

A young man with short hair, wearing a dark polo shirt and a backpack, is sitting on the floor in a library. He is holding an open book in his right hand and looking at it intently. He has several other books stacked on his lap. The background shows rows of bookshelves filled with books. The entire image has a blue color overlay.

**San Jacinto Community  
College District**

Student  
***Handbook***

**2011-2012**

## Publication Notice

This handbook is a general information publication only. This handbook does not constitute a contract, express or implied, between any applicant, student, or employee and the San Jacinto College. Additionally, all information is subject to change without notice. Changes to the policies, regulations, and statements in this publication will be effective immediately unless otherwise specified and will apply to prospective students and those currently enrolled. Finally, this publication does not contain all policies or regulations that will affect the rights of students. For additional information on student policies, please refer to the policies of the board of trustees of the San Jacinto College and the College catalog, both of which are available at [www.sanjac.edu](http://www.sanjac.edu).

## Emergency Closings

Providing a safe and secure environment for our students, faculty, and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to the College website at [www.sanjac.edu](http://www.sanjac.edu) or the Emergency Information Line at 1-888-845-5288 for the most immediate and current information regarding closure status. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations.

Students are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number. There is no cost to sign up for this notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

Class \_\_\_\_\_

Professor \_\_\_\_\_

Office Hours \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Class \_\_\_\_\_

Professor \_\_\_\_\_

Office Hours \_\_\_\_\_

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<b>Student Insurance .....</b>	<b>1</b>
<b>Campus Security .....</b>	<b>1</b>
<b>Disability Services .....</b>	<b>1</b>
<b>Police Services .....</b>	<b>2</b>
<b>Medical Aid Stations .....</b>	<b>2-3</b>
Medical Emergencies	
Call Ext. 5555 .....	2-3
<b>General Information .....</b>	<b>3</b>
<b>College Survival Tips .....</b>	<b>4-5</b>
Terms You Need to Know .....	4-5
<b>HIV and AIDS Information ..</b>	<b>5-6</b>
<b>Alcohol &amp; Substance Awareness.....</b>	<b>6-8</b>
Substance Abuse Prevention Program.....	6
Health Risks Associated with Substance Abuse.....	7
Student Assistance Program .....	7
Disciplinary and Legal Sanctions.....	7-8
Commonly Abused Drugs .....	8-10
Penalties Under Texas Law .....	10-11
Penalties Under Federal Law .....	11
<b>Student Rights &amp; Responsibilities .....</b>	<b>12-28</b>
Student Rights .....	12
Involvement in Decision Making .....	13
Retaining Rights and Responsibilities....	13
Code of Student Conduct .....	13-22
Appealing a Grade.....	22-23
Administrative Summons.....	23
Administrative Directives .....	23
Assembly/Gatherings .....	23-25
Delinquent Accounts .....	25
Credit Card Account Verification–Authorization.....	25
Gainful Enterprise and Solicitation.....	25
Discrimination Policy and Grievance Procedures for Harassment Complaints:	
Discrimination.....	25-27
What is Sexual Harassment.....	26
Designated Officials.....	26
Office of Civil Rights .....	26
How to Report a Complaint .....	27
Appeal of Disposition.....	27
Harassment Prevention Coordinator.....	27
Campus Sex Crimes Prevention Act .....	28
Grievance Procedure for General Complaints .....	28
General Complaint Procedure .....	28
Identification .....	28
Search and Seizure .....	28
Surveys and Petitions .....	28
Unattended Children on Campus .....	28

<b>Policy on Student Records .....</b>	<b>28-31</b>
<b>College Policies and Information .....</b>	<b>31-32</b>

## Student Insurance

The College is not responsible for medical expenses incurred by students while on the campus or at College sponsored activities. College student health insurance is available for purchase through private companies. Students are urged to carefully study the specific terms of the policy before purchasing coverage. For further information, contact the campus services office at your campus.

## Campus Security

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, San Jacinto College makes every effort to ensure the health and safety of its students, faculty, and employees on campus. This federal act requires San Jacinto College to report all campus crime statistics. These statistics as reported to the San Jacinto College police department can be found at [www.ope.ed.gov/Security/index.asp](http://www.ope.ed.gov/Security/index.asp).

## Disability Services

The Office of Disability Services assists both academic and technical students with all types of disabilities (physical, mental, learning, emotional, etc.). The staff will assist students who may need accommodations such as extended testing time, tutoring, resource referrals, specialized technology and software programs, and coordination of interpreting services. Child care assistance is available through the Carl Perkins Grant for eligible students who are enrolled in certificate of technology and/or associate of applied science degree programs.

### Central Campus

McCollum Administration Building  
281.998.6150

### North Campus

Slovacek Student Center  
281.998.6150

### South Campus

J.D. Bruce Student Center  
281.998.6150

## Police Services

To request assistance or police services on any campus go to the Student Center or call 281.476.1820.

### Escorts

Should you feel uncomfortable going to your vehicle, you may call the police on your campus to request an escort.

### Emergency Messages

If you need to be contacted regarding someone else's crisis, the police will make every attempt to locate and advise you if the call is deemed an "Emergency Message."

### Motorist Assistance

All patrol vehicles are equipped with jumper cables to jumpstart dead batteries and tools to unlock vehicles with keys locked in them. All motorist assistance calls are performed strictly as a courtesy and priority calls will always take precedence over any other call.

## Parking

Parking and traffic regulations must be maintained for the protection of students, faculty, staff and visitors. All vehicles parked on campus must be registered. Students must park in student parking lots designated by signs and white lines. Restricted areas are: Disabled (blue), Faculty/Staff, and Fire Lanes (red). Students are required to have a parking decal that can be obtained free of charge at each campus business office.

Fines are assessed for failure to display decal and for parking or moving violations.

## Campus Police and Emergency Numbers

The San Jacinto College police department operates 24 hours a day, seven days a week, including holidays. Campus police can be reached at 281.476.1820; however, if there is an injury or extreme emergency – dial 5555 from any phone on campus. Emergency phones are located throughout the exterior of the campuses.

**(FROM ON-CAMPUS PHONE): Ext. 5555**

**(FROM OFF-CAMPUS PHONE): 281.476.9128**

## Medical Aid Stations

### Medical Aid Stations

*(FOR MINOR MEDICAL ASSISTANCE)*

*Locations subject to change*

### Medical Emergencies Call Ext. 5555

Medical Aid stations are located in most campus buildings and are identified by appropriate signs. Should you become ill, notify the nearest professor or staff member. For major life-threatening situations contact the college police department at ext. 5555.

The College is not responsible for medical expenses incurred by students while on campus or at College-sponsored activities.

Any student knowledgeable of a current or potential hazard is asked to contact the safety office to complete a safety incident report.

#### Central Campus Building

McCollum Admin Bldg

Newton Student Center

Anders Phys Ed Bldg

Health Science Bldg

Blue Music Bldg

#### Room

C3.124

(Campus Services)

C3.258

(Business Office)

C14.100 (Student Life)

C14.262 (Police

Department)

C14.114 (Cafeteria)

C18.173

C11.1053

C5.100

Frels/Henrich Science Bldgs	C20.128 C20.226
Slocomb Fine Arts Bldg	C13.150 C13.131 C12.100b
Davis Library	C21.102
Ball/Anderson/Davison Tech	CIN1 Tool Room (Welding) CIN1 Tool Room (Automotive) C16.11 C1.128
ILC Physical Plant Building Dormitory Pro Shop Education Center	CMAI M100    Office C6.103

#### North Campus Building

Fine Arts Building

ILC - Open Desk

Spencer Admin Bldg

Brightwell Vo Tec Bldg

Wheeler O/T Bldg

Burleson Wing

Lehr Library

Slovacek Student Center

Nichols Physical Education

#### Room

N1.151

Open Desk

N8.101

N8.278

N9.100

N9.144c

N10.160

N10.221

N7.233

N7.139

NLIB 110/125

N12.217

N12.101

N12.113b

N16.113b

Children's Center	N11.102
Welding Building	NIN1
Auto Body/Diesel Building	NIN3
Construction Building	

### South Campus Building

	Room
Longenecker Admin Bldg	S8.1050
South Wing Admin	S9.260
North Wing Admin	S7.227

Bruce Student Center Bldg	S11.110
Williams Library	Circulation Desk
Smallwood Phys Ed Bldg	S21.101
Jones Vocational- Technical Bldg	S13.175
Swanson Childcare Center	S22.100
Maintenance Building	SM1.108
ILC	Open Lab Desk
Flickinger Fine Arts Bldg	S15.103
Auto Body Shop	S14.108

### General Information

All police officers of San Jacinto College are commissioned by the Board of Trustees under the provisions of Section 51.203 of the Texas Education Code and are certified peace officers under the Rules and Regulations of the Texas Commission on Law Enforcement Officers Standards and Education and under Article 2.12 of the Texas Code of Criminal Procedure.

All state laws and San Jacinto College traffic rules and regulations governing the use of motor vehicles must be complied with on all parts of the campuses through all hours of the day and night. Pedestrians shall, at all times, have the right of way on any San Jacinto College campus.

### The San Jacinto Community College District

Assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus. Students who operate motor vehicles on campus shall comply with the San Jacinto College District Traffic Rules and Regulations.

### Definitions

#### Campus:

Shall include all property of San Jacinto College North, Central, and South campuses, as well as its extension centers and district office. All lots are patrolled and ticketed by San Jacinto College police officers.

#### Visitor:

Shall be one who is neither a student nor an employee of the college nor is he/she a person who uses parking facilities for the benefit of a student or employee. Reserved parking spaces have been provided for visitors' convenience on all three campuses and are designated by either curb lettering or signs or both. Under no circumstances are students or employees allowed to park in a visitors' area on any campus.

#### Student:

Shall include all persons enrolled at any San Jacinto Community College campus, including those in non-credit and other special courses. Parents or friends who drive a vehicle with a student parking permit must park in a student lot.

#### Student Responsibility:

Means the student is responsible for any vehicle registered in his/her name with the police department, regardless of the operator. A citation is not excused on the plea that another person was driving the vehicle.

The student is also responsible for any vehicle operated by him/her regardless of the state vehicle ownership registration. The student, at the time of registration, must have the license number, make and model of the vehicle he/she wishes to register for a San Jacinto College parking permit. Intentional falsification of vehicle registration information to obtain a parking permit may result in disciplinary action. Lost or stolen permits should be reported immediately to the campus police department.

#### Ticket:

Shall by common usage describe a notice of violation for traffic and/or parking regulations as adopted by the Board of Trustees.

#### Ticket Appeal:

If a student feels a ticket is unjust, he/she may file a ticket appeal with the police department. Appeals are forwarded to the dean of student development. The student must file the appeal within 10 school days allowed for making disposition on the charge. The student shall then check within 72 hours after the appeal is submitted to the police department for the final decision. Appeals will not be accepted after the 10 days allowed for making disposition.

## College Survival Tips

### Terms You Need to Know

#### A.A.

Associate of Arts (university transfer) is designed for students who plan to transfer to a four-year or upper-level college or university.

#### A.A.S.

Associate of Applied Science (not traditionally intended for transfer) is awarded to students who complete the requirements as outlined in the technical programs section of the Catalog.

#### A.A.T.

Associate of Arts in Teaching (university transfer) is a Texas Higher Education Coordinating Board approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification.

#### A.S.

Associate of Science (university transfer) is designed for students who plan to transfer to a four-year or upper-level college or university and major in mathematics, one of the sciences (biology, chemistry, geology, physics, biotechnology, or related field), engineering, or computer science.

#### Accreditation

Professional organizations have established rules for presenting and running a strong defensible academic program at a college. Without institutional accreditation, the credit hours and the degrees granted by an institution are not acceptable at other schools.

#### Academic Advisement

Process of advising students about classes that must be taken to fulfill degree and/or transfer requirements.

#### Advanced Placement

Earning of college credit prior to enrollment at the College by passing examinations (AP, CLEP tests) by the College Entrance Examination Board.

#### Audit

Regular credit course taken for no credit.

#### Blue Book

Collection of blank pages bound together between a blue cover and used specifically for examinations. Blue books are sometimes required by a professor to provide a uniform format for the presentation of answers. They are sold in the bookstore.

#### Catalog

General information publication printed by colleges that contain admissions requirements, outlines of degree programs, and course descriptions.

#### Certificates

Awarded to students who complete required courses with a minimum overall grade point average of 2.0.

#### Commencement

Traditional ceremony in which students are recognized by the College as having completed all the necessary requirements for a degree.

#### Concurrent Enrollment

Occurs when a student is enrolled at two or more state-supported colleges or universities at the same time.

#### Continuing & Professional Development (CPD)

Non-credit classes, seminars, and conferences designed for adults and pre-college aged students who desire to improve their occupational, cultural, or social education. Schedules of course offerings are available in the Continuing & Professional Development division on each campus.

#### Corequisite

Required course that must be taken concurrently with, or prior to, another course.

#### Credit Hour

Academic credit given for a class, usually equal to the number of hours per week. There are a number of exceptions. A typical course is worth three credits; a lab is usually worth one.

#### Dean's List

List of students who have completed at least 12 term hours of courses, made no failing grades, and earn a 3.5 GPA.

#### Drop Date

Last day on which a class may be dropped to receive a W (withdrawal) on your transcript. After this date a student will receive an F for the course.

#### Generated I.D. Number (G00)

Identification number assigned to you by San Jacinto College that provides you access to various services and to the San Jacinto College computer systems. This number should be used in lieu of your Social Security Number in order to protect your identity while enrolled at the College.

#### GPA

Grade Point Average is an indicator of a student's academic performance. Numerical values, or points, are assigned to each letter grade.

#### To compute GPA

Divide total grade points earned by total number of term hours completed.

#### Honor Societies

Greek letter organizations honoring students who have achieved distinction in academic areas of service.

### **In Good Standing**

Student who maintains a 2.0 GPA and who has met all obligations to the College is considered in good standing.

### **Major**

Primary academic program a student chooses to pursue based on his personal and career goals for the future.

### **Prerequisite**

Requirement that must be met before a course can be taken.

### **Probation**

Academic warning that satisfactory progress has not been maintained and unless immediate corrective action is taken, the student risks suspension.

### **Recreational Sports**

Variety of competitive individual, team and dual sports and recreational activities offered to students free of charge.

### **San Jacinto College District**

Structure through which the College receives funding. The San Jacinto College District consists of the Central Campus, South Campus, North Campus, and nine extension centers. One Board of Trustees governs the District.

### **Scantron Form**

Special form used for recording answers during an examination. Answers are recorded using a No. 2 pencil, allowing the examination to be computer-scored. Scantron forms are sold in the College bookstore.

### **Secure Online System (S.O.S.)**

Secure Online System allows you to register for classes, apply for and monitor your financial aid, check your grades, add and drop classes, access the Class Schedule and Catalog, and obtain unofficial transcripts and degree evaluations.

### **Term**

Academic period of 16 weeks in the Fall or Spring and of varying lengths in the Summer.

### **Suspension**

Academic suspension means that a student is ineligible to register for classes for at least one long term.

### **T.B.A.**

"To be arranged (assigned, announced)."

### **Transcript**

Official record of a student's grades, credits, hours, etc., from any school or college. Official and unofficial transcripts can be obtained through the Student Online System (S.O.S.) or by going to the enrollment services office. We now offer official transcripts online.

### **Warning**

At the end of the first term in which the overall institution GPA is less than 2.0, a student will be placed on academic warning status.

### **Withdrawal**

Removal from a class and/or college via completion of proper forms in the enrollment services office or via the Secure Online System (S.O.S.).

## **HIV and AIDS Information**

## **HIV and AIDS Information**

### **What is HIV?**

HIV stands for human immunodeficiency virus. HIV may live in the human body for years and can be spread to other people even before any symptoms appear. HIV weakens the body making it incapable of fighting diseases and infections. As these conditions get worse, a person is diagnosed as having AIDS.

*Currently, there is no known cure for AIDS.*

### **How is HIV Spread?**

These are the most common ways in which HIV is spread:

- Having unsafe sex—whether vaginal, anal or oral—with someone who is infected with HIV. Unsafe sex means letting someone else's blood, semen or vaginal fluid get into your body.
- Sharing drug needles or syringes with an infected person.
- From an infected mother to her baby during pregnancy or childbirth, and, rarely, through breast feeding.

### **How You Won't Catch HIV**

You can't just "catch" HIV like a cold or flu, because the virus is a different type. You won't get HIV:

- Through the air or sitting next to someone at work, school, etc.
- From saliva, sweat, tears, urine, or excrement
- Being bitten by mosquitoes or any other insect
- Donating blood

### What Behavior Puts You At Risk?

The following behaviors are risky when performed with an infected person. You can't tell by looking if a person is infected.

#### Risky Behavior

- Sharing drug needles and syringes.
- Anal sex, with or without a condom.
- Vaginal or oral sex with someone who uses drugs or engages in anal sex.
- Sex with someone you don't know well (a "pickup" or prostitute) or with someone you know who has had several sex partners.
- Unprotected sex (without a condom) with an infected person.

#### Safe Behavior

- Not having sex
- Sex with one mutually faithful, uninfected partner
- Abstain from intravenous drug use

### Why Get Tested for HIV?

- You think you may be infected and you want to know for sure so that you can go on to consider getting medical help.
- Knowing your antibody status will keep you from infecting others through having unsafe sex and/or sharing needles.
- You are thinking about having a baby or breastfeeding your baby.
- You would feel less stress if you knew for certain whether you are infected.

HIV counseling and testing are available at many public health clinics at little or no cost. You do not have to use your real name and all information is confidential. For HIV counseling and testing site locations, consult a counselor in the Counseling Center or call:

1. Houston AIDS Hotline: 713.524.AIDS
2. Texas AIDSLINE 1.800.299.AIDS. For Hearing Impaired 1.800.252.8012
3. National AIDS Hotline: 1.800.342.AIDS
4. Drug Abuse Hotline: 1.800.662.HELP
5. National AIDS Clearinghouse 1.800.458.5231

## Alcohol and Substance Abuse Awareness

### Alcohol and Substance Abuse Awareness

#### The legal drinking age in Texas is 21 years or older.

The substance abuse policy at San Jacinto College prohibits possession, use, sale or distribution of any quantity, whether usable or not, of any drug, alcoholic beverage, narcotic or controlled substance as defined in the Texas Controlled Substance Act. For more information, consult the student discipline policy located in this handbook.

### Substance Abuse Prevention Program

#### Substance Abuse Policy:

The policy of San Jacinto Community College District is to provide all students and employees with an environment that is free of substance abuse. The illegal use of controlled substances on college campuses subjects the College, its students and employees to unacceptable risks of accidents, interferes with the learning and working environments, and is inconsistent with the behavior expected of persons associated with the College.

The College firmly supports remedial assistance and, when necessary, disciplinary action for those individuals who violate conduct expectations, including those related to the use, possession, distribution, or possession for purposes of distribution, any controlled substances or illegal drugs on College property or at College-sponsored activities at off-campus locations.

Law enforcement officers are supported by the College to ensure compliance with all laws including those relating to alcohol and to the use, abuse, possession, or distribution of controlled substances or illegal drugs.

## Health Risks Associated with Substance Abuse

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

Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose or withdrawal, seizures, heart problems, infections, liver disease, and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis).

## Student Assistance Program

In recognition of these increasing problems within contemporary society dealing with alcohol and substance abuse, education has been, and will continue to be, the primary focus of the College’s efforts. Providing honest, factual information through organized educational programs will assist individuals in making reasonable decisions regarding the use of chemical substances. This includes information about illegal substances and their effects, and about the establishment of responsible drinking behavior for those who choose to use alcoholic beverages.

Students who desire confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problem may self-refer for that assistance by making an appointment with a counselor in the campus counseling center. Although the College does not conduct treatment or rehabilitation programs, College counselors are equipped to facilitate referrals to appropriately qualified providers of treatment programs.

## Disciplinary and Legal Sanctions

Students, regardless of age, determined to be in violation of College regulations pertaining to controlled substances, including alcohol, are subject to severe disciplinary penalties, including permanent suspension from the College. When such violations also constitute violations of public law, charges will be filed by the College for prosecution by the appropriate law enforcement agency. Convictions under public law are punishable by fines, imprisonment, or both.

### Anabolic Steroids and Growth Hormones

Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormone in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

This notice is provided in accordance with the provisions of H.B. 1507, 71st Legislature, State of Texas.

### Policy on Communicable Diseases

This policy defines communicable diseases and outlines the management procedures in the college environment for students having communicable diseases. Any time any student of the College has, or suspects that he or she has, a communicable disease, the student is encouraged to immediately report this information to the dean of student development who can provide information, education, counseling, and testing referrals.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), meningitis, meningococcal infections, and tuberculosis.

A complete list of the communicable diseases reportable to the health authority, and therefore subject to this policy, is listed below. For the purposes of this policy, the term “HIV infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

The College’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the grounds that they have a communicable disease.

## Alcohol and Substance Abuse Awareness

The College reserves the right to exclude, or restrict, a person with a communicable disease from College facilities, programs, and functions, if the College makes a medically-based determination that the person constitutes a direct threat to the health or safety of others.

The College shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

The College shall develop and maintain a comprehensive education program about HIV infection for members of the College community. The program shall include, but is not limited to, the following topics: current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increase the risk of transmission of the disease, preventive measures for avoiding infection by the HIV virus, and confidentiality and behaviors associated with HIV transmissions which are in violation of Texas law.

The following diseases are reportable: acquired immune deficiency syndrome; amebiasis; anthrax; botulism - adult and infant; brucellosis; campylobacteriosis; chicken pox; Chlamydia trachomatis infection; cholera; coccidioidomycosis; dengue; diphtheria; encephalitis (specify etiology); gonorrhea; Hansen's disease (leprosy); Haemophilus influenzae infections; hepatitis, viral-type A, type B, type D (delta agent), type non-A/non-B, and unspecified types; histoplasmosis; HIV infection; influenza and flu-like illness; legionellosis; leptospirosis; listeria infection; Lyme disease; malaria; measles; meningitis-bacterial, aseptic/viral, fungal and other (specify etiology, all types); meningococcal infections; mumps; pertussis; plague; poliomyelitis; paralytic; psittacosis; Q fever; rabies in man; Reye syndrome; Rocky Mountain spotted fever; rubella; rubella congenital syndrome; salmonellosis; shigellosis; syphilis; tetanus; toxic shock syndrome; trichinosis; tuberculosis; tularemia; typhoid fever; typhus fever-endemic (murine) and epidemic; vibrio infections; viral hemorrhagic fever; and yellow fever.

### Commonly Abused Drugs

Substance: Category and Name	Examples of Commercial and Street Names	Intoxication Effects/ Potential Health Consequences
<b>Depressants</b>		
gamma Hydroxybutyric Acid	Sodium Oxybate, Xyrem: GHB, Liquid Ecstasy, Liquid X	Reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration/fatigue, confusion, impaired coordination, memory of events, judgment; addiction, slurred speech, disorientation, drunken behavior, respiratory depression and arrest; death
Benzodiazepines	Ativan®, Halcion®, Librium® Valium®, Klonopin®, Xanax®, Restoril®: candy, downers, sleeping pills, tranks, Rohypnol: (forget-me pill, R-2, roche, roofies, roofinol, rope, rophies)	
Barbiturates	Amytal®, Nembutal®, Seconal®, Phenobarbital®: barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	
Alcohol	Beer, wine, liquor	
<b>Stimulants</b>		
Cocaine	Blow, bump, coke, crack, flake, rock, snow, toot	Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness / rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia, dizziness, irritability, nausea, euphoria
Amphetamine	Adderall®, Dexedrine®: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	
Methamphetamine	Desoxy®: chalk, crank, crystal, fire, glass, ice, meth, speed	
Methylphenidate	Ritalin®, Concerta®, Focalin®, Metadate®	
Nicotine	Tobacco, cigarettes, dip, second-hand smoke	
Caffeine	NoDoz®, Vivarin®: RedBull, coffee, tea, colas, chocolates	

## Commonly Abused Drugs

Substance: Category and Name	Examples of Commercial and Street Names	Intoxication Effects/ Potential Health Consequences
<b>Opioids (Narcotics)</b>		
Codeine	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Robitussin A-C®, syrup, lean, purple stuff, syzurp, drank, barre, purple jelly, Captain Cody, Cody, schoolboy	Pain relief, euphoria, drowsiness / nausea, constipation, confusion, constricted pupils, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death
Fentanyl	Actiq®, Duragesic®, Sublimaze®: Apache, China girl, China white, dance fever, jackpot, murder 8, TNT, Tango and Cash	
Heroin	Diacetylmorphine: brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	
Morphine	MS-Contin, Roxano®, Oramorph SR®, MSIR®, Roxanol®, Duramorph®: M, Miss Emma, monkey, white stuff	
Opium	Laudanum, Paregoric®: big O, black stuff, block, gum, hop	
Oxycodone	Oxycodone w/Acetaminophen, OxyContin®, Endocet®, Percocet®, Percodan®, Roxicet®: Oxy, O.C., killer	
Hydrocodone	Hydrocodone w/Acetaminophen, Vicodin®, Vicoprofen®, Tussionex®, Lortab®, vike, Watson-387	
Hydromorphone	Dilaudid®	
<b>Cannabinoids</b>		
Marijuana	Blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed, Boom, chronic, gangster, hash, hash oil, hemp	Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination / cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety, panic attacks; tolerance, addiction
<b>Hallucinogens</b>		
Lysergic acid diethylamide	Acid, blotter, boomers, cubes, microdot, yellow sunshine	Heightened senses, teeth grinding, dehydration, altered states of perception and feeling; nausea; persisting perceptiiondisorder (flashbacks)
Phencyclidine	PCP, angel dust, boat, hog, love boat, peace pill	
MDMA (methylenedioxy – methamphetamine)	DOB, DOM, MDA, Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	
Ketamine	Ketalar®: cat Valiums, K, Special K, vitamin K	
<b>Inhalants</b>		
Amyl and Butyl Nitrite	Pearls, Poppers, Rush, Locker Room	Stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing / unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems; sudden death
Nitrous Oxide	Laughing gas, balloons, Whippets	
Solvents	Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid, paint thinners, gasoline, glues	

## Commonly Abused Drugs

Substance: Category and Name	Examples of Commercial and Street Names	Intoxication Effects/ Potential Health Consequences
<b>Other Compounds</b>		
Anabolic steroids	Anadrol®, Oxandrin®, Durabolin®, Depo-Testosterone®, Equipoise®: roids, juice	No intoxication effects / hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics
Dextromethorphan	Found in some cough and cold medications; Dex, DXM, Robo, Skittles, Syrup, Triple-C, and Tussin. Terms for using dextromethorphan include: Robo-tripping, and Skittling, among others	Confusion, dizziness, double or blurred vision, slurred speech, loss of physical coordination, abdominal pain, nausea and vomiting, rapid heart beat, drowsiness, numbness of fingers and toes, and disorientation. DXM abusers describe different "plateaus" ranging from mild distortions of color and sound to visual hallucinations, "out-of-body" dissociative sensations, and loss of motor control.

## Penalties Under Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacturer, delivery or intent to deliver of controlled substance (drugs)	Confinement in state jail for 180 days to 2 years and fine not to exceed \$10,000.	Life imprisonment or term of 15 – 99 years and fine not to exceed \$250,000.
Possession of controlled substance (drugs)	Confinement in jail not to exceed 180 days and/or a fine not to exceed \$2,000.	Life imprisonment or term of 10 to 99 years and fine not to exceed \$100,000.
Delivery of marijuana	Confinement in jail not to exceed 180 days and/or fine not to exceed, \$2,000.	Life imprisonment or term of 10 – 99 years and fine not to exceed \$100,000.
Possession of marijuana	Confinement in jail not to exceed 180 days and/or not to exceed \$2,000.	Life imprisonment or term of 5 – 99 years and fine not to exceed \$50,000.

## Penalties Under Texas Law

Offense	Minimum Punishment	Maximum Punishment
Driving while intoxicated (includes intoxication for drugs and/or alcohol) – does not include assault or manslaughter while driving intoxicated	Confinement in jail 72 hours – 180 days and/or fine not to exceed \$2,000; suspension of driver's license for 90 days to 1 year.	Imprisonment of 2 – 10 years; fine not to exceed \$10,000; suspension of driver's license for 1–2 years.
Public Intoxication	No minimum punishment listed	Fine not to exceed \$500
Possession of alcoholic beverage in motor vehicle	No minimum punishment listed	Fine not to exceed \$500
Purchase, consumption or possession of alcohol by a minor	Fine not to exceed \$500.	Confinement in jail not to exceed 180 days and/or fine of \$250–\$2,000
Sale of alcohol to minor	No minimum listed	Confinement in jail not to exceed one year and/or fine not to exceed \$4,000

## Penalties Under Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacturer, distribution, or dispensing drugs (includes marijuana)	Imprisonment of not more than 1 year, and fine of not more than \$100,000 for an individual and \$250,000 if not an individual.	Life imprisonment. Fines can reach \$8 million for an individual and \$20 million if not an individual.
Possession of drugs (including marijuana)	Imprisonment of not more than 1 year, and minimum fine of \$1,000	Imprisonment of 5 to 20 years; certain offenses can result in fines in excess of \$5,000
Operation of a common carrier under the influences of alcohol or drugs	No minimum listed	Imprisonment for up to 15 years. Fine up to \$250,000 for an individual.

## Student Rights and Responsibilities

San Jacinto College holds that the student, upon enrollment, neither loses the right nor escapes the duties of citizenship. The student-citizen must exercise liberty with responsibility.

### Student Rights

#### ACADEMIC EVALUATION

Students have the right to be apprised of the methodology by which they will be evaluated in their formal coursework. Also, students shall have appeal rights to challenge improper academic evaluation.

#### INTELLECTUAL PROPERTY RIGHTS

Students shall retain their intellectual property rights on projects produced as a result of their individual initiative with incidental use of College facilities and resources. If the student is working on a project initiated and funded by San Jacinto College, ownership resides with the College.

#### FREEDOM OF ASSOCIATION

Students bring to the College a variety of interests. Students have the freedom to organize and join associations to promote their common interests in accordance with the policies and procedures of the College.

#### FREEDOM OF INQUIRY AND EXPRESSION

Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and normal operation of the institution, and which comply with the regulations that relate to student conduct. At the same time, it should be made clear to the educational community and public that in their public expressions or demonstrations, students or student organizations do not represent the institution and speak only for themselves.

#### FREEDOM FROM ILLEGAL DISCRIMINATION

It is the policy of San Jacinto Community College District not to discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The procedure for filing a complaint about discrimination is outlined in this handbook.

### Student Responsibilities

In all aspects of student life, the student body collectively and individually has the responsibility of participation as citizens of the academic community in a mature fashion. Students must not confuse liberty with license. In voluntarily enrolling at the College, students have the responsibility to comply with all state and college regulations governing student conduct and academic affairs. Students assume responsibility for their behavior and acknowledge and share the following responsibilities:

- Students must recognize that the Board of Trustees is the policy making authority for the operation of the San Jacinto Community College District. The board delegates to the College administration the authority to implement Board policy through procedures, regulations, guidelines, and handbooks.
- Students must understand that while education is a shared activity, the ultimate responsibility for learning rests with the students' motivation and abilities.
- Students are responsible, collectively and individually, for allowing other students to continue their pursuit of education. Students must refrain from interfering with the rights of other students in their educational pursuits or with employees in the exercise of their duties.
- The right to disagree has been previously established. However, students must make sure that disagreement is factual and is presented with respect for those with whom they are disagreeing, including faculty, staff, administration, and students.
- When approaching the administration about any matter, students must go through established channels of communication and authority.
- Students must comply with the policies, rules, regulations, and generally accepted practices of the College until these practices may be changed by orderly procedure.
- Students also have the responsibility to comply with all state and federal regulations governing their participation in higher education. Such regulations and laws as may exist or that may be subsequently enacted and adopted shall have precedence over the provisions of this document of student rights.

## **Involvement in Decision Making**

San Jacinto College provides an opportunity for student involvement in the decision making process through the respective forms of student government on the three campuses. As constituents of the educational community, students may express their views on issues of institutional policy and on matters of general interest to the student body.

In addition to membership in student associations and organizations, students shall be given the opportunity to serve on campus and College committees as deemed appropriate by the College.

## **Retained Rights and Responsibilities**

The enumeration of the above rights and responsibilities shall in no way be interpreted as being all-inclusive and denying the existence of other rights and responsibilities which a student holds as a student or citizen.

## **Code of Student Conduct**

### **1.0 Values**

- 1.1 San Jacinto College (the College) is committed to maintaining an excellent teaching and learning community. As its central purpose, this community promotes intellectual investigation through vigorous discussion. Essential values that support this purpose include civility, dignity, diversity, education, equality, freedom, honesty, and safety.
- 1.2 The establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of detractive disruption. When students voluntarily enroll in the College community, they accept the duty and responsibility of abiding by the regulations and accepted practices of the College. Each member of the San Jacinto College community is expected to exercise responsibility and to govern his or her conduct with standards of good taste and ethical judgment even when others disregard those standards.

- 1.3 This Code describes possible behaviors that are inconsistent with the essential values of the College community; it outlines procedures to respond to such behaviors; and it suggests possible sanctions that are intended to educate and to safeguard members of the College community. Additionally, within the College, entities (such as divisions, departments and programs, professional and student organizations) have developed guidelines and regulations that outline standards of conduct governing their constituents and sometimes provide procedures for sanctioning violations of those standards.
- 1.4 The College has an enduring commitment to provide students with a balanced and fair system of resolution. This Code will not deprive students of the appropriate due process protections to which they are entitled. This Code is one of the College's administrative procedures and should not be equated with procedures used in civil or criminal court.

### **2.0 Definitions**

- 2.1 College: The term "College" means San Jacinto College, including all of its campuses, satellite campuses, learning centers, distance learning, and District offices.
- 2.2 Student: Includes all persons taking courses at San Jacinto College, both full-time and part-time, pursuing undergraduate, technical, certificate, and life-long learning (continuing education) studies. Persons who are not officially enrolled for a particular semester and have not exceeded one year of non-enrollment with San Jacinto College are considered "students."
- 2.3 College Community: Any College employee or enrolled student, whether full- or part-time, or any person or organization doing business with the College under contract or on a regular basis.
- 2.4 Notice: Any correspondence deposited with the United States Postal Service by certified mail, addressed to the last known address of the addressee as shown on College records, or personally delivered to the addressee.

- 2.5 College Policy: Any provision of a rule, regulation, resolution, or guideline adopted or ratified by the Board of Trustees.
- 2.6 College Procedure: Any provision of a rule, regulation, guideline, handbook, manual, operating letter, or published directive issued by the administration.
- 2.7 College Official: Any person employed by the College who is performing assigned administrative or professional responsibilities.
- 2.8 College Premises: Property owned, controlled, used, leased, or occupied by The San Jacinto Community College District, including vehicles and property physically removed from a campus.
- 2.9 College-Affiliated Activity: Any activity, on or off campus that is initiated, aided, authorized, or supervised by The San Jacinto College District.
- 2.10 Hearing: A conference between a charged student and the dean of student development or other College official which provides 1) an opportunity for the accused student to respond to allegations of misconduct; 2) to present any evidence that he/she may desire; and 3) to be notified of possible sanctions that can be imposed.
- 2.11 Organization: Any number of persons who have complied with the formal requirements for registration at San Jacinto College.
- 2.12 Administrative Summons: A written notice to a student to report to a College administrative office at a designated date and time.
- 2.13 Public Law: Local, state, and federal laws.
- 2.14 Dean of Student Development: San Jacinto College official designated by the vice president of student development to impose sanctions upon students found to have violated the Student Code.
- 2.15 Conduct Appellate Board: Persons appointed by the campus President to consider an appeal from the hearing process that a student has violated the Student Code or from sanctions imposed by the dean of student development.
- 2.16 Commercial Solicitation: Activities related to the sale of goods and/or services for profit.

## 3.0 Prohibited Conduct

Any student found to have committed the following acts is subject to disciplinary sanction(s), condition(s), and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

### 3.1 Endangerment and Unwelcome Physical Contact

- 3.1.1 Conduct that threatens or endangers the health or safety of any person on College property or at College sponsored and supervised functions, including physical abuse or assault, fighting, threats to use force, and acts of intimidation or harassment.
- 3.1.2 Action(s) that endanger the health, safety, or well-being of another person or group.
- 3.1.3 Action(s) that is likely to endanger one's own health or safety.
- 3.1.4 Interference with the freedom of another person to move about in a lawful manner or to participate in the activities of the College.
- 3.1.5 Physical contact with another when the actor knows or reasonably should know that the other person will regard the contact as offensive or provocative.

### 3.2 Harassment and Stalking

"Harassment" as used in this section refers to conduct that goes beyond the mere utterance of an opinion or viewpoint that others may find offensive. The effect of the conduct must be to deny or limit a student's ability to participate in or benefit from the College's activities, programs, and services.

- 3.2.1 This section does not apply to harassment based on sex, race, ethnicity, color, sexual orientation, citizenship, age, pregnancy, marital status, veteran status, national origin, religion, or disability. Please refer to the Board policy on discrimination.
- 3.2.2 Conduct (not of a sexual nature), whether physical, verbal, graphic, written, or electronic, that is sufficiently severe, pervasive, or persistent such that it prevents or limits the ability of others to work, study, or participate in the activities of the College.
- 3.2.3 "Harassment" includes, but is not limited to, initiating communication by telephone, in writing, or by electronic device in a manner that is reasonably likely to threaten, harass, annoy, alarm, abuse, torment, or embarrass.
- 3.2.4 Action(s) or statements that threaten, harm, or intimidate another.

- 3.2.5 Stalking occurs when a person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that causes another person to fear for his or her personal safety or security or the safety or security of a member of the other person's household. The term includes physically following another person in person or in a vehicle.

### 3.3 Disruption

Conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the College, including teaching, studying, research, College administration, public-service functions, and extracurricular activities. The prohibition applies to acts that occur whether inside or outside the classroom setting.

- 3.3.1 Engaging in activities that intentionally, substantially, and materially interfere with the activities of other members of the College community, that cause substantial disorder, or that disrupt the regular operation of College activities or instruction.
- 3.3.2 Inciting and/or participating in campus demonstrations which disrupt the normal operations or activities of the College.
- 3.3.3 Obstructing or interfering with the freedom of pedestrian or vehicular movement on campus.
- 3.3.4 Using a cell phone or other electronic device in class in a manner that is disruptive to the teaching/learning environment. Students may be subject to permanent removal from class for violating a previous directive to refrain from using such devices.
- 3.3.5 Classroom behavior that interferes with 1) the instructor's ability to conduct the class or 2) another student's ability to receive information from the instructor or to benefit from the program. A faculty member may temporarily suspend a student from his/her classroom for the remainder of the class whenever the student is disrupting the class to a point that there is no longer a meaningful learning environment. Additionally, in campus locations outside the classroom, faculty members and professional staff members are authorized to take appropriate remedial action upon observing a student engaging in conduct that violates this Code (e.g. requesting a student to cease disruptive behavior). The faculty member or staff member shall identify himself or herself to the student.

- 3.3.6 Engaging in conduct that violates the College's policy on free expression. (See Freedom of Inquiry and Expression under Student Rights and Responsibilities).

### 3.4 Hazing

Prohibited acts for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization or as part of any activity of a recognized student organization or student group includes any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is related to a person's initiation or admission into, or affiliation with, any student group or organization, a hazing charge may be upheld even without direct proof that a person's initiation or continued membership is contingent upon participation in the activity. In addition to violating this code of conduct, hazing also is a violation of Texas law (Texas Education Code § 37.151 and 51.936). Hazing includes, but is not limited to:

- a) Striking a student, abandoning a student in an unfamiliar location, blindfolding a student or tying a student's hands, or planning hazing activities to be performed by others.
- b) Forced consumption of any food, alcohol, drugs, or any other substance.
- c) Forced physical activity, such as calisthenics.
- d) Deprivation of food or sleep.
- e) Any activity that is intended to subject the individual to embarrassment or humiliation.

### 3.5 Sexual Misconduct

- 3.5.1 Sexual harassment (refer to the Sexual Harassment Policy).
- 3.5.2 Sexual assault is any sexual act that occurs without the consent of the victim or that occurs when the victim is unable to give consent because of mental incapacitation, intoxication, status as minor, or lack of consciousness. "Sexual act" includes 1) the oral, anal, or vaginal penetration by another person's sexual organ; and 2) anal or vaginal penetration by any object.

- 3.5.3 Sexual abuse occurs when a person attempts to make sexual contact or engages in sexual contact with another person's body, including but not limited to, touching or fondling another person's breasts, genitals, buttocks, or mouth, without that person's consent, or that occurs when the victim is unable to give consent because of mental incapacitation, intoxication, status as a minor, or lack of consciousness.
- 3.5.4 Obscene, lewd, or indecent behavior includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior and/or materials to a non-consenting recipient.

### 3.6 Dishonesty

Cheating, plagiarism, or other forms of academic dishonesty are addressed by the instructional affairs division.

- 3.6.1 Making, possessing, or using any falsified College documents or records; altering any College document or record, including identification cards; providing false information on an admissions application; providing false information to College officials, faculty members, or College offices, including disciplinary hearing bodies; intentionally withholding material information from College officials; making a false report to College police.
- 3.6.2 Knowingly passing insufficient fund checks or fraudulent money orders in payment of any financial obligation to the College.
- 3.6.3 Falsely claiming to represent the College or a registered student organization of the College.
- 3.6.4 Stealing or misappropriating of registered student organization funds.

### 3.7 Firearms, Fireworks, Explosives, Weapons

Possessing, using or storing firearms, weapons, ammunition, fireworks, dangerous chemicals, incendiary devices or explosives on College-controlled property or at College events or programs, except as may be authorized by College administration or by federal, state or local law or regulations. Prohibited weapons include, but are not limited to, firearms, pellet guns, sling shots, martial arts devices, switchblade or other types of knives, and clubs.

### 3.8 Alcohol and Substance Use

- 3.8.1 Possessing, using, distributing, manufacturing or selling alcohol, dangerous drugs, controlled substances, or drug paraphernalia on College property or at College-authorized or College-sponsored activities, even if the activity is not conducted on campus.
- 3.8.2 Over-the-counter drugs are not prohibited when taken in standard dosages. Prescription drugs are not prohibited when taken by the person to whom the drugs were prescribed and in accordance with the physician's prescription. The non-standard or unauthorized use of over-the-counter and prescription drugs is strictly prohibited. It is a violation of the College's policy for a student to intentionally misuse and/or abuse prescription medication. Misuse and/or abuse includes taking a medication prescribed for another person or taking a medication in an amount or in a manner that was not prescribed.
- 3.8.3 Alcohol possession or usage, regardless of age, is strictly prohibited at any on or off-campus College-authorized or College-sponsored activity or during College-sponsored travel.

### 3.9 Fire and Safety

- 3.9.1 Removal, damage, or unauthorized tampering with or activation of fire, safety, or any emergency warning equipment, including but not limited to fire extinguishers, smoke alarms, and emergency exits.
- 3.9.2 Falsely reporting bombs, fires, or other emergencies to a College official.

### 3.10 Gambling

Gambling of any form on College property or at a College sanctioned event is prohibited.

### 3.11 Property Violations

- 3.11.1 Vandalizing, damaging, destroying, or defacing public or private property on College premises or at a College-sponsored activity; littering.
- 3.11.2 Stealing; attempted theft; or the unauthorized removal, borrowing, or use of any College property or the property of others.
- 3.11.3 Trespassing and/or unauthorized presence in any College building, at a College-sponsored activity, or on College property (including parking lots).

### **3.12 Misuse of Computing Resources and Technology**

- 3.12.1 Unauthorized access or entry into a computer, computer system, networks, software, or data.
- 3.12.2 Unauthorized alteration of computer equipment, software, network, or data.
- 3.12.3 Unauthorized copying or distribution of computer software or data.
- 3.12.4 Use of computing facilities and resources that interferes with the work of another student, faculty member, or College official.
- 3.12.5 Viewing, downloading, or printing pornographic materials, photographs or videos is strictly prohibited on College premises.
- 3.12.6 Use of computing facilities and resources to send obscene or defamatory messages.
- 3.12.7 Any violation of the College's computer use guidelines as found in the College policy manual, Sect.II, 2.3.
- 3.12.8 Unauthorized accessing of College telephones to change a voice mail greeting.
- 3.12.9 Sending an email or text message using an email address or phone number belonging to another person with the intent to cause the recipient to reasonably believe that the other person sent or authorized the communication.

### **3.13 Failure to Comply**

- 3.13.1 Failure or refusal to comply with an administrative summons or directive of a College official, including campus police officers, acting in the course of their employment.
- 3.13.2 Failure to present identification upon the request of a College official.
- 3.13.3 Conduct that is intended to hinder or obstruct enforcement of this code of conduct.

### **3.14 Other Violations**

- 3.14.1 Violation of published College policies, rules, and regulations, including but not limited to, parking, smoking, solicitation, distribution of literature, sexual harassment, and campus posting rules, all of which can be found in this publication.
- 3.14.2 Violation of federal, state, or local laws.
- 3.14.3 Aiding or abetting any violation of federal law, state law, or local ordinance.

## **4.0 Disciplinary Procedures**

### **4.1 Authority**

Each campus appoints an administrator who is responsible for determining disciplinary sanctions to be imposed for violations of the Code of Student Conduct. The dean of student development is the designated student conduct administrator for each campus.

### **4.2 Complaints**

Any member of the College community may file a complaint against a student alleging misconduct. Complaints must be received by the dean of student development within two (2) working days of the alleged incident. In extenuating circumstances, the dean of student development may waive the two-day limitation.

The incident report must state the following information:

1. The name, mailing address, email address, telephone number, and signature of the person filing the report.
2. Identification of the student(s) against whom the report is being filed.
3. Facts alleged, including the name(s) of the accused and witnesses, date, location, and description of the alleged act(s) of misconduct in sufficient detail to enable the dean of student development to make a determination as to whether further fact-finding is necessary or if sufficient evidence exists for a hearing on the charge(s).
4. When applicable, a reference to the specific Code of Student Conduct provision alleged to have been violated.

### **4.3 Complaint Investigation and Conference with the Accused Student**

The dean of student development or his or her designee will make an initial determination as to whether there is sufficient basis to determine that a violation of the Code of Student Conduct may have occurred. The dean shall interview the complainant and may interview other witnesses as necessary or appropriate. The dean will meet with the accused student, describe the allegations against the student, and provide the student an opportunity to respond. If the dean or designee determines that reasonable grounds support the complaint, the dean or designee shall inform the accused student of this determination, the proposed penalty, and the student's procedural rights.

If the dean determines that there are insufficient grounds to establish that a violation of the code occurred, the complaint shall be dismissed. The dean or designee shall inform the complainant and the accused student in writing if the complaint is dismissed.

In any case where the accused student does not dispute the facts upon which the charges are based, the student may sign an acknowledgement and a written waiver of the hearing procedures. The dean or designee will impose an appropriate sanction or sanctions given the nature of the charge, the evidence, and the student's disciplinary history, if any. Although the student will waive the right to contest the charges, the student may appeal the sanction under Section 4.9 of this procedure. The dean or designee shall notify the student in writing of the right to appeal the sanction.

## 4.4 Emergency Suspension

In circumstances in which the conduct of a student constitutes an imminent threat or danger to the welfare or safety of the College community, or danger to College property, any College administrative official may institute an emergency suspension.

(See Emergency Suspension, Section 5.0)

## 4.5 Disciplinary Sanctions

Sanctions are designed to promote the College's educational mission. Sanctions also promote safety and may deter students from behavior that harms, harasses, or threatens people or property. Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any), and statutory or other legal requirements, if any. Possible disciplinary sanctions include, but are not limited to:

1. *Written warning:* A formal notice that the Code has been violated and that future violations will be dealt with more severely.
2. *Disciplinary probation:* A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. *Restitution:* A sanction that requires the student to compensate an injured party for loss, damage, or injury in the form of money, service, or material replacement.
4. *Community service:* Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. *Class or workshop attendance:* Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. *Educational project:* Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.

7. *Suspension of privileges:* Loss of privileges, such as loss of library privileges, computer privileges, parking privileges, or the privilege to attend athletic or other extracurricular events.
8. *Removal from courses or activities:* Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling.
10. Failing grade for a test, assignment, or course.
11. *Restrictions on access:* Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. *Suspension:* Separation from the College for a specified period of time or until certain conditions are met.
13. *Expulsion:* Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of degree and withdrawal of diploma.

These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

## 4.6 Student Conduct Appellate Board

Students who have been proposed for expulsion, suspension in excess of 10 school days, revocation of a degree, or removal from campus pursuant to Sections 21.231-21.243 of the Texas Education Code may request a hearing on the proposed decision before a campus Student Conduct Appellate Board. The Appellate Board shall consist of three full-time faculty members and/or professional staff members appointed by the campus president. One member shall serve as the chairperson. Members shall be impartial. Employees who were witnesses to the incident under review or who were involved in the investigation or evaluation of the charges under review shall be ineligible to serve as Student Conduct Appellate Board members.

## 4.7 Hearings

When the dean or designee has determined that there are sufficient grounds to conclude that a student has violated this Code and the student disputes the charges, disciplinary proceedings may be initiated. The procedures available to the student will depend on the disciplinary consequences being proposed. Procedure A applies to expulsions, suspensions longer than 10 school days, revocation of degree, withdrawal of diploma, and removal from campus pursuant to Sections 21.231-21.243 of the Texas Education Code. Procedure B applies to all other disciplinary matters.

## 4.8 Hearing Procedure A

### 4.8.1 Notification of Charges and Hearing Rights

1. All charges shall be presented to the accused student in writing by hand delivery or certified mail, return receipt requested, to the address of the student as it appears in the Registrar's records. The notice letter shall contain 1) a statement of the specific charges and a general description of the evidence in support of the charges; 2) the provisions of the Code of Student Conduct that allegedly were violated; 3) the proposed penalty; 4) a copy of this procedure; and 5) contact information for the dean or designee. When the notice letter is sent via certified mail, a duplicate also shall be sent to the student via regular first-class mail or via email to the email address for the student on file with the registrar. A first-class letter will be deemed to have been received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. An email will be deemed to have been received on the second day after the sending of the message.
2. The student shall have four business days in which to request a hearing after receipt of the notice. The request must be made in writing and may be sent via hand delivery, U.S. mail, facsimile, or electronic mail. If the student does not request a hearing in a timely manner, the discipline may be imposed without further hearing. A student's failure to update his or her postal and email addresses with the registrar's office, refusal to accept delivery of a letter, or refusal or failure to open email will not constitute good cause for failure to comply with a notice.
3. If the student requests a hearing, then the hearing ordinarily shall be held within 12 business days of the dean or designee's receipt of the request for hearing. Upon receipt of the student's request for hearing, the dean or designee shall promptly notify the student in writing of the date, time, and place of the hearing. The notice of hearing may be sent to the student by electronic mail, U.S. mail, or hand delivery. The notice letter shall identify the hearing panel members and shall summarize the procedural rights afforded to the student by this code. The letter shall provide a postal address and email address for the chairperson of the Appellate Board. The letter shall provide 1) the names of the Administration's witnesses and a brief summary of their knowledge and 2) a description of the documents or other evidence that the Administration intends to present at the hearing.
4. Upon a showing of good cause, or upon the mutual agreement of the parties, the hearing may be rescheduled.
5. At least four (4) business days prior to the hearing, the dean or designee will make available to the student copies of the documents that the dean or designee intends to introduce at the hearing. This deadline does not apply to rebuttal evidence. This deadline may be modified for good cause.
6. At least three business days prior to the hearing, the student shall provide the dean or designee 1) the names of the student's witnesses and a brief summary of their knowledge and 2) copies of documents that the student intends to present at the hearing. This deadline may be modified for good cause.
7. At least three business days prior to the hearing, the student shall submit in writing to the dean and designee and to the chair of the Student Conduct Appellate Board 1) any objection that, if sustained, would warrant a postponement of the hearing; and 2) the name of the advisor or attorney, if any, who will appear with the student. The student's advisor or legal counsel may attend the hearing and confer with the student but may not participate or cross-examine witnesses. Likewise, the College retains the right to have legal counsel present at any hearing, but the attorney shall not participate or cross-examine witnesses.

## Student Rights and Responsibilities

8. In the event that a student is a qualified person with a disability under federal law and is unable to represent himself or herself at the hearing because of his or her disability, the College, as a reasonable accommodation to the student, will permit the student to be represented by counsel at the hearing. If the student is represented by counsel, then the College also may be represented by counsel.
9. If the student is proposed for discipline under Section 21.231-21.243 of the Texas Education Code (pertaining to the exclusion of students from campus to maintain order during periods of campus disruption), the student is entitled to be represented by counsel as provided in Section 21.243 of the Texas Education Code. If the student is represented by counsel, then the College also may be represented by counsel.
10. The student may choose at any time to withdraw a request for a hearing on the charges by signing an acknowledgement form and a written waiver of the hearing procedures. The dean or designee will impose an appropriate sanction or sanctions given the nature of the charge, the evidence, and the student's disciplinary history, if any. Although the student will waive the right to contest the charges, the student may appeal the sanction under Section 4.8.3 of this procedure. The dean or designee shall notify the student in writing of the right to appeal the sanction.
3. If the student fails without good cause (as determined by the Appellate Board) to appear at the scheduled hearing after receiving proper notice, the dean or designee may proceed with the hearing in the student's absence, and the student forfeits any right to appeal. At the conclusion of the hearing, the administration shall provide written notice to the student of the action taken.
4. The hearing will be conducted as an administrative hearing. Courtroom rules of evidence and judicial rules of civil procedure will not apply. Evidence, however, must be relevant to the proceeding. Objections shall be directed to the chairperson. The chairperson may limit cumulative, repetitious, or irrelevant testimony or documentary evidence and may impose reasonable time limits on the presentation of evidence by the parties. The chairperson may impose reasonable restrictions to prevent the harassment or badgering of witnesses. Finally, although the legal rules of evidence do not apply, the chairperson will give effect to legally recognized privileges, such as the attorney-client privilege.
5. Each side will have an opportunity to make an opening statement, present witnesses, cross-examine the witnesses presented by the other side, present documentary or other tangible evidence, and make a closing statement. Witnesses shall be sworn in by the court reporter or other person authorized by law to administer oaths. Opening statements ordinarily shall be limited to five minutes per side.

### 4.8.2 Conducting the Hearing

1. The Student Conduct Appellate Board shall hear the evidence. The chairperson of the Appellate Board shall preside over the hearing and shall be responsible for preserving order and decorum.
2. Hearings before the Appellate Board shall be closed to the public. The Appellate Board will make a record of the hearing either by tape recording or by a court reporter. No cameras or photographic equipment of any kind, nor any equipment designed or used to record or transmit sound, shall be permitted in the hearing room or in the hallways adjacent to the hearing room while the hearing is in progress or during any recess. This prohibition does not apply to any equipment under the direction of the Appellate Board to make the official recording of the hearing.
6. The administration has the burden of proving the charges by the greater weight of the credible evidence. The Appellate Board shall determine which evidence or testimony, if any, is probative and credible. The Appellate Board shall determine what weight, if any, to give to particular evidence or testimony.
7. The administration will present its witnesses and documentation first, followed by the presentation by the student. The administration will be permitted to present rebuttal evidence after the student completes the presentation of his or her case.

8. After each witness has been examined by both parties, members of the Appellate Board may question the witness. No Appellate Board member, however, is subject to questioning by either party or any witness.

a. Each party may present a closing argument. The administration may reserve time for rebuttal. Neither party may present new evidence during closing arguments. The chairperson shall determine the number of minutes that the parties will be given for closing argument, taking into consideration the complexity of the case.

9. Before opening statements, all witnesses shall be excluded from the hearing room, with the exception of the student and the member of the administration presenting on behalf of the administration. Under this rule, no witness may be present to hear or read the testimony of another witness, and witnesses may not converse with each other or any other person about the case outside the hearing room while the hearing is in progress. Each party is responsible for providing a copy of this rule to that party's witnesses. This rule does not preclude a witness from conferring with a party's legal counsel or representative. The chairperson shall have the authority to impose appropriate sanctions and restrictions for a violation of these instructions, including prohibiting the witness from testifying at the hearing. The prohibitions in this section will remain in effect until closing statements are concluded.

10. The Student Conduct Appellate Board shall deliberate in private. The Appellate Board shall issue written findings within 15 business days of the close of the hearing. The Appellate Board's decision shall state whether the accused student has violated this Code and will set forth findings of fact in support of its conclusion. The decision of the Student Conduct Appellate Board will be communicated in writing to the student and the dean of student development. The decision of the Student Conduct Appellate Board shall be based on a simple majority vote of the members of the Board.

### **4.8.3. Hearing Procedure B**

1. The student shall receive written notice in accordance with Section 4.8.1 of Procedure A. If the student timely requests a hearing, the hearing shall be conducted in accordance with Section 4.8.2 of

Procedure A; however, an impartial hearing officer shall preside and hear the evidence. Additionally, cross-examination shall not be permitted. The hearing officer may be a member of the Student Conduct Appellate Board or other full-time faculty member or administrator appointed by the vice president of student development. Employees who were witnesses to the incident under review or who were involved in the investigation or evaluation of the charges under review shall be ineligible to serve as the hearing officer.

2. The hearing officer shall issue written findings within five (5) business days of the close of the hearing. The hearing officer's decision shall state whether the accused student has violated this Code and will set forth findings of fact in support of its conclusion. The decision of the hearing officer will be communicated in writing to the student and the dean of student development.

## **4.9 Appeals**

A student may appeal any ruling issued pursuant to Procedure A or Procedure B. The student shall complete an Appeals Hearing Request Form, which is available in the office of the dean of student development. The completed form must be submitted to the vice president of student development and the office of the dean of student development within seven (7) business days of notification of an adverse disciplinary decision. The written appeal must state the specific grounds in support of the appeal and must provide argument in support of reversal or modification of the decision. No new evidence or information may be submitted. The student must provide a copy of the appeal to the dean or designee. The dean or designee may submit a written response within seven (7) business days of receipt of the appeal. The dean or designee must provide a copy of the written response to the student.

The vice president of student development shall determine whether oral argument is needed. If the vice president determines that oral argument is needed, then the vice president shall notify the student and the dean or designee of the time, date, and location of the argument. The appeal shall be based on the hearing record developed at the first level. The vice president of student development shall communicate his or her decision within 15 business days of the student's request for the appeal. If the vice president of student development is unavailable for any reason to hear the appeal, the campus President shall designate an impartial administrator to hear the appeal. A timely appeal to the vice president suspends the imposition of the sanction but other interim action may be taken as authorized by this Code.

The vice president of student development or designee may reject, accept, or modify the sanctions imposed. The decision of the vice president or designee from an appeal based on Procedure B is final and non-appealable. The decision of the vice president or designee from an appeal based on Procedure A may be appealed to the campus President. The student must file the appeal within seven (7) business days of receipt of the vice president's decision. The written appeal must state the specific grounds in support of the appeal and must provide argument in support of reversal or modification of the vice president's decision. No new evidence or information may be submitted. The student must provide a copy of the appeal to the dean or designee. The dean or designee may submit a written response within seven (7) business days of receipt of the appeal. The dean or designee must provide a copy of the written response to the student. No oral argument will be provided. The campus President shall communicate his or her decision in writing within 20 business days of the president's receipt of the appeal.

### 5.0 Emergency Suspension

Pending a hearing or other disposition of charges against a student, the president, vice president of student development, dean of student development, or their designees may take such immediate interim disciplinary action as is appropriate to the circumstances, including suspending the right of the student to be present on campus and to attend classes or activities, when the continuing presence of the student poses a potential danger to persons or property or poses a potential threat of disrupting the academic process or any activity authorized by the College. The administration shall promptly send written notice to the student via hand delivery or certified mail, return receipt requested. If notice is sent by certified mail, a duplicate notice shall be sent to the student via email or first-class U.S. mail.

In determining whether an emergency suspension is warranted, the administration shall consider the reliability of the evidence or report of wrongdoing and whether the continued presence of the student on campus reasonably poses a threat to the physical or emotional well-being of any individual, including the student, or for reasons relating to the safety and welfare of any College property, or any College function. A student who is suspended on an emergency basis is entitled to a hearing at his or her request under Section 4.8, Procedure A. The hearing shall be held as soon as practicable, generally within 10 business days of the Administration's receipt of the student's request.

### Appealing a Grade

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student shall initiate the appeal process as soon as possible following the receipt of the grade. The appeal process shall be filed no later than 30 days after the end of that semester, and must be resolved within 120 days following the initiation of the appeal.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment.

AT NO STEP IN THE PROCESS WILL THE INSTRUCTOR'S QUESTIONS OR INDIVIDUAL TEST ITEMS BE SCRUTINIZED.

Only course syllabus (e.g., grading system) and letter or numerical grades as recorded in the instructor's grade book will be examined.

The procedures for appealing a grade shall be as follows:

#### 1. Student Meeting with Instructor

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary. Whenever possible, the matter should be resolved at this meeting. If the instructor cannot resolve the problem immediately, the student will be notified of the availability of a copy of the grade appeal procedures in the office of the appropriate dean or the vice president for learning (VPL). If, upon receipt of the instructor's written decision, the student is dissatisfied with the decision, the student may request a meeting with the department chair to appeal the decision of the instructor. (NOTE: In the event there is no department chair, the student may request a meeting with the dean who will conduct the meeting in accordance with steps No. 1 and No. 2 of this procedure.) The student must make the appeal within five (5) working days after notification by the instructor.

#### 2. Student Meeting with Department Chair

The department chair must arrange a meeting no more than five (5) working days after receiving a request from the student. This meeting will include the student, the instructor, and the department chair. Providing sufficient evidence of discrepancies or errors in the grade will be the responsibility of the student. If insufficient evidence is offered, the appeal is denied. The student will be given an opportunity to present his/her case. The instructor will be given a chance for rebuttal.

On hearing the evidence from both sides, the department chair will take one of the following actions:

- A. If, in the opinion of the department chair, the student failed to provide sufficient evidence of discrepancies or errors in the grades, the student will be notified

in writing that the appeal is denied. The department chair will inform the student of the right to appeal the decision and about the procedures for appeal. At the same time, the department chair will notify the instructor in writing of this decision. The notification must be given within five (5) working days of the hearing.

- B. If, in the opinion of the department chair, the student did provide sufficient evidence of discrepancies or errors in the grades, the instructor will be notified within five (5) working days of the meeting. At the same time, the department chair will notify the student in writing of this decision.

The instructor will, in turn, inform the department chair in writing within five (5) working days whether he/she will change the grade. If the instructor changes the grade, the instructor notifies the student in writing, and the matter is closed.

If the instructor chooses not to change the grade, the department chair will be notified of the decision in writing within five (5) working days after having received the recommendation from the department chair. Within five (5) working days after being informed of the instructor's decision to deny the grade change, the department chair will notify the student that the appeal is denied and inform the student of further rights to appeal and the procedures for doing so.

The deadlines in this procedure may be modified by mutual agreement among the parties.

### 3. Student Meeting with Dean

Within five (5) working days after receiving notification from the department chair that the appeal has been denied, a student may request a meeting with the dean who will take either action A or action B as described in step No. 2 above. (NOTE: In the event there is no dean or in the event that the dean conducted the initial meeting, the student will proceed to step 4.)

### 4. Student Meeting with Academic Appeals Committee

Within five (5) working days after receiving notification from the associate dean that the appeal has been denied, a student appealing a grade in a course may request a hearing before an Academic Appeals Committee. This request will be in writing to the vice president for learning. The committee will consist of one full-time instructor to be named by the student, one full-time instructor to be named by the instructor, and one full-time instructor to be named by the VPL. The VPL will request that the student and instructor submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees, and appointing a third instructor to the committee, the VPL will set the time, date, and place of the closed hearing and notify all parties. This will be done within five (5) working days

after having received the names of both nominees. A student may present written evidence relevant to the grade appeal and may be advised at the hearing by one or more persons of his/her own choice. The student may have a maximum of two (2) persons in the room at a time. The Academic Appeals Committee may request information from the instructor and/or persons familiar with the case.

Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the VPL in writing of its findings:

- A. A grade change is justified and will be made; or
- B. A grade change is not justified and will not be made.

If the decision of the Academic Appeals Committee is to change the grade, the VPL will have five (5) working days to make the grade change. The decision of the Academic Appeals Committee will be final.

The same appeal process will be followed when the instructor is not accessible or no longer employed by San Jacinto College by excluding the step involving the instructor.

### Administrative Summons

A number of College administrative offices have a need to meet with students at various times in conjunction with College matters. When a student receives appropriate notice, the student is expected to report to the designated office at the time and date or within the time frame stated in the notice.

### Administrative Directives

Students are expected to comply with legal directives of College officials acting in the performance of their duties.

### Assembly/Gatherings

In accordance with the College's philosophy pertaining to freedom of inquiry and expression, the following guidelines are to be followed:

- Students wishing to organize a group gathering on campus are required to complete an official request to do so. Contact the student life coordinators for further information, procedures, and forms.
- The institution reserves the right to determine the location and time duration of student demonstrations, gatherings, and assemblies, in order to ensure that the educational process is not disrupted.
- Individuals and groups assembling under these provisions are required to comply with all local, state, and federal laws and statutes.
- The use of amplified equipment (bullhorns, public address systems, etc.) is prohibited.

## Campus Posting Regulations:

Unless the context specifies a different meaning:

- “Sign” is defined as any printed material included but not limited to decals, photographs, posters, placards, index cards, notebook paper, handbills, brochures, announcements, and advertisements. A “properly posted” sign is one which has been displayed in accordance with posting regulations.
- “Banner” is defined as any sign larger than 22” x 28”.
- “Posting” is defined as any means for publicly displaying a sign other than carrying it by hand.
- “Authorizing Official” means the campus dean of student development, the coordinator of student life, the director of campus services, or their delegate.

## Approval Required:

- All signs must be approved and stamped with an expiration date by the Authorizing Official prior to posting. Posting period may not normally exceed 14 days. Persons or organizations who post are responsible for removal of the signs within 24 hours after the expiration date.
- Only currently enrolled students, registered student organizations, College employees, recognized employee organizations, College departments, contracted vendors, nonprofit organizations, and government agencies may post a sign on College property. Only authorized College departments and registered student organizations may post a banner.
- Improperly posted signs will be removed and discarded without notice. Persons or organizations responsible for improperly posted signs are subject to disciplinary action.
- General purpose bulletin boards are under the jurisdiction of the campus dean of student development. Special purpose bulletin boards are under the jurisdiction of the College department or student organization that maintains the bulletin boards. No sign may be posted on a special purpose bulletin board without the permission of the department or organization that maintains it.

- These posting regulations shall not be construed to prohibit occupants of private offices or College departments or contracted vendors from posting signs necessary to facilitate college conducted/ sponsored operations or to prohibit display of bonafide works of art or decorations consistent with other College policies and regulations.

## Size/Location Restrictions:

- Signs must be posted only on bulletin boards or on display stands approved by the authorizing official. Only thumbtacks or pushpins may be used to attach signs to bulletin boards. Display stands may not be placed in any location not approved in advance by the authorizing official. Postings on glass and wall surfaces are not allowed.
- Signs must be no larger than 22” x 28” and no smaller than 3” x 5” unless otherwise approved by the Authorizing Official. Signs containing personal or commercial solicitations (buy-sale-trade) may not be larger than 5.5” x 8.5”. Signs containing personal and commercial solicitations must be located only on bulletin boards specifically designated for “buy-sale-trade” postings.
- Signs must not be posted so as to overlap or conceal other properly posted signs. Properly posted signs may not be removed without permission from the Authorizing Official or the person or organization authorized to post the sign.
- There will be a maximum of one sign per announcement/event/topic per bulletin board.
- The posting of banners is generally restricted to the interior and exterior of the student center building. The authorizing official must approve the precise location and method of attachment in advance. No sign may be posted on the grounds or exterior of any building or structure.

## Content Restrictions:

- All signs must be in the English language or contain English translation of non-English language passages.
- All signs must include the name of the responsible organization or individual posting it.

- No sign may be posted that contains material that is obscene, vulgar, or libelous; that promotes academic dishonesty; that is intended or likely to produce or incite imminent lawless action; that materially interfere with the mission of the College; that endanger the safety of others; or that is in violation of public laws or ordinances.

## Delinquent Accounts

Currently enrolled students who are delinquent in repaying a loan, are responsible for a returned check, or have failed to pay appropriately and on time any other debts to San Jacinto College (not including library and traffic fines ) will receive warning notices informing them that they must pay their debts by a certain date or be withdrawn from all classes. If they do not pay by the designated date, the College may withdraw them from all classes, and they may not be reinstated during that term.

Students must pay all debts—including tuition, fees, fines, returned check penalties, College generated loans and restitution for loss of or damage to College property—before they may re-enroll, receive a diploma, or have a request for an official transcript honored.

In the event of failure to pay the Installment Payment Plan (IPP) or Financial Aid Short Term Loan (FASTL) at its maturity, and if the same is placed in the hands of an attorney or collections agency, the student shall be responsible for all expenses and expenditures, including attorney's fees and costs incurred, protecting the College's interest, rights, and remedies on the IPPs or FASTL or returned checks.

The College charges a late fee of \$25 for late payment of any IPP's or FASTL's. The College assesses a \$30 processing fee for each stopped-payment or returned check. Returned checks include electronically converted checks that have been rejected by the College bank. An individual who has had a check returned must then pay the College by cash, cashier's check, money order, or credit card.

A student who is in default on a government student loan for attendance at San Jacinto College may not receive an official academic transcript or diploma unless the student has made six consecutive voluntary monthly payments on the defaulted loan.

## Credit Card Account Verification-Authorization

An individual who uses a credit card to pay tuition or fees authorizes the College to communicate with the credit card issuer and/or financial institution for the limited purpose of verifying information related to use of the credit card at the College, such as verification of account number, verification of a transaction, or verification of a student's signature.

SAN JACINTO COLLEGE WILL NOT BE RESPONSIBLE FOR MULTIPLE HOLDS BEING PLACED ON YOUR CREDIT CARD OR DEBIT CARD BY YOUR BANK OR THE CARD ISSUER.

## Gainful Enterprise and Solicitation

No person is permitted to engage in gainful enterprise or solicitation on the campus without permission of the dean of student development.

Persons wishing to solicit funds, sell printed matter, products, services or other items, or distribute commercial literature of any kind, post or distribute advertising material dealing with commercial items or services, must secure approval in advance from the dean of student development. Activities related to the sales of goods and/or services must be confined to areas designated by the dean of student development.

The College, a recognized student organization or College-related organization, must sponsor all of the activities. In addition, the individuals engaged in such posting, selling, or soliciting must be currently enrolled San Jacinto College students or employees of the College, or duly approved agents authorized to distribute material(s) or solicit sales on behalf of the College or a recognized College organization.

Newspapers may be sold or distributed only in racks provided by the publisher in outside locations designated by the dean of student development.

## Grievance Procedures for Discrimination:

It is the policy of San Jacinto College to provide an educational, employment, and business environment free of discrimination based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination.

The College strives to maintain a learning environment free of harassment. The College will promptly investigate all allegations of harassment and take appropriate disciplinary action against individuals who engage in unlawful behavior. Disciplinary action may include dismissal of employees or expulsion of students.

As a student at San Jacinto College, you may not be discriminated against on these bases in:

- Admission to programs of study
- Access to enrollment in courses
- Career placement services
- Counseling and guidance materials, tests, and practices
- Technical education

## Student Rights and Responsibilities

- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Health services
- School-sponsored extracurricular activities
- Other aid, benefits, or services

If you believe that you have been discriminated against on the basis described above, you should promptly discuss your concerns first with the person you believe to be primarily responsible for the actions, policies, or practices which you believe to have denied your rights. If this discussion does not produce a satisfactory resolution of your concerns you may file a formal claim, or grievance, that your rights have been unfairly denied. (Note: A separate resolution process/procedure is used for Sexual Harassment grievances. Refer to the section entitled "Sexual Harassment" or contact the dean of student development for additional information.)

### Designated Officials

To facilitate prompt responses to grievances or grievance appeals and to preclude conflicts of interest, the dean of student development, the president, and/or the Chancellor may designate another College official to consider a grievance or grievance appeal and to render a decision. In all such cases the decision of the designated official shall be as binding upon all parties as if rendered by the designative official.

### Filing a Grievance:

Grievances must be filed in writing with the dean of student development on your campus and must describe the actions, policies, or practices which you believe to be discriminatory. Grievances should be filed no later than 30 days after the occurrence of the alleged discrimination. In preparing a written grievance you should give thought to and describe:

- The exact nature of the grievance; how you believe you may have been discriminated against; and, identify any persons you believe to be responsible.
- The date, time and place of the alleged discrimination.
- The names of witnesses or persons who have knowledge of the alleged discrimination.
- Any available written documentation or tangible evidence that is relevant to alleged discrimination or grievance.

- The actions you expect to be taken to correct the alleged discrimination to your satisfaction.

Once you have filed your written grievance with the dean of student development, you may be asked to meet with those persons who would be involved in correcting the actions, policies, or practices that you believe are discriminatory. The dean of student development will notify you in writing of his/her agreement or disagreement with your grievance and of any corrective actions taken to restore your rights. If the decision of the dean of student development does not satisfactorily resolve your concerns, you may appeal the grievance to the campus president.

### Grievance Appeals:

An appeal of your grievance to the campus president must be made in writing within 15 days after you have been notified of the decision of the dean of student development. The appeal should explain why you disagree with the dean of student development's decision or corrective actions and should describe the corrective action you expect the president to take. The president will notify you in writing of his/her agreement or disagreement with your grievance appeal and of any corrective actions taken to restore your rights. If the decision of the campus president does not satisfactorily resolve your concerns, you may appeal your grievance to the Chancellor of The San Jacinto Community College District.

An appeal of your grievance to the Chancellor must be made in writing within fifteen(15) days after you have been notified of the decision of the campus president. The appeal should explain why you disagree with the president's decision or corrective actions and should describe the corrective action you expect the Chancellor to take to resolve your concerns. The Chancellor will notify you in writing of his/her agreement or disagreement with your grievance appeal and of any corrective actions taken to restore your rights. The decision of the Chancellor is final and concludes the appeals process.

### Non-Academic Grievance Procedure:

Any student who feels he or she has received discriminatory treatment on the basis of race, color, national origin, age, sex or disability may contact the dean of student development for assistance. The dean of student development is responsible for advising students of specific procedures regarding appeals channels through which grievances can be addressed.

### Office for Civil Rights

You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Education, Washington, D.C., at the same time you file a grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

# Grievance Procedures for Sexual Harassment and Harassment Complaints:

## What is Harassment?

Prohibited harassment includes, but is not limited to, verbal and/or physical conduct based on a protected characteristic that is severe or pervasive and:

1. Creates an intimidating or offensive learning environment;
2. Unreasonably interferes with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's academic or employment opportunities.

## What is Sexual Harassment?

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex. Sexual harassment occurs when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of employment, instruction, or participation in other college activities;
2. Submission to or rejection of such conduct is used as a basis for personnel or academic decisions that affect the individual who has been subjected to sexual advances; and/or
3. Such conduct has the effect of interfering with the individual's work on academic performance or creating an intimidating, hostile, or offensive work or learning environment.

## How to Report a Complaint

Any student alleging harassment in violation of this policy is encouraged to seek redress of his/her complaint. When appropriate, a student is encouraged to inform the alleged offender that the conduct is unwelcome or objectionable. If this approach is unsuccessful or unfeasible, the student may seek an informal or formal resolution.

A student may seek informal resolution by contacting the vice president of student development, appropriate dean, or the vice chancellor of human resources who shall undertake, with permission of the student, to resolve the conflict informally by informing the alleged offender of the complaint, seeking to find out the facts, and, if both parties desire it, arranging a meeting to try to resolve the differences. If informal resolution is undesirable or ineffective, then the student may initiate a formal complaint.

To seek a formal resolution a student should use the following procedure:

1. (a) If the alleged offender is another student, the aggrieved student should address a written complaint to the vice president of student development, dean of student development, or designee at the location where the student is enrolled or to the vice chancellor of human resources.

- (b) If the alleged offender is a College employee, the aggrieved student should address a written complaint to the vice chancellor of human resources.
2. Complaints shall be in writing and shall describe all incident(s) considered by the complainant to be harassing. Complaints shall identify the relevant dates and all witnesses and shall specify the required remedy.
3. The College administration shall appoint an impartial investigator. The investigator(s) will recommend appropriate corrective action to the appropriate leader(s) who will inform the complainant and the alleged offender in writing of the disposition of the complaint.
  - (a) If the alleged offender is a student, the dean of student development will determine disciplinary sanctions.
  - (b) If the alleged offender is an employee, the appropriate president or vice chancellor will determine disciplinary sanctions.

## Appeal of Disposition

If the alleged offender is a student, he or she may appeal the dean's decision to the campus discipline committee. The charged student may appeal the decision of the campus discipline committee to the campus president. The decision of the campus president is final. If the alleged offender is an employee, he or she may appeal in accordance with the grievance policy. If the complainant is dissatisfied with the disposition of his or her complaint, then the complainant may appeal to the campus president or vice chancellor of human resources within five (5) business days of the decision. All proceedings and records shall be confidential to the extent permitted by law.

## Harassment Prevention Coordinator

Federal law requires that the College appoint a Title IX coordinator, who is responsible for serving as a resource person on sexual harassment issues. In addition to serving as a resource regarding sexual harassment and sexual discrimination, the College's harassment prevention coordinator shall serve as a resource person regarding all the forms of discrimination and harassment that are prohibited by this policy. The vice chancellor of human resources is the designated Harassment Prevention Coordinator for the College. Students who desire further explanatory information about unlawful harassment are encouraged to contact the vice chancellor for human resources 218-998-6348.

## Campus Sex Crimes

### Prevention Act

In compliance with the Campus Sex Crimes Prevention Act (Section 1601 of "Public Law 106-386") and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas' Sex Offender Registration Program are required to provide notice of their presence on campus to the Campus Police Department. Information on registered sex offenders can be obtained through the Texas Department of Public Safety Crimes Record Service at: <http://records.txdps.state.tx.us/soSearch/default.cfm>

## Grievance Procedure for General Complaints:

A general complaint is a College-related problem or condition that a student believes to be unfair, inequitable, or a hindrance to the educational process or the conduct of on-campus business.

The general complaint procedure is the process by which a student may communicate a general complaint.

**SCOPE:** The general complaint procedure is designed to provide the student with the opportunity to express his or her views on College-related conditions that impede his or her education and to seek relief from those conditions. It is not intended, nor may it be used, to supplant other grievance/complaint/appeals procedures designed to address certain matters for which special procedures are published. Specifically excluded from the general complaint procedure are grievances related to: sexual harassment; discrimination or harassment on the basis of race, color, religion, national origin, gender, disability, pregnancy, marital status, sexual orientation, veterans status, or age; grade disagreements or appeals; traffic ticket appeals; and grievances or appeals filed under the procedure for violations of student life conduct policies.

## General Complaint Procedure

Students who wish to file a general complaint:

**STEP 1.** Should, when necessary, consult with a counselor in the counseling center for guidance to the appropriate responsible person under Step 2 or Step 3.

**STEP 2.** Should first discuss the complaint with the College employee most directly responsible for the condition which brought about the complaint. Most matters will be resolved at this level.

**STEP 3.** If the discussion in Step 2 does not resolve the matter to the student's satisfaction and the student wishes to pursue the matter, the student may discuss the matter with the next level of supervisory authority.

**STEP 4.** If the discussion in Step 3 still does not resolve the matter to the student's satisfaction, the student may file a written presentation of the complaint with the dean of student development. The dean of student development is responsible for taking appropriate action on matters within his or her jurisdiction, or for routing the complaint to the appropriate senior administrator for action.

**STEP 5.** If the response in Step 4 does not resolve the matter, the student may file a written presentation of the complaint with the campus President.

## Identification

Persons on College property or utilizing its services may be required to furnish acceptable proof of identity to College officials. Students are therefore encouraged to carry a validated student I.D. card with them at all times. I.D. cards will also be used as a library card to obtain usage of the materials in the College library and to obtain admission to college events. If lost, College identification cards can be replaced at the campus library for a fee of \$10.

## Search and Seizure

Students shall not be subject to illegal search and seizure while on College property.

## Surveys and Petitions

No individual or organization may conduct a survey or poll of students, employees, or campus visitors, or circulate or post a petition or otherwise solicit signatures on a petition on College property without prior approval of the dean of student development. (Faculty-assigned surveys or polls to be conducted within the classroom are exempt from this policy.)

## Unattended Children on Campus

Students should not bring children on campus and leave them unattended. See campus child care facilities for enrollment information.

## Policy on Student Records

### Student Records

Records of present or former students of the College are confidential and are not public information. Therefore, the following regulations regarding student records shall apply.

#### 1. Type of Records Maintained

- a. Records maintained are:
  - Academic progress
  - Permanent academic data
  - Attendance records
  - Standardized test results
  - Psychological tests and evaluations
  - Discipline records
  - Book records
  - Office information
  - Counselor's information
  - Other records related to a student's day-to-day status
  - Any other information in a file assigned to a student
- b. Notes and observations recorded by an individual teacher or other employee and kept for personal use are not student records except under the following conditions:
  - The information is shared with someone other than a substitute for the employee.
  - The information is used in preparation of student records.
- c. Each student record shall be identifiable as to the source.

#### 2. Definition of Terms

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

For purposes of this policy, a "school official" includes the following:

- a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
- a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer);
- a person serving on the Board of Trustees;

- a student serving on an official committee, such as a disciplinary or grievance committee, or a student assisting another school official in performing his or her tasks;
  - representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs; and companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database.
- a. The following terms are interpreted as indicated:
    - Student Records: any personally identifiable information concerning a student maintained by the College.
    - Eligible Student: a student who attends or has attended the school from which records are requested.
    - Custodian: the Chancellor of the College.
    - Custodian's Agent or Designee: the vice chancellor, provost, presidents, vice presidents for learning, vice president of student services, deans of technical education, registrars, and those persons appointed by any of these to safeguard or to use student records.
    - Directory Information
      1. Name
      2. Address
      4. Email address
      3. Telephone listing
      5. Age
      6. Degrees earned and dates
      7. Major program of study
      8. Classification
      9. Dates and terms of attendance
      10. Number of term hours in progress
      11. Previous educational institutions attended
      12. Eligibility for and honors and awards received with dates that the honor or award was received

13. Eligibility for and participation in officially recognized activities and sports
14. Weight and height of members of athletics teams and sports statistics
15. Enrollment status (full-time or part-time)

### 3. Review of Records

- a. A student's file may, at any time, be reviewed and records no longer pertinent to the student may be destroyed. An inaccurate or inappropriate entry into the records may not be corrected or removed when an eligible student has made a request to review the record and the request has not yet been honored.
- b. Request for examination of personally identifiable information must be made in person in writing by the eligible student to the responsible agent. The request shall identify the specific record(s) to be examined. Requests shall be honored as soon as practical, but the request must be honored within 45 days.
- c. Requests for copies of student records may be made by an eligible student to the appropriate agent.
- d. A log of requests for a student's records shall be maintained in the student's file indicating all requests, date of requests, by who made, and whether or not each request was honored.

### 4. Accuracy of Information

- a. If an eligible student believes that information in his or her educational records is inaccurate, or misleading, or otherwise violates the student's privacy, a request for correction may be given in writing to the custodian of the record or other school official who is responsible for the record. If the correction is not made within a reasonable length of time (a maximum of 30 school days) the student may request a hearing. The dean of student development shall serve as the hearing officer; however, if the dean of student development is the custodian of the record in question or otherwise has a direct interest in the outcome of the hearing, then the vice president for learning shall serve as the hearing officer.
- b. A hearing must be held within a reasonable length of time (a maximum of 30 school days) after the request has been made. The hearing officer shall provide the eligible student and the custodian of the record reasonable

notice of the date, time, and place of the hearing. In advance of the hearing, the custodian of the record shall prepare a packet containing copies of the contested records and any other relevant records or documents, including any applicable policies and procedures. The custodian of the record shall prepare a memorandum summarizing the reasons why he or she believes that the challenged record is not inaccurate or misleading or otherwise a violation of the student's privacy. The custodian shall provide the packet and memorandum to the student and hearing officer at least one school day prior to the hearing. The student shall have a full and fair opportunity to present his or her own evidence related to the accuracy of the record. The student, at his or her own expense, may be represented by counsel or any other individual.

- c. The hearing officer shall prepare a written ruling within a reasonable time after the hearing (a maximum of 30 school days). The ruling must be based solely on the evidence presented at the hearing. The ruling must include a summary of the evidence and the reasons for the ruling.
- d. If the hearing officer concludes that no correction to the record is warranted, the eligible student is to be notified and informed of the right to place in the records a statement either commenting on or setting forth a reason for disagreeing with the school's decision.
- e. If the eligible student has a complaint following a hearing, it may be filed with the Family Policy Compliance Office, U. S., Department of Education, 400 Maryland Ave., 5W, Washington, D.C. 20202-5901.
- f. A hearing pertaining to student records may be scheduled to challenge the accuracy of recording but not the assignment or merits of a grade.

### 5. Release of Records:

- a. With the exceptions recognized in this policy, the release of student records shall require written approval of an eligible student.
- b. In all instances, legal directives and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Texas Public Information Act pertaining to student records shall be followed.

### 6. Accessibility of Records

Student records may be disclosed without consent of the student to the following:

- Officials, faculty, and staff of the College who have a legitimate educational interest in the student's record.
- Officials of other schools in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
- Individuals needing the information in connection with a student's application for or receipt of financial aid.
- State or local officials to whom educational data must be reported.
- Organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student aid programs on behalf of educational agencies or

institutions. Such data are not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.

- Accrediting agencies.
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- In compliance with judicial order or pursuant to any lawfully issued subpoena.
- Representative of the Comptroller General of the United States, Department of Education, administrative heads of educational agencies, or state education authorities.

### 7. Policy Availability and Notice

A copy of this policy will be made available upon request to eligible students.

## College Policies and Information

### College Policies and Information

#### Honesty Statement

As a student of San Jacinto College, you are expected to exhibit honesty, integrity, and high standards in your academic work. Members of the College community benefit from an open, honest educational environment. We are all responsible for encouraging and promoting academic integrity, a code of moral and artistic honesty.

#### Cheating and Plagiarism

The following policies and procedures concerning cheating and plagiarism are printed in this form for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge properly gained is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below.

#### Cheating

The College defines cheating as dishonesty of any kind on examinations and written assignments; illegal possession of examinations; possessing crib notes during an examination, whether used or not; illegally obtaining information during an examination from the examination paper or from another student; assisting others to cheat; alteration of grade records and illegal entry or presence in any office are instances of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework as his/her own. This applies to examinations of whatever length, as well as to final examinations, daily written reports, and term papers.

#### Plagiarism

Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or resource writer, is guilty of plagiarism.

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database. Students enrolling at the San Jacinto College agree as a condition of their enrollment that their work product may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such organizations will not copy, use, distribute, or re-disclose the student's work product.

#### Responding to Violations

The instructor has the responsibility for initiating disciplinary action in response to violations of the rules against dishonesty.

#### Penalties

If, in the judgment of the instructor, cheating or plagiarism has occurred, he or she may assess an appropriate penalty: an "F" on the assignment, an "F" in the course, and/or a recommendation that the student be suspended from the College. The instructor will notify the student of his or her decision concerning the student's grade and whether or not further disciplinary action is recommended before filing the report as indicated

below. Should the instructor recommend suspension of the student, the vice president for learning has the responsibility and authority to determine whether the student will be suspended. The instructor should also communicate with his or her department chair and dean regarding any violation of college policy regarding student honesty. The student may appeal both the decision of the instructor and the vice president for learning to the president who initiates the formal appeals process.

### Reporting Cheating and Plagiarism

The instructor prepares a report for the vice president of learning and the dean; the report indicates the nature of the cheating incident and the student's grade in the course. If the instructor judges it appropriate to recommend suspending the student from the college, the report will include that recommendation.

The student has the privilege of making a written declaration on his or her own behalf. Copies of this declaration, which are not construed as an appeal, but for information only, will be filed with the vice president of learning. The student may file an appeal of the decision of the instructor to the college president. (See the Policy Manual and the Student Handbook.)



# **San Jacinto College Community College District Vision and Mission Statements and Legal Notices**

## **Our Vision**

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

## **Our Mission**

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

## **Campus Security and Fire Safety Report**

The San Jacinto College Community District is committed to assisting all members of the SJC community in providing for their own safety and security. In accordance with the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the annual security compliance document is available on the San Jac Police Department website, [www.sanjac.edu/safety](http://www.sanjac.edu/safety), and at [www.ope.ed.gov/security/index.asp](http://www.ope.ed.gov/security/index.asp).

A hard copy of the San Jacinto College Annual Security and Fire Safety Report is available for review at each of the three campus police departments.

Central Campus

W.M. Newton Student Center

8060 Spencer Highway

Pasadena, Texas 77505

North Campus

Slovacek Student Center

5800 Uvalde Road

Houston, Texas 77049

South Campus

J.D. Bruce Student Center

13735 Beamer Road

Houston, Texas 7708

The website and report contain information regarding campus security and personal safety, including topics such as: crime prevention; College police law enforcement authority; crime reporting policies; disciplinary procedures; and other matters of importance related to security on our campuses. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by San Jacinto College; and on public property within, or immediately adjacent to and accessible from, the campuses.

## **Graduation and Completion Rates**

In compliance with Public Law 101-542 (as amended by P.L. 102-26), San Jacinto College publishes a report of completion rates for full-time undergraduate students seeking an associate degree, a certificate of technology, or transfer to a four-year institution. This report is updated annually. The report is available separately for each San Jacinto College campus, and is stratified by gender, ethnicity, and varsity sport. The report is available upon request in president's office. Current and prospective students and student-athletes are encouraged to avail themselves of the information in this report prior to enrolling or entering in any financial obligations with or through the College.

## **Accreditation Statement**

San Jacinto Community College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of San Jacinto Community College District.

## **Non-Discrimination Statement**

The San Jacinto College District is committed to equal employment opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.



# SAN JACINTO COLLEGE

*Your Goals. Your College.*

**281.998.6150**

**Administration  
Office**

4624 Fairmont Pkwy.  
Pasadena, TX 77504

**Central  
Campus**

8060 Spencer Hwy.  
Pasadena, TX 77505

**North  
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5800 Uvalde Road  
Houston, TX 77049

**South  
Campus**

13735 Beamer Road  
Houston, TX 77089

**[www.sanjac.edu](http://www.sanjac.edu)**

Connect with us on:

