Welcome to Texas A&M University-Commerce

Our History
Texas A&M University-Commerce began as East Texas Normal College in 1889 when founder William Leonidas Mayo opened the doors to a one-building campus in Cooper. His creed, which continues today, was “ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others.” The institution’s history of dynamic change began in 1894 when “Mayo’s College” moved to Commerce. The State of Texas took over the campus in 1917 and the name was changed to East Texas State Normal College. In 1923, the school was renamed East Texas State Teachers College. The graduate program was added in 1935, and in 1957 the Legislature, recognizing that the purpose of the institution had broadened from teacher education, changed the name to East Texas State College. Following inauguration of the first doctoral program in 1962, the name was changed to East Texas State University. In 1996, the institution entered The Texas A&M University System and became Texas A&M University-Commerce. Today, on the Commerce campus, the Mesquite Metroplex Center, the Universities Center at Dallas, Navarro College Partnership, and through state-of-the-art distance learning, the University meets the undergraduate, graduate and professional needs of the citizens of Northeast Texas and beyond. Its mission is achieved through teaching, scholarship, and service activities on its campuses, and in the community and region.

Our Vision
Texas A&M University-Commerce will be recognized as a premier regional university, distinctive for high expectations, a nurturing environment, and innovations in the enhancement of learning to produce graduates who distinguish themselves in their chosen careers and as active, contributing members of society.

By focusing on access, participation, and success of students in quality undergraduate and graduate degree programs, Texas A&M University-Commerce will become the university of choice for those seeking a higher education in the Northeast Texas area. As a result, Texas A&M University-Commerce will be recognized for the creation of partnerships and initiatives that promote intellectual, social, environmental, economic, and cultural advancement of the region and state.

Our Mission
Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.
Welcome to Texas A&M University-Commerce!

As one of the newest members of the Lion family, you have become part of an honored legacy. That legacy now includes you.

Founded in 1889, A&M-Commerce has a proud tradition of excellence, opportunity and accomplishment. You follow in the footsteps of heroes who, like yourself, saw this university as the stepping stone to their dreams.

Our alumni enjoy professional careers as CEOs, congressmen, principals, award-winning artists, engineers, and citizens on a world stage who are making a difference. Before they became agents for change, they were students like you. They came to this university full of aspirations of what was possible; their desire for excellence was insatiable.

Now it’s your turn to shape the future. As you prepare for the academic year, do so with the words of our founder Professor Mayo fresh in your mind that “ceaseless industry, unfettered through, fearless investigation, and unselfish service to others” will help shape you into who you are meant to be.

I wish you the best this year. Remember, we’re here to help you succeed. Just ask.

It’s a great day to be a Lion!

Dan R. Jones, Ph.D.
President
Texas A&M University-Commerce
Greetings:

Welcome to Texas A&M University-Commerce: home of the Lucky Lions! On behalf of the student body I would like to congratulate you on making an excellent decision to pursue higher education at this amazing institution. I hope that you take advantage of everything that is offered here at A&M Commerce and use the resources that are available to you, to your benefit. Here at Texas A&M University-Commerce you will be able to explore different cultures, a whole new community, and discover campus life that meets the needs of each and every student. With over 85 registered student organizations, every student has the opportunity to find his or her place at this institution. As you continue your education here at Texas A&M University - Commerce, I challenge you to get involved, get active, remain active, and find a way to give back; whether it’s sports, going Greek, or service to this institution.

The Student Government Association is the governing body of the students here at Texas A&M University - Commerce. Through continuous interaction among faculty and administration, Student Government ensures that the student’s issues are heard, that your collegiate experience is positive and the various needs of the university are met.

In conclusion, college is not merely about your education alone, but the experiences that you will encounter outside of the classroom as well. Be sure to take advantage of the opportunities that arise throughout your college carrier and I assure you that you will not regret them. I wish you great success and may you excel in all of your future endeavors.

With Much Regard,

Johnny T. Kirkpatrick IV
President of Student Government
# Table of Contents

Our History; Our Vision; Our Mission .................................................................1
Letters to Students ..............................................................................................2, 3
Campus Leaders .................................................................................................6, 7

## WHAT'S INSIDE
University Calendar ..................................................................................................................8

## GETTING INVOLVED
Student Organizations .................................................................................................9-10
Student Government Association (SGA) .........................................................................10
Community Information .................................................................................................11
Scheduling Buildings ...................................................................................................11
Athletics .......................................................................................................................12, 13

## CAMPUS RESOURCES

### Student Access & Success
Vice President for Student Access & Success .................................................................14
Associate Vice President for Student Access & Success ..................................................14
Academic Success Center .............................................................................................14
Career Development ....................................................................................................14
Student Disability Resources and Services ..................................................................14
Student Support Services ............................................................................................15
Trio Programs ...............................................................................................................15
Military & Veteran’s Services ........................................................................................15
University College .......................................................................................................15
Success Coaches ..........................................................................................................15
Student Assessment, College Readiness & Retention ..................................................16
Campus Life & Student Development ..........................................................................17
Children’s Learning Center ..........................................................................................17
Counseling Center ........................................................................................................17
Campus Life and Student Development .......................................................................18
Greek Life ....................................................................................................................18
Center for Applied Leadership .....................................................................................19
Leadership Engagement and Development .................................................................19
Campus Recreation Center ..........................................................................................19
Residential Living & Learning ......................................................................................20
Rayburn Student Center ...............................................................................................20
Student Health Services and Wellness .........................................................................20
Enrollment Management ..............................................................................................21
University Registrar .....................................................................................................21
Undergraduate Admissions ..........................................................................................21
Financial Aid & Scholarships ......................................................................................21
Hispanic Outreach & Student Programs ........................................................................22
Orientation ...................................................................................................................22
Honors College .............................................................................................................22
Campus, Conferences, & UIL .......................................................................................23
Collin, Navarro, Mesquite, Rockwall Campuses ............................................................23
Dallas Campus .............................................................................................................24
Department Contacts ..................................................................................................24, 25

### Other Campus Services
Campus Dining Services .............................................................................................27
Community Counseling Center ....................................................................................27
E-mail & Technology Services ......................................................................................27
Employment ..................................................................................................................27
Identification Card .......................................................................................................28
International Student Services .....................................................................................29
Legal Advisor ...............................................................................................................30
Library ..........................................................................................................................30
Mathematics Skills Center ..........................................................................................31
Planetarium ...................................................................................................................31
Postal/Copy Services ....................................................................................................31
Project Respect .............................................................................................................32
Student Accounts ........................................................................................................32
Student Insurance ........................................................................................................32
Campus Bookstore .......................................................................................................33
University Police Department .......................................................................................33
Writing Center ..............................................................................................................33
# Table of Contents

**RULES AND PROCEDURES**

- Good Standing Procedure ................................................................. 34
- Academic Affairs Undergraduate Student Suspension Appeal Committee ................................................................. 34
- Academics ........................................................................................................ 35-39
- Code of Student Conduct ................................................................................. 40-45
- Alcohol Procedure ......................................................................................... 46
- Dangerous or Disruptive Behavior .............................................................. 47
- Drug Procedure .............................................................................................. 47
- Firearms Rule .................................................................................................. 47
- Fire Safety ........................................................................................................ 47
- Hate Crimes ..................................................................................................... 47
- Hazing ................................................................................................................ 47
- Residential Living & Learning ......................................................................... 47-49
- Peer to Peer File Sharing/Copyright Statement ............................................. 50
- Missing Student ............................................................................................... 51
- Sexual Assault/Sex Offense Policy Statement .................................................. 51
- Civil Rights ....................................................................................................... 52
- Solicitation ........................................................................................................ 53
- Weather Related Closing .............................................................................. 53
- PAWS (Pride Alert Warning System) ................................................................. 53
- Tornado Emergency ........................................................................................ 53
- University Police Department ....................................................................... 54
- Rights ................................................................................................................ 55, 56

**INDEX** ............................................................................................................. 57
Dr. Dan Jones
President
McDowell Administration Building
Second Floor—(903) 886-5014

The Vice President for Institutional Advancement oversees the fundraising, marketing communications, and alumni functions of the University. This is accomplished with dedicated staff, non-profit boards and numerous volunteers.

Dr. Larry Lemanski
Provost and Vice President for Academic Affairs
McDowell Administration Building
Second Floor—(903) 886-5018

The Provost and Vice President oversees the Academic Affairs functions of the University including The College of Humanities, Social Sciences and Arts, College of Science, Engineering and Agriculture, College of Business and Entrepreneurship, College of Education and Human Services and College of Graduate Studies and Research.

Mr. Bob Brown
Vice President for Business and Administration
McDowell Administration Building
Second Floor—(903) 886-5024

The Vice President for Business and Administration is responsible for the business affairs of the University and administrative support to faculty, staff, and students. Areas of responsibility include financial management of the institution budget, physical plant facilities, computing and telecommunications, human resources, purchasing and contracts, financial services, printing services, and the University Police Department. The bookstore, cafeteria and Lions Lair, and vending are contracted services also under the supervision of the Vice President.

Dr. Mary Hendrix
Vice President for Student Access & Success
Student Access & Success One Stop Shop 156
(903) 438-8706

The Vice-President is responsible for providing leadership for the division so that the university’s strategic goals for enrollment, retention, graduation, and placement are achieved. Areas of responsibility include: enrollment management, university college, campus life and student development, Honors College, and student support services, including Trio Programs.

Mr. Randy Van Deven
Vice President for Institutional Advancement
McDowell Administration Building
Second Floor—(903) 468-8180

The Vice President for Institutional Advancement oversees the fundraising, marketing communications, and alumni functions of the University. This is accomplished with dedicated staff, non-profit boards and numerous volunteers.
Campus Leaders

Dean of the College of Business and Entrepreneurship
McDowell Administration Building Room 215 • (903) 886-5189
Dr. Dale Funderburk, Interim Dean of the College of Business and Entrepreneurship
The Dean of the College of Business and Entrepreneurship is responsible for overseeing all academic programs that fall under the College of Business and Entrepreneurship including accounting, economics and finance, business administration and systems management, marketing and management.

Dean of the College of Humanities, Social Science and Arts
Education North 224 • (903) 886-5175
The Dean of the College of Humanities, Social Science & Arts is responsible for overseeing the academic programs that fall under the CHSSA including art, history, liberal studies, literature and languages, mass media, communication, & theatre, music, political science, and sociology & criminal justice.

Dean of the College of Education & Human Services
Education North Room 203 • (903) 886-5180
The Dean of the College of Education and Human Services is responsible for overseeing all academic programs that fall under the auspices of the College of Education and Human Services including counseling, curriculum and instruction, educational leadership, health and human performance, psychology, special education, and social work.

Dean of the College of Science, Engineering and Agriculture
AG/IT Building Room 116 • 903-886-5175
The Dean of the College of Science, Engineering, and Agriculture serves all of the STEAM (science, technology, engineering, agriculture, and mathematics) disciplines and maintains the TAMUC observatory, farm, and planetarium. CoSEA degree programs include agriculture, astronomy, biology, chemistry, computer science, several engineering programs, environmental science, physics, and mathematics (including math education).

Dean of Campus Life and Student Development
Halladay Student Services Bldg Room 200 • (903) 886-5171
The Dean of Campus Life & Student Development is responsible for providing leadership and supervision for the institute for Applied Leadership, Campus Activities, Children’s Learning Center, Counseling Center, Judicial Affairs, Greek Life, Campus Recreation Center, Residential Living & Learning, Rayburn Student Center, and the Student Health Center.

Dean of Enrollment Management and Retention
Student Access & Success One Stop Shop Room 155 • (903) 886-5065
The Dean of Enrollment Management and Retention is responsible for the oversight and development of the University’s Strategic Enrollment Management Plan including the oversight of the recruitment of students, the Office of Undergraduate Admissions, the Office of the Registrar, including veterans and military services the Office of Hispanic Outreach & Student Programs, including New Student Orientation, and the Office of Financial Aid and Scholarships.

Dean of Graduate Studies and Research
McDowell Administration Building Room 142 • (903) 886-5159
Dr. Cherlye Horne
The Dean of Graduate Studies and Research is responsible for the promotion, administration, and oversight of all graduate programs and instruction. The Graduate Dean also promotes and facilitates research and scholarly activities among faculty, serves as liaison for the Federation of North Texas Area Universities, and the staff of the Texas Higher Education Coordinating Board in matters related to graduate education.

Dean of Honors College
Prairie Crossing • (903) 468-3001
The Honors College of Texas A&M University-Commerce opened its doors for the Fall 2007 semester. Applicants with exceptional High School records (i.e., average HS rank of top 10%) and strong standardized test scores (e.g., ACT score 27 or higher, SAT scores on reading and math sections 1200 or higher) will be invited for campus interviews. Potential Honors Students must meet all criteria for acceptance to the University. Further, acceptance into the Honors College does not guarantee acceptance into university majors that have their own admission policies. Students accepted into the Honors College will receive substantial scholarship packages and will be provided housing in the Honors Residence.

Dean of University College
Student Access & Success One Stop Shop Room 141 • (903) 886-5876
Dr. Ricky Dobbs
The Dean of University College provides leadership for ensuring the success of all first-year students to the university.

Chief Information Officer
McDowell Administration Building, Room 157 • (903) 886-5550
Anwar Karim
The CIO will provide technology vision, strategic leadership, and executive management of the university information services, and, will report directly to the president. This division will include administrative and student computing, instructional technology and distance education, and web design and development.
Fall, Spring, and Summer 2012-2013
University Calendar can be found online at:

www.tamuc.edu/admissions/registrar/academicCalendars/
Purpose: The University recognizes the importance of student involvement in activities as an integral part of the educational process which enriches and develops students’ special interests and needs. The purpose of all recognized student organizations shall be consistent with the main objectives of the University and they shall abide by regulations appropriate for student organizations. The specific rights and responsibilities of recognized student organizations may be found in the approved policy for student organizations.

Contacts: Information on the establishment of new student organization, information on existing and active organizations, student organization handbook, and other forms and resources can be found online at: http://tamuc.orgsync.com/

Listed below are over 100 student organizations. To find information or contact information for an organization you can visit the site: http://tamuc.orgsync.com/home.
Greek Social Fraternity
- Alpha Gamma Rho
- Alpha Phi Alpha Fraternity, Inc.
- Delta Tau Delta
- Kappa Alpha Order
- Kappa Alpha Psi Fraternity, Inc.
- Kappa Sigma
- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Phi Iota Alpha Fraternity, Inc.
- Pi Kappa Alpha
- Sigma Chi

Greek Social Sorority
- Alpha Kappa Alpha Sorority, Incorporated
- Alpha Phi
- Chi Omega
- Delta Sigma Theta Sorority, Incorporated
- Gamma Phi Beta
- Kappa Delta Chi Sorority Inc.
- Kappa Delta
- Zeta Phi Beta Sorority, Incorporated

Honorary Societies
- Alpha Chi National College Honor Society
- Alpha Kappa Delta
- Alpha Lambda Delta
- Alpha Pi Mu
- Alpha Psi Omega
- Beta Alpha Psi

Order of Omega National Honor Fraternity
- Pi Sigma Alpha- Zeta Gamma Chapter
- Sigma Alpha Pi, The National Society of Leadership- and Success
- Sigma Tau Delta
- Tau Beta Sigma

Religious Affiliated
- Baptist Student Ministry
- Catholic Student Organization
- Chi Alpha-Commerce
- Commerce Community Church (C3) College Ministry
- LIFT Student Ministries
- Lions for Christ
- Muslim Student Association
- New Beginnings Multi-Cultural Gospel Chorale- Ministry
- Uniquely Bynded Praise Dance and Mime Ministry
- Wesleyan Campus Ministry

Sports/Recreational Organizations
- Club Volleyball
- The Running Club

Special Interest Groups
- Advocates @ Texas A&M University-Commerce
- Association for the Needs of Gay and Lesbian- Students
- Campus Activities Board
- Cricket City Improv
- Environmental Awareness Society
- Equine Club and Show Team
- Jazz Association
- Organization of Future Entrepreneurs
- Sigma Phi Phi Science-Fiction/Fantasy Club
- Student Veterans Association
- The Clay Club
- Under Construction

Student Government Association (SGA)
Rayburn Student Center 271
Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

The Student Government Association (SGA) of Texas A&M University-Commerce is the official student governing body of the institution. It serves and represents all of its members, which are the students enrolled at this university. The purpose of SGA is to serve the student body of Texas A&M-Commerce, to operate as the voice of the student body, to function as a channel of communication with the faculty and administration of the University, and to promote and improve relations between the City of Commerce and the students of Texas A&M-Commerce.

There are three elected officers of the Student Government Association: the SGA Student Body President, the SGA Vice-President/Senate Chair, and the SGA Vice-President Senate Affairs. The Senate is composed of up to 30 Texas A&M University-Commerce student representatives, elected at large by the student body. Each senator and officer serves a one-year term, with elections being held in April.

Weekly meetings are held in the Rayburn Student Center at 6 p.m. on Wednesday nights.

A copy of the Student Government Association’s Constitution is available in the Student Government Office.
Community Information

Chamber of Commerce—1114 Main Street, Commerce, (903) 886-3950.

Driver’s License—Weekdays at Greenville Criminal Justice Center; (903) 453-6916.

Car Inspection—Williams Chevrolet, Highway 50; Talley Automotive Parts and Garage, 1105 Park; Hoovers Auto Repair, 1510 Washington.

Traffic Tickets or Citations—Pay at Municipal Court, City Hall, or mail to 1119 Alamo; after hours at Commerce Police Department; University Police Department, Henderson Hall, Monroe Street; (if from state officer, precinct #2) Justice of the Peace, Suite F, King Plaza. City Web-site www.commerce-tx.com

License Plate, Car Registration—Weekdays, Tax Assessor-Collectors Office at Hunt County Courthouse, Greenville; Chamber of Commerce, 1114 Main Street, Commerce, Wednesday only.

Voting—To register: pick up necessary forms at City Hall, 1119 Alamo, or Chamber of Commerce, 1114 Main Street, then either mail or return in person to Hunt County Courthouse, Greenville. In order to vote, you must register at least 30 days prior to elections.

Polls—Open 7 a.m. until 7 p.m. on election days. City elections are handled at City Hall, 1119 Alamo; school elections at Commerce Middle School, Culver Street; county, state, and national elections vary. Check the local newspaper or call the Chamber of Commerce 886-3950.

Scheduling Buildings

Facilities are allocated on a priority basis utilizing the categories described below. It is the responsibility of the Office of Scheduling to make the final determination on all scheduling requests.

Priority for Scheduling in the Rayburn Student Center

First Priority: University recognized student organizations

Second Priority: University departments, affiliated groups and professional education organizations (sponsored by an academic or administrative department of the University and arrangements made by the sponsoring academic or administrative department of the University).

Third Priority: Non-University groups not sponsored by an academic or administrative department of the University to include duly recognized or chartered community, state, or national service or honorary organizations.

Priority for in Academic Buildings:

First Priority: Academic department(s) housed in the building.

Second Priority: Academic department(s) and University affiliated groups, sponsored by the faculty or administration of the department.

Third Priority: University recognized student organizations and service organizations.

All sponsored activities on campus should be listed on the University Calendar of Events which is located on the University home page. The Office of Scheduling in the Rayburn Student Center will provide the necessary coordination for your reservation.

The Office of Scheduling is located in the Rayburn Student Center Administrative Office, Room 244 (903) 886-5809.
Texas A&M University-Commerce is home to 11 Division II intercollegiate athletic programs, competing in the Lone Star Conference. The Lions field teams in football, women’s soccer, women’s volleyball, men’s and women’s basketball, men’s and women’s golf, men’s and women’s cross country and men’s and women’s track and field. The only remaining original member of the Lone Star Conference, A&M-Commerce is one of the most tradition-rich programs in the conference, boasting 58 LSC titles, over 300 All-Americans and five national championships.

A&M-Commerce’s oldest Lone Star Conference rivalries are with the Javelinas of Texas A&M-Kingsville and the Abilene Christian Wildcats as the Lions have squared off against both teams each season since the late 1950’s. A&M-Commerce has also developed long-standing rivalries with Angelo State, Midwestern State, Tarleton State, Texas Woman’s and West Texas A&M while the Lions have already had some memorable games against the newest members of the Lone Star Conference - Cameron, Eastern New Mexico and Incarnate Word.

Memorial Stadium, located on the northwest side of the A&M-Commerce campus, serves as the home field for both the Lion football and track and field teams and has been the site of many thrilling Lion victories. Directly east of Memorial Stadium is the A&M-Commerce Field House, which serves as the home venue for the volleyball and men’s and women’s basketball teams. The Lion soccer team plays its home games at Lion Soccer Field, which is located on the southwest part of campus at the corner across the street from the Wal-Mart and Lone Star Eatery.

The 2012-13 season is shaping up to be another exciting one for the Lions as football will once again return to Cowboys Stadium in Arlington for the Harvey Martin Classic as part of the Lone Star Football Festival, facing Midwestern State on national television Thursday, September 13 at 7 p.m.

Soccer, volleyball, football and basketball each have a thrilling home schedule, welcoming the top teams from the Lone Star Conference to Commerce. The first home game of each semester will be the Lions GOLD OUT game, where students can pick up their gold Lion t-shirts, then wear them to help cheer the Lions on to victory!

All A&M-Commerce students are admitted free of charge to any Lion home athletic event with their A&M-Commerce I.D. card!
2011-12 A&M-COMMERCE ATHLETICS IN REVIEW

MEN’S BASKETBALL (10-17, 5-13 LSC)
• Lions finish eighth in the LSC, qualify for its seventh-straight LSC Championships appearance
• Brad Hambrick becomes program’s all-time three-point leader (227) and reaches 1,000 career points
• Brad Hambrick named second team All-LSC selection
• Desmond King named honorable mention All-LSC selection
• Desmond King named LSC Preseason Player of the Year
• Andrew Davis named LSC Men’s Basketball Academic Player of the Year
• Lone Star Conference Players of the Week:
  - Desmond King (Offensive) - December 20
  - Devondrick Walker (Offensive) - February 27
• Desmond King (first team) and Andrew Davis (third team) named Capital One Academic All-Americans
• Andrew Davis and Desmond King named to Capital One Academic All-District VI first team
• LSC Commissioner’s Honor Roll selections: Esteban Arriola, Andrew Davis, Desmond King and Taylor Phelps

WOMEN’S BASKETBALL (2-24, 1-19 LSC)
• Lions finish 11th in the LSC, winning its final game of the season in a thrilling 64-61 win over Angelo State at the Field House
• Breanna Harris finishes first in the LSC in offensive rebounds (4.8 rpg), second in rebounding (8.8 rpg) and third in field goal pct. (.519)
• LSC Commissioner’s Honor Roll selections: Sarah Blair, Apreia Booker and Devin Oliver

MEN’S CROSS COUNTRY (3rd LSC Championships)
• Lions finish third at the LSC Championships, tying the program’s best finish
• Isaac Chelimo and Everett Wilder named All-Lone Star Conference selections
• Alex Kimp named to LSC Men’s Cross Country All-Academic Team
• LSC Commissioner’s Honor Roll selections: Tyler Hemenway, Ross Hicks and Alex Kimp

WOMEN’S CROSS COUNTRY (9th LSC Championships)
• Lions finish ninth at the LSC Championships
• LSC Commissioner’s Honor Roll selections: Caroline Cotsakis and Brooke Farris

FOOTBALL (1-9, 1-7 LSC)
• Lions finish tied for eighth in the Lone Star Conference
• Taylor Fore ties the single-season program record with 58 catches and finishes his career fourth all-time in career receptions (125)
• Marcus Graham finishes his career eighth all-time in rushing yards (1,990)
• Cory Whitfield named first team All-LSC selection
• Taylor Fore named honorable mention All-LSC selection
• Taylor Fore named LSC Football Academic Player of the Year
• Cory Whitfield named Daktronics second team All-Super Region Four selection
• Taylor Fore ranks third in the LSC in receptions (5.8) and receiving yards (56.1)
• Cory Whitfield ranks second in the LSC in total tackles (103) and tackles per game (10.3)
• Taylor Fore named a first team Capital One Academic All-American
• Taylor Fore and Marcus Fore named first team Capital One Academic All-District IV selections
• LSC Commissioner’s Honor Roll selections: Adorian Arthur, Jordan Betz, Matt Claggett, Stephen Ford, Marcus Fore, Taylor Fore, Yogi Gallegos, Brandyn Hinrichs, Hayden Marsh, Blake Ohm, Shane Thompson and Chase Thrasher

MEN’S GOLF (5th LSC Championships)
• Lions finish fifth at LSC Championships for the second-straight year
• Marcus Sanna named honorable mention All-LSC selection
• Chris Leasor takes individual title at Lion Fall Invitational
• Marcus Sanna takes individual title at California Baptist Spring Break Collegiate
• Lone Star Conference Golfers of the Week:
  - Marcus Sanna - April 4
  - Patrick Russo - April 11
• Lions finish among top-five in three tournaments, including a runner-up showing at the California Baptist Spring Break Collegiate
• Lion golfers combine for four top-10 and seven top-20 finishes
• LSC Commissioner’s Honor Roll selections: Jarret Martin, Kyle Middleton, Brent Reagan, Derek Rucki and Marcus Sanna

WOMEN’S GOLF (3rd LSC Championships)
• Lions finish third at the LSC Championships for the second consecutive year
• Chantry McMahah named second team All-LSC selection
• Chantry McMahah finishes second at the LSC Championships for the second-straight year and is named an All-Tournament selection
• Sara Diaz named to LSC Women’s Golf All-Academic Team
• Lions finished among the top-five in three events, highlighted by the runner-up showing at the LSC Championships
• Chantry McMahah had five top-10 showings while Sara Diaz had five top-20 finishes on the year
• Sara Diaz and Holly Jenkins named NGCA All-American Scholar recipients
• LSC Commissioner’s Honor Roll selections: Sara Diaz, Haley Green and Holly Jenkins

SOCCER (8-9-3, 6-6-2 LSC)
• Lions advance to LSC semifinals following a penalty kick win over Angelo State
• Brionna Minde named All-LSC first team selection
• Jade Bell named LSC Freshman of the Year and All-LSC second team selection
• Devon Herrman and Evan Stanberry named All-LSC second team selections
• Brionna Minde ranked third in the LSC in points (26) and fourth in both goals (10) and assists (6)
• Randi Hafele ranked second in the LSC in saves (101) and sixth in shutouts (3.0)
• Lone Star Conference Players of the Week:
  - Brionna Minde (Offensive) - September 21 and October 12
  - Randi Hafele (Goalkeeper) - October 12
• Jordan McCarty (Co-Offensive) - November 2
• Devon Herrman and Brionna Minde named to LSC All-Team Tournament
• Brionna Minde and Randi Hafele named to LSC Soccer All-Academic Team
• Randi Hafele (first team), Brionna Minde (first team), Devon Herrman (second team) and Jordan McCarty (second team) named Capital One Academic All-District VI selections

MEN’S TRACK AND FIELD (6th LSC Championships)
• Lions finish third at the LSC Championships, one spot better than 2011
• Khalil Henry finishes first at the LSC meet in the high jump, earns All-LSC honors
• Three Lions notch provisional qualifying marks: Khalil Henry (high jump), Ernest Rickett (400 meter dash) and John David Rollins (long jump)
• 4x400 meter relay team provisionally qualifies for nationals with a 3:12.12
• Alex Kimp and Hank Smith named to LSC Men’s Track All-Academic Team
• LSC Commissioner’s Honor Roll selections: Ronald Balthazar, Tyler Hemenway, Ross Hicks, Alex Kimp, Albert Stogel, Raman Singh and Hank Smith

WOMEN’S TRACK AND FIELD (6th LSC Championships)
• Lions finish sixth at the LSC Championships, one spot better than 2011
• Whitney Hargraves finishes ninth in long jump at NCAA Division II meet
• Abigail Leaupepe-Tele captures discus title at LSC Championships, named All-LSC
• Whitney Hargraves named All-LSC after finishing second at the LSC Championships in both the long and triple jumps
• Aysha Moufti’ri qualifies for the NCAA Division II meet in the heptathlon
• Aysha Moufti’ri sets school and LSC heptathlon record in the 200 meter dash (24.77)
• New school records set in both the 4x100 (47.10) and 4x400 (3:49.74) meter relays
• LSC Commissioner’s Honor Roll selections: Caroline Cotsakis, Brooke Farris, Tàníqua Hawkins and Jakesia King

VOLLEYBALL (11-17, 6-14 LSC)
• Lions finish ninth in the Lone Star Conference, just missing the tournament
• Rachel Robertson named first team All-LSC selection
• Jordan Neal named second team All-LSC selection
• Rachel Robertson ranked first the LSC in kills (3.65) and sixth in hitting percentage (.295) and blocks (0.99)
• Jordan Neal ranked first the LSC in service aces (41) and fifth in assists (9.98)
• Lone Star Conference Players of the Week:
  - Jordan Neal (Setter) - October 4
  - Rachel Robertson named to LSC Volleyball All-Academic Team
• Rachel Robertson and Kayla Bond named second team Capital One Academic All-District VI selections
• LSC Commissioner’s Honor Roll selections: Kayla Bond, Ciara Holmes, Morgan Moeller, Haley Richburg, Chelsea Simonton, Breanne Snyder and Melanie Williams
Vice President for Student Access & Success

Dr. Mary Hendrix
(903) 468-8706
Mary.Hendrix@tamuc.edu
Student Access & Success One Stop
Shop 156
The Vice-President is responsible for providing leadership for the division so that the university’s strategic goals for enrollment, retention, graduation, and placement are achieved. Areas of responsibility include: enrollment management, university college, campus life and student development, Honors College, and student support services, including Trio Programs.

Associate Vice President for Student Access & Success

Dr. Sharon Johnson
(903) 468-8707
Sharon.Johnson@tamuc.edu
Student Access & Success One Stop
Shop 157
The Associate Vice President for Student Access & Success provides leadership for outreach and student support services at the university.

Support Services

Academic Success Center – ASC
Tutoring and Supplemental Instruction
Contact information: ASC@tamuc.edu
www.tamuc.edu/ASC
Gee Library - walk in tutoring on first floor
The Academic Success Center – ASC – offers general tutoring in core subjects and Supplemental Instruction in select courses to assist students in reaching their academic goals. All services available through the ASC are provided at no charge. ASC offers one-on-one tutoring by appointment and walk-in tutoring (hours vary) in core subjects at Gee Library. Supplemental Instruction in traditionally difficult courses provides additional support by a peer tutor who works closely with the instructor, attends lectures, and facilitates regular study sessions. JAMP room (STC 110) tutoring in the Science building supports lower level biology, chemistry and physics. Mobile tutoring (MASC) is available in Whitley Hall and Pride Rock on Tuesday evenings. Workshops on Study Skills, Time Management, and Presentation Skills are offered each semester.

Career Development

Tina Boitnott, Director
(903) 468-3223
Tina.Boitnott@tamuc.edu
Student Access & Success One Stop
Shop 159
What is your major? What are you going to do when you graduate? These are big decisions a college student will need to make. Career Development is here to help you along the way from freshmen to graduate. We are here for you! Take advantage of these opportunities to “Make the Connection” with Career Development:
Career Assessment with MyPlan.com a web based system that is easy to use. Whether you are deciding/changing a major or narrowing your major career options, MyPlan should be in your plans. Call our office today and ask for the FREE code.
Career Counseling offers a one-on-one opportunity for you to have your MyPlan interpreted by a career professional and obtain direction with clear and practical decision making tools. Call to schedule an appointment.
Job Search programs and events provide professional development opportunities such as resume/cover letter critique, mock interview, job fairs, business etiquette dinner, groundhog job shadow day, on-campus interview and job search workshops. These are offered throughout each semester.
Lion Tracks is an online system that connects you to potential employers, please visit www.tamuc.edu/liontracks. You may search updated full-time, part-time, internship and co-op job opportunities. You may upload your resumes and cover letters. Employers may view your resumes and post their job announcements. Lion Tracks also features our upcoming calendar of events and job fair employer participant lists.

Student Disability Resources & Services
Rebecca Tuerk, Director
(903) 886-5150
studentdisabilityservices@tamuc.edu
James G. Gee Library 130
Texas A&M University-Commerce encourages all students with disabilities to become involved in all aspects of campus life. The office of Student Disability Resources and Services (SDRS) provides services to students with disabilities to ensure accessibility to university programs. In order to receive accommodations students must complete and submit an application along with current documentation, which will be reviewed by the office of SDRS to determine if a student qualifies for services. If a student qualifies for services, they will receive individualized academic advice and reasonable accommodations. SDRS
also offers evaluation referral, disability-related information, assistive technology counseling, various assistive devices and equipment, and interpreter services for academically related events. Although SDRS does not offer disability evaluations, tutoring, personal expenses, attendants or scholarships, we can provide referral information. The SDRS office also works closely with the Division of Assistive and Rehabilitative Services (DARS). To schedule an appointment with the SDRS office, please call (903) 886-5150.

**Student Support Services**
*Darnisha Hines, Director*
(903) 886-5839
Darnisha.Hines@tamuc.edu
Halladay Student Services Building 303A

**Trio Programs**
*Veronica C. Reed, Director*
(903) 886-5836
Veronica.Reed@tamuc.edu
Halladay Student Services Building 304A

The Trio Programs are a series of federally funded programs designed to assist underrepresented students by providing access to higher education. Funded under Title IV Higher Education Act of 1965, Trio programs help students overcome class, social, and cultural barriers to higher education. The Trio programs prepare students for postsecondary education and provide the necessary support services for college graduation. The goals of the Trio programs are to aid in college placement, increase college retention, and increase graduation rates for low-income and first-generation students.

**Veterans and Military Services**
*Jessica Gossett, Veterans and Military Specialist*
(903) 886-5123
veternanservices@tamuc.edu
Student Access & Success One Stop Shop 129

The office of Veterans and Military Services serves as a liaison between The Department of Veteran’s Affairs, military personnel, veterans and their dependents. Several recent changes to benefits open the door to many military personnel, veterans, and their families. We encourage you to visit our office.

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**University College**

**Dr. Ricky Dobbs, Dean**
(903) 886-5876
Ricky.Dobbs@tamuc.edu
Student Access & Success One Stop Shop 141

The Dean of University College provides leadership for ensuring the success of all first-year students to the university.

**Success Coaches**
(903) 468-5174
SuccessCoaches@tamuc.edu
Student Access & Success One Stop Shop Room 136

University College’s Success Coaches provide course selection and registration assistance for entering first-time, full-time freshman students until they have completed all of the following: 1) their first academic year at the University; 2) twenty-four non-remedial credit hours; 3) declared a major; 4) met Texas Success Initiative (TSI) requirements. The Success Coaches, in conjunction with college/departmental advisors, offer the same service to transfer students who have fewer than thirty non-remedial credit hours and have not met the requirements for the Texas Success Initiative (TSI). Success Coaches help students transition into college life at Texas A&M University-Commerce by assisting students with academic advising, career exploration, and making students aware of university policies and available university resources. They receive training in student development theory, University procedures and policies, and are knowledgeable resources for help on a variety of student issues. If they cannot solve a problem, they will help a student find someone who can. The Success Coaches be reached by e-mail at SuccessCoaches@tamuc.edu
Student Assessment Office offers a wide range of testing related services to students including tests for admission, placement, certification, credit-by-exam, and proficiency. Services include administering the following exams and programs:

- COMPASS (placement)
- Spanish placement
- ACT and ACT-Residual
- SAT
- CLEP (Credit-by-exam)
- THEA and Quick THEA
- TEXES (Texas Exam for Educator Standards)
- LSAT (Law School Admissions Test)
- NCE (National Certification Exam for Counselors)

The Student Assessment Office will also administer correspondence and distance education exams on an individual basis as requested.

As an undergraduate attending a state supported university, you must take an assessment test prior to enrolling in college level courses. You may submit scores from the THEA (Texas Higher Education Assessment), COMPASS, ACCUPLACER, ASSET or be exempt from assessment by meeting any of the criteria listed below. However, you must provide proof of exemption and will be considered assessment-required until you provide documentation of stated exemption.

Assessment exemptions:

1. ACT scores-Composite 23; English 19 or Math 19 (no older than 5 years)
2. SAT scores-Composite 1070/ Verbal 500 or Math 500 (no older than 5 years)
3. TAKS scores-Eng/Lang Arts/Reading 2200 with a 3 Writing subscore, Math 2200*
4. Received an associate degree or baccalaureate degree from a Texas public institution
5. Out-of-State/private institution transfer who has satisfactorily completed college level work with a “C” or better in areas of reading, math, writing
6. Has met readiness standard at another Texas public higher education institution - “C” or better in developmental course work
7. Serving active military**
8. Serving as a member of a reserve component of the armed forces for at least three years preceding enrollment**
9. Honorably discharged, retired, or released from active duty in military on or after August 1, 1990

Students who do not originally pass a section of an assessment, may retake an assessment. All students must enroll in some form of developmental education until they have completed the required coursework with a grade of “C” or better or have passed an assessment. After completing the developmental sequence, students will enroll in and complete a related college level course the next semester of enrollment. The approved lists for the areas of reading, math, and writing courses are as follows:

**Approved Reading courses**
- History 1301, 1302
- English 201, 202, 203, 204
- Political Science 2301, 2302

**Approved Writing Courses**
- English 1301
- English 1302

**Approved Math Courses**
- Math 1314
- Math 1324
- Math 179
- Any higher-level math course beyond 1314 or 1324

A math placement exam is available if you are trying to place into a math class at a higher level than you are currently placed. This includes attempting to place from a developmental level class into college-level math or from College Algebra into Pre-Calculus or Calculus. Call the Office of Student Assessment and Evaluation for further details.

Transfer students from other Texas public institutions who have not passed all sections of an assessment or have not met the TSI readiness standard will be required to take appropriate developmental courses. Out-of-state or private college transfer students will be required to pass all parts of an assessment unless they are transferring approved courses in the three skill areas with a grade of “C” or better.

If you are in need of an assessment or have questions concerning retaking an exam, you will need to contact the Office of Student Assessment and Evaluation at: 903-886-5122.

Students with a documented learning disability may apply for assistance with the Office of Disability Resources and Services at 903-886-5835.
The Dean of Campus Life and Student Development is responsible for providing leadership and supervision for the Institute for Applied Leadership, Campus Activities, Children’s Learning Center, Counseling Center, Judicial Affairs, Greek Life, Campus Recreation Center, Residential Living & Learning, Rayburn Student Center, and the Student Health Center.

The Dean of Campus Life and Student Development is the primary advocate for students. Whenever a student is unsure as to whom should be approached with a given issue, the student can contact the Dean of Campus Life who will make appropriate referrals.

**Children’s Learning Center**

Lisa Rhoades, Director  
(903) 886-5769  
Lisa.Rhoades@tamuc.edu

Sikes Hall

The Children’s Learning Center (CLC) offers parents who are students or faculty/staff members the luxury of worry-free, on campus child care, in an academic setting while they concentrate on their work or classes. The licensed facility provides care and instruction for children ages six weeks through five years of age. We also offer after-school program and in the summer we feature KID CAMP for children ages six to ten years of age. Full curriculum, meals and snacks are included in the monthly tuition.

**Counseling Center**

Dr. Linda Clinton, Director  
(903) 886-5139  
Linda.Clinton@tamuc.edu  
Halladay Student Services 204

Life as a college student can be difficult. You may find that you need a person to talk with, someone who will listen, provide support, and help you meet the daily challenges of college life. A counselor can be that person. The Counseling Center offers services and programs to help students be successful. Our counselors can assist you in maximizing your potential for personal growth and academic success. Confidentiality is respected and counseling records are not included as part of a student’s academic record. Counseling services are free to currently enrolled students, so we encourage you to take full advantage of all the Counseling Center has to offer.

**Services and Resources**

- **Individual Counseling** – a process of self-exploration and discovery that can help you to achieve your personal and academic goals
- **Couples Counseling** – involves two people coming together to learn new ways of communicating that may help relieve relationship issues
- **Group Counseling** – allows you to meet with other students in a safe, supportive environment to discuss similar issues and share feedback
- **Crisis Intervention** – counselors are available 24 hours a day to respond to a mental health emergency or crisis situation
- **Relaxation Room** – offers a quiet, private place to de-stress, listen to soothing music, watch a peaceful video, and enjoy two massage chairs
- **Medication Consult** – a psychiatrist is available by appointment to advise and consult regarding medications
- **Biofeedback** – helps you in a mind over matter fashion to learn to use thoughts and will to control mind and body
- **Consultation and Referral** – counselors can provide feedback on how to help others and/or make appropriate referrals
- **Educational Outreach** – screenings and outreach programs are offered to educate and increase campus awareness of mental health issues
- **Legal Assistance** – an attorney is available by appointment to offer advice regarding legal rights and options

To schedule an appointment, contact us at 903-886-5145, or come by the office. Sometimes a little help can make a big difference!
Campus Life and Student Development

Robert Dotson, Assistant Dean
(903) 886-5523
Robert.Dotson@tamuc.edu
Halladay Student Services 201D

The Assistant Dean has the responsibility to educate the campus community regarding standards for student conduct and to foster a community of civility, integrity, dignity, respect for others and appreciation for diversity. The office is responsible for the administration of the student discipline system, student concerns, and the Behavior Intervention Team. The overall goal is to support the student in the most appropriate manner that fosters growth and development while addressing the behavioral misconduct or concern in a manner that educates and guides the student. The office serves as a resource for students concerning their rights and responsibilities to their community, as well as providing assistance to faculty, staff, and students regarding student disciplinary matters, behavioral issues, or student concerns in general. Additionally, the Assistant Dean works collaboratively with other departments across campus to provide special programs that are designed to enrich and enhance the campus community.

Greek Life

Zach Shirley, Assistant Director
(903) 468-3087
Zachary.Shirley@tamuc.edu
Rayburn Student Center 266

Greek Life is the fraternity and sorority community on campus and is comprised of 19 chapters. Twenty percent of involved students on campus are members of fraternities or sororities. Fraternities and Sororities are values-based organizations that represent: Academic Excellence, Leadership Development, Community Service, and Lifelong Friendships. Joining a fraternity or sorority is a great way to enhance your college experience and expand your professional network.

Academic achievement is a priority for all fraternities and sororities as they seek to complement the academic mission of Texas A&M University-Commerce. Fraternity and sorority members hold a large number of campus leadership positions and participate in leadership and developmental seminars on a local and national level. There are numerous leadership opportunities available within individual chapters and the many affiliated organizations. Sororities and fraternities also recognize the need and concern throughout the year to raise money and donate time for their special philanthropies and service projects. In addition, joining a fraternity or sorority is an excellent way to meet people and establish life-long friendships. Having a positive social environment provides a well-rounded college experience and eases the adjustment to a new environment.

Campus Life & Student Development

Tim Willett, Executive Director
(903) 886-5141
Tim.Willett@tamuc.edu
Halladay Student Services 201B

This office works with the Directors of Campus Life and Student Development on a wide variety of topics (budgeting, revenue generation, marketing, strategic planning, etc.) We assist in managing the food services contract, work on divisional special projects, and are the liaison for the Campus Life & Student Development Divisions on the Budget Council.
Center for Applied Leadership

Rick Miller, Director
(903) 886-5086
Rick.Miller@tamuc.edu
Halladay Student Services 203A
The Center for Applied Leadership (CAL) equips and supports High School, Collegiate, Corporate and Community leaders in creating positive change. We assist organizations and individuals in moving from “best practices to next practices” utilizing innovative experiences and development of resources. The CAL seeks to help organizations Lead the Change by making a meaningful impact for their community.

We provide training and development in a variety of areas using a Strengths based, Servant Leadership model. Our experiential and interactive learning opportunities include: ROPES, Equine Interactive Leadership, StrengthsQuest, IdeaWorks – Creativity Lab, and Fundraising to name just a few.

The CAL is a member of the International Leadership Association, Greenleaf Center for Servant Leadership, Association of Training and Development, and provides training and support for StrengthsQuest implementation. We have many resources in various media forms to optimize your leadership development.

Leadership Engagement and Development (L.E.A.D.)

Danielle Davis, Director
Rayburn Student Center
903-886-5793
Danielle.Davis@tamuc.edu
Leadership Engagement and Development (L.E.A.D.) Department at Texas A&M University – Commerce has become the hub of leadership development intentionally created for Texas A&M University–Commerce students. In the past few years, we have seen amazing growth, retention and involvement in students who have participated in leadership experiences such as the Summer Leadership Summit, StrengthsQuest Sessions, First Year Leadership Class, The {i}Experience and other quality, personal leadership opportunities.

The L.E.A.D. department is committed to develop responsible leaders through:
- Leadership Education
- Global Education
- Service-Learning

L.E.A.D. seeks to be nationally recognized as an intentional, individualized leadership development experience to equip and inspire everyday students to ‘Lead the Change’. Our purpose is to create innovative, experiential opportunities to promote student’s commitment to life-long learning and holistic development.

With further financial and human resources, L.E.A.D. will be able to serve a wider range of students and continue to develop and implement a multi-year/multi-tier leadership program that encompasses first year leaders through the senior year experiences and beyond.

Campus Recreation Center

Tim Willett, Interim Director
(903) 468-3171
Tim.Willett@tamuc.edu
Morris Rec Center

Mission Statement: The mission of Campus Rec is to provide students, faculty, staff and community members opportunities that promote health, fitness, and wellness through participation in a variety of structured and informal recreational activities, services, and educational programs emphasizing lifelong wellness. The department of Campus Recreation is designed to enrich campus life and advance the university’s educational mission.

Campus Rec: The $12 million facility includes a 45-foot climbing wall, brand new bouldering wall, 3-lane jogging track, 4 racquetball courts, 2 basketball courts, large fitness room with cardiovascular and weight equipment, aerobics room, classroom, snack area, and locker rooms. The outdoor area includes: heated leisure pool (beach-type entry, fountains, water tunnel, current channel, bubble jet benches, 3-lap lanes), 2-tier hot tub with water fall, 2 sand volleyball courts, 2 basketball courts, picnic tables, BBQ pits, and a sunbathing area.

Cain Sports Complex: The facility includes lighted NCAA softball and baseball field, two lighted Intramural Sports fields, brand new soccer fields, picnic area, horseshoe pits and an open area.

Adventure Base Experience: Our facility includes an excellent challenge course with over 25 high and low elements, a new 9 hole disc golf course, campgrounds and a gear rental center.
Residential Living & Learning

Dennis Koch, Director
(903) 886-579u
Dennis.Koch@tamuc.edu
Halladay Student Services, 100

Life for students living on campus at Texas A&M University - Commerce has changed drastically over the years. Today’s residence halls are places where life experiences are integrated with the total university educational program in the context of a supportive and safe environment.

All single, freshman and sophomore undergraduate students who are not commuting from the home of their parents (within 50 miles of the University) or legal guardians must reside in University housing (residence halls) and all freshman are required to purchase an Unlimited Meal Plan for the full academic year. This policy covers all beginning students who are starting college in the same year as their date of graduation from high school. Students who have been out of high school for one year or more are exempt from this policy. Students planning to live at home are required to complete a Commuter Authorization Request form and sign it in the presence of a Notary Public or Residential Living and Learning Office staff member and return it to the Residential Living and Learning Office.

We encourage you to become involved in your community. The students on campus represent a wide array of backgrounds, cultures, life-styles and attitudes. Our on-campus residences provide a rich and unique opportunity for you to learn more about yourself and others. We invite you to seek out experienced students, especially members of your Residential Living and Learning staff and Residence Hall Association leaders to assist you in making your stay at A&M-Commerce a successful one.

Each residence hall has a capable and enthusiastic staff. The Hall Director is a full-time professional staff member who is responsible for the overall operation of the residence hall. With the aid of Resident Assistants, student staff members, who live in the buildings with the residents. The team works toward helping the students utilize the facilities to the fullest and aiding students in their adjustment to University life.

Rayburn Student Center

Wendy Morgan, Director
(903) 886-5806
Wendy.Morgan@tamuc.edu
Rayburn Student Center, 246

The Rayburn Student Center features 92,000 square feet of space dedicated to your needs as a student. The Rayburn Student Center (RSC) is the center of many campus events and activities that help to enhance your experience at Texas A&M University-Commerce. It is home to approximately 100 student organizations and clubs, the Mane Card ID office, the Pride Shop, and the Campus Bookstore. Dining options include the Dining Hall and Food Court, featuring Starbucks. The Club is a multifunctional space with seating for guests looking for a place to grab a bite, watch a late night movie, Dining Hall and Food Court, featuring Starbucks.

The Student Activities and Leadership Suite (2nd floor)
(903) 886-5811

The Student Activities and Leadership Suite provides an array of involvement and leadership opportunities. Come visit us to get involved with student organizations, apply to be a student center employee, and learn about available leadership training and activities. Our suite is home to the Campus Activities Board (CAB), Greek Life, the Student Government Association, and the Leadership Education and Development (LEAD) office.

We have space for your meetings and events! The student center has six meeting rooms equipped with state of the art technology, flat screen televisions and mounted projectors. Our Conference Rooms A, B and C can accommodate a large banquet, or divided can serve as multiple user space for several smaller events. We also have three lounges with comfortable seating and Wi-Fi. Come visit us today!

Student Health Services and Wellness

Maxine Mendoza-Welch, Director
(903) 886-5851
maxine.mendoza@tamuc.edu
Henderson Hall 122

The Department of Student Health Services assist students in achieving and maintaining optimal health by providing compassionate and affordable health care and wellness education. We offer primary health care services including treatment of illness, injuries, mental health, wellness issues, and provides education and encouragement for patients to develop a lifelong approach to a healthy life style. There is no charge for students to see the medical provider; however, there is charges for laboratory testing, x-rays, medications, vaccinations and various other services. We do not accept nor file insurance. Health Services does not handle major, life-threatening illnesses; therefore, it is
recommended that you have medical insurance for major health care concerns or major injuries. Texas A&M University does offer health insurance to students. More information about TAMU student health insurance can be found at: http://www.TAMUINSURANCE.com or by calling 1-800-452-5772.

Student Health Services is located in Henderson Hall Lot J, corner of Lee and Monroe.
Hours: Monday - Friday, 8 a.m. to 12 p.m and 1 p.m. to 5 p.m.
Walk-ins are welcome, but appointments are recommended.
Appointment line: 903-886-5853.
Fax Line: 903-886-5254

Enrollment Management

Enrollment Management and Retention

Stephanie Holley, Dean
(903) 886-5065
Stephanie.Holley@tamuc.edu
Student Access & Success One Stop
Shop 155
The Dean of Enrollment Management and Retention provides leadership for planning, organizing and managing all activities related to enrollment management functions of the university.

University Registrar

Paige Bussell, Registrar
(903) 468-3209
Paige.Bussell@tamuc.edu
Student Access & Success One Stop
Shop 120
The University Registrar provides leadership for planning, organizing, and managing all activities related to student registration and records.

Undergraduate Admissions

Jody Todhunter, Director
(903) 886-5072
Jody.Todhunter@tamuc.edu
Student Access & Success One Stop
Shop 164
Undergraduate Admissions

Professional Admission Recruiters in the Office of Undergraduate Admissions work collaboratively to recruit prospective freshman and transfer undergraduate students to Texas A&M University-Commerce. The Admissions office is the headquarters for campus tours, conducted daily by student ambassadors and professional staff. The campus tour is personalized to include the student’s academic and extracurricular interests. Recruiters visit with schools and community colleges to meet with prospective students, providing information for admissions, scholarship, financial aid, and academic opportunities at the university. Admission Recruiters are available to meet with students and families about the application process, as well as other areas as they make the transition to Texas A&M University-Commerce.

Admissions Processing

Admissions serves to facilitate the recruitment, admission and advisement of students prior to transfer and enrollment with Texas A&M University-Commerce. The Admissions Processing department is responsible for the evaluation of transcripts for determination of the equivalent course credit and calculation of grade point average for admission and scholarship eligibility. Official transcripts are required to be submitted to the Office of Undergraduate Admissions in a sealed envelope from the transferring institution. Students wishing to be concurrently enrolled for a summer attendance at another institution for the purpose of transferring courses back to Texas A&M University-Commerce are encouraged to visit the Admissions office for equivalent course information.

Financial Aid & Scholarships

Maria Ramos, Director
(903) 886-5091
Maria.Ramos@tamuc.edu
Student Access & Success One Stop
Shop 101
Need help finding funds to finance your education? The Office of Financial Aid and Scholarships is available to guide you to the resources available. To begin the process of applying for all state and federal programs, you must first complete and submit the Free Application for Federal Student Aid (FAFSA). You must request a Personal Identification Number (PIN) from the U.S. Department Education. If you are under the age of 24 years old your parents must request a Personal Identification Number (PIN) as well. This application may be accessed online by logging on to www.fafsa.ed.gov. The earliest you can apply for the upcoming award year is January 1. You must reapply each year for the upcoming academic year. The cost of applying is free and most students are eligible for some type of financial aid. The A&M-Commerce application priority deadline is March 31 for each year for the upcoming academic year. The Texas A&M University - Commerce school code is 003565. Funds are awarded on a first-come, first served basis, early completion of the FAFSA is advised. The following aid is available through the Office of Financial Aid and Scholarships at Texas A&M University - Commerce: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TGR), Texas Grant, Federal and State College Work Study Programs (FWS and TWS), Be-On-Time Program (BOT),
Federal Perkins Student Loan, Federal Direct Subsidized and Unsubsidized Student Loans, and Federal Parent Student Loans (PLUS). Federal PLUS loans enable parents to borrow additional financial aid to assist in paying for educational expenses. If you need assistance or want to speak to a Financial Aid Advisor, call (903) 886-5096. Our office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Extended hours may occur during certain periods of time. Check our web site for up-to-date hours. If you are interested in e-mailing the Office of Financial Aid and Scholarships, our e-mail address is: Faosweb@tamuc.edu. Students and parents are encouraged to review publications and be informed about the aid application process.

Scholarships for new students at Texas A&M University-Commerce are also offered through our office. First-time freshman students fully admitted to the University will be considered for scholarships based on their ACT or SAT scores. Transfer students will be considered for transfer and PTK scholarships based on number of transferable hours and cumulative transfer grade point average.

Continuing students can contact the department in which they are majoring to determine availability of scholarships based on intended majors. All students apply for scholarships through their MyLeo.

For more information, please visit:
www.tamuc.edu/FinancialAid or www.tamuc.edu/Scholarships

Hispanic Outreach and Student Programs
Luis Franco, Director of Hispanic Outreach and Student Programs
(903) 468-8665
(903) 468-8699 en Español
Luis.Franco@tamuc.edu
HispanicOutreach@tamuc.edu
Student Access & Success One Stop Shop 154

The mission of the Office of Hispanic Outreach and Student Programs is to raise a greater awareness on the importance of higher education among groups and individuals at high schools, community colleges and in the general community with a special focus on Hispanic/Latino students and their community. Office staff advise prospective Hispanic/Latino students and families on the college application process, financing their education and the student support services available to ensure their college success. The office is responsible for coordinating and implementing various outreach activities, new student orientation and educational programs in an effort to enhance the university’s diverse enrollment. For more information please visit:
www.tamuc.edu/HispanicOutreach

New Student Orientation
Kelly Smith
(903) 886-5088
Kelly.Smith@tamuc.edu
Orientation@tamuc.edu
Student Access & Success One Stop Shop 154

Orientation is required for all incoming undergraduate students. Orientation is a two-step process. Step one provides the opportunity to meet with key college personnel, receive advising from success coaches, register for classes and become familiar with campus services and resources.

Step two of Orientation is Lion Camp, which is specifically designed to help students achieve success during the first week, month and semester of their university experience. Lion Camp blends the fun aspects of “college life” with core essentials that will make a difference in the university experience.

Check our website for the latest information on orientation:
www.tamuc.edu/orientation.

Honors College
Dr. Ray Green, Dean
Raymond.Green@tamuc.edu
Prairie Crossing
(903) 468-3001

The Honors College of Texas A&M University-Commerce opened its doors for the Fall 2007 semester. Applicants with exceptional High School records (i.e., average HS rank of top 10%) and strong standardized test scores (e.g., ACT score 27 or higher, SAT scores on reading and math sections 1200 or higher) will be invited for campus interviews. Potential Honors Students must meet all criteria for acceptance to the University. Further, acceptance into the Honors College does not guarantee acceptance into university majors that have their own admission policies. Students accepted into the Honors College will receive substantial scholarship packages and will be provided housing in the Honors Residence.

For more information, please visit: www.tamuc.edu/honors
Texas A&M University – Commerce hosts a variety of summer youth camps, both academic and athletic. We are dedicated to providing a positive learning environment for visiting youth in an attempt to cultivate the desire for lifelong learning at an early age.

Texas A&M University – Commerce is centrally located and offers an excellent location for your conference. Using state of the art facilities and learning environments, we will work with you to cater to your specific needs. When planning your next corporate retreat, executive meeting or family gathering, please call (903) 468-3024.

The University Interscholastic League (UIL) was created to provide leadership and guidance to public school debate and athletic teachers. Since 1909 the UIL has grown into the largest inter-school organization of its kind in the world. Texas A&M University – Commerce is proud to host UIL regional competitions.

Welcome to Texas A&M University-Commerce

If you are new to A&M-Commerce, we hope this supplement to our student guidebook will provide you with information about your academic program, and information about the location where you are matriculating, and available resources. We hope you have a wonderful year and we’re glad you’re here.

Collin Higher Education Center - CHEC
Hugh Faison, , Interim Community College Outreach Coordinator, 972-599-3122
www.tamuc.edu/chec
CHEC@tamuc.edu
Texas A&M University-Commerce has partnered with Collin College and four area universities to provide undergraduate and graduate degrees at the Collin Higher Education Center (CHEC) in McKinney. A&M-Commerce offers the following degrees at the CHEC: BA/BS of Interdisciplinary Studies in Elementary Education, BS in Psychology, and BA and MA in Spanish, MS/MEd in Counseling and MEd in Curriculum and Instruction (Elementary and Secondary Education).
Consider registering for classes offered at the CHEC. It is a great alternative for students that live in the Collin County area and want an A&M-Commerce education minutes from home.

Mesquite Metroplex Center
Russell Blanchett, Director • (972) 613-7591
http://www.tamuc.edu/academics/locations/mesquitemetro/default.aspx
mesquite.metroplex@tamuc.edu

Join us on Facebook
A&M-Commerce Mesquite Metroplex Center

The Mesquite Metroplex Center offers a variety of Texas A&M University – Commerce graduate degree programs. Students have the opportunity to earn their Master’s degree in in Curriculum & Instruction (Elementary Education & Secondary Education), Educational Leadership, Counseling, and Special Education, Social Work, and courses toward a MEd in Psychology. Additionally A&M-Commerce offers several online degree programs.

Navarro Partnership- Corsicana Campus
Jeanetta Groce, Director  (903)875-7617
http://web.tamuc.edu/academics/locations/navarroPartnership/default.aspx
Navarro.Corsicana@tamuc.edu

Bachelor’s degree options through the Navarro Partnership in Corsicana include Applied Arts and Sciences, Business Administration, Criminal Justice, Liberal Arts, and Training and Development. Bachelor’s degrees in Interdisciplinary Studies with concentrations in EC-6, 4-8 Math, 4-8 Science, and 4-8 Math and Science are available for students pursuing a career in teaching. A master’s degree in Curriculum and Instruction is also available.

Navarro Partnership – Midlothian Campus
Stephanie Tinnard, Success Coach (972) 775-7231
http://www.tamuc.edu/academics/locations/midlothian/default.aspx
Navarro.Midlothian@tamuc.edu

Bachelor’s degree options through the Navarro Partnership include Applied Arts & Sciences, Business Administration, Training & Development, Liberal Studies, and Interdisciplinary Studies with EC6 Education, 4-8 English Language Arts, 4-8 Science, and ESL/Bilingual certification options. The Master’s degree in Curriculum and Instruction include Elementary, Early Childhood, and Special Education.

Rockwall
Dr. Sharon Johnson • 903-468-8707
Sharon.Johnson@tamuc.edu
1050 Williams Street • Rockwall, Texas 75087

New location beginning Spring 2013: 2610 Observation Trail, Rockwall
http://www.tamuc.edu/academics/locations/rockwall/default.aspx
Rockwall@tamuc.edu
Texas A&M University-Commerce, Rockwall location provides several graduate degrees. The College of Education & Human Services Department of Curriculum and Instruction offers the MEd degree for RISD educators. The College of Business and Entrepreneurship offers their full MBA program as well a number of classes in other business related programs. Individuals
interested in furthering their education may consider taking classes on this campus based on their program of choice. Our Rockwall location is 45 minutes from A&M-Commerce’s main campus.

Universities Center at Dallas
1901 Main Street, Suite 107
The Universities Center at Dallas is located at 1901 Main Street between St. Paul and Harwood.
(214) 915-1900
www.ucddowntown.org  success@ucdowntown.org
http://web.tamuc.edu/academics/locations/dallas
The Universities Center at Dallas offers a variety of Texas A&M University – Commerce undergraduate and graduate degree programs conveniently in downtown Dallas.

The Universities Center at Dallas (UCD) was established in 1994 as the Dallas Education Center (DEC) and is located in the former Joske’s Department Store building at 1901 Main Street in downtown Dallas. The UCD was the first multi-institutional teaching center (MITC) for higher education in Texas and was established by the Texas Higher Education Coordinating Board to provide access to public higher education at the upper division and graduate levels to citizens who live, work and find it convenient to take their education in downtown Dallas. The City of Dallas, the business community, and the Alliance for Higher Education partnered to provide opportunities for such access by establishing the DEC, which became the UCD.

Texas A&M University – Commerce
P.O. Box 3011
Commerce, TX 75429
(903) 868-2682
(903) 886-5000

Contact Information for Academic Degrees at off-site locations:
Dr. Sharon Johnson, Associate VP for Student Access and Success
(903) 468-8707
Sharon.Johnson@tamuc.edu

University Deans
Dr. Larry Lemanski, Provost and Vice President for Academic Affairs
903-886-5018  Larry.Lemanski@tamuc.edu
Dr. Dan Edelman, Associate Provost
903-468-8198  Dan.Edelman@tamuc.edu
Dr. Cheryle Horne
Vice Provost for Research and Dean of Graduate Studies
(903) 886-5159  Cheryle.Horne@tamuc.edu
Dr. Salvatore Attardo, Dean, College of Humanities, Social Sciences, & Arts
903-886-5166  Salvatore.Attardo@tamuc.edu
Dr. Grady Price Blount, Dean of Science, Engineering, & Agriculture
903-886-5191  Grady.Blount@tamuc.edu
Dr. Brent Mangus, Dean, College of Education and Human Services
(903) 886-5180  Brent.Mangus@tamuc.edu

Dr. Dale Funderburk,
Interim Dean of the College of Business and Entrepreneurship
(903) 886-5191  Dale.Funderburks@tamuc.edu

Academic Department Heads, Directors, & Coordinators for Academic Degrees at an off-site location:

College of Education and Human Services
Dr. Martha Foote, Department Head, Curriculum & Instruction
(903) 886-5413  Martha.Foote@tamuc.edu
Dr. Jennifer Schroeder, Department Head, Psychology, Counseling, and Special Education
903-886-5200  Jennifer.Schroeder@tamuc.edu
Dr. Brenda Moore, Department Head, Social Work
903-886-5398  Brenda.Moore@tamuc.edu
Dr. Rusty Waller, Interim Department Head, Educational Leadership
903-886-5109  Rusty.Waller@tamuc.edu
Dr. Barbara Tucker, Interim Director, Nursing Program
903-886-5223  Barbara.Tucker@tamuc.edu
Dr. Betty Block, Department Head, Health & Human Performance
903-886-5545  Betty.Block@tamuc.edu
College of Business and Entrepreneurship
Dr. Donald English, Department Head, Business Administration & MIS
(903) 886-5692 Donald.English@tamuc.edu
Dr. Asli Ogunc, Department Head, Economics, & Finance
(903) 886-5681 Asli.Ogunc@tamuc.edu
Dr. Lloyd Basham, Interim Department Head, Marketing & Management
903-886-5703 Lloyd.Basham@tamuc.edu
Misty Lair, Director
Bachelor of Arts Applied Sciences & Bachelor of General Studies
903-886-5155 Misty.Lair@tamuc.edu
Dr. Charlotte Larkin, Department Head, Accounting
(903) 886-5659 Charlotte.Larkin@tamuc.edu

College of Humanities, Social Sciences & Arts
Dr. Willie Edwards, Department Head, Sociology & Criminal Justice
903-886-5331 Willie.Edwards@tamuc.edu
Dr. Joseph Daun, Department Head, Art
903-886-5208 Joseph.Daun@tamuc.edu
Dr. Hunter Hayes, Department Head, Literature & Languages
903-886-5264 Hunter.Hayes@tamuc.edu
Dr. Donna Dunbar-Odom, Director, Liberal Studies
903-886-5169 Donna.Donbar-Odom@tamuc.edu
Dr. Brent Donham, Department Head, Engineering and Technology
903-886-5390 Brent.Donham@tamuc.edu
Dr. Judy Ford, Department Head, History
(903) 886-5928 Judy.Ford@tamuc.edu
Dr. David Scott, Department Head, Music
(903) 886-5327 David.Scott@tamuc.edu
Dr. JoAnn DiGeorgio-Lutz, Department Head, Political Science
(903) 886-5316 Joann.Lutz@tamuc.edu

College of Science, Engineering and Agriculture
Dr. Jim Heithold, Department Head
Agricultural Sciences and Biological Sciences
(903) 886-5351 Jim.Heithold@tamuc.edu
Dr. Ben Jang, Department Head, Chemistry
903-886-5383 Ben.Jang@tamuc.edu
Dr. Sang Suh, Department Head
Computer Science and Information Systems
903-468-8199 Sang.Suh@tamuc.edu
Dr. Brent Donham, Department Head, Liberal Studies
903-886-5390 Brent.Donham@tamuc.edu
Dr. Tingxiu Wang, Department Head, Mathematics
903-886-5958 Tingxiu.Wang@tamuc.edu
Dr. Matthew Wood, Department Head, Physics and Astronomy
903-885-5487 Matthew.Wood@tamuc.edu
Student Access & Success

Student Resources and Services

Student Guidebook

University Registrar
http://www.tamuc.edu/registrar

Fall, Spring, and Summer 2012-2013 University Calendar
http://web.tamuc.edu/admissions/registrar/academicCalendars/

Educator Certification
Jill Woodruff
Director of Educator Preparation, Certification Officer
903-468-8186   Jill.Woodruff@tamuc.edu

Textbooks
To determine textbooks for your courses and to purchase the correct textbooks for your courses, please use the “Books/Materials” link that shows as part of the listing for the classes listed below or access:
http://www.amcbookstore.com/SelectTermDept.aspx

Instructions are provided at the top of this page for ordering textbooks online and for shipments to off campus sites or to your home. Information about buying textbook buy-back programs can be found at:
http://www.amcbookstore.com/Buyback.aspx

Texas Bookstore
Ms. Lisa Richardson, Operations Supervisor
(903) 886-5215
http://web.tamuc.edu/aboutus/policiesproceduresstandardsstatements/facultyhandbook/campusLifeResourcesServices/campusResources/bookstores.aspx

Career Development
Ms. Tina Boitnott, Director,
(903) 468-3223
Tina.Boitnott@tamuc.edu

James G. Gee Library
Mr. Greg Mitchell, Director
(903) 886-571
Greg.Mitchell@tamuc.edu
http://www.tamuc.edu/library/

Veterans and Military Services
Ms. Jessica Gossett, Services Specialist
(903) 886-5123
veteransservices@tamuc.edu

Student Assessment, College Readiness and Retention
Ms. Wendy Gruver, Director
(903) 886-5122
Wendy.Gruver@tamuc.edu

Student Disability Resources and Services
Ms. Rebecca Tuerk, Director
(903) 886-5150
studentdisabilityservices@tamuc.edu
Other Campus Services

Campus Dining Services
Rayburn Student Center
Gee Library
(903)468-4890
www.TAMU-CommerceDining.com
www.facebook.com/Sodexo.TAMUCommerce
Dining Services at Texas A&M University – Commerce is geared towards creating exceptional customer experiences through quality food, fantastic customer service, and memorable visits. The Dining Room is located on the first floor of the Rayburn Student Center, providing all-you-care-to-eat meals offered through seven distinct food stations. This location provides continuous service from 7:15am – 7:15pm Monday through Thursday with additional hours on Friday through Sunday. We also offer an 8:30pm – 10:00pm meal period Monday through Thursday in the Dining Room to satisfy those late night munchies.

The Food Court is also located on the first floor of the Rayburn Student Center. Brand new concepts are offered here, including Wingin’ It which boasts delicious buffalo wings and chicken sandwiches. Ochorito’s which offers signature build-your-own burritos and specialty Mexican cuisine. Starbucks We Proudly Serve offers Starbucks coffees, Frappuccinos, a customer-built sandwich station, and Sweet Swirls which offers hand-dipped, candy-swirled shakes.

The Bistro, a coffee and snack shop, is located on the first floor of the Gee Library. Starbucks coffees are served here, along with Island Oasis smoothies, Tornado’s Simply to Go sandwiches and salads, soup of the day, desserts and convenient snack bags, and an assortment of bottled beverages.

Visit our stations, order something to eat, and be sure to introduce yourself! Even on our busiest days, we love offering our customers a friendly smile and a warm greeting.

For more detailed information and hours, and to keep up to date on all of our special promotions and offers, visit our website and “like” us on Facebook!

Community Counseling Center
Binnion Room 224
Hours: Monday, 11-3; Tues.-Thursday, 4-8
(903) 886-5149
The Community Counseling Center provides individual counseling, marriage and family counseling, pre-marital counseling, marriage enrichment counseling, parenting education counseling and play therapy. Appointments may be made by calling 903-886-5149. The hours of operation are Monday, 11:00 a.m. to 3:00 p.m., Tuesday-Thursday, 4:00 p.m. to 8:00 p.m. All calls are handled confidentially. Fees are structured on an ability-to-pay schedule that is renewable annually. Clients pay a fee that is established on the basis of their gross annual income.

Employment
Visit our Human Resources website http://web.tamuc.edu/facultyStaffServices/humanResources/default.aspx for a listing of current employment within the Texas A&M University system. For more information, contact Human Resources at 903-886-5171. Visit Lion Tracks www.tamuc.edu/tiontracks for a listing of student employment positions. For more information contact Career Development at 903-468-3223.

E-Mail and Technology Services
McDowell Administration Building Room 156
(903) 468-6000
Technology Services provides support for academic and administrative computing, academic research, computer hardware and software, and the voice, video, data networks. It is responsible for the integrity, security, and reliability of all administrative information that supports and enhances A&M University-Commerce. Technology Services, located on the first level of the Business Administration Building, Room 156, is staffed to provide a help desk, computer and network support, systems analysis, programming, data preparation, and computer processing for all divisions. Students can activate their e-mail, wireless access and dial-up Internet accounts online at http://leo.tamuc.edu. To review the e-mail for University Communication procedure, see: http://www.tamuc.edu/administration/Rules%26Procedures rule 25.99.08.R1.

For more information, contact the Technology Services help desk by phone at 903-468-6000 or email HelpDesk@tamuc.edu.

Faculty Center for Teaching with Technology
Julie A. McElhany, Director
(903) 886-5511
AG/IT 222
The Faculty Center for Teaching with Technology (FCTT) supports the academic mission of Texas A&M University-Commerce through Instructional Design as well as Classroom and Multimedia Technologies support. The FCTT assists faculty in all areas of teaching with technology both in the classroom and online.
The Instructional Design staff assists faculty in providing online instruction that is consistent with best practices of quality online teaching and learning. They provide interactive faculty development opportunities and online teaching assistance, support technologies that enhance the online teaching and learning process, and encourage innovation; thereby providing to students an engaging online learning experience.

The Classroom & Multimedia Technologies staff also assists faculty by providing both support and faculty development opportunities related to the innovative use of technology. They assist faculty in the development of multimedia and video content, assist faculty with website design, and provide training and consultation in best practices in using web-conferencing solutions all with the purpose of creating engaging learning spaces and opportunities for students.

Identification Card

Mane Card Office
Rayburn Student Center
Room 110; (903) 468-6022

Lion Card

Mane Card Office produces the official identification card for Texas A&M University-Commerce. The card is referred to as a Lion Card and the account associated with the card is called Lion Cash. All students are required to obtain and carry their Lion Card with them at all times. Lion Cards are available to registered students, faculty and staff. Lion Cards ensure a student’s rights to use university facilities and to identify oneself when requested by university authorities or officials. It provides students with the ability to utilize campus food services, and gives card holders Lion Cash spending options. It is also used to gain admission to certain events sponsored by the university or student organizations and to academic resources such as James Gee Library and Campus Recreation Center. The Lion Card program establishes security for the card holder as there is only one valid card per person. Participating off campus merchants accept Lion Cash which can be used to purchase food, gas and other merchandise. Check our website for a current list of merchants. The initial cost of the Lion Card is included with tuition and fee assessment each semester. Lion Cards do not expire and replacement cards are available for an additional fee if a card is lost, stolen or deemed unusable. Campus Wide Identification numbers (CWID), are unique numbers assigned to ensure that personal information given is intended for a particular student, not someone else. The card remains the property of the university and may be reclaimed by officials if used by any person other than the person whose name and CWID appear on the Lion Card. Possession or use of a Lion Card by anyone other than the owner is in direct violation of university policy. Officials may request the card to be surrendered when the student withdraws or is dismissed from the university.

Lion Card Accounts

Lion Cash is an optional prepaid account automatically established that functions much like a debit card account. Your Lion Card allows for this functionality. To participate, simply make a deposit to your Lion Cash account. Lion Cash can be used to make purchases at University bookstores, all food service retail locations and the Student Center Dining Room, library fines, recreation checkouts, and snack vending machines, campus print labs, copy machines, Student Health Services and off campus locations where merchants accept Lion Cash.

Adding Lion Cash to your Lion Card Account

Web Deposits can be made online through credit card and allows parents, spouses, or others to add Lion Cash to accounts. The Mane Card Office accepts cash, check and credit cards.

There are two Account Management Centers (AMC’s) and at both locations you can add value with cash, credit card and verify your Lion Cash account balance. You will find AMC’s in James Gee Library and the Rayburn Student Center. Additionally, the Cashier’s at Financial Services also have the ability to accept deposits in the form of cash, check and credit card.

When are you eligible for the ID Card?

Visit Mane Card Office at your convenience upon successfully registering for classes.

Cardholder Agreements

Lion Card’s are intended to be used the entire time an individual is associated with Texas A&M University-Commerce. It is not necessary to obtain a new card each semester or academic year. In order to receive a new Lion Card, an individual must present a valid form of photo identification (driver’s license, passport, or government issued ID) at the time of application. The card must be carried at all times while on campus and must be presented to University officials upon request. The card is non-transferable. Account balances are non-transferable. Cardholder is responsible for his or her own card. Funds are deposited at the cardholder’s discretion. There is a $20 fee for return checks. Once the account is activated by making a deposit, any balance on the account will
Other Campus Services

carry over semester to semester, or year to year, as long as the individual remains enrolled at or employed by Texas A&M University-Commerce. Lion Cash is different than FLEX therefore the funds cannot be transferred between the two types of accounts.

FLEX
Select students who receive FLEX associated with their meal and scholarship plans can access spending with their Lion Card as well. FLEX can only be used in Campus Dining areas, such as SRSC Dining Food Court, Bistro Coffee Shop, sporting event concessions and any other Sodexo operated retail environments. FLEX does not transfer or carry over to the next semester.

Missing or Stolen Cards
Report missing or stolen Lion Cards immediately by:
*Calling Mane Card Office 903-468-6022
*Freeze Access to your account
*Report in person to replace your card
*Stolen cards should be reported to UPD 903-886-5868
Cards are not free. Students are assessed a $5 fee each semester to enable them access to a card, if needed. If a card is stolen, the individual must provide official documentation of the theft (police report or Public Safety report) to receive a replacement card at no cost; otherwise, the card will be considered lost. There is a $10 replacement fee for each lost card reported.

Liability for Illegitimate Use of Accounts
If a Lion Card is lost or stolen, the cardholder is liable for all transactions until the card is reported lost or stolen to the Mane Card Office (during normal business hours), University Police (24 hours a day). Once reported lost or stolen, staff will place a freeze on the active card and associated account. Upon proper identification, only staff of the Mane Card Office can place and release holds on accounts that are reported lost or stolen. Please note: System security will not allow staff to reactivate retired cards; therefore, an individual can hold only one valid Lion Card at anytime, the last card printed.

Refunds
The University will refund the cardholder’s remaining Lion Cash balance upon graduation or withdrawal / resignation from Texas A&M University-Commerce. Refunds will be generated upon request to close the account. Refunds will first be applied to any outstanding balance owed to the University, second a check will be mailed.

Error Resolution Procedure
Cardholders should contact the Mane Card Office immediately upon discovering any discrepancy related to their Lion Card account. Communication should include the cardholder’s name and campus wide identification number, a description or the nature of the discrepancy, the dollar amount of the discrepancy. Mane Card Office will respond to notification within 10 business days as to the result and a suggested resolution.

Damaged Cards
Over time, the cards can become worn, damaged, or unreadable. Cards damaged due to normal or reasonable wear and tear will be replaced at no cost to the cardholder. Mane fee for replacement of a card damaged due to neglect, misuse, or improper care, at the office’s determination and discretion.

Drink and Snack Vending Services
Auxiliary Services manages vending operations on campus. Please call the Mane Card Office (903-468-6022) if you have suggestions or problems related to the snack food or drink machines located across campus.

Computer Lab Printing and Library Copiers
The computer and print lab locations are cashless environments and only tender Lion Cash. In each of the public computer labs with printers, there is a Lion Cash print station. To print, the user must activate the printer using his or her Lion Card. Public copiers located in James Gee Library as well have card readers related to each unit that accepts Lion Cash. Auxiliary Services supports printing and copier on campus. Each computer lab is overseen by an assigned lab monitor, however, if you need to report an ongoing problem related to the print station, please contact Auxiliary Services at (903-886-5666).

International Student Services
John Mark Jones, Director
(903) 886-5097
Intl.stu@tamuc.edu
Halladay Student Services, 104
International Student Services provides assistance to international students and exchange visitors in regard to academic, personal and immigration-related concerns and refers them to other services (on or off campus) as needed.

Services provided by the International Student Services Office include issuance of I-20 and DS-2019 documents, new international student orientation, and coordination of special activities for international students. Other services include liaison with the Department of Homeland Security and Department of State regarding non-immigrant students and exchange visitors, re-entry authorization for traveling outside the United States, employment authorization and extension of stay.
Other Campus Services

IT Support Services
McDowell Administration Building Room 156
(903) 468-6000
ITSsupport@tamuc.edu
Hours M-F 8:00-5:00
**Mission:** The mission of IT Support Services (ITSS) is to become a value-centric organization that provides the highest level of service while focusing on continuous process improvement and knowledge transfer. ITSS seeks to establish trust with customers through professionalism, high quality customer service, and a commitment to partnership and collaboration. **Services:** IT Support Services provides end user support for Ethernet, on-campus wireless connections, the new myLeo portal, and LEOmail. IT Support Services also provides software support for personal computers including, but not limited to, computer virus and spyware scanning and removal. IT Support Services also provides user training and client engineering services as well as management of IT communications, incident management, and IT asset inventory and tracking. **Network Device Policy:** Any personally owned network management or network control equipment is not permitted access to the campus network infrastructure. These network devices can potentially interfere with other users, provide unauthorized access, disrupt wireless internet service or result in malicious activity such as identity theft. Prohibited devices include:
- Routers (aka broadband gateways) wireless or wired
- Wireless access points including cell phone tethering
- Wireless base stations for IP phones and other devices
- Managed hubs or switches
- Software within host systems intended to share or retransmit network service (Internet Connection Sharing available from Windows and Mac OS machines)

These may be denied access to the network as they are discovered. Acceptable personally owned devices include personal computers, printers, unmanaged hubs or switches, cell phones, and gaming systems. **New myLeo Portal:** Your new myLeo portal is on the horizon for delivery to the campus by Fall of 2012! It includes various new programs and features including, but not limited to, easier navigation within the portal, more detail and accurate information regarding academic, financial and campus updates, a custom messaging system, user change password and customized dashboards for user roles such as traditional student, non-traditional student and transfer student.

Legal Advisor
Halladay Student Services Building, Room 204
(903) 886-5145
Services of a Legal Advisor are available to all enrolled students at no cost to the student. Call for an appointment.

Library
James G. Gee Library
(903) 886-5717
Assisting patrons is our top priority at the James G. Gee Library. The main library in Commerce and branch in Mesquite have a staff of nearly 40 full-time workers and a number of student workers. Gee Library provides a computer lab consisting of 80 computers with Internet access and specialized programs, with another 12 computers available at Mesquite. The University Libraries offer decades of combined experience motivated by a strong service ethic. Our friendly staff does its best to support faculty, students, and staff, whether it is assistance with finding or using resources, doing research, acquiring new resources, offering Interlibrary Loan services, faculty reserves, keeping the collections orderly and accessible, or helping patrons borrow and return items. We also provide services to the surrounding community and the growing number of off-site programs.

The Public Services Area consists of Interlibrary Loan, the Reference Team and the Circulation Team. Circulation helps with borrowing and returns of items, location of lost items, and the faculty reserve collection. They also help with color scanning, printing and photocopy services. The Reference Team offers assistance in finding and using informational resources whether in print, microforms, or electronic delivery. The Reference Librarians offer expertise in various subject areas. They can help researchers quickly find the most reliable and current information.

When Gee Library or the Metroplex Center library does not own a needed resource, our fast and friendly Interlibrary Loan Team can get books, recordings, journal articles, and many other items from other institutions. For our students, faculty and staff, these services are free of charge. Items can be delivered to the Commerce campus, Mesquite Metroplex Center, UC Dallas, Midlothian, or Navarro. Items can also be delivered to distance education students and faculty via email or postal service. ILL makes it possible for students and faculty to have access to variety of materials worldwide.
Other Campus Services

Our branch library at the Metroplex Center not only provides access to print and electronic resources, it offers full library services to students based in the Metroplex. These services include Interlibrary Loan, Internet access, and faculty support services such as Bibliographic Instruction and course reserves.

There are several units at work behind the scenes. Acquisitions, Collection Development, Cataloging and Serials, process thousands of items every year. These specialized units work together to choose, purchase, and organize all resources that are added to the library collection. They are a vital part of helping to keep our informational resources current, focused to campus needs, and accessible.

Another important part of the Gee Library team is our Systems Unit. They help maintain the computer hardware and software and provide computer related troubleshooting services for library staff and patrons.

There are several useful resources within the University libraries. Extensive book and journal collections in print and electronic delivery cover a wide variety of disciplines. We have education collections that offer children’s literature and curriculum materials. In Commerce, our Special Collections contain materials unique to northeast Texas helpful to historians and genealogists. We offer access to federal and state Government Documents, as well as federal and state law resources in print and electronic delivery. A growing number of our resources can be accessed from the comfort of office, home, or residence hall via the Internet.

Mathematics Skills Center
Binnion Hall Room 328
(903) 886-5961
The Math Skills Center provides math help for students enrolled in entry and developmental level mathematics courses. Located in Binnion Hall room 328, the Math Skills Center offers one-on-one tutoring throughout the day and includes evening tutoring on nights when developmental and entry level math classes are held. Lab hours vary each semester. Call for posted hours.

Services other than tutoring which are offered in the Math Skills Center include calculator assistance and computer software programs which supplement entry and developmental level mathematics textbooks. The Math Skills Center has an attached computer lab in Binnion 327, which is accessible through Binnion 328. For further information, call the Math Skills Center at 886-5961. Also, the Director of Math Skills Center is available to answer questions or discuss problems with the Math Skills Center. Call Pamela Webster, Director, at 886-5950 or see her in Binnion 315.

Planetarium
Science Building (903) 468-8650
The Planetarium is located in the Science building on the Texas A&M University-Commerce campus. It is a state-of-the-art facility including a 40-foot dome, and a Digistar 3 all-digital projection system which fills the dome with sights and sounds beyond imagination. The planetarium is open to the public on Friday nights, and special showings can be arranged through the planetarium office. With each show, the current night sky is explored including the seasonal constellations, planets and special astronomical occurrences. The facility’s 87 reclining seats, and outstanding sound system, create a truly unique viewing experience. The planetarium is used for teaching Astronomy classes and can also be used for showing DVDs. The Planetarium gift shop offers a variety of astronomical Trinkets, items, and other souvenirs that can be purchased. For the latest show schedule call our information line at (903) 468-8652 or visit our website at: http://web.tamuc.edu/communityOutreach/planetarium/default.aspx.

Copy/Postal Services
(903) 886-5707
Complete Printing, Copying, Bulk Mail and Mail Services are available to the faculty, staff and students at Texas A&M University-Commerce through Administrative Services.

Office hours are Monday through Friday from 8 a.m. to 5 p.m. We are located in the former campus bookstore building, just north of the McDowell Administration Building. Call or come by we will be glad to sit down and discuss your next project or answer any questions you may have.

• Digital Copy Centre (x 5705) offers a host of services, including: digital color and black & white copying, scanning, transparencies, faxing, laminating, stapling and drilling.

• Postal Services (x 5062) handles both departmental campus mail, as well as bulk mail services. On-campus mail pickup and delivery is available during normal business hours. Bulk mailing services include the folding, gathering, inserting and sorting of mail-outs for mailing to customer provided address lists. Personalized mail-outs are also available.
Project Respect
Henderson 323A; (903) 886-5508
Project.Respect@cp.tamuc.edu

PREVENTING SEXUAL VIOLENCE!
Project RESPECT is a grant program on campus that seeks to educate and empower students and campus community to get involved with preventing sexual assault, domestic violence, dating violence and stalking on college campus and in their communities. Campuses across the United States are implementing programs to combat these issues. All individuals, regardless of race, age, gender, religion, nationality, or sexuality can become victims or offenders of interpersonal violence. Project RESPECT encourages all students, faculty, staff, administrators, and others to take the pledge to “Never Commit”, “Never Condone” and “Never Remain Silent” regarding sexual assault or domestic violence on campus and in our community.

Resources offered by Project RESPECT:
• Educational Outreach – Outreach programs are offered for students, student organizations, faculty, and local law enforcement to educate in ways to prevent sexual assault, domestic violence, dating violence and stalking.
• Media Sources – Project RESPECT has educational and informative video media available for use. Contact office or view website for listing.
• Online Sources – Project RESPECT’s website has online web sources which provide additional information and links, and a Facebook page where students can discuss issues related to domestic violence and sexual assault.

Please contact us! Remember that PREVENTION IS KEY!

Safe Spaces Ally Program
The purpose of a Safe Spaces program is to create a safer, freer, and more welcoming environment for all individuals regardless of sexual orientation, by working to reduce inequality, homophobia, transphobia and heterosexism. This project is a direct response to the need for increased support for gay, lesbian, bisexual and ally issues on college campuses both locally and nationally, and their surrounding communities.
For further information contact Nick Patras, University Counseling Center, 903-886-5145

Student Accounts
McDowell Administration Building Room 186
(903) 886-5050
The Student Accounts Office is responsible for billing and collection of tuition/fees, housing and meal charges. Account information (charges, payments, and current balance) can be accessed online through myLeo. Bills are emailed to student LeoMail accounts prior to all due dates. Please contact the Student Accounts Office if you have any questions regarding charges or payments reflected on your student account. This office also provides year-end tax information (1098-t and 1042-s). In addition to payment by cash, check, or money order, the University accepts VISA, Mastercard, and Discover credit/debit cards. Payments can be made in person at the Cashier windows in the McDowell Administration Building. Credit/debit card payments may also be accomplished with a call to the University Cashier at 903-886-5050 or can be made online through myLeo. Payments should be mailed to Tuition Payment, P.O. Box 3011, Commerce, TX 75429.

Students are expected to meet their financial obligations to the University in a timely manner. Failure to make payments as required may result in late charges and a registration/transcript hold will be applied until all past due debts are cleared.

Checks returned for any reason generate an immediate registration/transcript hold and a charge for the amount of the returned check plus a service fee will be assessed. Students should contact the Financial Services Office at 903-886-5053 to resolve this matter.

In compliance with State statutes, a $10 property deposit is assessed to each student in conjunction with their first semester’s registration at TAMU-C. Upon written request, this deposit can be refunded (unless offset for damage claim by the University) after graduation or permanent withdrawal.

Student Insurance
Student Health Services Henderson 122
(903) 886-5853
Texas A&M University-Commerce offers a voluntary student insurance plan to its students. This is a basic sickness and injury policy designed to meet the needs of our students at a reasonable cost. Application forms and information are available in the Student Health Services office, Henderson Rm.122, (903)886-5853.
All international students taking credit hours are required to enroll in this insurance plan unless proof of comparable alternative coverage is provided. Repatriation coverage is required regardless of insurance plan. Proof of acceptable insurance coverage must be presented to the International Student Office prior to class registration each semester. Application forms and information are available in the International Students’ Office, Halladay Student Services Building; (903)886-5097.
**Campus Bookstore**  
Rayburn Student Center  
First Floor; (903) 886-5830  
The University partners with Texas Book Company to operate the Campus Bookstore located in the Sam Rayburn Student Center. Services include all textbooks and supplies required for campus and web courses that the University offers.

Texas Book Company also operates a convenience store located adjacent to the bookstore which has evening hours.

The Bookstore provides a large supply of used textbooks for your educational needs, offering new books and rental copies whenever available. In addition, reference materials to assist in course related studies, and a wide variety of Texas A&M University-Commerce apparel, graduation services, and a large selection of gift items are available.

The Bookstore buys textbooks from students on a year-round basis. The website is available for your convenience to easily order your textbooks, apparel, and gift items. Online orders may be picked up at the campus store or shipped to your home. For online orders and other information including store hours please visit www.amcbookstore.com.

**University Police Department**  
Henderson Hall; (903) 886-5868  
The University Police Department is a University community service and enforcement agency offering police, traffic, parking, crime prevention, and safety services.

The department attempts to be as proactive as possible by anticipating and preventing unsafe conditions, protecting facilities and property, and protecting individuals from the imprudent or illegal acts of others.

The University Police Department is deeply concerned about the safety and well being of its students, faculty, staff and visitors. To help further a safe learning environment, the University Police Department conducts a number of safety programs such as Rape Awareness, Bicycle Safety, Alcohol Awareness, Crime Prevention, and Safety Inspection. In addition to these programs, the department publishes a weekly crime log in order to better inform the university community of current crime trends. Anyone wanting more information on crime statistics should contact the University Police Department or visit our web-site, www.tamuc.edu/crimestats.

**Writing Center**  
Hall of Languages Room 106  
(903) 886-5280  
The Writing Center offers students one-on-one assistance with their reading and writing needs. The interactive workshop environment is free. The tutors are not editors, but they are here to offer student feedback and strategies for improving writing projects and reading texts critically and thoughtfully. Tutors help students identify their own patterns of errors. Several computers and a printer are available for student use. No appointment is necessary, and the Writing Center is open to all students—first-year through graduate level. Hours vary each semester; however, they usually run from 9-4 Monday through Friday. The Writing Center also offers an Online Writing Lab (OWL) at: Writing.Tamuc@gmail.com
Good Standing Procedure

This procedure defines good standing for all undergraduate students enrolled at Texas A&M University-Commerce.

1. Entering students (first-time university students or transfers) who have been fully admitted (without any type of probation, provision or restriction) will be considered in good academic standing.

2. A student is in good academic standing if and only if he or she has a cumulative grade point average of at least 2.00 and is not on disciplinary suspension.

3. A student placed on academic probation or suspension must attain a cumulative GPA of 2.00 or higher to be in good standing, regardless of whether he or she is allowed to re-enroll.

4. For good standing status, an undergraduate student must maintain a 2.0 GPA and be in compliance with ethical and professional standards as determined by the student’s academic department.

5. The Dean of Enrollment Management and Retention is responsible for the good academic standing designation and reporting.

Academic Affairs Undergraduate Student Suspension Appeal Committee

Revised February 22, 2010

Procedure Statement
This procedure delineates the process afforded to undergraduate students to appeal academic suspension from the university. It also sets forth the composition of the Undergraduate Academic Appeals Committee (UAAC).

Reason for Procedure
Students who have been suspended from the university for academic reasons should be provided due process and an opportunity to appeal these decisions.

Procedures and Responsibilities

1. The Undergraduate Student Suspension Appeal Committee (referred to as: Undergraduate Academic Appeals Committee-UAAC) exists to provide undergraduate students due process and an opportunity to appeal academic suspension from the university when the following two conditions are present:

   1.1 The student has made a formal written appeal to the dean or assistant/associate dean of the appropriate college and has been denied re-admission into the university.

   1.2 The student can document that extenuating circumstances are involved in his/her suspension from the university.

2. The UAAC shall consist of the following eleven (11) voting members:

   2.1 Two faculty representatives, recommended by the dean, from each college - these faculty representatives will serve staggered two-year terms (each term encompassing fall, spring, and summer semesters);

   2.2 The director (or designee) of the University Financial Aid Office;

   2.3 One assistant/associate dean from each college; and

   2.4 The director (or designee) of the University Student Assessment Office.

3. A faculty member of the committee (not an assistant/associate dean), preferably holding senior rank, will be selected as chairperson of the UAAC at the first committee meeting for each academic year (fall semester). A vice-chair will also be selected at this meeting and shall serve in the absence of the chairperson. The chairperson will serve for one full term (fall, spring, and summer semesters or August, January, and May meetings).

4. A student who is denied re-admission to the university by the college dean/assistant or associate dean may request that the UAAC hear his/her appeal. To request a UAAC hearing, the student must file a formal request through the Office of the Provost and Vice President for Academic Affairs. The student’s request must consist of the following written documents:

   4.1 Completion of form #1002, and

   4.2 A written “Plan for Academic Success” prepared by the student. Guidelines for completing these documents are available from the Office of the Provost and Vice President for Academic Affairs.

5. The Office of the Provost and Vice President for Academic Affairs will:

   • Assist the UAAC with the undergraduate student appeals process,

   • Make student appointments for the UAAC hearings,

   • Prepare UAAC student packets for the hearings, and

   • Retain minutes/reports of UAAC meetings/findings.

6. UAAC hearings will be held three times per calendar year in January (for spring semester), May (for summer semesters), and August (for fall semester).

7. Students are encouraged to appear before the UAAC in person to address their case, but are not required to do so. UAAC members may address questions to the students regarding their appeal. The UAAC will vote on each student’s appeal request in closed session. UAAC action, by a recorded simple majority of those members present and voting, will be either to approve re-admission or to deny re-admission of the student to the university for a period of one year.

8. The UAAC chairperson will provide a written report of the UAAC’s individual student actions to the Office of the Provost and Vice President for Academic Affairs. The final decision of the committee will be communicated by the chairperson in writing to:

   • The student making the appeal,

   • The appropriate college dean, and

   • The Office of the University Registrar.
3. Academic Probation and Suspension

2. Satisfactory Level of Academic Achievement

2.1 A satisfactory level of academic achievement is determined on the basis of each student’s institutional grade point average calculated on the basis of all academic work attempted, and, if the student is in remediation, on satisfactory progress toward completion of required remedial work.

2.2 To be eligible for continued enrollment in good standing in the university, a student must maintain a minimum cumulative grade point average of 2.00, and, if in remediation, must pass each required remediation course in no more than one attempt for each course.

2.2.1 When a remediation course must be attempted for the second time, the student will be considered to be on probation regardless of his or her grade point average.

2.2.2 Students who do not pass a remediation course on the second attempt will be placed on suspension regardless of the grade point average, subject to the requirements of suspension.

2.2.3 Upon readmission, each time the same remediation course is attempted and not passed, the student will again be placed on suspension.

3. Academic Probation and Suspension

3.1 Should any student fail to maintain satisfactory progress toward graduation as specified by these regulations, the student will be permitted to enroll for further work only on academic probation.

3.2 Students enrolled on academic probation may register for no more than fourteen (14) semester hours (academic, remedial, or physical education activity) in any one semester of the regular academic year. A full summer session (two terms) will be considered equivalent under these requirements to one semester of the regular academic year. Probationary students may enroll for no more than two courses during any term of a summer session or no more than four courses for a full summer session.

3.3 A student on academic probation will remain subject to the requirements of probation until the institutional grade point average has been raised to the level of satisfactory progress specified above and, if in remediation, must continue to make satisfactory progress toward completion of remedial work as stated above.

3.4 To qualify for continued enrollment while on probation, however, the student must maintain a semester grade point average of at least 2.00.

3.4.1 Should any probationary student fail to maintain a 2.00 semester grade point average in the academic courses attempted in any semester of probation, the student will be required to leave the university on academic suspension for at least one calendar year.

3.4.2 In cases where there are extenuating circumstances, a student who has failed to maintain the required 2.00 semester grade point average in academic courses to qualify for continuance of probation may be permitted, with the approval of the dean of the appropriate college, to enroll for one additional semester of extended probation. Refer to procedure 11.04.99.R0.07 for further appeal guidelines.

3.4.3 Should the student fail again, however, to maintain an adequate 2.00 semester grade point average in academic courses attempted during that semester, the student will be required to leave the university on academic suspension for one calendar year as specified above.

3.4.4 After the period of academic suspension, the student will be permitted to enroll again on academic probation. Students wishing to return following completion of the suspension period must reapply to the university and file an appeal with the Academic Affairs Undergraduate Student Suspension Appeal Committee.

3.5 Transfer students whose grades at other colleges or universities were unsatisfactory (D or lower) according to the regulations of A&M-Commerce will be placed on academic probation subject to the same requirements as apply to other students on probation. Students on academic suspension from other institutions will not be permitted to enroll at A&M-Commerce until their specified periods of suspension expire.

3.6 A student must be in residence at A&M-Commerce in order to remove the conditions of probation. If the student attends another college or university, the conditions of probation will not be removed; however, the academic record will be updated to reflect the transfer work.

3.6.1 A student, however, who withdraws for a period of at least one calendar year or is suspended for the same period may, upon re-enrollment, petition the dean of the appropriate college to
Rules and Procedures

have the unsatisfactory grades eliminated from the calculations of the official institutional grade average. See Undergraduate Petition for Removal of Grades After One Year.

3.6.2 Courses eliminated from the calculation of a student’s official grade point average may not be Basic Skills courses (mathematics, English, etc) or courses that apply toward the current major. In addition, this applies only to credits earned at A&M-Commerce (excludes all transfer work).

4. MISCELLANEOUS

4.1 To ensure that the grade point average on the official record has been updated to account for duplicated courses, any student enrolling for the same course must notify the Office of the Registrar during the semester in which the course is being repeated.

4.2 A&M-Commerce reserves the right to deny admission to a student suspended from another college even though the suspension period has expired.

4.3 Students on academic suspension are not eligible for correspondence or extension courses.

13.99.99.R0.01 - Class Attendance
Procedure Statement
At Texas A&M University-Commerce, students are expected to be present for all face-to-face and interactive video classes in which they are enrolled.

Procedures and Responsibilities

1. RESPONSIBILITY OF STUDENTS

1.1 Students are responsible for learning about and complying with the attendance policy stated in the university catalogs, Student Guidebook, and/or faculty syllabi.

1.2 Students are responsible for requesting makeup work when they are absent. They will be permitted to make up work for absences which are considered by faculty members to be excusable. The method of making up work shall be determined by faculty members.

1.3 Students are responsible for providing faculty members reason(s) for their absences. The faculty members then determine the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members may consider the following reasons for absence as excusable:

1.3.1 Verified illness;
1.3.2 Death in a student’s immediate family;
1.3.3 Obligation of student at legal proceedings in fulfilling responsibility as a citizen;
1.3.4 Others determined by individual faculty to be excusable (e.g. elective university activities, etc.).

1.4 If a student believes the final grade is unfairly impacted by attendance requirements, an appeal can be made. This appeal process is explained in University Procedure 13.99.99.R0.05 Student Appeal of Instructor Evaluation.

1.5 Students who wish to drop a course or withdraw from the university are responsible for initiating this action.

2. RESPONSIBILITY OF THE FACULTY

2.1 Faculty members are to accept student participation in a required university activity as an excused absence.

2.2 Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.

2.3 A record of excused and unexcused absences will be maintained by a faculty member for reference since certain financial assistance and other programs may require attendance records.

2.4 When requested by the student, the faculty member will inform the student who has been absent whether makeup work is allowed and whether absences jeopardize the student’s standing in a class.

2.5 It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences as defined in the course syllabus (most consider three or more absences as excessive). In such cases, faculty recommend through the department head to the appropriate college dean that a student be dropped from a class, using a Request for Administrative Drop Due to Excessive Absences form. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending a drop. If approved, the college dean will forward the recommendation to the Registrar’s Office.

Adding/Dropping Courses

Students may ADD courses without instructor’s approval by logging onto MyLeo until:

• The 4th class day for Spring and Fall semesters.
• The 2nd class day for Summer I and Summer II semesters.
• The 2nd class day for Summer Sub Term I, II, III or IV.
• The 2nd class day for May Mini, August Mini, and Winter Mini sessions.
• The 6th class day for 8 week courses.

Students who ADD courses after the 2nd/4th/6th class day will follow the procedures below:

• The last day for adding a course is listed in the Academic Calendar.
• Secure an Add form online at: http://www.tamuc.edu/registrar/pdfs/dropaddform.pdf
• Obtain instructor’s approval for you to be added to the course.
• Students wishing to add a course must not exceed the allowed maximum limit for course loads. If the add will result in an overload, the student must drop one of their other courses or
get special permission from the Dean of the College in which the student is majoring to add the course.

• Return the completed form to the Office of the Registrar for processing.
• Please keep a copy for your records.

Students who DROP courses will follow the procedures below*:
• The last day to drop a course is listed in the Academic Calendar.
• Eligible students wishing to drop a course(s) should log onto MyLeo
  • Select Registration, Records & Grades
  • Select Register/Add or Drop Classes
  • Select appropriate term
• Under “action” click on Course Drop (select course you want to drop)
• Scroll down and Click on “Submit Changes” at bottom of form.

NOTE: Students may not drop a remedial or developmental course without extenuating circumstances. All such request must be appealed to the Dean of the College.

*Students with an Advising or Athletic, honor or international hold must secure a drop form online at: http://web.tamuc.edu/admissions/registrar/documents/2012DropForm.pdf and obtain approval from the appropriate office. Return the completed form to the Office of the Registrar for processing. The drop does not become official until processed by the Office of the Registrar.

Six Drop Rule
Applies to: First time undergraduate students enrolled in Fall 2007 and there after.

The Law: A student cannot drop more than six courses for the duration of their collegiate career.

Additional Information: A drop is any course(s) dropped while remaining enrolled. This applies to all course(s) including transfer work.

Dropped Course Refund
Refunds will be given for courses dropped by the census date provided the student remains enrolled for that semester and has paid tuition in full. No refund will be given for courses dropped after the fourth/twelfth class day of the semester. No refund will be given for courses dropped after the second/fourth/twelfth class day of the specific semester.

Financial Aid Satisfactory Progress Procedure
Federal regulations require that criteria for academic eligibility for financial aid purposes be made available to current and prospective students. The A&M-Commerce Financial Aid Office maintains two separate policies, one for undergraduate students and one for graduate students: “Satisfactory Academic Progress for Undergraduate Students for Financial Aid Eligibility” and “Satisfactory Academic Progress for Graduate Students for Financial Aid Eligibility.” Each semester, the staff of the Financial Aid Office will evaluate the academic progress of each student receiving financial aid. Financial Aid Standards of Progress will monitor the GPA for the term, the institutional cumulative GPA, the number of credit hours completed for the term in relation to the number of credit hours attempted, and the overall total number of credit hours attempted in college. A student who wishes to appeal a ruling of ineligibility based on satisfactory academic progress shall do so in writing to the Director of Financial Aid. Subsequent to the denial of an appeal by the financial aid office, a student may appeal to the University Financial Aid Committee. Complete copies of each of the two policies are available upon request from the A&M Commerce Financial Aid Office and online http://web.tamuc.edu/admissions/tuitionCosts/financialAidandScholarships/financialAid/awardingingAid/satisfactoryAcademicProgress.aspx

Specific financial aid and scholarship programs will have stricter requirements. Each financial aid and scholarship program issued to a student will have these requirements as part of the program. This information can be seen in the student’s myLEO portal under the Award section TAB. Grading System Information

<table>
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<th>Grade</th>
<th>Description</th>
<th>Points</th>
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<tr>
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<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
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<td>F</td>
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<td>I</td>
<td>Incomplete (Thesis &amp; Dissertation only)</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
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<td>0</td>
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</tr>
<tr>
<td>Q</td>
<td>Course Drop</td>
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</tr>
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</table>

Beginning Fall 2008 the Q denotes a dropped course. DP, DF, DS & DU no longer apply to dropped courses.

The bachelor’s degree will not be conferred upon students whose grade average is less than “C.” Transfer students must also have a “C” average in work completed on this campus to qualify for the bachelor’s degree. The grade “F” means failure. Students who, because of circumstances beyond their control, are unable to attend classes during or after review week will, upon approval of the teacher, receive a mark of “X” in all courses in which they were maintaining passing grades. A grade of “X” (incomplete) will not be counted in the calculation of the grade point average for one semester. If the “X” has not been removed at the end of one semester, it will automatically be changed to a grade of “F.” If a student feels that a grade is not correct, the matter should be discussed with the instructor. If the instructor finds the grade incorrect, the instructor must petition for a grade change by receiving approval from the department head and dean, with final approval from the Registrar’s Office.
How To Figure Your GPA

1. Total the number of hours you have attempted.
   Biology 106 4 hrs.
   English 101 3 hrs.
   History 121 3 hrs.
   Math 141 3 hrs.
   Sociology 112 3 hrs.
   P.E. 110 1 hr.
   17 hrs. attempted

2. Multiply the number of hours you received an A in by 4
   B in by 3
   C in by 2
   D in by 1
   F in by 0

   BSC 106 D 4 x 1 = 4 grade points
   Eng 101 A 3 x 4 = 12 grade points
   Hist 121 A 3 x 4 = 12 grade points
   Math 141 B 3 x 3 = 9 grade points
   Soc 112 B 3 x 3 = 9 grade points
   PE 110 A 1 x 4 = 4 grade points

3. Add the results.  50 points earned

4. Divide #3 by #1
   50.000 ÷ 17 = 2.94 (Your GPA)

Spring and Fall Semesters
- 100% prior to the first class day
- 80% during the first five class days of the semester
- 70% during the second five class days of the semester
- 50% during the third five class days of the semester
- 25% during the fourth five class days of the semester
- No refund after forty five class days.

Summer I and Summer II Semesters
- 100% prior to the first class day
- 80% during the first, second, or third class days
- 50% during the fourth, fifth, or sixth class days
- No refund after the sixth class day.

Summer Sub Term I, II, III, or IV
- 100% prior to the first class day
- 80% during the first, or second class days
- 50% during the third or fourth class days
- No refund after the fourth class day.

May Mini, August Mini & Winter Mini Sessions
- 100% prior to the first class day
- 80% during the first, or second class days
- 50% during the third or fourth class days
- No refund after the fourth class day.

8 Week Courses
- 100% prior to the first class day
- 80% during the first, second, or third class days
- 50% during the fourth, fifth, or sixth class days
- No refund after the fourth class day.

Refunds
Refund of fees will be the applicable percentage of the total fees due for the semester/session, less any amount not paid. If a scheduled course of instruction fails to materialize, because of low enrollment numbers, all tuition for same will be refunded. Late fees and installment fees are not refunded. No refunds will be made unless application is made within the same school year as withdrawal. The last day to withdraw is listed in the Academic Calendar. A student officially withdrawing will receive a refund of their fees according to the following scale:

Mid-Semester Reports
Mid-Semester reports are available through MyLeo at https://leo.tamuc.edu/login.aspx for undergraduate students making D, F, or U at mid-semester of Fall and Spring. Students are urged to talk with their instructors and academic advisors to determine ways to improve their skills in the class.

President’s Honor Roll and Dean’s List
Undergraduate students who maintain sufficiently high academic averages each Fall and Spring semester are eligible for the President’s Honor Roll and the Dean’s List. The Dean’s List includes the names of undergraduates who, during the semester, have been registered for not less than twelve hours of academic work (not counting non-academic service courses) and who have maintained a minimum semester grade average of at least 3.25. The President’s Honor Roll includes the names of undergraduates who have met the above requirements and have maintained a semester academic grade average of 4.00.

Tuition Charged for Excess Credit Hours
Please note: Dropping courses may have unanticipated consequences. Financial aid awards and scholarships can be negatively affected and such action could also result in a significant increase to the cost of your tuition. Check the Financial Aid & Scholarships web site for specific information on the consequences of dropping courses and repeating courses and the effect on financial aid and scholarships.

Students enrolled in excess credit hours at any time from Fall 1999 through Summer II 2006 will be assessed the non-resident (out-of-state) tuition rate. Excess credit hours are those above the 45-hour limit established by the Legislature. Thus, if your degree requires 120 hours and you have previously enrolled for 165 hours (including drops and withdrawls after the semester census date), your charges will be assessed using the non-resident tuition rate. Students enrolling in the Fall 2006 semester and thereafter will be assessed the out-of-state tuition rate on credit hours above a 30-hour limit. So, if the degree requires 120 credit hours and you have previously enrolled for 150 hours (including courses dropped after the semester census date), any credit hours above 150 will be assessed at the non-resident tuition rate. Students who have not declared a major shall be considered to be enrolled in a degree program requiring a minimum of 120

Rules and Procedures
Rules and Procedures

hours. For further information, please see: http://www.thecb.state.tx.us/Rules/tac3.cfm?Chaptr_ID=13&Subchapter=F

Source: The provisions of this §13.101 adopted to be effective November 22, 2005, 30 TexReg 7730 Texas Education Code, §54.068, provides that institutions may charge a higher rate of tuition to students with repeated or excess hours. Texas Education Code, §61.0595, limits formula funding for excess hours.

Tuition Payment & Plan Information
During the fall and spring semesters, tuition/fees and housing may be paid in full or through installments. A $100 down payment is due at sign-up along with the $35 installment fee. Remaining charges (tuition/fees, housing, and meal plan) are then divided into four equal payments due through the semester. Please refer to the Critical Dates page for payment due dates in any given semester. A $25 late fee is assessed on past due balances after each payment date.

Tuition loan eligibility requirements are as follows:
1. Must be enrolled for the term in question
2. Should have a GPA of 2.0 (undergraduate) or 3.0 (graduate)
3. Should not be past-due on other debt owed to Texas A&M University-Commerce. Students who need special consideration or who are not able to access the tuition loan program described above should contact the Dean of Campus Life and Student Development, Room 200, Halladay Student Services Building, or phone (903) 886-5171.

Withdrawal Procedure 13.99.99.R0.23
(http://web.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx)

Procedure Statement
The university provides a means for students to withdraw from classes in a timely manner should circumstances warrant and to clear their records for a particular semester.

Procedures and Responsibilities:
1. A student leaving the university BEFORE THE END of a semester or summer term for which he/she is registered must clear his/her record by filing an application for voluntary withdrawal on a form which can be secured in the Student Access & Success One Stop Shop or online at: Withdrawal. A withdrawal is dropping all courses and not remaining enrolled for the semester. This action must be taken by the date stated in the Academic Calendar as the last day to withdraw.
2. Any student who withdraws from the university is subject to the conditions of Scholastic Probation and Dismissal located in the most current editions of the university’s undergraduate and graduate catalogs.
3. A student has one year from the first day of the semester to appeal a withdrawal refund. It is the student’s responsibility to withdraw from classes PRIOR TO FIRST CLASS DAY if he/she does not plan to attend during the semester in which enrolled.
4. Courses withdrawn will count toward attempted hours and toward the 3-peat, 45/30-hour rules. Withdrawals do not count toward the 6-drop rule. (These rules only apply to undergraduate students.) Students who have completed a course within a regular term (subterm courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be processed as drops.

Civility in the Academic Environment
Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for disciplinary action.
1. Students at Texas A&M University-Commerce are expected to obey all federal, state, and local laws, in addition to the regulations of the University.

2. The standards of Student Conduct including disciplinary rules and procedures are designed to provide and conform to the basic tenets of due process, as developed by institutions of higher education. As such, the University distinguishes these procedures and regulations as an educational and growth process which is not intended to conform to adversary proceedings as in a court of law. These Standards of Student Conduct are subject to change without notice.

3. **Delineation of Responsibilities**
   a. The Division of Student Access and Success, by delegation of the President of the University, is designated as the agency within the University which has student conduct as one of its primary responsibilities. The Dean for Campus Life and Student Development is responsible to the Vice President for Academic and Student Access and Success and the President of the University for recommending policies relating to student conduct and for formulating and recommending rules and enforcement procedures within the framework of existing policies, for disposal or referral of such individual cases as may properly come before it, and for recommending to the Vice President for Academic and Student Access and the President of the University changes in the administration of any aspect of the Standards of Student Conduct.

   b. The University Discipline Committee, selected and appointed by the President of the University, is designated as the agency within the University which has authority for the disposition of infractions or breaches of conduct and violations of University policies, rules, and regulations. The Committee shall be responsible to the President of the University for disposal of such cases as may properly come before it, and shall serve as the chief appellate body of the institution in this area.

   (1) The Committee shall consist of faculty members and students appointed by the President of the University. The Dean for Campus Life and Student Development and/or designee will serve as an administrative advisor for disciplinary hearings. Members of the Committee may be re-appointed. The President may appoint temporary members of the Committee to serve during summer sessions or at such other times as is necessary to assure full membership of the Committee.

   (2) The Committee, or the Dean for Campus Life and Student Development and/or designee, may delegate jurisdiction to student judicial bodies. Recognized judicial bodies are:

   a. Living group judiciary bodies;

4. **Student Rights and Responsibilities**

   General statement—Texas A&M University-Commerce affirms that the student, upon enrollment, does not lose the right of, nor is he/she exempted from fulfilling the obligations and duties of, a citizen. The rights and responsibilities of students are held to include:

   a. **Rights**
      (1) The right to develop the student’s potential to the best of the student’s abilities.
      (2) The right to inquire about and to recommend improvement in policies, regulations, and procedures affecting the welfare of students through the full use of the appropriate facilities provided in the student government and in the University offices.
      (3) The right to an informal advisor, a fair hearing, and appeal when a disciplinary action is applied to the student as an individual or as a group member.

   b. **Obligations and Responsibilities**
      (1) The obligation to be fully acquainted with published regulations and of complying with them in the interest of an orderly and productive community.
      (2) The obligation of knowing that the student’s conduct reflects not only upon the student, but also upon the institution and its citizenry and is judged in this manner.
      (3) The obligation to follow the tenets of common decency and acceptable behavior commensurate with aspirations implied by a college education.
      (4) The obligation to respect the rights and property of others, including the administration, faculty, and other students of the University.
5. Discipline

a. Breaches of Conduct

The University regards the following as illustrations of misconduct by individuals or groups which may result in review by the appropriate disciplinary agencies:

(1) Academic Cheating and Plagiarism.
(2) Furnishing false information to the University.
(3) Filing a false report with the university.
(4) Forgery, alteration, unauthorized possession or misuse of University documents, records, identification cards or existing copyright laws. This would include faculty publications and laboratory materials related to the educational process.
(5) Malicious destruction, damage, unauthorized possession or misuse of University property, including library and laboratory materials, or of private property on the campus.
(6) Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Misuse of computing resources. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain.
(7) Participating in hazing, acts which are degrading or injurious, or acts in which another is held against his/her will.
(8) Abuse, whether physical, mental or otherwise, of another person in the University community, including members of the administration, faculty, staff, the student body and citizens of Commerce.
(9) Possession, consumption, sale, manufacture or furnishing of alcoholic beverages on University property is prohibited, except in those areas of University housing where possession and consumption is allowed (Ref. University Housing Policy).
(10) Possession, consumption, sale or manufacture of illicit drugs and narcotics, including marijuana, and drug paraphernalia.
(11) Disorderly conduct which inhibits or interferes with the educational responsibility of the University community or the University’s social-educational activities.
(12) Malfeasance or misuse of elective or appointive office in a student organization, which is detrimental to the organization, its members, or the welfare of the University Community.
(13) Violation of visitation and/or closing hours as recommended by the living-group governmental bodies and approved or established by the University administration.
(14) Possession of weapons on University property; for example, knives (in threatening or violent manner), firearms, explosives, incendiary bombs, etc. (interpretation of this policy may be obtained from the University’s Police Department.)
(15) Violation of local, state and federal laws on or off campus.
(16) Recurring incidents which are in violation of University policies and/or other such persistently irresponsible behavior that brings into question the student’s serious intent to pursue an education.
(17) Failure to respond to a summons by letter, telephone call, or personal messenger from a University administrative official or faculty member.
(18) Failure to meet financial obligations incurred by the student to the University.
(19) Theft or unauthorized possession of student or University property, including textbooks.
(20) Entering a University building and/or university property without authorization.
(21) Sexual or racial harassment.
(22) Harassment or any other menacing behavior that can be perceived and/or is inappropriate or otherwise threatening.
(23) Such bias-related violations that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation.
(24) Sexual assault.
(25) Assault, whether simple, aggravated, physical or otherwise, to another person in the University community, including members of the administration, faculty, staff, the student body, and public citizens.
(26) Such other violations of policies included in official publications of the University; for example, the University catalog, traffic regulations brochure, intramural catalog, etc.
(27) Any student who engages in or makes life threatening gestures will be required to report as soon as possible to the Director of the University Counseling Center or their designated representative. The Director may require such students to obtain, at their own expense, a psychiatric evaluation to determine fitness to continue their current or future enrollment at Texas A&M University-Commerce. Failure to consult or comply with the Director of the Counseling Center or his/her representative or to comply with evaluation requirements and recommendations made by the University Counseling Center or outside agency may result in disciplinary action.
(28) Failure to comply with the directions of a university administrative official or faculty member.
(29) Complicity is condoning, supporting, or encouraging any violation of the Student Code of Conduct. Students who anticipate or observe any violation of the Code are expected to remove themselves from association or participation in any such inappropriate behavior.
(30) Such violations that may occur off of university premises, the university reserves the right to investigate and adjudicate. The University may take action in situations occurring off university premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student’s or student organization’s behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity which adversely affects the University community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-affiliated activities.
b. Disciplinary Actions

The following disciplinary actions may be imposed by the University:

1. Expulsion from the University. Students may not return to the University.
2. Suspension from the University for a definite or indefinite period of time.
3. Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any University rules.
4. Loss of privileges.
   a. Denial of the use of an automobile for a designated time (on campus).
   b. Removal from elective or appointive office.
   c. Ineligibility for pledging, initiation, and representation of the University.
   d. Removal from residence hall or other University housing.
   e. Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
5. Admonition and warning.
7. Such other actions as may be approved by the University Discipline Committee or the Dean for Campus Life and Student Development and/or designee.

c. Group Offenses

1. Student societies, clubs, living groups and other student organizations, on or off campus, are responsible for conducting their affairs in a manner that reflects favorably upon the University. Such responsibilities include:
   a. Compliance with University regulations.
   b. Taking reasonable steps, as a group, to prevent violations of law or University regulations by members of the group or guests.
   c. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the University.
2. Failure to accept the responsibilities of group membership may subject that organization to permanent or temporary suspension of charter, withdrawal of University recognition and/or support, social probation, denial of use of University facilities or other appropriate action. Any appeal from action by the hearing official that affects organizational status only (i.e., no sanctions against individuals) shall be directed to the Dean for Campus Life and Student Development and/or designee, rather than to the University Discipline Committee.

6. Administration of Discipline

a. Procedure

1. When a student or group of students stand in violation of the University Code of Conduct or State or Federal civil or criminal law, they may be subject to University disciplinary action.
2. Violations of law and of the Standards of Student Conduct may be reported to the Dean for Campus Life and Student Development and/or designee for consideration or referral. This does not preclude direct referral of such matters to appropriate disciplinary or judicial agencies by faculty, staff and students.
3. The Dean for Campus Life and Student Development and/or designee shall insure that the best interests of any offending students are served by making use of appropriate University counseling, professional services and judicial agencies.
4. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, such as direct threat to property or well-being of others in the University community, the Dean for Campus Life and Student Development and/or designee may take action other than the initiation of disciplinary or judicial proceedings.
5. Where information establishes, to the satisfaction of the Dean for Campus Life and Student Development and/or designee and the University, that an offense has occurred, the following procedures shall be initiated.

a. The Dean for Campus Life and Student Development and/or designee shall either:
   1. Take appropriate disciplinary action on behalf of the University;
   2. Make a referral to the University Discipline Committee or other appropriate disciplinary or judicial agency; or
   3. In cases of clear and present danger of the welfare of the University community or other unusual circumstances, the Dean for Campus Life and Student Development and/or designee may immediately suspend a student before a disciplinary hearing is held. The student may then request a disciplinary hearing to appeal the action taken by the Dean for Campus Life and Student Development and/or designee.

b. The student shall be advised in writing by the Dean for Campus Life and Student Development and/or designee, or the appropriate agency, of the charges against him/her.

c. The student will be referred to the Student’s Guidebook which outlines the disciplinary and appeals process.

d. The student will be afforded an opportunity to state informally or present information in support of his/her case including mitigating circumstances.

e. Advance notice of the time, place, and the date of the hearing shall be provided to the student.
f. The student has the right to hear evidence and ask questions of witnesses either directly or through the hearing officer.

g. All hearings shall be closed to the public unless agreed upon by the student and the Dean for Campus Life and Student Development and/or designee.

h. The hearing official or appropriate agency may seek professional assistance and advice, consult with the student’s parents or guardians, or take other measures to insure fair disposition of the case.

i. The student shall be informed in writing of the action taken by the hearing official and/or designee.

j. Should the student not appear for a disciplinary hearing, appropriate action may be taken by the University.

(6) Group offenses will follow the same procedures as individual student offenses, except where it pertains to organizational status only, as set out in 5.c.(2).

(7) Felonies On-Campus, Procedures to be Followed:

a. Criminal charges may be filed by the University Police Department with the appropriate court of jurisdiction.

b. The Dean for Campus Life and Student Development and/or designee may take immediate disciplinary action and/or may refer the case to the University Discipline Committee.

c. If the University does not take disciplinary action and the individual is later convicted in criminal court, suspension or expulsion may be enforced.

(8) Felonies Off-Campus, Procedures to be Followed:

The University, at its discretion, may take immediate disciplinary action in response to a felony charge which occurs off-campus.

(9) Any person convicted of a felony and placed on probation, if permitted to re-enter the university, may be required to live in University Housing and visit regularly with an advisor appointed by the Dean for Campus Life and Student Development and/or designee.

b. Appeal Procedures

Both the student and the administration shall have the right to appeal.

(1) The Dean for Campus Life and Student Development shall hear appeals from the Office of Judicial Affairs and student Judicial Agencies. The student may appeal within three days from the date of disciplinary action by notifying the Dean for Campus Life and Student Development in writing of his/her intention to appeal.

(2) An appeal from the Dean for Campus Life and Student Development shall go to the University Discipline Committee. This Committee shall meet as soon as practical to consider an appeal. Ordinarily, consideration shall be limited to review of the initial hearing.

a. The University Committee may:
   1. affirm the action;
   2. reduce or modify the action;
   3. dismiss the charges; or
   4. return the case to the original judicial agency for further consideration.

b. The University Discipline Committee may review, on its own motion, a decision rendered by a judicial agency as an appellate procedure.

(3) In order for an appeal to be valid all the following guidelines must be met:

a. The student must appeal within three days from the date of disciplinary action by notifying the appropriate agency in writing of his/her intention to appeal by submitting a detailed letter explaining why the student believes the disciplinary action should be reviewed. The letter must include an explanation based on one or more of the following:
   1. Infringement of student’s rights as established by the tenets of due process
   2. Introduction of new information or evidence directly related to the incident in question
   3. Extenuating circumstances demonstrating relevancy to the incident in question.

b. Should the student fail to appear for the hearing, the appeal will be considered null and void.

c. Non-payment of Debt to the University

(1) Returned Checks—When a check is returned by a bank (i.e., insufficient funds, account closed, stop payment), Financial Services shall inform the student (by mail using the most recent address) of the returned check status and request payment in cash or money order. There is a $15 service charge for each returned check. Unpaid returned checks are referred to the county attorney to pursue collection after 30 days.

(2) Debt(s) to the University—Bills for tuition/fees, housing and short-term loans are mailed approximately three weeks prior to payment deadlines. It is the student’s responsibility to keep their current address updated. Addresses can be changed through myLeo and at the Registrar’s Office.

43
(3) Withholding of Official Records—The University shall withhold official records (transcripts) of the student until such time as payment of past due debt(s) is made. Unofficial copies of records may be made available to the student.

(4) Re-enrollment—Students who have past due balances to the University will not be eligible to re-enroll until such debts are paid in full or payment arrangements have been made with the Office of Financial Services.

(5) Appeal procedures as outlined previously shall not apply to non-payment of debt to the University.

d. Records (Discipline)

(1) A permanent written disciplinary record reflecting the nature of the charge, the penalty assessed and any other pertinent information shall be maintained. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential.

(2) The contents of a student’s permanent disciplinary record are considered confidential.

(3) Conduct referrals may result in the development of a student conduct file in the name of the accused student. The student conduct file of the accused may be destroyed should it be found that no violation of university code of conduct occurred. The file of a student found to have violated the university code of conduct shall be retained as a student conduct record for seven years from the date of the student’s graduation or last date of enrollment. Student conduct records may be retained for as long as administratively valuable or permanently if the student was expelled, dismissed, suspended or blocked from reenrollment and in situations that may result in future litigation.

Student conduct records may be voided for good cause by the Dean of Campus Life and Student Development or designee, upon receipt of a written request by the student. Factors to be considered in review of such petitions shall include: the present demeanor of the student; the conduct of the student subsequent to the violation; and the nature of the violation and the severity of any damage, injury or harm resulting from it.

e. Section 4.30 and 51.231 - 51.244 of the Texas Education Code. The student-citizen of Texas A&M University-Commerce has not only the responsibility of being aware of and obeying the policies and regulations of this University, but to always observe and obey the laws of the State of Texas. For this reason, it is necessary to inform students of two state laws; Section 4.30 of the Texas Education Code concerning the conduct of students on the University campus or property and sections 51.231 - 51.244 of the Texas Education Code relating to maintaining order on the campuses or facilities of state-supported institutions of higher education.

f. Invited Speakers Procedure. The A&M-Commerce Speaker Procedure is reflected in the University’s Procedure 12.99.99.R0.05.

Statement on Prevention of Alcohol Abuse and Drug Use

Texas A&M University-Commerce is committed to a campus-wide plan to educate students and employees about alcohol and drug issues, discourage the irresponsible use of alcoholic beverages, and prohibit the unlawful use, possession or distribution of controlled substances. The University will act to ensure compliance with all local, state, and federal laws, System policies and University rules and procedures dealing with controlled substances, illicit drugs, and the use of alcohol. The Student Guidebook and Code of Conduct provides information on alcohol and drug rules and university sanctions. To review the Student Code of Conduct online, go to http://web.tamuc.edu/studentLife/campusServices/judicialAffairs/default.aspx

Alcohol and Drug Rules

The University prohibits the use or possession of alcoholic beverages on campus by any individual under the age of 21. Failure to comply with this rule violates state law and the rules governing student conduct and will subject the individual to disciplinary action. Students of lawful age under Texas Statutes may possess and/or consume alcoholic beverages in the privacy of their rooms or apartments in campus residence facilities. However, residence hall occupants and their guests must comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. Any use of alcoholic beverages should be in moderation. Therefore, bulk quantities of alcohol (kegs, cases, party balls, etc.) are not allowed on campus or in residence facilities. Loud or disruptive behavior, interference with the cleanliness of residence facilities, or drinking habits that are harmful to the health or education of an individual or those around him/her are reasons for appropriate disciplinary action by the University. Although students of lawful age may possess and consume alcoholic beverages in the privacy of their rooms or apartments, all alcoholic beverages transported through public areas on the University grounds and in residence facilities must be unopened and concealed. All members of the University community are expected to abide by state and federal laws pertaining to controlled substances and illicit drugs. Standards of conduct strictly prohibit the unlawful manufacture, distribution, possession or use of controlled substances, illicit drugs or drug paraphernalia on University
property, at University-sponsored activities, and/or while on active duty. Individuals may use prescription medications that are medically necessary and prescribed by a licensed physician.

**Alcohol and Drug Use Prevention Program**

To implement an effective drug and alcohol abuse prevention plan, the University will use both formal and informal channels of communication to: 1) disseminate information describing patterns of addiction and the physical, mental, and emotional consequences that result from the abuse of alcohol and controlled/illegal substances, 2) distribute information that describes and encourages the use of counseling and treatment modalities available to both students and employees in the local and regional area, and 3) make available to the campus population referrals to local treatment centers and counseling programs. These referrals for students will be made within a supportive, confidential, and non-punitive environment under the auspices of the University Counseling Center. Employees are encouraged to review http://policies.tamus.edu/34-02-01.pdf.

**University Sanctions**

Students suspected or found in violation of the Student Code of Conduct for alcohol or drug violation’s will be notified to appear for a hearing with the Assistant Dean of Campus Life or designee. Procedures for hearings are outlined in the Student Code of Conduct.

A student found responsible for violating the code of conduct will be subject to sanctions appropriate with the offenses and any aggravating and mitigating circumstances. Disciplinary actions in cases involving alcohol and drug-related violations result in sanctions up to and including suspension or expulsion from the University and referral for prosecution. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority. Students will be advised of available alcohol and drug counseling at the University Counseling Center and/or referred to a community organization. The University Counseling Center can provide assistance and referral to appropriate community agencies. Advisors and faculty members have the responsibility to supervise student activities on all trips. Faculty members should inform students that actions violating state laws, local regulations, and University rules regarding alcohol and drugs will not be permitted on any University trip. Students who violate these guidelines regarding alcohol and drug use on field trips will be subject to disciplinary action.

**Health Risks**

Alcohol abuse can cause many health-related problems. Approximately 150,000 deaths annually are directly related to alcohol abuse and/or alcoholism. Alcohol abuse can lead to alcoholism, premature death through overdose, and complications involving the brain, heart, liver, and many other body organs. Alcohol abuse is a prime contributor to suicide, homicide, motor vehicle deaths, and other accidental causes of death. Alcohol abuse also causes liver disease, gastritis, and anemia.

Alcohol abuse interferes with psychological functions, causes interpersonal difficulties, and is involved in many cases of child abuse. Alcohol abuse also disrupts occupational effectiveness and causes legal and financial problems. Alcohol used in any amount by a pregnant woman can cause birth defects. The abuse of illicit drugs can result in a wide range of health problems. In general, illicit drug use can result in drug addiction, death by overdose, death from withdrawal, seizures, heart problems, infections (i.e., HIV/AIDS, hepatitis), liver disease, and chronic brain dysfunctions. Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (i.e., hallucinations, paranoia, psychosis), and psychological dependency. Additional effects include occupational, social, and family problems as well as a reduction in motivation. Drug use by a pregnant woman may cause addiction or health complications in her unborn child.

We encourage you to report. In the event of possible alcohol poisoning, a person under 21 calling for help for himself or another WILL NOT BE HELD VIOLATION for consuming or possessing alcohol. The immunity for minors is limited to the first person who calls for assistance, only if he or she stays on the scene and cooperates with the University Police Department, Residential Living and Learning staff, and medical personnel. This immunity doesn’t protect a person from being cited for any other violations.

**Resources**

University Counseling Center - The University Counseling Center offers students individual counseling, educational programming and support groups focused on alcohol and other drug use, abuse and addiction. For more information, call 903-886-5145 or visit the web site at http://web.tamuc.edu/studentLife/campusServices/counselingCenter/default.aspx

Student Health Services - The University Health Center can provide information about the health risks of drug and alcohol abuse, as well as general medical care for students. For more information, call 903-886-5853 or visit the web site at http://web.tamuc.edu/studentLife/campusServices/studentHealthServices/default.aspx

National Collegiate Alcohol Awareness - Each year, the University Counseling Center plans a variety of interactive and educational events during the month of October in conjunction with National Collegiate Alcohol Awareness Week. Call 903 - 886-5145 for more information.

Campus Recreation Center – Drug and alcohol education is offered through the Wellness program in collaboration with Campus Recreation, Student Health Services, the Counseling Center, Student Activities, and Career Development. Educational workshops are offered each year in which students can experience the dangers of drunk driving firsthand in a
The University permits the consumption of alcoholic beverages only within the stipulations of local, state, and federal laws that govern the purchase, selling and use of alcoholic beverages.

2. When an event has been scheduled and approved through the SRSC Scheduling Office, beer and wine may be sold and served in the Rayburn Student Center, the Heritage House, and the President’s Home. Other locations may be authorized on an individual case-basis by the President or Chancellor.

3. The President must approve each request to serve beer or wine at University-sanctioned events.

4. The vendor’s license for the sale and serving of beer and wine on campus will be held by the University’s contract food service company.

5. Alcohol may be consumed by individuals of appropriate legal age in residence hall rooms or apartments.

6. Departments will coordinate operational guidelines through the vendor relative to the University’s procedure addressing Alcoholic Beverages on University Property.

University Residence Life Procedure on Alcohol—The possession and consumption of alcoholic beverages shall be allowed within university residence halls, with the exception of Berry Hall which is an alcohol free living environment, and approved campus facilities subject to the following guidelines:

A) Consumption of alcoholic beverages shall be limited to student rooms or apartments of individual students who are of legal age, and shall be subject to all requirements of state and local laws and pertinent University regulations.

B) Possession of alcoholic beverages in public areas shall be permitted only in the process of transporting the unopened beverages to the resident’s room. The beverages must be transported in a covered container such as a paper sack or cardboard box.

C) Possession and/or consumption of alcoholic beverages is prohibited in hallways, lounges, stairways, courtyards, community bathrooms, parking lots or any other public area inside or outside the buildings.

D) Applicable University regulations will be enforced where the use of alcoholic beverages leads to the disturbance of other people or where inappropriate conduct infringes on the rights of other students. Violations will be handled through normal residence hall and University disciplinary procedures.

E) Residents shall assume full responsibility for their guests at all times in the residence halls. In accordance with civil law, hosts are reminded that minors are not allowed to consume alcoholic beverages.

F) Further restrictions on the use of alcoholic beverages may be developed beyond the limits of its policy by the University Residence Life staff and will be published in the Residence Life Handbook.

Texas A & M University System Policy (Drug and Alcohol Abuse and Rehabilitation Programs) http://policies.tamus.edu/34-02-01.pdf
Dangerous or Disruptive Behavior(s) that may be caused by Manifestations of a Serious Psychological Problem
(Revised – August, 2010)

The personnel of all campus departments should contact the Dean of Campus Life and Student Development, or designee, to refer any student who displays dangerous or disruptive behaviors that may be caused by manifestations of a serious psychological problem. The Dean, or designee, will coordinate the response with appropriate University officials.

Dangerous or disruptive behaviors may include, but are not limited to the following:

• a student engages in, or threatens to engage in inappropriate behavior which (1) poses a danger of causing physical harm to self or others, or (2) demonstrates an inability to care for self

• inappropriate behavior resulting in a student (1) causing significant property damage, (2) directly impeding the lawful activities of others, or (3) interfering with the educational experience, the educational process, or the orderly operation of the University

• a student engages in inappropriate behavior in which a contributing factor is failure to follow a prescribed medical or psychological treatment plan

• inappropriate behavior resulting in a student’s chronic, inordinate use of University resources (including, but not limited to, employee time, counseling, medical, and/or emergency services)

A student referred for engaging in one or more of these behaviors may be (1) contacted by the Dean of Campus Life and Student Development, or designee, (2) required to present to the Counseling Center for evaluation, referral, or appropriate treatment, or (3) suspended from the University.

The Dean of Campus Life and Student Development, or designee, is responsible for the University disciplinary process. This procedure does not preclude a student being removed for disciplinary reasons from the University in accordance with the disciplinary procedures as outlined in the Student’s Guidebook. A student who is suspended from the University under the provisions of this procedure has the opportunity for an appeal.

Drug Procedure
(Procedure 34.02.99.R1 at www7.tamuc.edu/administration/president/procedures/34.02.99.R1.htm)

The use, possession, consumption, sale, manufacture, or furnishing of illicit drugs and narcotics, including marijuana and drug paraphernalia, is prohibited by state law and University regulations. Violations may result in arrest and/or suspension from the University

Firearms Rule
(Procedure 34.06.02.R1 at www7.tamuc.edu/administration/president/procedures/34.06.02.R1.htm)

The use, possession, or carrying of any kind of firearms, or illegal knife, on any public school or institution of higher education property is a violation of state law (Texas Penal Code 46.06, third degree felony) and federal law. The only exception is for authorized law enforcement officers. A firearm may be used for class demonstration only after approval and authorization from the University Police Department has been granted. Violations may result in arrest and/or suspension from the University for a definite period of time.

Fire Safety
Texas A & M University is committed to your safety. For more information about Fire Safety please contact 903-468-3129 or visit website at: http://web.tamuc.edu/facultyStaffServices/riskManagement Safety/fireSafety.aspx

Hate Crimes
Hate crimes (also known as bias-motivated crimes) occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity, social status or political affiliation.

This type of behavior will not be tolerated. If you believe you have been a victim of a hate crime, you are urged to contact the University Police Department, 903-886-5868. For further information about your rights as a victim contact the Assistant Dean of Campus Life, 903-886-5171 or visit the web http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf.

If a person is found in violation of a hate crime the sanctions could lead up to suspension and/or expulsion from the university and could face criminal charges.

Hazing Code
Senate Bill 24
An Act relating to offenses relating to hazing at or in connection with an educational institution; providing criminal penalties.

Be it enacted by the Legislature of the State of Texas:
Section One: Section 4.01 through 4.50, Education Code, as amended, are designated as Subchapter A, Chapter 4, Education Code, and that chapter is amended by adding a subchapter designation immediately after the chapter heading to read as follows:
Subchapter A. General Provisions

Section Two. Chapter 4, Education Code, as amended, is amended by adding Subchapter B to read as follows:

Subchapter B. Hazing
Sec. 4.51. Definitions. In this subchapter:
1. “Educational institution” includes a public or private:
   A. high school, or
   B. college, university, or other postsecondary educational establishment.
2. “Pledge” means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
3. “Pledging” means any action or activity related to becoming a member of an organization.
4. “Student” means any person who:
   A. is registered in or in attendance at an educational institution:
   B. has been accepted for admission at the educational institution where the hazing incident occurs; or
   C. intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
5. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, or service, social, or similar group, whose members are primarily students at an educational institution.
6. “Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.
   A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
   B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
   C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
   D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
   E) any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Sec. 4.52. Personal Hazing Offense.
A) A person commits an offense if the person:
   1) engages in hazing;
   2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
   3) intentionally, knowingly, or recklessly permits hazing to occur;
   4) has first hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first hand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Campus Life & Student Development or other appropriate official of the institution.
B) The offense of failing to report is a misdemeanor punishable by a fine not to exceed $1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
C) Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than $500 nor more than $1,000, confinement in county jail for not less than 90 days nor more than 180 days or both such fine and confinement.
D) Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than $5,000 nor more than $5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
E) Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than $5,000 nor more than $10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.
F) Except when an offense causes the death of a student in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on community service probationers by Subdivision (1), Subsection (E), and Subsections (C), (D), (G), and (H) of Section 10A, Article 42.12, Code of Criminal Procedure, for an
appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Sec. 4.53. Organization Hazing Offense:
A) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

B) An offense under this section is a misdemeanor punishable by a fine of not less than $5,000 nor more than $10,000, or if a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than $5,000 nor more than double the amount lost or expenses incurred because of such injury, damage, or loss.

Sec. 4.54. Consent Not A Defense:
It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Sec. 4.55. Immunity from Prosecution Available:
In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Dean of Campus Life & Student Development or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Sec. 4.56 Offenses in Addition to Other Penal Provisions:
This subchapter does not affect or repeal any penal law of this state. Nothing in this subchapter shall limit or affect the right of an educational institution to enforce its own penalties against hazing.

Sec. 4.57 Reporting by Medical Authorities:
Treatment of a student who may have been subjected to hazing activities may be reported to police or other law enforcement officials, and the doctor or medical practitioner so reporting shall be immune from civil suit or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Residential Living and Learning Requirement – The Residential Living and Learning program is part of the overall educational purpose of this institution. Texas A&M University - Commerce requires that all beginning single, undergraduate students who are not commuting from the home of their parent or legal guardian must reside in university residence halls and are required to purchase an unlimited meal plan per semester. A parent or legal guardian home must be within a 50 mile radius of the main campus or no more than one hour travel time from campus. This policy covers all beginning students who are starting college the same year as their date of graduation. Students who have been out of high school for one year or more are exempt from this policy.

Meal Plan Requirements – All single, beginning undergraduate students living on campus are required to purchase a meal plan of at least 10 meals per week for the full academic year. Meal plans are optional for other classifications. Meal plans are sold for the entire academic year. Plans are not transferable to another student. Students may change to a meal plan offering more meals at any time. Students may change to a meal plan with fewer meals in between semesters and during the first five class days of either semester.

Commuter Forms – All beginning students who wish to commute rather than live in on-campus housing must submit a Commuting Authorization Request form for approval. Once a student is enrolled at the University, housing and meal plan charges will be added to their student account. Upon approval of the Commuting Authorization Request, these charges will be removed. Approved commuters who would like to spend the night on campus occasionally may contact Residential Living and Learning to inquire about the availability of guest housing. Falsification of records will result in disciplinary action.

Room and Meal Plan Contracts – Charges for these areas will vary according to the hall/room assignment and meal plan of choice. All rooms and meal plans are contracted for the entire school year. Moving off campus before the end of the academic year constitutes breaking the housing contract and requires approval.

Departmental Rules:
Administrative Inspections—Administrators have the right to make regular administrative inspections of university residences as set out in housing contracts. These are not searches; however, illegal drugs, weapons or other contraband in plain view may be confiscated during these inspections and used in subsequent administrative hearings.

Warrantless Searches—University officials may enter into and search student residences without notice and without search warrants when the search is based on a reasonable suspicion that illegal weapons or illegal drugs are in the premises, or that other serious illegal activity is being conducted therein.

a. The determination of whether or not there is “reasonable suspicion” to justify a warrantless search should be made by either the Director of Residential Living and Learning, or the Dean of Students.

b. The evidence to support “reasonable suspicion” can be less than would be required to establish “probable cause,” but must be more than a rumor. Hearsay can be used. But the administrator must be satisfied that the information he/
she has received is reliable, and that a search is justified. The facts and rationale for the administrative decision to search must be documented and preserved.

c. University Police officers may participate in residence searches if and to the extent requested by the Director of Residential Living and Learning, or the Dean of Campus Life. University Police officers will participate in searches only as necessary to protect the safety of personnel, students and the public. Contraband or illegal items shall be turned over to University Police officers.

d. Any residence searched under this policy shall be left in the same condition as it was when entered.

Search Warrants—Nothing in this policy shall hinder University Police officers or other police officers from obtaining and executing a valid search warrant in University Residence Halls.

Fund Raising Projects—Permission to conduct such projects in the residence halls is granted to residence hall associations. Permission must be secured from the Director of Residential Living and Learning at least one week in advance. Recognized campus organization may apply for special permission to sell in the residence halls through the Dean of the Campus Life and the Director of Residential Living and Learning. Solicitation is not allowed door to door.

Discipline Process—Infractions of residence hall rules and regulations may be dealt with by the Hall Director, Assistant Director of Residential Living and Learning, Director of Residential Living and Learning, or the Dean for Campus Life and Student Development and/or designee. Sanctions will vary according to the infraction and could lead to removal from University Housing by the Director of Residential Living and Learning. Appeals may be made through the Dean for Campus Life and Student Development.

Smoking—Smoking is prohibited in all residence life facilities. Smoking outside of halls is restricted to approved areas.

Residence Life Handbooks—Please refer to the Residence Life Handbooks for additional information related to rules and regulations associated with Department of Residential Living and Learning facilities.

Peer to Peer File Sharing/Copyright Statement

File sharing is making files available for others to download. Downloading, copying and sharing material, such as music, movies, games, and applications, for which the copyright holder has not given you rights is both against the law and Texas A & M University – Commerce Student Code of Conduct. Students are subject to disciplinary sanctions under the code “Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Misuse of computing resources. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain.”

The higher Education Opportunity Act (HEOA) of 2008, also referred to as H.R. 4137, was signed into law on August 14. The HEOA primarily addresses obstacles that make it difficult for qualified students to obtain a college education, but it also includes specific statements requiring colleges and universities to comply with digital copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Plan To Effectively Combat Copyright Infringement

Students are notified when the university receives a DMCA notice that can be traced back to the students connection. This notice comes via email from Technology Services. A will also be placed in the student’s MYLeo account. The notice informs the student that a copyright holder or authorized agent has sent the university a notice of alleged infringement. The notice will identify the student’s public ip address and internal ip address at the time of the alleged infringement. The student is requested to respond to the notice and agree to take all appropriate actions to ensure that copyright infringement of the specified work does not occur. If the student ignores the notice or receives subsequent notices, then other actions may occur, including disabling of that student’s network access, or a referral to the Dean of Students, who may take additional actions regarding the status of that student at the University.

Texas A&M University - Commerce uses a combination of technological and procedural deterrents. Traffic-shaping devices (e.g. Packeteer) are used on the core Academic network, wireless networks, and the Residence Life networks to limit the amount of bandwidth that can be used by certain protocols, programs, and users. Texas A&M University - Commerce has a program of responding to Digital Millennium Copyright Act (DMCA) Notices.

Peer to Peer/Copyright Educational Resources

DMCA (Digital Millennium Copyright Act) – explanation of United States Copyright law http://www.copyright.gov/legislation/dmca.pdf
Missing Students

If you wish to report a student missing that lives on campus, please contact the Resident Assistant or Hall Director on duty. They will take preliminary information provided by you and forward it to the appropriate university personnel. If and when necessary university personnel may need to follow up with you for additional information. If you wish to report a student missing that lives off campus dial 911. Students will be advised that their contact information will be registered confidentially and information will be accessible only to authorized campus officials. Information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Students under 18 who are not emancipated will have their parent or guardian notified within 24 hours of the determination that the student is missing. Local law enforcement will be notified within 24 hours of the determination that the student is missing. For further information please contact Residential Living and Learning at 903 - 886- 5797 or visit the web:
repeat offenders!

- **DO** take a change of clothes with you to the hospital.
- **DO** write down the details about the rapist and the circumstances of the rape as soon as possible.
- **DO** call the Counseling Center in the Student Service Building if you need someone to talk to or answer questions or if you want someone from the center to accompany you to the hospital, police station, or courthouse. They can be reached at 886-5145. A counselor is automatically called 24 hours a day, 7 days a week if a sexual assault is reported to the UPD.

**Changing Academic and or Living Arrangements**—When appropriate, academic, and or on campus living arrangements may be modified as the direct result of a sexual assault. This action may be taken when requested by the victim and if such modifications are reasonable and available. These arrangements would be coordinated through the Dean of Campus Life.

**Counseling Services**—Those students who have become victims of a sex crime are eligible for and encouraged to take advantage of the counseling services offered by the Counseling Center located on the second floor of the Student Services Building. Professional Mental Health Counselors encourage victims of sexual assault to report the incident to the police department, even if it’s anonymous, and merely for statistical purposes. Those wishing to report a crime for statistical purposes only should contact the Crime Information Officer at 903-886-5868. Counseling services are also extended to those accused of a sex crime.

**Campus Disciplinary Procedures**—When a student or groups of students stand in violation of the University code of conduct or State or Federal civil or criminal law, they may be subject to University disciplinary action. Violations of law and of the standards of student conduct may be reported to the Office of Judicial Affairs for consideration or referral. This does not preclude direct referral of such matters to appropriate disciplinary or judicial agencies by faculty, staff or students. The Office for Judicial Affairs shall insure that the best interests of any offending students are served by making use of appropriate University counseling, professional services, and judicial agencies. In cases of alleged sex offenses:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding;
- Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

For more information on disciplinary procedures, consult the Dean of Campus Life and Student Development.

**Possible Sanctions** - Depending on the severity of the crime, those found guilty of a sex crime may face criminal charges, suspension or expulsion from the university.

**Informational Resources**

- Texas Department of Public Safety
  https://records.txdps.state.tx.us/DpsWebsite/index.aspx
- University Counseling Center
  903-886-5145
- http://web.tamuc.edu/studentLife/campusServices/counselingCenter/default.aspx
- Residential Living and Learning
  903-886-5797
- http://web.tamuc.edu/studentLife/housing/default.aspx
- Project Respect
  903-886-5508
- http://web.tamuc.edu/studentLife/campusServices/projectRESPECT/default.aspx
- Greek Life
  903-468-3087
- http://web.tamuc.edu/studentLife/studentCenter/greekLife/default.aspx
- University Police Department
  903-886-5868
- http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/default.aspx
- Commerce Police Department
  911(Emergencies)
  903-886-1139 (Non-Emergencies)
  http://commercetx.org/?page_id=176
- Crisis Center of Northwest Texas
  http://www.ccnetx.org
  903-454-9999
- National Sexual Assault Hotline
  24 hours – 800-656 –HOPE (4673)

**Civil Rights Compliance**

Approved March 12, 2010

**Rule Statement**

Texas A&M University-Commerce (A&M-Commerce) strives to ensure that the employment and educational environment throughout A&M-Commerce shall be free from all forms of discrimination, sexual harassment, and/or related retaliation at all times. Conduct constituting discrimination, sexual harassment, and/or retaliation is specifically prohibited by federal law, state law, and The Texas A&M University System (system) policy and will result in appropriate sanctions.

The Office of EEO receives and considers complaints dealing with sexual harassment.

Complaints of sexual harassment may be made to the department head or EEO Office.

A copy of the Sexual Harassment Procedure may be obtained from the EEO Office.

**Complaint Resolution**

A person who believes he or she has been the victim of discrimination, sexual harassment, and/or related retaliation may pursue either the informal or the formal complaint resolution procedure. A complaint unrelated to discipline
and dismissal must be reported within 60 calendar days of the most recent incident. Any faculty member, non-faculty employee, student, or third party may initiate a complaint. Third parties include, but are not limited to, those receiving services from A&M-Commerce, vendors, and private business associates. A university employee’s or student’s complaint alleging discrimination, sexual harassment, and/or related retaliation, which is related to discipline and/or dismissal, must be filed within seven (7) business days of the action that caused the complaint, or it will be deemed untimely filed and dismissed.

Remedial Action
Action or sanctions to stop the alleged discriminatory or harassing behavior will not result in any disadvantage or inconvenience to the alleged victim. Solutions or remedies will be through actions directed to the alleged offender.

Solicitation
A request to sell on campus must be made in writing to the Dean of Campus Life and Student Development by a solicitor three days before any selling transaction takes place. The request must then be approved by the Dean of Campus Life and Student Development, with copies filed with the Business Office, the University Police Department Office, and the Dean of Students Office. The only approved advertisement will be by word of mouth, through postal services, by approved bulletin boards, or through The East Texan.

Note: No handbills, fliers, or other printed material may be placed on cars parked on University property. Any organization on or off campus may be held responsible for cleaning up any litter that may result from such distribution.

Weather Related Closing
(Procedure 34.99.99.R0.01 at www7.tamuc.edu/administration/president/procedures/34.99.99.R0.01.htm)

The University has an obligation to provide a safe and secure environment to its students, faculty, and staff, as well as to visitors. During inclement weather, the Executive Director of Facilities and support services along with the University Chief of Police will advise the President of physical conditions of the Commerce campus and surrounding walkways and roads. The President makes the decision as to the need to close the University.

For those who commute to the campus, there are occasions when road conditions make it dangerous to travel on the highways. Under such hazardous circumstances, the University recommends that commuting students not endanger their safety but remain at home until the highways are safe to travel. A specific recommendation to this effect will be made by the Pride alert warning system and disseminated to the following news media:

**Radio:**
- KETR-TM 88.9 (Commerce)
- KRLD-AM 1080 (Dallas)
- KIKT-FM/KGVL-AM (Greenville)
- KSST-AM 1230 ( Sulphur Springs)
- KFYX-AM/KFYZ-FM (Bonham)
- KERA-FM 90.1 (Dallas)
- KSCH-FM 95.9 (Sulphur Springs)
- WBAP-AM 820 (Fort Worth)

**Television:**
- KXAS Ch. 5
- KDFW Ch. 4
- WFAA Ch. 8
- KTVT Ch. 11
- KDAF Ch. 33
- KLTV Ch. 7
- KXII Ch. 12
- KTN Ch. 10

If there is ever doubt as to whether a specific recommendation has been made, students should contact the University Weather Line for information and verification, (903) 886-5005, or visit the A&M-Commerce web-site. Information can also be obtained from KETR newsline, 886-5333.

**PAWS (Pride Alert Warning System)**
PAWS is the university’s mass notification system used to inform students, faculty and staff of emergencies and school closings. In the event of an emergency or school closing, PAWS notices are sent via voicemail, a text message or e-mail depending on the urgency of the message. Students who wish to participate in “PAWS” can sign up using their “MY Leo” account - click on “Option” and then PAWS settings. For further information: http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/campusSafety/prideAlertWarningSystem.aspx

**Tornado Emergency**
Texas A&M University-Commerce has a siren that will be sounded should a tornado be spotted on the ground moving toward the campus.
If you are outdoors, seek shelter inside if possible. Otherwise, lie flat in the nearest ditch or ravine with your hands shielding your head.
If you are in a building, go to the basement or to an interior part of the lowest level (closet, bathroom or interior hall). Get under something sturdy.
During tornado season, listen to the University radio station KETR, FM 88.9, for weather information.

**Lightening**
Texas A&M University-Commerce has a series of warning horns in place that will be sounded if danger of a lightning strike is probable. A 15-second air horn blast will signal a lightning warning.
If you are outdoors, seek shelter inside a building or vehicle immediately if possible. Remain in shelter until the lightning hazard level is deemed safe. The all clear signal will be 3 short 5-second blasts of an air horn. For additional information on Severe Weather http://web.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/campusSafety/severeWeather.aspx
University Police Department

Vehicle Registration

All vehicles, as defined by state laws, operated on university premises must be registered with the University Police Department and a permit must be displayed. The person who owns or registers a vehicle on campus is responsible for that vehicle and all parking violation citations issued thereto. If the person operating the vehicle when the violation is committed is not the registrant, both the driver and the registrant may be cited.

Operating motor vehicles on the premises of Texas A&M University-Commerce will be restricted to campus drives and parking lots, unless special permission is granted by the University Police Department of Texas A&M University-Commerce for a specified purpose.

Registration lasts for one school year beginning with the first official class day of the Fall semester. Vehicles may be registered during regular class registration, during pre-registration, or at the One Stop Shop and cashier’s window. A copy of the University Motor Vehicle Regulations brochure will be available to all students. Students are responsible for acquainting themselves with these regulations.

A. Registration fees: An annual fee of $40.00 is charged for each motor vehicle registration.
   A fee of $32.00 is charged for each motor vehicle registration for the Spring and Summer semesters.
   A fee of $24.00 is charged for each motor vehicle registration for the Summer semester only.
   All of the above are valid through the remainder of the registration year unless otherwise specified.

B. Penalties for traffic violations
   First through Fourth offense: Fee depending on violation.
   Fifth Offense: Fee depending on violation. Any vehicle with five or more outstanding violations may be booted. The boot will not be removed until all fees have been paid. If the fees are not paid, the vehicle may be removed from campus at the owner’s expense.

C. Failure to clear violations
   All outstanding and overdue traffic and parking regulation violations are entered into the University tagging system and must be paid in full as a condition to re-enter the University or to receive any permanent academic records.

D. Towing of vehicles
   Vehicles parked on University premises are subject to be towed away at owner’s expense (See Article XV Section A of the traffic and parking rules and regulations).

Ticket Appeals

Traffic appeals must be made within five days beginning with the day of the infraction to the Traffic Safety Appeal Board. Students and faculty/staff will follow the procedures indicated:

1. Appear at the cashier’s window within five days of the receipt of the citation. The original fine will be assessed and a date set for the appeal.
2. Appear at the Traffic Safety Appeal Board at the appointed time and place where the case will be heard.
3. If the appeal is denied, the assessed fine will stand. If the appeal is sustained, the student will be issued a refund by mail from Financial Services. Failure to appear before the Appeal Board will result in the original fine standing.

Emergency Messages

Parents needing emergency messages given to students should contact the University Police Department only in the event of serious illness or death within the students family.
Rights

General Student Records Family Educational Rights & Privacy Act of 1974

This legislation allows students access to their records. By definition, education record means those records, files, documents, and other materials which:

- Contain information directly related to a student and
- Are maintained by an educational agency or institution.

I. Type of content record
   A. Academic: grades, classification, academic standing, application for admission, admission scores;
   B. Financial: amount of financial assistance given by the University and type of assistance;
   C. Disciplinary: nature of offense and type of University action;
   D. Placement: academic record and documents of recommendation;
   E. Health: medical history to include all treatment by University physicians;
   F. Counseling: case notes, assessments

II. Specific information may be obtained by consulting the administrative officials listed below:
   A. Academic Records—Registrar
   B. Financial Records—Director of Financial Aid—University Business Manager
   C. Disciplinary Records—Dean of Campus Life
   D. Placement Records—Director of Career Services
   E. Health Records—Director of Health Services
   F. Counseling Records—Director of Counseling Center

III. Students access to records
   A. Students have these rights concerning records that are directly related to them:
      1. The right to be provided a list of the types of educational records maintained by the institution;
      2. The right to inspect and review the content of these records, excluding exceptions listed below;
      3. The right to obtain copies of these records at personal expense and at institutional actual cost, excluding exceptions listed below;
      4. The right to explanations and interpretations of the records;
      5. The right to a hearing to challenge the contents of their records.

   B. Students do not have the right of access to these records:
      1. Financial records of parents;
      2. Confidential letters and statements placed in education records prior to January 1, 1975, provided such records relate specifically to their intended purpose;
      3. Health records: These records may be reviewed by a physician of the student’s choice;
      4. Counseling records: These records are confidential; any portion of a student’s record used in connection with the treatment is available to the student for review; records are released to a third party only with the consent of the student.
      5. Records that student has waived right to review.

IV. Institutional policy for reviewing and expunging student records:
   Texas A&M University-Commerce may destroy obsolete records provided the right to access has been followed as outlined in Section III.

V. Procedure for challenging the content of student records: Attempts to settle disputed contents of records will initially be made by informal proceedings. If informal proceedings fail, either party may request a formal hearing following these procedures:
   A. A request for a hearing will be made to the custodian of the records of the University who will set the date for the hearing within 10 days after receiving the request;
   B. The custodian of the records shall name the University representative who does not have a direct interest in the outcome of the case;
   C. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised;
   D. The decision shall be rendered in writing by the presiding official within 14 days after the hearing is concluded.

VI. Directory Information
   In compliance with Section 438 of the General Education Provisions Act (Title IV of Public Law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students, effective November 19, 1974, Texas A&M University-Commerce gives notice that the following directory information will be released upon request: a student’s name, address (permanent or local), telephone listing, date and place of birth, major field of study, minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Registrar’s
Office, One Stop Shop, in writing, that he or she does not wish to have such information released. The request will be honored, and all or any portion of the information which the student requests to be withheld will be held confidential by the Registrar’s Office.

A. Types of Directory Information and listing of areas to include official responsible:
   1. Athletic Brochures—Director of Athletics;
   2. Academic Brochures—Dean or Department Head of publishing area;
   3. Organizational Files—Director of Rayburn Student Center.

B. Students who do not wish to be included in any University Directory Information publication must notify the Dean of Enrollment Management or the Registrar prior to the fourth/twelfth class day of each semester.

VII. Persons having legal access to student records under this Act:
   A. University officials including faculty who have a legitimate educational interest in the record;
   B. Officials of other schools in which students seek to enroll;
   C. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, the United States Commissioner of Education, and State Educational authorities;
   D. State and local officials or authorities to which student record information is specifically required or reported;
   E. Organizations conducting studies on behalf of educational agencies if such studies do not reveal the personal identification of students;
   F. Accrediting organizations in order to carry out their accrediting functions;
   G. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
   H. In pursuance of judicial order, or lawfully issued subpoena upon condition that the student is notified of all such orders or subpoenas.

Any questions concerning this procedure may be directed to:

Paige Bussell, Registrar
One Stop Shop Student Access & Success 120
(903) 468-3209
Texas A&M University-Commerce
Commerce, Texas 75429-3011.

Grievance Procedure for Students
Any student who encounters problems in his/her relationship with the University is encouraged to resolve those problems with the appropriate members of that department, college, or division. The student may consult with the Dean of Campus Life or in an attempt to solve the problems or for referral to other individuals within the University who may assist the student. For additional information on resolving concerns, problems, or conflicts with regards to University policies, procedures, and decisions please visit http://web.tamuc.edu/studentLife/campusServices/judicialAffairs/studentConcerns.aspx.

The following persons are responsible for coordinating University compliance and working with students in the event a formal Grievance is filed:

Title IX Regulations
Student Disciplinary Procedures
University Disciplinary Appeals
Assistant Vice President/Dean of Campus Life and Student Development
Student Services Building Room 200
(903) 886-5153

Disability Accommodation (ADA)
Rebecca Tuerk, Coordinator
Disability Resources and Services
Library Room 130
(903) 886-5150

Sexual Harassment
Discrimination
Michele Vieira
McDowell Administration 215
(903) 886-5028

Financial Aid
Maria Ramos, Director
Financial Aid
Student Access & Success One Stop Shop #101
(903) 886-5091

Academic Affairs Undergraduate
Student Suspension Appeal Committee
Refer to Procedure

Academic Suspension and Blocks
College Dean

Grade Dispute
Scholastic Dishonesty
Unexcused Absences
Course Instructor

Unexcused Absences
College Dean

Parking Citations/Traffic Violations
University Police Department
Henderson Hall, Room 134
(903) 886-5868
Index

Academic Affairs, Student Suspension Appeal .......... 34
Academic Probation/Suspension Procedure ............. 34
Activities, Student ............................................ 9, 10
Adding Courses ............................................. 36
Admissions (Transfer) ........................................ 21
Admissions (Undergraduate) ................................ 21
Alcohol Procedure ......................................... 46
Appeals (Tickets-UPD) .................................... 55
Athletics ......................................................... 12, 13
Attendance ..................................................... 36
Bookstore, University ....................................... 33
Calendar, University ......................................... 8
Campus Dining Services .................................. 27
Campus Leaders .............................................. 6, 7
Campus Recreation Center (Jerry D. Morris) ...... 19
Career Development ......................................... 14
Children’s Learning Center ............................... 17
Civil Rights Compliance .................................. 52
Community Counseling Center .......................... 27
Community Information .................................... 11
Conduct, Code of Student ................................. 40-45
Counseling Center .......................................... 17
Dangerous or Disruptive Behavior ....................... 47
Dean of Students (letter) .................................. 2
Dean’s List (President’s Honor Roll) .................... 38
Disability Resources and Services ....................... 14
Dropping Courses ......................................... 36
Drug Procedure ............................................. 47
E-mail & Technology Services .......................... 27
Emergency Messages (UPD) ............................. 54
Employment ................................................ 27
Enrollment Management and Retention ............. 21
Financial Aid ................................................ 21
Firearms Rule ................................................ 47
Fire Safety .................................................... 47
Good Standing ................................................ 34
Grade Point Average (GPA) ............................. 38
Grading System ............................................ 37
Greek Life (Social Fraternities & Sororities) ...... 9, 18
Grievance Procedure for Students .................... 56
Hate Crimes ................................................ 47
Hazing Code ................................................. 47
Health Center, Student .................................... 20
History ........................................................ 1
Honors College ............................................. 22
Identification Card ......................................... 27
Insurance, Student ......................................... 32
International Student Office ............................. 29
Legal Advisor .............................................. 30
Library, James G. Gee ...................................... 30
Lightning Procedure ....................................... 47
Loans .......................................................... 21
Mathematics Skills Center ............................... 30
Military & Veteran’s Services ............................ 15
Missing Student ............................................ 51
Mission ....................................................... 1
Orientation ................................................... 22
PAWS (Pride Alert Warning Systems) ................. 53
Peer to Peer File Sharing/Copyright Statement .... 50
Planetarium ................................................ 31
Police Department, University ......................... 33
President Student Body (letter) ......................... 3
Print and Copy Services .................................. 31
Project Respect ............................................ 31
Refunds ....................................................... 38
Refunds, Dropped Courses ............................. 37
Residential Living and Learning ..................... 20
Rights ........................................................... 55, 56
Rayburn Student Center (RSC) ......................... 20
Scheduling (Buildings) .................................... 11
Scholarships ............................................... 21
Severe Weather, Class Attendance .................. 53
Sexual Assault /Sex Offense Policy Statement .... 51
Solicitation .................................................. 53
Student Accounts ......................................... 32
Student Government Association (SGA) .......... 10
Student Insurance ......................................... 32
Student Organizations ................................... 9-10
Success Coaches .......................................... 15
Tornado Emergency Procedure ....................... 53
TRIO Program ............................................. 15
Tuition Payment & Plan Information ................. 39
Vehicle Registration ....................................... 54
Vision ........................................................ 1
Weather Related Closing ............................... 53
Withdrawal .................................................. 39
Writing Center ............................................. 33