassment" is defined as extreme or outrageous acts or communications that are intended to harass, intimidate or humiliate students, faculty, staff or visitors because of race, color or national origin and that reasonably cause them to suffer severe emotional distress. It is a violation of the regents' *Rules and Regulations* for any person to engage in racial harassment of any person on the campuses of a college or in connection with a college-sponsored activity.
- 1.12** It is a violation of the *Rules and Regulations* for any students, faculty, or staff person to use authority granted by state law, by system rule or by college policy to deprive any person of his/her civil rights on a college campus or in connection with a university (or college)-sponsored activity.
- 1.13** If a violation of a Regents' rule and/or of a college regulation of policy is committed on campus and/or in connection with a college-sponsored activity because of the race, color or national origin of any person directly harmed by such violation, the violator's discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty.

**1.2 Disciplinary Rules**

- 1.21** Students, faculty and staff employee offenders are subject to disciplinary action as appropriate under the circumstances for violation of this policy.

**2. Procedures for Complaint**

- 2.1** Procedures for REDRESSING RACIAL HARASSMENT COMPLAINTS OF STUDENTS, FACULTY, STAFF OR VISITORS shall be in accordance with published procedures established by the colleges.
- 2.2** All complaints shall be considered informal until they are filed in writing.

**3. Due Process**

- 3.1** Once a disciplinary penalty is imposed, the accused, whether a student or faculty, or staff employee, shall have his/her full rights to invoke applicable appeal procedures according to existing college policies.

## **TSUS SEXUAL MISCONDUCT POLICY AND PROCEDURES**

[LSCO's Sexual Misconduct Policy and Procedures](#)

## **STUDENT ABSENCES ON RELIGIOUS HOLIDAYS**

**1. Policy**

- 1.1** In accordance with Section 51.911 of the Texas Education Code, students who are absent from classes for the observance of religious holy days shall be allowed to take examinations or complete assignments scheduled for the day within a reasonable time after the absence.
- 1.2** The student, not later than the fifteenth (15) calendar day after the first day of the semester or the seventh (7<sup>th</sup>) calendar day of a summer session, must:
  - (1) Notify the instructor, in writing, of each scheduled class day that he/she would be absent for a religious holy day.
  - (2) Notifications must be delivered by the student personally to the instructor of each class.
  - (3) Instructor must personally issue receipt of notification, acknowledged and dated, or by certified mail.
  - (4) Forms for notification may be obtained in the Student Services Office, Room 359, Ron E. Lewis Library.

# STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

## 1. General Statement

- 1.1 Lamar State College Orange provides this report to comply with the Students Right-To-Know and Campus Security Act of 1990. Lamar State College-Orange is a state-assisted institution of higher education located in Orange, Texas. The campus, including the Brown Estate, consists of approximately 100 acres in the city of Orange, Texas, which has a population of approximately 19,000. The college enrolls approximately 2,000 students supported by 180 faculty and staff.

## 2. Student Right To Know

- 2.1 The Students Right-To-Know and Campus Security Act, Section 103, Title I, requires institutions to provide information about the completion of graduation rate of degree seeking, full time undergraduate students entering the institution. In place of completion or graduation rates, institutions may elect to publish the percentage of students in each entering class who re-enroll each successive year until completion or graduation. These are called persistence rates.
- 2.2 The persistence rates for first-time freshmen who entered Lamar State College Orange in summer or fall semester and also who were enrolled for 12 or more hours of credit during their first fall semester may be acquired through the Office of Institutional Research, Room 140, Academic Center Building. (409) 882-3312.

## 3. DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

Published each year, the Lamar State College Orange Annual Security Report provides you with information on security-related services offered by the college in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This document has been prepared with information provided to the LSCO Safety and Security Department and the Executive Director of College Affairs office. It summarizes college programs, policies, and procedures designed to enhance your personal safety while you are at LSCO. The LSCO Annual Security Report is available online on the Campus Safety and Security webpage at <http://www.lSCO.edu/security/security.asp>

## 4. Monitoring of Criminal Activity

- 4.1 The Office of Student Services attempts to monitor any criminal activity of student organizations that might hold activities off campus. Refer to the college's Code of Student Conduct and Discipline 5.1, which states in part, "Students are also expected to comply with all federal and state laws. THIS PRINCIPLE EXTENDS TO CONDUCT OFF CAMPUS, WHICH IS LIKELY TO HAVE AN ADVERSE EFFECT ON THE COLLEGE OR ON THE EDUCATIONAL PROCESS."

## 5. Prohibition on Weapons

- 5.1 Prohibition on Weapons. It is a violation of these *Rules and Regulations* to possess, carry or otherwise cause a firearm, handgun or other prohibited weapon, licensed or otherwise, concealed or otherwise—to be brought onto the premises of a System Campus.

- 5.2 "Premises of a System College" as used in this *Section* means a structure and the land (including parking lots, garages, or other appurtenances on which the structure is situated) over which this Board has ownership or control. This prohibition extends to leased, borrowed or other facilities where a System or College function, event, or activity takes or is taking place but does not apply to: a) Presidentially-approved academic or other programs (for example, ROTC or administrator residences, or College sponsored or approved events); b) law enforcement personnel, acting in performance of their duties; c) the transporting of such firearms handguns, or other prohibited weapons for registration with and storage by the College public safety office; or the President's home and grounds; or, d) permitted tracts of the Christmas Mountains area with a special access permit as outlined in the *System Christmas Mountains Ranch Policy*.

- 5.3 "Prohibited Weapons" as defined by *Texas Penal Code, section 46.01*, includes the following;

- 5.31 "Club" meaning and instrument (for example, a blackjack, nightstick, mace, numb chuck or tomahawk) that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person;
- 5.32 "Explosive weapon", meaning any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror (whether such a weapon is designed, made, or adapted for delivery or shooting);
- 5.33 "Firearm," meaning any device designed, made, adapted, or readily adaptable to expel a projectile through a barrel by using the energy generated by an explosion or burning substance (excluded are antique or curio firearms manufactured before 1899 or replicas thereof, provided they do not use rim fire or center fire ammunition), including, but not necessarily limited to handguns, machine guns, rifles, "zip guns," stun guns, and "short-barrel firearms";
- 5.34 "Illegal knife," meaning any bladed, hand instrument that: a) has a blade over five and one-half inches; b) is capable of inflicting serious bodily injury or death on a person by cutting, stabbing, or throwing (for example, a dagger, dirk, stiletto knife, poniard, bowie knife, switchblade knife, sword, or spear);
- 5.35 "Knuckles," meaning any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.
- 5.36 "Hoax bomb," meaning a device that: a) reasonably appears to be an explosive or incendiary device; or, b) by its design causes alarm or reaction of any type by policy, public safety, or other administrators at a system component, who are charged with assuring campus safety;
- 5.37 "Chemical dispensing device," meaning a device (other than a chemical dispenser sold commercially for personal protection) that is designed, made, or adapted for the purpose of dispensing a substance capable of causing adverse psychological or physiological effect on a human being.

## 6. DRUG FREE SCHOOLS AND COMMUNITIES

### 6.1 Information for Students and Staff Regarding Illicit Drugs and Alcohol Abuse

- (1) Standards of Conduct Prohibiting Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol
- (2) Health Risks Associated with Use of Drugs and Alcohol Abuse
- (3) College Penalties for Prohibited Conduct Related to Drugs and Alcohol
- (4) Counseling and Rehabilitation Programs
- (5) Criminal Penalties Under State and Federal Law for Unlawful Possession, Use or Distribution of Drugs and Alcohol

## 7. STANDARDS OF CONDUCT

- 7.1 Section 5.2 of Chapter VI of *Rules and Regulations* of the Board of Regents, The Texas State University System provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal or local law and for illegal use and for unauthorized use of intoxicating beverages and illegal use of any drug, narcotic or controlled substance.
- 7.2 Section 5.9 of Chapter VI of the Regent's *Rules and Regulations* provides that a student who has been found guilty of the illegal possession, use, sale or distribution of any drug, narcotic or controlled substance, whether the infraction is found to have occurred on or off campus, shall be suspended for a period of not less than the remainder of the semester in which the infraction occurred plus the

following long semester. If the semester in which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of not less than the following two long semesters. This policy is also set out in the student handbook available in the Office of Student Services in the Ron E. Lewis Library Building, 3<sup>rd</sup> Floor.

- 7.3 The Lamar State College Orange Drug-Free Work Place Policy, which became effective in 1989, prohibits the unlawful use, possession or distribution of illicit drugs and alcohol by employees. College employees who violate this prohibition are subject to sanctions set out in the policy, including possible discharge.

## HEALTH RISKS OF ALCOHOL AND DRUGS

**Alcohol.** Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs, such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver (often resulting in cirrhosis, impotence or severe inflammation of the pancreas) and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

**Tobacco (Nicotine).** The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risks, such as spontaneous abortion, pre-term birth, low birth weights and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

**Designer Drugs.** Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms, such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perception.

**Cocaine.** Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures.

**Other stimulants.** Stimulants can cause increased heart and respiratory rates, elevated blood

pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over long periods of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

**Anabolic Steroids.** Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne, as well as psychological and physical reactions. The liver, cardiovascular and reproductive systems are most seriously affected by steroid use. In males use can cause withered testicles, sterility and impotence. In females irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

**Hallucinogens or Psychedelics.** Lysergic Acid (LSD), mescaline, peyote and phencyclidine (PCP or “angel dust”) cause illusions and hallucinations, and their use impairs and distorts one’s perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. It is common to have bad psychological reactions to LSD, mescaline and psilocybin. The user may experience panic, persistent memory problems and speech difficulties. Users who discontinue use experience “flashback,” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

**Solvent inhalants, e.g., glue, lacquers, plastic cement.** The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors or using large amounts over a short time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to those of alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

**Marijuana (Cannabis).** All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

**Narcotics.** Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Tolerance to narcotics develops rapidly, and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

## **COLLEGE PENALTIES**

**Students.** The college will impose a minimum disciplinary penalty of suspension for a specified

period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion or such other penalty as may be deemed appropriate under the circumstances.

**Employees.** The unlawful use, possession or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension with pay or termination, depending upon the circumstances.

#### **AVAILABLE DRUG COUNSELING OR REHABILITATION SERVICES**

**Students.** The college Advising and Counseling Center is available to assist students in dealing with alcohol and substance abuse problems. Confidential education and referrals are available to students at no cost. The Advising and Counseling Center may be reached by dialing (409) 882 - 3340.

**Employees.** The Texas State University System group health insurance program provides for treatment of drug and alcohol abuse for all benefits-eligible employees. The Human Resources Office will provide assistance to employees seeking treatment for drug or alcohol abuse.

#### **Community Services**

Alcoholics Anonymous, 1011 Western Avenue  
Orange, Texas: (409) 886-8772

Orange County Council on Alcohol and Drug Abuse  
2201 W. 18<sup>th</sup> St., Orange, Texas; (409) 883-4532