

COLLEGE POLICIES AND PROCEDURES

General Statement

Through enrollment at Temple College, the student signifies that he/she recognizes the authority of the College in governing his/her actions in relation to the College, and he/she automatically agrees to abide by any regulation concerning students and/or student organizations set up by the College or its representatives.

ACADEMIC INTEGRITY POLICY

Summary

This document defines the principles of Academic Integrity as detailed in the values statement below. It contains, by reference, the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards academic integrity within the College.

Purposes

Upon the recommendation of the faculty, Temple College adopts the following values statement, “Academic Integrity is a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Specifically, these values are defined as follows:

- An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.
- An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
- An academic community of integrity upholds personal responsibility and depends upon action in the face of wrongdoing.

Honor Code

On all course work, assignments, or examinations undertaken by students at Temple College, the following pledge is implied by virtue of admission:

On my honor as a student, I have neither given nor received unauthorized aid on this assignment.

Violations of the academic integrity are purposefully divided into two distinct categories: (1) Basic violations (which result in academic sanctions) and (2) Capital violations (which result in academic sanctions and/or disciplinary action). **Basic violations of academic integrity** shall include, but are not limited to:

- Consultation of textbooks, library materials, or notes in examination, or electronic sources where such materials are not to be used during the test;
- Use of “crib sheets” or other hidden notes in such an examination;
- Looking at another student’s test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate contraband supply of questions or answers for any assignment or examination;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor’s prior consent);
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student’s own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person’s intellectual work and using it as one’s own
- Use of any unauthorized electronic device.

Related Academic Sanctions

As the primary arbiters of academic integrity, individual faculty members may address incidents of academic misconduct on a “case by case” basis (see process). Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;

- o/F on the assignment/quiz/examination (with the possibility of makeup);
- o/F on the assignment/quiz/examination (with no possibility of makeup);
- o/F in the course (no prohibition of future enrollment);
- o/F in the course (prohibition of future enrollment);
- Designation of “XF” grade (with or without prohibition of future enrollment); and/or
- Recommendation for administrative academic sanction(s).

“Capital” Violations of Academic Integrity

Violations of academic integrity which occur in the context of other violations (which may or may not be subject to disciplinary or criminal charges) are considered “capital” offenses against academic integrity. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Committing an act of academic dishonesty in collaboration with another;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test;
- Gaining unauthorized access into a building or office or electronic media for the purpose of obtaining any course related information or examination; and/or
- Repeated acts of basic violations of academic integrity.

Related Academic Sanctions

Upon the recommendation of the faculty and/or discipline committee, the College may effect such academic sanctions and/or disciplinary action as deemed appropriate including but not limited to:

- Verbal warning/No grade related action
- o/F on the assignment/quiz/exam (with or without possibility of makeup)
- o/F in the course (with or without prohibition of future enrollment)
- Designation of the “XF” grade
- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

Due Process

As an academic matter, basic violations of the academic integrity policy result in academic sanctions applied by the respective faculty member. However, students shall receive due process prior to disposition of sanction or disciplinary action, as follows:

- (1) Notification of the allegation(s) and possible sanctions,
- (2) Notification as to how their alleged actions violated college policy,
- (3) Opportunity to meet with the faculty member (for basic violations) or Academic Integrity Committee (for capital violations) and hear the evidence to be applied as justification for academic sanctions and/or disciplinary action,
- (4) Notification as to the recommendation to be made by the faculty member and/or Academic Integrity Committee, and
- (5) Opportunity to appeal the application of academic sanction and/or disciplinary action (as outlined above).

Related Information

The Academic Integrity Committee (AIC) will serve as an advisory committee to the Vice President of Educational Services (VPES) called to serve in those instances when (a) the affected faculty member is unable or unwilling to recommend academic sanction, (b) the nature of the violation requires the recommendation of disciplinary sanction (i.e., for capital violations), and (c) when the student appeals the decision of the VPES. The VPES will not serve on the AIC, but reserves the right to appoint the chair and AIC members (in consultation with the faculty and staff).

When a student appeals, he or she is entitled to due process and a hearing with the AIC. The request for an appeal must be made in writing to the Chair of the AIC (through the VPES) on or before the (5) fifth business day following the disposition of academic sanction or disciplinary sanction. The AIC shall notify the student concerned, in writing, of the date, time, and place for the hearing which shall take

place within (15) fifteen class days after the date of the letter. The decision of the AIC is final.

Guidelines

Faculty Rights

As an academic matter, faculty retain all rights of grade assignment and related academic sanctions. Course grades assigned (including the "XF") may not be altered without the consent of the originating faculty member.

Faculty Responsibilities

Faculty members retain the right to address those instances of academic dishonesty which they may deem to be less serious using their own professional discretion as may be appropriate; however, the adjudication of either basic or capital violations must be guided by the parameters of this policy following all stated processes when deliberating and recommending academic sanctions and/or disciplinary action.

Violations of the policy which are not resolved informally shall be reported to the department chair and, upon resolution or recommendation of academic sanction or disciplinary action, results shall be briefly documented and reported to the VPES through the Division Director. Notification, as described herein, shall not be construed to indicate that faculty members are in any way restrained from applying the academic sanction they deem appropriate.

Process

When a faculty member believes that there is sufficient reasonable evidence to demonstrate that a student may have violated the college's integrity policy, he/she will:

1. Discuss the incident with the student, (in the presence of the department chair if either the faculty member or student so desires);
2. Review the college's academic integrity policy, explaining to the student how the alleged behavior has violated the policy and the possible penalties that may be the outcome;
3. Offer the student the opportunity to provide explanation relevant to the allegation of academic misconduct;
4. Advise the student of the academic sanction and/or recommendation for disciplinary action (if any) to be rendered within a reasonable time (if not immediately); and
5. Inform the student of their his/her appeal rights (department chair, division director, and VPES). The decision of the Academic Integrity Committee is final.

NOTE: Capital violations must be referred to the VPES for adjudication by the Academic Integrity Committee when the recommended academic sanction and/or Disciplinary action exceeds an "XF."

If the faculty member determines that academic misconduct has not occurred, no report or documentation is necessary. However, if the faculty member determines that a violation of the academic integrity policy has occurred, he shall:

1. Impose an academic sanction and/or recommendation for disciplinary action (as described above);
2. Retain evidence of the integrity violation (if any); and
3. Prepare and forward a (confidential) academic integrity violation report indicating the determination reached and the sanction(s) imposed.

DISCIPLINARY PROCEEDINGS AND GRIEVANCE PROCEDURES

Cause for Disciplinary Proceedings

Any action by one or more individuals, whether students or non-students, that interferes with the orderly operation of the College or violates College rules/policies will be the cause of disciplinary action and/or possible arrest by authorized peace officers.

A student convicted by civil authorities for any crime committed on the Temple College campus shall be subject to automatic suspension from the College. All student rights and privileges are revoked at the point of suspension.

College Discipline Committee

The College Discipline Committee is convened to dispose of matters relating to student disciplinary cases deemed serious enough by the Vice President of Educational Services to require a consensus regarding the action to be taken. The College Discipline Committee is also the means through which a student may appeal a decision made by the Vice President of Educational Services. The student must submit written notice of appeal to the Vice President of Educational Services within ten working days of the disciplinary settlement. The composition of the Committee is as follows:

Vice President of Educational Services, Chairperson

Four faculty members or administrators, usually including the Vice President of Educational Services

One male student-at-large

One female student-at-large

The Committee meets only on call of the Chairperson.

At the hearing before the College Disciplinary Committee, the student shall be given an opportunity to be heard in defense of the charges against him/her, and will be able to present such other evidence or witnesses as the student feels necessary. Likewise, the College may present similar witnesses and testimony to support the charges pending against the accused student. An accused student whose case is brought before the College Discipline Committee is entitled to certain fundamental rights which include:

1. Written presentation of charges and written notice of hearing.
2. A list of witnesses.
3. Opportunity to review the nature of the evidence.
4. Opportunity to exercise his/her right to be represented, by a counsel of his/her choosing.
5. To ask questions of witnesses.
6. To have a copy of a recording of the hearing.

The College Discipline Committee need not hold such hearings in public if, in the judgement of the Chairperson, an open hearing would be detrimental to the student or disruptive to the operation of the College.

Decisions may be appealed to the President of the College. The final appeal may be made to the Board of Trustees. Written notice of appeal must be filed with the Vice President of Educational Services within ten business days.

Discipline Committee Hearings

The hearing is informal and the Chairperson shall provide reasonable opportunities for witnesses to be heard. Legal rules of evidence do not apply to hearings before the College Discipline Committee. The committee may admit evidence that is considered commonly accepted by reasonable men in the conduct of their affairs. Committee members may freely question any witness.

The Committee shall proceed generally as follows during the hearing:

1. Vice President of Educational Services reads the complaint and reviews the student's rights.
2. Vice President of Educational Services presents the College's case.
3. Student presents his/her defense.
4. Vice President of Educational Services and the student present rebuttal evidence and arguments.
5. Each side summarizes its case.
6. The Committee will discuss and vote on the issue of whether or not there has been a violation of College rules and regulations. If the Committee determines there has been an infraction of College policies, the Committee will determine an appropriate penalty. All members of the College Discipline Committee shall have an equal opportunity to vote in all matters brought before the Committee. Each vote shall have equal value; a simple majority will determine the outcome of all matters voted upon. Deliberation and voting are conducted in closed session with only committee members present.
7. Vice President of Educational Services informs the student of the decision of the Committee and of the penalty, if any. If a student fails to comply with a notice of hearing, the Vice President of Educational Services may impose an appropriate penalty or proceed with the hearing in the student's absence.

Disciplinary Penalties

The Vice President of Educational Services and/or the College Discipline Committee may impose one or more of the following penalties for a violation of College rules and regulations:

1. Reprimand—
This may take the form of a written and/or oral admonition from the Vice President of Educational Services.
2. Disciplinary probation—
This indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Withholding of transcript or degree—
This penalty is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
4. Assignment of failing grade—
Assignment of a failing grade may be imposed on a student found guilty of scholastic dishonesty.
5. Restitution—
Restitution is reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
6. Suspension of rights and privileges—
Suspension of rights and/or privileges is an elastic penalty which may impose limitations or restrictions to fit the particular case.
7. Denial of degree—
Denial of degree may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

8. Suspension from the College—
Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.
9. Not Eligible for Re-Admission—
This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.
10. Expulsion from the College—
Expulsion is permanent severance from the College.
11. Referral to Authorities-
Provide authorities with information.

Operational Procedure-Discipline Policy

Any alleged violation of College rules and regulations should be brought to the attention of the Vice President of Educational Services, who will make an investigation into the matter. The investigation shall include a discussion or an attempt to discuss the case with the student. Upon completion of the investigation, the Vice President of Educational Services will determine the course of action to be followed. The options include:

1. Dismiss the allegation as unfounded.
2. Disciplinary settlement with the accused without any further deliberation.
3. Consultation with additional administrators/faculty before determining disciplinary settlement with the accused student.
4. Referral of complaint to the College Discipline Committee for their its determination of the innocence or guilt of the accused student and their recommendation for punitive measures, if found guilty.

Grievance Procedure

Purpose and Scope: These procedures are established for two purposes:

1. To provide the individual student opportunity to be heard in grievances involving alleged acts of unlawful discrimination on the basis of gender, disability, race, color, age, religion, national origin or veteran status. (Type I Grievance)
2. To provide individual students the opportunity to be heard in grievances involving alleged errors in the interpretation interpretation, application or lack of application (or lack of) of stated policy or violations of stated policy. (Type II grievances)

All other grievances will be handled through regular administrative and organizational channels or in accordance with other formal policies (See Academic Appeals in Student Handbook and Calendar).

Interpretation of Coverage. Where a dispute exists concerning the application of these procedures, the President of the College will make final judgment on the question.

Eligibility:

Type I Grievances: Any student believing that he/she has been discriminated against unlawfully based on gender, disability, race, color, age, religion, national origin, or veteran status through the action of an employee, a supervisor, or other person acting for the Institution may bring a grievance under these procedures.

Type II Grievances: A student believing that an error has occurred in the interpretation or application of stated policy or that a violation of stated policy has occurred may bring a grievance under these procedures.

These procedures are not intended to change or to establish new policy. They are only to establish whether or not an error has occurred, and if so, what might constitute appropriate redress for the aggrieved.

Procedure

Informal Procedure

1. Prior to filing a written grievance, the student (grievant) may first wish to attempt to resolve his/her grievance by discussing the matter with the person (respondent) alleged to be responsible for the discrimination or error. This discussion shall occur within 20 business days of the alleged grievance (day here and elsewhere in these procedures means business days excluding Saturdays, Sundays, and holidays definition: "business days" refers to days the college administrative offices are official open).
2. If the grievance is not resolved at this level, the grievant must submit a formal grievance in writing to the respondent's

Department Chair for in order to initiate the grievance process to continue. False and/or malicious allegations made by the grievant may result in disciplinary action against the grievant.

Formal Procedure

I. Grievance Filing

- A. Grievances shall be filed in writing with the appropriate Department Chair within business 10 days of the attempted resolution of the grievance with the respondent. The written grievance shall provide the following information:
 1. Name(s) and address(es) of the grievant;
 2. Nature and date of the alleged violation;
 3. Name(s) of the person(s) responsible for the alleged violation (where known);
 4. Requested relief or corrective action (redress).(The grievant has the option of not specifying this information); and
 5. Other background information the grievant believes to be relevant, e.g., names of others affected by the alleged violation or error.

II. Initial Processing of Grievances

- A. Notification of Respondent: Within 5 business days of the filing of a written grievance, the Department Chair shall notify the respondent of the grievance and of his/her responsibility for submission of a written reply to the grievance. Respondent will have 5 business days after receipt of the grievance notification or return date of certified letter to Temple College to reply. While the respondent is to be informed of the actual grievance or grievances being filed, the respondent is not allowed access to the grievant's official written statement prior to submission of his/her own initial written account of the facts surrounding the grievance.
- B. Respondent Grievance Answer: The respondent's answer shall be as follows:
 1. Confirm or deny each fact alleged in the grievance;
 2. Indicate the extent to which the grievance has merit; and
 3. Indicate acceptance or rejection of the corrective action sought by the grievant, or outline an alternative corrective action.
- C. Department Chair's Determination and Ruling
 1. After receiving reply from respondent, Department Chair will within 5 business days issue a written decision either affirming or denying the grievance to the grievant and the respondent;
 2. The grievant can either accept the decision or appeal to the next level of the grievance process. If the grievant does not accept the written decision of the Department Chair, the grievant can appeal the grievance in writing to the next level of the grievance process. The grievant will have 5 business days after receipt of the decision or return date of certified letter to Temple College to appeal the Chair's decision;
 3. If no appeal has been received within 5 business days after issuance of the Department Chair's decision, the Division Director shall issue a notice of non-response to the grievant, respondent, Vice President of Educational Services if grievance is at the Division Director Level and the President of the College and the grievance will be recorded as closed.
 4. If an appeal is received within 5 business days after issuance of the Department Chair's decision, the Division Director or Vice President of Educational Services will initiate the hearing panel process and conduct a hearing within 10 business days after receipt of the grievance appeal.

III. Processing of Grievance at the Levels

- A. Conducting the Hearing
 1. A hearing panel will convene within 10 business days of receipt of the appeal. The hearing panel will consist of the Division Director or Vice President of Educational Services, who will serve as the chair of the panel and will be a non voting member, one student (the president of the Student Government, if available), and three faculty members selected at random from the faculty, excluding the respondent's discipline.
 2. Copies of any written materials sent to the hearing panel chair should also be sent to the grievant, the respondent, Vice President of Educational Services, and the President of the College.
 3. Persons present at the hearing shall include
 - the grievant,
 - the respondent,
 - any individual(s) requested by either party to provide information relevant to the grievance,
 - the hearing panel.

4. Hearings shall not be open to the public unless requested by the grievant.

B. Hearing Procedures

1. Equal time will be allocated to each party for the presentation of information. Time used for questions and answers asked by the hearing panel is not charged to the grievant or the respondent.
2. Both the grievant and the respondent shall have the right to present witnesses and ask questions of these witnesses. The time so used is to be counted as part of their allocated time.
3. The hearing panel chair shall appoint a timekeeper and recorder.

C. Grievance Decisions

10 days after the receipt of the appeal by the grievant.

1. Within 5 business days after the hearing, the chair of the panel shall issue a written decision which includes:
 - a. A statement regarding the validity of the grievance allocation;
 - b. Specification of any corrective action to be taken; and
 - c. The specific reasons for the decision.
2. Copies of the decision shall be sent to the grievant, the respondent, Division Director, Vice President of Educational Services, and the President of the College.

D. Acceptance or Rejection of a Hearing Decision

1. If the grievant rejects the hearing decision, he/she shall within 10 business days of the receipt of the decision or return date of certified letter to Temple College notify the hearing panel chair of his/her intent to appeal the grievance to the next level. The grievant must submit a formal letter of appeal of the hearing decision in writing to the President of the College with copies being sent, by the grievant, to the hearing Panel Chair.
2. If no such notification is received by the Hearing Officer within this time period, any corrective action specified in the decision shall be taken, and the grievance will be recorded as closed by the hearing panel chair and notice will be sent to grievant, respondent, Division Director, Vice President of Educational Services, and the President of the College.

E. Final Appeals Procedure

1. The President is the final institutional authority on grievances.
2. The President must issue a decision within 10 business days after the receipt of the appeal by the grievant.
3. No new information may be introduced unless the parties can show cause as to why it was not introduced at the hearing.

F. Time Extensions

1. Any time limits set by this procedure may be extended by mutual consent of the grievant and the respondent.
2. In the event any of the days falls on a College holiday, the extension will be the same number of days as the holiday.

G. Other Courses of Action

1. If this is a discrimination complaint, the defendant may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Education [1200 Main Tower, Suite 2260, Dallas, TX 75202] at the same time, during, or after use of this grievance procedure. Such complaints must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Adopted Fall 1999
Revised Summer 2000

Policy for Student/Employee Complaints Involving Faculty

(Note: This policy is to be used for any complaint that does not fall within the Type I or Type II grievance definitions outlined under the Grievance Procedure section of this handbook. For sexual harassment issues, please see the Sexual Harassment Policy in the Temple College Personnel Handbook).

This policy must be adhered to regarding time issues. Every effort should be made to resolve this issue.

Note: Working Business day is defined as any day the college is officially open.

STEP 1:

The student/college employee (complainant) must first discuss any complaints, i.e., issues, concerns, or academic appeal with the respective faculty member within 30 working business days of the occurrence.

STEP 2:

If the complaint is not resolved in Step I, a written statement with documentation describing the complaint must be presented to the supervisor and the faculty member within 5 business days following the discussion with the respective faculty member.

STEP 3:

An all-inclusive conference composed of the student/college employee, faculty member and faculty member's supervisor shall be called by the supervisor within 5 business days following receipt of the written statement. This conference shall be convened as an attempt to resolve the complaint.

STEP 4:

A written record of the conference with the decision made by the supervisor shall be provided to all parties involved within 5 business days following the conference in Step 2.

STEP 5:

If the complainant or faculty member does not accept the decision in Step 4, he/she must submit to the next level supervisor a written Statement with a copy of all documentation regarding this complaint within 5 business days following receipt of the decision in Step 4.

STEP 6:

The next level supervisor shall schedule an all-inclusive conference (complainant, faculty member, and supervisors). This conference should be completed within 5 business days after the supervisor receives the written complaint in Step 5.

STEP 7:

The supervisor shall provide a written record of the conference and the decision to all parties involved within 5 business days following the conference in Step 6.

STEP 8:

If the complainant or faculty member still does not accept the decision, he/she must submit to the final authority, the Vice President of Educational Services, a written statement with a copy of all documentation regarding this complaint within 5 business days following receipt of the decision in Step 7.

STEP 9:

The Vice President of Educational Services shall schedule an all-inclusive conference (complainant, faculty member, and supervisors) within 5 business days following receipt of the written statement in Step 8.

STEP 10:

The Vice President of Educational Services will provide a written record of the conference with the decision to all parties involved within 5 business days. (If the final complaint is filed against the Vice President of Educational Services, the President of the College will assume the duties of the Vice President of Educational Services beginning with Step 8).

Note:

In the event there are complaints involving administrative personnel who are also teaching a class, this policy will follow the same procedure, except omission of the respective administration level. Any individual teaching a class, regardless of position on the chain of command, will fall under the supervision of the department chair of the subject being taught.

PRIVACY INFORMATION

Institutional Policy for Compliance with the Family Educational Rights and Privacy Act of 1974

Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 calendar days of the day Temple College receives a request for access. Students should submit to the Director of Admissions and Records, Vice President of Educational Services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Temple College to amend a record that they believe is inaccurate. They should write the College official responsible for the record,

clearly identify the part of the record they want changed, and specify why it is inaccurate. If Temple College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, Temple College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Temple College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-5901

Education Records--Types, Locations, and Custodians

The following is a list of the types of records that Temple College maintains, their locations, and their custodians:

Type	Admission Records
Location	Admissions and Records Office Temple College Temple, TX 76504
Custodian	Director of Admissions & Records

Type	Cumulative Academic Records
Location	Admissions and Records Office
Custodian	Director of Admissions & Records

Type	Financial Aid
Location	Financial Aid Office Temple College Temple, TX 76504
Custodian	Director of Financial Aid

Type	Disciplinary Records
Location	Vice President of Educational Services Temple College Temple, TX 76504
Custodian	Vice President of Educational Services

Type	Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)
Location	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review
Custodian	The College staff person who maintains such occasional system records

Disclosure of Education Records

Temple College will disclose information from a student’s education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the following: The Comptroller General of the U.S., The Attorney General of the U.S., The Secretary, and state and local educational authorities.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To third parties when the information requested has been designated as "directory information."
11. To an alleged victim of any crime of violence or a non-forcible sex offense as a result of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution with respect to that alleged crime or offense.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate Temple College staff person a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

The record custodian or an appropriate Temple College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 calendar days or less from the receipt of the request by the student.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Record of Requests for Disclosure

Temple College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible students upon the student's signed release form.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of his/her privacy or other rights. Following are the procedures for the correction of records:

1. A student must request in writing the form from the records custodian at Temple College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his or her privacy or others rights.
2. Temple College may or may not comply with the request. If it decides not to comply, Temple College will notify the student of the decision and advise him/her of his/her rights to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Temple College will arrange for a hearing and notify the student, in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer, who may be an official of the institution. The student shall be afforded a full and fair opportunity of present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.
5. Temple College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision.
6. If Temple College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Temple College discloses the contested portion of the record, it must also disclose the statement.
8. If Temple College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing that the record has been amended.

Refusal to Provide Copies

Temple College reserves the right to deny transcripts to students who have unpaid financial obligation to the college.

Right of Temple College to Refuse Access

Temple College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his/her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Temple College if that application was denied.
4. Those records which are excluded from the FERPA
5. Definition of education records.

Financial Aid

Students must have a high school diploma, GED, or demonstrate by exam ability to benefit to be eligible for federal financial aid.

Financial Aid Deadlines

Applications files COMPLETE by these dates will be processed prior to registration payment deadlines:

Fall Semester -	June 1st
Spring Semester -	November 1st
Summer Semester -	April 1st

Applications are processed on a first-come, first-served basis. Applicants are eligible for the funds AVAILABLE AT THE TIME THEIR APPLICATION FILES ARE COMPLETED AND ADMISSION TO THE COLLEGE IS CONFIRMED. Late applicants should make arrangements to pay their own registration expenses.

Student Employment on Campus

A limited number of part-time jobs will be available on the College campus for those who need to work in order to help pay for their college education. Students will be assigned to such duties as typists, file clerks, office assistants, community services, teacher assistants, pianists, models, lifeguards, technicians, library and laboratory assistants, grounds and building keepers, etc. Preference in employment is given to students reflecting financial need. Any student seeking campus employment should apply to the Director of Financial Aid as early as possible.

Student Grants

Temple College is an active participant in the federally funded Pell Grant Program, Academic Competitiveness Grant (ACG) and the Supplemental Educational Opportunity Grant (SEOG) Program. Applications for these programs may be obtained from most high school counselors or the Financial Aid Office at Temple College.

Temple College also participates in the Texas Public Education Grant (TPEG), the Texas Public Education-Leveraging Education Assistance Partnership (LEAP) Program, and the TEXAS GRANT Programs. Temple College also participates in the Certified Educational Aide Exemption Program and the Early Graduate Program. The application procedure for these programs is through the Financial Aid Office.

Temple College Return of Title IV Funds Policy

Temple College will return any unearned funds received from federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Refunds will be calculated on students who have totally withdrawn from classes or have been withdrawn by instructors for non-attendance or have been withdrawn from classes for failure to meet the enrollment requirements of the state mandated THEA test. Withdrawals must be initiated in the Advising Office.

Withdrawal date shall be defined as the actual date the student begins the College's withdrawal process, the last date of attendance recorded by an instructor, or the midpoint of the semester for students who have been withdrawn by instructors for non-attendance.

Official rosters will be sent to all instructors a few days before 60% of the semester. The instructors will be instructed to drop all students who have not been attending. These are considered to be unofficial withdrawals and will be calculated at midpoint of the semester. All students who were not reported at this time are considered to have completed the semester and have earned grades received.

Within 30 days from the withdrawal date, the College shall calculate the amount to return to the Title IV programs. Only the return of Title IV funds made by the College from the institutional charges, including tuition, fees and books shall be adjusted in the student's

account, and the student will be billed for the outstanding institutional charges. The student's records will be placed on hold. The student is notified of amounts owed the College and Department of Education at this time.

The College shall allow 45 days for the student to make this repayment. If repayment is not made within this time frame, the student shall be reported to the Department of Education and NSLDS as having received an overpayment of Title IV funds. This overpayment will make the student ineligible to receive further Title IV funds at any institution until the repayment is made.

The Return to Title IV process in Colleague will be used to perform all Return to Title IV calculations. A listing of students who have completely withdrawn from the institution will be run once per week through 60% of the semester. The withdrawal date will be what is recorded in the student's record.

Refunds to SFA recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans
8. Federal Pell Grants
9. Academic Competitiveness Grant (ACG)
10. FSEOGs
11. Other SFA Programs
12. Other federal, state, private, or institutional sources of aid
13. The student

Student Loans

The Financial Aid Office will also assist the student in securing a Federal Family Education Loan through the lending agency of the student's choice. Appropriate application forms are available through the Financial Aid Office. The responsibility of securing a lender rests with the student applicant. The student must qualify financially for Federal Family Education Loans through established federal guidelines.

The Johnny S. Payne short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The Hamrick-Harris short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The American Legion Loan fund is available at TC for students who are having difficulty in purchasing books. Preference will be given to students whose financial aid has been approved but not completed. A need-based, short-term loan has been established by Mrs. Viola Dawns Hunter for Afro-American students. Students must maintain C or above. Only serious students need apply. Loan applies to books only. See Special Support Services for information on other assistance programs.

Financial Aid Satisfactory Progress

Students are required to be making satisfactory academic progress at the time they receive federal and state financial aid. All recipients of financial aid must be enrolled in a program of study leading to an associates degree, a TC certificate, or transferable toward a baccalaureate degree. Satisfactory programs will be measured one time per year, at the end of the spring semester. The assessment will be made regardless of the number of semesters attended or the number of hours attempted during the year.

Grades of A, B, C, D, R, CE, CA, CR, and I are considered hours completed. Drops, withdrawals, and course repeats are counted as hours attempted. All college level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

Satisfactory Progress Criteria

The Office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), credit hour completion, and maximum time frame.

Qualitative Standard (Hours Earned and Grade Point Average)

Satisfactory academic progress will be measured according to the chart below:

Cumulative Semester Hours Attempted*	Cumulative Grade Point Average	Minimum Percentage of Semester Hours Passed
1-6	1.00	50%
7-12	1.25	50%
13-18	1.50	50%
19-30	1.75	60%
31-42	1.90	67%
42 and above	2.00	70%

*Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid has been previously received. Hours attempted includes all coursework on the transcript, including transfer credit and grades of I, W, WP, WF, and forgiven courses.

Quantitative Standard (Maximum Time Frame for Eligibility)

Students must complete a degree or certificate program within a certain time frame. Federal regulations allow a maximum time frame of 150% of the number of credits needed to complete the degree or certificate program. This time frame is effective for all students, even those, that have not previously received financial aid. The 150% rule applies to all classes attempted by the student, including vocational, developmental and transfer hours. Once a student earns an associate degree from TC, they are not eligible to participate in financial aid program without appeal. Example: A student working toward an A.A. degree needs 64 hours to graduate. Once that student completes 96 hours (64 hours x 1.5), he/she is no longer eligible for financial aid.

Completion Rate

Students receiving financial aid must complete 70% of all hours taken at TC.

Maximum Time Frame

Generally, students may receive federal or state financial aid during their first ninety-three (93) attempted semester hours of course work in their program. (This number is reduced to 45 for students in certificate programs). This includes all transfer credit hours and excludes developmental/remedial course work. Students who have attempted less than 93 (or 45 certificate seekers) semester hours of work at the beginning of a given semester may receive an award for that semester. Students who have attempted more than 93 (or 45 for certificate seekers) semester hours of course work may not be eligible to receive federal or state financial aid.

Note: There is a limit of 27 semester hours of developmental course work for any individual student. Developmental hours attempted beyond this 27 hour limit will not be included in course load for payment purposes.

Repeated courses shall not be included in determining course load unless the course(s) being repeated is (are) required and/or will produce additional college credit hours required to achieve the students' educational objective.

Financial Aid Probation

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid.

Financial Aid Suspension

Students placed on financial aid suspension, although they may continue to enroll at the College, must pay for their own expenses.

Reinstatement of Eligibility

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate and GPA.

Financial Aid Suspension Appeal Process

A student may file an appeal for the following reasons:

- Medical condition or death in the family was a factor in the student not making satisfactory progress; or
- Maximum time limit has been met; or
- Change of major caused the student to exceed maximum time limit.

Documentation Required for Appeal

Documentation such as that listed below is required, must document the claim being made, and originate from a verifiable source.

Provide verification from a doctor, copy of a death certificate, or other verifiable documentation that substantiates the student's claim.

Letters from instructors, counselors, or others to support the appeal request.

A student who has been denied financial aid for failure to meet the satisfactory progress requirements outlined in this policy may appeal by completing an appeal form, explaining mitigating circumstances, and providing the documentation to support their claim. The Financial Aid staff shall evaluate individual mitigating circumstances and will notify students of the decision regarding their appeal within three weeks. Students may appeal to the Director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be completed and turned in within 10 business days of receiving notification of the decision denying the appeal.

After the review by the Director, if the student feels that he/she has not been treated fairly according to this policy, he/she may appeal to the Financial Aid Committee. Exceptions to this policy may be made at the discretion of the Director of Financial Aid. All awards from financial aid programs funded by the federal or state government are administered according to laws and regulations governing those programs. This policy is subject to change as required by federal or state guidelines and/or by the College.

THE FINANCIAL AID OFFICE SEIZES EVERY OPPORTUNITY TO DISTRIBUTE COPIES OF THE SATISFACTORY ACADEMIC PROGRESS POLICY. THEREFORE, THE POSITION THAT ONE WAS NOT AWARE OF THE POLICY IS NOT CONSIDERED A DEFENSIBLE ARGUMENT. PLEASE CONTACT THE FINANCIAL AID OFFICE IF THERE ARE ANY QUESTIONS REGARDING THE POLICY.

(Student) Cell Phone and Pager Usage

Summary: Cell phone and pager usage must be conducted outside Temple College's classrooms, laboratories, testing areas, and Library Services public areas.

Purposes: While the College recognizes the convenience and security provided by access to and use of personal cell phones, it also acknowledges that they have no place in the context of a classroom or library environment based on the inevitable distraction they produce. Therefore, the College – upon the recommendation of the faculty -- seeks to designate the terms of proper use for the student body.

Policy: Cell phone and pager usage must be conducted outside Temple College's classrooms, labs, testing, and library areas. Students are directed to turn off cell phones and beepers or set them on mute or use a motion alarm when in any of the instructional areas specified above. Failure to comply with recommended usage policies may result in a recommendation for disciplinary action by the appropriate college official including, but not limited to the department chair, division director, vice president of educational services, disciplinary committee, or designee.

Faculty: Faculty and Staff members retain the right to designate parameters of rights and acceptable use, to make such usage rules available to students, and to responsibly appropriately warn students who are at risk for violation of this policy and/or subject to referral for disciplinary action.

Due Process: As a student discipline matter, violations of this policy may result in the application of sanctions as outlined in the College discipline policy. However, prior to referral to the discipline committee, every reasonable attempt should be made to resolve usage issues through instructional leadership (department chair and division director). If the matter is referred to the Discipline Committee, the student is guaranteed the due process rights outlined therein.

Student Government Constitution Preamble

We, the student body, in accordance with the Student Charter, do establish and ordain this form of student government at Temple College.

ARTICLE I--NAME

The name of this society shall be the Student Government Association of Temple College.

ARTICLE II--OBJECTIVES

The objectives of the Student Government Association shall be to assist in the development of the student body, coordinate student activities, seek an understanding of and a solution to student problems, serve as the coordination body of the social/service organizations, and to provide student input into the Administration of Temple College.

ARTICLE III--MEMBERSHIP

SECTION 1. All students of Temple College who are enrolled during the current semester shall be members of the student electorate.

SECTION 2. Any student not under disciplinary probation shall be eligible for election to the Student Government Association, provided he/she maintains a minimum 2.0 composite grade point average prior to election. Students who have not established a grade point average shall not be affected by the minimum grade point rule.

SECTION 3. Voting membership in the Student Government Association shall consist of the elected officers and representatives of the Student Body and Official Clubs. Non-voting membership shall be extended to all officially recognized campus organizations.

SECTION 4. Any member of the Student Government Association shall be removed from membership for any of the following reasons:

- 1) Membership shall be terminated in the Student Government Association by failing to attend three consecutive regular sessions of the Student Government unless excused by a 2/3 vote of the Student Government.
- 2) Voting membership shall be terminated for misconduct and dereliction of duty by a 2/3 vote of the Student Government after a trial of said body in accordance with proper parliamentary authority.
- 3) Membership shall be terminated by failure to maintain a minimum 2.0 grade point average during a semester of tenure.
- 4) Membership shall be terminated by being placed on disciplinary probation.
- 5) Membership may be terminated for personal reasons by submitting a letter of resignation to the President of the Student Government Association.

ARTICLE IV--COMPOSITION OF THE STUDENT GOVERNMENT ASSOCIATION

SECTION 1. The officers of the Student Body shall consist of the President, Vice President, Secretary-Treasurer.

1) The President shall serve as Chairperson of the Student Government Association, with the power to appoint all committees and committee chairpersons and specify when all reports are due for presentation to the Student Government Association. The President shall act as the official student representative of the Student Body at all official functions of Temple College or shall appoint his/her representative in case he/she cannot attend. The President shall also vote in case of a tie in the Student Government Association. It shall be the duty of the President to oversee all work of the Student Government Association and see that the Student Government Association functions smoothly.

2) The Vice President shall preside over the Student Government Association in the absence of the President. In the event of vacancy in the office of the Presidency, the Vice President shall be declared President. The Vice President shall serve as an ex-officio member of all committees and shall be responsible for assisting in the preparation of all committee reports. The Vice President shall act as a liaison between the Student Government Association and the Administrative Officers of Temple College. He/she shall present all Student Government Association proposals to the Administration of the College. The Vice President shall express student opinion only when directed to do so by a majority vote of the SGA. At any other time he/she will be expressing his/her personal opinion and not necessarily that of the Student Body. The Vice President shall act as parliamentarian during the SGA sessions. His/her duties as parliamentarian shall be to advise the SGA on all rules of procedure. The Vice President shall be responsible for maintaining order in SGA meetings.

3) The Secretary-Treasurer shall keep a record of all proceedings of the Student Government Association, file all committee reports, keep the official rolls, furnish any necessary documents to SGA members, certify all acts of the SGA, maintain all correspondence, establish the order of business, maintain all financial records and give approval to all expenditures. The Secretary-Treasurer shall serve as Chairperson of all standing committees and as a committee member of all special committees. The Secretary-Treasurer shall serve as Chairperson of the body when the SGA votes to become the Body of the Whole. The Secretary-Treasurer shall become Vice President upon vacancy in that office.

SECTION 2. There shall be elected five sophomore and five freshman representatives at large to be called Representatives.

SECTION 3. There shall be elected one representatives from the recognized campus organizations to be called a Representative.

SECTION 4. The officers of the Student Body, Representatives of the Freshman and Sophomore Classes, and Club Representatives shall compose the voting body of the Student Government Association.

ARTICLE V--MEETINGS

SECTION 1. The Student Government Association shall meet twice monthly during the balance of a school year on dates to be established at the first meeting of the year.

SECTION 2. Special meetings may be called by the President or by the written request of five voting members. Three days notice shall be posted in case of such special meetings.

SECTION 3. All meetings of the SGA shall be open to the public at all times.

SECTION 4. A quorum shall consist of five voting members.

ARTICLE VI--EXECUTIVE BOARD

SECTION 1. The officers of the SGA shall comprise the Executive Board. The President of the SGA shall be the presiding officer.

SECTION 2. The Executive Board shall have general supervision of the affairs of the SGA between business meetings, fix the hour and place of the meetings, make recommendations to the SGA, and shall perform such other duties as specified in the By-Laws. The Board shall be subject to the orders of the SGA, and none of its acts shall conflict with action taken by the SGA.

SECTION 3. The Executive Board shall meet monthly on a date other than the two regular meeting dates of the SGA. The President or three members may call a special meeting after posting three days notice.

SECTION 4. A quorum shall consist of three members.

ARTICLE VII--COMMITTEES

SECTION 1. There shall be three standing committees of the SGA to consist of the Chairperson and four voting members. They shall be the:

- 1) Student Affairs Committee, which shall be responsible for assisting the Director of Student Life with the Student Calendar and with the distribution of funds to campus organizations.
- 2) Election Committee, which shall be responsible for supervising all campus student elections.
- 3) Student-Teacher Committee, which shall be responsible for improving relations between the faculty and the student body.

SECTION 2. A non-voting member shall not be appointed to a committee, but may attend such meetings and enjoy the privileges granted by this constitution.

ARTICLE VIII--PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not in consistent with the Constitution and By-Laws or any special rules that the SGA might adopt.

ARTICLE IX--AMENDMENTS

This Constitution may be amended by a 2/3 vote of the SGA and a majority vote of the Student Body. This Constitution may be modified by the attachment of By-Laws approved by a 2/3 vote of all voting members of the SGA.

BY-LAWS ARTICLE I ELECTIONS

SECTION 1. The election for the offices of President, Vice President, Secretary-Treasurer, Sophomore Representatives, and Club Representatives shall be held in the spring semester for the following fall semester. A candidate for election must submit a written petition to the Chairperson of the Election Committee containing signatures of 1% of the student body rounded to nearest 100. The candidate receiving the plurality of votes cast shall be declared the winner.

SECTION 2. The election to all other offices (at large) shall be held in the fall. A candidate for election shall submit a written petition to the President-elect containing signatures of 1% of the student body rounded to the nearest 100. The candidates receiving the plurality of votes shall be declared elected.

SECTION 3. The term of office (at large) shall be for one school year beginning with the fall semester.

ARTICLE II-CLASS REPRESENTATIVES

SECTION 1. The five representatives from the Freshman and Sophomore classes shall sit as the Freshman and Sophomore Councils, the governing organization of the classes.

SECTION 2. The representative receiving the greatest number of votes in the SGA Election shall be the Chairperson of his/her respective Class Council.

SECTION 3. All other necessary organization of officers shall be done by the members of each Class Council in elections held within that body.

SECTION 4. The Class Councils shall be accountable for their actions to the Student Government Association and Administration of Temple College.

ARTICLE III-CLUB REPRESENTATIVES

SECTION 1. Each officially recognized campus organization shall send one representative as a voting delegates of the SGA.

ARTICLE IV-SUCCESSION TO OFFICE

SECTION 1. Should a vacancy occur within the ranks of the officers of the Student Government Association, unless otherwise

specified by the Constitution, it shall be filled by an appointment of a Representative (at large) to the office. The appointment shall be made by the Executive Board and approved by a 2/3 vote of the voting members present at the meeting of the Student Government Association.

SECTION 2. Should a vacancy occur in the ranks of Representative (at large), it shall be filled in a secret ballot election. Officers and Representatives (at large) shall cast ballots in this election and the first eligible student to receive a majority of the votes cast shall be declared elected.

SECTION 3. Should a vacancy occur within the ranks of the office of Club Representative, it shall be filled by a special election from the ranks of the official organization who has lost its representation. Members of the that organization shall be the only authorized voters.

Amended by the Temple College and student body in June and July 1993.

SECURITY REPORT

Annual Security Report

This information is provided in compliance with Public Law 101-542, Crime Awareness and Campus Security Act of 1990. This report is distributed to all current students and employees and upon request to applicants for enrollment or employment. The purpose of the report is to make students and employees aware of the incidence of reported crime on campus and policies and procedures to prevent crime or to report occurrences of crime.

Crime Statistics

The Act requires that the following information be reported for crimes that occurred on campus for the period July 1, 2007 through June 30, 2008:

Violent Crimes	Number of Occurrences
Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0

Non-Violent Crimes	Number of Occurrences
Liquor Law Violations	6
Drug Abuse Violations	5
Weapons Possession	1
Criminal Mischief	17
Larceny-Theft	9
Protective Orders	0
Disturbance/Threats	40
Burglary	17
Motor Vehicle Theft	0
Indecent Exposure	1

Sexual Harassment

Students are asked to complete the course "Preventing Sexual Harassment" which is internet-based and can be accessed through the Temple College Web page at www.templejc.edu, click on the hyperlink HR and proceed to Preventing Sexual Harassment, Student Section. The course takes approximately one hour to complete and a certificate can be printed upon completion and passing of the course.

It is the policy of Temple College that sexual harassment of students or employees at Temple College is unacceptable and will not be tolerated.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal, physical or suggestive conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, position advancement, or academic advancement/ achievement; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or demeaning employment or educational environment

Examples of Sexual Harassment

Examples of sexual harassment include but are not limited to:

1. Suggestive or obscene letters, notes, invitations
2. Sexually demeaning comments, epithets, slurs or jokes
3. Impeding or blocking movements in a sexually suggestive manner
4. Threats or insinuations of seeking sexual favors where if the favor is not granted the person making the threat seeks reprisals by withholding support for promotions or conducts poor performance reviews

Reporting of Sexual Harassment

Any student who feels he/she is a victim of sexual harassment by any instructor, administrator, supervisor, other employee, student, or any other person in connection with activities at Temple College should initiate the complaint by bringing the matter to the immediate attention of the Department Chair. The complaint can be done verbally (informal) or written (formal). The Department Chair, in turn must immediately report the complaint to the Vice President of Educational Services. If a student who is uncomfortable, for any reason, in bringing such matter to the attention of the Department Chair or if the student is unsure as to where the complaint is to be initiated the student should immediately report the incident to the Vice President of Educational Services. If no other person is available or deemed suitable by the student for receiving the complaint, the student may submit a complaint in writing to the President of the College. However, no student alleging such harassment must present the matter to the person who is the subject of the complaint.

The Vice President of Educational Services will begin an investigation after receipt of the student's complaint. All reasonable action will be taken to assure the complainant and those testifying on behalf of the complainant will not suffer any form of retaliation as a result of their activities.

Sanctions

A student having been found to have engaged in and charged with sexual harassment against an employee of the College or another student is subject to the following sanctions:

1. Reprimand—
This may take the form of a written and/or oral admonition from the Vice President of Educational Services.
2. Disciplinary probation—
This indicates that further violations may result suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Suspension from the College—
Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.
4. Not Eligible for Re-Admission—
This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.
5. Expulsion from the College—
Expulsion is permanent severance from the College.

False Report of Sexual Harassment

Any student who intentionally or maliciously files a false report of sexual harassment against another student or College employee is subject to

1. Reprimand—
This may take the form of a written and/or oral admonition from the Vice President of Educational Services.
2. Disciplinary probation—
This indicates that further violations may result suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Suspension from the College—
Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being

enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.

4. Not Eligible for Re-Admission—

This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.

5. Expulsion from the College—

Expulsion is permanent severance from the College.

Student Freedom of Expression and Dissent

April 2003-Subject to change without notice

General

As an institution that exists for the express purposes of education and public service, Temple College is dependent upon the free flow of ideas, not only in the classroom, but also in all College activities. As such, protecting freedom of expression is of central importance. The exchange of diverse viewpoints may expose people to ideas some find offensive, even repugnant. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The College also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the College to carry out its mission is not protected by the First Amendment and violates this policy.

Core Principle

The College is committed to tolerate all peaceful speech activities on the campus unless those activities destroy or materially damage property, materially disrupt other legitimate College activities, create a substantial health or safety hazard, or constitute unprotected speech under applicable law. This policy applies to all buildings, grounds, and property owned or controlled by the College.

Activities

Speech activities protected by this policy include speech making, assembling in groups, demonstrating, and other actual or symbolic speech or conduct intended to communicate an idea.

Legitimate College Activities

Legitimate College activities include teaching and public service; all of the administrative operations supporting those activities; and the performance of all College approved educational, commercial, professional, or other activities by public or private contractors, tenants, or permittees. An activity scheduled under College policies is a legitimate College activity.

Materially Disrupting Activities

A speech activity materially disrupts other legitimate College activities when a reasonable person is unable to effectively perform a legitimate College activity because of the speech activity taking place. Examples of when a speech activity may materially disrupt other legitimate College activities include, but are not limited to:

- Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other college facilities or grounds,
- Physically preventing persons from entering or leaving a building or premises,
- Conducting a speech activity inside a building and not ending it at or before the close of the building's regular hours,
- Destroying or materially damaging any property,
- Creating a substantial health or safety hazard, or
- Constituting unprotected speech under applicable law.

Scheduling

In order to reserve the desired space and avoid conflicts with other users, groups or individuals wanting to use a regularly scheduled College facility for a speech activity must schedule the space at least seventy-two (72) hours in advance with Campus Police. Classroom instruction and scheduled College activities have priority over users who wish to use facilities for speeches to exercise freedom of expression and dissent. Users who fail to schedule a speech activity that occurs and unduly interferes with a prior scheduled activity are in violation of this policy.

Planned demonstrations on campus must be scheduled at least seventy-two (72) hours in advance with Campus Police. A planned demonstration is a public manifestation of protest, condemnation, or approval; taking the form of a mass meeting, procession, picket, or similar activity which is organized and promoted more than 3 days before the event.

Scheduling does not operate as a process for prior approval of speech activities based upon content. Speech activities will be scheduled on a first-come, first-served basis for the requested location. Events will not be scheduled only if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy. The viewpoint to be expressed through the speech activity is not a factor in scheduling. A decision not to schedule an event may immediately be appealed to the Division Director Associate Vice President of Resource Management.

Any person or group requesting the use of college property must designate a person-of-contact and provide that name to the Campus Police. The request must include the contacts telephone number and address. This person must also provide information on the speech to be presented, an estimate of how many people they expect will be in attendance, and any accommodations, if needed.

Enforcement

Any person violating this policy may be subject to:

- Institutional disciplinary proceedings under the Student Code of Conduct if a student. If a visitor violates these policies the individual will be banned from campus. Violations by faculty or staff will be referred to the appropriate division or academic unit and can subject the employee to disciplinary procedures up to and including discharge, and/or
- An order to leave the premises or property owned or controlled by the College by the police or a person in charge of the property, and/or
- Arrest for violation of state law(s).

AIDS Policy

[1. Purpose:] To prevent the spread of Acquired Immune Deficiency Syndrome (AIDS) on the College campus, provide a safe educational and working environment, and limit the spread elsewhere through the education of students and employees.

[2. Policy:] Temple College is concerned about the increasing incidence of AIDS, AIDS-Related Complex (ARC) and infection with human immunodeficiency virus (HIV) throughout the United States. It is important that the College community understand and be prepared to deal with this serious problem. Every effort needs to be made to ensure the rights and well-being of the individual, but it is equally important to safeguard the community as a whole. This policy has been developed to provide a fair and equitable method of responding to the occurrence of AIDS in the College community.

[3. Definition:] AIDS is an acronym for Acquired Immune Deficiency Syndrome. The disease is caused by the human immunodeficiency virus (HIV). AIDS is characterized by a loss in an individual's natural immunity against disease. Loss of the immunity response allows an individual to be vulnerable to diseases that would normally not be life threatening to a person. These diseases are called opportunistic diseases and can be fatal to AIDS victims. HIV also causes an illness called AIDS Related Complex (ARC). Individuals with ARC may develop the same chronic symptoms as AIDS victims, but they are not inflicted with some very specific opportunistic infections that AIDS patients may have. ARC as well as AIDS can be fatal. In this policy, the term AIDS will refer to AIDS, ARC and HIV infections.

[4.0 General Information]

[4.1 Education:] Since prevention is currently the only method of limiting the consequences of AIDS, theThe College will direct its major efforts towards educating the College community regarding the cause, methods of transmission and prevention of AIDS infection. The College will provide advice, educational programs, individual Advising and referrals to any student or College employee desiring direction or assistance in dealing with an AIDS related question or problem. To assist with education of students, the Director of Student Life/Community Outreach and the Director of Advising, Recruitment and Retention and will develop an information-sharing network to inform all students about highly contagious diseases that could be of particular danger to them. The Directors will work to identify protective measures to reduce risk of such infections. Annually the College will provide an educational pamphlet to all employees. The TDH (Texas Department of Health) educational pamphlet is available in the Advising Center for employees and students.

[4.2 Safety Precautions:] Medical evidence indicates that people with AIDS pose no risk of transmitting the virus to others through ordinary, casual, interpersonal contact. Research identifies transmission through blood, semen, vaginal secretions, fetal maternal exchange and breast milk. Any student or employee who may come in contact with blood or other body fluids should take the necessary health precautions to protect against transmission. Guidelines for prevention of transmission of the HIV infection in athletics and intramural sports, in housekeeping, in food service, in teaching laboratories (e.g., biological sciences), in instructional situations (e.g., surgical technology classes), in health care settings, and other areas where the possibility of exposure may exist will be the primary responsibility of the department chairs or unit heads in these respective areas. Guidelines, including standards for the safe handling of blood and body fluids in each of the above settings, will be in accordance with recommendations from the Centers for Disease Control and the Public Health Service. No student or employee should be required to obtain or process the blood of others without the department following safety procedures in accordance with this policy.

[4.3 Students and Employees Rights:] The College recognizes that students or employees who have or may be perceived as having AIDS may wish to continue in their normal academic and/or work activities as long as their physical condition allows them to do so. No difference in treatment should be accorded these individuals so long as they are able to do acceptable academic work or meet work standards and so long as medical evidence (as provided by a statement from the Health Care Provider) indicates that their condition is not a threat to the safety of themselves or to others. Students and employees have the following legal rights:

(a) Confidentiality of Information: The College will comply with Federal and State laws, regulations, and policies that protect the confidentiality of medical and educational records and with requirements for the reporting of certain test results or medical conditions to appropriate health authorities. Persons who are infected by the AIDS virus should be urged to share that information on a confidential basis with local health agencies so that appropriate health and educational needs may be met. Health information about a student or an employee is personal and confidential and will be treated as such. Pursuant to state law, neither the College nor any student or employee should disclose to anyone the identity of a person with AIDS without prior written consent of the patient, except when state law requires the initial diagnosis of the disease to be reported to appropriate health authorities or as allowed by state law. The number of people in the institution who are aware of the existence and/or identity of a student or employee who has AIDS should be kept to an absolute minimum, both to protect the confidentiality and privacy of the infected person and to avoid the generation of unnecessary fear and anxiety among students and employees.

(b) Admission and Hiring: Consideration of the existence of AIDS will not be a part of the initial student admission decision for those applying to TC nor the hiring decision for those individuals applying for employment.

(c) Right of Participation and Employment: Students or employees infected, or who may become infected, will not be restricted in their access to services or facilities unless medically-based judgments in individual cases, as reviewed by the AIDS Committee with the approval of the President, establish that exclusion or restriction is necessary for the welfare of the individual or other members of the College community. The College will make reasonable accommodations to assist students or employees with AIDS as it would other disabled students or employees. If a reasonable accommodation cannot be made, the College may take other appropriate action as provided by law after review by the AIDS Committee and after approval of the President. Confidentiality as to the identity of the AIDS student or employee shall be maintained. Transferring an employee to another job situation or transferring a student to another housing accommodation may be appropriate when compatible with the prognosis and when in the best interest of the employee, student, and/or the College.

(d) Prohibition Against Inquiries and Mandatory Testing: Employees, applicants and students will not be asked whether or not they have AIDS. Employees, applicants and students who identify themselves to any College official as being an AIDS patient should be encouraged to inform the local health care providers in order to receive proper medical advice and Advising. TC will not undertake programs of mandatory testing or screening of students or employees for AIDS, nor will there be routine requirements that students or employees be asked to respond to questions about the existence of AIDS, ARC or positive HIV antibody tests. Any individual who desires to be tested for AIDS may contact a local health care provider for information on the location of a facility which provides AIDS testing.

[4.4 Residential Housing of Students:] Staff will encourage any student with AIDS to confidentially consult the Advising Center or a local health care provider in order that potential difficulties can be anticipated and appropriate support can be provided. The Advising Center staff will not inform other students in the residence hall or elsewhere of the presence in the residence hall of a student with AIDS. Decisions about housing of students with AIDS infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing a residence with infected individuals. However, in some circumstances there may be reasonable concern for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. The Director of Student Life shall have the flexibility to provide private rooms when so requested by the student with AIDS or other medical problems or when in the best interest of the student and/or the College in order to protect the health of the immunodeficient student.

[4.5 AIDS Committee:] An AIDS ad hoc Committee will be established to evaluate and review various issues that may be raised by the existence of a student or employee with AIDS. In each case the identity of the individual will not be disclosed to the committee or others without the written consent of the infected person. Each situation will be reviewed on a case by case basis and any recommendation for action, where appropriate, will be made directly to the President. The committee shall also make recommendations to the Board for any proposed changes in this policy. Committee members shall include a medical consultant, a legal consultant, the department head where the issue or case originated, the Director of Associate Vice President of Resource Management in employee cases or the Vice President of Educational Services

[4.6 Responsible Behavior:] Persons who have a reasonable basis for believing or who know that they are infected with AIDS are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly for the protection of other members of the community.

[4.7 Off-campus inquiries:] The College Communications Office Office will coordinate the release of information about the College policy regarding AIDS to off-campus inquiries. College Communications will consult with appropriate departments and offices with respect to the information to be released to ensure that accurate information and a consistent College policy are presented to the public. All media inquiries pertaining to statistical incidents of AIDS among student, faculty or staff populations at TC will be referred to College

Substance Abuse Prevention Policy (Annual Notice)

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

The College firmly supports remedial assistance and, when necessary, disciplinary action for those individuals who violate conduct expectations, including those related to the use, possession, distribution, or possession for purposes of distribution of any controlled substances or illegal drugs on College property or at College-sponsored activities at off-campus locations. Law enforcement officers are supported by the College to ensure compliance with all laws including those relating to alcohol and to the use, abuse, possession, or distribution of controlled substances or illegal drugs.

Health Risks Associated with Substance Abuse

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

Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose or withdrawal, seizures, heart problems, infections, liver disease, and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis) see chart of effects on page 72.

Student Assistance Program

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

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

Disciplinary and Legal Sanctions

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

Counselors can provide first contact information regarding drug problems, including referral sources for rehabilitation.

Anabolic Steroids and Growth Hormones

Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormone in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice. The notice is provided in accordance with the provisions of H.B. 1507, 71st Legislature, State of Texas.

Substance Abuse Prevention Policy for Nursing and Allied Health

Temple College is committed to a policy of prevention of the use of any controlled substance by students while they are engaged in College and College-sponsored activities.

Temple College has informed members of the Central Texas area, the State government, and the Federal government that it is striving to maintain a safe, healthful, and drug free environment. To that end, Temple College has adopted this student substance abuse prevention policy in an effort to decrease the danger of alcohol or drug abuse and the potential for any occurrence which may adversely impact the quality of teaching or learning at the College or in any of the College instructional programs, no matter where the activity occurs.

A policy statement: “Annual Notice of Drug and Alcohol Abuse Prevention,” is published annually in the Temple College Student Handbook.

Within the general framework of this policy, substance includes alcohol, legal, illegal, illicit and designer drugs, and any other substance that may be inhaled, injected, or taken by mouth which may result in mental, physical, or functional impairment of the user.

Substance abuse shall mean the use of any substance in such a way that it impairs the individual’s academic or clinical performance.

Expectations of Student Performance

All students at Temple College are expected to conform to this policy, and to not engage in any substance abuse.

Expectations of Nursing and Allied Health Students:

1. All students in any nursing or allied health program are expected to conform to this policy.
2. They are not to use, possess, sell, or transfer any alcoholic beverage or any illegal, illicit, or designer drugs on the campus or while engaged in any College instructional program. Further, they are not to engage in any substance abuse.
2. Because students in nursing and allied health programs are preparing themselves for a career in health care, this student substance abuse prevention policy carries special importance:
 - a. Health care providers are expected to know the major differences between reasonable practices related to personal health care and practices which are detrimental to personal health care;
 - b. Health care providers have an obligation to present themselves at a work site prepared to undertake their respective assignments. As such, they have an obligation to not use any substance prior to arrival at the work site, or while at the work site which may impair their job performance.
3. Given the importance to Temple College that its students in nursing and allied health programs conduct themselves as future health care providers, the College mandates that those students certify, in writing, that they are not engaging in any substance abuse behaviors. Further, their signature will acknowledge that, in “for cause” situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse. In addition to signing the form himself or herself, any student under the age of 18 must also submit a second copy of the form signed by his or her parent or guardian. Note: “for cause” means such indicators of impaired behavior as: erratic movement; dilated eyes; slurred speech pattern; loud, abusive, or uncharacteristic speaking; or the presence of an alcohol odor on the person’s breath.
4. The refusal of a nursing or allied health student to sign the accompanying acknowledgment will result in the said student being denied enrollment in any of Temple College’s nursing or allied health programs. Additionally, refusal to submit to “for cause” drug testing will trigger a review of the student’s status by the faculty which will make a recommendation about possible action to the Program Chairman. The Program Chairman will counsel with the student before reaching a decision on the faculty recommendation. Refusal to submit to “for cause” drug testing may lead to disciplinary action up to and including dismissal from the Temple College program. Should the Program Chairman decide to dismiss the student from the program, the student will have access to the College’s appeals process. This process is described under the heading “Academic Appeals,” in the General Information section of the “Student Handbook and Calendar.”
5. In “for cause” situations, testing will be conducted at a state certified drug testing facility, and results will be reported to Temple College’s Vice President of Educational Services. Note: any sample taken for the purpose of conducting a drug test will remain the custody of the facility which accepts the responsibility of undertaking the test. Results reported to the Vice President of Educational Services will be discussed with the student. Positive results will be reported to the appropriate department chairman or program director. A student who tests positive may be denied continued access to Temple College educational opportunities. Such action will only be taken after the student is provided an opportunity to appeal the decision. This process is described under the heading “Academic Appeals Disciplinary Proceedings and Grievance Procedures,” in the General Information/College Policies and Procedures section of the “Student Handbook and Calendar.” Should such a student enter a professionally directed rehabilitation program, Temple College will consider reinstatement of student upon receipt of proof that the student successfully completed that program.

Protocol in Cases of Attempted Suicide

In the event of a student suicide attempt, the College responds out of concern for both the welfare of the student and the welfare of the College community. Ethical, professional and legal standards of conduct also underlie the type of response given. Such situations are handled according to the following guidelines while keeping in mind that each case is unique.

When a student attempts suicide, he or she receives medical care, and the next of kin are immediately notified. The College will recommend an off-campus evaluation by a licensed psychiatrist or psychologist. This professional will be asked to evaluate the advisability of the student’s continued academic enrollment.

The College supports the return of the student to campus if this decision is in the best interest of the student and the College community. The recommendations of the attending professional will weigh heavily in this decision. The student will authorize the release of relevant medical information to the Vice President of Educational Services to facilitate a prompt and responsible action.

The return of the student to the College after a suicide attempt will be at the discretion of the Vice President of Educational Services in consultation with the President of the College. In evaluating the situation, the Vice President of Educational Services will consider such factors as the danger of the student to self or others, readiness to perform academic work, and potential to reintegrate with the residential and campus life of the College.

E S C U G C D R D F O S T C E E F E E

	Drug Type	Some Common Examples	Medical Uses	Psychological Dependence	Physical Dependence	Tolerance (increasing amounts needed for same effect)	Effects of Average Amounts	Duration of Effects	Possible Effects of Overdose	Possible Effects of Excessive Continued Use
Depressants	Alcohol	Beer, liquor, wine	Generally, none	High	High	Yes	Relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, sleep	4-12 hours	Slurred speech, stupor, death	Brain and/or liver damage, confusion, irritability, withdrawal sickness, death
	Barbiturates	Amytal, Butisol, Nembutal, Phenobarbital, Seconal, Tuinal	For anxiety, tension, insomnia	High	Very High	Yes				
	Inhalants	Aerosols, Butyl Nitrite, Correction Fluid, Gasoline, Nitrous Oxide	None	Unknown	Unknown	Possibly	Relaxation, euphoria, impaired coordination	15-45 minutes	Stupor, death	Hallucinations, liver, kidney, bone marrow and brain damage, death
	Mild Tranquilizers	Ambien, Librium, Valium	For anxiety, tension, insomnia	Moderate	Moderate	Yes	Relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, sleep	4-8 hours	Slurred speech, stupor, death	Brain and/or liver damage, confusion, irritability, withdrawal sickness, death
	Narcotics of Natural Origin	Codeine	For cough, painkiller	High	Moderate	Yes	Relaxation, relief of pain and anxiety, decreased alertness, euphoria	4-6 hours	Stupor, death	Lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, death
		Heroin	None in U.S.	High	High	Yes				
		Morphine	Painkiller	High	High	Yes				
		Opium	For diarrhea	High	High	Yes				
	Narcotics of Synthetic Origin	OxyContin	Painkiller	High	High	Yes	Constipation, nausea, sedation, dizziness, vomiting, weakness, headache, sweating	12 hours	Toxic overdose and/or death from taking the tablet broken, chewed or crushed	Respiratory depression, dizziness, vomiting, weakness, insomnia, diarrhea, muscle/bone pain, cold flashes
		Demerol	Painkiller	High	High	Yes				
Dilaudid		Painkiller	High	High	Yes	Relaxation, relief of pain and anxiety, decreased alertness, euphoria	4-6 hours	Stupor, death	Lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, death	
Methadone		Withdrawal from Heroin, painkiller	Moderate	High	Yes					
Percodan	Painkiller	High	High	Yes						
Tranquilizers	Special K Rohypnol and GHB (Date Rape Drug)	Pet surgery None	High	High	Yes	Delirium, impaired motor function, suicidal tendencies, amnesia, slowed speech, loss of coordination	1/2-2 hours 8 hours	Fatal respiratory problems, respiratory depression, death		
Psychodelics	Cannabis	Marijuana, Hashish, Hash oil	For nausea/vomiting in cancer therapy	Moderate	Moderate	Yes	Relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite	1-3 hours	Lethargy, paranoia, psychosis	Psychosis, impaired breathing when smoked
	Hallucinogens of Natural Origin	Mescaline	None	Low	None	Yes	Illusions and hallucinations, poor perception of time and distance	varies	Anxiety, hallucinations, psychosis, exhaustion, tremors, panic, death	Increased delusions and panic, psychosis, death
		DMT	None	Low	None	Yes				
		Psilocybin, Mushrooms	None	Low	None	Yes				
	Hallucinogens of Synthetic Origin	LSD	None	Low	None	Yes				
PCP		None for humans	High	Low	Unknown					
Steroids	Juice, roids, gym candy, pumpers, anabolics, armies	Increase testosterone for hormone disorders, treat body wasting in AIDS patients	High	High	Yes	Increased muscle mass /strength, water retention, hyperglycemia, depression, severe mood swings, paranoid jealousy, delusions, extreme irritability, hypertension	Varies	Heart damage, kidney damage, death	Heart damage, liver tumors, kidney disease, impotence, sterility	
Stimulants	Amphetamines	Benzedrine, Dexedrine, Methedrine	For obesity, narcolepsy, A.D.D.	High	Low	Yes	Increased alertness, excitation, euphoria, decreased appetite	Varies	Restlessness, rapid speech, irritability, insomnia, toxic psychosis, death	Restlessness, irritability, insomnia. In the case of cocaine, damage to nasal septum when sniffed. In the case of nicotine, impaired breathing, heart and lung disease, cancer, death
	Caffeine	Coffee, cola, No-Doz, tea	For headache	Low	Low	Yes				
	Cocaine	Cocaine, crack	Local anesthetic	High	Moderate	Yes				
	Methylphenidate	Ritalin	For fatigue and attention deficit disorders	Moderate	Low	Yes				
	Nicotine	Cigarettes, Cigars, Pipes	None	High	Moderate	Yes				
	Phenmetrazine	Preludin	For obesity	High	Low	Yes				
	Amphetamine variants	Crystal Methamphetamine (Speed, Crank)	Sleep prevention	Low	High	Yes				

Penalties Under Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacturing, distributing, or dispensing drugs (including marijuana)	A term of imprisonment not more than one year and a minimum fine of \$1,000	A term of life imprisonment (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (for other than individual)
Possession of drugs (including marijuana)	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years nor less than 5 years, a fine of not less than \$5,000 plus cost of investigation, and prosecution
Operation of a common carrier under the influences of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000

Penalties Under Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Corrections (TDC) for a term of not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than 1 year and a fine not to exceed \$10,000	Confinement in TDC for life or for a term of not more than 99 years or less than 20 years and a fine not to exceed \$500,000
Possession of controlled substances	Confinement in jail for a term of not more than 180 days and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000
Possession of marijuana	Confinement in jail for a term of not more than 180 days and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than two years or less than 72 hours and a fine not more than \$2,000 or less than \$100	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDC for a term of not more than 60 days and a fine of not more than \$2,000 or less than \$500
Public intoxication	Fine of not less than \$25 nor more than \$200	A fine not to exceed \$200
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200	For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$500
Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200	For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$500
Possession of alcohol by a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both	For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$500
Sale of alcohol to a minor		For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$1,000 or confinement in TDC for not more than 1 year, or both