

TAMU



Student Handbook

2010-11 Academic Year

*Published by the
Office of Student Affairs
Division of Student Success*

Table of Contents:

Article 1.	Purpose of the Student Handbook	4
Article 2.	Student Rights and Responsibilities	4
Section 2.01	Preamble	4
Section 2.02	Texas A&M University System Policies	4
Section 2.03	Student Rights	5
Section 2.04	Students’ Responsibilities	5
Section 2.05	Definitions	6
Section 2.06	Freedom of Access to Higher Education	6
Section 2.07	Freedom in the Class.....	6
Section 2.08	Subject to Change	7
Article 3.	Classroom Behavior & Academic Disputes	7
Section 3.02	Disputes over Academic Matters	8
Section 3.03	Grievances Against Faculty	9
Article 4.	General University Information	11
Section 4.01	Damage Clause.....	11
Section 4.02	Faculty/Staff Contact Information	11
Section 4.03	Financial Obligations	11
Section 4.04	Behavioral Assessment Intervention Team (BAIT).....	11
Section 4.05	Identification Cards	12
Section 4.06	Official University Notifications	12
Section 4.07	Emergency Notification.....	12
Section 4.08	Public Information Act and FERPA	12
Section 4.09	Hazing.....	13
Section 4.10	HIV/AIDS.....	14
Section 4.11	Solicitation	15
Section 4.12	Student Right-To-Know and Campus Security Act.....	15
Section 4.13	Campus Sex Crimes Prevention Act	15
Section 4.14	Campus Parking.....	16
Section 4.15	Housing and Residence Life	16

Section 4.16	Student Organizations.....	16
Section 4.17	Life Threatening Behavior	16
Article 5.	Honor Pledge.....	17
Article 6.	Student Code of Conduct.....	17
Section 6.01	Student Rules	17
Article 7.	Academic Conduct	21
Section 7.01	Violations of Academic Conduct	21
Article 8.	Sanctions.....	23
Section 8.01	Primary Sanctions	23
Section 8.02	Secondary Sanctions	25
Article 9.	Student Conduct Disciplinary Procedures.....	26
Section 9.01	Right to File Grievance Against Students.....	26
Section 9.02	Fair Process	26
Section 9.03	Disciplinary Procedures.....	26
Section 9.04	Standard of Proof: Preponderance of the Evidence	26
Section 9.05	Good Cause Provision	27
Section 9.06	Student Conduct Board.....	27
Section 9.07	Administrative Hearing	27
Section 9.08	Honor Council.....	27
Appendix 1:	Drug and Alcohol Rule	28
Appendix 2:	Sexual Harassment Rule	30
Appendix 3:	Smoke-Free Campus Rule	34
Appendix 4:	Weapons Rule.....	35
Appendix 5:	Student Travel Rule.....	36
Appendix 6:	Attendance Rule	38
Appendix 7:	Computing Resources and Facilities Rule	39
Appendix 8:	Student Complaint Process.....	41
Appendix 9:	University Songs.....	43

Article 1. Purpose of the Student Handbook

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

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

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

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

Article 2. Student Rights and Responsibilities

Section 2.01 Preamble

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

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

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

Section 2.02 Texas A&M University System Policies

The rights of students are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in

accord with published rules of the system academic institutions, and conditions allowing them to make the best use of their time and talents toward the objectives which brought them to the system academic institutions. No officer or student, regardless of position or rank, shall violate those rights; no custom, tradition or rule in conflict will be allowed to prevail.

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

Texas A&M International University is a part of The Texas A&M University System and is required to follow all System policies and procedures as set forth by The Texas A&M University System. <http://sago.tamu.edu/>.

Section 2.03 Student Rights

A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and university authorities alike.

Each student shall be free from disciplinary action by university officials for violations of civil and criminal law off campus, except when such a violation is determined also to be a violation of the provision regarding off-campus conduct in the Student Code of Conduct.

Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process. At all student conduct hearings, an accused student shall be assumed not responsible until proven responsible, and, in initial student conduct hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed a fundamentally fair process.

Section 2.04 Students' Responsibilities

A student has the responsibility to respect the rights and property of others, including other students, the faculty and the administration.

A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them and the laws of the land.

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.

A student has the responsibility to recognize the University's obligation to provide an environment for learning.

Section 2.05 Definitions

The following definitions will be used throughout the handbook.

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

Section 2.06 Freedom of Access to Higher Education

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

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

Section 2.07 Freedom in the Class

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

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

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

Faculty Handbook. An online version can be found by visiting <http://www.tamtu.edu/handbook.shtml>.

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

Section 2.08 Subject to Change

The information contained in the Student Handbook is true and correct at the time of publication to the best knowledge of the administration. However, these provisions are not to be regarded as an irrevocable contract between the student and TAMTU. The regulations and requirements are necessarily subject to change without notice at anytime at the discretion of the administration. For the most recent version of the Student Handbook and the Student Code of Conduct, please see <http://www.tamtu.edu/pdf/StudentHandbook.pdf>.

Article 3. Classroom Behavior & Academic Disputes

Texas A&M International University supports the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that seriously interferes with either (1) the instructor's ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

When a student's behavior in a class is so seriously disruptive as to compel immediate action, the instructor has the authority to remove a student from the class on an interim basis, pending an informal hearing on the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal. The department head may either:

- 1) Approve an agreement of expectations between the student and the instructor and reinstate the student to the class, or,
- 2) Extend the removal of the student from the class and refer the case to Student Affairs for adjudication. A copy of all material sent to Student Affairs should be provided to the instructor's academic Dean or designee and to the student's academic Dean or designee.

When a student action is not so serious as to require immediate removal from the class, these steps are to be followed:

- 1) The instructor responsible for the class or activity where the alleged disruptive behavior occurred **should** inform the student that his/her behavior has been inappropriate. The instructor **should** describe to the student specific needed changes in the student's behavior. The student will be provided an opportunity to modify his/her behavior in accordance with the changes identified. The instructor will provide the student with a written, dated summary of his/her discussion with the student, and the instructor will retain a file copy of this summary.

- 2) If a student believes the instructor's expectations are unreasonable, he/she may confer with the instructor's department head about this matter. The department head may choose to support the guidelines developed by the instructor, or he or she may work with the instructor to develop a modified set of expectations. If there are changes in the instructor's original set of expectations, a signed and dated copy will be provided by the department head to both the student and the instructor.
- 3) Should a student's behavior continue to be unacceptable, the instructor will apprise his/her (the instructor's) department head of what has occurred and will share with the department head the written summary of the discussion with the student. The department head may wish to initiate additional discussion with the instructor and/or the student. If the department head concurs with the instructor's view that the problem has not been resolved, the situation may be referred to the Office of Student Affairs. A memorandum briefly describing the student's behavior, as well as a copy of the written summary of the instructor's discussion with the student and any other related material, should be forwarded to the Office of Student Affairs for adjudication. A copy of all material sent to the Office of Student Affairs should be provided to the instructor's academic Dean or designee and to the student's academic Dean or designee.

Section 3.02 Disputes over Academic Matters

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

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

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

(b) If the faculty member refuses to alter his or her decision or grade, the student may then discuss the matter with the faculty member's department chair or immediate academic

supervisor [hereafter, “chair” will be used to mean either the department chair or the immediate academic supervisor]. If the chair believes that the student’s claims may have merit, the chair would discuss the matter with the faculty member.

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

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

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

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

Section 3.03 Grievances Against Faculty

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

(a). Before a grievance is filed, the aggrieved faculty member or student must make a good faith effort to meet with the other party about his or her concerns. If the other party is unwilling to

meet, if the aggrieved party has reasonable concerns about his or her physical safety, or if the meeting produces no resolution to the conflict, then the aggrieved party may initiate a grievance by following the steps outlined below.

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

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

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

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

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

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

Article 4. General University Information

Section 4.01 Damage Clause

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

Section 4.02 Faculty/Staff Contact Information

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

Section 4.03 Financial Obligations

Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student being dropped from classes and/or exclusion from final exams and/or further enrollment. Financial obligations, are not limited to, returned checks, returned check charges, lost or damaged library book charges, loss or breakage of instructional material or equipment, emergency loans or tuition installment loans and/or parking violations. Delinquent accounts are in jeopardy of being sent to a collection agency where the collection fees are an additional charge incurred by the student.

Section 4.04 Behavioral Assessment Intervention Team (BAIT)

The purpose of the Behavior Assessment and Intervention Team is to review behavioral incidents and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or the TAMIU community and to assist in protecting the health, safety, and welfare of students and other members of the TAMIU community. Members of the University community may report concerns to www.tamiau.edu/reportit
Specifically, the charge for this team is to:

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

Section 4.05 Identification Cards

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

Section 4.06 Official University Notifications

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

Section 4.07 Emergency Notification

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

Section 4.08 Public Information Act and FERPA

(a) Permanent Student Record

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

(b) Family Educational Rights and Privacy Act

Texas A & M International University may, without consent of the student, release information designated as Directory Information. Directory information is defined by the Family Educational Rights and Privacy Act as information contained in an education record which would not generally be considered harmful or an invasion of privacy if released. It includes, but is not limited to:

- Name
- Address (local, permanent)
- Telephone number(s)
- Date and place of birth
- Dates of Attendance
- Major and minor fields of study
- Degree(s) received
- Most recent previous education institution attended
- Photograph
- Classification

- Class Schedule
- Class Rosters

(c) Request to Withhold Public Information

Students who **do not want information to be released**, are responsible for notifying the Registrar in writing, or by completing the Request to Withholding information Form during the first week of class to ensure that information is not released by the university. Students are responsible for requesting the release of their information once a request for withholding public information has been placed on record.

(d) Disclosure of Education Records

Texas A & M International University will disclose information from a student's education records only with the written consent of the student, **except with regard to the law that provides for disclosure without consent indicated below:**

- To school officials who have a legitimate educational or administrative interest in the records.
- To other schools in which the student seeks to enroll.
- To certain officials of the U. S. Department of Education, the Comptroller General, and the state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974
- To organizations conducting certain studies for or on behalf of the college.
- To accrediting organizations to carry out their function.
- To parents of an eligible student who claim the student as a dependent for income tax purposes
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- As it relates to directory information unless the student restricts directory information.
- To an alleged victim of any crime of violence, the results of any disciplinary proceeding conducted against the alleged perpetrator of that crime with respect to that crime.

(e) Procedure to Inspect Education Records

A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to the Custodian of those records. The written request must identify as precisely as possible the record or records he or she wishes to inspect. If a student wishes to challenge or amend information in his or her files, the student may appeal in writing to the Custodian of the record.

Section 4.09 Hazing

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

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing

resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incident causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

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

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

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

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

Examples of hazing include, but are not limited to:

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

If you have firsthand knowledge of the planning or occurrence of a specific hazing incident, you must report it or you will have committed a hazing offense. Report any incidence of hazing to the Dean of Student Success, SC 226, or call (956) 326-2273.

Section 4.10 HIV/AIDS

Texas A&M International University will not use a person's HIV status to make employment or admission decisions nor to determine how services are delivered, except as allowed by state or federal law. The University will not ask students if they are HIV infected. HIV positive students

are allowed to attend class without restriction as long as the students is physically and mentally able to participate and perform assigned work and reasonably poses no health risk to others.

Section 4.11 Solicitation

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

Section 4.12 Student Right-To-Know and Campus Security Act

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

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

The information concerning campus security is published yearly by the University Police Department and is available on the Internet at: <http://www.tamtu.edu/adminis/police/Crime.htm>. The graduation rate for the first freshman class at Texas A&M International University enrolled Fall 2006 was 37.5%.

Section 4.13 Campus Sex Crimes Prevention Act

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

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

website: http://records.txdps.state.tx.us/dps_web/Portal/index.aspx.

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

Section 4.14 Campus Parking

All students, faculty, and staff who operate a motor vehicle on campus must register their vehicle with the Texas A&M International University Police Department and obtain a University permit before they are allowed to park their vehicle on University property. Students are expected to pay parking violations as outlined in the Financial Obligations section. For more information on parking regulations, please visit www.tamtu.edu/adminis/police/trfrgs.htm

Students are expected to refrain from disruptive behavior at all times and failure to do so may result in disciplinary action.

Section 4.15 Housing and Residence Life

Housing and Residence Life provides a variety of on-campus living options. In order to protect students, specific rules have been implemented by the Housing and Residence Life staff, and the TAMIU administration. Those who reside on campus are provided such rules, and would be adjudicated by the staff of Housing and Residence Life if found in violation of listed housing rules. Student may face adjudication by the University based on the severity of the violation and/or if the Code of Conduct/Student Rules were violated.

Section 4.16 Student Organizations

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

Section 4.17 Life Threatening Behavior

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

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

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

Article 5. Honor Pledge

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

Article 6. Student Code of Conduct

Upon registration, students automatically become members of the University community and assume full responsibility for proper conduct until their separation from the institution. Misconduct at the University is not tolerated as it diminishes the overall value of the degrees awarded by Texas A&M International University. All students at the University should be involved in assuring the honesty of all students through their own individual actions and deeds.

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

Section 6.01 Student Rules

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

- (i) **Academic Dishonesty** (See Article 6);
- (ii) **Alcohol.** Drinking or having in possession any alcoholic beverage in public areas of university premises not approved for such activity; and possession and/or consumption by a minor; and public intoxication; and driving while intoxicated.
- (iii) **Complicity.** Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
- (iv) **Computing resources.** Abuse or misuse of University Computing Resources; Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain. Failure to protect your password or use of your account. Breach of computer security, harmful access or invasion of privacy.
- (v) **Destroying, damaging or littering of any property.** Behavior that destroys, damages, or litters any property of the university, of another institution, or of another person, on university premises or at university-sponsored activities.
- (vi) **Disorderly conduct.** Conduct that is disorderly, lewd, indecent or a breach of peace on university premises or at university-sponsored activities.

- (vii) **Disruptive activity.** Participation in disruptive activity that interferes with teaching, research, administration, disciplinary proceedings, other University missions, processes, or functions including public-service functions, or other university activities. Such activities may include, but are not limited to:
 - a) Leading or inciting others to disrupt scheduled and/or normal activities on university premises.
 - b) Classroom behavior that seriously interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program.
 - c) Any behavior in class or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.

- (viii) **Failure to appear.** Failure to appear for a university disciplinary/academic proceeding to respond to allegations or to appear as a witness when reasonably notified to do so. This includes disciplinary hearings, university investigations, and appeals hearings.

- (ix) **Failure to comply.** Failure to comply with directions of University officials acting in the performance of their duties.

- (x) **False reporting.** Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion or other emergency concerning the university and university-sponsored activities.

- (xi) **Fire Safety.** Misuse or damage of fire safety equipment.

- (xii) **Furnishing false information and/or withholding information.** Forgery, unauthorized alteration or misuse of any document, record or instrument of identification. Also includes withholding material information from the university, misrepresenting the truth before a hearing of the university and making false statements to any university official. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.

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

- (xiv) **Harassment.** Conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study or participate in the activities of the university.
 - a) Sexual Harassment. (See Section 9.08)
 - b) Racial and Ethnic Harassment.
 - c) Stalking. Any repeated conduct directed specifically at another person that causes that person [or a member of that person's family or household] to fear his/her safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household or an offense being committed against that person's property.

- (xv) **Hazing.** Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or university into disrepute. See Section 9.09
 - a) Excessive pressure, harassment, threats, or any form of coercive tactics or mind control to retain or recruit a student for membership in an organization.
- (xvi) **Hindering or interfering.** Action or conduct that hinders, or otherwise interferes with the implementation of this Code.
- (xvii) **Identification.** Failure to present identification upon the request of a university official.
- (xviii) **Illegal drugs.** The manufacture, distribution, possession, or use of controlled substances, illicit drugs, or drug paraphernalia on University property or at University sponsored activities.
- (xix) **Motor vehicle violations.** Repeated or flagrant violations of any regulations related to the use of parking motor vehicles on campus property.
- (xx) **Obstruction or disruption.** Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other University affiliated activities including its public service functions, or of other authorized activities on the University campus.
- (xxi) **Off-Campus Conduct.** When a student is alleged to have violated the Student Conduct Code by an offense committed off of university premises, the university reserves the right to investigate and adjudicate. The University may take action in situations occurring off university premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student's or student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity which adversely affects the University community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-affiliated activities.
 If the Dean of Student Success determines that the offense affects the university as stated above, then the Office of Student Affairs shall hold an administrative hearing to consider whether the offense is of such nature as set out above, whether or not the student committed the offense, and take appropriate action. The action of the university administrative hearing officer shall be made independent of any off-campus authority.

- (xxii) **Physical abuse.** Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person (or group) against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.
- a) The physical abuse rule is not intended to prohibit the following conduct:
 - b) Customary public athletic events, contests, or competitions that are sponsored by the university or the organized and supervised practices associated with such events; or
Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the university.
- (xxiii) **Retaliation.** Harassment of complainant or other person alleging misconduct, including but not limited to intimidation and threats.
- (xxiv) **Sexual abuse.** Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent. See Section 9.09
- (xxv) **Sexual Assault/Rape.** Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim. See Section 9.09
- (xxvi) **Student Organizations.** Violations of University policies, or of campus regulations concerning the registration of student organizations, the use of University facilities, or the time, place, and manner of public expression.
- (xxvii) **Theft.** Unauthorized removal or stealing of public or private property or unauthorized use or acquisition of services on university premises or at university-sponsored activities. This includes knowingly possessing such stolen property.
- (xxviii) **Unauthorized Entry.** Unauthorized entry into or use of University facilities.
- (xxix) **Unauthorized representation.** Unauthorized representation of the University or any recognized entity of the University.
- (xxx) **Violation of Law.** Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code is not allowed.
- (xxxi) **Violation of published university rules.** Such rules include University Housing contracts and rules, university motor vehicle rules, rules relating to the use of student identification cards, entry and use of university facilities and dining hall conduct.

- (xxxii) **Violating terms of any disciplinary/academic sanctions.** Knowingly violating the terms of any disciplinary sanction (including failing to meet deadlines and/or committing a violation of university rules while serving a probationary sanction) imposed in accordance with university rules.
- (xxxiii) **Weapons and explosives.** Possession or use of firearms, fireworks, or explosives on University-owned or controlled grounds and property. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, slingshots, martial arts devices, switchblade knives and clubs.

Article 7. Academic Conduct

As a member in an academic community, students at Texas A&M International University are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. For more information on the Honor Code, please visit the Office of Student Affairs website.

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

Section 7.01 Violations of Academic Conduct

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

- (a) **Plagiarism** – The act of passing off some other person’s ideas, words, or work’s as one’s own. It includes, but is not limited to, the appropriation, buying, receiving as a “gift”, or obtaining, by any other means, another’s work for the submission are one’s own academic work. Examples include, but are not limited to:
 - i) If in a paper or assignment, you include material that you researched in a book, magazine, newspaper, and/or on the Web, you **MUST** cite the source. If you do not, you are committing plagiarism
 - ii) If you copy somebody's test answers, take an essay from a magazine and pass it off as your own, lift a well-phrased sentence or two and copy and paste them without crediting the author or using quotation marks, or even pass off somebody's good ideas as examples of your own genius, you are committing plagiarism;
 - iii) If you borrow/lend a term paper, hand in, as one's own work, a paper purchased from an individual or off the Internet, or submit, as one's own, any papers from living group's, club's, or organization's files;
 - iv) If you hand in the same paper in more than one class without the permission of the instructor.

- (b) **Cheating** – An act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include:
- (i). copying from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise;
 - (ii). using unauthorized materials during a test;
 - (iii). consulting a cell phone, text messages, PDAs, programmable calculators with materials that give an advantage over other students during an exam;
 - (iv). using crib sheets or other hidden notes in an examination, or looking at another student's test paper to copy strategies or answers;
 - (v). having another person supply questions or answers from an examination to be given or in progress;
 - (vi). having a person other than oneself (registered for the class) attempt to take or take an examination or any other graded activity. In these cases all consenting parties to the attempt to gain unfair advantage may be charged with an Honor Pledge violation;
 - (vii). deliberate falsification of laboratory results, or submission of samples or findings not legitimately derived in the situation and by the procedures prescribed or allowable;
 - (viii). revising and resubmitting a quiz or exam for regarding, without the instructor's knowledge and consent;
 - (ix). giving or receiving unauthorized aid on a take-home examination;
 - (x). facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate the Honor Pledge;
 - (xi). signing in another student's name on attendance sheets, rosters, Scantrons;
 - (xii). submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate or knowing concealment or distortion of the true nature, origin, or function of such data or evidence;
 - (xiii). procurement and/or alteration without permission from appropriate authority of examinations, papers, lab reports, or other academic exercises, whether discarded or actually used, and either before or after such materials have been handed in to the appropriate recipient;
 - (xiv). collaborating with others on projects where such collaboration is expressly forbidden, or where the syllabus states the default as being one's own work; and
 - (xv). using, buying, selling, stealing, transporting, soliciting, copying or possessing, the contents of an un-administered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.

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

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

Article 8. Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Students retain responsibility for all bills incurred (i.e., tuition, fees, housing rent for the period of the lease agreement, etc.) regardless of the outcome of the disciplinary/academic hearings. The primary sanctions are listed in level of severity. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher university authority.

Section 8.01 Primary Sanctions

- (a) **Expulsion:** Permanent separation of the student from the university whereby the student is not eligible for readmission to this university.
- (b) **Dismissal:** Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible in the future, but no specific time for a decision is established.
- (c) **Suspension:** Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission.
- (d) **Banishment from Campus:** In addition to being suspended or expelled from the University, the student is banned from entering the grounds and/or facilities owned, operated and/or maintained by the University. Entrance onto campus or into those facilities/areas will be viewed as a violation of this sanction and the student will be confronted and charged accordingly for trespassing and failure to comply.
- (e) **Deferred Suspension:** The sanction of Suspension may be placed in deferred status. If the student is found in violation of any university rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the university. A student who is not in good standing is subject to the following restrictions:
 - (i) Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed position within the University.
 - (ii) Ineligibility to compete in intercollegiate athletic activity.
 - (iii) Ineligibility to represent the University in any capacity, including representing the University at any official function.
 - (iv) Ineligibility to receive a University-administered scholarship or fellowship when the sanction is in place for longer than one semester.

- (f) **Conduct Probation:** An official warning that the student's conduct is in violation of Texas A&M International University Student Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed "not in good standing" with the university. This sanction includes the same restrictions listed in 8.01 (d) Deferred Suspension.
- (g) **Honor Code Probation:** An official notice that the student's academic conduct is in violation of TAMIU Academic Student Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on Honor Code probation is deemed "not in good standing" with the University. This sanction includes the following restrictions:
 - (i) Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed position within the University.
 - (ii) Ineligibility to compete in intercollegiate athletic activity.
 - (iii) Ineligibility to represent the University in any capacity, including representing the University at any official function.
 - (iv) Ineligibility to receive a University-administered scholarship or fellowship when the sanction is in place for longer than one semester.
- (h) **Conduct Review:** An official warning that the student's conduct is in violation of TAMIU Student Rules, but is not sufficiently serious to warrant expulsion, dismissal, suspension, or conduct probation. A student on conduct review shall have their conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with student rules. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct. Students placed on this sanction remain in good standing with the university. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions will be administered.
- (i) **Loss of Campus Housing Privilege:** Removal from university housing for disciplinary reasons.
- (j) **Interim University or Housing Suspension:** In certain circumstances, the Dean of Student Success, or a designee, may impose an interim University or housing suspension prior to the hearing before a judicial body. Interim suspension may be imposed only to:
 - (i) Ensure the safety and well-being of members of the University community or preservation of University property,
 - (ii) Ensure the student's own physical or emotional safety and well-being, or
 - (iii) Ensure the safety and well-being of University students and personnel, if the student poses a definite threat of disruption of or interference with the normal operations of the University.
 - (iv) During the interim suspension, students shall be denied access to the University residential facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Student Success, or designee, may determine to be appropriate.

- (k) **Deferred Loss of Campus Housing Privilege:** The sanction of Loss of Campus Housing Privilege may be placed in deferred status. If a student is found in violation of any university rule during the time of the deferred sanction, removal from housing takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken.
- (l) **Campus Housing Probation:** An official notice that the student's conduct is in violation of residence hall rules, University Apartments rules and/or university rules and that more stringent student conduct sanctions, including removal from housing, may result if future violations occur.
- (m) **Letter of Enrollment Block:** A letter stating that the student may not reenter Texas A&M International University without prior approval through the Office of Student Affairs or Dean of Student Success if enrollment has been blocked for a previous student conduct problem or for medical reasons.
- (n) **Letter of Reprimand:** A letter that makes a matter of record any incident that reflects unfavorably on the student or the university.
- (o) **Warning:** Admonition of a student for actions unbecoming to the university community.

Section 8.02 Secondary Sanctions

- (a) **Community/University Service:** A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions.
- (b) **Educational Requirements:** A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.
- (c) **Academic Sanctions** - The Honor Council or the instructor may assign appropriate academic sanctions based upon the specifics of the incident. The provision will be clearly defined. Such academic requirements may include, but are not limited to, plagiarism coursework, educational workshop, etc...
- (d) **Restrictions:** The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.
- (e) **Restitution:** A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.
- (f) **Loss of Parking Privileges on Campus:** Revocation of campus vehicle registration, and forfeiture of permit and all refund rights to said permit.

Article 9. Student Conduct Disciplinary Procedures

Section 9.01 Right to File Grievance Against Students

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

Section 9.02 Fair Process

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

A University hearing is **NOT** a trial or a Court of Law. Any attempt to make the hearing something else would seriously impair the educational function of the hearing which requires open discussion rather than an adversarial debate. Attorneys, counselors, and advisors **are not permitted** to represent any student at a University hearing. However, an advisor may be present but may not speak at a hearing. Request for advisor to be present must be done so in writing a minimum of 3 days before the scheduled hearing.

Section 9.03 Disciplinary Procedures

Any student whose conduct has been called into question by any member of the University community or who is alleged to have violated the Code of Conduct and/or any regulations of Texas A&M International University or the Texas A&M University System will be notified of the charges by e-mail as per Section 3.02 of the Student Handbook by the Office of Student Affairs. Timelines and description of procedures may be found at, <http://www.tamtu.edu/studentactivities/judicial.shtml>

Section 9.04 Standard of Proof: Preponderance of the Evidence

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

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

Section 9.05 Good Cause Provision

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

Section 9.06 Student Conduct Board

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

- (a) Assess situation involving a student who is alleged to be in violation of the Student Code of Conduct;
- (b) Conduct disciplinary hearings
- (c) Render a decision of responsible/not responsible
- (d) Recommend sanction for students found in violation of the Student Code of Conduct

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

Section 9.07 Administrative Hearing

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

Section 9.08 Honor Council

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

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

Appendix 1: Drug and Alcohol Rule

34.02.01.L1 DRUG AND ALCOHOL ABUSE AND REHABILITATION PROGRAMS

Last Updated: *New August 17, 2006*

Supplements: *System Policy 34.02 and System Regulation 34.02.01 Drug and*

Alcohol Abuse and Rehabilitation Programs

1. GENERAL

Texas A&M International University is committed to providing its employees a drug and alcohol free workplace. In compliance with System Policy 34.02, Drug and Alcohol Abuse and Rehabilitation Programs and System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs, this Rule addresses alcohol use and abuse; the illegal use and sale, or possession of drugs; and the misuse of drugs including over-the-counter and prescription drugs.

2. PROHIBITION

2.1 In accordance with federal and state laws and Texas A&M University System Regulations, the University prohibits the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol on property under the control of Texas A&M International University and/or while on official duty and/or as part of any associated activities.

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

2.3 Failure to comply with this Rule may result in disciplinary action, up to and including termination. An employee who violates any of the drug laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state and federal laws may include, but not be limited to: fines, probation, jail or prison sentences.

3. RESPONSIBILITY

3.1 It is the responsibility of employees to report suspected violations of this Rule to their immediate supervisor or to the Office of Human Resources.

3.2 Employees shall report to their supervisors, or to the Office of Human Resources, any use of a prescribed or over-the-counter medication that could adversely affect job performance. Any such medical information will be kept confidential and shared with appropriate personnel only on a need-to-know basis. Those employees adversely affected by the medication during the normal course of duty may be placed on leave in accordance with leave regulations.

4. DRUG AND ALCOHOL TESTING

Texas A&M International University employees are subject to testing for drugs and/or alcohol in accordance with Federal and State law and System Regulation 34.02.01 whenever the CEO deems the action necessary upon reasonable suspicion that an employee may have used drugs or alcohol in violation of this Rule or when routine testing is mandated by other governing entity. The Office of General Counsel shall be contacted before testing per System Regulation 34.03.01, sections 1 and 7.4.

5. EMPLOYEE ASSISTANCE

Texas A&M International University is committed to providing comprehensive alcohol and other drug education, as well as early intervention and referral services. Assessment, intervention, and referral

services are available through the Office of Human Resources. The Office of Human Resources provides confidential assistance to employees in identifying and resolving personal concerns related to drug and alcohol problems. Health insurance coverage may be available for the treatment of alcohol and/or drug use problems. Employees should contact the Office of Human Resources or their individual health plan representative for more information regarding insurance coverage. It shall be the responsibility of the employee to seek assistance before an alcohol or drug problem leads to disciplinary action.

6. DISTRIBUTION OF INFORMATION

Required information and material as outlined in System Policy 34.02, Section 2.4 will be distributed to employees initially on or before the employee's first day of work and annually thereafter in accordance with System Regulation 34.02.01.

Office of Responsibility:
Office of Human Resources

Appendix 2: Sexual Harassment Rule

34.01.99.L1 SEXUAL HARASSMENT

Last Updated: *New September 22, 2004*

Supplements: *System Policy 08.01 Civil Rights Protections and Compliance*

System Regulation 08.01.01 Civil Rights Compliance

In order to establish an educational and work environment that is conducive to the personal and professional development of each member of the University community, Texas A&M International University shall be free from all forms of sexual discrimination and harassment. Conduct constituting sexual harassment is prohibited and will result in appropriate sanctions.

Each supervisor has a responsibility to maintain the educational and work environment free of sexual harassment. This includes abstaining from sexual harassment, identifying and resolving sexual harassment that may be occurring within their area of responsibility, and disseminating this rule to all employees while assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment.

The Office of Human Resources is responsible for maintaining and updating University rules and procedures to ensure compliance with the Sexual Harassment rule. Whenever a change is made to the Sexual Harassment rule or procedure, the Office of Human Resources will determine additional training needs as necessary. Any person wishing to file a sexual harassment complaint will follow the procedures in this University rule.

1. DEFINITIONS

a. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.

Additionally, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment, (b) submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting the individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

b. Complainant – An employee (faculty, staff, student), student (non-employee), or third party (to include but not limited to those receiving services from the component, vendors, private business associates) who perceives that s/he has been subjected to sexual harassment by an employee (faculty, staff, student) or student (non-employee) who chooses to lodge an informal and/or formal complaint under University procedure. A complainant may also be an employee (faculty, staff, student) or student (non-employee) who perceives that s/he has been subjected to sexual harassment by a third party.

c. Affirmative Action Officer (AAO) – The individual responsible for administering the University's affirmative action and equal employment opportunity policies and procedures. The Director of Human Resources currently serves as this administrator. The AAO has the authority to determine jurisdiction when lines of responsibility and appeal are unclear; grant extensions when appeals and responses cannot be made within established time frames; seek advice from the Office of General Counsel of The Texas A&M University System; and maintain all necessary and appropriate records on behalf of the University.

d. Informal Complaint – A verbal petition made by a complainant to his/her immediate supervisor or other University official that simply seeks to have specific behavior(s), which the complainant perceives to be sexual harassment, cease.

- e. Formal Complaint – A written petition made by a complainant that not only seeks to have specific behavior(s), which the complainant perceives to be sexual harassment, cease, but also initiates an investigation and may result in imposition of disciplinary action or sanctions.
- f. Sanctions – Disciplinary actions taken by the University which involve the imposition of certain restrictions or penalties on an employee (faculty, staff, student) or student (non-employee) which may range in severity from a verbal reprimand to dismissal (if an employee) or expulsion (if a student) from the University. The implementation of sanctions will be made in accordance with other applicable University rules and System policies.
- g. Ad Hoc Committee – A committee, appointed by a vice president or designee, whose responsibility consists of reviewing a previous decision and/or sanctions. Following this review, the committee will recommend to the vice president that the decision and/or sanctions be upheld, modified, or overturned. An ad hoc committee is composed of no more than five members. This committee should include a three/two representation of the same gender and status (faculty, staff, or student) of the complainant and representation of the same gender and status of the alleged offender.
- h. Intermediate Administrator – A dean, assistant/associate vice president, or other equivalent administrator who typically fulfills an intermediate role between a department head and a vice president.
- i. Immediate Supervisor – In the context of this Rule statement, the immediate supervisor of the alleged offender.

2. PROCEDURES

- 2.1 Any employee (faculty, staff, student) who believes s/he has been subjected to sexual harassment should promptly report the incident(s) to the immediate supervisor, a department head, an intermediate administrator, a vice president, or the AAO. Students (non-employee) should report any such incident(s) to the University official specified in the Student Handbook. Third parties (to include but not limited to those receiving services from the component, vendors, private business associates) should promptly report the incident(s) to the Office of Human Resources.
- 2.2 No person is required to report sexual harassment to their direct supervisor or to the alleged offender.

3. COMPLAINT RESOLUTION PROCEDURE

A complaint may be initiated by an employee (faculty, staff, student), student (non-employee), or third party. A person who believes s/he has been subjected to sexual harassment and seeks to take action may pursue either the informal or formal complaint resolution procedure, or both. A complaint against an employee (faculty, staff, student) must be initiated within 6 months of the most recent incident which has given rise to the complaint. If the complaint is against a student (non-employee), refer to the timeline specified in the Student Handbook.

- 3.1 Informal Complaint: Resolution of an informal complaint involves no formal investigation and may be pursued as follows:
 - 3.1.1 A complaint of sexual harassment may be initially directed to the immediate supervisor, a department head, an intermediate administrator, a vice president, or the AAO.
 - 3.1.2 An offended individual may choose to communicate to the offender that the behavior is unwelcome and must cease immediately. If the offending behavior does not cease, the offended individual should report the incident(s) to one of the individuals listed in 3.1.1 above.
 - 3.1.3 At the request of the complainant, the immediate supervisor or other administrator who has been contacted may attempt to resolve the complaint. Confidentiality will be maintained to the extent possible while conducting a complete investigation. Before attempting to resolve the complaint, the immediate supervisor or administrator will consult with the AAO.
 - 3.1.4 Under this informal procedure, the complainant may, at any time, elect to withdraw the complaint. However, the University, through the advice of the AAO and the System Office of General Counsel, may choose to follow up on the complaint and take appropriate action.
 - 3.1.5 Methods for informal resolution may include, but are not limited to: coaching the complainant on how to address directly the situation causing the problem; mediating the dispute between the parties concerned; aiding in the modification of a situation in which the offensive conduct occurred; assisting a department or division with the resolution of a real or perceived problem; or conducting a documented

meeting with the alleged offender that involves a discussion of the requirements of the sexual harassment University rule.

3.1.6 Documentation shall be retained by the Office of Human Resources and shall be kept confidential to the extent permitted by law.

3.2. Formal Complaint: All formal complaints should be filed in writing with the AAO (if the alleged offender is an employee) or with the University official specified in the Student Handbook (if the alleged offender is a student). The status of the alleged offender will determine the appropriate procedure for notification that a formal complaint has been filed. The written complaint should contain all of the following information:

- 1) name of the complainant;
- 2) contact information, including address, telephone, and email (if appropriate);
- 3) name of person(s) directly responsible for the alleged violation(s);
- 4) date(s) and place(s) of the alleged violation(s);
- 5) nature of the alleged violation(s);
- 6) detailed description of the specific conduct that is the basis of the alleged violation(s);
- 7) names of any witnesses to the alleged violation(s);
- 8) action requested to resolve the situation;
- 9) complainant's signature and date of filing; and
- 10) any other relevant information.

3.2.1 If the alleged offender is an employee of the University, the AAO will notify the intermediate administrator and the department head within five working days (to the extent possible) following receipt of the complaint to give notification that a formal complaint has been filed.

3.2.1.1 Investigation:

Following the notification by the AAO, the intermediate administrator shall immediately notify the alleged offender and the vice president under which the alleged offender reports. Within fifteen working days (to the extent possible), the intermediate administrator, with the assistance of the department head and AAO, shall investigate and determine whether harassment occurred and what sanctions (if any) should be imposed. This decision shall be communicated in writing to the complainant, the alleged offender, the vice president, and the AAO. The complainant or alleged offender may appeal this decision to the vice president within ten working days of receiving the finding.

Within five working days of receipt of such an appeal (to the extent possible), the vice president may convene an ad hoc committee, if deemed appropriate.

If an ad hoc committee is convened, said committee will provide a report to the vice president within twenty working days, unless circumstances require additional time for such notification. Following receipt of the committee's findings and recommendations, the vice president will communicate within five working days (to the extent possible) a written decision concerning the appeal to all parties involved.

If an ad hoc committee is not convened to review an appeal of the decision and/or sanctions, the vice president will have fifteen working days to communicate a written decision concerning the appeal to all parties involved, unless circumstances require additional time for such notification. Any decision made by the vice president may be appealed to the President of the University within ten working days of receipt. The decision of the President shall be final and binding.

After the finding, the AAO will continue monitoring to ensure the circumstances surrounding the alleged sexual harassment complaint have been remedied and no harassment has recurred.

3.2.2 If the alleged offender is a student, procedures in the Student Handbook will be followed, and the University official specified in the Student Handbook will meet with him/her following receipt of the complaint to give notification that a formal complaint has been filed.

If the student (alleged offender) is also an employee of the University, the University official specified in the Student Handbook will notify the AAO within five working days. The AAO will then follow procedures in Section 3.2.1 of this rule.

If the alleged offender is a student and the complainant is an employee of the University, the University official specified in the Student Handbook will notify the AAO within five working days that an employee has filed a formal complaint against a student. The AAO and the University official specified in the Student Handbook will then coordinate the investigation.

4. REPORTING RESPONSIBILITY

Any employee (faculty, staff, student), student (non-employee), or third party who witnesses what is perceived to be a violation of this Rule should report the conduct to the AAO. Any supervisor who witnesses or becomes aware of an alleged occurrence of sexual harassment is required to take prompt corrective action as appropriate and report the matter to the AAO. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this Rule and shall constitute misconduct subject to disciplinary action.

5. RETALIATION PROHIBITED

Retaliatory action of any kind taken against an individual as a result of a person's attempt to seek redress under the applicable procedures dealing with sexual harassment, or other employee or student assisting in an investigation of alleged sexual harassment, is prohibited. Such action by an individual will be regarded as a distinct cause for disciplinary action up to and including dismissal from the University.

6. TRAINING AND EDUCATION

Recognizing the necessity for increased awareness of and sensitivity to the issue of sexual harassment as well as the need to ensure supervisors at all levels are prepared to address and respond to this issue within the guidelines of the System Policy and this Rule, appropriate training initiatives will be developed, implemented, and maintained by the AAO. This will include new hire employee training and biennial equal employment opportunity training.

OFFICE OF RESPONSIBILITY:
Office of Human Resources

Appendix 3: Smoke-Free Campus Rule

34.05.99.L1 SMOKE-FREE CAMPUS

Last Updated: *August 17, 2006*

August 21, 1997

November 16, 2009

Supplements: *System Policy 34.05 Smoking*

1. POSITION

It is the position of Texas A&M International University to have a smoke-free campus. The University shall maintain a smoke-free campus by adhering to the following:

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

1.2 Athletic Facilities: All **indoor** air space of University owned athletic facilities shall be smoke-free. Outdoor public seating areas in athletic arenas shall also be smoke-free.

1.3 Housing Areas: University owned and leased housing shall be smoke-free. All outside areas within 30 feet of any University owned or leased apartment complex shall also remain smoke-free.

2. IMPLEMENTATION PROCEDURES

2.1 The Safety/Risk Management Office shall ensure that the appropriate notices are posted inside and outside each University building, athletic facility, housing facility, and University vehicle.

2.2 The Safety/Risk Management Office shall ensure that receptacles for the disposal of cigarette and cigar stubs are provided in designated smoking areas.

3. ENFORCEMENT

This policy relies on the thoughtfulness, consideration, and cooperation of University employees, students, and visitors. It is the responsibility of the entire campus community to observe the provisions of these guidelines. Compliance of this rule will be monitored by the University Police Department and non-compliance will be subject to the issuance of citations.

OFFICE OF RESPONSIBILITY:

Office of Safety/Risk Management

Appendix 4: Weapons Rule

34.06.02.L1 WEAPONS

Last Updated: *New August 17, 2006*

Supplements: [System Regulation 34.06.02 Firearms](#)

1. STATEMENT OF PROHIBITION OF WEAPONS

In accordance with Texas Penal Code Chapter 46, firearms and other prohibited weapons [as defined in Texas Penal Code 46.05 (a)] are not permitted on the Texas A&M International University campus, University vehicles, or on the grounds on which an activity sponsored by the University is being conducted.

2. EXCEPTIONS

Exceptions to this prohibition include licensed peace officers when performing duties as employees or when otherwise authorized by the President, or the President's designee. All conditions set forth in the administration of this Rule will be in accordance with Texas Penal Code Chapter 46.

3. AUTHORIZED REQUIREMENTS

3.1 Should circumstances exist as a result of assigned job duties which dictate the necessity for possession of a weapon in a University facility, vehicle, or on the grounds on which an activity is sponsored by the University, written authorization must be secured prior to such occurrence.

3.2 Written request for possession and/or use of firearms and/or other weapons shall include:

3.2.1 specific use(s) related to job function;

3.2.2 identification of the type of weapon and associated serial number;

3.2.3 dates specifying the time frame of request;

3.2.4 evidence of applicable license held by applicant; and

3.2.5 documentation of recent criminal history check.

3.3 The written request shall be routed to the President, or designee, for approval. Upon approval, copies of the authorized document are to be maintained in the individual's personnel file maintained in the Office of Human Resources as well as the University Police Department.

4. PENALTIES

Failure to comply with this Rule may result in disciplinary action, up to and including termination. An employee who violates any of the weapons laws will be reported to the appropriate law enforcement agency and will be subject to prosecution accordance to the laws of the State of Texas.

OFFICE OF RESPONSIBILITY:

Vice President for Finance & Administration

Appendix 5: Student Travel Rule

13.04.99.L1 STUDENT TRAVEL

Last Updated: *New August 17, 2006*

Supplements: *System Policy 13.04 Student Travel*

1. GENERAL

The purpose of this Rule is to promote the safety of Texas A&M International University students by regulating travel undertaken by one or more enrolled students to reach a University sponsored and organized activity or event located more than 25 miles from the University and is either: (1) funded by the University and undertaken using a vehicle owned or leased by the University or, (2) required by a registered student organization.

1.1 For the purposes of this Rule, “travel” means organized University student travel, and “registered” means a student organization that is officially recognized by the University.

1.2 Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. Students must use sound judgment and follow all state, federal and/or international laws when traveling. Students shall be required to follow all provisions of this Rule.

2. RESPONSIBILITY

2.1 It shall be the responsibility of the entity (e.g. the officially recognized student organization, academic program, University department, etc.) that sponsors the organized student travel to ensure compliance with this Rule.

2.2 University employees who authorize students to drive University vehicles or vehicles leased by the University for organized student travel are responsible for ensuring that the students have valid Texas or other state driver’s licenses.

2.3 Student organizations, University programs, and University departments sponsoring organized student travel outside the United States are responsible for ensuring that no State Department Travel Advisories exist which restrict travel by U.S. citizens to the destination. Information and guidelines on international travel safety can be obtained through the TAMIU Division of International Programs.

3. MODES OF TRAVEL REQUIREMENTS

3.1 All drivers operating University-owned, leased, or personal vehicle as part of organized student travel shall:

- (a) be at least 18 years of age;
- (b) possess personal automobile insurance coverage as mandated by the State of Texas;
- (c) possess a valid Texas or other state driver’s license;
- (d) complete all appropriate student travel forms required by the Office of Student Activities prior to the trip;
- (e) report any restrictions added to or endorsements removed from the operator’s driver’s license after gaining approval for organized student travel, but before the trip to the appropriate University department, program, or student organization sponsor;
- (f) ensure, prior to departure, that passenger and load capacity do not exceed maximum capacity;
- (g) wear a seatbelt at all times while operating the vehicle and require that all passengers wear seatbelts;
- (h) begin the trip well rested and, when traveling on extended trips, have other drivers available and rotate such drivers as needed to avoid driver fatigue.
- (i) have a current state inspection and registration on any private vehicle (any vehicle not owned or leased by the University) used by the student(s).

3.2 Fifteen-Passenger Vans

3.2.1 Requests to use a 15-passenger van require prior approval from the President.

4. COMMERCIAL TRAVEL

Students traveling by commercial transportation, whether domestic or international, shall comply with all laws regulating travel and the rules of the specific carrier.

OFFICE OF RESPONSIBILITY:

Office of Safety/Risk Management

Appendix 6: Attendance Rule

Attendance Rule

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

- (a). The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:
- (i). Participation in University sponsored activity at the request of University authorities.
 - (ii). Death or major illness in a student's immediate family.
 - (iii). Illness of a dependent family member.
 - (iv). Participation in legal proceedings or administrative procedures that require a student's presence.
 - (v). Religious holy days.
 - (vi). Illness that is too severe or contagious for the student to attend class.
 - (vii). Required participation in military duties.
 - (viii). Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- (b). The student is responsible for providing satisfactory evidence to the instructor within seven calendar days of his or her absence return to substantiate the reason for absence. If the absence was excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the date of absence.
- (c). Students who miss class due to a University sponsored activity are responsible to identify their absences to their faculty as far in advance of their absence as possible.
- (d). If an off-campus licensed physician provides evidence of a student's illness, the excuse documentation must contain the date and time of the illness and doctor's opinion that the student was too ill to attend class. If a physician determines that the student is not ill, he or she will not receive an excuse. If no evidence is available, the instructor will decide whether makeup work will be allowed.
- (e). In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.
- (f). Authorized activities are official University absences. Authorized Absences are for activities that are:
- (i). Required due to mandatory participation in a University activity.
 - (ii). Necessary as a requirement for an official class.

OFFICE OF RESPONSIBILITY:

Office of Student Affairs
Dean of Student Success

Appendix 7: Computing Resources and Facilities Rule

33.04.99.L1 Use of Computing Resources and Facilities

1. GENERAL

1.1 Texas A&M International University recognizes the importance of information technology to the scholarly pursuits, personal and professional development, work-related and service activities of students, faculty and staff.

1.2 Use of information technology resources of the University is a privilege and requires that individual users act in compliance with University Rules. The University provides access to its user community within guidelines established by Texas A&M International University . Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), University Rules, System Regulations and contractual agreements.

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

1.4 The following statements address, in general terms, Texas A&M International University 's philosophy about computing use. Additional information may be found in Texas A&M University System Policies and Regulations, Texas A&M International University Rules, and the Texas A&M International University Student Handbook.

2. PRIVACY

All electronic files on University computing equipment is considered public information except where mitigated by local, state, or federal law. Contents of electronic files will be examined or disclosed only when authorized by an appropriate University official or required by law or TAMUS system policy.

3. CRIMINAL AND ILLEGAL ACTS

Computing resources of the University, which include the hardware, software, and network environment, shall not be used for illegal activities. Any such use of these resources will be dealt with by the appropriate University authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computing resources, theft, obscenity, child pornography and sexual harassment.

4. AUTHORIZED USE

Computing resources are provided by the University to accomplish tasks related to the University's mission. Computing resources may not be used for commercial activities or illegal activities. Incidental personal use of computing resources by employees is governed by the Texas A&M University System Ethics Policy.

4.3 Records and reports associated with salary and wage payments required by federal and state law, regulation, and by accounting systems of The Texas A&M University System Members are incorporated in the Budget/Payroll/Personnel System.

5. INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING RESOURCES

It is expected that all members of the University community will use these resources and facilities in

accordance with University rules and System policies. Failure to fulfill these responsibilities may lead to the cancellation of computer account(s), disciplinary action by the University, and/or referral to legal and law enforcement agencies.

Individuals using the University's computing resources or facilities are required to:

5.1 Use University computing resources and facilities (mainframe computers, computer work stations, computer networks, hardware, software, and computer accounts) responsibly, respecting the rights of other computer users and complying with laws, license agreements, and contracts.

5.2 Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate uses of computing facilities prevent others from using these resources.

5.3 Limit use of University computing accounts to the intended purpose. Use of University-owned computers (offices and computer labs) shall be limited to University related business or incidental personal use. As defined in the TAMUS Ethics Policy, employees may use computing resources for personal reasons as long as that use does not result in additional costs or damage to the University and generally does not hinder the day-to-day operation of University offices and facilities. Use of computing resources for commercial purposes or personal gain is prohibited.

5.4 Personal computing or telecommunication devices not owned or purchased by the University may not be connected to the campus computing and telecommunications network unless authorized by the Office of Information Technology.

5.5 Protect passwords and use of accounts. Others are not permitted to use accounts or passwords. Confidential information contained on various computers should not be shared with others except when that person is authorized to know such information.

5.6 Report improper use of computing resources and facilities. Improper use of computing resources and facilities as defined in TAMIU Rule Security of Electronic Information Resources, 24.99.01.L1, may include:

5.6(1) breach of security - unauthorized access to computing resources release of password or other confidential information on computer security

5.6(2) harmful access - creating a computer malfunction or interruption of operation alteration, damage, or destruction of data injection of a computer virus

5.6(3) invasion of privacy - accessing files without authorization

5.6(4) inappropriate use - unauthorized access to computing resources outside their general intended usage

5.7 Comply with requests about computing from the system operator.

5.8 Report any incidents of harassment using University computing resources and facilities according to guidelines in University Rules. It may be harassment if:

5.8(1) the behavior is unwelcome;

5.8(2) the behavior interferes with your ability, or the ability of others to work or study; and

5.8(3) the behavior creates an intimidating, hostile, or offensive environment.

5.9 Respect the computing resources forum when communicating ideas to others via University computing facilities and resources (includes access to the Internet). All communications should reflect high ethical standards and mutual respect and civility.

OFFICE OF RESPONSIBILITY:

Associate Vice President of Information Technology/CIO

Appendix 8: Student Complaint Process

TAMIU provides students with a learning environment anchored by the highest quality programs built on a solid academic foundation in the arts and sciences. With a mission to prepare students for leadership roles in their chosen profession in an increasingly complex, culturally-diverse state, national and global society.

Consistent with our mission, TAMIU welcomes opinion and feedback about our rules, procedures, programs and services in order to make changes that contribute to a students' success, development, and goal attainment. TAMIU is committed to ensuring that students have access to appropriate rules and procedures for articulating concerns and registering appeals.

In registering concerns and filing appeals, TAMIU students must follow the rules and procedures that have been established within the unit about which the concern is being filed. Generally, the procedures require that a student discuss the matter with the staff, faculty, or department in which the issue originated.

Informal Process

A student with a complaint—a concern that a policy or procedure of a unit has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior – has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary. Basic steps in the informal process include:

Begin by discussing the matter with the staff, faculty, or department in which the issue originated.

If the issue is not resolved, the next contact will be the supervisor, department chair, or associate/assistant dean to investigate the issue and allegations.

Formal Process

If still unresolved after following the appropriate informal complaint procedures, the student may choose to have the issue "officially documented." An officially documented complaint should be submitted using the Report It form (<https://publicdocs.maxient.com/incidentreport.php?TexasAMIntlUniv>)

The Office of Student Affairs receives the complaint and will forward to the appropriate department head, dean, supervisor. The department for which the complaint is lodged will contact the student within 10 University working days to set-up arrangements for resolution.

Resolutions should be forwarded to the Office of Student Affairs for record keeping.

To establish official documentation, the complaint or appeal must be submitted in writing and must include the name, contact information of the person filing the complaint, and a brief description of the circumstances including who has been involved and current status.

Specific Complaints

Appeal of charge of academic violation: (such as a charge of plagiarism) must be submitted to the Office of Student Affairs in writing within 3 University business days of notice of the charge. Appeal of charge does not include grade penalty appeal, that must follow the grade appeal process.

Grade appeal process: Faculty are authorized to change final grades only when they have committed a computational error, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process, Section 3.02 of the Student Handbook. (<http://www.tamtu.edu/pdf/StudentHandbook.pdf>).

Complaints alleging violations of the America with Disabilities Act (ADA): TAMTU intends to offer reasonable accommodations for students with disabilities. Please contact Student Disability Services for policy and procedures for requesting accommodations or for filing a complaint.

Harassment Complaints: Individuals who believe they have or may have been sexually harassed or experienced harassment based on race, color, national origin, creed, religion, age, disability, sex, gender identity or sexual orientation should file a complaint using the Report It form. (<https://publicdocs.maxient.com/incidentreport.php?TexasAMIntlUniv>).

Other complaints about academic procedures or personnel must be filed with the appropriate college or school.

Concerns or complaints about non-curricular procedures or personnel must be filed with the appropriate unit.

Record keeping procedures: Officially documented complaints will be kept on record for one year in the Office of Student Affairs. Individual units are responsible for responding to and addressing student concerns and forwarding resolutions to the Office of Student Affairs for record keeping. In most cases a summary of the outcome will suffice.

Approved: Fall 2010

Effective: Spring 2011

Appendix 9: University Songs

Alma Mater

A Song for Texas A&M International University

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

Binding nations, hearts and visions, aspirations ever new,

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

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

Binding nations, hearts and visions, aspirations ever new,

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

Fight Song

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

