TEXAS A&M UNIVERSITY-SAN ANTONIO STUDENT HANDBOOK 2026-2027

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MESSAGE FROM DIVISION OF STUDENT AFFAIRS

Dear Jaguar,

On behalf of the Division of Student Affairs, it is a pleasure to welcome you to Texas A&M University-San Antonio. What an exciting time to be a Jaguar! You are a pioneer in the development of a world-class university. I cannot wait to work with each of you as we expand the campus and introduce new academic programs, traditions, and Jaguar pride.

In this student handbook, you will find information we believe will help you better acclimate to your community. Texas A&M University-San Antonio offers a range of opportunities to support you throughout your time on campus. The services and programs outlined in the Student Handbook will help you achieve your personal and professional goals.

Take a few minutes to learn about these programs and services. Our faculty and staff are here to help you and are committed to your success. In addition, the Code of Student Conduct outlines the policies and procedures we use to ensure fair treatment for all community members, both inside and outside the classroom.

We know your focus is on achieving academic success and completing your degree. The staff across campus are here to assist you on your journey of discovery and exploration of your professional and personal passions, and on a pathway to completing your academic goals - graduating with a degree from Texas A&M University-San Antonio.

We encourage you to get involved in campus events and organizations. Spend time getting to know your faculty and staff. Meet other students and build a support network. Take advantage of workshops, lectures, and presentations outside the classroom. These opportunities will enhance your experience at Texas A&M University-San Antonio and enrich your time here.

We look forward to seeing you on our campus while you grow your skills. Go Jags!

Dr. Juan R. Guardia

Vice President of Student Affairs

SECTION 1 PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook is an official publication of Texas A&M University San Antonio (A&M-SA.) It is designed to assist each student member of the University community in understanding the importance of mutual responsibility and support for the policies, traditions, and future growth of A&M-SA. The Student Handbook is also intended to help students become integrated into the Jaguar community. It contains pertinent information and instructions regarding conduct in order that one may fully participate in and enjoy the curricular and extra-curricular environments of the University. Thus, it is our hope that the Student Handbook will give you guidance and direction as you chart a university career at Texas A&M University San Antonio.

Note: All students are responsible for keeping abreast of any changes in regulations and/or procedures that may have bearing on their enrollment at Texas A&M University-San Antonio.

1.1 SUBJECT TO CHANGE DISCLAIMER

It is the responsibility of the administration, faculty, staff, and students to be aware of and to abide by all approved policies, procedures, rules, and regulations set forth by the Texas A&M University System Board of Regents that are posted on the System home page or disseminated through handbooks and manuals to all component campuses that make up the Texas A&M University System. The Texas A&M University-San Antonio Student Handbook, which contains a description of the rights and responsibilities of all students enrolled at this institution, is posted on the University website for quick reference and easy access to students, faculty, and staff. The information contained in the Student Handbook and Code of Conduct is true and correct at the time of publication to the best knowledge of the administration. These provisions are not to be regarded as an irrevocable contract between the student and University. The regulations and requirements herein are necessarily subject to change without notice at any time at the discretion of the administration. Notification of such changes will be published as appropriate and necessary through all official university channels.

1.2 ACKNOWLEDGEMENTS

The following works were used in developing this document:

1. The Texas A&M University System's Policies and Regulations
2. Prairie View A&M University's Student Handbook
3. Texas A&M University-Corpus Christi's Student Handbook
4. Texas A&M University-Kingsville's Student Handbook
5. North Carolina Wesleyan University's Student Handbook

SECTION 2 TEXAS A&M UNIVERSITY-SAN ANTONIO OVERVIEW

2.1 MISSION STATEMENT

As a proud Hispanic-Serving and Military-Embracing Institution with a predominantly first-generation student population, Texas A&M University-San Antonio transforms lives and our

community by delivering a high-quality higher education experience that empowers students for academic success, rewarding careers, and engaged global citizenship.

2.2 VISION

Texas A&M University-San Antonio will be a rising doctoral-granting university with a robust research portfolio, a national reputation for fostering equitable learning experiences and outcomes, and increasing influence as a catalyst for social, cultural, and economic impact.

2.3 CORE VALUES

We are student centered.

We exist, first and foremost, to serve our students and support their academic success, professional development, and personal growth. We meet our students where they are and are intentional about understanding and serving their needs.

We are visionary.

We reject the status quo and adopt an "all things are possible" approach to building a university of the future, embracing innovative ways of thinking and doing.

We are a catalyst for opportunity.

We create transformative experiences and outcomes for our students, employees, and community. We engage in and support teaching, learning, and research that advance knowledge creation, deepen our understanding of the world, and drive positive change.

We are collaborative.

We understand the value of working together across disciplinary and organizational lines, and embrace a spirit of collaboration, both within the University and with our community partners.

We are committed to excellence.

We foster a culture of holistic well-being, achievement, and excellence, grounded in the honor, integrity, and traditions that are hallmarks of the Texas A&M University System.

2.4 SCHOOL HISTORY

Texas A&M University-San Antonio was created in 2000 to address an educational need in south San Antonio. The Texas Legislature asked the Texas A&M University System to establish a center that would offer junior- and senior-level courses in south San Antonio, an area that has been historically underserved in terms of higher education. The University, then known as Texas A&M University- Kingsville System Center-San Antonio, was approved by the Texas Higher Education Coordinating Board in January 2000. In May 2009, Senate Bill 629 was passed and signed into law creating Texas A&M University-San Antonio as a stand-alone university.

2.5 TRADITIONS

A variety of unique traditions help define the Texas A&M University-San Antonio experience. Students, faculty, staff, alumni, and the community all value and partake in the traditions, which contribute integrally to the sense of what being a Jaguar is all about.

2.5.1 ALMA MATER

Bienvenidos

Words and Music by Jim Cullum

Oh, we see the vista loved so, Alma Mater of our dreams.

Our lives blest with learning, our University.

A&M, A&M, we pledge our loyalty.

Bienvenidos, Se'an todos en San Antonio.

As the pow'r of history beckons and our mission makes us free

Thy bright light calls us onward, our road made clear by thee.

A&M, A&M, thy clarion all our guide.

Mil recuerdos nuestros dias en San Antonio.

So, we honor all thy grandeur as our song rings out for thee. We raise forever thy banner with grateful hearts our key. A&M, A&M, hail our diversity.

Esperanza un futuro en San Antonio. Esperanza un futuro en San Antonio.

2.5.2 FIGHT SONG

Texas A&M University-San Antonio Lyrics by: Alyssa De La O

Composed by: Alana Urbano

A&M San Antonio

These Jaguars are coming for YOU,

To defend our colors, The Black, The Silver

And remain forever TRUE!

From the City of San Anton' We stand with great LOYALTY,

'Cause we are the Jaguars And we have the pride That leads to VICTORY!

Chant: VIVA, VIVA, A&M-SA! (4x)

RAAWWWR

2.5.3 GENERAL THE JAGUAR

The official mascot of Texas A&M University-San Antonio is General the Jaguar. General received their name and the rank of Brigadier General on August 27, 2014. General has been a shining point of pride for A&M-San Antonio, delighting all who get a chance to get a picture with the "claw-some" mascot. Texas A&M University-San Antonio has a secret that embodies the Jaguar pride, in that the person playing the General the Jaguar mascot will never be discovered. As an ambassador for A&M-San Antonio, General the Jaguar can be spotted roaming around at many campus events.

2.5.4 RING DAYS

The Ring Days pays homage to each student's time at the University, including the hard work, sweet successes, and the indelible memories that will last a lifetime. The individualized celebrations are filled with Jaguar pride as the University celebrates the many accomplishments of its students. On the eve of Ring Day, the class rings are stowed in the dome of the Central Academic Building (CAB). Legend has it that "at nightfall, before Ring Day, the dome holds the Spirit of the Jaguar" and "the Spirit of the Jaguar illuminates the dome and permeates each class ring."

2.5.5 FESTIVAL DE CASCARÓNES

Beginning in 2012, A&M-San Antonio has hosted this annual Fiesta event that has music, food, vendors, and of course, cascarónes. It has had over 8,000 attendees from around the San Antonio community. The Jaguar Spirit is on full display with many student groups participating with booths including games, food, music, and fun.

2.5.6 HOMECOMING

In Spring 2025, Texas A&M University San Antonio launched its inaugural Homecoming Week. The celebration brings together students, faculty, staff, alumni, and the community through themed events and spirited competitions that foster Jaguar pride. Homecoming Week also reinforces the role of shared traditions in strengthening campus connection and engagement throughout San Antonio.

2.5.7 LIGHTS OF ESPERANZA

The lighting of campus with more than 10,000 LED lights signifies the burning educational spirit of A&M-San Antonio. Students and community members come together to enjoy the festive lights on campus, as well as enjoying an ice-skating rink, real snow, and a snow slide. Don't forget to get a picture with General Claus.

2.5.8 JAGUARS REMEMBERED

Hosted by the Student Government Association, the Dean of Students, Alumni Relations and Human Resources, this event commemorates Jaguars who passed away in the last year. Modeled after Texas A&M University's Muster Roll Call of all students and former students, faculty, and staff "whom death has taken from our ranks, but whose memory lives on in our hearts," Jaguars Remembered reinforces A&M-SA's close ties to the A&M System Family.

2.5.9 FOUNDER'S DAY

Launched in Spring 2024, The Office of Student Life hosted its inaugural Founder's Day—a one-day celebration held every April to honor the university's history, recognize its growth, and inspire pride in its continued journey. This annual tradition invites the campus community to come together to learn about the institution's founding and milestones, fostering a stronger connection to the university's legacy and future.

SECTION 3 ENROLLMENT MANAGEMENT

The mission of the Enrollment Management Division at Texas A&M University-San Antonio is to serve students from the time they consider attending the University all the way to graduation and beyond. The Enrollment Management Division consists of several departments, including Admissions, the Enrollment Service Center, Financial Aid, and Registrar.

3.1 ENROLLMENT MANAGEMENT DEPARTMENTS

3.1.1 ENROLLMENT SERVICES CENTER

Senator Frank Madla Building, Suite 111 | (210) 784-1300 | BeAJaguar@tamusa.edu

The Enrollment Services Center is a one-stop shop where students receive personalized assistance with applying for admission, completing the Free Application for Federal Student Aid (FAFSA) and so much more. The Enrollment Services Center staff are available to assist students in all areas of enrollment and student services such as admissions, student accounts, scholarships, financial aid, registration, and graduation.

Our friendly and professional staff are always ready to help facilitate the transition to Texas A&M University-San Antonio for all students! Our hours are Monday, Wednesday, Thursday, and Friday, 8am to 5pm and 8am to 7pm on Tuesdays.

3.1.2 ADMISSIONS

Senator Frank Madla Building, Suite 111 | (210) 784-1300

The Office of Admissions is responsible for the recruitment of new students, for processing and inputting transfer credit received at other institutions into the student information system and maintaining and storing academic records of applicants and newly admitted students. Office personnel strive to maintain a high quality of service to all and to maintain and protect the academic integrity of the student record in accordance with university, state and federal guidelines.

For more information, please visit our website.

3.1.3 FINANCIAL AID

Senator Frank Madla Building, Suite 106 | (210) 784-1300

The Texas A&M University-San Antonio Office of Student Financial Aid and Scholarships is here to assist students in obtaining financial assistance in order to supplement their own contribution to a college education. Texas A&M University-San Antonio offers a variety of federal, state, institutional, and private funds to assist eligible students in funding their education. The financial gap between the cost of an education and monies available from the family can be complemented by

grants, loans, scholarships and/or student employment. This office updates the types of aid available annually and therefore it is encouraged for students to periodically check on their financial aid status.

For more information regarding financial aid please visit our website.

3.1.4 REGISTRAR

Senator Frank Madla Building, Suite 303 | (210) 784-1300 | *registrar@tamusa.edu*

The Office of the Registrar at Texas A&M University-San Antonio is committed to providing efficient and courteous service to all students, faculty and staff. The office also acts as a resource for students and faculty regarding course enrollment, grading, and record maintenance in accordance with the Family Educational Rights and Privacy Act (FERPA). The Office of the Registrar is responsible for registration items, enrollment and degree verifications, final grades, class schedules, the graduation application process, residency for tuition purposes, transcript requests and diplomas.

The Registrar's Office supports the overall educational goals of the University and acts as a "behind the scenes" facilitator for faculty, students, and staff. Please visit the Enrollment Services Center, Senator Frank L. Madla Building, for transactions related to the Registrar's Office.

Please visit our website.

3.2 ENROLLMENT MANAGEMENT POLICIES, PROCEDURES, AND RULES

3.2.1 IDENTIFICATION CARD

The Texas A&M University-San Antonio Jaguar Card is the official identification card for students of Texas A&M University-San Antonio. Jaguar Card allows access to services, the library, computer labs, and other academic resources. Each student is given a $25 credit each semester for copies and the card may be recharged at the pay stations located on each campus. Each student must have an identification card. For more information, please visit our website. There is a $10 replacement fee for lost or stolen ID cards payable at Student Business Services, located in the Senator Frank Madla Building, Suite 135. Payment is also available online at: http://jagwire.tamusa.edu/ > Paybill.

3.2.2 STUDENT INSURANCE

Student insurance plans are available through The Texas A&M University System. Students enrolled in any Texas A&M System University school are eligible to enroll in the student health insurance plan.

For more information on student insurance, visit the website.

3.2.3 BACTERIAL MENINGITIS

In accordance with Texas Senate Bill 1107 (SB 1107), students must have received an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the semester in which a student initially enrolls at the University.

For further information please refer to our website.

3.2.4 ALCOHOL PROGRAMMING

Vector Solutions uses evidence-based prevention methods, personalized to each user, to educate students on their drinking behaviors and to empower students to make healthy choices on alcohol use.

All incoming undergraduate students under the age of 21, including first year and transfer students, must complete the Vector Solutions training. The program consists of a single module/course and must be completed during the first semester of attendance. If not completed, a registration hold will be placed on the student's account, preventing future semester course registration.

All students who need to complete the Vector Solutions course will receive an email which will explain the process of completing the course and include the link that will take them to the site. Students will need to log in with their Jaguar credentials to complete the course.

SECTION 4 ACADEMIC AFFAIRS

The Office of the Provost fosters and supports academic excellence throughout the University. Working with faculty and key staff, we provide direction and oversight to the development of academic programs and courses, administer academic and faculty policies, and coordinate university efforts to meet accreditation standards and comply with other performance

4.1 ACADEMIC AFFAIRS OFFICES

4.1.1 UNDERGRADUATE ACADEMIC ADVISING

Central Academic Building (CAB) 202 | (210) 784-1307
College of Business advisors located in Business Library Hall (BLH) 441

The Undergraduate Academic Advising Center at Texas A&M University-San Antonio seeks to help students develop realistic educational goals and plans, make the most of their educational and extracurricular experiences, and engage with university services that support their academic and personal success. Your academic advisor is here to help you develop an educational plan that supports your academic, personal, and career interests, while ensuring that you meet graduation requirements. Academic advisors help students make decisions by drawing upon their own educational experiences and their understanding of the curricula and academic policies of A&M-San Antonio. As each academic program has unique requirements, a student's assigned academic advisor

is based on their major or, in the case of first-year college students, on their classification. Graduate students are advised by professional academic advisors or by faculty within their college or program.

To find your advisor's name and contact information, visit our website.

To schedule an appointment with an undergraduate academic advisor, please call (210) 784-1307.

4.1.2 STUDENT ACADEMIC SUCCESS CENTER

Central Academic Building (CAB) 202 | (210)784-1307

The Student Academic Success Center takes a developmental approach to help students complete their academic goals from orientation through graduation. The Center houses academic success coaches, tutoring and supplemental instruction, first-gen mentoring, the Testing Center, foster support services, and Dreamer support services. Academic Success coaches and retention specialists support students through academic and skills workshops, one-on-one appointments, and online resources to help retention efforts at Texas A&M University-San Antonio. The goal of the Center is to help students discover, self-reflect, and become independent learners.

For more information, please call (210) 784-1307, email student.success@tamusa.edu, or visit our website.

4.1.3 TESTING CENTER

Central Academic Building (CAB) 209 | (210)784-1366

The Testing Center is a service for all A&M-SA students as well as the surrounding community. The Testing Center offers a wide range of examinations including proctored exam services, credit by examination, placement testing, and entrance exams. TSI Counseling is offered through the Testing Center for scores, exemptions, TSI agreement, and enrollment at the University. We facilitate students' educational, personal, social, and cultural development in order to promote their success and persistence in the university. The services provided by the Testing Center are based on the guidelines developed by the National College of Testing Association's Professional Standards and Guidelines.

For more information, please call (210) 784-1366, email Testing.Center@tamusa.edu, or visit our website.

4.1.4 THE ACADEMIC LEARNING CENTER (ALC)

Central Academic Building (CAB) 202 | (210)784-1307

The ALC is committed to providing learning support for students with course-based tutoring and Supplemental Instruction. Tutoring appointments are available for currently enrolled students, and

they can be scheduled via Brainfuse in Blackboard Tools or by calling the center. Supplemental Instruction Sessions are only open to students enrolled in a supported course.

For more information, call (210) 784-1307, email tutoring@tamusa.edu, or visit our website.

4.1.5 ACADEMIC RECOVERY PROGRAM

Central Academic Building (CAB) 202 | (210)784-1307

The Academic Recovery Program is a student success program that houses a comprehensive academic success plan including academic workshops, online modules, and one-on-one meetings to track student progress. The Academic Recovery Program aims to enhance student learning, create opportunities for students to establish a record of academic successes, and provide individualized success plans developed in collaboration between the student and Academic Success Coach. Each plan emphasizes the strengths of each learner and identifies areas needing improvement.

4.1.6 F.A.T.E. CENTER

Central Academic Building (CAB) 234 | (210)784-2090

The F.A.T.E Center helps former foster and adopted youth with transitioning to college, as well as navigating services that are offered on and off-campus. The Center helps with applying to college, foster/adopted tuition and fee waiver, FAFSA, ETV application, and much more. Once on campus, the Center helps students navigate the University. The F.A.T.E. Center also supports students interested in and participating in Supervised Independent Living (SIL).

For more information, please call (210) 784-1427, email fate.center@tamusa.edu or visit our website.

4.1.7 The Office of First-Year Experience

Patriots' Casa 203 | (210)784-1435

The Office of First-Year Experience supports students' successful transition to Texas A&M University–San Antonio through required coursework, mentoring, and high-impact engagement programs. Central to this work is First-Year Seminar (UNIV 1301), which builds academic success skills and supports students' adjustment to university expectations, with transfer and course-equivalency options available. Peer Leader initiatives, including PROWL and JAG2JAG, connect students to mentoring, campus resources, experiential learning, and leadership opportunities that foster belonging and persistence. Learning Communities and the Common Experience further strengthen retention by creating shared academic and social experiences that build community and cohort identity. Jaguar JumpStart complements these efforts through a summer bridge program that helps students meet TSI requirements and begin college prepared and confident.

4.2 ACADEMIC AFFAIRS POLICIES, PROCEDURES, AND RULES

4.2.1 TEXAS SUCCESS INITIATIVE (TSI) POLICY

Central Academic Building (CAB) 202 | (210)784-1307

Students who are admitted to the University and are not college ready in one or more areas of the TSI will be required to become college ready within three (16 week) semesters and will be provided assistance through co-requisite courses. Students will be required to have a signed TSI Agreement on file prior to enrolling in their second semester. If the student has not met college readiness standards in all areas of the TSI at the end of the third (16 week) semester they will be unable to register for future semesters. Students who are not college ready in one or more area will have a limited number of courses available, this includes any course that is TSI restricted in the area of their TSI deficiency and all upper-level courses (3000 and higher). It is strongly encouraged that students enroll in the required co-requisite course every semester until they become college ready.

Students with questions or concerns about their TSI status, TSI scores, or TSI status can email TSI@tamusa.edu or visit the TSI website.

4.2.2 CALLED TO MILITARY DUTY

Original deployment orders and military ID should be presented to the Office of the University Registrar Withdrawal options for a student called to active military service include:

1. The University refunding tuition and fees paid by the student for the semester in which the student withdraws.
2. The University granting a student an incomplete in all courses by designating "withdrawn military" on the student's transcript, assuming the student is eligible under the University's guidelines; or
3. The instructor(s) assigning an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated a sufficient mastery of the course material.

4.2.3 EXTENDED CLASS ABSENCE/ MEDICAL INCAPACITATION

4.2.3.1 MEDICAL INCAPACITATION

If for unforeseen events (hospitalization, death in the family, incarceration, etc.) a student will miss an extended amount of class meetings, they should contact the Dean of Students Office. This office does not excuse a student from class; however, if the student is out for an extended period of time, the office will notify professors of absences as a courtesy. The student will have to provide written documentation to verify the reason for the absences. Ultimately, it is the professor's decision as to whether or not they will allow a student to make up any class assignments/exams.

4.2.3.2 PREGNANCY AND PARENTING

Under Title IX of the Education Amendments, a student's absences due to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these are excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to school, they will return to the same academic and extracurricular status as before the medical leave began. New mothers may take reasonable break periods during programs or activities, including classes, to express milk or nurse as necessary.

Pregnant students who request that absences be excused or that other academic support measures be provided may discuss this with the Title IX Coordinator at TitleIX@tamusa.edu, 210-784-2061.

Lactation rooms and baby changing stations are available around campus at the following locations:

Lactation Rooms	Family Restrooms
CAB 129	CAB 128, 410
HALL 112	HALL 107, 211, 311
STEC 156	BLH 144, 214, 216
BLH 148, 244	AUD 113, 115
PH&E 105	STEC150, 152
PH&E 307A	REC 114
Educare 112	MODS 1J

Baby Changing Stations	
Men's Restrooms:	**Women's Restrooms:**
CAB 115, 124	CAB 114, 123
AUD 104	AUD 103
CASA 113, 211	CASA 112, 210
REC 104, 110, 113	REC 111, 106
MADLA 116, 132	MADLA 115, 131
BLH 122	BLH 124
STEC 112, 155, 212, 255, 312, 355	STEC 114, 159, 214, 259, 314, 359

Baby Changing Stations	
Men's Restrooms:	**Women's Restrooms:**
BLH 148	BLH 142
CLASS 213	CLASS 215

4.2.3.3 STATE OF TEXAS PREGNANT AND PARENTING LEGISLATION

The State of Texas passed three laws in 2023 related to pregnant and parenting students. Concerns or questions relating to this legislation should be referred to the Title IX Officer (TitleIX@tamusa.edu; 210-784-2061).

4.2.3.3.1 HB 1361

HB 1361 requires A&M-San Antonio and every public college and university in Texas to assign a liaison officer to provide information on the support services that are available to parenting students. It also requires institutions to report to the Texas Higher Education Coordinating Board each year on their number of student parents, as well as their demographic data and enrollment status. Students should be referred to the Office of Student Engagement.

4.2.3.3.2 SB 459

SB 459 requires that parenting students be provided opportunities for early registration if other students at the university have opportunities to register early. Students should be referred to the Office of Student Engagement.

4.2.3.3.3 SB 412

SB 412 provides protections for pregnant and parenting students. These protections include a prohibition on requiring a leave of absence or withdrawal; limitation on studies; participation or non-participation in an alternative program; changing major, degree, or certification program; and joining or ceasing any course, activity, or program. The legislation also requires the provision of modifications that would be provided to a student with a temporary medical condition and allowing pregnant women to maintain a safe distance from substances, areas, and activities known to be hazardous to unborn children. The university will, for reasons resulting from a student's pregnancy, childbirth, or any resulting medical condition, excuse the student's absence, allow the student to make up missed assignments or assessments, allow the student additional time to complete assignments in the same manner as students with a temporary medical condition, and provide the student access to instructional materials and video recordings of lectures for which the student has an excused absence to the same extent that such materials and recordings are made available to any student with an excused absence.

4.2.4 FREEDOM IN CLASS

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

4.2.5 ACADEMIC DISMISSAL

Students who have been placed on scholastic probation and earn beneath a 2.0 semester or term GPA will be placed on academic dismissal. Students dismissed the first time must sit out one semester. Once the student has been out for one semester, an online appeal may be submitted to seek approval to return. The online appeal includes the academic appeal, a written statement, a copy of Degree Works, and a proposed course schedule. The student is encouraged to review the appeal process with an academic coach. The appeal deadlines are as follows:

Fall: June 15
Spring: October 15
Summer: March 15

If a student is dismissed from the University a second or subsequent time, the student must sit out a full academic year (fall, spring, and summer) before re-applying to the University. To re-apply the student must re-apply via Apply Texas as a returning student, pay the Admissions fee, and submit an appeal to the University by the stated deadline below. The student is encouraged to review the appeal process with an academic coach.

The appeal deadlines are as follows:

Fall: June 15
Spring: October 15
Summer: March 15

All transcripts, appeal paperwork/documentation, and application fee must be paid before the above deadline. The Academic Suspension Committee makes the final appeal decision.

4.2.6 APPEAL PROCESS FOR DISMISSAL

Any student placed on Dismissal has the right to appeal to change that status. Students must initiate the appeal process with the Student Academic Success Center.

A Student Academic Success Coach will counsel students. The student will complete an online appeal form and submit the required documents to the Student Academic Success Center by the stated deadline in the dismissal email. The Academic Suspension Committee can deny the appeal and require the student to sit out for an additional semester outside the needed time out.

The Academic Suspension Committee will review the form and decide the outcome. If a student's appeal is approved, the student must participate in the Academic Recovery Program as part of their requirement for reinstatement; see Section 4.1.5.

If approved, the student is informed by the Executive Director of Student Success, and the Office of the Registrar is notified that the student is eligible for registration for that term. Reinstated students will be limited to 13 hours automatically. It is at the Suspension Committee's discretion to restrict the student further (3, 6, 9, or 12 hours). The restriction will stay as long as the student is on scholastic probation or reinstatement.

If the appeal is denied, the student is notified of the decision by the Executive Director of Student Success and is encouraged to meet with a success coach to review the denied decision and create a plan to submit an appeal for the next academic term.

SECTION 5 ATHLETICS

5.1 INTERCOLLEGIATE ATHLETICS

The Department of Athletics' mission is to provide opportunities for students to participate in intercollegiate athletic programs as a supplement to their academic experiences at Texas A&M University-San Antonio. One of the principles in fulfilling this mission includes operating within policies and rules of the National Association of Intercollegiate Athletics (NAIA), the Red River Athletics Conference (RRAC), and all academic and business policies and procedures of the University to include the adherence by student-athletes to the Texas A&M University-San Antonio Student- Athlete Handbook. The Student-Athlete Handbook, as well as all other information pertaining to intercollegiate-athletics at Texas A&M University-San Antonio, can be found online.

For all other inquiries, the Athletic Department is in Modular C and the staff can be contacted at 210-784-5517.

SECTION 6 STUDENT AFFAIRS

In support of the University's educational mission, the Vice President for Student Affairs (VPSA) serves as the University's senior student affairs officer and provides institutional leadership for a range of student development services, programs, and resources. The VPSA is responsible for developing and implementing the Division's strategic plan in support of the A&M-SA Strategic Plan. The VPSA collaborates across university divisions to help the University community achieve divisional and university-wide strategic goals and initiatives.

6.1 DEAN OF STUDENTS

Senator Frank L. Madla Building, Suite 312 | (210) 784-1354

The Dean of Students Office plays an important role in helping students navigate campus by providing access to programs and services that support and enrich students' personal and educational development. The Associate Vice President and Dean of Students (AVP/DOS) serves as an advocate

for students on a wide range of topics and helps students build positive connections with staff, faculty, fellow students, and university services.

Students are encouraged to contact the AVP/DOS if they have questions or concerns related, but not limited, to:

- How to engage in their college experience
- Connecting to resources on and off campus
- Behavioral concerns and crisis through the Behavioral Intervention Team
- Death of a student protocol

6.1.1 BEHAVIORAL INTERVENTION TEAM (BIT)

The purpose of the Behavioral Intervention Team (BIT) is to review behavioral incidents and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves, to others, and/or to the Texas A&M University-San Antonio community, in an effort to assist in protecting the health, safety, and welfare of students and other members of the Texas A&M University-San Antonio community.

Members of the University community may report any concerns. Specifically, the charge for BIT is to:

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

6.1.2 DISABILITY SUPPORT SERVICES

Central Academic Building, Suite 210 | (210) 784-1335

Disability Support Services (DSS) at Texas A&M University-San Antonio is committed to ensuring equal access, full participation, and reasonable accommodations by coordinating services that meet the unique educational needs of enrolled students with documented disabilities. DSS works collaboratively with students as they actively participate in their academic pursuits. We invite you to come visit us and look forward to working with you.

For more information, please call or visit our website.

6.1.3 HOUSING AND RESIDENCE LIFE

Esperanza and Estrella Halls | (210) 784-1717

The mission of Student Housing is to provide living and learning environments that enhance the student experience by fostering a sense of belonging, campus and community engagement, and holistic development.

Esperanza Hall opened in Fall 2017 and was the first residence hall on campus. Estrella Hall opened in Fall 2024. Each residence hall strives to engage, challenge, and grow together as a community while cultivating an environment where students feel respected and supported.

For more information, please call or visit the website.

6.1.4 STUDENT COUNSELING CENTER

Madla 120 | (210)784-1331 | Support available 24/7| website

The Student Counseling Center (SCC) provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. These services can help facilitate students' academic and life goals as well as enhance their personal growth and well-being. The SCC staff of licensed mental health professionals work with students to identify treatment goals and effective strategies to cope with difficult situations. All mental health services provided by the Student Counseling Center (SCC) are available at no additional cost and confidential (as the law allows).

All enrolled A&M-San Antonio students are eligible to receive an initial appointment to assess their needs. The initial appointment is used to make treatment recommendations based on individual symptoms, severity, appropriateness of services, and availability of resources. At the conclusion of the initial appointment, the provider will render a clinical recommendation based on services that are best suited to meet individual needs.

Another mental health resource available to students is the TELUS Student Support app. TELUS is an online, student support app that allows you as a student 24/7 access to professional counseling by phone or chat in multiple languages. With the TELUS app, you have access to multimedia content, health assessments, and virtual fitness. Most importantly, master's level counselors are available to you if you're in crisis, want to connect in the moment, or want to schedule an appointment for later.

6.1.5 STUDENT LIFE

Central Academic Building Suite 103 | (210) 784-1329

Texas A&M University-San Antonio values student development both inside and outside the classroom. Student Life focuses on the students' total educational experience by providing opportunities for engagement on campus and virtually, including but not limited to student events, clubs and organizations, university-sponsored groups (Student Government Association, Campus Activities Board), lectures, live performances, special events, and more. Our goal is to get all students involved and engaged on campus.

Learn more about what we offer by checking out our website, JagSync, or visiting our office.

Texas A&M University-San Antonio recognizes the importance of student organizations. These organizations help students develop social, leadership, and team building skills. They are an integral component of the total educational experience which promotes personal and professional development.

If students are interested in joining a group or to start a new student organization not currently established, login to JagSync, and/or contact the Student Life Office.

6.1.5.2 JAGSYNC

JagSync is a portal where students can find information about student organizations, campus events, and other opportunities for engagement with the campus community. Student organizations will have access to University policies and procedures related to student organizations, University forms, and group rosters. Within the portal, student groups can complete University forms, reserve spaces, and request approval for any event held on and off-campus. This is also the location where students can request their A&M-SA Experience Transcript which verifies out-of-classroom involvement and experiences.

Connect to JagSync.

6.1.5.3 STUDENT GOVERNMENT ASSOCIATION (SGA)

(210)784-1333 | SGA@jaguar.tamu.edu

The Student Government Association's mission is to serve as the primary governing body for the students of Texas A&M University-San Antonio. SGA represents the student voice by actively identifying and advocating for all students' interests. SGA promotes and seeks student participation in the University's policy and decision-making processes to enhance the overall quality and scope of education and the general welfare of our students. SGA serves as the bridge between the student body and faculty and administration, focusing on communicating and addressing students' concerns, issues, or ideas.

Contact us by phone, email, or on JagSync.

6.1.5.4 CAMPUS ACTIVITIES BOARD (CAB)

(210)784-1391 | cab@jaguar.tamu.edu

The purpose of CAB shall be to create and support programs and activities that appeal to the student body by providing a range of activities throughout the year, with all students encouraged to attend. Our mission is to provide high-quality educational, social, and entertainment programs that enhance student life at Texas A&M University–San Antonio and contribute to the overall development of students.

Contact us by phone, email, or on JagSync.

6.1.6 ORIENTATION

Orientation is designed to provide students and families with important information to help them make a successful transition to our institution. Orientation is required for all new first-year students and transfer students and must be completed prior to registering for classes. Returning students, whose orientation completion date is over a year old, are also required to complete orientation again prior to enrollment in courses.

6.1.6.1 First-Year New Student Orientation

First-Year New Student Orientation (NSO) is for students who have not attended college since earning a high school degree or GED. NSO may be a one or two-day in-person orientation. Depending on whether the student has submitted the necessary documents and test information, students select their orientation date via JagWire. Dates for Summer and Fall admits open March 1st and dates for Spring admits open October 1st. A non-refundable $150 orientation fee is added to your first semester tuition and fee bill. No refunds will be issued for students who do not enroll at A&M-San Antonio.

Students who are over the age of 30 by the first day of classes in the semester they are applying for are eligible to complete transfer orientation or attend first year NSO if they choose.

If you meet this stipulation and would like to follow the transfer orientation requirements, please call Student Engagement at 210-784-1452 or email nso@tamusa.edu.

6.1.6.2 Transfer Orientation

Transfer Orientation is for students who have earned college credit hours, determined at the point of admission, and attended college since earning a high school degree or GED. Transfer orientation will be completed in person or online. A non-refundable $75 orientation fee is added to your first semester tuition and fee bill. No refunds will be issued for students who do not enroll at A&M-San Antonio.

For more information, the orientation website.

6.1.6.3 JAG X

JagX jump-starts a freshman student's transition to college and prepares new Jaguars for the life-changing experience ahead. As a key part of the professional journey, JagX supports retention by introducing new undergraduates to university expectations and culture, emphasizing the professional, intellectual, and life skills that will enable participants to succeed as university students. JagX is held before the first day of class and allows students to meet fellow Jaguars, interact with faculty and staff, and feel connected to the University. Failure to attend JagX may result in a class registration hold on the student's account.

For more information, the JagX website.

6.1.7 STUDENT RIGHTS AND RESPONSIBILITIES

Senator Frank Madla Building, Suite 342 | (210)784-1353 | studentrr@tamusa.edu

Student Rights and Responsibilities (SRR) educates the university on community standards, assists in navigating circumstances of conflict, and intervenes when student behaviors potentially violate the Code of Student Conduct through a holistic and educational process. Additionally, SRR connects students to resources through the CARE Referral program. SRR serves as a resource hub for students as well as working with staff on accountability in the student conduct progress.

SRR staff uphold community standards articulated within the Student Handbook and Code of Student Conduct. If a rule is allegedly violated under the Code of Student Conduct, SRR staff oversee an educational, holistic student conduct process and advocate for students with questions about their rights and responsibilities.

For more information, please visit our website.

6.1.8 STUDENT LEADERSHIP

Senator Frank Madla Building, Suite 337 | (210)784-2655 | cisneros@tamusa.edu

Student Leadership is the university's vehicle for developing the leadership skills necessary for an intergenerational pipeline connecting leadership development with economic vitality through programming, education, problem-solving, and partnerships.

6.1.8.1 JAGUAR AMBASSADORS

The Jaguar Ambassadors serve Texas A&M University-San Antonio by welcoming the President's guests and VIPs at special events, demonstrating knowledge of the campus, and assisting with requested functions to help the university achieve notoriety and student body growth. We support the institution's pursuit to be the university of choice for potential students and drive our organization's higher education model through our courageous student leadership.

6.1.8.2 PRESIDENTS LEADERSHIP CLASS

The President's Leadership Class (PLC) is a four-year comprehensive undergraduate leadership development program. PLC develops extraordinary leaders who apply their unique approach to leadership throughout their lives, academic fields, professions, and communities. PLC Scholars receive four years of rigorous leadership training, fostering intellectual and personal growth. Scholars experience a multi-dimensional program that integrates service learning, community impact projects, and involvement with industry and community leaders. The various elements encourage and develop the skills and character traits key to innovative success.

6.1.8.3 TEXAS LEADERSHIP SCHOLARSHIP

The Texas Leadership Scholarship is a statewide leadership program that guides Texas high school graduates in developing their leadership skills and continuing their education at a public Texas university. Cohorts of students will be connected with peer and professional networks and mentors, participate in unique leadership development programs, and receive undergraduate research and study abroad opportunities. A new cohort of students from across Texas is selected each academic year. In addition to financial support, TLS provides the following opportunities to develop its members' leadership skills in college and beyond: Connections to peer and professional networks, Individual mentorship, Opportunities for research and study abroad, and workshops on adjusting to and thriving in college.

6.1.8.4 CLIFTONSTRENGTHS

CliftonStrengths® - an online assessment that will identify the student's top 5 strengths and suggest how they can use and improve those strengths. Students can take the assessment and gain access to their top 5 strengths for free. Students also have access to one-on-one coaching from certified CliftonStrength coaches and champions. Student and staff can also request facilitated CliftonStrengths sessions lead by certified CliftonStrengths coaches.

Requests can be made via the CliftonStrengths Facilitation Request Form

6.1.8.5 CISNEROS STUDENT LEADERSHIP CONFERENCE

The Cisneros Student Leadership Conference is an annual on-campus conference that is free to all students. The conference is a unique opportunity to expand your leadership toolkit, gain fresh perspectives, and connect with a vibrant community committed to making a positive impact. We encourage you to seize this chance to enhance your own leadership journey and contribute to the growth and empowerment of others.

6.1.9 INTERNATIONAL AFFAIRS

Central Academic Building, Suite 434 | (210)784-1309

The mission of the Office of International Affairs (OIA) is to enrich and foster the educational and work experience of Texas A&M University-San Antonio's international community. The OIA serves

as a welcoming presence for A&M-San Antonio's international students, faculty, and staff. The role of the OIA is to aid in international admissions and be the primary contact for all immigration matters for international students seeking an education at A&M-San Antonio. We also facilitate the immigration processing of foreign faculty and staff hired at A&M-San Antonio. The OIA protects the integrity of the university through upholding institutional policies and compliance with local, state, and federal regulations.

For additional information, please visit our website.

6.2 MAYS CENTER FOR EXPERIENTIAL LEARNING AND COMMUNITY ENGAGEMENT

Science and Technology Building, Suite 111 | (210) 784-1356 | mays@tamusa.edu | website

The Mays Center for Experiential Learning and Community Engagement (Mays Center) provides enhanced learning opportunities and access to resources and relationships in order to develop students into career-ready and community-minded graduates. Programs and services provided by the Mays Center include Career Services, Career Closet, Civic Engagement, Volunteerism, Experiential Learning, Externships, General's Store, Internships, Service-Learning, Financial Literacy, and San Antonio Ready to Work.

6.2.1 CAREER SERVICES

The Career Services team works directly with students, faculty, staff, and other leaders on campus to support students' unique career plans and provide innovative and creative strategies to offer 'best practice' services to current Jaguars and Alumni. Career Services provides in-person and virtual career coaching, professional job search services (resume building, cover letter writing, and application troubleshooting), career-driven workshops, career fairs, practice interview opportunities, and the interpretation of career assessments among other similar services. This area also works with many employers from various industries and from all across the nation who are interested in recruiting college-level talent. The intention is to be a connection point for students and for employers regarding job and internship opportunities. This can occur through our job portal – Handshake, programs, and career fairs/expos throughout the year.

6.2.2 CAREER CLOSET

The Career Closet is a resource for current students who are in need of a professional outfit for attending a career fair, job interview, or other professional event. As a student, one may visit the closet and pick out one professional suit and up to six other items of workwear at no cost. This resource includes the following items: suits, shirts, pants, skirts, jackets, and ties. Items are available year-round, and we work to accommodate our students and their needs so they can make a strong professional impression. There may be additional events in which students can collect as many items as they desire for their professional or work wardrobe.

6.2.3 CIVIC ENGAGEMENT

Civic Engagement is working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. From voter registration to creating avenues of advocacy, the Mays Center supports students through educational programming to explore various outlets of community engagement.

If any member of the campus community needs to register to vote in Bexar County, they can stop by the Mays Center for assistance from one of our on-site Volunteer Deputy Registrars. Learn more about our other Voter-Friendly Campus initiatives on our website.

6.2.4 VOLUNTEERISM

Volunteering is one of the various ways students can gain experience in their major or an area of interest. The Mays Center staff assists student organizations as well as individual students and alumni to coordinate volunteering opportunities. Students are encouraged to document all civic engagement, community service, and service-learning hours in GivePulse, an online system accessible via the student's online account. Jaguars who are highly engaged in volunteerism are recognized during the center's annual Volunteer Appreciation Week initiatives.

6.2.5 EXPERIENCE TRANSCRIPT

The A&M-SA Experience Transcript is a record of a student's involvement in learning experiences that develop their marketable skills. Experiences recorded on the transcript will be listed under one of eight categories, including leadership experiences, internships, service, and other key areas. Students are able to request a copy of their own personal Experience Transcript via JagSync.

6.2.6 EXTERNSHIPS

An externship is a short-term educational experience in a professional working environment that provides students with practical application in their field of study. The Mays Center coordinates both in-person and virtual externships across a variety of disciplines, often in direct collaboration with academic programs and employer partners.

6.2.7 GENERAL'S STORE

The General's Store is an on-campus food pantry and toiletries that serves the members of the university community that are experiencing food insecurity. The General's Store also provides community service and experiential learning opportunities for students.

For more information email food.pantry@tamusa.edu or visit our website.

6.2.8 JAGVANTAGE: ONLINE PROFESSIONAL DEVELOPMENT PROGRAM

The JagVantage program is an engaging professional development curriculum provided in partnership with Google/Coursera to current A&M-SA students. The ultimate goal of this program is

to assist students in enhancing career readiness skills and become more professionally competent with skills that will enhance their applications and job search process beyond their college degree. At this time, for those interested in registering, sign up with your university email address at this link: https://coursera.org/programs/jagvantage-x7kp3. Reach out to JagVantage Campus Lead, Karen Martin at kivy@tamusa.edu for any assistance or support. Access to these programs will be available through December 31, 2027 and can be paused due to inactivity. Free courses include AI Essentials, Advanced Data Analytics, Business Intelligence, Cybersecurity, Data Analytics, Digital Marketing & E-commerce, IT Automation with Python, IT Support, Project Management, and UX Design.

6.2.9 INTERNSHIPS

Internships are a form of experiential learning that integrate knowledge and theory learned in the classroom with practical application and skills developed in a professional setting; typically, internships are for a semester period or longer, including options in the summer. Students are also encouraged to search for internship opportunities in the jobs portal feature of Handshake.. Students can also reach out for help in their internship search process from their Career Advisor as well as with their Academic Advisor options for completing an internship for academic course credit.

6.2.10 SERVICE-LEARNING AND EXPERIENTIAL LEARNING COURSES

These courses offer hands-on experiences that connect what students learn in class with real-life, practical applications supported by in-class reflection and learning. Service-learning is a type of experiential learning that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities through service. Both these course types are considered high-impact practices and can enhance resumes and sometimes lead to paid opportunities. These courses require similar time and effort as traditional classes. Look for courses labeled "Experiential Learning" or "Service-Learning" when registering. Many courses at A&M-SA have an experiential learning component supported by the Mays Center.

6.2.11 FINANCIAL LITERACY

The Mays Center coordinates a number of programs, events, and workshops on topics including savings and checking, budgeting, credit, and reaching financial goals. The Mays Center also coordinates the Financial Literacy Fellows, which includes scholarships and experiential learning opportunities for upper-level business and accounting students engaged in expanding financial literacy education on campus and in the community.

6.3 MILITARY AFFAIRS

Patriots' Casa, Room 202 | (210) 784-1397

The office of Military Affairs (OMA) at Texas A&M University-San Antonio assists student veterans, active-duty service members, guardsman, reservist, and their families with the utilization of U.S Department of Veteran Affairs (VA) federal education benefits, state of Texas VA education benefit (Hazlewood Act), and Military Tuition Assistance Programs. We strive to provide quality

services to military-connected students to assist in their academic success. The University's Military Embracing™ culture focuses on providing community programming.

6.4 RECREATIONAL SPORTS

Recreational Sports provides a welcoming environment for the campus community that encourages the lifelong pursuit of healthy living and learning. Our facilities and programs offer an outlet that accentuates the university's educational core while enhancing intellectual and emotional wellness. Recreational Sports is responsible for providing various recreational activities in an informal and structured environment. The department is responsible for providing a variety of fitness, wellness, and competitive programs.

Recreational Sports offers an assortment of group fitness programs for students at no additional charge. These classes are offered at a wide variety of times to accommodate the academic schedules of our students. Students are also able to participate in organized activities such as intramural sports and sport clubs. Intramural sports are conducted in the Student Recreation Center, the Sand Volleyball Court, and the Kinesiology Pavilion on campus.

Sport clubs are organized teams created by students. These teams compete against clubs from other universities and colleges. The competition is at a non-varsity level, and students are responsible for organizing and governing their respective teams.

For information regarding starting or joining a sport club, contact the Associate Director of Recreational Sports at (210) 784-1346.

Competitive intercollegiate Esports have been offered since Fall 2020. The program fields teams in Overwatch, League of Legends, Super Smash Bros. Ultimate, Chess, and Valorant. Competitions are streamed live for viewing. Student volunteer positions are available for those interested in assisting and learning about Esports.

Our award winning Spirit Programs are comprised of Cheer, Dance and General the Jaguar. The program's primary goal is to increase and spread the "Jaguar Spirit" throughout campus. The program does so through organizing spirit opportunities throughout campus, such as College Color's Day, and pep rallies for our Intercollegiate Athletics teams. The Spirit Program also competes in various competitions throught the year.

For information regarding programming schedules, please visit our webpage or in person at:

Recreational Sports Main Office

Modular C

210-784-1360

The Student Recreation Center

(210) 784-1360

The Game Room and Lounge

Central Academic Building, Room 105

(210) 784-1389

Kinesiology Pavilion

210-784-1346

SECTION 7 CAMPUS SERVICES & RESOURCES

7.1 BOOKSTORE

Sen. Frank L. Madla Building, Suite 128 | (210)784-1070

The university bookstore provides the campus community with new, used, digital, and rental textbooks, other course-required materials, trade and reference books, office supplies, school spirit clothing and imprinted gift items, as well as academic regalia. Visit us online https://www.tamusa.edu/student-resources/bookstore/index.html.

7.2 STUDENT BUSINESS SERVICES

Sen. Frank L. Madla 135E | (210)784-2035

The mission of Student Business Services (SBS) is to provide the University's community with the necessary services to fulfill their financial obligations to the University while maintaining the University's commitment to a quality, affordable education. SBS accomplishes this primarily through educating students on financial responsibilities, coordinating collection activities, and by facilitating inter- departmental communications in a professional, courteous, and service-oriented manner.

SBS is responsible for the billing and collection of tuition and fees along with all University receipts. We accept cash, checks, and all major credit cards and provide payment plans to help our students meet their financial agreements with the University. We are the point of contact for 3rd party contracts such as: Tuition Assistance, employer reimbursements, and we coordinate with Military Affairs for Tuition Assistance, Federal VA Education Benefits and State Education Benefits. As part of our function, we assist and administer the refunds for Financial Aid. Refunds are processed routinely on Tuesdays and Thursdays. Students can receive their refund through direct deposit or paper check. If eligible for a refund, students can select their preference and review their student account through the student's online account and then going to the Jagwire > Paybill portal.

For more information regarding Student Business Services please visit our website.

7.3 CAMPUS DINING

Dining locations on campus include the Dining Hall, Jaguar Java, Food Trucks, and River's Edge. The Dining Hall is located in the Central Academic Building (CAB) and serves as an all-you-can-eat dining facility. Jaguar Java is in the Science and Technology Building (STEM) and offers a variety of Starbucks coffee and drinks. River's Edge is in the Business and Library Building (BLH) and offers a variety of coffee and tea drinks. There is also a C-Store located next to the commuter lounge on the first floor of CAB for all your snacks needs!

7.3.1 RESIDENTIAL AND COMMUTER STUDENT MEAL PLANS

7.3.1.1 RESIDENTIAL MEAL PLAN

Students living in on-campus student housing are required to purchase a Residential Meal Plan for both fall and spring semesters. Funds will be available on the student's meal plan account beginning the day of move into the residence halls which allows the purchase of meals throughout the academic year. This is relevant for both the fall and spring semesters. Residents must also sign the Meal Plan Acknowledgement selecting their meal plan or they will be automatically opted into the standard Residential Meal Plan.

All residential meal plans are non-transferable. The meal plan is attached to the student's Jaguar ID card. Students must be in possession of their ID to make meal purchases. Per university regulations, no other individual is permitted to use an ID that is not their own ID at any time. Using a J number alone is not permitted.

Dining Services will make reasonable efforts to continue dining operations during weather emergencies and power outages. During emergencies, business hours are subject to change. Notice of schedule changes will be posted when possible.

Please visit https://dineoncampus.com/tamusa for updated hours.

For students who have special dietary needs, Dining Services has a registered dietician available for private phone conversations, nutrition consultation, and support.

For those with food allergies, please contact the dietician and register here: https://dineoncampus.com/tamusa/food-allergy-management.

For more information, please contact the Dining Services Director at Shared.tamusadining@compass-usa.com

Exemptions are not permitted except under exceptional circumstances. If you believe that you need an exemption, you must first contact Chartwells to address your dietary needs. If Chartwells is unable to meet your needs after meeting with the Director, Chartwells will notify Student Housing of an exempt status.

7.3.1.2 COMMUTER PLAN

Off Campus meal plans can be purchased via GET Funds in the student's online account. Plans range from $300 to $470. Purchasing a Commuter meal plan will provide the customer with a better overall experience and value. The meal plan is attached to the student's Jaguar ID card. Students must be in possession of their ID to make meal purchases. Per university regulations, no other individual is permitted to use an ID that is not their own ID at any time. Using a J number alone is not permitted.

Meals may be purchased for retail price at the Dining Hall, Jaguar Java, River's Edge, or from our food truck partners in the Food Truck Park located on the walkway to the Madla Building. There are no set number of required meal purchases per day or per week. Swipes may be used in the Dining Hall and other areas designated by Chartwells.

Meal plan funds do NOT convert to cash. Any unused Dining Dollars at the end of the fall semester will roll over to the spring. Any unused swipes at the end of the fall semester will not roll over. All unused swipes will be lost to the student. All meal plan funds expire at the end of the spring semester and are not refundable. New plans can be added for the summer term.

Dining Services will make reasonable efforts to continue dining operations during weather emergencies and power outages. During emergencies, business hours are subject to change. Notice of schedule changes will be posted when possible.

Please visit https://dineoncampus.com/tamusa for updated hours. For students who have special dietary needs, Dining Services has a registered dietician available for private phone conversations, nutrition consultation, and support.

For those with food allergies, please contact the dietician and register here: https://dineoncampus.com/tamusa/food-allergy-management

For more information, please contact the Dining Services Director at Shared.tamusadining@compass-usa.com.

7.4 COMPUTER LABS

Texas A&M University-San Antonio ITS department manages several classroom computer labs for student use only. Also managed are several open access labs which can be found in the library in the Business and Library Hall building (BLH) for public use.

If you are having an issue with any computer in any space, please contact the ITS Helpdesk at (210) 784-4357. Visit the website for more information.

7.5 COMMUNICATION AND NOTIFICATIONS

All official communications from the University will be distributed through Jaguar email accounts. It is the responsibility of each student to obtain a Jaguar email account and check that address on a

regular basis. Students are issued a Texas A&M University-San Antonio Jaguar email account through Information Technology Services, and this email address can be verified through JagApp. The Jaguar email can be configured on any personal device by downloading and configuring the Microsoft Office Outlook App. Failure to keep up with Texas A&M University-San Antonio Jaguar email will not be an excuse for being unaware of announcements, deadlines, or other pertinent information to students.

Visit the website for more information.

7.6 INFORMATION TECHNOLOGY SERVICES

Central Academic Building, Suite 223 | (210)784-4357

Information Technology Services (ITS) is responsible for designing, deploying, managing, supporting, and maintaining technology resources for students, faculty, and staff. ITS is pleased to provide technical support to the Texas A&M University–San Antonio community 5.5 days per week, when classes are in session.

ITS offers a range of support services, including password resets, account assistance, and general troubleshooting when students experience issues, such as receiving an error message. To better assist, students should contact the Helpdesk or submit a request via the Help Center.

Visit the website for more information

7.6.1 TECHNOLOGY MONITORING

The University continuously monitors activity on campus networks to ensure security and prevent misuse of the university IT infrastructure. Security violations or misuse will be reported by the Information Security Office to the appropriate entity to handle the violation.

7.6.2 TECHNOLOGY TRAFFIC MANAGEMENT

The University reserves the right to limit the speed of certain services (i.e. streaming media) to preserve network functionality for education.

7.6.3 DIGITAL MILLENIUM COPYRIGHT ACT

Students are being taken to court, fined and sued for copyright violations. Anti-piracy scanners target universities to catch users who violate the Digital Millennium Copyright Act (DMCA). If a student intentionally downloads or shares copyrighted material without the rights to do so, a court could levy a fine up to $150,000 per work. Fines can also include court costs and attorney's fees. Intentional infringement could also result in criminal penalties, including imprisonment of up to five years and fine of up to $250,000 per offense.

When the University receives a claim of copyright infringement it is forward to the identified student. The student must respond if they receive a notice from the University about copyright

infringement. They will be required to delete any media they are not licensed to have and stop sharing any media that they do not have permission to share. Any additional claims can be subject to more aggressive sanctions imposed by the university.

For questions, contact the Dean of Students Office at dos@tamusa.edu.

HOW TO PROTECT YOURSELF

1. Download media from legal sources like iTunes, Amazon Music, etc. For a list of legal choices visit the website.http://www.educause.edu/legalcontent
2. Be careful because file sharing programs can share copyrighted material from your computer, possibly without your knowledge.

For more information, please see the website of the U.S. Copyright Office FAQ section.

7.7 STUDENT PUBLICATIONS/JAGUAR STUDENT MEDIA

Jaguar Student Media is home to A&M-San Antonio's student-produced media outlets, which provide news, information and entertainment to the campus and surrounding communities. Our organizations offer students hands-on experiential learning opportunities with an emphasis on community-driven reporting, storytelling and journalism education. Students are given the opportunity to study, intern or receive a paid fellowship in one of our three newsrooms. Our innovative educational programming includes newsroom workflow and production, leadership training, team management, budget and financial training, advertising development, and social media research and application. We provide students with two state-of-the-art agency settings to develop production skills, business and financial literacy, and portfolio development to help better prepare graduates for entry-level positions in media and communications.

Our student-run media organizations include three award-winning media outlets:

- The Mesquite, a daily digital news outlet.
- El Espejo magazine, an annual print magazine.
- Enlace, a weekly newscast produced by students enrolled in the Univision Media Lab Capstone
- Experience at Univision/KWEX, available for view on our YouTube channel
- We also offer a campus chapter of the Society of Professional Journalists. For more information, please call the student newsroom at 210-784-1050.

7.8 UNIVERSITY LIBRARY

Business and Library Building, North Wing | (210) 784-1500 | library@tamusa.edu

The University Library at Texas A&M University-San Antonio fosters collaboration among faculty, staff, and students to create an atmosphere of academic excellence and provides the university community with tools for lifelong learning. The library is actively engaged in the teaching, research,

and outreach activities of A&M-SA. Library staff promote an inclusive culture through our services, resources, and support.

Research Help and Instruction

The University Library's professional librarians and staff offer you individualized research help and advanced research consultations in person, over the phone, by text message or e-mail, and via the web whenever the library is open. Working with faculty, the librarians also provide course-specific instruction to aid you in successfully completing course assignments involving research. You can access tutorials and subject-specific guides to resources on the library's website and through the "Library Research Guide" link in your Blackboard courses.

Information Resources

The University Library provides you with the information resources you need to be successful as a student. Whenever possible, librarians select materials in an electronic format, which you can use from any computer at any time. The onsite print and media collection consists of materials that directly relate to A&M-SA academic programs, course reserves, and K-12 curriculum support materials. If the library does not own a book, journal article, or other item that you need, you may request the library borrow it for you through ILLiad, the interlibrary loan service. Students looking for textbooks should also inquire with the library about their course reserves, as some faculty provide personal copies of textbooks for short-term student use. A TexShare card provides you with borrowing privileges from more than 500 participating libraries across the state. For more information on the TexShare card, ask at the information desk.

Library Facilities

You can reserve one of 40 study rooms for yourself or a group in advance from the library's home page or at the point of need by scanning a QR code on the study room's door. All study rooms are equipped with whiteboards, and most are equipped with display panels for your laptop. If a room is unavailable, you are always welcome to work with others in our open Innovation Lab or individually in our Silent Zone at the South end of the third floor of the library. You may reserve the Reflection Room for the purposes of meditation, prayer, contemplation, and general reflection. The library has a family study room complete with toys for children. You can create innovative projects for your classes in the library's Innovation Lab. You have access to computers, color printers, print and media collections, and open study space. Hours are posted on the University Library's website. The library circulates laptops, headphones, calculators, and video cameras to students.

The library also offers you laminating services.

For more information, call (210) 784-1500, text (210) 802-2ASK or (210) 802-2275, email, or visit our website.

University Library Archives and Special Collections

The University Library Archives & Special Collections provides access to materials with enduring historical value that are relevant to academic programs at A&M-San Antonio. Researchers can find manuscript collections, photographs, maps, artwork, books, newspapers, and more. Staff provide one-on-one research guidance to students, faculty, staff, and the general public by appointment in the Reading Room, which is located in room 201A of the library. Special exhibits are on display in glass cases on the second floor of the library.

For more information call (210) 784-1512 or email archives@tamusa.edu.

SECTION 8 STUDENT RIGHTS AND RESPONSIBILITIES

8.1 PREAMBLE

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

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

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom and responsibility to learn at Texas A&M University-San Antonio. The rights of students are to be respected. No University official or student, regardless of position or rank, shall violate those rights. Texas A&M University-San Antonio is a part of the Texas A&M University System. All faculty, staff and students are required to follow all policies and regulations as set forth by the Texas A&M University System.

8.2 STUDENT RIGHTS

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

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

Each student subject to disciplinary action arising from violations of university rules and regulations shall be assured a fundamentally fair process as outlined herein.

8.3 STUDENT RESPONSIBILITIES

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

A student has the responsibility to be fully acquainted and comply with the published University Student Rules found in the Student Handbook, Code of Student Conduct, Student Housing Handbook (if a resident), A&M System policies and regulations, University rules and procedures on our website, the University Catalog, and all federal, state, and local laws and ordinances.

A student has the responsibility to recognize and respect the University's obligation to provide an environment for learning. A student has the responsibility to check their university email for any updates or official university notifications.

8.4 FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the physical limits of its facilities, Texas A&M University-San Antonio will be open to all students who qualify according to the admission standards, regardless of sex, race, color, religion, disability, age, national origin, veteran status, or genetic information. The facilities and services of Texas A&M University-San Antonio will be available to all its enrolled students, and the University supports access for all its students to public facilities, unless otherwise limited. Students have the right to pursue an education without disruptive interference. No University process or facility involved in the student's access to the pursuit of education are to be interrupted by students or other individuals. Any persons involved in such disruption subject themselves to both University disciplinary action and/or legal action.

8.5 PROTECTION OF FREEDOM OF EXPRESSION

8.5.1 ACADEMIC FREEDOM

Students will be free to take reasoned exception to the data or views in any course of study and to withhold judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students have the right to be evaluated for their participation and work in the classroom in accordance with the parameters in the course syllabus. A syllabus will be provided to each student at the first class meeting.

In the event that the student believes that they have not been accorded the proper evaluation, the student may initiate an appeal as outlined in the Faculty Handbook.

8.5.2 EXPRESSIVE ACITIVITY ON CAMPUS

Texas A&M University–San Antonio protects the rights of freedom of speech, expression, petition, and peaceful assembly as guaranteed by the U.S. Constitution and state law. The University may implement and enforce reasonable time, place, and manner restrictions on expressive activities consistent with applicable System policies and regulations and state and federal law.

The rights and responsibilities associated with expressive activities on campus are set forth in System Regulation 08.02.01. Nothing in this section is intended to amend or alter those rights and responsibilities. Students, faculty, staff, and community members are encouraged to review the following authorities to understand the requirements governing expressive activities on campus:

- System Policy 08.02, Expressive Activity on Campus
- System Regulation 08.02.01, Expressive Activity on Campus
- Texas A&M University – San Antonio Rule 08.02.99.O1, Expressive Activity on Campus

8.6 FALSE ALARMS

Pursuant to H.B. 1284 this serves as notice to all enrolled students of Texas Penal Code Sec. 42.06 – False Alarm or Report which states:

1. A person commits an offense if they knowingly initiate, communicate or circulate a report of a present, past, or future bombing, fire, offense, or another emergency that he knows is false or baseless and that would ordinarily:
    a. cause action by an official or volunteer agency organized to deal with emergencies;
    b. place a person in fear of imminent serious bodily injury; or
    c. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
2. An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

8.7 STUDENT RECORDS (FERPA)

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Consent must be obtained to release student records to a third party, with certain exceptions contained in the Act. Directory information may be released without permission of the student unless the student has specifically opted out of disclosure of directory information.

The following information is considered Directory Information at Texas A&M University-San Antonio:

- Name
- Campus email
- Local telephone number
- Permanent telephone number
- Dates of attendance
- Program of study (college, major, and campus)
- Classification
- Previous educational agencies/institutions attended

- Degrees, honors and awards received
- Participation in officially recognized activities

It is the student's responsibility to inform the Office of the Registrar of changes in telephone number and/or local address. Students should also maintain current emergency notification information on file so that the University can contact a relative or friend in case of a crisis. Student should update their emergency notification information in JagApp.

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

These rights include the ability to:

1. Inspect and Review Educational Records
    a. The University will make educational records available to a student, upon request, within 45 days of the request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will arrange 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 University 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. Request to Amend Educational Records
    a. Students can request to amend any of their education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's 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. Some Control over the Disclosure of Educational Records
    a. Students have the right to provide written consent before the University discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
        i. A school official is:
            1. A person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff)
            2. A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent)

3. A person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, as long as provisions of 34 CFR 99.34 also are met (which includes notice to the student).

Students may file a complaint if they feel any of these rights have been violated.

Students can file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

For more information about student's rights under FERPA, contact the University Registrar at (210) 784-1372.

8.8 Jeanne Clery Campus Safety Act

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

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

The Annual Security and Fire Safety Report is published yearly by the University Police Department (UPD) and is available online.

Section 51.252 of the Texas Education Code to require an employee of a public, private, or independent institution of higher education who witnesses or receives information regarding incidents of sexual harassment, sexual assault, dating violence, or stalking must report to it to the Title IX Coordinator or deputy Title IX Coordinator.

A CSA's report to the Title IX Coordinator will fulfill Clery Act VAWA statistical reporting requirements for these incidents of crime.

For additional information, please visit the Clery resources.

8.9 DISCLOSURE OF CAMPUS SECURITY POLICY & CRIME STATISTICS

8.9.1 EMERGENCY NOTIFICATION AND TIMELY WARNINGS VIA JagE ALERT

EMERGENCY NOTIFICATIONS

During an emergency situation, information will be released to the University community through the JagE Alert System. This is a system that quickly notifies registered users of campus emergencies through text messages, and emails. Students are able to include several telephone numbers and email addresses allowing notification to parents and/or spouse. Because JagE Alert uses data provided by the students, it is imperative that contact information remain up-to-date at all times. In emergency situations, the campus is also equipped with an outdoor speaker system that can broadcast direct commands and sounds to alert the campus to danger and ways to take necessary precautions.

The university is equipped with Mass Notification Systems and in the event of an emergency the university community may also be notified via external/internal audible alerts and visual alerts (flashing lights). Additionally, announcements can be made in buildings equipped with public address capability through the fire alarm system and an exterior loudspeaker notification system provides direct commands and sounds that alert the campus to danger and ways to take necessary precautions. A warning will include a tone and a set of instructions indicating the type of emergency and the type of response to take depending on the situation.

TIMELY WARNINGS

In the event a situation arises on campus that, in the judgment of the Chief of A&M-San Antonio PD or designee constitutes a serious or continuous threat, a university-wide “timely warning” will be issued. It will advise of the building or area where the incident has occurred/is occurring. The University will issue an alert to give students, faculty, and staff as reasonably and timely as possible, notification of a crime that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A&M-San Antonio PD will transmit a blast email containing the timely warning to the University community using the Jag-E Alert System in Outreach Mode. Updates to the A&M-San Antonio community about any particular situation may be distributed electronically in the same manner. A&M-San Antonio PD social media sites, university websites and other social media, and public University monitors may be used as well.

A timely warning may be issued for any qualifying incident as defined by the Clery Act that occurs within the university’s Clery geography and/or when a crime is reported to any campus security authority (CSA) which presents an immediate ongoing threat to the community. The timely warning will withhold the names and other identifying information of victims as confidential. The university is not required to provide a timely warning for crimes reported to a pastoral or professional counselor.

Anyone with information warranting a timely warning should immediately report the circumstances to the A&M-San Antonio PD by phone at (210) 784-1900 (non-emergency), (210) 784-1911

(emergency), by using the SafeZone App, or in person at the A&M-SA PD. Police Building, One University Way, San Antonio Texas 78224.

More information can be found by visiting our website and the Annual Security Report and Fire Safety Report.

You can also use the Blackboard My Connect App to add cell phone numbers and other email addresses.

8.9.2 MISSING STUDENTS

If a person has reason to believe that an on-campus resident student is missing, they should immediately notify A&M-SA PD at (210) 784-1911.

If a non-resident (resides off campus) student is reported missing to university personnel, A&M-SA PD will notify the proper law enforcement agency, within 24 hours, and assist with the investigation. If the student is under 18 years of age and is not an emancipated individual, A&M-SA PD will notify the student's parent or legal guardian and emergency contact(s), as designated in the records of the university, immediately after determining that the student has been missing for 24 hours.

All students have the option to identify an emergency contact person(s). This contact information will be confidential and accessible only to authorized university officials and law enforcement personnel involved in an emergency response. Students residing in on-campus housing have the option to identify a missing person contact and an emergency contact person with Student Housing.

8.9.3 ANNUAL SECURITY AND FIRE SAFETY REPORT

The Texas A&M University-San Antonio Annual Security and Fire Safety Report provides important information about safety on our campus. This report contains information on the resources and services available to students of Texas A&M University-San Antonio. It also contains statistics about certain crimes that were reported to have happened on our campus and on adjacent public property, and on any non-campus locations commanded or controlled by the university that is used for educational purposes. These statistics are provided for the three previous calendar years.

Students are encouraged to be aware of their personal safety and security and to be responsible in their actions while on campus. Texas A&M University- San Antonio has many programs and procedures in place to contribute to a safe campus environment, and students are encouraged to become familiar with them and review them regularly.

Visit our website.

8.10 CAMPUS VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

8.10.1 PROGRAMS ON CAMPUS FOR VAWA

Texas A&M University-San Antonio provides ongoing awareness and prevention programing that addresses dating violence, domestic violence, stalking, and sexual assault. These programs include, but are not limited to Assessing your surroundings While remaining Aware and being Realistic about your Environment (AWARE) training, Safety Begins with You, various tabling events, Title IX training, and in-person presentations, awareness campaigns, and brochures.

AWARE training starts with personal awareness, being aware of others' perception of you, and being aware of your surroundings. Participants learn basic self-defense skills that can be used if they are targeted and/or attacked. AWARE includes prevention, risk reduction, and risk avoidance. AWARE is not a martial arts program, although the courses may be taught by certified instructors.

The University also offers a "Safety Begins with You" presentation each fall and spring semester which promotes the awareness of various crimes, including rape and other forcible and non-forcible sex offenses. It also reviews stalking, domestic violence, dating violence, and crime prevention awareness and safety tips.

For more information, please visit the University Police Department Webpage and the Title IX website.

8.10.2 SEX OFFENDER REGISTRATION

This act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. This federal law requires sex offenders who are already participating in registration programs to provide notice under state law at each institution of higher education in which the person is employed, carries on a vocation, or is a student. Federal law requires that state procedures ensure that proper registration information is provided to law enforcement agencies with the jurisdiction of the individual institutions.

The federal law took effect on October 28, 2002. The law also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. These changes took effect October 28, 2002, and this notice will be a requirement beginning with the annual security report due October 1, 2003.

The 78th Legislature passed an amendment to current sex offender registration laws requiring persons under this act to register with the law enforcement agency having jurisdiction if that person carries on a vocation, works, or attends school on a campus of higher education. To date, procedural rules have not been put into place by the Texas Department of Public Safety. DPS has a website where you may access the sex offender database.

For more information about the Campus Sex Crimes Prevention Act, please visit the University Police Department.

In compliance with state and federal law, information about registered sex offenders may be obtained through the Texas A&M University-San Antonio Police Department or searched at the Texas Department of Public Safety Sex Offender Database website.

SECTION 9 CODE OF STUDENT CONDUCT AND STUDENT DISCIPLINARY PROCEDURES

9.1 PURPOSE

Upon admission, students automatically become members of the University community and assume responsibility for proper conduct until their separation from the institution. Misconduct diminishes the student experience and the overall value of the degrees awarded by Texas A&M University-San Antonio. All students should be involved in ensuring the integrity of the university community by conducting themselves in a matter that helps enhance an environment of learning and protects the rights, dignity, and worth of our community.

As the purpose of these rules and procedures are to foster the overall development of our graduates into productive, contributing members of society, the Code and the Procedures contained herein will endeavor to educate and remediate those who are found in violation of University or System policy, regulation, rules, and/or local, state, or federal law.

Student Rights and Responsibilities oversees the adjudication of all cases of student misconduct as addressed by the Code with the exception of alleged civil rights violations. With the delegated authority from the Board of Regents of The Texas A&M University System and the President of Texas A&M University – San Antonio, the Vice President for Student Affairs, through the Associate Vice President and Dean of Students (AVP/DOS), shall develop policies for the administration of the conduct program and procedural rules for the conduct of case hearings which are consistent with the provisions of the Code and Procedures. Conduct standards at the University are set forth in writing to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Any questions of interpretation regarding the Code or Procedures shall be referred to the AVP/DOS. The Code and Procedures shall be reviewed annually under the direction of the AVP/DOS and with the approval of the Vice President for Student Affairs. The Student Handbook, Code, and Procedures does not constitute a contract between students, and the University reserves the right to change or amend the Student Handbook, Code, and Procedures at any time. The newest version of the Student Handbook, Code, and Procedures, maintained online, is the official document regarding student conduct policies, procedures, rules, and regulations.

9.2 JURISDICTION

The Code of Student Conduct establishes standards of behavior, both scholastic and behavioral, for the student body of Texas A&M University – San Antonio. Students' behavior reflect on the

University whether on or off campus. Therefore, inappropriate behavior, whether occurring on or off campus, will, at the discretion of the University, be investigated and adjudicated in a manner consistent with the University's educational mission. The Code applies to both on, and off-campus conduct and events of all individual students and student organizations, including students involved in study abroad. When a student is alleged to have violated the Code of Student Conduct, the University reserves the right to investigate and adjudicate. Action may be taken for either university affiliated or non-affiliated activities.

The process begins when the University receives information that a student's conduct may constitute a violation. The process may proceed in the absence of the student if the student is unresponsive to notifications by the appropriate office. Individuals who withdraw from the University during the student conduct process are still considered students. A process may continue even if the student withdraws from the University and/or upon the student's return.

Action taken by Student Rights and Responsibilities does not preclude prosecution in the criminal courts. Similarly, prosecution in the criminal court does not preclude action taken by the University.

9.3 DEFINITIONS

The following definitions will be used throughout the handbook.

- ***Adjudication*** – Process of resolving a dispute or deciding an outcome.
- ***Administrative Hearing*** – Student respondents referred for an administrative hearing have their cases resolved before a professional staff member in Student Rights and Responsibilities, or designee, who acts as the hearing officer. The full range of sanctions, including the recommendation of suspension, dismissal, or expulsion, may be imposed.
- ***Advisor*** – One individual selected by each party to provide guidance, offer advice, and counsel the party through the student conduct process. Students have the option, but are not obligated, to select an advisor, except in sex-based offenses in which an advisor is required for hearing purposes.
- ***Appellate Authority*** – An individual or panel responsible for rendering appeal decisions. The appellate authority will review the process by which an original decision was reached and render an appellate decision, consistent with the grounds for an appeal.
- ***Business Day*** – Any weekday the University is open for normal business hours. ***Code*** – Code of Student Conduct
- ***Complainant*** – Individual who is alleged to have been affected by or subjected to a violation of the Code of Student Conduct.
- ***Conduct Hearing Panel*** – Student respondents referred for a Conduct Hearing Panel have their cases resolved before panel who act as the hearing officer. The full range of sanctions, including the recommendation of suspension, dismissal, or expulsion, may be imposed.***Faculty Member or Instructor*** – Any person hired by the University to conduct teaching or research activities or who is otherwise considered by the University to be a member of its faculty.
- ***Hearing Officer*** – A University official who is appointed on a case-by-case basis by the Associate Vice President and Dean of Students, or designee, to hear a case and impose

sanctions upon any student(s) found to have violated the Code. It may include, but is not limited to, an administrator, faculty member, or professional staff member.

- ***Misconduct*** – Any action that violates this Code or other University or A&M System published policies or regulations.
- ***Notice to Appear*** – A written or electronic notice of charge(s)requesting a respondent, complainant, or witness to meet with a University official.
- ***Preponderance of the Evidence*** – What is more likely than not to be true, based on the totality of the available evidence. The preponderance of the evidence is the standard of evidence used for all determinations made under the Code and Procedures.
- ***Procedures*** – Student Disciplinary Procedures.
- ***Reporter*** – Any individual who reports that a student and/or student organization engaged in alleged behavior that violates the Code.
- ***Respondent*** – An individual who has been alleged to have violated the Code of Student Conduct or other University or A&M System published behavioral standards.
- ***Sanction*** – An outcome imposed for a violation of the Code Generally, sanctions are educational in nature and intended to modify the student's behavior as well as build awareness of personal responsibility and community.
- ***Student*** – Includes all individuals enrolled at the University, from the time the person is admitted to Texas A&M University – San Antonio through the date of graduation. This includes individuals who withdraw from the university during the conduct process. Students who are also employees will have their status determined by the context of the allegations and are subject to both student conduct and employment standards.
- ***Student Conduct Conference*** – Student respondents referred for a Student Conduct Conference have their cases resolved before a professional staff member in Student Rights and Responsibilities, or designee, who acts as the hearing officer. The Student Conduct Conference is utilized for cases that will not result in the recommendation of suspension, dismissal, or expulsion.
- ***Student Organization*** – Includes all interest groups, recognized organizations, University sponsored organizations, and athletic teams.
- ***University-Affiliated Activity*** – Any activity on or off campus that is initiated, aided, authorized, or supervised by the University or by a recognized student organization of the University.
- ***University or Institution*** – Texas A&M University – San Antonio and other off-campus locations where classes are taught or any other University-affiliated activities occur.
- ***University Official*** – Individuals employed by the university, including faculty, staff, and student workers, either in full- or part-time capacity, or who are authorized by the university to act on the University's behalf.
- ***University Premise(s)*** – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (e.g., university sanctioned events off campus).

9.4 CONDUCT RULES AND REGULATIONS

The University reserves the right, through a fair process, to impose disciplinary and academic sanctions on students who have violated the Code. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Section 9.4.3.

9.4.1 ACADEMIC MISCONDUCT

All members of the university community are responsible for adhering to and reporting academic misconduct. Instructors should clearly define and communicate their expectations of academic integrity in their course materials. If a student is in doubt regarding any matter relating to academic integrity, the student should consult with the instructor responsible for the course.

Students are expected to act with honesty and integrity. Students who violate the standards of academic integrity will face academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, that unethically or dishonestly aids the student on any work considered in the determination of a grade, completion of academic requirements, or the enhancement of one's record or academic career, which gives an unfair advantage to the student. Any behavior specifically prohibited by a faculty member in the course syllabus or other published communications may be considered academic misconduct. Additionally, attempts to engage in acts prohibited by the Code may also be addressed through the conduct process. Section 9.5.2 outlines the process for academic misconduct.

Academic misconduct includes, but is not limited to the following:

Cheating

Cheating is using or attempting to use unauthorized materials, information, notes, study aids, or other devices or materials in any academic exercise to give an unfair advantage to the student. This includes, but is not limited to:

a) Copying from another student's paper or receiving unauthorized assistance during an assignment, quiz, test, or examination;
b) Having another person other than oneself attempt to complete an assignment or exam;
c) The acquisition, without permission, of tests of other academic material belonging to a member of the University faculty or staff;
d) Using materials, equipment, or assistance such as books, notes, artificial intelligence, or other devices (e.g. calculators, cell phones, or computers) that have not been authorized by the instructor;
e) Failing to comply with a condition of academic integrity which has been published in a particular course; or,
f) Falsification, in written or verbal form, as it applies to an academic submission.

Collusion

Collusion is helping or attempting to help another to commit an act of academic dishonesty. This includes, but is not limited to:

a) The unauthorized collaboration with another individual on academic assignments when the instructor has required independent work;
b) Providing assistance to another person in the completion of an academic exercise, when such assistance is not authorized by the instructor;
c) Permitting another individual to substitute for one's self or to represent another in an academic exercise, course, or graduation requirement;
d) Selling, giving, or exchanging completed exams to a student who has not yet taken the test; or,
e) Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

Multiple Submissions

Multiple submissions are the submission of substantial portions of the same work for credit more than once without authorization from the instructor for which the student submits the work. This includes, but is not limited to:

a) Submitting the same academic assignment for credit in two courses, or the same course that has been repeated, without faculty permission; or
b) Making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

Plagiarism

Plagiarism is the act of passing off another's ideas, words, or work as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. This includes, but is not limited to:

a) Representing the work of others as the students' own; or
b) Submitting written materials without proper attribution or acknowledgement of the source.

9.4.2 NON-ACADEMIC MISCONDUCT

Behavior that is subject to disciplinary action under the Code is outlined below and may include violations of federal, state, and local law as well as University and System rules and policies. Attempts to engage in acts prohibited by the Code may also be addressed through the conduct process. All members of the university community are responsible for reporting non-academic misconduct. Section 9.5.3 outlines the process for non-academic misconduct.

Alcohol

a) Possession and/or consumption of alcoholic beverages by a student under the age of 21;
b) Aiding and abetting the possession and/or consumption of alcoholic beverages by a person who is under the age of 21;
c) Use, possession, manufacturing, sale, or distribution of any alcoholic beverage in areas of University property that have not been approved such activity, regardless of age;
d) Public intoxication or drunkenness;
e) Driving while intoxicated or while under the influence of alcohol; or,
f) Any other violations of System Policy 34.02 Drug and Alcohol Abuse.

For information regarding reporting amnesty under the 911 Lifeline Law, please refer to Section 9.5.3.

Animal Cruelty

Intentionally, knowingly, or recklessly torturing or in a cruel manner killing or causing serious bodily injury to an animal, failing to provide necessary food, water, or care for an animal in the person's custody, abandoning unreasonably an animal in the person's custody, transporting or confining an animal in a cruel manner, causing bodily injury to any animal without the owner's consent, causing one animal to fight with another animal, or seriously overworking an animal. Intentionally, knowingly, or recklessly attacking, injuring, or killing an assistance animal or inciting another to attack, injure, or kill an assistance animal. This rule is not intended to prohibit killing or injuring an animal within the scope of a person's employment or furthering the goals of legitimate educational curriculum as designed and approved by the University; or, killing or injuring an animal when the individual had a reasonable fear of bodily injury to self or another person by that animal.

Campus Safety

a) Creating or contributing to an unsafe condition or health hazard through conduct that violates an applicable law, University rule or procedure, posted safety instruction or warning, or reasonable safety directive issued by an authorized University official;
b) Forcible or unauthorized entry/access to any University or University-related building, structure, construction site, or facility;
c) Unauthorized propping of exterior university doors;
d) Tampering/damaging locking mechanisms, security cameras, and/or card access readers, elevator controls, and/or equipment and other devices in place for building security;
e) Unauthorized duplicating and/or use of university keys;

f) The placement of equipment or vehicles (including bicycles) to obstruct the means of access to/from University buildings and thereby endangering life and safety; or,
g) Failing to comply with emergency evacuations and/or university emergency response procedures.

Complicity

Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by this code.

Controlled Substances and Illegal Drugs

a) The act of using, possessing, being under the influence of illegal drugs or illegally obtained/possessed controlled substances;
b) Manufacturing, selling, or distributing illegal drugs or illegally obtained/possessed controlled substances;
c) Possession of drug paraphernalia, as defined as object(s) used for or intended to be used for the consumption of prohibited substances;
d) Misuse or any legal pharmaceutical drugs; or,
e) Driving while intoxicated or while under the influence of illegal drugs.

Dating Violence

For the full definition of dating violence, see The Texas A&M University System Regulation 08.01 and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Disruptive Activity

Participation in disruptive activity that interferes with teaching, research, administration, proceedings, other University missions, processes, or functions including public service functions, or other University activities. Such activities may include, but are not limited to:

a) Leading or inciting others to disrupt scheduled and/or normal activities on university premises or at officially sanctioned events off-campus;
b) Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program; or,
c) Any behavior in class or out of class, which for any reason substantially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.

Domestic Violence

For the full definition of domestic violence, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Failure to Comply

a) Failure to comply with lawful and reasonable directions of any University official, to include University Police or other law enforcement, acting in the performance of their duties;
b) Failing to submit identification upon request to duly authorized and properly identified University officials; or,
c) Failure to appear for a University disciplinary or academic proceeding to respond to allegations, or to appear as a witness when reasonably notified to do so.

False Reporting

Intentionally initiating or causing to be initiated any false report including, but not limited to, falsely reporting a crime, a conduct violation, and/or safety threat or other emergency.

Fire and Safety

a) Improper use or possession of hazardous substances;
b) Knowingly, recklessly, or negligently setting or attempting to set a fire on University property;
c) Creating a fire hazard or endangering the safety of persons or property;
d) Intentionally activating a fire alarm when no emergency exists;
e) Interfering with the response of University or city or county officials to emergency calls.
f) Misuse or removal of, or damage to or tampering with, fire prevention or other emergency equipment and/or signage;
g) Use or possession of any electrical appliance which is not authorized in University housing or on University property;
h) Use or possession of candles, extension cords, strip plugs without surge protectors, halogen lamps and other potential fire hazards in University housing or on University property; or,
i) Refusing to comply with fire alarm and fire drill procedures.

Furnishing False and/or Withholding Information

a) Altering election or referendum information by tampering with the process or data conducted and/or collected by any University entity or student organization;
b) Intentionally misleading a University Official regarding the nature of events, information, and/or the identity of any individual;
c) Falsifying, altering, forging, or misusing any University record or official document or knowingly supplying false or misleading information to University officials. The submission

of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal, or other appropriate disciplinary action;

d) Representing oneself and/or another in person, verbally, in writing, or through means of electronic communication, to obtain a benefit, to injure, or to defraud
e) Tampering with the registration or records of another student or one's own including, but not limited to, dropping and/or adding courses, any modification of a record, or misrepresenting a university record; or,
f) Alleging to represent the University or any of its organizations without specific prior consent of the respective officials to obtain a benefit or to injure or defraud.

Gambling

Unlawful gambling in any form is strictly forbidden on University-controlled premises, at University- sponsored activities, or in any vehicle retained by the University to transport students to and from a University-related event.

Harassment

For the full definition of harassment, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Hazing

Any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student who is pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization, that endangers the mental or physical health or safety of a student. Or, any other violation of the Texas Education Code (Sec. 37.151).

Such activities include but are not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
- sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student, or that by itself is illegal (e.g., consumption of alcohol by a minor);
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the law; or

- coercing the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

For information regarding reporting amnesty for hazing incidents, please refer to *Section 9.5.1.* The U.S. Congress passed Stop Hazing Act which amended the Clery Act to address hazing concerns. For more information on this law as well as the Texas Education Code (Sec. 37.151), please visit StopHazing.org.

Infliction or Threat of Harm

a) Intentionally or recklessly inflicting physical injury upon another;
b) Intentionally or recklessly causing another person to be in reasonable fear of, or at risk of, physical injury or danger,
c) Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another; or,
d) Any other conduct that may include verbal abuse, threats, intimidation and/or coercion.

For the definition of domestic abuse, dating violence, and/or sexual assault see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Loitering

Lingering idly or aimlessly in any area of campus without official authority, which blocks the egress to and from buildings, disrupts the flow of traffic, or creates or causes unusually loud and disturbing noises between the hours of 11p.m. and 6 a.m.

Misuse of Technology

a) Abuse or misuse of technology including misuse of computing resources through failure to comply with laws, copyrights, license agreements, and contracts through governing network, phone, software, and hardware. This includes, any use that likely, intentionally, or negligently causes unauthorized network disruption, system failure, or data corruption, including failure to protect your password or use of your account;
b) Any use related to achieving, enabling, or hiding authorized access to network resources, University owned software or other information belonging to the University, either within or outside the University network;
c) Any use related to sending/receiving electronic mail that includes, but is not limited to, the following: solicitation or commercial use, forging any portion of an electronic mail message, spamming (bulk unsolicited email), sending of unwanted messages to unwilling recipients, or invasion of privacy;
d) Use of another individual's identification; network, email or other university-based account; or related passwords, including charging long distance telephone calls or messages to any telephone on University premises or University-related premises without proper authorization;
e) Unauthorized transfer or entry into a file to read, use, or change the contents, or for any other reason;

f) Use of computing facilities or network resources to send obscene, harassing, or threatening messages, computer viruses or worms, or to watch obscene content; or
g) Illegal downloading, file sharing, or digital piracy.

Housing Violations

a) Behavior that is restricted or prohibited in/on university owned, leased, or operated property;
b) Possession of an item that is prohibited in/on university owned, leased, or operated housing property, or unauthorized possession of a room/bedspace in a university owned or leased property or permitting others' unauthorized possession of same; or
c) Failure to adhere to the university operated housing lease, to include any violation of the Resident Handbook.

Property Damage

Behaviors that destroy, damage, destruct, deface, or litter any property of the University, another institution, or of another person. This includes unauthorized painting or staining or property that is under control of the University.

Reckless Driving

Driving in a manner that endangers the health and/or safety of oneself or others.

Retaliation

For the full definition of retaliation, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Sexual Harassment

For the full definition of sexual harassment, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Sexual Assault

For the full definition of sexual assault, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Sex-based Misconduct

For the full definition of sex-based misconduct, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Sexual Exploitation

For the full definition of sexual exploitation, see The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Stalking

For the full definition of stalking, see The Texas A&M University System Regulation 08.01 and/or 08.01.01, *Civil Rights Compliance*.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01 and/or 08.01.01, *Civil Rights Compliance.*

Theft

Unauthorized removal or stealing of public or private property or unauthorized use or acquisition of services on University premises or at University-sponsored activities. This includes knowingly possessing such stolen property.

Violation of Law

Violation(s) of any federal, state, or local law.

Violation of Published University Rules and Procedures

Violation of any written policies, regulations, or rules of the University, as adopted by the University and as may be amended from time to time.

Visitors or Guests

Visitors or guests of a student must adhere to the Code of Student Conduct and University policies. In instances in which guests violate rules or policies, the student host may be held responsible.

Weapons and Explosives

a) Illegal or unauthorized possession of weapons on University Premises or at University-sponsored activities;
b) Possession or use of weapons in any manner that harms, threatens, or causes reasonable fear to others; or,
c) Any violation of University Rule 34.06.02.O1 regarding carrying handguns on campus, including, but not limited to, display of the handgun, carrying in a prohibited area, leaving the handgun unattended and/or possession of the handgun when its placement is not on your person.

9.4.3 SANCTIONS

Findings of responsibility for one or more violations in the Code will result in the creation of a disciplinary record for students or student groups/organizations. Sanctions are categorized as active and inactive. Failure to comply with assigned sanctions may result in further Code violations and additional sanctions. Failure to comply with attending a conduct hearing or completing assigned sanctions may lead to a hold being placed on a student's account, limiting future course registration.

Students retain responsibility for all financial obligations incurred including, but not limited to, tuition, fees, and housing, regardless of the outcome of the disciplinary/academic hearing.

Mitigating or aggravating factors or circumstances will be considered prior to imposing a sanction. Examples of some factors that may be considered include the nature of the misconduct, the student's role in the incident, demonstration of insight into the conduct, past adjudicated misconduct the student's current conduct status, and the impact on the University community. The sanctions listed below are not exhaustive, but merely serve as guidelines and may be levied in any combination.

For violations involving sexual harassment or sexual misconduct, the Sanctioning Matrix for Sex-Based Harassment by Students in The Texas A&M University System will be used. The results of any disciplinary hearing conducted by the university and any sanctions will be sent simultaneously in writing to both/all parties.

Upon initial review of the charges and accompanying narrative, Student Rights and Responsibilities may determine whether, if proved, the misconduct could result in sanctions of suspension, dismissal, or expulsion.

One or more of the sanctions below may be imposed for academic or non-academic misconduct:

9.4.3.1 PRIMARY/INACTIVE SANCTIONS

Written Warning

A written warning is a disciplinary reprimand that serves as notice that continuation or repetition of misconduct may be cause for additional disciplinary actions.

Conduct Probation

An official warning that the student's conduct is in violation of Texas A&M University-San Antonio Policy, Rules, or other Regulations, but it is not sufficiently serious to warrant expulsion, dismissal, or suspension. A student on conduct probation is deemed "not in good standing" with the University (see below).

A student who is not in good standing is subject to the following restrictions:

1. Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed position within the University.
2. Ineligibility to compete in intercollegiate athletic or intramural activity.
3. Ineligibility to receive a University-administered scholarship or fellowship when the sanction is in place for longer than one semester.

This sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or other Title IX violations if there are significant mitigating factors.

Deferred Housing Eviction

The temporary or permanent delay of eviction from university owned/operated property for the continuation of the signed housing contract. If a student is found responsible for violating any University rule or code of conduct while on deferred status, the student will be evicted from the residence hall.

Housing Eviction

Permanent separation of the student from University residential facilities. A student who is removed from university owned/operated property as the result of this sanction may be required to pay full room charges and any other fees that are owed as stipulated in the housing contract. Eviction prohibits entry into university owned/operated residential property for any reason, and an individual may be issued a Criminal Trespass Warning. Individuals who violate this sanction may be arrested and/or additional charges filed against them under the Code of Student Conduct.

This sanction can also be used for the final determination of an institutional disciplinary proceeding for sex offenses or other Title IX violations if there are significant mitigating factors, in accordance with the System Student Sanctioning Guice.

Suspension

The removal of the student from the university for a minimum period of time, as well as the attachment of conditions for the person to satisfy before being allowed to return to the academic community.

Once a student is eligible to return, conditions for review of re-enrollment may apply. Suspension prohibits entry onto university premises for class or affiliated events for any reason, and an individual may be issued a Criminal Trespass Warning. A suspended student may not reside in on-campus housing and will be considered "not in good standing" with the university. A notation of the conduct violation

will be made on the student's academic transcript. Upon suspension from the University for cause, there will be no refund of tuition and fees. The balance due will be considered receivable.

This sanction can also be used for the final determination of an institutional disciplinary proceeding for sex offenses or other Title IX violations.

Dismissal

Separation of the student from the University for an indefinite period of time. Re-enrollment in the University may be possible in the future, but no specific time for a decision is established. Dismissal prohibits entry into university premises for class or affiliated events for any reason, and an individual may be issued a Criminal Trespass Warning. A notation of the conduct violation will be made on the student's academic transcript. Upon dismissal from the University for cause, there will be no refund of tuition and fees. The balance due will be considered receivable.

This sanction can also be used for the final determination of an institutional disciplinary proceeding for sex offenses or other Title IX violations.

Expulsion

The permanent removal of the student from the university, with no ability to return to the academic community at any point in the future. Such sanctioning is reserved for cases in which the level of threat posed by the student and their conduct are so severe that it represents too great a risk to allow the person to return, and/or when the ongoing refusal of the student to live within the norms of the community is so pervasive that there is no reasonable belief that the person would submit themselves to community expectations in the future. A notation of the conduct violation will be made on the student's academic transcript. Upon expulsion from the University for cause, there will be no refund of tuition and fees. The balance due will be considered receivable.

This sanction can also be used for the final determination of an institutional disciplinary proceeding for sex offenses or other Title IX violations.

9.4.3.1 SECONDARY/ACTIVE SANCTIONS

Academic Sanctions

Appropriate academic sanctions are based upon specifics of an academic misconduct incident. The provision will be clearly defined during the Academic Misconduct process. Such academic requirements may include, but are not limited to, grade penalties, plagiarism coursework, educational workshops, etc. Please refer to Section 9.5.2 Academic Misconduct Procedures.

Community/University Service

An opportunity to complete a specified number of hours of community/University service.

Educational Requirements

Completion of a specific educational requirement directly related to the violation committed. The sanction will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol or other drug education course, educational and awareness workshops, essays, reports, meetings, etc.

Loss of Parking Privileges on Campus

Revocation of campus vehicle registration, and forfeiture of permit and all refund rights to said permit.

Restrictions

The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

Restitution

Payment for damage to or destruction of property.

Restricted Access

Restricting or banning from entering certain designated areas, using specific equipment, and/or participating in certain academic and non-academic activities as defined by the Student Conduct Officer or designee for a specified period of time. Restricting or banning may include, but is not limited to, access to a University owned or operated facility and/or services, academic or University related programs and/or opportunities, access to on-campus housing, participation in University-sponsored activities, and/or contact with specified University community member(s).

This sanction can also be used for the final determination of an institutional disciplinary proceeding for sex offenses or other Title IX violations if there are significant mitigating factors.

Additional Sanctions

Additional sanctions not specifically listed above may be imposed. These include, but are not limited to, service or research projects, reflective writing assignments, behavioral assessments, participation in special educational programs, restitution for damage to or destruction of property, relocation to another room or residence with coordination of appropriate University staff, behavioral contracts, or trespass or no contact orders.

9.5 STUDENT DISCIPLINARY PROCEDURES (Non-Civil Rights Procedures)

Texas A&M University – San Antonio views the conduct process as an educational experience. Participation in the process can promote growth and understanding of one's own role as a member of the

University; therefore, the following rights and responsibilities are afforded to students accused of misconduct, students who experience misconduct, or who are a witness to an incident.

The focus and purpose of any student disciplinary proceeding is to determine whether a violation of the Code of Student Conduct has or has not occurred. The rules and procedures associated with the criminal and/or civil courts need not apply.

9.5.1 RIGHTS AND RESPONSIBILITIES (Non-Civil Rights and Non-Academic Misconduct Procedures)

Students or student groups/organizations whose conduct is under review based on the Code of Student Conduct, or who are participants in the disciplinary process, have the following rights and responsibilities:

Respondent's Rights

1. A written copy of the charge(s). In most cases, notification must be at least five (5) business days before any hearing may proceed.
2. A written handout notifying the students of their rights.
3. A fair and impartial hearing. The hearing officials must not have a conflict of interest or bias for or against any party.
4. Reasonable access to review the case file, which shall be maintained by the University official adjudicating the matter (i.e., the hearing officer or designee from Student Rights and Responsibilities).
5. An opportunity to present evidence and witnesses and be accompanied by one advisor of their choice at a hearing. An advisor may be present but is not permitted to represent any student at a University hearing, to present the case, or to question any parties, witnesses, or hearing officers, with the exception of Title IX and other sex-based misconduct cases (see A&M System Regulation 08.01 and all implementing regulations for more information). Requests for an advisor to be present must be submitted in writing, must include the requested advisor's name and contact information, and must be submitted a minimum of three (3) business days before the scheduled hearing.
   Students who are charged in the same fact pattern and/or a witness are not eligible to serve as an advisor at conduct proceedings, nor may they have any other conflicts of interests regarding the student's case.
6. Be present at the hearing during the presentation of any evidence or material on which the decision will be based. If the student fails to attend the scheduled hearing, the hearing will be held in the student's absence.
7. Refuse to answer any question or to make a statement without inference of responsibility. However, the hearing officer/body will decide on the basis of evidence available at the time of the hearing.
6. Ask questions of anyone presenting oral testimony during a hearing relating to the incident except cases adjudicated as Title IX or sex-based misconduct. See A&M System Regulation A&M System Regulation 08.01 and all implementing regulations.

8. Notice of the findings of the investigation and/or hearing, an explanation of the hearing decision, any sanctions assessed, and, if applicable, the next level of appeal.
9. Right to appeal the decision in writing through the appropriate administrative officer within five business days of notification of the decision. The appeal must be in writing and must specify the permissible reason(s) for the appeal.

Responsibilities of Respondents, Complainants, and Witnesses

1. To know and adhere to the Student Handbook, Code of Student Conduct, Student Housing Handbook, University rules, policies and procedures, and all federal, state, and local laws and ordinances.
2. To understand the University's obligation to provide an environment for learning and to recognize that student actions reflect the individuals involved and the entire university community.
3. To regularly check their University email account for official communications.
4. To participate in a manner that is civil and respectful.
5. To be honest and complete in all information provided in this process.
6. For Respondents, to complete any sanctions imposed for violating the Code of Student Conduct consistent with the decision and deadlines administered in their case.

9.5.2 ACADEMIC MISCONDUCT PROCEDURES

Initiation of Action

When a faculty member believes that a student has committed academic misconduct, the faculty member should promptly notify the student to schedule a conference (e.g. in person, zoom, etc.). The faculty and student should meet to review the alleged misconduct, review the evidence, and allow the student the opportunity to respond.

Faculty Decision

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the faculty member determines, based on all evidence available to them that an act of academic misconduct did occur, the faculty will advise the student of the determination and the sanction(s) to be imposed.

Academic sanctions, include but not limited to:

1. Written reprimand;
2. Redo of assignment;
3. Additional work;
4. Failing grade of assignment;
5. Failing grade in course;
6. Multiple academic sanctions.

The student must indicate either written acceptance or non-acceptance of the allegation(s) and sanction(s) imposed by the faculty member. The faculty member will promptly report the decision, via Maxient, to Student Rights and Responsibilities.

Appeal of Faculty Decision

The student may appeal to the Department/Program Chair (Chair). A request for an appeal hearing must be made in writing to the Chair within five (5) business days following notification of the faculty member's decision.

Appeal Procedure

A student may request an appeal, in writing, on the following grounds:

1. Insufficient evidence to support the decision;
2. An error that had a substantial impact on the decision;
3. Newly discovered information not available at the faculty-student meeting that would substantially impact the decision;
4. The sanction(s) imposed was too harsh;

The appeal must include a statement of the allegation(s), the grounds for the appeal, and any evidence in support of the appeal.

The Chair will review all evidence submitted by the faculty and student, and if deems necessary hold any appropriate meetings to gather additional information, and may:

1. dismiss the charge(s) of alleged misconduct;
2. uphold the faculty decision of alleged misconduct; or
3. modify the faculty decision of the alleged misconduct; and/or
4. modify the sanction(s) issued by the faculty.

The student must indicate either written acceptance or non-acceptance of the Chair's decision. The Chair will promptly report the decision, via Maxient, to Student Rights and Responsibilities.

Appeal of Chair Decision

An undergraduate student may appeal to the Academic Dean. A graduate student must appeal to the Dean of Graduate Studies. A request for an appeal hearing must be made in writing to the Dean within five (5) business days following notification of the chair's decision.

Appeal Procedure

A student may request an appeal, in writing, on the following grounds:

1. Insufficient evidence to support the decision;
2. An error that had a substantial impact on the decision;

3. Newly discovered information not available at the time of the appeal to the chair that would substantially impact the decision;
4. The sanction(s) imposed was too harsh;

The appeal must include a statement of the allegation(s) of misconduct the grounds for the appeal and any newly discovered evidence previously unavailable to the department/program chair. The Dean will convene a hearing panel, who will make a recommendation on the appeal to the Dean. Each academic college will establish their own appeal panel process for panel composition and procedures. After reviewing all material available to them, to include the appeal panel recommendation, the Dean will decide.

The Dean may:

1. dismiss the charge(s) of alleged misconduct;
2. uphold the decision of alleged misconduct; or
3. modify the decision of the alleged misconduct; and/or
4. modify the sanction(s) issued.

The Dean's decision constitutes the final decision of the case. The Dean shall report the decision, via Maxient, to Student Rights and Responsibilities.

Multiple and Egregious Offenses

Faculty are responsible for reviewing each case of suspected academic misconduct within each of their courses. Student Rights and Responsibilities tracks all academic misconduct policy violations. For academic misconduct cases involving significant egregious offenses and/or repeated behavioral offenses, Student Rights and Responsibilities shall investigate separate from the faculty action.

A significant or egregious academic misconduct offense is a severe, intentional breach of intellectual honesty. It goes far beyond a simple error in judgment or minor citation mistake. These major violations involve planned deceit, falsification, or major theft of work that heavily damages academic integrity and often brings punishments like suspension or expulsion. After a fair and impartial assessment of all of the information collected during the investigation, additional sanctions may be imposed

9.5.3 NON-ACADEMIC CONDUCT PROCEDURES (Non-Civil Rights)

When a complaint is filed, the student or organization named in the complaint will be asked to appear before the Student Rights and Responsibilities Officer or designee who will conduct an investigative meeting to discuss the alleged violation(s) and possible sanction(s). The University will respond to complaints in a prompt and equitable manner. Resolution of complaints should be completed as quickly as practicable, but within 60 business days from the date of the original complaint. Reasonable extensions can be made for extenuating circumstances and require the approval of the Associate Vice President and Dean of Students, or designee. Below is a general outline of the conduct process steps:

1. Incident or Complaint is filed.

2. Student Rights and Responsibilities (SRR) Student Conduct Officer or designee receives and reviews the Incident Report.
    a. SRR will review case for possible Code of Conduct violations.
    b. Based on assessment of the alleged misconduct, emergency measures may be taken by the Vice President of Student Affairs, or designee, including but not limited to, interim suspension, suspension or removal from housing, and other restrictions. UPD may assess duty to warn the community.
3. Conduct Investigation
    a. If investigation yields a possible violation, the student is notified of alleged charges and summoned to appear for a Student Conduct Conference or other meeting;.
    b. If investigation yields no violation, no charges are filed; case is closed; or,
    c. SRR can have an educational conversation with the student.
4. Student Conduct Procedures
    a. Adjudication is led by Student Conduct Officer or designee; or,
    b. Student Conduct Officer holds a Student Conduct Conference for violations that will not lead to suspension, dismissal, or expulsion.
    c. Adjudication is led by Administrative Hearing or Conduct Hearing Panel for higher level violations that may lead to suspension, dismissal, or expulsion.
5. Deliberations
    a. Student Conduct Officer or designee will make an outcome decision; or,
    b. Administrative Hearing Officer or Conduct Hearing Panel will forward recommendation to the Associate Vice President and Dean of Students.
6. Findings
    a. Student is found responsible or not responsible
    b. Notice of findings sent to student which will include findings for the charge(s) under review, sanctions imposed if a student is found responsible for one or more charge(s), and a rationale for any findings and/or sanctions.
    c. If found responsible, student sanctions are imposed based on outcome findings and notification is sent to student via university email;
    d. Written decision will be provided to the student, which addresses whether the student is responsible for the alleged violation(s); connects the facts found, the applicable rule(s), and the outcome imposed; and conveys the rationale for the decision.
7. Student reviews findings and sanctions (if applicable)
    a. Student must complete university-imposed sanctions within given timeframe.
        i. Completed sanctions are received by SRR, reviewed, and accepted Or not accepted with an explanation for what needs to be completed, and explain what needs to be completed for acceptance.
    b. Student has the option to file an appeal within five (5) business days from date conduct outcome sent.
        i. Appeal based on Student Conduct Officer or designee decisions sent to the AVP of Student Affairs or designee
        ii. Appeal of a suspension, dismissal, or expulsion will be reviewed by the Vice President of Student Affairs or designee for determination of reinstatement to the University
8. Appeal is reviewed.

a. Original findings and sanction(s) are affirmed;
b. Original findings or sanction(s) are reversed or modified;
c. The case is remanded to the Student Conduct Officer or designee; or,
d. The case is dismissed entirely, only if it is determined that there is insufficient evidence to support a finding of responsibility.

Once all requirements of the case are fulfilled, the case is closed.

Amnesty Reporting

This section pertains to students who report being a victim of or witness to sex-based and some limited other misconduct, including, but not limited to, Title IX violations, hazing, and underage alcohol or drug use/abuse.

1. **911 Lifeline Law:** In 2011, the Texas Legislature passed a law providing a partial amnesty program for individuals who are under the age of 21 and call 911 because someone might have overdosed on alcohol. Texas A&M University-San Antonio holds student safety as the number one priority. In order to ensure that students are able to call for help when needed, Student Rights and Responsibilities may not issue charges under the Code of Student Conduct for alcohol possession or consumption by a minor in certain circumstances. This amnesty may be applied when a student is the first person to contact emergency personnel (911 or 1911 if on campus), remains on the scene until medical personnel arrives, and fully cooperates with EMS and law enforcement. Charges may still be filed if other code allegations and/or violations of law occurred.
2. **Amnesty for Students Reporting Sexual Misconduct:** In 2017, the Texas Legislature passed a law providing amnesty for students who report incidents of sexual misconduct. Students who, in good faith, report to the institution being a victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking may be provided amnesty regarding other potential code violations occurring at or near the time of the incident, including, but not limited to, underage alcohol consumption and use of illegal drugs. Amnesty does not apply to a student who reports their own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking. For additional information, please contact the Title IX Coordinator.
7. **Amnesty for Students Reporting Hazing:** Students who, in a good faith effort, report to the institution being a victim of, or witness to, an incident of hazing may be provided amnesty regarding other potential conduct violations relating directly to the incident(s) of hazing, including, but not limited to, underage alcohol consumption and use of illegal drugs. Amnesty does not apply to a student who reports their own commission of hazing or reports an incident of hazing in bad faith or with malice.

Procedures Related to Interim Action Due to Exigent Circumstances and Public Safety

The University may utilize either one of the following procedures to ensure the safety of members of the campus community and University property. The discretion as to which procedure to utilize rests solely with the University.

1. **Interim Measures:** The University may take interim measures other than suspension to ensure the safety and well-being of the campus community including, but not limited to, "no contact" orders, relocation in Student Housing facilities, interim removal from Student Housing, registration holds, adjustments to class schedules, and restrictions on access or privileges to University programs and activities.
2. **Interim Suspensions:** In certain circumstances, the Vice President for Student Affairs or designee may impose a University suspension prior to a hearing. Interim suspension may be imposed only:
    a. To ensure the safety and well-being of members of the University community or preservation of University property from student(s) that pose a significant and direct threat, and/or
    b. If the student poses an ongoing threat of material disruption of, or interference with, the normal operations of the University that cannot be otherwise eliminated by reasonable modifications of policies, practices, or procedures.
    c. After a Violence Risk Assessment in cases of sexual assault, and dating and domestic violence and stalking..
    d. During the interim suspension, a student maybe denied access to the campus and/or all other University activities or privileges for which the student might otherwise be eligible.
    e. The University may impose an interim suspension without notice or hearing, as long as the notice and hearing follow as soon as practicable. After imposing an interim suspension, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated). The interim suspension does not replace the regular resolution process, which shall proceed on the normal schedule, up to and through a hearing if required.
3. **Maintaining Campus Order During Periods of Disruption:** The Texas Education Code permits the president of a state university to suspend a student for up to 14 days during periods of disruption whenever the president believes there is reasonable cause to demonstrate the student has willfully disrupted the orderly operation of the campus, and the student's presence on the campus will constitute a substantial and material threat to the orderly operation of the campus (Texas Education Code §§ 51.231-.244). The statute defines a period of disruption as "any period in which it reasonably appears that there is a threat of destruction to institutional property, injury to human life on the campus or facility, or a threat of willful disruption of the orderly operation of the campus of facility."
    a. If the president of the University invokes this power, they will follow statutory process requirements.
4. **Parental Notification of Alcohol & Drug Violations:** The Family Educational Rights and Privacy Act (FERPA), permits colleges and universities to inform the parents/guardians of students less than 21 years of age when their son/daughter has been found in violation of university alcohol and drug regulations.
5. **Contacting Parents in Cases of Emergency:** The Associate Vice President and Dean of Students, or designee, may contact parents or guardians of a student in cases of emergency if

knowledge of the information is necessary to protect the health or safety of the student or other individuals. This could include hospitalization, criminal actions leading to jail-time and/or criminal charges, incapacitation, death, etc.

9.5.4 DISCIPLINARY APPEAL PROCESS (Non-Civil Rights and Non-Academic Misconduct Procedures)

The following disciplinary appeals process is for non-academic misconduct, non-civil rights, and non-Title IX cases.

For civil rights and other Title IX cases, please see the Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

Timing

Students have five (5) business days from the date the outcome notice is sent from Student Rights and Responsibilities regarding the violation report and sanction to submit a written appeal. All conduct violations are subject to appeal if they demonstrate the criteria described below.

Failure to meet for a conduct hearing or claiming to have not received the notifications in order to extend the appeal period will not be permitted. Appeals will be confined to a review of the written documentation and record of the investigation and/or hearing, and pertinent documentation regarding the grounds for an appeal. The appeal does not create an entitlement to a new investigation or a full re-hearing of the complaint. The appeal should be addressed to the Associate Vice President and Dean of Students, or designee, and specific criteria for considering the appeal of the outcome must be met.

Criteria

There are four specific criteria that are a valid basis for requesting an appeal. One criterion or multiple criteria may be used in a single appeal.

1. Insufficient evidence to support the decision or a procedural irregularity that substantially affected the outcome.
2. New evidence, not reasonably available at the time the determination regarding responsibility or dismissal was made, that could have substantially affected the outcome. The new evidence must be provided at the time of appeal.
3. There was a conflict of interest or bias for or against complainant(s) or respondent(s) generally or the individual complainant or respondent that substantially affected the outcome.
4. The appropriateness or severity of the sanctions.

Decisions of Granting an Appeal

After receiving the written request for an appeal, the Associate Vice President and Dean of Students, or designee, may:

1. Affirm the original finding and sanction;
2. Affirm the finding and modify the sanction; or
3. Remand the case to a new hearing or review.
4. Dismiss the charge(s) of alleged misconduct.

After reviewing an appeal, the student will be informed of the decision. A notification outlining the outcome shall be sent to all applicable parties.

For cases of civil rights violations, both the complainant and respondent will receive simultaneous notification of the outcome. Following an appeal, the matter shall be considered final and binding on all parties involved, and the decision is final. Appeals based on suspension or expulsion will be assessed by the Vice President of Student Affairs or designee for consideration of readmission to the University.

9.6 JUDICIAL AUTHORITY: NON-CIVIL RIGHTS & NON-SEX BASED CHARGES

This student conduct process is only for alleged violations of the Code of Student Conduct which are not civil-rights and non-Title IX related.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

The Associate Vice President and Dean of Students, under the direction of the Vice President for Student Affairs, shall develop policies for the administration of the conduct program and procedural rules for the conduct of conferences which are consistent with the provisions of the Code of Student Conduct. Subject to any applicable appeal, decisions made by the Student Conduct (Rights and Responsibility) Officer, or designee, are final.

9.7 SEX DISCRIMINATION, HARASSMENT, AND RELATED RETALIATION

9.7.1 TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Source: Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 & 34 C.F.R. Part 106)

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any educational programs and activities at schools that receive federal financial assistance. Some key areas in which recipients have Title IX obligations are recruitment, admissions, and counseling; financial assistance; athletics; sex-based discrimination and harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment.

Texas A&M University – San Antonio is committed to providing a safe work, education, and campus living environment. Texas A&M University – San Antonio prohibits sex discrimination in any form, including sexual harassment. Any member of the campus community or public who witnesses, is subjected to, or is informed about incidents of sex discrimination, harassment, and/or related retaliation involving faculty, staff, or students should contact the University's Title IX Coordinator or a Deputy Title IX Coordinator, or should report it via email to TitleIX@tamusa.edu or online. . Faculty and staff of the university, including student workers who receive a report in the context of their employment, are required to report such incidents under state law. See Texas Education Code §51.252.

Texas A&M University-San Antonio will promptly and thoroughly investigate all complaints of sex discrimination, harassment, and/or related retaliation in accordance with applicable federal and state laws, And the Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

9.8 SEXUAL HARASSMENT, SEXUAL ASSAULT, STALKING, DOMESTIC AND DATING VIOLENCE

Texas A&M University-San Antonio prohibits physical abuse, threats of violence, physical assault, and any form of sexual harassment, sexual violence, or other sex-based misconduct, including, but not limited to, sexual assault and domestic violence, dating violence, and/or stalking based on sex. In addition, such acts of sexual violence are considered forms of sexual harassment covered under Title IX of the Education Amendments of 1972 and related regulations.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

9.8.1 HOW TO REPORT

If you have experienced, observed, or heard that a member of the university community has been subjected sexual harassment, including sexual assault; dating violence, domestic violence, and stalking based on sex; or other sex-based misconduct, discrimination, and/or retaliation, by a university student, faculty, staff member, or third party, you should report it. Those involved in the administration of civil rights and sex-based misconduct complaints receive annual training related to sexual assault and dating violence, domestic violence, and stalking based on sex and training on conducting investigations and resolutions to ensure consistency, fairness, and transparency.

Students are strongly encouraged, but not required, to report incident(s) promptly to the university's designated Title IX Coordinator Student workers are required to report these incidents if knowledge of the incident was acquired in the context of their employment.

With the exception of licensed counselors in the Student Counseling Center and trained Victims' Advocates, university employees informed of possible discrimination (including civil rights and Title IX) incidents must advise the reporter that they cannot keep the information confidential and are required to report it immediately to the Title IX Coordinator or a Deputy Coordinator. For more information, see Texas Education Code §51.252.

9.8.2 CONTACT INFORMATION:

Campus Title IX Coordinator (Students)

Dr. Joni Baker
CAB 439K
(210) 784-2061
jbaker@tamusa.edu; TitleIX@tamusa.edu

Deputy Title IX Coordinator (Faculty, Staff, Third Parties)

Martha O. Gonzales
Chief Human Resources Officer
CAB 439J
(210) 784-2059
Martha.Gonzalez@tamusa.edu

9.8.3 UNIVERSITY POLICE DEPARTMENT EMERGENCY NUMBERS

Dial 911 (University Phones)

Dial (210) 784-1911 (Non-University Phones)

Texas A&M University-San Antonio police officers are dedicated to providing a safe and secure environment for all members of the campus community. To meet this mission, officers are visible and vigilant in crime prevention. Officers strive to be fair and courteous in the enforcement of all laws and regulations and professional in the services they provide to the campus community.

For more information, please visit the website http://www.tamusa.edu/upd/ or stop by their offices:

One University Way
Police Department Modular
San Antonio, Texas 78224

9.8.4 CONFIDENTIALITY

Persons reporting information, seeking guidance, or filing a complaint may be concerned about the confidentiality of the information they are sharing. While the University strives to create an environment in which individuals feel free to discuss concerns and make complaints, the University may be obligated to take action when alleged or suspected discrimination, sexual harassment, and/or related retaliation is experienced, observed by, or made known to an employee or student (with the exception of licensed counselors in the Student Counseling Center, trained Victims' Advocates, or other health care or medical providers). Reports of possible violations will be kept private to the greatest extent possible, subject to the need to maintain a safe work and educational environment and in accordance with state and federal law.

An individual's request to withhold their name or the name of the respondent, complainant/victim will be considered in the context of the university's duty to provide safe and nondiscriminatory work and education environment. This may require the university to take action when the reporter requests no action, if violence is involved, if the threat of violence exists, or when required by law. A request to withhold information or not to investigate the alleged misconduct may limit the university's ability to respond to a complaint or report.

9.8.5 CONFIDENTIAL RESOURCE

Students may report confidentially through licensed counselors in the Student Counseling Center in Madla Suite 120 or by calling (210) 784-1331. These employees are not required to, and in fact may not, identify individuals concerned without their consent, except when required by law. If and when the counselors deem appropriate, they are to inform the persons they are counseling of options available for making a report.

9.8.6 UNIVERSITY RESOURCES & SUPPORT

Texas A&M University-San Antonio provides a range of supportive and protective measures for students and employees. The Title IX Coordinator will provide all parties involved a written information pamphlet on rights and options and, with consent, will call the Crime Victim Advocate to assist with other resources and information. Any support or protective measures provided will be maintained confidential to the extent that maintaining such confidentiality will not impede the ability of the university to provide these resources. The range of supportive and protective measures include counseling, mental health referrals, victim advocacy, no-contact orders, assistance with locating safe housing, academic adjustments, student financial aid assistance, visa and immigration assistance, legal assistance, withdrawal procedures, and written information concerning rights and options. The university will offer such support and protective measures if requested and is reasonably available. These measures are available regardless of whether or not the parties choose to report the incident to A&M-San Antonio police or local law enforcement.

If you or someone you know has experienced an incident of sexual assault or misconduct, seek support from any of the Title IX Coordinators listed above or any of the campus resources listed below:

Student Counseling Center

(210) 784-1331 (24/7)

Tamusa.edu/studentcounseling

Employee Assistance Program

(866) 301-9623

www.guidanceresources.com

University Police Department (non-emergency)

(210) 784-1900

Office of Victim Services

(210)784-1906

For information about additional supportive and protective measures, please contact the Title IX Coordinator at (210) 784-2061 or titleix@tamusa.edu.

9.8.7 COMMUNITY EMERGENCY RESOURCES

- Rape Crisis Center 24/7 Hotline (210) 349-7273
- Bexar County Family Justice Center (210) 631-0100
- San Antonio Police, South Substation (210) 207-8191
- Bexar County Sheriff's Office (210) 335-6010
- The National Sexual Assault 24/7 hotline (RAINN) (800) 656-4673
- Family Violence Prevention Services (210) 930-3669
- Methodist Specialty & Transplant Hospital, Forensic Nursing Services (210) 575-1590
- Steven A. Cohen Military Family Clinic (210) 399-4838
- CentroMed (210) 922-7000
- Center for Health Care Services, 24/7 helpline 800-316-9241
- National Crisis Text Line (Text "HOME" to 741-741)
- National Suicide Prevention Hotline (Text 988)
- Texas Legal Services Center (512) 477-6000
- San Antonio Legal Services Association (210) 678-8100
- Refugee and Immigrant Center for Education and Legal Services (210) 226-7722
- City of San Antonio Immigration Liaison 210-207-8993
- Catholic Charities (210) 222-1294

9.9 DISCIPLINARY PROCEDURES IN VIOLATIONS OF DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL ASSAULT, AND SEX-BASED MISCONDUCT

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, Civil Rights Compliance, for the investigation and resolution of incidents involving sexual harassment, sexual assault, and dating violence, domestic violence, and stalking based on sex, as well as other forms of sex-based misconduct.

9.9.1 STANDARD OF PROOF: PREPONDERANCE OF THE EVIDENCE

The standard of proof required for a policy violation finding at Texas A&M University – San Antonio in civil rights cases is the preponderance of the evidence. This means what is more likely than not to be true, based on the totality of the available evidence.

9.9.2 RIGHT OF DUE PROCESS

A student alleged to have engaged in an incident of sexual harassment, sexual assault, and/or dating violence, domestic violence, and/or stalking based on sex shall have the right to a fair and due process.

Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01, and/or 08.01.01, *Civil Rights Compliance.*

9.9.3 CONDUCT PROCEEDINGS GUIDELINES

In all cases, the Title IX process will be conducted in accordance with the Texas A&M University System Regulation and accompanying Appendix C – Sanctioning Matrix for Sex-Based Harassment by Students in The Texas A&M University system. Title IX, sex-based misconduct, and all other civil rights cases are governed by The Texas A&M University System Regulation 08.01 and/or 08.01.01, *Civil Rights Compliance.* In all cases, the process is conducted in a consistent, impartial, and transparent manner.

9.9.4 DISCIPLINARY RECORDS AND HOLDS

Pursuant to Texas A&M System Policy 11.99.02, Student Rights and Responsibilities may place a hold on a student's University record while one or more of the following are pending: disciplinary proceedings, expulsion, outstanding sanctions, dismissal, separation, suspension, deferred suspension, conduct probation, and/or interim suspension. Failure to comply with assigned sanctions may result in additional Code violations and possible additional sanctions. The hold will remain on the student's account until sanction(s) are completed.

Note: Registration holds prevent students from registering for or dropping classes.

9.9.5 TRANSCRIPT NOTATIONS

When a sanction of suspension, dismissal, or expulsion from campus is imposed as a result of a violation of the Code of Student Conduct, a notation may be made on the student's academic transcript.

Notations for expulsion, dismissal, and suspension of one semester or greater will remain on student transcripts and may only be removed upon request by the student if (a) the student is eligible to reenroll in the institution (i.e., suspensions and dismissals only), or (b) the institution determines that good cause exists to remove the notation.

9.12 CLASSROOM CONDUCT

Texas A&M University-San Antonio supports the principle of freedom of expression for both instructors and students. The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

Classroom behavior that substantially and materially interferes with either:

1. the instructor's ability to conduct the class, or
2. the ability of other students to profit from the instructional program will not be tolerated.

An individual engaging in disruptive classroom behavior may be subject to disciplinary action. When a student's behavior in a class is so disruptive as to compel immediate action, the instructor has the authority to remove a student from the class on an interim basis, pending an informal hearing on the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within five (5) working days of the removal.

The Department Chair may either:

1. Approve an agreement of expectations between the student and the instructor and reinstate the student to the class; or
2. Extend the removal of the student from the class and refer the case to the Student Rights and Responsibilities for adjudication.

A copy of all relevant and necessary material sent to Student Rights and Responsibilities should also be provided to the instructor's academic dean or designee, and to the student's academic dean or designee.

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

1. The instructor responsible for the class or activity where the alleged disruptive behavior occurred should inform the student that their behavior has been inappropriate. The instructor should describe to the student specific needed changes in the student's behavior. The student will be provided an opportunity to modify their behavior in accordance with the changes identified. The instructor will provide the student with a written, dated summary of their discussion with the student, and the instructor will retain a file copy of this summary.
2. If a student believes the instructor's expectations are unreasonable, they may confer with the instructor's Department Chair about this matter. The Department Chair may choose to support the guidelines developed by the instructor, or they may work with the instructor to develop a modified set of expectations. If there are changes in the instructor's original set of expectations, a signed and dated copy will be provided by the Department Chair to both the student and the instructor.
3. Should a student's behavior continue to be unacceptable, the instructor will apprise their (the instructor's) Department Chair of what has occurred and will share with the Department Chair the written summary of the discussion with the student. The department head may wish to initiate additional discussion with the instructor and/or the student. If the Department Chair concurs with the instructor's view that the problem has not been resolved, the situation may be referred to Student Rights and Responsibilities. A case can be created through the Maxient Reporting System. A description of the student's behavior, as well as a written summary of the instructor's discussion with the student and any other related material, should

be forwarded to Student Rights and Responsibilities for adjudication. A copy of all material sent to Student Rights and Responsibilities should be provided to the instructor's academic Dean or designee and to the student's academic Dean or designee.

9.13 GRADE APPEALS

Instructors are responsible for determining the curriculum of a course, for developing appropriate methods of evaluating student learning, for evaluating fairly, for upholding academic standards, and for enforcing policies concerning academic honesty. Decisions made by instructors regarding the quality or honesty of student work – especially decisions about course grades – are, as a matter of routine, accepted as authoritative and cannot be overturned by administrative officers. Students, however, have a right to expect instructors to have defensible course policies and to implement them in a reasonable, equitable manner.

Students who believe that they have grounds for challenging an instructor's decision regarding academic issues – excepting those pertaining to matters of academic freedom – may appeal using the procedure outlined in the Academic Catalog.

If a student wishes to dispute a course grade due to violations of academic misconduct, they must go through the Academic Misconduct Process only.

SECTION 10 STUDENT GRIEVANCE PROCEDURES

10.1 INTRODUCTION TO GRIEVANCE PROCEDURES

Texas A&M University-San Antonio is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the university has developed procedures for students to pursue grievances within the university community, should such action become necessary.

10.2 GRIEVANCE PROCEDURE

Informal complaints may be filed, verbally or in writing, with offices across campus. The process to file a formal complaint, or grievance, is outlined below. The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case.

Due to their special nature, certain issues are handled by specially designated hearing bodies or offices. If a complaint specifically addresses sexual harassment, discrimination, employment, admissions, student conduct, parking citations, academic matters (such as grade disputes), and disability accommodations, then the complaints and grievances must go through established university procedures.

For more information visit our website.

10.3 STEPS FOR REDRESS OF A NON-ACADEMIC STUDENT GRIEVANCE

Students with an issue of a nonacademic matter are encouraged to first attempt to resolve any issues when they arise with any appropriate office(s) or individual(s) involved. This procedure provides students with a process for addressing complaints not addressed by other established complaint procedures. Open communication between students and employees is encouraged so that the formal nonacademic complaint procedure is not necessary. Students found to have intentionally made false or materially misleading allegations under this procedure will be subject to discipline in accordance with the Code of Student Conduct. Students shall have protection from retaliatory action based upon the filing of a complaint and/or participation as a witness.

Step 1:

Students are encouraged to attempt to resolve complaints informally with the employee to facilitate resolution of their concerns and/or complaint.

Step 2:

If a satisfactory resolution cannot be found at the student-employee level, or if the employee is unavailable or no longer with the university, the student shall submit the complaint in writing within five (5) business days of the incident or after attempted resolution to the appropriate employee supervisor. Complaints against supervisors will be submitted directly to the next level supervisor in the leadership command. Students can find a list of departments' contact information in the Student Handbook, online, or by calling Student Rights and Responsibilities. Student can file a report via the online reporting system to help facilitate the process.

The complaint should be as specific as possible and use the following guideline:

1. Identify the specific nature of the non-academic grievance.
2. Explain the grounds for the nonacademic grievance and whether the basic justification for it is based on a claimed violation of a university rule, policy, or established practice.
3. The name of the employee whose decision and/or action is being disputed (if known), the dates of occurrence, and the name, current address, and phone number of the complainant.
4. Attach any supporting documents or evidence and/or names and contact information of witnesses.
5. The resolution sought (i.e., explain how you would like to see it resolved).

Complaints of discrimination and harassment based upon a protected category do not follow the above grievance process.

The department supervisor will review and resolve the complaint within 15 business days. Circumstances may warrant extensions to the timeframes in this section. The appellate authority, as appropriate, should send extension requests, if needed, to the office or individual(s) who appointed them. Both the complainant(s) and the respondent(s) must be notified of any extensions in writing. The complexity of the complaint may warrant an extension to the review as well. The department supervisor may, at their discretion, meet with the student and/or any other parties involved if deemed

appropriate. The student will be notified in writing through their university email address of the final resolution.

Upon completion of the resolution, the department supervisor will inform their respective supervisor and Human Resources, as appropriate. All records will be kept in a confidential file.

Step 3:

If a student believes that the matter is not satisfactorily resolved, the student has the right to submit a formal written appeal request to the department supervisor's supervisor within five (5) business days from the date the resolution was sent from Step 2 of the nonacademic student grievance process.

There are three specific criteria that are a valid basis for requesting an appeal. One or multiple criteria in a single appeal may be used.

1. A procedural irregularity that substantially affected the outcome.
2. New evidence, not reasonably available at the time the determination regarding responsibility or dismissal was made, that could have substantially affected the outcome. New evidence must be provided at the time of appeal.
3. The appropriateness or severity of the sanctions.

The department supervisor's supervisor will review and resolve the appeal within 15 business days. The department supervisor may, at their discretion, meet with the student and/or any other parties involved if deemed appropriate. The student will be notified in writing through their university email address of the final resolution.

Upon completion of the resolution, the department supervisor will inform their respective supervisor and inform Human Resources as necessary. All records will be kept in a confidential file.

The decision at Step 3 is final.

SECTION 11 GENERAL UNIVERSITY POLCIES, PROCEDURES, AND RULES

11.1 UNIVERSITY DRUG AND ALCOHOL RULES

11.1.1 TEXAS A&M UNIVERSITY-SAN ANTONIO DRUG-FREE CAMPUS RULE

Texas A&M University-San Antonio (A&M-San Antonio) is committed to ensuring a safe, healthy, and pleasant work and learning environment on all University-controlled property and is an alcohol, drug, tobacco, smoke and vape free campus. Texas A&M University- San Antonio is in compliance with the Drug Free Schools and Campuses Regulations (34CFR, Part 86) of the Drug Free Schools and Communities Act (DFSCA), and the Higher Education Act (Section 120A). Alcohol is not allowed on University property or at University sponsored events, unless approved by The Office of the President. The University recognizes the abuse of alcohol and other drugs is a threat to the mission of this institution and to the members of the University community.

Texas A&M University-San Antonio recognizes and supports present local, state, and federal laws and policies of the Board of Regents with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs. In addition, the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

Policies for DFSCA Compliance of the Drug and Alcohol Abuse Prevention Programming Report (DAAPP) and Biennial Review can be found online.

Purpose of Drug- Free Campus Rule:

Texas A&M University-San Antonio strives to assist students in achieving their potential as human beings and in becoming self-directed in all activities. Because growth and development are shaped by a student's experience, the University seeks to develop an environment where students can learn how to live fulfilling and productive lives. Substance abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty and staff but also their potential for contribution to society. It is important for all members of the University community to take responsibility for preventing substance abuse from negatively affecting the community's learning environment and the academic, physical and emotional well-being of its membership.

In recognition of the problems of substance abuse, members of the university community have developed this University-wide drug rule. This rule deals with education, prevention, intervention and treatment activities as well as disciplinary sanctions for those found in violation of the rule. The University has established comprehensive substance abuse prevention programs such as the Online Mental Health Screening, which is available 24/7 to help eliminate the threat that substance abuse poses. Through education, the University is committed to helping individuals achieve their personal and academic goals.

11.1.2 ALCOHOL RULE

Alcohol is not allowed on University property or at University sponsored events, unless approved by The Office of the President. Texas A&M University-San Antonio is an educational institution dedicated to the pursuit of excellence, the promotion of academic achievement and the advancement of knowledge. Because of the University's interest in the intellectual, physical and psychological well- being of the campus community, it is important that the University take steps to curtail the abusive or illegal use of alcoholic beverages. This will be accomplished by educating members of the University community about the effects of misuse and use of alcohol, and enforcement of this Alcohol Rule.

The use of alcoholic beverages by members of Texas A&M University-San Antonio community is at all times subject to the alcoholic beverage laws of the State of Texas.

1. Individuals must be at least 21 years old to purchase, possess or consume alcoholic beverages. Individuals not in compliance with this Alcohol Rule are subject to arrest and/or citation by the University Police Department. The offending student or student organization

will also be subject to University disciplinary action and sanctions commensurate with the offense and any aggravating or mitigating circumstances.
2. University policy prohibits the possession of any alcoholic or intoxicating beverage(s) on University property except in specified locations and only were permitted by policy. On-campus use of alcohol is authorized by the Texas A&M University-San Antonio President and only in designated locations.
3. Student organizations must comply with the guidelines set forth for registered student organizations. Please refer to the Student Organization Handbook.

11.1.3 CONTROLLED SUBSTANCE AND ILLEGAL DRUGS RULE

All members of the University community are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs. More specifically, the Texas A&M University-San Antonio Code of Student Conduct prohibits manufacturing, possessing, having under control, selling, transmitting, using or being party thereto any illegal drug, controlled substance or drug paraphernalia on university premises or at university-sponsored activities.

The term "controlled substances," when used in this handbook, shall refer to those drugs and substances whose possession, sale or delivery results in criminal sanctions under the Texas Controlled Substance Act (Texas Civil Statutes, Article (4476-15), as well as substances that possess a chemical structure similar to that of a controlled substance (e.g., "designer drugs").

11.1.4 SMOKING AND TOBACCO USE

All A&M-San Antonio properties are smoke, tobacco, nicotine, and vape free. Smoking (cigars, cigarettes, electronic cigarettes, etc.) and smokeless tobacco (chewing tobacco, "dip", electronic cigarettes, vaping, nicotine pouches, etc.) are prohibited.

This applies to all faculty, staff, students, and visitors on University-controlled property or using University-owned or leased/rented vehicles. It is the responsibility of all members of the Texas A&M University-San Antonio community to observe the provisions and comply.

Violations will be handled in a manner outlined in the applicable faculty, staff, and Code of Student Conduct publications.

11.1.5 EDUCATION, PREVENTION, AND REFERRAL FOR TREATMENT

The Drug and Alcohol free-campus rule reviews education, prevention, intervention and treatment activities for students, as well as disciplinary sanctions for those found in violation of the rule. The University has established comprehensive substance abuse prevention programs such as the Online Mental Health Screening, which is available 24/7 to help eliminate the threat that substance abuse poses. Through education, the University is committed to helping individuals achieve their personal and academic goals.

Alcohol and Drug Education & Prevention Programming

The Division of Student Affairs established the Jaguars Care Committee to provide educational programming to students on campus. This includes Informational tables on safe behaviors while drinking, bystander intervention, standard drink education, consent under the influence of alcohol, dangers of alcohol poisoning, education on Texas 911 Lifeline Law, Party drug information, etc. Other educational programs include 4:20 Marijuana Education, Drunk goggle simulations, Education Bingo, and education on resources on campus.

A comprehensive list can be found on the Webpage..

Alcohol Education Course

The University mandates that all in-coming students under the age of 21 complete an alcohol education course. The online education module is hosted through Vector Solutions, which also provides a Sexual Assault Prevention course, previously titled Haven, and a Prescription Drug Course. These courses are open for all university students to complete prior to their first semester. A sanction course is also available for students found responsible for violation of law/ policy regarding use or possession of alcohol.

Jaguars Step In. Speak Up. Support.

Flyers and banners are placed around campus to highlight various components of safe behaviors, bystander intervention, and social norms around alcohol. Also, they provide further information on campus resources that students can use in cases of alcohol poisoning, such as the Texas 911 Lifeline Law and the Student Counseling Center.

Referral

All enrolled students at Texas A&M University – San Antonio are eligible to receive initial consultation appointments with the Student Counseling Center to assess their needs. The initial consultation is used to make treatment recommendations based on symptoms, severity, appropriateness of services, and availability of resources. In addition to services offered at the Student Counseling Center for Alcohol & Drug Treatment, a Behavioral Health Provider list with options for addiction treatment is available. Programs listed as representative referral sources should not be interpreted as an endorsement by the University

Alcohol and Drug Screening

The University recognizes alcohol/drug dependency as an illness and a major health problem. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse also can contribute to a host of other physical and mental health problems such as complications in pregnancy, violent behavior, HIV infection and other sexually transmitted diseases, psychological depression, hallucinations and death. The Student Counseling Center offers confidential online screening and assessment.

Resources

Information, assessment and referral services for alcohol or drug-related problems are available on campus:

1. Services for students are available at the Office for the Division of Student Affairs (210) 784-1330
2. Student Counseling Center (210) 784-1331 (Available 24/7).
3. Services for employees are available through the University's human resources office.
4. Other resource: San Antonio Council on Drug & Alcohol Abuse, 7500 HWY 90 W., Building 1 Ste. 100, San Antonio, Texas 78227, (210) 225-4741.

11.1.6 RISKS

There are many types of drugs that trigger harmful effects. According to The National Institute on Drug Abuse and National Institute on Alcohol Abuse and Alcoholism, the following risks are associated with drug and alcohol abuse.

SUBSTANCE	POSSIBLE HEALTH EFFECTS
Alcohol	Liver inflammation, mood changes and behavior, problems with thinking and coordination, stroke, high blood pressure, inflammation of the pancreas, and increased cancer risk, bleeding in intestinal tract
Cannabis Marijuana, Hashish, Synthetic Marijuana	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; anxiety
Stimulants Cocaine, Methamphetamine (MDMA Molly, Ecstasy, X, XTC), Nicotine, Amphetamines (Adderall)	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss
Depressants Benzodiazepine (Valium, Xanax), Flunitrazepam (Roofies), GHB	Euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breathing, lower body temperature, seizures, coma, death.
Hallucinogens LSD, Psilocybin (Shrooms, Peyote, PCP)	Frightening flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.
Narcotics Heroin, Morphine, Codeine, Opium, Hydrocodone, Salvia	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart;

SUBSTANCE	POSSIBLE HEALTH EFFECTS
	constipation and stomach cramps; liver or kidney disease; pneumonia.
Steroids	Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); extreme irritability; delusions; impaired judgment.
Inhalants Spray Paints, Markers, Glue, Cleaning Fluids, Gasoline	Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing.

11.1.7 UNIVERSITY DISCIPLINARY PROCESS IN REGARD TO ALCOHOL AND ILLEGAL DRUGS

University disciplinary charges may be pursued against any student alleged to have violated Texas A&M System Policies and Regulations, University Rules and Procedures, University Code of Conduct, and/or local, state and federal laws concerning controlled substances. Violations of any local, state or federal law pertaining to controlled substances that occur off campus and are not associated with a university- connected activity may result in disciplinary charges in situations in which the continued presence of the individual on campus is likely to interfere with the educational process and the orderly operation of the University. University disciplinary proceedings will be in accordance with procedures outlined in the Code of Student Conduct. See section 11.1.5 for more information on alcohol and drugs/controlled substance rule.

Voluntary admission to a substance abuse treatment program prior to the issuance of charges may be looked upon favorably in disciplinary cases. Disciplinary action in cases involving drug-related violations may result in Housing eviction, suspension, dismissal or expulsion from the University, depending on the nature and seriousness of the case. Participation in a substance abuse education or treatment program may be required in addition to other sanctions. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority.

See section 16.2 and 16.3 for more information on alcohol and drugs/controlled substance rule.

11.1.8 STUDENT ORGANIZATION RESPONSIBILITY FOR ALCOHOL AND DRUG-FREE RULE

The Student Organization Responsibility for Alcohol and Drug-Free Rule provides that any student organization functioning at the University which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, alcohol,

or a dangerous drug when such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state, shall have its recognition as a student organization withdrawn and shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the university with which it is affiliated. These disciplinary actions are subject to administrative review and hearing procedures as are provided in the code.

11.1.9 TRAVEL POLICY AS APPLIED TO DRUG-FREE CAMPUS POLICY

Students should be aware that they are responsible for abiding by the Drug-Free Campus Policy and they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus. All students participating in extra-curricular travel are required to complete the necessary travel forms prior to departure and return them to Student Life. These forms are available in Student Life and JagSync. This policy also includes study abroad trips, as a student is an extension of the campus and must abide by all Code of Conduct rules.

11.1.10 GOOD SAMARITAN POLICY

The health and safety of each and every student is everyone's first priority at Texas A&M-San Antonio. We want all students to take responsibility and to be empowered to respond to potentially dangerous medical situations without fear of reprisal from the University. The University encourages all students to seek immediate medical attention for themselves or others when there may be a medical emergency even if they have been drinking alcohol or using other drugs.

Seeking medical assistance will be considered a responsible act and not deserving of arrest or disciplinary action. This protection is not available to students who also violate some other University policy that warrants sanctions such as being disruptive or combative, refusing treatment, committing assault or committing property damage.

When a person's health or safety is threatened or appears to be at risk from alcohol or drug consumption these are the steps to follow:

1. Call 911
2. Call the University Police Department – 210-784-1911
3. Seek assistance from a resident assistant (RA) or the residence hall director

The University takes seriously these threats to health and safety. As a result, any student for whom assistance is sought will be required to meet with Student Rights and Responsibilities or Student Housing and complete an appropriate educational assessment/course/sanction. Parents of students may also be notified. The student who called for medical assistance for another student may also be referred to this program.

In the event that a student incurs any alcohol or drug related violation during the twelve-month period following application of the Good Samaritan Policy, this report may be reviewed as part of

the sanctioning process but will not be counted as a prior alcohol offense for the purpose of imposing mandatory minimum sanctions.

Students are eligible to use this policy on more than one occasion and students are always strongly encouraged to report medical emergencies. The health and wellness of our students is our highest priority when determining an appropriate response. Repeated incidents will be reasons for further concern and these cases will be dealt with on an individual basis.

It is the hope of the University that students will use this Good Samaritan Policy as an opportunity to learn from a serious mistake and take healthy steps to avoid such mistakes in the future.

11.2 WEAPONS RULE

11.2.1 PROCEDURES AND RESPONSIBILITIES

1. Prohibition of Weapons Unless Properly Authorized
    a. Weapons are not permitted on the "premises" of the University's grounds or buildings on which an activity sponsored by the University is being conducted, or in a University passenger transportation vehicle, unless pursuant to written authorization of the University in accordance with this regulation. This prohibition excludes a concealed handgun carried by a license holder in accordance with state and federal law and the University's campus carry rule. System Regulation 34.06.02 Weapons can be found online.
    b. A holder of a concealed handgun license (CHL) must comply with the provisions of this regulation and Texas Penal Code § 46.035.
2. Licensed Peace Officers
    a. Licensed peace officers are authorized by law to carry firearms at all times.
3. Requirements for Authorizing Weapons
    a. The University may grant an individual authorization to possess a weapon in accordance with state law and this regulation.
4. Firearm Application and Authorization Requirements
    a. An individual wishing to apply for authorization must submit a completed A&M System Firearm Authorization Request Form to the member police department or another office designated by the University's president.

The University's president, or designee, is authorized to approve such requests.

The complete text of System Regulation 34.06.02, Weapons, can be found online.

11.2.2 CAMPUS CONCEALED CARRY

11.2.2.1 RULE STATEMENT

This rule is designed to promote knowledge about the permissible concealed carrying of handguns and to provide information relative to those areas on campus where concealed carry is excluded.

11.2.2.2 REASON FOR RULE

This rule is established pursuant to Texas Government Code 411.2031.

11.2.2.3 PROCEDURES AND RESPONSIBILITIES

The university president established this rule after consulting with Texas A&M University-San Antonio students, staff and faculty about the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. These rules were reviewed by The Texas A&M University System Board of Regents as required by law.

A handgun license holder under Chapter 411, Texas Government Code, may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of Texas A&M University-San Antonio or in a Texas A&M University-San Antonio vehicle, unless prohibited by state or federal law or this rule. The open carrying of a handgun on campus is prohibited. Licensed peace officers are authorized by law to carry firearms at all times.

Texas A&M University-San Antonio enforces state law regulating firearms on campus. This enforcement occurs in two ways. First, university police or other applicable law enforcement agencies will investigate and take appropriate action, including referral for criminal prosecution when violations occur. Second, Texas A&M University-San Antonio will consider any violation of state law regulating firearms to be a violation of Texas A&M University-San Antonio rules. Accordingly, such a violation is subject to disciplinary action under rules applicable to students, faculty, and staff.

11.2.2.4 RULES APPLICABLE TO CARRYING CONCEALED HANDGUN ON CAMPUS

State Law Prohibitions

A license holder is responsible for complying with the applicable state prohibitions. See Appendix.

Federal Law Prohibitions

A license holder is responsible for complying with the applicable federal law prohibitions.

Other Prohibited Campus Premises

1. A license holder is also prohibited from carrying a concealed handgun on the following campus premises: Student Counseling Center
2. Fitness Center/Rec Center
3. Any premises where the university, as directed or approved by the president as necessary for campus safety, gives effective notice on a temporary basis pursuant to Section 30.06, Penal Code. For this rule, the term "owner of the property" in Section 30.06(b), Penal Code, means the president of the university. No university employee is "someone with apparent authority to act for the owner" for purposes of Section 30.06(b), Penal Code. All notices under Section

30.06, Penal Code, will be institutional notice, conform to Sections 46.03 and 46.035, Penal Code, and apply equally to all handgun license holders;

1. Any campus premises leased by the University to a third party, if the third party determines to prohibit the concealed carry of handguns on the premises and provides effective notice pursuant to Section 30.06, Penal Code; and
2. Assigned offices, as approved by the president, for which the employee has demonstrated that the carrying of a concealed handgun by a license holder in the office presents a significant risk of substantial harm due to a negligent discharge.
3. At all premises where concealed carry is prohibited, Texas A&M University-San Antonio must give effective notice under Section 30.06, Penal Code.

Related Statutes, Policies or Requirements

System Regulation 34.06.02, Weapons

Definitions:

- **Assigned office**: an office assigned to an individual faculty or staff member that is not generally open to the public.
- **Campus:** means all land and buildings owned or leased by Texas A&M University-San Antonio. Campus housing – means residential facilities located on campus that are:
    - owned and operated by Texas A&M University-San Antonio; or
    - leased and operated by Texas A&M University-San Antonio.
- **Premises:** means a building or portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
- **Significant risk:** means a high probability of harm, not just a slightly increased, speculative, or remote risk.
- **Substantial harm:** means serious injury or death to a person or persons, or destruction of valuable property.

Texas A&M University-San Antonio strives to provide a safe and secure environment for its students, staff and faculty. Texas A&M University-San Antonio follows Texas A&M System Regulation 34.06.02 *Weapons.* The following information is included in the System Regulation: A person commits a criminal violation of state law if they intentionally, knowingly or recklessly possesses or goes with a weapon on the premises of any member of The Texas A&M University System (system), any grounds or building on which an activity sponsored by any member is being conducted or in a passenger transportation vehicle of any member, unless the member authorizes such possession pursuant to this regulation. *See* Tex. Penal Code §46.03.

This regulation provides a mechanism by which members may authorize weapons otherwise prohibited by Sections 46.03 or 46.035 of the Texas Penal Code. Without such written authorization, weapons are prohibited on property owned or controlled by the system or in member passenger transportation vehicles.

11.3 EQUAL OPPORTUNITY/ NON-DISCRIMINATION

Texas A&M University-San Antonio provides equal opportunity to all employees, students, applicants for employment and admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, pregnancy or parental status, veteran status, or any other classification protected by federal, state or local law. Texas A&M University-San Antonio promptly, thoroughly, and equitably investigates complaints and reports of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws, The Texas A&M University System Policy 08.01, The Texas A&M University System Regulation 08.01.01, The Texas A&M University System Regulation 08.01.02,and University rules and procedures.

A student who experiences, observes, or becomes aware of discrimination, harassment, or retaliation should report the incident promptly to:

Campus Title IX Coordinator (Students)

Dr. Joni Baker
(210) 784-2061
CAB 439K
Joni.Baker@tamusa.edu

Deputy Title IX Coordinator (Faculty, Staff, Third Parties)

Martha O. Gonzales
Chief Human Resources Officer (210) 784-2059
CAB 439J
Martha.Gonzalez@tamusa.edu

11.4 SEX DISCRIMINATION

Sexual harassment is a form of sex discrimination. It is unwelcome conduct on the basis of sex: (1) by an employee of the University who conditions the provision of an aid, benefit, or service on an individual's participation in that unwelcome sexual conduct; (2) determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or (3) sexual assault or dating violence, domestic violence, or stalking based on sex.

A student who experiences, observes or becomes aware of discrimination, harassment, or retaliation should report the incident promptly to:

Campus Title IX Coordinator (Students)

Dr. Joni Baker
(210) 784-2061
CAB 439K

jbaker@tamusa.edu

Deputy Title IX Coordinator (Faculty, Staff, Third Parties)

Martha O. Gonzalez
Associate Vice President/Chief Human Resources Officer
(210) 784-2059
CAB 439J
Martha.Gonzalez@tamusa.edu

11.5 HAZING

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, having knowledge of the planning of hazing incidents, and/or failing to report in writing their knowledge thereof to the Office of Student Rights and Responsibilities, who will inform the Associate Vice President and Dean of Students.

Students who, in good faith effort, report to the institution being a victim of, or witness to, an incident of hazing may be provided amnesty regarding other potential code violations, including, but not limited to, underage alcohol consumption and use of illegal drugs. Amnesty does not apply to a student who reports their own commission of hazing. Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state felony. An organization found guilty of hazing may be fined $5,000 to $10,000 or, for incidents causing personal injury or property damage, an amount which is double the loss or expenses incurred because of the hazing incident.

This state law does not limit or affect an education institution's right to enforce its own penalties against hazing. The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

For more information on the State of Texas hazing laws, please visit: State of Texas Hazing Laws.

The Stop Campus Hazing Act, signed into law in December 2024, is the first federal law specifically addressing hazing on college campuses. It requires institutions of higher education participating in federal student aid programs to report hazing incidents in their annual security reports, to implement hazing prevention programs, and to publish hazing policies online. Please see more information on the Federal Stop Campus Hazing Act.

Examples of hazing include, but are not limited to:

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

If a student has firsthand knowledge of the planning or occurrence of a specific hazing incident, the student must report it, or the student will have committed a hazing offense. Report any incidence of hazing to Student Rights & Responsibilities.

Hazing Prevention Resources

The university is committed to preventing hazing activities in all campus organizations. For information, education, strategies, and resources on recognizing and preventing hazing, please visit the Hazing Prevention website.

11.6 HIV/AIDS

Texas A&M University-San Antonio will not use a person's HIV status to make employment or admission decisions nor to determine how services are delivered, except as allowed by state or federal law. The University will not ask students if they are HIV infected. HIV positive students are allowed to attend class without restriction as long as the students are physically and mentally able to participate and perform assigned work and reasonably pose no health risk to others.

11.7 CAMPUS PARKING

All students, faculty, and staff who operate a motor vehicle on campus must register their vehicle with Parking & Transportation Services and obtain a University permit before they can park their vehicle on University property. Students, faculty, and staff are expected to pay parking violations as outlined in the Financial Obligations section.

For more information on parking regulations, purchasing a parking permit, or violation appeals, please visit the Parking and Transportation website.

11.8 NON-MOTORIZED VEHICLES

Pedestrians have the right of way at all times. Non-motorized vehicles (such as bicycles and skateboards) are permitted on campus; however, they must yield the right of way to pedestrians and not operated inside buildings. Bicycles are not permitted inside any University buildings and must be parked in bicycle racks available throughout campus. Other non-motorized vehicles including, but not limited to, skateboards, roller skates, and in-line roller blade skates may be operated on any of the sidewalks or driveways as long as no damage to University property occurs. o

11.8.1 HOVERBOARD POLICY

Due to safety concerns regarding spontaneous combustion and operator safety, Texas A&M University-San Antonio prohibits the use, possession, or storage of hoverboards including self-balancing boards/scooters, battery operated scooters, hands-free Segway, electric powered skateboards, and other similar equipment on the A&M-San Antonio campus and other off-campus properties controlled by the University. This policy applies to the grounds and all buildings.

11.9 ANIMALS ON CAMPUS

Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) the animal performs must be directly related to the person's disability. Nonservice animals are not allowed on university property at any time, with the exception of approved Emotional Support Animals in Student Housing and approved Research Animals. Emotional Support Animals are only allowed in Residence Halls after receiving approval from the Office of Student Housing. Research Animals must be approved by the Director of Research Compliance. All animals must be under the control of their handler at all times and on a leash unless the animal cannot complete their task while on a leash.

11.10 SOLICITATION

It is a violation for any person to solicit or sell products or services to individual students at any time on the property, campus, or grounds of Texas A&M University-San Antonio, except in those cases in which specific authorization has been extended by the Associate Vice President and Dean of Students.

11.11 FINANCIAL OBLIGATIONS

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

11.12 VOLUNTARY OR INVOLUNTARY LEAVE POLICY

In cases in which a student leaves the institution, whether voluntarily or involuntarily, the University reserves the right to set a registration hold on the student account and place mandatory conditions upon the student's return. This may include, but is not limited to, an assessment by an outside provider and/or completion of disciplinary sanctions. Other criteria from other departments may be required as well, prior to the student's return to the University.

For questions pertaining to this section, please contact Student Affairs.

11.13 ETHICSPOINT HOTLINE

If you suspect fraud, waste, or abuse, you may call the Risk, Fraud, and Misconduct Hotline at (888) 501-3850 or file a report online. A link to the hotline is also located at the bottom of the University home webpage. Both the hotline and webpage allow you to submit an anonymous report of a potential concern.

The Risk, Fraud, and Misconduct Hotline is managed by EthicsPoint, an independent third party that is not part of The Texas A&M University System or intranet. EthicsPoint routes every report received to a designated A&M System institution or agency official for review and follow up. Please be aware that the EthicsPoint Hotline is **NOT** a 911 or emergency response service and **s**hould not be used to report an immediate threat to the members or property of our campus community.

SECTION 12 APPENDIX

12.1 COMPLAINT TOPICS AND CONTACT LIST

Nature Of Concern	Reference	Office or Contact	Description
Academic Content/Record	FERPA Student Handbook System Policy	Registrar's Office registrar@tamusa.edu, 210-784-1300	Students wishing to make changes to Address/Telephone/email through JagApp. Change of Name/Social Security Number Require a Form and documentation be submitted to the Registrar.

Nature Of Concern	Reference	Office or Contact	Description
Academic Misconduct	Student Handbook: Violations of Academic Conduct Student Rights and Responsibilities	Professor of the course	Violations of Academic Conduct (includes, but not limited to: Cheating, Plagiarism, Collusion, Multiple Submission, Lying, Bribery) will follow the Process for Academic Conduct Violations as laid out in the Student Handbook.
Academic Dismissal	University Catalog	Student & Academic Success Center 210-784-1307	Any student placed on Dismissal has the right to appeal to change that status. Students must initiate the appeal process with Student Academic Success Center. (Appeal Process: Catalog Page 129)
Admission Appeal	University Catalog Admissions Website	Office of Admissions 210-784-1300	Students wishing to appeal their admissions can visit the Welcome Center for more information and form. The admissions appeal process is outlined in the decision letter which is sent to the student.
Americans with Disabilities (ADA): Accommodations	Disability Support Services Website	Disability Support Services (DSS) 210-784-1335	If a student who has registered and has activated semester accommodations through DSS does not receive these through an academic program, contact DSS Case Manager or Director.

Nature Of Concern	Reference	Office or Contact	Description
Americans with Disabilities (ADA): Discrimination	https://resources.tamusa.edu/employees/human-resources/eeo.html	Civil Rights Officer: 210-784-2061	A student who feels they have been subject to discrimination in an academic program or university department based on a disability should contact the Civil Rights Officer/Title IX Coordinator.
Computer Labs/Printing	Student Handbook Computer Labs Website	Helpdesk (210) 784-4357	Students wishing to address technology and printing difficulties.
Disciplinary/ Misconduct Action	Student Handbook: Code of Student Conduct	Student Rights and Responsibilities studentrr@tamusa.edu	Students wishing to address the disciplinary process, rights going through the process, or possible outcomes or students wishing to appeal the outcomes of a disciplinary outcome.
E-book Grievance	E-Book Website	Learning and Technology Development Manager: Sharon Amaro	Students wishing to address difficulties in technology or cost. Students enrolled in a course that requires a university e-book will be charged an e-book fee in their overall tuition and fees.

Nature Of Concern	Reference	Office or Contact	Description
Eligibility for undergraduate program/Transfer Credit	Undergraduate University Catalog	Undergraduate Advising 210-784-1307 Department Faculty/ Chair	Students wishing to address concerns related to transfer credits or eligibility can meet with their undergraduate academic advisor for an explanation of requirements. All decisions regarding applicability of credits are ultimately made by faculty within a student's program of study.
Eligibility for Graduate Programs	Graduate University Catalog	Graduate Advising Dean Head of Program	Students wishing to address concerns with eligibility for graduate programs, or concerns with the acceptance appeals process.
Distance Education	Center for Academic Innovation website University Catalog	Department Chair/ College Dean	Students wishing to address technology concerns related to courses taken online. Complaints about a specific instructor should be directed to the instructor and/or academic department chair.
Family Education Rights and Privacy Act (FERPA)	Student Handbook	Registrar's Office Registrar: registrar@tamusa.edu, 210-784-1300	Student wishing to review FERPA rights or report a FERPA violation.

Nature Of Concern	Reference	Office or Contact	Description
Financial Aid	Financial Aid Website University Catalog	The Office of Student Financial Aid and Scholarships 210-784-1499	Students wishing to appeal Title IV Repayment funds or Maximum Hour Limit. Students must have satisfactory SAP and be within Maximum Hour Limit to receive Financial Aid.
Fraudulent, Wasteful or Abusive Activities	Ethics Point Website	Office of Risk, Ethics & Compliance 210-784-2003 john.wickline@tamusa.edu	Students wanting to report suspected fraud, waste or abuse, may call the Risk, Fraud and Misconduct Hotline or file a report electronically using the link at the bottom of the TAMUSA homepage.
Grade Grievances, Grade changes, or grade errors/appeals	Student Handbook: Academic Dispute Process	Faculty member of the course Department Chair for course in dispute	Students wishing to appeal a grade will only be processed through the Academic Dispute process after final grades for the semester are processed.

Nature Of Concern	Reference	Office or Contact	Description
Graduation Requirements	DegreeWorks University Catalog	Office of Undergraduate Advising 210-784-1307 College Dean	A student requesting to appeal graduation requirements must first meet with their academic advisor to review degree requirements listed within their current catalog or those of a subsequent catalog. Any appeals may move forward to the College Dean. A student who fails to graduate within five years after admission will be required to meet the degree requirements of a subsequent catalog that is within five years of currency at the time of their graduation.
Hazelwood, GI Bill®	Military Affairs Website Texas Education Code 54.203 (known as the Hazelwood Act)	Military Affairs 210-784-1397	Any student who feels they may be eligible for education benefits should complete an application at Military Affairs. The completed application will be electronically submitted to the Veterans Affairs Regional Office (VARO) in Muskogee, OK through Veterans Online Application (VON-APP) for review. The VARO will make the official decision to grant or deny benefits.

Nature Of Concern	Reference	Office or Contact	Description
Hazing	Student Handbook	Student Rights and Responsibilities studentrr@tamusa.edu (210) 784-1353	Students wishing to address concerns regarding hazing have the right to file a report. Under Texas Law and Federal law, Hazing is illegal, and all reports of hazing will be investigated.
Housing/Housing Payment	Student Housing Contract Student Housing Website Student Housing Handbook	Student Housing Office Housing@tamusa.edu (210) 784-1717	Students wishing to address concerns regarding their housing contract or concerns about housing payment and/or fines.
International Affairs, Visa Status	International Affairs Website	International Affairs	Students requesting immigration guidance and/or concerns with their immigration status.
ITS Information Technology Services	University Catalog ITS Website	ITS Help Desk (210) 784-HELP	For students wishing to address concerns of services such as open access labs, university email and file storage, wireless internet access, technology- enabled classrooms and conference room spaces.
Maintenance/ Facilities Complaint	Facilities Website	Emergency Number (210) 784-2100	Students wishing to address facility and maintenance concerns on campus can submit a report online.

Nature Of Concern	Reference	Office or Contact	Description
Meal Plan: Payment	Dine on Campus Website	University Services Director	Students wishing to address concerns of meal plan payment. Student living on campus is required to purchase a resident meal plan for both fall and Spring semester. Fall meals plans may roll over to the Spring. All meal plans expire at the end of the Spring semester with no refunds.
Meal Plan: Food Services	Dine on Campus Website	Chartwells Director of Dining Services: (210) 784-2017	Students wishing to address concerns of food or catering services in the Dining Hall or at Jaguar Java.
First-Year Seminar	University Catalog	The Office of First-Year Experience (210) 784-1435	Students wishing to address concerns about a First -Year Seminar Course.
JagX	JagX Website Student Handbook	Student Engagement (210) 784-1452	Students wishing to address concerns of content, attendance, accommodations, etc. JagX is required for all incoming first-time freshman students.
New Student Orientation	Orientation Website Student Handbook	Student Engagement (210) 784-1452	Students wishing to address concerns of attendance, registration or sign up, dates of event, orientation fee, and/or orientation hold.

Nature Of Concern	Reference	Office or Contact	Description
Parking	Parking and Transportation Website	Parking and Transportation Cheron Kuykendall parking@tamusa.edu	Students wishing to address parking permit type/ fees or parking citations. A Student wishing to appeal a parking citation(s) can review the Parking Appeal Procedure and appeal within 10 calendar days of receipt of citation.
Public Information Request	Strategic Marketing and Communications Website	Office of Risk, Ethics & Compliance (210) 784-2003 john.wickline@tamusa.edu	Community members wishing to submit an Open Records Request can use the Open Records Request portal link at the bottom of the TAMUSA homepage. Requests can take up to 10 business days to be fulfilled.
Rec Sports/ Intramurals	JagSync, Rec Sports Website	Recreational Sports (210) 784-1349	Students wishing to address concerns/complaints about The Jaguar Fitness Center or the Game Room and Lounge, or the Multipurpose Fields. For Students wishing to address concerns/complaints regarding intramurals.

Nature Of Concern	Reference	Office or Contact	Description
Refund of Fees	University Catalog Academic Calendar	Student Business Services (210) 784-2035	Students wishing to appeal tuition rates, late registration fees, and payment fees can contact Student Business Services (SBS) in person or submit an appeal request through Contact Student Business Services. SBS also assists with questions about Financial Responsibility Agreements, payment plans, and student billing. Appeals are reviewed by the 15th of each month, and all questions receive responses within 48 business hours.
Residency Status Determination	University Catalog	Registrar's Office Registrar: registrar@tamusa.edu (210) 784-1300	Students wishing to change their residency status must first complete the 'Change of Residency' request form and submit to the Registrar's Office for processing. The registrar's Office will review all determinations and approve. This process must be done prior to registration.

Nature Of Concern	Reference	Office or Contact	Description
Satisfactory Academic Progress (SAP) information, SAP Appeal	Financial Aid website University Catalog	Student Financial Aid and Scholarships (210) 784-1300	Students wishing to appeal if they are placed on Financial Aid suspension due to not meeting Satisfactory Academic Progress (SAP). Must occur before the term deadline and submitted to The Office of Student Financial Aid and Scholarships.
Sexual Harassment, Discrimination	Title IX Website Student Handbook System Regulation: 08.01	Civil Rights Officer/ Title IX Coordinator: Dr. Joni Baker	Students wishing to address sexual harassment or discrimination.
Staff Complaint	Student Handbook: Nonacademic Grievance Procedure	Director of Office of where complaint occurred.	Students wishing to address complaints regarding staff must use the non-academic grievance process listed in the Student Handbook.
Student Life /Student Organizations	JagSync	Student Life (210) 784-1329	Students wishing to address issues regarding student organizations or needing technical assistance in JagSync.

Nature Of Concern	Reference	Office or Contact	Description
Student Employment Grievance	Office Policies Discrimination Complaint: The Texas A&M University System Regulation 08.01.01 and 08.01.02	Office Supervisor Chief Human Resources Officer: (210) 784-2058	Students wishing to address student employment should meet with their office supervisor or contact Human Resources. Students wishing to address student employment complaints based on discrimination should contact the Chief Human Resources Officer.
Testing/ TSI	Testing Center Website	Testing Center (210) 784-1366 TSI (210) 784-1419	Students wishing to address concerns regarding the Testing Center policies, scheduling tests, CLEP.
Enrollment Services Center	Enrollment Services Center Website	Enrollment Services Center (210) 784-1300	Student wishing to address concerns of call center.

12.2 STUDENT RESOURCE LOCATIONS

Expressed Concern	Referral Resources
Academic Advising (Undergraduate)	Undergraduate Academic Advising, Central Academic Building (CAB) 202, Student Success Center (210) 784-1307
Academic Advising (Graduate)	Consult the office of the dean for your college to make an appointment.
Activities on Campus	Student Life Central Academic Building Suite 103 (210) 784-1329 studentlife@tamusa.edu

Expressed Concern	Referral Resources
Substance Use Concerns	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Career Information	Mays Center for Experiential Learning and Community Engagement: Career Services Science and Technology Bldg., 1st Floor, Suite 111 (210) 784-1356 (appointments available) mays@tamusa.edu
Change of Address	Registrar's Office Welcome Center, Madla 111 (210) 784-1300 Registrar@tamusa.edu
CLEP	Testing Center Central Academic Building, Suite 209 (210) 784-1366
Clubs & Organizations	Student Life Central Academic Building Suite 103 (210) 784-1329 studentlife@tamusa.edu
Complaints/Grievances	Refer to Grievance Policy in student handbook.
Death of loved one	For emotional support: Student Counseling Center (for emotional support) Madla 120 (210) 784-1331 (available 24/7) For academic accommodations related to the loss: Dean of Students Office, Madla 312 (210) 784-1405 DOS@tamusa.edu
Death of Student	Dean of Students Office, Madla 312 (210) 784-1405 DOS@tamusa.edu
Depression or Suicide	Student Counseling Center Madla 120 (210) 784-1331 (available 24/7)
Disability Concerns	Disability Support Services Office Central Academic Building, Suite 210 (210) 784-1335 DSS@tamusa.edu

Expressed Concern	Referral Resources
Dropping/adding classes	Registrar's Office Welcome Center, Madla 111 (210) 784-1300 Registrar@tamusa.edu
Dual Enrollment (Alamo Colleges)	Office of Student Financial Aid and Scholarships financialaid@tamusa.edu (210) 784-1300 Undergraduate Academic Advising, Central Academic Building (CAB) 202, Student Success Center, (210) 784-1307
Eating Disorder Concerns	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Employment, on campus	Mays Center for Experiential Learning and Community Engagement: Career Services Science and Technology Bldg., 1st Floor, Suite 111 (210) 784-1356 (appointments available) mays@tamusa.edu
Employment, off campus	Mays Center for Experiential Learning and Community Engagement: Career Services Science and Technology Bldg., 1st Floor, Suite 111 (210) 784-1356 (appointments available) mays@tamusa.edu
Fee Payments, Refunds	Student Business Services Madla 135 (210) 784-2035 sbs@tamusa.tamus.edu
Financial Aid Concerns	Office of Student Financial Aid and Scholarships (210) 784-1300 financialaid@tamusa.edu
Foster Youth	CAB 234 (210) 784 - 1427
Homesickness	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Housing Concerns	Director of University Housing 210-784-1544
Information and Referral	Welcome Center 1st Floor, Madla 111 (210) 784-1300 BeAJaguar@tamusa.edu

Expressed Concern	Referral Resources
International Student Admission/Service	Office of International Affairs Madla, Suite 309 (210) 784-1309 Internationalaffairs@tamusa.edu
Internships	Mays Center for Experiential Learning and Community Engagement: Career Services Science and Technology Bldg., 1st Floor, Suite 111 (210) 784-1356 (appointments available) mays@tamusa.edu
Interpersonal Conflicts	Student Rights and Responsibilities (210) 784-1377 StudentRR@tamusa.edu
Intramurals	Rec. Sports (210) 784-1361 Recsports@tamusa.tamus.edu
Lost & Found	University Police Department (210) 784-1900
Major/Career Indecision	Undergraduate Academic Advising, CAB 202 (210) 784-1307 Advising.Center@tamusa.edu Mays Center for Experiential Learning and Community Engagement: Career Services Science and Technology Bldg., 1st Floor, Suite 111 (210) 784-1356 (appointments available) mays@tamusa.edu
Marital/Premarital Concerns	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Math & Test Anxiety	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Meeting Facilities	(210) 784-2121 spacerequest@tamusa.edu https://www.tamusa.edu/space-reservation/
Money Management	Office of Student Financial Aid and Scholarships financialaid@tamusa.edu (210) 784-1300

Expressed Concern	Referral Resources
Personal Problems	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Physical Abuse	University Police Department (210) 784-1900 Emergency: (210) 784-1911
Pregnancy and Parenting	Title IX Coordinator Dr. Joni Baker (210) 784-2061
Rape/Sexual Assault	Title IX Coordinator Dr. Joni Baker CAB 439K (210) 784-2061 University Police (210)784-1900 or (210)784-1911 for an emergency For emotional support: Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Relationship Problem	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Resume Writing	Mays Center for Experiential Learning and Community Engagement: Career Services Science and Technology Bldg., 1st Floor, Suite 111 (210) 784-1356 (appointments available) mays@tamusa.edu
Roommate Conflicts	Esperanza Hall (210) 784-1717 Student Rights and Responsibilities (210) 784-1353 StudentRR@tamusa.edu
Scholarships	Office of Student Financial Aid and Scholarships (210) 784-1300 financialaid@tamusa.edu
Sexual/Gender Issues	Student Counseling Center Madla 120 (210) 784-1331 (Available 24/7)
Sexual Harassment	Title IX Coordinator Dr. Joni Baker CAB 439K (210) 784-2061
Sexual Misconduct	Title IX Coordinator Dr. Joni Baker CAB 439K (210) 784-2061

Expressed Concern	Referral Resources
Study Skills	CAB 202, (210) 784-1307 Student.Success@tamusa.edu
Time Management	CAB 202, (210) 784-1307 Student.Success@tamusa.edu
Testing **(TSI, CLEP, A&M Exams, etc.)**	Testing Center Central Academic Building, Suite 209 (210) 784-1366
TSI Status/Holds/Questions	TSI Coordinator Central Academic Building, Suite 202 (210) 784-1419 TSI@tamusa.edu
Tutoring	CAB 202 (210) 784-1307 Student.Success@tamusa.edu
Veterans	Military Affairs Patriots' Casa, Suite 202 (210)784-1397 military@tamusa.edu
Vending (refunds)	Student Business Services Madla 135 (210) 784-2035 sbs@tamusa.tamus.edu
Withdrawal from University (process)	Enrollment Service Center, Madla 111 (210) 874-1300
Work Out Facility	Rec. Sports (210) 784-3149 Recsports@tamusa.edu

12.3 CAMPUS MAP

Situated in San Antonio's South Side, Texas A&M University – San Antonio serves an area comprising the greater San Antonio and Bexar County region and the surrounding South Texas counties. The Main Campus is the central location for Texas A&M University – San Antonio. An interactive virtual map can also be found online.