2019-2020
Student Handbook
TEXAS A&M UNIVERSITY
SAN ANTONIO
# Texas A&M University-San Antonio Student Handbook 2019-2020

## Section 1 Introduction

1. **Mission Statement**
2. **Vision**
3. **Core Values**
4. **School History**
5. **Alma Mater**
6. **Fight Song**

## Section 2 Traditions

1. **General The Jaguar**
2. **Ring Ceremonies (Spring and Fall)**
3. **Jaguars Remembered**
4. **Festival de Cascarones**
5. **Fall Fest**
6. **Lights of Esperanza**

## Section 3 Purpose of the Student Handbook

1. **Subject To Change Disclaimer**
2. **Acknowledgements**

## Section 4 Incoming Students

1. **Bacterial Meningitis**
2. **Alcoholes**

## Section 5 Student Rights and Responsibilities

1. **Preamble**
2. **Office of Student Rights and Responsibilities**
3. **Student Rights**
4. **Student Responsibilities**
5. **Freedom of Access of Higher Education**
6. **Protection of Freedom of Expression**
7. **False Alarms**
8. **Student Records (FERPA)**
9. **Student's Right to Know and Campus Security Act of 1990**
11. **Campus Violence Against Women Reauthorization Act (VAWA)**

## Section 6 Student Grievance Procedure

1. **Introduction to Grievance Procedures**
2. **Grievance Procedure**
3. **Steps for Redress of a Nonacademic-Student Grievance**
Dear Student,

On behalf of the administration and faculty, it is the pleasure of Student Affairs 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. All around campus you can feel the excitement as we work together to build academic programs, traditions, pride and spirit.

We have a rich heritage in South San Antonio, and being a member of this community is one that carries a sense of prestige and honor. All Jaguars value integrity, leadership, inclusion, trust, respect, and responsibility. We celebrate and advocate the differences in culture, history and thought that each individual brings to the university community.

In this student handbook, you will find a selection of information that we believe will help you to better acclimate to our community. Texas A&M University-San Antonio provides a variety of opportunities that are designed to help you throughout your time on campus. The services and programs outlined in the Student Handbook will help you accomplish the goals you have set for yourself.

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 Student Code of Conduct, found in this handbook, outlines the policies and procedures we use to ensure fair treatment to all members of our community.

We know your focus is in attaining academic success and completing your degree. We are here to assist you. The Division of Student Affairs is not only interested in your academic success, but also in your social and professional development. We believe the student is our first priority. We encourage you to become involved on campus. Get involved in one of our student organizations or start a new group on campus. Spend time getting to know your faculty and the staff members around campus. Meet other students and build a support network. Take advantage of workshops, lectures and presentations offered outside of the classroom. All these opportunities will enhance your experience here at Texas A&M University-San Antonio and will make your time here richer.

We truly are glad that you have chosen to pursue your higher education at Texas A&M University-San Antonio, and we wish you the very best. Go Jaguars!

Melissa K. Mahan, Ph.D.
Vice President for Student Affairs
SECTION 1 INTRODUCTION

1.1 MISSION STATEMENT

Texas A&M University-San Antonio is reflective of the diverse and heritage rich community it serves. University and community partnerships provide a strong foundation for student and academic success and support interdisciplinary teaching and experiential learning. Faculty and staff collaborate to create comprehensive, industry-responsive academic and co-curricular programs that provide a transformative experience for all students. The University’s inclusive environment inspires learning and fosters social development using relevant scholarship, research and public service. A&M-San Antonio graduates leave well-equipped with knowledge and marketable skills that prepare them for rewarding careers, responsible global citizenship and lifelong learning.

1.2 VISION

A&M-San Antonio serves as an economic, research and social catalyst that will become nationally recognized for student and academic success, embracing all students, especially those from underrepresented communities

1.3 CORE VALUES

**Excellence**
We strive for excellence above all else. Those who represent the A&M-SA family—faculty, staff, students and alumni—do so with the highest standards of integrity and characterize the grit, honor and traditions of the campus community.

**Student Focus**
We use a number of co-curricular activities, including experiential learning, as catalysts to achieve active student learning. We use intentional and innovative teaching and applied learning methods to educate a diverse student body, enhance retention and encourage timely graduation.

**Audaciousness**
We think big and work diligently to fulfill our aspirations. We are an agile, innovative and entrepreneurial university that prepares students, faculty and staff to create a better future and transform the world, starting with our local community, region and state.

**Opportunity**
We create opportunities for a diverse student body by embracing the demographics of our region and the military-connected community. We are inclusive of all learners and welcome students where they are, socially, economically and academically. We prepare traditional and nontraditional students with marketable skills and undergraduate research experiences that contribute to a meaningful life and a fulfilling career.

**Collaboration**
We value interdisciplinary approaches, partnerships and research opportunities that respond to needs across public and private industries, the military community, school districts, other colleges and universities and the Texas A&M University System.
1.4 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. On May 23, 2009, Gov. Rick Perry signed Senate Bill 629 that created Texas A&M University-San Antonio as a stand-alone university.

1.5 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.
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.

1.6 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)
RAAWWWRR
SECTION 2 TRADITIONS

Texas A&M University-San Antonio (A&M-SA) is known for traditions. As the University grows in stature, these traditions resonate more strongly with students, faculty, staff and alumni as well as members of the San Antonio community.

2.1 GENERAL THE JAGUAR

The official mascot of Texas A&M-San Antonio. General the Jaguar received their name and the rank of Brigadier General on August 27th, 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.

2.2 RING CEREMONIES (SPRING AND FALL)

The Ring Ceremony 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 ceremony is filled with Jaguar pride as the University celebrates the many accomplishments of its students. On the eve of each ceremony, the class rings are stowed in the dome of the Central Academic Building. Legend has it that “at nightfall, before the ceremony, the dome holds the Spirit of the Jaguar” and “the Spirit of the Jaguar illuminates the dome and permeates each class ring”

2.3 JAGUARS REMEMBERED

Hosted by the Student Government Association, the Dean of Students Office and the Office of Alumni Relations, the 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 “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.

2.4 FESTIVAL DE CASCARÓNES

An annual Fiesta event that has music, food, vendors, and of course, cascarónes. The event is hosted at A&M-San Antonio and has had over 7000 attendees. The Jaguar Spirit is on full display with many student groups participating with booths including games, food, music, and fun.

2.5 FALL FEST

The Campus Activities Board brings harvest season to campus during Fall Fest. The event support fundraising efforts of A&M-SA student organizations and includes the naming of Mr. and Ms. A&M-San Antonio, a petting zoo, costume contest, games, a pumpkin patch and much more. Jaguar pride is on full display at the event, with multiple booths for student organizations and many ways to have a great time.
2.6 LIGHTS OF ESPERANZA

The lighting of campus with more than 10,000 LED lights signifies the burning education 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.
SECTION 3 PURPOSE OF THE STUDENT HANDBOOK

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

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

3.1 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 that are 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.

3.2 ACKNOWLEDGEMENTS

The following works were used in developing this document.

- Texas A&M University System Policy and Procedure
- Prairie View A&M Student Handbook
- Texas A&M University- Corpus Christi Student Handbook
- Texas A&M University – Kingsville Student Handbook
SECTION 4 INCOMING STUDENTS

4.1 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, http://www.tamusa.edu/welcomecenter/NewStudentChecklist/meningitisvaccine.html

4.2 ALCOHOL EDU

Everfi AlcoholEdu® for College uses evidence-based prevention methods, personalized to each user, to educate students on their drinking behaviors and to empower students to make healthy choices in regards to alcohol use.

All incoming undergraduate students under the age of 21, including first-year and transfer students, must complete Everfi AlcoholEdu®. The program consists of two parts, both of which must be completed according to the due dates for the first semester of attendance. If either Part 1 or Part 2 are not completed by the assigned due dates, a registration hold will be placed, preventing future semester course registration.

To complete the Everfi AlcoholEdu® course, login into your JagWire account and click “AlcoholEDU Course.”

<table>
<thead>
<tr>
<th>Section</th>
<th>Fall Due Date</th>
<th>Section</th>
<th>Spring Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>October 1</td>
<td>Part 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Note</td>
<td>Must be completed prior to Spring Registration</td>
<td>Note</td>
<td>Must be completed prior to Summer and Fall Registration</td>
</tr>
<tr>
<td>Part 2</td>
<td>November 30</td>
<td>Part 2</td>
<td>April 30</td>
</tr>
<tr>
<td>Note</td>
<td>Must be completed prior to future Semester Registration</td>
<td>Note</td>
<td>Must be completed prior to future semester Registration</td>
</tr>
</tbody>
</table>
SECTION 5 STUDENT RIGHTS AND RESPONSIBILITIES

5.1 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 expressions are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in sustained and independent search for truth.

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

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for the student freedom and responsibility to learn at Texas A&M University-San Antonio. The rights of students are to be respected. These rights include respect for personal feelings; freedom from indignity of any type, freedom from control by any person except as may be in accord with Texas A&M University-San Antonio, and conditions allowing them to make the best use of their time and talents toward the objectives which brought them to this University. No officer or student, regardless of position or rank, shall violate those rights.

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

5.2 OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

The mission of the Office of Student Rights and Responsibilities is to promote a campus environment of student success that balances student rights and responsibilities through a fair and objective due process and to uphold the highest academic and behavioral standards articulated in the Student Code of Conduct.

The main role of the Office of Student Rights and Responsibilities is to oversee the student conduct process, and be an advocate for students who may have questions regarding community standards. Staff members strive to promote a campus climate of integrity, service, commitment, and excellence by focusing on promoting a holistic approach to student rights and responsibilities. For more information, please visit our website at: http://bit.ly/TAMUSAStudentRR
5.3 STUDENT RIGHTS

Texas A&M University-San Antonio has a diverse student population. Our goal is to provide a high quality educational experience that is free from repression.

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

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

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

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

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

5.4 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 with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, University Catalog and students must comply with them and the laws of the land.

- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.
- A student has the responsibility to recognize the University’s obligation to provide an environment for learning.
- A student has the responsibility to check their university email for any updates or official university notification.
The student must seek advice about degree requirements and other university policies when necessary. The student is held responsible for knowing and abiding by University rules and procedures regarding the standard of work required to continue in the University, as well as those dealing with academic integrity, scholastic probation, suspension, and dismissal. Additionally, the student is expected to comply with the rules in the Student Handbook, Student Code of Conduct, University Catalog as well as the process in the latter, which are administered by the Office of Student Rights and Responsibilities. The Student Handbook, Student Code of Conduct and University Catalog are accessible online.

The University may require a student to withdraw or impose probation on any student whose conduct is contradictory to the Student Code of Conduct. An admission on the basis of false statement or document is void upon discovery of that fraud, and the student is not entitled to any credit for work that he/she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due will be considered receivable.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

5.5 FREEDOM OF ACCESS OF HIGHER EDUCATION

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

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

Texas A&M University-San Antonio does not exclude any qualified individual from participation in, deny the benefits of, or subject anyone to discrimination based on their race, color, national origin, sex, age or disability under any program or activity receiving Federal financial assistance.

5.6 PROTECTION OF FREEDOM OF EXPRESSION

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

Students have the right to be evaluated for their participation and work in the classroom in accordance with the parameters as indicated in the course syllabus. A syllabus will be provided to each student at the first class meeting. In the event that the student believes that he/she has not been accorded the proper evaluation, the student may initiate an appeal as outlined in the Faculty Handbook.
5.7 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 he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other 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.

5.8 STUDENT RECORDS (FERPA)

Consent must be obtained to release student records to a third party, with certain exceptions contained in the law. Directory information may be released without permission of the student unless the student has specifically requested that said information not be released.

The following information is considered to be 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

Information which may not be released as directory information includes social security number, race/ethnicity or gender.

It is the student’s responsibility to inform the Office of the University 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.
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. **Inspect and Review Educational Records**

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 make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the 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**

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**

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.

A school official is:

- a. 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)
- b. 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)
- c. 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.
- d. 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.
4. 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.

5.9 STUDENT’S RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

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 and is available online at Annual Security and Fire Safety Report.

5.10 DISCLOSURE OF CAMPUS SECURITY POLICY & CRIME STATISTICS

5.10.1 EMERGENCY NOTIFICATIONS 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, emails and voicemail alerts. JagE Alert is capable of sending alerts via telephone call, email messages and text messages to registered users. Students are able to include several telephone numbers and email addresses allowing notification to parents and/or spouse as well. 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 also is 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 system can also be accompanied by interior signs placed strategically in campus buildings throughout the campus containing content regarding the emergency notification.
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. The Main Campus exterior loudspeaker notification system provides direct commands and sounds that alert the campus to danger and ways to take necessary precautions. These visual and audible alerts are located throughout the University campus and buildings. 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-SA PD or designee constitutes a serious or continuous threat, a university-wide “timely warning” will be issued. It will emphasize the main building or area 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-SA PD will then transmit the email containing the timely warning to the University Community as a blast email using the Jag-E Alert System in Outreach Mode. Updates to the A&M-SA community about any particular case resulting in a timely warning also may be distributed electronically in the same manner. A&M-SA PD Social Media sites, University websites and public University monitors may be used as well.

Anyone with information warranting a timely warning should immediately report the circumstances to the A&M-SA PD, by phone at (210) 784-1900 (non-emergency), (210) 784-1911 (emergency), by using the SafeZone App or in person at their office at Room 120 – Frank L. Madla Building, One University Way, San Antonio, Texas, 78224.


**5.10.2 MISSING STUDENTS**

If a person has reason to believe that an on-campus resident student is missing, he/she should immediately notify the University Police Department (UPD) at (210) 784-1911. If a non-resident (resides off campus) student is reported missing to university personnel, UPD 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, UPD 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 person will be notified, within 24 hours, if UPD and/or local law enforcement determine the student is missing. This contact information will be confidential and accessible only to authorized university officials and law enforcement personnel involved in an emergency response. Students residing on-campus housing have the option to identify an emergency contact person with on-campus housing at Esperanza Hall. Contact information will be accessible only to authorized campus officials and law enforcement.
5.10.3 ANNUAL SECURITY AND FIRE SAFETY REPORT

The Texas A&M University-San Antonio Annual Security and Fire Safety Report is to provide 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 adjacent public property or at any non-campus locations owned or controlled by the University that is used for educational purposes. These statistics were gathered 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 http://www.tamusa.edu/upd.

5.11 CAMPUS VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

5.11.1 PROGRAMS ON CAMPUS FOR VAWA

Texas A&M University- San Antonio provides ongoing awareness and prevention programing that address dating violence, domestic violence, stalking and sexual assault. Some of these programs include, but is not limited to: New Student Orientation, Rape Aggression Defense (R.A.D.) Training, Safety Begins with You, Title IX video and in-person presentations, awareness campaigns, and brochures.

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

The University also offers ‘Safety Begins with You’ presentation. This program offers a description of educational programs to promote the awareness of rape, acquaintance 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 at http://www.tamusa.edu/upd/ and the Title IX website at http://www.tamusa.edu/titleix/.
5.11.2 SEX OFFENDER REGISTRATION

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

In compliance with state and federal law, information to 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 at https://records.txdps.state.tx.us/DpsWebsite/Index.aspx.
SECTION 6 STUDENT GRIEVANCE PROCEDURE

6.1 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.

6.2 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. More information is provided in the Student Handbook or at http://www.tamusa.edu/studentengagementsuccess/StudentRightsAndResponsibilities/index.html

6.3 STEPS FOR REDRESS OF A NONACADEMIC-STUDENT GRIEVANCE

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

A. Step 1: Students are encouraged to attempt to resolve complaints informally with the staff member to facilitate resolution of their concerns and/or complaint.

B. Step 2: If a satisfactory resolution cannot be found at the student-staff level, or if the staff member is unavailable or no longer with the university, the student shall submit the complaint in writing within five (5) business days to the appropriate department supervisor. Complaints against supervisors will be submitted directly to the next level supervisor in the leadership chain. More information can be found http://www.tamusa.edu/studentengagementsuccess/StudentRightsAndResponsibilities/index.html

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

a. Identify the specific nature of the nonacademic grievance
b. 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.

c. The name of the person whose decision is being disputed, the dates of occurrence, and the name, current address, and phone number of the complainant.

d. Attach any supporting documents or evidence, names and contact information of witnesses and short statements summarizing the testimony that the witnesses may present.

e. The resolution sought (i.e. explain how you would like to see it resolved).

The department supervisor will review and resolve the complaint 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 all files will be kept in a secure file.

C. **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 Office of Student Rights and Responsibilities within five (5) business days from the date the resolution was sent from Step 2 of the nonacademic student grievance process. This can be filed via the online reporting system Maxient at [http://bit.ly/FileAReport](http://bit.ly/FileAReport) and should follow the guidelines for filing a report in Step 2.

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

- a. Substantial new evidence not available at the time of the original finding.
- b. Violation of university policies/processes
- c. The finding is inconsistent with the facts presented.
- d. The Office the complaint originated in did not resolve in a timely manner or did not communicate back.

Appeals based on financial considerations, delays in graduating, immigration status, or other personal inconveniences are generally not granted.

When an appeal has been filed, The Office of Students Rights and Responsibilities designee will review all information obtained and determine whether the grounds for an appeal have been met. If the appeal does not meet one or more criteria, the appeal will automatically be denied. If the appeal is accepted based on meeting one or more criteria, the case will be reviewed within 15 business days, or longer based on extenuating circumstances. A notification outlining the outcome shall be sent to all applicable parties.

Following Step 3 appeal, the matter shall be considered final and binding on all parties involved and the decision is final.
SECTION 7 CAMPUS SERVICES & RESOURCES

7.1 BOOKSTORE
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, imprinted gift items and academic regalia. The bookstore is located on the first floor of the Campus Academic Building, Room 135. Visit us online at: https://www.bkstr.com/texasamsanantoniostore/home

7.2 STUDENT BUSINESS SERVICES
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.

Our staff is responsible for the billing and collection of tuition and fees along with all University receipting. 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, VA 51 and VA 33 Post-9/11. As part of our function, we assist and administer the refunds for Financial Aid. Refunds are processed routinely on Tuesdays and Thursdays.

We are here to serve the students of Texas A&M University-San Antonio; our goal is to maintain a professional, courteous, and customer service driven environment that will assist our students with their educational goals. For more information regarding Student Business Services please visit our website at: http://www.tamusa.edu/sbs/index.html

7.3 CAMPUS DINING
There are a number of dining locations on the Texas A&M San Antonio campus. The Marketplace, Smooth Sailing, and Jaguar Java offer multiple dining options. The Marketplace is located in the Central Academic Building and includes the River City Café, Houston Street Salads & Subs, and the 210 Burger Co. Jaguar Java is located in the Science and Technology Building and offers a variety of Starbucks coffee and drinks. Smooth Sailing is also located in the Central Academic Building and offers an assortment of smoothies and pizza.

7.3.1 MEAL PLAN
Students living in on-campus residence halls are required to purchase a resident meal plan. Resident meal plans are required for campus residents both fall and spring semester. Resident meal plans are not transferrable.
The plans are attached to the TAMU SA Student ID. Students must have their ID to purchase food. In accordance with University regulations, no one else is permitted to use your ID card at any time. This includes meal plan purchases.

Meals may be purchased for retail price at the Food Court, Jaguar Java Coffee Shop 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. There are no all-you-can-eat options.

It is each student's responsibility to budget the funds in their account. Students can always add additional funds to their account by visiting the GET Fungs website in JagWire.

Resident meal plan funds cannot be converted to cash. Any unused meal plan funds from the fall semester will be rolled over and added to the spring semester meal plan funds. All meal plan funds expire at the end of the spring semester and are not refundable. Resident meal plan funds do not roll over to the summer semester.

In the event that an on-campus resident withdraws from the University, and is released from their housing contract by the University, the student may request a resident meal plan refund. The refund will only be for the unused balance in the student's meal plan account.

University Dining will make every reasonable effort to continue dining operations during weather emergencies or power outages. During emergencies, business hours are subject to change. Advance notice of schedule changes will be given when possible. Please visit https://new.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 more information, please contact the Dining Services Director at (210) 784-2017.

### 7.4 COMPUTER LABS

Texas A&M University-San Antonio has computer labs for students to use. For more information visit: http://www.tamusa.edu/its/tech-support/studentresources/computerlabs.html

### 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 the Office of Information Technology Services and this email address can be verified through JagWire. 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. www.tamusa.edu/jagwire
7.6 INFORMATION TECHNOLOGY SERVICES

The Information Technology Services (ITS) group, under the leadership of the Chief Information Officer, is responsible for designing, deploying, managing, supporting and maintaining all technology based resources for our Students, Faculty and Staff. ITS is pleased to offer technical support services to the Texas A&M University-San Antonio community via the ITS Helpdesk.

We are open 5.5 days per week when classes are in session. Our team offers a variety of support services including password resets, account information, general troubleshooting assistance, and event support. ITS recommends that students visit the ITS webpage: [http://www.tamusa.edu/its/](http://www.tamusa.edu/its/) frequently for the latest hours of operations, how to instructions like mobile printing, and news and updates on TAMU-SA technology. Students can also follow us on social media platforms such as Facebook and Twitter for the latest update on TAMU-SA systems. The ITS Helpdesk is the best contact when students find problems, receive error messages, or need technical help.

Phone: (210) 784-4357

Email: helpdesk@tamusa.edu

7.6.1 TECHNOLOGY MONITORING

The University continuously monitors activity on the campus network to ensure security and prevent misuse of the University Information Technology Infrastructure. Any 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 MILLENNIUM 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 forwarded 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 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: 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 at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

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 five 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 two 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 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:
El Espejo magazine, an annual print magazine, https://www.elespejomag.org/
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 two campus-recognized student organizations for all majors:
The Society of Professional Journalists Student Chapter
Jaguar Multimedia Production Association

For more information, please call the student newsroom at 210-784-1050.

7.8 UNIVERSITY LIBRARY

Located in the Central Academic Building Room 202, 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 assistance and instruction

The University Library’s professional librarians and staff offer you individualized research assistance 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 have free access to computers, color printers, print and media collections, and open study space. Hours are posted on the University Library’s website. You can borrow study rooms for yourself or as part of a group on a first-come, first-serve basis. You can reserve some rooms in advance from the library’s home page. These rooms are equipped with white boards and display panels for your laptop. The library also has a family study room complete with toys for children. The library circulates laptops, headphones, and video cameras to students. You can create posters and other innovative projects for your classes in the library’s makerspace room. The library also offers you laminating services. For more information, call (210) 784-1500, text (210) 802-2ASK or (210) 802-2275, email library@tamusa.edu, or visit our website at http://www.tamusa.edu/library/.

7.9 UNIVERSITY LIBRARY ARCHIVES AND SPECIAL COLLECTIONS

Located downtown in the Bexar County Archives Building (126 E. Nueva St.), the University Library’s Archives & Special Collections provides access to historical treasures, such as Texas history resources dating back to 1517. 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 addition, the Presidio Gallery showcases themed history exhibits, which are free and open to the public. For more information call (210) 784-1512 or email archives@tamusa.edu.
SECTION 8 ENROLLMENT MANAGEMENT

8.1 WELCOME CENTER

The Welcome 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 Welcome Center staff is available to assist students in all areas of enrollment and student services such as enrollment, 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 to Thursday, 8am to 6pm and to 5pm on Fridays. We are located in Madla Building room 111.

8.2 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 $25.00 credit each semester for copies and the card may be recharged at the pay stations located on each campus. For more information please visit us at http://www.tamusa.tamus.edu/businessaffairs/jaguarcard.html

8.3 ADMISSIONS

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 http://www.tamusa.edu/admissions/index.html

8.4 FINANCIAL AID

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 at http://www.tamusa.edu/financialaid/.
8.5 REGISTRAR

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) and is responsible for registration items, enrollment and degree verifications, final grades, the creation of class schedules, the graduation application process, and transcript requests.

The Office strives to provide:

1. a welcoming and supporting environment, in person and via other modes of contact;
2. accurate and timely processing of information related to course offerings, registration, and academic records;
3. support and advice regarding academic policies and procedures;
4. security and privacy for the University's academic records, including advice and training for faculty and staff on privacy issues;
5. partnership in the areas of technological development related to student administrative services and systems.

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 Welcome Center, Senator Frank L. Madla Building, for transactions related to the Registrar's Office. Please visit our website at

http://www.tamusa.edu/registrar/

8.6 STUDENT INSURANCE

Student insurance plans are available through Academic Health Plans (AHP). AHP provides customer services, plan consultation and enrollment services for students who are interested in getting a plan. For more information on student insurance, visit:

http://www.tamusa.edu/studentengagementsuccess/studentinsurance.html.
SECTION 9 OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

9.1 MISSION STATEMENT

Student Affairs is committed to creating opportunities for transformative personal, professional and social growth. We facilitate empowerment through a holistic approach to bridge learning, engagement and social responsibility.

Student Affairs values the following:

**Integrity** – We hold ourselves responsible to offer best practices for our students.

**Leadership** – We value the importance of leadership opportunities in the development of our students and staff.

**Inclusion** – We celebrate and advocate the differences in culture, history and thought that each individual brings to the university community.

**Empowerment** – We open avenues for students to reach their full potential through interactive engagement processes that challenge and support the student.

**Student Centered** – We believe that the student is our first priority. We are advocates for the student and develop our services with this in mind.
10.1 DEAN OF STUDENTS

The Dean of Students Office plays an important role in helping students navigate the campus environment and in providing programs and services that enrich students' personal and educational development. The Dean of Students serves as an advocate for students on a wide range of topics and assist students in making positive connections with staff, faculty, other students and services. Students are encouraged to contact the Dean of Students if they have question or concerns related but not limited to;

- Medical or Mental Health Withdrawals
- Behavioral Concerns and Crisis through the Behavioral Intervention Team
- Parenting and Pregnancy
- Facilitating accommodations with Title IX Coordinator for student impacted by sexual misconduct or assault
- Student Deaths

10.2 BEHAVIORAL INTERVENTION TEAM (BIT)

The purpose of the BIT Team is to review behavioral incidents and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or the Texas A&M University-San Antonio community and 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 concerns to http://bit.ly/FileAReport

Specifically, the charge for this team is to:

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

The BIT Team will have monthly meetings scheduled throughout the academic calendar. Please contact the Dean of Students (dos@tamusa.edu) for more details on attending a BIT meeting.

10.3 DISABILITY SUPPORT SERVICES
Disability Support Services (DSS) provides innovative services for students with disabilities that empower and inspire student learning, development, and independence by facilitating equal access through reasonable and appropriate accommodations. DSS collaborates with the diverse Texas A&M University – San Antonio campus community to offer guidance, support, and advocacy promoting equality for all. For more information please call (210) 784 – 1335 or visit our website at http://www.tamusa.edu/Disability-Support-Services/index.html.

10.4 HOUSING AND RESIDENTIAL LIFE

The mission of Housing and Residential Life is to offer our students an on-campus, engaging living experience. Esperanza Hall opened in Fall 2017 and is the first residence hall on-campus. It strives to engage, challenge and grow together as a community while cultivating an environment where students feel respected and supported. Esperanza Hall provides a cost effective, quality living environment, housing option. For more information, please call (210) 784-1717 or visit the website at: http://www.tamusa.edu/studentengagementsuccess/student-housing.html.

10.5 INTERNATIONAL AFFAIRS

The mission of the International Affairs Office (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-SA’s international students, faculty and staff. The role of the OIA is to facilitate in the international admission process of international students; in addition to providing consistent up-to-date immigration information to international students and foreign faculty seeking to enter the U.S. to receive an education, or to work at A&M-SA; while protecting the integrity of the institution, through compliance with state, local and federal regulations.

10.5.1 DACA (DEFERRED ACTION ON CHILDHOOD ARRIVALS)

The Office of International Affairs also recognizes the challenges faced by DREAMER’s registered at A&M-San Antonio. The OIA provides support and resources to help our student achieve their academic aspirations and make the most of their educational experience. For more information please call (210) 784-1309 or contact us at internationalaffairs@tamusa.edu.

10.6 MILITARY AFFAIRS

Texas A&M University-San Antonio is a military embracing institution. The Office of Military Affairs is a point of contact for our students who have served our country on active duty, reserve, National Guard and their dependents (spouses and children). We expand our military-embracing services and programs for America’s finest who are returning home from overseas by providing our military students with information on educational benefits including assisting with receiving federal and state veteran education benefits. Our office is a resource to ensure our students pursue and achieve their educational goals, along with professional and vocational objectives. Our mission is to provide quality service in assisting our military service members, veterans and their families ensuring a smooth transition from military to academic life. We are located in the Patriots’ Casa, Suite 202 and can be reached via email at military@tamusa.edu, or by phone at (210) 784-1597. Visit us online at www.tamusa.edu/militaryaffairs.
10.7 RECREATIONAL SPORTS

The Department of Recreational Sports provides an inclusive 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 educational core of the university, while enhancing the capacity for 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 Jaguar Game Room, the Multipurpose Fields and Kinesiology Pavilion on campus.

Sport clubs are organized sporting events between A&M-SA students and students from other universities and colleges. The competition is at a non-varsity level and students are responsible for organizing and governing of their respective teams. For information regarding starting or joining a Club Sport contact the Competitive Sports Coordinator at (210)-784-1346.

For information regarding programming schedules please visit our webpage:

http://www.tamusa.edu/recreational-sports/index.html

Recreational Sports offers activities in the following locations on campus:

The Jaguar Fitness Center
Senator Frank L. Madla Building, Room 128
(210) 784-1360

The Game Room and Lounge
Central Academic Building, Room 105
(210) 784-1389

Multipurpose Field
210-784-1346

Kinesiology Pavilion
210-784-1346
10.8 STUDENT COUNSELING AND WELLNESS

The Office of Student Counseling & Wellness Services (SC&WS) provides brief individual, couples, and group therapy, crisis intervention, consultation, case management and prevention services. Brief therapy is defined as engaging with students on a bi-weekly basis over the course of a semester or two during a student’s academic tenure. For more information, please call (210) 784-1331 or visit our website at http://www.tamusa.edu/studentcounseling.

SC&WS services can help facilitate students’ academic and life goals as well as enhance their personal growth and well-being. Our 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 Office of Student Counseling & Wellness Services are free, confidential (as the law allows), and are not part of a student’s academic or university record.

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

10.9 STUDENT INVOLVEMENT

Texas A&M University-San Antonio values student development both inside and outside of the classroom. The Office of Student Involvement focuses on the students’ total educational experience, by providing opportunities for engagement on campus including: student events, clubs/organizations, university sponsored groups (Student Government Association, Campus Activities Board, Jaguar Ambassadors), 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, visiting the office in the Central Academic Building (CAB-103), or call us at 210-784-1329.

10.9.1 STUDENT ORGANIZATIONS

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, login to JagSync (our student organization portal) at https://jagsync.tamuse.edu.

For a complete list of organizations visit: www.tamusa.edu/studentengagementsuccess/studentlife/studentorganizations/index.html.
10.9.2 STUDENT LEADERSHIP OPPORTUNITIES

Texas A&M University-San Antonio understands the importance of building strong leaders. We recognize the importance of the student’s participation in leadership development opportunities. The Office of Student Involvement provides students with a variety of programs, organizations, and opportunities that inspire them to get involved and grow into the leaders of tomorrow. Our programs include the Student Government Association (SGA), Campus Activities Board (CAB), Jaguar Ambassadors, and many other student organizations on campus.

To learn more about what we have to offer, visit our website: www.tamusa.edu/studentengagementsuccess/studentlife/index.html or stop by the Office of Student Involvement in the Central Academic Building, Suite 103.

10.9.3 JAGSYNC

Is a portal where students can find information about student organizations, campus events, recreational sports and other opportunities for engagement on campus. 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 help on and off-campus. This is also the location where students will create their A&M-SA Experience Transcript which verifies out-of-classroom involvement and experiences.

Connect to JagSync at https://jagsync.tamusa.edu/

10.9.4 STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association’s mission is to serve as the main governing body for the students of Texas A&M University-San Antonio. SGA represents the student voice by actively identifying and representing all students’ interests. SGA promotes, seeks, and strives for student participation in the University policy and decision-making processes to enhance the overall quality and scope of education and general welfare of our students SGA is the bridge between the student body and faculty/admistration and focuses on communicating and addressing concerns, issues, or ideas of students. Contact us at (210) 784-1333, SGA@jaguar.tamu.edu or on JagSync: https://tamusa.campuslabs.com/engage/organization/student-government-association

10.9.5 CAMPUS ACTIVITIES BOARD (CAB)

The Purpose of CAB shall be to create and support programs and activities that appeal to the student body by providing an array of diverse activities throughout the year in which all students are encouraged to attend. Our mission is to provide high-quality educational, social, and entertaining programs that enhance student life at Texas A&M University – San Antonio and contribute to the overall development of the students. Contact us at (210) 784-1391, cab@jaguar.tamu.edu or on JagSync: https://tamusa.campuslabs.com/engage/organization/campus-activities-board
10.10 NEW STUDENT ORIENTATION

The New Student Orientation Program is designed to provide students with important information to assist in making a successful transition to our institution. New Student Orientation is required for all new first-time and graduate students, as well as for incoming returning and transfer students. A nonrefundable $75 orientation fee is required to secure orientation. Payment can be made online by logging into JagWire or in-person at Student Business Services. No refunds will be issues for students who do not enroll at A&M – San Antonio. To find out the orientation format that students will be required to complete, please visit our website at http://www.tamusa.edu/nso

10.11 JAG X

JagX is a mandatory program for all first-time students, before the fall and spring semester. JagX is designed to welcome the student to Texas A&M-San Antonio and prepare them for a smooth transition by addressing their academic, social and personal needs.

JagX jump starts a student’s transition to college and prepares new Jaguars for the life-changing experience that lie ahead. As a key part of the professional journey, JagX contributes to retention efforts by introducing new undergraduates to university expectations and culture through an emphasis on the professional, intellectual and life skills that will enable participants to be successful as university students. A week long experience, held prior to the first days of class, that will allow students to meet fellow Jaguars, interact with faculty and staff, and feel a connection to the University. For more information, the JagX website is located at: http://tamusa.edu/nso

SECTION 11 MAYS CENTER FOR EXPERIENTIAL LEARNING AND COMMUNITY ENGAGEMENT

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:

11.1 CAREER SERVICES

Career Services works directly with students, faculty, staff, and other leaders on campus to assess students’ unique needs and to plan innovative and creative strategies to offer ‘best practice’ services and programs to current Jaguars and Alumni. 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 both students and for employers. Career Services provides individual and group career advisement, professional correspondence services (resume building, cover letter writing, and application troubleshooting), career-driven workshops, career fairs, on-campus interview opportunities, and the interpretation of career assessments.

11.2 CAREER CLOTHES CLOSET
The Career Clothes Closet is a resource for current students who are in need of a professional outfit, whether they are attending a career fair, job interview, or other professional event. As a student, one may come in the closet and pick out one outfit to keep. 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 to make a strong professional impression.

11.3 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. The Mays Center supports students through educational programming that encourages community engagement.

11.4 COMMUNITY SERVICE

Community Service is one of the avenues where students can gain experience in their major or an area of interest. The Mays Center staff assists student organizations as well as individual students to coordinate community service opportunities. Students are encouraged to document all civic engagement, community service, and service-learning hours in GivePulse, an online system accessible via JagWire.

11.5 EXPERIENCE TRANSCRIPT

The A&M-SA Experience Transcript is a reflection of a student’s involvement in learning experiences developing 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.

11.6 EXTERNSHIPS

Similar to job shadowing, externships are short term experiences in a professional working environment that provide students with practical experiences in their field of study. The Mays Center coordinates several externship opportunities each year, across a variety of disciplines.

11.7 GENERAL’S STORE

General’s Store is an on-campus food pantry 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 foodpantry@tamusa.edu or visit http://www.tamusa.edu/mays/generals-store.
11.8 HIRED! STUDENT EMPLOYEE PROFESSIONAL DEVELOPMENT PROGRAM

The HIRED! program is an engaging professional development series for current A&M-SA student employees. The ultimate goal of this program is assisting students to enhance skills and become more career-ready throughout the year. These trainings are conducted to enhance their skill sets, knowledge base, and leadership potential so they can excel in their current positions as well as within their future careers! All on-campus student employees are eligible to join the HIRED! program.

11.79 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. Students are also encouraged to search for internship opportunities in Handshake, our online jobs portal.

11.10 SERVICE-LEARNING

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities through volunteer service. Many courses at A&M-SA have a service-learning component supported by the Mays Center.

Science and Technology Building
First Floor
(210) 784-1356
mays@tamusa.edu
http://www.tamusa.edu/mays
SECTION 12 ACADEMIC AFFAIRS

12.1 ACADEMIC ADVISING

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. Their academic advisor is here to help them develop an educational plan that supports their academic, personal, and career interests, while ensuring that they 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-SA. 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. For information or to schedule an appointment with an undergraduate academic advisor, please call (210) 784-1307, or visit our website at: http://www.tamusa.edu/advising/academicadvising.html.

12.2 STUDENT ACADEMIC SUCCESS CENTER

The Student Academic Success Center takes a developmental approach to help students complete their academic goals from orientation through graduation. The Center offers 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: http://www.tamusa.edu/university-college/Student-Academic-Success-Center/index.html

12.3 TESTING CENTER

The Testing Center provides a broad array of testing services to assist students in achieving their educational, vocational, and personal goals. In addition, the Testing Center strives to reach out to the community by providing testing services to students, graduates, faculty members, professionals, and those from the surrounding area. 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 TestingCenter@tamusa.edu, or visit our website: http://www.tamusa.edu/testing-center

12.4 TUTORING SERVICES

Tutoring Services is committed to providing peer support for the student learning process by inspiring independent thinking, building confidence and promoting academic success. This process is facilitated by helpful, knowledgeable tutors who excel in their given academic disciplines. One-on-one and small group tutoring sessions are available to all currently enrolled Texas A&M University-San Antonio students. For more information, please call (210) 784-1332, email tutoring@tamusa.edu, or visit our website at http://www.tamusa.edu/university-college/Student-Academic-Success-Center/tutoringservices/
SECTION 13 STUDENT CODE OF CONDUCT

13.1 PURPOSE

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

Since students serve as representatives of the university, inappropriate behavior, whether occurring on or off campus, will, at the discretion of the University, be investigated and adjudicated in a manner pursuant with A&M-SA’s educational and community development goals. Consistent with this purpose, reasonable efforts will be made to foster the developments of those students who are found in violation of University regulations and/or local, state, or federal law.

Conduct standards at the University are set forth in writing in order to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Assistant Vice President for Student Engagement. The Student Code of Conduct shall be reviewed annually under the direction of the Assistant Vice President for Student Engagement. In keeping with normal University policy approval processes, the Student Code of Conduct and Student Handbook may, at the sole discretion of the University, be amended at any time.

13.2 ARTICLE I: JURISDICTION

The Student Code of Conduct defines a process for the efficient adjudication regarding alleged misconduct by students of Texas A&M University- San Antonio. The Student Code of Conduct establishes standards of behavior, both scholastic and behavioral, for the student body of A&M-SA. The Student Code of Conduct applies to the on-campus conduct and/or conduct occurring at off-campus University functions of all students and student organizations. Students involved in study abroad are also subject to this code. In addition, the University reserves the right to exercise jurisdiction for events or actions occurring off-campus in those instances which the University’s community interest and/or pursuit of its mission is affected. Individuals who withdraw from the University during the conduct process are still considered students.

The newest version of the Student Code of Conduct is the official document regarding student conduct policies, procedures, rules and regulations. Action taken by The Office of 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 Office of Student Rights and Responsibilities.

The Office of Student Rights and Responsibilities oversees the adjudication of all cases of student misconduct as addressed by the Student Code of Conduct. The Assistant Vice President for Student Engagement 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 Student Code of Conduct.
The University may choose not to issue charges for other policy violations when an individual is providing information regarding an incident of alleged sexual misconduct.

The Student Conduct Officer may be designated as mediator of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct. All parties must agree to mediation and to be bound by the decision with no right of appeal.

13.3 ARTICLE II: DEFINITIONS

The following definitions will be used throughout the handbook.

a. **Advisor** is a student’s representative. The advisor may not address the committee, question witnesses or the hearing officer or participate in the hearing except to offer advice and counsel to the student.

b. **Business Day** is any weekday the University is open for business.

c. **Faculty Member** refers to any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

d. **Student Conduct Process** is the opportunity to present and review relevant evidence before a disciplinary committee, designated hearing officer, or panel vested with the authority to conduct such hearings. The hearing is conducted in accordance with the University’s hearing procedures. The accused student may present his or her own defense against the charges and may produce either oral testimony or written affidavits of witnesses. If the student fails to attend, the hearing may proceed in his or her absence.

e. **Hearing Officer** is a University official who is authorized on a case-by-case basis by the Assistant Vice President for Student Engagement to hear a case and impose sanctions upon any student(s) found to have violated the Student Code. It may include, but is not limited to, an administrator, faculty member or professional staff member.

f. **Notice/Notification** both the accuser and the accused shall be simultaneously informed, in writing, of
   1. the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
   2. the institution’s procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
   3. of any change to the results that occurs prior to the time that such results become final; and
   4. when such results become final.

g. **Notice to Appear** is a written or electronic notice of charge(s) requiring the alleged violator to meet with The Office of Student Rights and Responsibilities.

h. **Preponderance of Evidence** means such evidence as, when considered and compared with that opposed to it, has more convincing force and produces the belief that what is sought is more likely true than not true. (Long, N.T., (1985). Journal of College and University Law, 12(1), 73-74). This simply means that the proof need only show that the facts are more likely to be so than not.
13.4 ARTICLE III: CONDUCT RULES AND REGULATIONS

The University reserves the right, through fair process, to impose disciplinary and academic sanctions on students who have violated the Student Code of Conduct. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VII.

a. Abuse

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person. Methods of abuse may include, but are not limited to physical, verbal, written, electronic and/or visual displays. Abuse can include, but is not limited to, the following:

i. Assault: An intentional act or acts, that has caused, is intended to cause, or is perceived by the victim to cause bodily harm.
2. **Bullying**: Repeated behavior by a group or individual that is intended to harm, intimidate, offend, degrade or humiliate another person, possibly in front of others.

3. **Cyber-bullying**: The use of electronic media to intimidate or threaten an individual.

4. ** Heckling**: Oppositional behaviors that badger, embarrass, harass, disempower, or challenge people or processes in a manner that undermines their integrity.

b. **Academic Misconduct**

   Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, lying and bribery.

1. **Bribery**: Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.

2. **Cheating**: Intentionally 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. Examples include, but are 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 or other academic material belonging to a member of the University faculty or staff;
   d. Unauthorized collaboration on assignments and exams;
   e. Using unauthorized assistance such as books, notes or other devices (e.g. calculators, cell phones, or computers, etc.);
   f. Using, Selling, giving or exchanging completed exams to a student who has not yet taken the test;

3. **Collusion**: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonest. This includes, but is not limited to, the unauthorized collaboration with another individual in progressing forward on academic assignments.

4. **Lying**: The deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
5. **Multiple Submissions**: Submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructors for which the student submits the work. This is a type of plagiarism and considered dishonest. Examples include, but are not limited to, the following: (1) Submitting the same academic assignment for credit in two courses, or the same course that has been repeated, without instructor permission; (2) Making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. **Plagiarism**: The act of passing off some other person's ideas, words, or work as one's own. Examples include, but are not limited to, (1) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without acknowledgement, documentation or citation; (2) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

c. **Alcohol**

   Includes but is not limited to:
   
   1. Use, possession, manufacturing, or distribution of any alcoholic beverage in public areas of University property that has not been approved for such activity;
   2. Use, possession, manufacturing, or distribution to any person under twenty-one (21) years of age;
   3. Public intoxication or drunkenness;
   4. Driving while intoxicated or while under the influence of alcohol.

   *Note:* For information regarding the 911 Lifeline Law, please see Article VI. For more information on Alcohol and other drugs policies, please see General University Rules.

d. **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.

   The policy 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.
• Killing or injuring an animal when the actor had a reasonable fear of bodily injury to self or other person by that animal.

e. **Breaching Campus Safety and Security**

Includes but is not limited to:

1. Forcible or unauthorized entry/access to any university or university-related building, structure, construction site or facility gained by opening windows, tampering with door locks or locking mechanisms, or scaling walls, roofs, fences or gates; or entering secured buildings after the end of normal business hours without authorization;
2. Tampering/damaging door locks, security cameras and/or card access readers, elevator controls and/or equipment and other devices in place for building security;
3. Unauthorized duplicating and/or use of university keys; unauthorized propping of exterior university doors;
4. The placement of equipment or vehicles (including bicycles) so as to obstruct the means of access to/from university buildings and thereby endangering life and safety;
5. Creating or contributing to a fire emergency, safety infraction or other health hazard through unsafe actions and/or violation of fire/safety rules;
6. Failing to comply with emergency evacuations such as fire drills, fire alarms, and/or university emergency response procedures;
7. Tampering with or vandalizing fire/safety equipment including but not limited to fire extinguishers, fire alarms, exit signs, sprinkler systems, card access readers, surveillance cameras, emergency notification equipment or any other safety device.

f. **Complicity**

Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.

g. **Controlled Substance and Illegal Drugs**

i. The act of using, possessing, being under the influence of, manufacturing or distributing illegal drugs or illegally obtained/possessed controlled substances on University property or at University sponsored activities is prohibited. Individuals may not operate a motor vehicle or other form of transportation while under the influence of drugs or while intoxicated.

ii. Possession of drug paraphernalia, as defined as object(s) used for or intended to be used for the consumption of prohibited substances, is also prohibited.

h. **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. For the purposes of this definition—
a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
b. Dating violence does not include acts covered under the definition of domestic violence. [34 CFR 668.46(a)]

3. In Texas as an act, other than a defensive measure to protect oneself, that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim’s dating relationship with an individual with whom the actor is or has been in a dating relationship. The act is intended to result in physical harm, bodily injury or sexual assault, or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury or sexual assault. A “Dating Relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature which is determined based on consideration of the length, nature, frequency and type of interaction between the persons involved in the relationship (Texas Family Code 71.0021).

i. Disorderly Conduct
Conduct (physical, verbal, graphic, written, digital or electronic) that is disorderly, lewd, indecent or a breach of peace on or off university premises or at university-sponsored or affiliated activities.

j. Disruptive Activity
Participation in disruptive activity, on or off campus property, 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:

1. Leading or inciting others to disrupt scheduled and/or normal activities on university premises.
2. Classroom behavior that seriously interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program.
3. Any behavior in class or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.

k. Domestic Violence
A Felony or misdemeanor crime of violence committed by

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in a common;
3. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
4. A person similarly situated to a spouse of the victim under the domestic or family violence occurred; or
5. Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. In Texas, the Family Code defines “Family Violence” (domestic violence) to mean an act, other than a defensive measure to protect oneself, by a member of a family against another member of the family that is intended to result in physical harm, bodily injury or sexual assault, or that is a threat that reasonably places the family member in fear of imminent physical harm, bodily injury or sexual assault (Texas Family Code 71.004).

l. **Endangerment**
   Includes but is not limited to:
   1. Committing or threatening to commit any act of violence or bodily harm.
   2. Action(s) that endanger the health, safety, or well-being of one’s self or others.
   3. Interference with the freedom of another person or group to move about in a lawful manner.

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

n. **Failure to Comply**
   Failure to comply with directions of University officials acting in the performance of their duties.

o. **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.

p. **Fire and Safety**
   1. Improper use or possession of hazardous substances.
   2. Knowingly, recklessly, or negligently setting or attempting to set a fire on University property.
   3. Creating a fire hazard or endangering the safety of persons or property.
   4. False reporting of a fire.
   5. Intentionally activating a fire alarm when no emergency exists.
   6. Interfering with the response of University or city officials to emergency calls.
   7. Misuse or removal of, damage to or tampering with fire prevention or other emergency equipment and/or signage.
   8. Use or possession of any electrical appliance which is not authorized.
9. Possession of candles, extension cords, strip plugs without surge protectors, halogen lamps and other potential fire hazards.
10. Refusing to comply with fire alarm and fire drill procedures.

q. Furnishing False and/or Withholding Information
   1. Election and Referendum Tampering: Altering election or referendum information by tampering with the process or data conducted and/or collected by any University entity or recognized student organization.
   2. Fabrication, Falsification or Misrepresentation before a University Official: Intentionally misleading a University Official regarding the nature of events, information and/or the identity of any individual.
   3. Inaccuracy of Records and Information: 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 applications, withdrawal if any offer of acceptance, cancellation of enrollment, dismissal, or other appropriate disciplinary action.
   4. Personal Misrepresentation: Representing oneself and/or another in person, verbally, in writing or through means of electronic communication, to obtain a benefit, to injure, or defraud.
   5. Registration Tampering: Tampering with the registration or records of another student or one’s own including, but not limited to, dropping and/or adding courses.
   6. Unauthorized Representation: 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.

r. Gambling
   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.

s. Harassment
   Conduct (physical, verbal, graphic, written, digital or electronic) that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study or participate in the activities of the University.
   1. Sexual Harassment: A form of sex discrimination
   2. “Protected Status” Harassment: includes race, color, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
t. **Hazing**
Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization or student group. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute. Excessive pressure, harassment, threats, or any form of coercive tactics or mind control to retain or recruit a student for membership in an organization. Hazing is also a violation of the Texas state law. See the Texas Education Code, sections 37.151 and 51.936.

u. **Hindering or Interfering**
Action or conduct that hinders, or otherwise interferes with the implementation of this Code is prohibited.

v. **Loitering**
Loitering on University property, including buildings and parking lots. Loitering on University premises is defined as lingering idly or aimlessly in any area of the campus without official authority. Hanging around in clusters or wandering aimlessly on campus in such a manner as to block the egress to and from buildings, disrupt the flow of traffic or create or cause unusually loud and disturbing noises (between the hours of 11p.m. and 6 a.m.). The University Police department will respond to loitering complaints and request that the offending behavior desist.

w. **Misuse of Technology**
Abuse or misuse of technology include misuse of computing resources through failure to comply with Laws, Copyrights, License Agreements, and Contracts through governing network, phone, and software and hardware.
Abuse of the University computer use policy includes but is not limited to:
1. Any use deemed commercial or for profit
2. 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
3. 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
4. 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. Additionally, willful and repeated harm inflicted through the use of computers, cellphones, and other electronic or digital devices is prohibited. It can be referred to as “cyber bullying,” “electronic bullying,” “mobile bullying,” “online bullying,” “digital bullying,” or “Internet bullying.”

5. Use of another individual’s identification; network, email or other university based account; or related passwords, including charging a long distance telephone calls or messages to any telephone on University premises or University-related premises without proper authorization.

6. Unauthorized transfer or entry into a file, to read, use or change the contents; or for any other reason

7. Use of computing facilities or network resources to send obscene, harassing, threatening messages, computer viruses or worms, or to watch obscene content.

8. Illegal downloading, file sharing and digital piracy is prohibited. All of these unethical acts are considered theft as well as a violation of the University network policies. Students involved could lose network privileges, face disciplinary sanctions and may be held criminally liable.

9. Any use that violates Texas A&M University-San Antonio policies, procedures and contractual agreements.

10. Any use that violates local, state or federal laws.

x. **Obstruction or Disruption**

Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other University affiliated activities including its public service functions, or of other authorized activities on the University campus.

y. **Off-Campus Conduct**

When a student is alleged to have violated the Student Conduct Code by an offense committed off of University premises, the University reserves the right to investigate and adjudicate. The University may take action in situations occurring off University premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student’s or student organization’s behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity which adversely affects the University community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-affiliated activities.

If the Vice President for Student Affairs determines that the offense affects the university as stated above, then the Office of Student Rights and Responsibilities shall hold an administrative hearing to consider whether the offense is of such nature as set out above, whether or not the student committed the offense, and take appropriate action. The action of the University administrative hearing officer shall be made independent of any off-campus authority.
z. **On-Campus Housing Violations:**
   1. **Restricted Behavior:** Behavior that is prohibited in the Esperanza Hall Lease Contract
   2. **Restricted Possession:** Possession of an item that is prohibited in the Esperanza Hall Lease Contract
   3. **Violation of Agreement:** Failure to adhere to the Esperanza Hall Lease Contract which includes, but is not limited to, violating the substance free housing addendum.

aa. **Physical abuse**
   Any attempt to cause injury or inflict pain; causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person (or group) against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse. The physical abuse rule is not intended to prohibit the following conduct:
   1. Customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events;
   2. Any activity or conduct that furthers the goals of a legitimate educational curriculum;
   3. A legitimate extracurricular program or a legitimate military training program as defined and approved by the University.

bb. **Property**
The maintenance and preservation of the resources of the University, including its grounds, academic buildings, residences, dining facilities, and other structures are obligations of all members of the Texas A&M University-San Antonio community. Behaviors that destroy, damage, or litter any property of the University, of another institution, or of another person, on University premises or at University-sponsored activities is a direct violation
   a. Unauthorized use, possession or removal of property from a designated area under the control of the University and/or its community members, guests or vendors.
   b. Unauthorized entry to property under University control. Additionally, no student shall remain in a University building beyond its normal operating hours unless duly authorized by a University official.
   c. Damage, destruction, or defacement of property, including unauthorized painting or staining, that is under the control of the University, residences and/or any of its community members, guests or vendors.
   d. Unauthorized possession, duplication of or use of key, student ID cards, parking permits, etc.
   e. Unauthorized use or entry of University property, facilities (including on campus housing), and resources to conduct business.

cc. **Reckless Driving**
   Driving in a manner that endangers the health and/or safety of oneself or others.
dd. **Retaliation**

Harassment of complainant or other person alleging misconduct, including but not limited to intimidation and threats.

e. **Sexual Harassment**

A form of sex-discrimination. Includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that expressly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work, educational, or campus living environment. Unwelcome means than an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo (“this for that”) or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence when based on sex.

1. **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

2. **Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. [34 CFR 668.46(a)].
   a. **Rape**: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The offense includes the rape of both males and females.
   b. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.
   c. **Fondling**: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

3. **Sexual Exploitation**: A situation in which an individual(s) take non-consensual or abusive sexual advantage of another for their own advantage, or to benefit or advantage anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy, exposing one’s genitals or causing another to expose one’s genitals and knowingly transmitting a sexually transmitted infection to another person.
ff. **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person’s safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition—

1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

gg. **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.

hh. **Violation of Law**

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

ii. **Violation of Published University Rules and Procedure**

Such rules and procedures include, but are not limited to,

1. Violations of rules and procedures within departments/ offices (some examples include Fitness Center, the Library, Tutoring and Testing Center, etc.), student organization policies, Recreational Sports Intramurals, rules relating to the use of student identification cards, entry and use of University facilities such as University housing and dining hall conduct.
2. Posting of announcements which do not abide by established University guidelines.
3. Violation of On-Campus Housing policies
4. Violation of University Motor Vehicle and Parking rules: Repeated or flagrant violations of any regulations related to the use of parking motor vehicles on campus property.
5. Violation of published University rules not otherwise addressed in the Student Code of Conduct.

jj. **Violating Terms of Any Disciplinary/Academic Sanctions**

Knowingly violating the terms of any disciplinary sanction (including failing to meet deadlines and/or committing a violation of University rules while serving a probationary sanction) imposed in accordance with University rules.
kk. **Visitors or Guests**
Visitors or guests of student must adhere to the Student Code of Conduct and University policies. In instances where guests violate rules or policies, the student host may be held responsible.

ll. **Weapons and Explosives**
Possession or use of weapons, firearms, fireworks, or explosives on University-owned or controlled grounds and property is prohibited. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, slingshots, martial arts devices, knives with blades 5 ½ inches and over and clubs.

Concealed Handguns: Any violation of University Rule 34.06.03.C1 regarding carrying concealed 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.

### 13.5 ARTICLE IV: JUDICIAL AUTHORITY

The Assistant Vice President for Student Engagement 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 Student Code of Conduct. Decisions made by a Student Conduct Officer or designee shall be final, pending the afforded appeal process.

#### 13.5.1 DISCIPLINARY PROCEDURES

Any student whose conduct has been called into question by any member of the University community or who is alleged to have violated the Code of Conduct and/or any regulations of Texas A&M University-San Antonio or the Texas A&M University System will be notified of the charges by university email as per the Student Handbook by the Office of Student Rights and Responsibilities. Students at any time may request the Student Code of Conduct to use as guidance or visit the Office of Rights and Responsibilities.

When a complaint is filed, the student or organization named in the complaint will be asked to appear before the Student Conduct 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 will be completed 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 Assistant Vice President for Student Engagement or designee.
University students do not surrender their individual rights as guaranteed to them by the United States Constitution. These include the right to fair process. The purpose of the University disciplinary system is educationally based and is to decide if the student has abused freedoms and failed to accept responsibility for his or her action; to communicate this failure to the student(s) involved and to permit the student(s) to respond; to determine an appropriate response by the University; and to assist the student(s) to make a constructive response of self-discipline.

The Vice President of Student Affairs or appointee may take immediate interim disciplinary action when he or she believes that the presence of a student on campus poses a continuing danger to persons or property or presents a threat of disrupting the academic process. An administrative hearing will be scheduled as soon thereafter as practical.

**13.5.2 STANDARD OF PROOF: PREPONDERANCE OF THE EVIDENCE**

The standard of proof required at Texas A&M University-San Antonio in a University disciplinary case is a preponderance of the evidence. This simply means that the proof need only show that the facts are more likely to be so than not. A preponderance of the evidence in the case means such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the hearing officer’s mind the belief that what is sought is more likely true than not true. (Long, N.T., (1985). Journal of College and University Law, 12(1), (73-74). The standard of proof is intended to assure all concerned that the intensity of the hearing officer belief is uniform in all cases.

**13.5.3 RIGHT OF DUE PROCESS**

A student alleged to have engaged in misconduct shall have the right of fair and due process and appeal as delineated in this code. Except in the case of the immediate interim suspension of a student for exigent circumstances, these rights include:

1. A written copy of the charge(s) in most cases notification must be at least five 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 either party.
4. Reasonable access to review the case file, which shall be maintained by the University official adjudicating the matter (i.e., hearing officer or designee from The Office of Student Rights and Responsibilities).
5. Present evidence and witnesses in his/her behalf.
6. Be accompanied at a hearing by one advisor of his/her choice. An advisor may be present, but is not permitted to represent any student at a University hearing, present the case, or question any parties, witnesses or hearing officers. Request for advisor to be present must be done so in writing a minimum of three (3) business days before the scheduled hearing. The advisor cannot actively participate in the hearing or ask questions of the witnesses or the hearing body. The advisor’s role is to advise the student and observe the process. For non-Title IX/ Civil Rights cases, students who are charged in the same fact pattern, or who are not in good standing with the University are not eligible to serve as an advisor at conduct proceedings.

7. Be present at the hearing during the presentation of any evidence or material on which the decision will be made. If the student fails to attend the scheduled hearing, the hearing will be held in the student’s absence.

8. Refuse to answer any question or to make a statement without inference of guilt. However, the hearing officer/body will make a decision on the basis of evidence available at the time of the hearing.

9. Ask questions of anyone presenting oral testimony during a hearing relating to the incident with the exception of sexual harassment and sexual assault cases.

10. Right to a notice on the findings of the investigation and/or hearing, an explanation of the decision, any sanctions assessed, if applicable and the next level of appeal.

11. Right to appeal the decision through the appropriate administrative officer within five business days of notification of the decision.

13.5.4 STUDENT CONDUCT HEARING PROCESS

A University hearing is not a trial or a Court of Law. Any attempt to make the hearing something else would seriously impair the educational function of the hearing which requires open discussion rather than an adversarial debate.

1. Incident or Complaint is filed.
   a) Based on assessment of violation or crime of violence, emergency measures may be taken by the Vice President of Student Affairs, including but not limited to, Interim Suspension, Suspension or Removal from housing, other Restrictions. UPD may assess duty to warn community.

2. The Office of Rights and Responsibilities (OSRR) Student Conduct Officer or representative receives and reviews the Incident Report.
   a) If possible Title IX violation, report is forwarded to the Title IX Coordinator or Representative for review of possible investigation; move to Step 3
   b) OSRR will review case for possible Code of Conduct violations; move to Step 4

3. Title IX Coordinator or representative receives and reviews report.
   a) Notice is sent to reporter for meeting. Any accommodations needed and/or requested are implemented.
   b) Title IX Coordinator meets with student(s) notified
      i. Student does not file a complaint; move to step 3(d).
i. Title IX Coordinator or Systems may deem investigation necessary; move to Step 3(c).

ii. Student files a complaint, move to Step 3(c).

c) Title IX Coordinator or Representative investigates.

d) Report drafted on merits of allegations and is sent to The Office of General Counsel (OGC) for review. After review is provided, OGC sends back report to university.

e) Results Report sent to AVP of SEAS.*

f) AVP of SEAS reviews report for possible violations
   i. Investigation results yields no possible violations. Reports forwarded to OSRR; move to Step 4(b).
   ii. Investigation results yield possible violation. Report forwarded to OSRR; move to Step 4.

4. Conduct Investigation occurs.
   a) If investigation yields possible violation, the student is notified of alleged charges and summoned to appear for student conduct conference*; move to Step 5.
   b) If investigation yields no violation, no charges are found; case is closed.*

5. Student Conduct Conference is held.
   a) Adjudication lead by Student Conduct Officer or Representative for lower level violations; move to Step 6(a).
   b) Adjudication lead by Conduct Hearing Panel for higher level violations that may lead to probation, letter of enrollment block, deferred suspension, interim suspension, banishment, suspension, dismissal, or expulsion; move to Step 6(b).

6. Deliberations occur.
   a) Student Conduct Officer or Representative will make outcome decision
   b) Hearing Panel will forward recommendation to the Vice President of Student Affairs.

7. Conduct Hearing yields finding.
   a) Student is found responsible; move to step 8(a).
   b) Student is found not responsible; move to step 8(b).

8. Outcome sent to student via email*
   a) Student sanctions are imposed based on outcome findings and notification sent to student; move to step 9(a) or 9(b).
   b) Case is closed; Student is notified.

9. Student receives outcome email and reviews
   a) Student must complete university imposed sanctions within given timeframe.
      i. Sanctions are received by OSRR, reviewed and accepted. Notification letter sent to student; move to Step 11.
      ii. Sanctions are received by OSRR, reviewed and not accepted. OSRR will notify student for reason why and explain what needs to be completed for acceptance; move to Step 9(a).
      iii. Sanctions are not received by OSRR in given timeframe. Student is notified and further sanctions are imposed; move to Step 9(a).
   b) Student files an appeal within five (5) business days from date conduct outcome sent*.
      i. Appeal based on Student Conduct Officer or representative decisions sent to the AVP of SEAS or designee; move to Step 10.
ii. Appeal due to suspension will be assessed by the Vice President of Student Affairs or designee for reconsideration of admission; move to Step 10.

10. Appeal is reviewed*. 
   a) If denied, original case outcome stands; move to step 8(a) 
   b) If upheld based on appeal of sanctions, move to step 8(a) 
   c) If re-opened based on new information, move to step 4 

11. Case is closed; Student is notified*. 

*Notice/Notification both the accuser and the accused of Title IX/ Civil Rights cases shall be simultaneously informed, in writing, of—

1. the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; 
2. the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; 
3. of any change to the results that occurs prior to the time that such results become final; and 
4. when such results become final* 

13.6 ARTICLE V: PROCEDURES RELATED TO EXIGENT CIRCUMSTANCES & 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 Suspensions: In certain circumstances, the Vice President for Student Affairs, or designee, may impose a University suspension prior to the 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, and/or 
   b. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. 

   During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible. 

   The University may impose an interim suspension without notice or hearing, as long as the notice and hearing follow as soon as practicable (but not less than five days). The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. 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.) An interim suspension shall not last longer than 10 class days.
2. **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.” If the President of the University invokes this power, they will follow the statutory process requirements.

3. **Parental Notification of Alcohol & Drug Violations:** Changes in the law that govern the privacy of student records, 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.

4. **Contacting Parents in Cases of Emergency:** The Assistant Vice President for Student Engagement or designee may contact parents or guardians of a student in cases of emergency. This could include hospitalization, criminal actions leading to jail-time and/or criminal charges, incapacitation, death, etc.

### 13.6.1 Amnesty Reporting

Pertains to students who report being a victim of or witness 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 alcohol poisoning. 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, the Office of Students Rights and Responsibilities may not issue charges under the Student Code of 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 9111 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 an amnesty program for students who reports incidents of sexual misconduct. Student who, in good faith, report to the institution of being a victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, domestic violence, or stalking 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 or assistance to the commission of sexual misconduct. For additional information, please contact the Title IX Coordinator.
3. **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, 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.

### 13.7 ARTICLE VI: SEXUAL MISCONDUCT AND CRIMES OF VIOLENCE

#### 13.7.1 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.”


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 institutions that receive federal financial assistance. Title IX applies to issues of equity in education programs and activities; sexual misconduct including; sexual harassment, sexual violence, sexual assault; and pregnancy and parental status.

Texas A&M University-San Antonio prohibits sex discrimination in any form, including sexual harassment and is committed to providing a safe work and education environment. Any member of the campus community or public who witness, are subjected to, or are informed about incidents of sex discrimination and/or related retaliation involving faculty, staff, or students may contact the University’s Title IX Coordinator or a Deputy Title IX Coordinator.

Texas A&M University-San Antonio will promptly and thoroughly investigate all complaints of sex discrimination and/or related retaliation in accordance with applicable federal and state laws, Texas A&M System Policy 08.01, Texas A&M System Regulation 08.01.01, and University rules and/or procedures.

#### 13.8 SEXUAL ASSAULT, STALKING, DOMESTIC AND DATING VIOLENCE

It is the policy of Texas A&M University-San Antonio not to tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape, domestic and dating violence, and/or stalking. In addition, all such acts of sexual violence are considered forms of sexual harassment covered under Title IX of the Education Amendments of 1972 (Title IX).

Family Violence (domestic violence) in the Texas Family Code 71.004 is defined to mean an act, other than a defensive measure to protect oneself, by a member of a family against another member of the family that is intended to result in physical harm, bodily injury or sexual assault, or that is a threat that reasonably places the family member in fear of imminent physical harm, bodily injury or sexual assault.
Domestic Violence in The Texas A&M University System Regulation 08.01.01 is defined as a felony or misdemeanor crime of violence committed by:

(a) a current or former spouse or intimate partner of the victim;
(b) a person with whom the victim shares a child in common;
(c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
(d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
(e) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. [34 CFR 668.46(a)]

Dating Violence is defined in the Texas Family Code 71.0021 as an act, other than a defensive measure to protect oneself, that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim's dating relationship with an individual with whom the actor is or has been in a dating relationship. The act is intended to result in physical harm, bodily injury or sexual assault, or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury or sexual assault. A "Dating Relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature which is determined based on consideration of the length, nature, frequency and type of interaction between the persons involved in the relationship.

Dating Violence in The Texas A&M University System Regulation 08.01.01 is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(a) The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
(b) For the purposes of this definition:

(1) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
(2) Dating violence does not include acts covered under the definition of domestic violence. [34 CFR 668.46(a)]

Sexual Assault in the Texas Penal Code Sec. 22.011 is defined as an offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor.

“Without Consent” in regards to sexual assault is defined in Texas Penal Code as:

1) the actor compels the other person to submit by the use of violence;
2) the actor compels the other person to submit by threatening to use violence against the victim or against any other person;
3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4) the actor knows that as a result of mental disease the other person is at the time of the sexual assault incapable of appraising the nature of the act;
5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6) the actor has intentionally impaired the other person’s power to appraise the victim’s conduct by administering any substance without the victim’s knowledge.

(Texas Penal Code Sec. 22.011)

Consent means assent in fact, whether express or apparent (Texas Penal Code Section 1.07(a)11).

Consent in The Texas A&M University System Regulation 08.01.01 is defined as clear, voluntary and ongoing agreement to engage in a specific sexual act. Persons need not verbalize their consent to engage in a sexual act for there to be permission. Permissions to engage in a sexual act may be indicated through physical actions rather than words. A Person who was asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any given reason, or whose agreement was made under duress or by threat, coercion, or force cannot give consent.

Stalking in the Texas Penal Code Sec. 42.072 is defined as when a person commits an offense on more than one occasion and pursuant to the same course of conduct directed specifically at another person, knowingly engages in conduct that:

1) the actor knows or reasonably believes the victim will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person’s family or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person’s property;
2) causes the other person, a member of the other person’s family, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person’s property. Further, it would cause a reasonable person to fear bodily injury or death for themselves; bodily injury or death for a member of the person’s family or for an individual with whom the person has a dating relationship; or that an offense will be committed against the person’s property.

Stalking in The Texas A&M University System Regulation 08.01.01 is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(a) fear for the person’s safety or the safety of others; or
(b) suffer substantial emotional distress.

For the purposes of this definition:

(a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
(b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
(c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. [34 CFR 668.46(a)]

13.8.1 HOW TO REPORT

If you believe you or someone has been subjected to (1) sexual harassment by a University faculty or staff member, student, or visitor; or (2) any other form of sex-based discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator. The Office of Student Affairs, counselors, and/or other appropriate University staff are available to assist with necessary outside agency reporting, if requested.

All the listed officials receive annual training on related dating violence, domestic violence, sexual assault, and stalking and training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

13.8.2 CONTACT INFORMATION:

**Campus Title IX Coordinator (Students)**
Janice Parten  
(210) 784-2061  
Janice.Parten@tamusa.edu

**Compliance Officer (Faculty, Staff, Third Parties)**
John LoCurto  
(210) 784-2003  
John.LoCurto@tamusa.edu

13.8.3 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 will be visible and vigilant in crime prevention. Officers will 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 [http://www.tamusa.edu/upd/](http://www.tamusa.edu/upd/) or stop by our offices:

Sen. Frank L. Madla Bldg., Rm 120  
San Antonio, TX 78224
13.8.4 CONFIDENTIALITY

Persons gathering general information, seeking guidance, or filing a complaint may be concerned about the confidentiality of the information they are sharing. While the University wishes 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 illegal discrimination, sexual harassment or related retaliation is experienced or observed by or made known to an employee. 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. An individual’s request to withhold his or her name, the name of the alleged violator 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 actions 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 to not investigate the alleged misconduct may limit the university’s ability to respond to a complaint.

13.8.5 REPORTING TO LAW ENFORCEMENT

Individuals have the option of reporting to law enforcement authorities including University and local police. Furthermore, victims have the right to decline to notify law enforcement. The University encourages accurate and prompt reporting of all crimes to the campus police and appropriate police agencies, when the victim of the crime elects to, or is unable to, make such a report. If you believe that a sex offense or Title IX violation of a criminal nature occurred and wish to file criminal charges, you should immediately contact the University Police Department at (210) 784-1911 or call 911. When a student reports that they have been a victim of dating violence, domestic violence, sexual assault or stalking, either on or off campus, an explanation will be given of rights and procedures, options for confidential reporting, victim services, available assistance, available accommodations, and protective measures. An anonymous “Jane/John Doe” report can be filed with the police while deciding whether to pursue criminal charges. When a crime is reported, both a Title IX investigation and criminal investigation may occur simultaneously.

Law enforcement is able to help individuals understand the process of obtaining orders of protection, no contact orders, restraining orders, or similar lawful orders issued by the courts. For investigative purposes, victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

13.8.6 CONFIDENTIAL RESOURCE

Students may report confidentially through Student Counseling & Wellness Services at (210) 784-1331. Counselors in Student Counseling and Wellness Services are not required, nor may they report an incident that in any way identifies the student concerned without the student’s consent. Counselors, if and when they deem appropriate, are to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime systems.
13.8.7 UNIVERSITY RESOURCES & SUPPORT

Texas A&M University-San Antonio provides a range of supportive and protective measures for students including counseling, medical referrals, no-contact orders, assistance with locating safe housing, academic adjustments, student financial aid assistance, visa and immigration assistance, withdrawal procedures, and information concerning their rights. The University will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to A&M-SA Police or local law enforcement. If you or someone you know has experienced an incident of sexual misconduct seek support from any one of the Title IX Coordinators listed above or any of these campus resources below:

Student Counseling Services/Sexual Assault Advocacy Coordinator  
(210) 784-1331 (Business Hours)  
Rape Crisis Center 24/7 Hotline (210) 223-7273 (After Hours)

University Police Department/Office of Victim Services  
(210) 784-1900

For information about interim measures, please contact the Title IX Coordinator at (210) 784-2061 or the Assistant Vice President for Student Engagement (210) 784-1371.

13.8.8 COMMUNITY EMERGENCY RESOURCES

Adult Crisis Care Center (210) 358-3985  
The Protective Order Division (210) 631-0100  
Texas Attorney General (800) 983-9933 or (512) 936-1200  
Advocates for Victims of Crime (AVOICE) Texas Legal Services 888-343-4414  
http://www.hopelaw.org

For more information, please visit the Sexual Assault Advocacy Services webpage.

13.8.9 CONDUCT PROCEEDING GUIDELINES IN CASES OF SEXUAL MISCONDUCT OR CRIMES OF VIOLENCE

The following guidelines apply to student conduct proceedings in cases of alleged sexual misconduct or crimes of violence. In all cases, the process will be conducted in a manner that is consistent with the institution’s policy and that is fair, impartial, and transparent to all parties.

1. Both the accused and the accuser will have timely notice for meetings at which either or both parties may be present.
2. Both the accused and the accuser will be given an explanation of the student conduct process;
3. Both the accused and the accuser will have timely and equal access to evidentiary material;
4. Right to not be present during the student conduct hearing but will have the right to submit an impact statement that details the alleged consequences suffered by the accuser;

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

5. Both the accuser and the accused have the same opportunity to be accompanied by one advisor of their choice to any related meeting or proceeding (may be an attorney at the student’s expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings. The mere presence of a University attorney does not indicate representation;

6. Have evidence of past sexual history excluded during the student conduct hearing. The past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant;

7. Right to request transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to the accused, when such contact is likely to place the alleged victim in danger of bodily injury or cause the alleged victim severe emotional distress.

8. Both the accused and the accuser shall be notified simultaneously, in writing, of the outcome of the conduct hearing.

9. The University will, upon written request, disclose to the accuser the report on the results of the disciplinary proceedings conducted by the institution. If the alleged victim is deceased as the result of a crime of violence or sex offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

**13.9 ARTICLE VII: SANCTIONS**

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Sanction(s) may be assigned to a student after being found in violation of the Student Code of Conduct. 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 will 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 hearings.

The following considerations may be made in determining appropriate sanctions:

- The nature of the violations
- The student’s role in the incident
- The impact on the University community
- Past conduct
- The student’s current conduct status
For Title IX cases, including crimes of violence or non-forcible sex offenses, the results of any disciplinary hearing conducted by the university are to include the results and any sanctions be sent in writing to both the accuser and the accused.

The sanctions listed below are not exhaustive, but merely serve as guidelines and may be levied in any combination.

### 13.9.1 PRIMARY SANCTIONS

**Expulsion:** Permanent separation of the student from the University whereby the student is not eligible for re-enrollment to this University. Expulsion 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. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Dismissal:** Separation of the student from the University for an indefinite period of time. Re-enrollment to 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. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Suspension:** Temporary loss of privilege of being enrolled as a student at Texas A&M University-San Antonio for a definite period of time. Once a student is eligible to return, conditions for review of re-enrollment may apply. Suspension prohibits entry into university premises for class or affiliated events for any reason and an individual may be issued a Criminal Trespass Warning. 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. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Banishment from Campus:** In addition to being suspended or expelled from the University, the student is banned from entering the grounds and/or facilities owned, operated and/or maintained by the University. Entrance onto campus or into those facilities/areas will be viewed as a violation of this sanction and the student will be confronted and charged accordingly for trespassing and failure to comply. A notation of the conduct violation will be made on the student’s academic transcript. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.
**Housing Eviction**: Permanent separation of the student from University on-campus residence facilities. A student who is removed from on campus housing as the result of this sanction may be required to pay the full room charge and any other fees that are owed as stipulated in the lease contract. Eviction prohibits entry into on-campus Housing 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 Student Code of Conduct. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Interim Suspension**: Refer to Article VI for definition and procedural guideline.

**Restricted Access**: Restricting or banning from entering certain designated areas and use of specific equipment 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 related programs and/or opportunities, internships, access to on campus housing, participation in University-sponsored activities, or contact with a specified University community member(s). Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Deferred Suspension**: The sanction of suspension may be placed in deferred status. If the student is found in violation of any University rule during the time of deferred suspension, the suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a deferred suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

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 represent the University in any capacity, including representing the University at any official function.
4. Ineligibility to receive a University-administered scholarship or fellowship when the sanction is in place for longer than one semester.

Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Deferred Housing Eviction**: The temporary or permanent delay of eviction from on-campus housing for the continuation of the signed lease. If a student is found responsible for violating any policies whilst on deferred status, the student will be evicted from the residence hall. See Housing Eviction for further information.

**Conduct Probation**: An official warning that the student’s conduct is in violation of Texas A&M University-San Antonio Student Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed under Deferred Suspension. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.
**Conduct Review:** An official warning that the student’s conduct is in violation of Texas A&M University-San Antonio Student Rules, but is not sufficiently serious to warrant expulsion, dismissal, suspension, or conduct probation. A student on conduct review shall have their conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with student rules. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct. Students placed on this sanction remain in good standing with the University. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions will be administered. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Letter of Enrollment Block:** A letter stating that the student may not reenter Texas A&M University-San Antonio without prior approval through the Office of Student Rights and Responsibilities or Vice President for Student Affairs if enrollment has been blocked for a previous student conduct problem or for medical reasons. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Letter of Reprimand:** A letter that makes a matter of record any incident that reflects unfavorably on the student or the University. Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.

**Warning:** Serves as a formal written warning that the student has violated the Code of Conduct. Any future violations will subject the student to further conduct proceedings.

### 13.9.2 SECONDARY SANCTIONS

**Community/University Service:** A student may be offered an opportunity to complete a specified number of hours of community/University service.

**Educational Requirements:** A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an Everfi AlcoholEDU for Sanctions online course, educational and awareness workshops, essays, reports, meetings, etc.

**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, plagiarism coursework, educational workshop, etc.

**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:** Sanction can be used for the final determination of an institutional disciplinary proceeding for sex offenses or Title IX violations.
**Loss of Parking Privileges on Campus:** Revocation of campus vehicle registration, and forfeiture of permit and all refund rights to said permit.

### 13.10 ARTICLE VIII: DISCIPLINARY APPEAL PROCESS

#### 13.10.1 TIMING

Students have five (5) business days from the date of the sent outcome notice from the Office of Student Rights and Responsibilities regarding the violation report and sanction to submit a written appeal. Failure to meet with designee or claiming to have not received the notifications in order to extend the appeal period will not be permitted. The appeal should be addressed to The Assistant Vice President for Student Engagement or designee and specific criteria for considering the appeal of the outcome must be met.

#### 13.10.2 CRITERIA

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

1. Substantial new evidence not available at the time of the original finding of responsibility by the hearing official.
2. Violation of due process rights.
3. The sanction is not commensurate with the violation.
4. The finding of responsibility is inconsistent with the facts presented by the respondent.

Appeals based on financial considerations, delays in graduating, immigration status, or other personal inconvenience are generally not granted.

#### 13.10.3 DECISIONS OF GRANTING AN APPEAL

When an appeal has been filed, The Assistant Vice President for Student Engagement or designee will determine whether the grounds for appeal merit a hearing. The appeal must be based on one or more of the following:

1. A procedural error occurred during the process, which had a direct impact on the outcome.
2. New information has come to light which has a direct impact on the outcome.
3. The sanction administered is unjustified in its severity or leniency.
4. The finding of responsibility is inconsistent with the facts presented by the respondent.

After receiving the written request for an appeal, The Assistant Vice President for Student Engagement or designee may:

1. Deny the request for an appeal and the decision will be final.
2. Accept the appeal and ask for the conduct hearing officer or designee to reconvene and hear the case again with the new information.

3. Upon receipt of the written request for an appeal hearing, if one or more basis for the appeal are supported by the appeal documents, the hearing officer shall set a time and place for the hearing as soon as practicable. The appeal conference may proceed in the student’s absence.

4. The appealing student, or in cases of sexual misconduct or sexual harassment the accused student and complainant, has the right to an advisor of their choice, at their own expense.

5. The accused student may be allowed to have an attorney serve as their advisor, at their own expense, to behave in the same manner as any other advisor.

After hearing an appeal, the Office of Rights and Responsibilities designee will review all information obtained and shall inform the student of its decision. A notification outlining the outcome shall be sent to all applicable parties. Following an appeal, the matter shall be considered final and binding on all parties involved and the decision is final. Appeals due to suspension will be assessed by the VP of Student Affairs or designee for reconsideration of admission to University.

13.10.4 DISCIPLINARY RECORDS

The Office of Rights and Responsibilities will 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, campus banishment, deferred suspension, conduct probation, and/or interim suspension. Failure to comply with assigned sanctions may result in Code violations, additional sanctions, and a registration hold may be placed on the student’s account. 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).

13.10.5 TRANSCRIPT NOTATIONS

When a sanction of banishment, suspension, dismissal, or expulsion from campus is imposed as a result of a violation of the Student Code of Conduct, a notation will be made on the student’s academic transcript.
SECTION 14 ACADEMIC POLICIES

14.1 CALLED TO ACTIVE MILITARY DUTY

Original deployment orders and military ID should be presented to the Office of the University Registrar and Student Veterans Services Office when a student withdraws due to active military duty. Withdrawal options for a student called to active military service include:

1. Refund of tuition and fees paid by the student for the semester in which the student withdraws.
2. Grant a student who is eligible under the University’s guidelines an incomplete in all courses by designating “withdrawn military” on the student’s transcript; or
3. The instructor(s) will determine and assign 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.

14.2 EXTENDED CLASS ABSENCE/MEDICAL INCAPACITATION

14.2.1 MEDICAL INCAPACITATION

If for unforeseen events (hospitalization, death in the family, incarceration, expectant mothers, etc.) a student will miss an extended amount of class meetings he/she should contact the Office of Student Affairs, or the Office of the Title IX Coordinator. Student Affairs 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 he/she will allow a student to make up any class assignments.

14.2.2 PREGNANCY AND PARENTING

For pregnant and parenting students: Under Title IX, 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, the student will return to the same academic and extracurricular status as before the medical leave began. New mothers are afforded reasonable break periods during programs or activities, including classes, to express milk or nurse as necessary. For private areas of expression, visit the Title IX website at: http://bit.ly.tamusatitleix.

Pregnant or parenting students seeking academic interim measures must complete the online Pregnancy & Parenting Information Form. Once the form is completed, a staff member from the Dean of Students office will contact students regarding their request.
Lactation rooms and baby changing stations are available around campus at the following locations:

<table>
<thead>
<tr>
<th>Lactation Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAB 129</td>
</tr>
<tr>
<td>MDLA 157</td>
</tr>
<tr>
<td>STEC 156</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Baby Changing Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Men’s Restrooms:</strong></td>
</tr>
<tr>
<td>CAB 115</td>
</tr>
<tr>
<td>CAB 124</td>
</tr>
<tr>
<td>CASA 113</td>
</tr>
<tr>
<td>CASA 211</td>
</tr>
<tr>
<td>MDLA 116</td>
</tr>
<tr>
<td>MDLA 152</td>
</tr>
<tr>
<td>STEC 112</td>
</tr>
<tr>
<td>STEC 155</td>
</tr>
<tr>
<td>STEC 212</td>
</tr>
<tr>
<td>STEC 255</td>
</tr>
<tr>
<td>STEC 312</td>
</tr>
<tr>
<td>STEC 355</td>
</tr>
<tr>
<td><strong>In Women’s Restrooms:</strong></td>
</tr>
<tr>
<td>CAB 114</td>
</tr>
<tr>
<td>CAB 123</td>
</tr>
<tr>
<td>CASA 112</td>
</tr>
<tr>
<td>CASA 210</td>
</tr>
<tr>
<td>MDLA 115</td>
</tr>
<tr>
<td>MDLA 151</td>
</tr>
<tr>
<td>STEC 114</td>
</tr>
<tr>
<td>STEC 159</td>
</tr>
<tr>
<td>STEC 214</td>
</tr>
<tr>
<td>STEC 259</td>
</tr>
<tr>
<td>STEC 314</td>
</tr>
<tr>
<td>STEC 359</td>
</tr>
<tr>
<td><strong>In Family Restrooms:</strong></td>
</tr>
<tr>
<td>CAB 125</td>
</tr>
<tr>
<td>STEC 150</td>
</tr>
<tr>
<td>STEC 152</td>
</tr>
</tbody>
</table>

14.3 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 seriously interferes with either

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

An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

When a student’s behavior in a class is seriously disruptive as to compel immediate action, the instructor has the authority to remove a student from the class on an interim basis, pending an informal hearing on the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within five (5) working days of the removal. The department head may either:

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

A copy of all material sent to the Office of Student Rights and Responsibilities should be provided to the instructor’s academic dean or designee, and to the student’s academic dean or designee.
When a student action is not so serious as to require immediate removal from the class, these steps are to be followed:

a) 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.

b) If a student believes the instructor’s expectations are unreasonable, they may confer with the instructor’s department head about this matter. The department head may choose to support the guidelines developed by the instructor, or 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 head to both the student and the instructor.

c) Should a student’s behavior continue to be unacceptable, the instructor will apprise their (the instructor’s) department head of what has occurred and will share with the department head the written summary of the discussion with the student. The department head may wish to initiate additional discussion with the instructor and/or the student. If the department head concurs with the instructor’s view that the problem has not been resolved, the situation may be referred to the Office of Student Rights and Responsibilities. A case can be created through the Maxiente Reporting System at [http://bit.ly/FileARReport](http://bit.ly/FileARReport). 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 the Office of Student Rights and Responsibilities for adjudication. A copy of all material sent to the Office of Student Rights and Responsibilities should be provided to the instructor’s academic Dean or designee and to the student’s academic Dean or designee.

14.4 ACADEMIC GRIEVANCE

Faculty members are responsible for determining the curriculum of a course, for developing appropriate methods of evaluating student learning, for evaluating fairly, for upholding academic standards, and for enforcing policies concerning academic honesty. Decisions made by faculty members regarding the quality or honesty of student work – especially decisions about course grades – are, as a matter of routine, accepted as authoritative and cannot be overturned by administrative officers. Students, however, have a right to expect faculty members to have defensible course policies and to implement them in a reasonable, equitable manner.
Students who believe that they have grounds for challenging faculty members’ decisions regarding academic issues – excepting those pertaining to matters of academic freedom – may appeal using the procedure outlined below [based on one recommended by the American Association of University Professors in Policy Documents & Reports, 9th edition, Baltimore: The Johns Hopkins University Press and AAUP, 2001, pp. 113-14]. Please note, if a student wishes to dispute a course grade due to violations of academic misconduct, they must go through the Academic Misconduct Process only.

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

1. The student must first meet with the faculty member and discuss the faculty member’s decision. This meeting should occur as soon as possible after the decision has been made, normally within one week of the student being notified of the outcome. The faculty member is expected to listen to the student, to provide an explanation for their decision, and to be willing to change the grade or decision should the student’s argument be persuasive. To change final course grades, a faculty member must submit a “Grade Change Form” and attach an accompanying memorandum justifying the decision to change the grade. The faculty member’s department chair and dean must approve the change. Grade changes will not be accepted after one academic year.

2. If the faculty member refuses to alter their decision or grade, the student may then discuss the matter with the faculty member’s department chair or immediate academic supervisor (hereafter, “chair” will be used to mean either the department chair or the immediate academic supervisor). If the chair believes that the student’s claims may have merit, the chair would discuss the matter with the faculty member.

3. If the student is not satisfied with the chair’s assessment of the issue or if the faculty member refuses to alter their decision after discussing it with the chair, the student may then request a review of the decision by the Dean.

14.5 VIOLATIONS OF ACADEMIC CONDUCT

As a member in an academic community, students at Texas A&M University-San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct. For more information please visit the Office of Student Rights & Responsibilities website [http://bit.ly/TAMUSAStudentRR](http://bit.ly/TAMUSAStudentRR).
Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, lying and bribery. For more information, refer to the Student Code of Conduct, Article III: Conduct Rules and Regulations. Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary.

Faculty members are required to report such serious breaches of academic honesty to their department chair, their dean and the Office of Student Rights and Responsibilities.

In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs. If a student wishes to appeal the decision of suspension or expulsion due to violations of academic misconduct, they must initiate their appeal as outlined within the Student Code of Conduct. Extenuating circumstances may cause the University to deviate from the defined time frames.

The Academic Misconduct Process is as follows:

A. When a faculty member identifies alleged academic misconduct, the faculty should notify the student of allegations as soon as misconduct is found. Faculty and student should meet to review the allegations found, review any evidence, and allow the student to explain the incident. After the meeting with the student, faculty may impose an academic sanction, which includes, but is not limited to the following: written reprimand, redo of assignment, additional work, failing grade of assignment, failing grade in course, or multiple academic sanctions.
   1. If resolution is found, then the case is documented and referred to The Office of Student Rights and Responsibilities for review and adjudication according to the conduct process.
   2. If a student disagrees with or contests the decision of responsibility and/or academic sanctions, then the case is referred to the Department Chair for mediation.

B. The Chair should contact the student and faculty within five (5) business days to request a meeting on/at a designated date and time. The student will meet with the faculty member or representative and the Chair to review the incident. The decision of the Chair shall occur within five (5) business days of the meeting with the student
   1. If resolution is found, then the case is documented and referred to The Office of Student Rights and Responsibilities for review and adjudication according to the conduct process.
   2. If a student disagrees with or contests the decision of responsibility and/or academic sanctions, the Chair will forward all information to The Provost or designee, who will activate The Academic Integrity Hearing Panel.
C. The Provost or designee will notify all parties in writing of the date, time, and location of hearing at least five (5) business days prior to the hearing with The Academic Integrity Hearing Panel. At the assigned hearing, the student will meet with the faculty member or representative and Academic Integrity Panel to hear the charges and faculty member’s explanation, and present their side of the case. The Academic Integrity Panel has five (5) business days in which to make its decision. The Panel may recommend to uphold (affirm) or reverse the decision of responsibility and/or academic sanctions imposed by the faculty member.

The Panel will communicate its recommendation to the Provost or designee. The Provost or designee will notify the student of the final decision made within five (5) business days of the panel meeting. The decision is considered final.

The case is documented and referred to The Office of Student Rights and Responsibilities for review and adjudication according to the conduct process.

14.6 FREEDOM IN CLASS

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

14.7 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. Because it is the first dismissal, the student will be required to sit out one semester and must complete an academic appeal, submit a personal letter, and an academic success plan. The appeal deadlines are as follows:

- **Fall:** June 15th
- **Spring:** October 15th
- **Summer:** March 15th

If a student is dismissed from the University a second or subsequent time, the student will be required to sit out a full academic year (fall, spring, and summer) before re-applying to the University. In order to re-apply the student must apply via [https://www.applytexas.org](https://www.applytexas.org), pay the Admissions fee, and submit an appeal to the University by the stated deadline below. The appeal deadlines are as follows:

- **Fall:** June 15th
- **Spring:** October 15th
- **Summer:** March 15th

All transcripts, appeal paperwork/documentation, and application fee must be paid before the deadline listed above. Appeal decisions are made by the Academic Suspension committee and are final.
14.8 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 Student Academic Success Center.

Students will be counseled by a Student Academic Success Coach. The student will obtain the appeal form, complete it, and submit any supporting documentation to the Success Coach at least 15 days before the start of the term. This appeal should only be completed in extenuating circumstances. The Academic Suspension committee is within their rights to deny the appeal and require the student to sit out the requisite amount of time.

The form will be reviewed by Academic Suspension Committee and a determination made regarding the outcome. If a student’s appeal is approved, the student must then participate in the JAGS program as part of their requirement for reinstatement.

If approved, the student is informed by the Director of Student Success and the Office of the Registrar is informed to allow registration for that term. Reinstated students will be limited to 13 hours automatically. It is at the Suspension Committee’s discretion to limit the student further (3, 6, 9, or 12 hours). The restriction will stay on 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 Director of the Student Success Center and the academic dismissal status remains on the record. Students must reapply to the University if they do not enroll within one calendar year from the initiation of the academic dismissal.

As part of the re-admission appeal process, all students are required to develop, in consultation with a Success Coach from the Student Academic Success Center, a student success plan. As part of the student success plan, students will be required to complete specified assessments as well as participate in the JAGS Program. Students are required to complete the JAGS program as long as they remain on scholastic probation. For more information, email the Student Success department at Student.Success@tamusa.edu.

14.9 JAGUAR ACADEMIC GUIDE FOR SUCCESS (JAGS)

JAGS 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 purpose of JAGS is to enhance student learning, create opportunities for students to establish a record of academic successes and provide individualized success plans created in collaboration with the student an Academic Success Coach. Each plan emphasizes the strengths of each learner and identifies areas needing improvement.
SECTION 15 UNIVERSITY DRUG AND ALCOHOL RULES

15.1 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 at http://bit.ly/alcdrugprev.

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.
15.2 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 where 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.

15.3 CONTROLLED SUBSTANCES 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 Student Code of 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”).

15.4 SMOKING AND TOBACCO USE

All A&M-San Antonio campuses and locations are smoke, tobacco, and vape free. Smoking (cigars, cigarettes, electronic cigarettes, etc.) and smokeless tobacco (chewing tobacco, “dip”, electronic cigarettes, vaping 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 student code of conduct publications.

15.5 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 Alcohol and Other Drug (AOD) Prevention 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 for AOD: http://bit.ly/alcdrugprev

- Alcohol Education Course: The University mandates that all in-coming students under the age of 21 complete a 2-part alcohol education course starting Fall 2018. The online education module is hosted through Everfi, 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. An AlcoholEDU for Sanction course is also available for students found responsible for violation of law/ policy regarding use or possession of alcohol.

- Jaguar First Fridays: Every First Friday of the Semester, a late-night alternative program is held for student from 7-9pm. These events are alternative events to going out on a weekend and showcases how students can have fun on campus without using alcohol or other drugs. Events include Glow Dance Party, National Night Out Block Party, Dia de los Muertos Celebration, Loteria, and more.

- 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, it provides further information on resources on campus student can use in cases of alcohol poisoning, such as the Texas 911 Lifeline Law, and Student Counseling and Wellness Services.

Referral: All enrolled students at Texas A&M University – San Antonio are eligible to receive initial consultation appointments with Student Counseling and Wellness Services 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 Student Counseling Services 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. Student Counseling and Wellness Services 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 of Student Affairs (210) 784-1330
2. Student Counseling and Wellness Services (210) 784-1331.
3. Services for employees are available through the University's human resources office.

### 15.6 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.¹

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>POSSIBLE HEALTH EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>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</td>
</tr>
<tr>
<td>Cannabis</td>
<td>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</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss</td>
</tr>
<tr>
<td>Depressants</td>
<td>Euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breathing, lower body temperature, seizures, coma, death</td>
</tr>
</tbody>
</table>

1. National Institute on Drug Abuse and National Institute on Alcohol Abuse and Alcoholism.
<table>
<thead>
<tr>
<th><strong>Hallucinogens</strong></th>
<th>Freighting flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD, Psilocybin (Shrooms, Peyote, PCP)</td>
<td></td>
</tr>
<tr>
<td><strong>Narcotics</strong></td>
<td>Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.</td>
</tr>
<tr>
<td>Heroin, Morphine, Codeine, Opium, Hydrocodone, Salvia</td>
<td></td>
</tr>
<tr>
<td><strong>Steroids</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Inhalants</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Spray Paints, Markers, Glue, Cleaning Fluids, Gasoline</td>
<td></td>
</tr>
</tbody>
</table>

1 Points on substance abuse long term effects obtained from The National Institute on Drug Abuse Commonly Abused Drug Charts found online at: https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts and the National Institute on Alcohol Abuse and Alcoholism found online at: https://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body (websites last visited 4/10/19).

**15.7 UNIVERSITY DISCIPLINARY PROCESS IN REGARDS 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 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 Student Code of Conduct.

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.
15.8 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, 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.

15.9 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 the Office of Student Involvement. These forms are available in the Office of Student Involvement 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.

SECTION 16 UNIVERSITY RULE ON WEAPONS AND CONCEALED CARRY

16.1 WEAPONS RULE

16.1.1 PROCEDURES AND RESPONSIBILITIES

1. **Prohibition of Weapons Unless Properly Authorized**
   Weapons are not permitted on the “premises” of any member, grounds or building on which an activity sponsored by a member is being conducted, or in a member passenger transportation vehicle, unless pursuant to written authorization of the member 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 member’s campus carry rule.

   A holder of a concealed handgun license (CHL) must comply with the provisions of this regulation and Tex. Penal Code § 46.035.

2. **Licensed Peace Officers**
   Licensed peace officers are authorized by law to carry firearms at all times.

3. **Requirements for Authorizing Weapons**
   Members may grant an individual authorization to possess a weapon in accordance with state law and this regulation.
4. **Firearm Application and Authorization Requirements**

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 member chief executive officer (CEO).

A member CEO or designee is authorized to approve such authorization requests.

The complete text of System Regulation 34.06.02 Weapons can be found at [http://policies.tamus.edu/34-06-02.pdf](http://policies.tamus.edu/34-06-02.pdf).

### 16.2 CAMPUS CONCEALED CARRY

#### 16.2.1 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.

#### 16.2.2 REASON FOR RULE

This rule is established pursuant to Texas Government Code 411.2031.

#### 16.2.3 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 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.

#### 16.2.4 RULES APPLICABLE TO CARRYING A 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

A license holder is also prohibited from carrying a concealed handgun on the following campus premises:

1. Student Wellness & Counseling Center
2. Fitness 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;
4. 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
5. 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.
6. 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 dormitories or other residential facilities located on campus that are:
(1) owned and operated by Texas A&M University-San Antonio; or
(2) 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 he or she 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.

SECTION 17 GENERAL UNIVERSITY RULES

17.1 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, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status. 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, Texas A&M System Policy 08.01, Texas A&M System Regulation 08.01.01, Texas A&M 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)
Janice Parten
(210) 784-2061
Janice.Parten@tamusa.edu

Compliance Officer (Faculty, Staff, Third Parties)
John LoCurto
(210) 784-2003
John.LoCurto@tamusa.edu

17.2 SEX DISCRIMINATION

Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual’s employment or education, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work, educational, or campus living environment.
A student who experiences, observes or becomes aware of discrimination, harassment, or retaliation should report the incident promptly to: **Campus Title IX Coordinator (Students)**
Janice Parten
(210) 784-2061
Janice.Parten@tamusa.edu

**Compliance Officer (Faculty, Staff, Third Parties)**
John LoCurto
(210) 784-2003
John.LoCurto@tamusa.edu

### 17.3 HAZING

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

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.

Examples of hazing include, but are not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic 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

17.4 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.

17.5 CAMPUS PARKING

All students, faculty, and staff who operate a motor vehicle on campus must register their vehicle with
the Texas A&M University-San Antonio Parking & Transportation Department and obtain a University
permit before they are allowed to park their vehicle on University property. Students are expected to
pay parking violations as outlined in the Financial Obligations section. For more information on
parking regulations, please visit the Parking and Transportation website at:
http://www.tamusa.edu/businessaffairs/parking-transportation/index.html

17.6 NON-MOTORIZED VEHICLES

Pedestrians have the right of way at all times. Bicycles are permitted on campus; however, they must
yield the right of way to pedestrians and must be parked in bicycle racks available throughout campus.
Bicycles are not permitted inside University buildings. Other non-motorized vehicles including, but
not limited to, skateboards, roller skates, and in-line roller blade skates may not be operated on any of
the sidewalks or driveways or in any building on the Texas A&M University-San Antonio campus.

17.6.1 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-SA campus and other off-campus properties controlled by the
University. This policy applies to the grounds and all building.
17.7 ANIMALS ON CAMPUS

Animals are not allowed on campus at any time. The only exceptions are service animals assisting individuals with disabilities.

17.8 SOLICITATION

It is a violation for any person to solicit or sell to individual students at any time on the property, campus, or grounds of Texas A&M University-San Antonio except in those cases where specific authorization has been extended by The Assistant Vice President for Student Engagement.

17.9 FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student being dropped from classes and/or exclusion from final exams, withheld transcript and diploma, and/or 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, emergency loans or tuition installment loans and/or parking violations. Delinquent accounts are in jeopardy of being sent to a collection agency where the collection fees are an additional charge incurred by the student.

17.10 VOLUNTARY OR INVOLUNTARY LEAVE POLICY

In cases where 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 students 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 students return to the University. For questions pertaining to this section, please contact the Office of Student Affairs.

17.11 ETHICSPONT HOTLINE

If you suspect fraud, waste or abuse, you may report the information by calling the Risk & Misconduct Hotline at (888)-501-3850 or file a report electronically at https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html

Links to the hotline are also located in the footer section of the University home page. The Risk & Misconduct Hotline is managed by EthicsPoint, an independent third party. Upon the receipt of a report, EthicsPoint personnel route the report to designated A&M System member officials for review and follow up.
## SECTION 18 APPENDIX

### 18.1 COMPLAINT TOPICS AND CONTACTS LIST

<table>
<thead>
<tr>
<th>Nature Of Concern</th>
<th>Reference</th>
<th>Office or Contact</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Content/Record</strong></td>
<td>FERPA Student Handbook System Policy</td>
<td>Registrar's Office Director: Rachel Montejano</td>
<td>Students wishing to make changes to Address/Telephone/email through JagWire. Change of Name/Social Security Number Require a Form and documentation be submitted to the Registrar.</td>
</tr>
<tr>
<td><strong>Academic Misconduct</strong></td>
<td>Student Handbook: Violations of Academic Conduct <strong>Office of Student Rights and Responsibilities</strong></td>
<td>Professor of the course</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Academic Dismissal</strong></td>
<td>University Catalog</td>
<td>Student &amp; Academic Success Center Director: Kimberly Nanez</td>
<td>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)</td>
</tr>
<tr>
<td><strong>Admission Appeal</strong></td>
<td>University Catalog Admissions Website</td>
<td>Office of Admissions Director: Melinda Thomas</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Americans with Disabilities (ADA): Accommodations</strong></td>
<td>Disability Support Services Website</td>
<td>Disability Support Services (DSS) Director: Sarah Ramseur</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Americans with Disabilities (ADA): Discrimination</strong></td>
<td>Disability Support Services Website Title IX Website for Discrimination</td>
<td>Disability Support Services Director: Sarah Ramseur Title IX Coordinator: Janice Parten</td>
<td>A student who feels they have been subject to discrimination in an academic program or university department based on a disability can discuss with DSS Case Manager. If discrimination meets Title IX definition, a formal report will be sent to the Title IX Coordinator.</td>
</tr>
<tr>
<td>Nature Of Concern</td>
<td>Reference</td>
<td>Office or Contact</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Computer Labs/Printing</td>
<td>Student Handbook: Computer Labs Website</td>
<td>Helpdesk</td>
<td>Students wishing to address technology and printing difficulties.</td>
</tr>
<tr>
<td>Disciplinary/ Misconduct Action</td>
<td>Student Handbook: Student Code of Conduct</td>
<td>The Office of Student Rights and Responsibilities</td>
<td>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.</td>
</tr>
<tr>
<td>E-book Grievance</td>
<td>E-Book Website</td>
<td>E-book Coordinator: Ursula Vaughan</td>
<td>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.</td>
</tr>
<tr>
<td>Eligibility for undergraduate program/Transfer Credit</td>
<td>Undergraduate University Catalog</td>
<td>Office of Undergraduate Advising</td>
<td>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.</td>
</tr>
<tr>
<td>Eligibility for Graduate Programs</td>
<td>Graduate University Catalog</td>
<td>Graduate Advising Dean Head of Program</td>
<td>Students wishing to address concerns with eligibility for graduate programs, or concerns with the acceptance appeals process.</td>
</tr>
<tr>
<td>Distance Education</td>
<td>Center for academic Innovation website</td>
<td>Department Chair/ College Dean</td>
<td>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.</td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act (FERPA)</td>
<td>Student Handbook</td>
<td>Registrar's Office</td>
<td>Student wishing to review FERPA rights or report a FERPA violation.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Website University Catalog</td>
<td>The Office of Student Financial Aid and Scholarships</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Office or Contact:**
- **Helpdesk:** Main Line: (210) 784-4357
- **Student Conduct Officer:** Shahla Nadem-Mollaei
- **E-book Coordinator:** Ursula Vaughan
- **Antoinette Curl**
- **Registrar's Office:** Director: Rachel Montejano
- **Phillip W.W.D. Rogers, Sr.**

**Website Links:**
- Computer Labs Website
- Student Handbook
- E-Book Website
- Office of Undergraduate Advising
- Graduate University Catalog
- University Catalog
- Center for academic Innovation website
- Registrar's Office
- The Office of Student Financial Aid and Scholarships
- Financial Aid Website
- Student Handbook
- Student Code of Conduct
- Student Conduct Officer: Shahla Nadem-Mollaei
- Ursula Vaughan
- Antoinette Curl
- Rachel Montejano
- Phillip W.W.D. Rogers, Sr.
<table>
<thead>
<tr>
<th>Nature Of Concern</th>
<th>Reference</th>
<th>Office or Contact</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraudulent, Wasteful or Abusive Activities</td>
<td>Ethics Point Website</td>
<td>Texas A&amp;M System Office of Compliance 1-888-501-3850</td>
<td>Students suspecting fraud, waste or abuse, you may report the information by calling the Risk &amp; Misconduct Hotline or file a report electronically.</td>
</tr>
<tr>
<td>Grade Grievances, Grade changes, or grade errors/appeals</td>
<td>Student Handbook: Academic Dispute Process</td>
<td>Faculty member of the course Department Chair for course in dispute</td>
<td>Students wishing to appeal a grade will only be processed through the Academic Dispute process after final grades for the semester are processed.</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>DegreeWorks University Catalog</td>
<td>Office of Undergraduate Advising Director: Antoinette Curl College Dean</td>
<td>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.</td>
</tr>
<tr>
<td>Hazelwood, GI Bill</td>
<td>Military Affairs Website Texas Education Code 54.203 (known as the Hazelwood Act)</td>
<td>Office of Military Affairs Director: Richard Delgado</td>
<td>Any student who feels he/she may be eligible for education benefits should complete an application at the Office of 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.</td>
</tr>
<tr>
<td>Hazing</td>
<td>Student Handbook JagSync</td>
<td>Office of Student Rights and Responsibilities Student Conduct Officer: Micayla Bean</td>
<td>Students wishing to address concerns regarding hazing have the right to file a report. Under Texas Law, Hazing is illegal and all reports of hazing will be investigated.</td>
</tr>
<tr>
<td>Housing/Housing Payment</td>
<td>Esperanza Hall Lease Student Housing Website</td>
<td>Esperanza Hall Housing Director: David Cunha</td>
<td>Students wishing to address concerns regarding their leaser or concerns of Housing payment and/or fines.</td>
</tr>
<tr>
<td>Nature Of Concern</td>
<td>Reference</td>
<td>Office or Contact</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>International Affairs, Visa Status</strong></td>
<td>International Affairs</td>
<td>Office of International Affairs</td>
<td>Students requesting immigration guidance and/or concerns with their immigration status.</td>
</tr>
<tr>
<td></td>
<td>Website</td>
<td>Director: <strong>Sylvia Medel</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ITS Information Technology Services</strong></td>
<td>University Catalog</td>
<td>ITS Director: <strong>Francisco Sanchez</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>ITS Website</td>
<td>(210) 784-HELP</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance/Facilities Complaint</strong></td>
<td>Facilities Website</td>
<td>Emergency Number:</td>
<td>Students wishing to address facility and maintenance concerns on campus can submit a report online.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(210) 784-2100</td>
<td></td>
</tr>
<tr>
<td><strong>Meal Plan: Payment</strong></td>
<td>Dine on Campus Website</td>
<td>Auxiliary services</td>
<td>Students wishing to address concerns of meal plan payment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant Manager of Auxiliary Services: <strong>Johnny Guevera</strong></td>
<td>Student living on campus are 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 on May 11, 2019 with no refunds.</td>
</tr>
<tr>
<td><strong>Meal Plan: Food Services</strong></td>
<td>Dine on Campus Website</td>
<td>Chartwells</td>
<td>Students wishing to address concerns of food or catering services in the Dining Hall or at Jaguar Java.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director/ Campus Executive Chef: <strong>Luis Ahumada</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Jag Tracks</strong></td>
<td>University Catalog</td>
<td>Faculty Member of Course</td>
<td>Students wishing to address concerns of A Jag Tracks Course.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Year Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director: <strong>Heather Olague</strong></td>
<td></td>
</tr>
<tr>
<td><strong>JagX</strong></td>
<td>JagX Website</td>
<td>Student Transition and Family Engagement</td>
<td>Students wishing to address concerns of content, attendance, accommodations, etc.</td>
</tr>
<tr>
<td></td>
<td>Student Handbook</td>
<td>Coordinator: <strong>Gretchen Doenges</strong></td>
<td>JagX is required for all incoming first time freshman students.</td>
</tr>
<tr>
<td><strong>New Student Orientation</strong></td>
<td>Orientation Website</td>
<td>Student Transition and Family Engagement</td>
<td>Students wishing to address concerns of attendance, registration or sign up, dates of event, orientation fee, and/or orientation hold.</td>
</tr>
<tr>
<td></td>
<td>Student Handbook</td>
<td>Coordinator: <strong>Gretchen Doenges</strong></td>
<td></td>
</tr>
<tr>
<td>Nature Of Concern</td>
<td>Reference</td>
<td>Office or Contact</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>Parking and Transportation Website</td>
<td>Parking and Transportation Office Manager: Christian Harmon</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Public Information Request</strong></td>
<td>Marketing Website</td>
<td>Office of Compliance Office Compliance Officer: John LoCurto</td>
<td>Community members wishing to submit a Public Information Request must do so online through The Office of Marketing and Communications. Requests take a minimum of 10 business days.</td>
</tr>
<tr>
<td><strong>Rec Sports/Intramurals</strong></td>
<td>JagSync, Rec Sports Website</td>
<td>Recreational Sports Director: Art Olague</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Refund of Fees</strong></td>
<td>University Catalog Academic Calendar</td>
<td>Student Business Services Office Director: Patricia Hayes</td>
<td>Students wishing to address concerns of DPP, financial agreements, dates for reimbursements after withdrawal/dropped courses.</td>
</tr>
<tr>
<td><strong>Residency Status Determination</strong></td>
<td>University Catalog</td>
<td>Registrar's Office Director: Rachel Montejano</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Satisfactory Academic Progress (SAP) information, SAP Appeal</strong></td>
<td>Financial Aid website University Catalog</td>
<td>The Office of Student Financial Aid and Scholarships</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Sexual Harassment, Discrimination</strong></td>
<td>Title IX Website Student Handbook</td>
<td>Title IX Coordinator: Janice Parten</td>
<td>Students wishing to address Sexual Harassment or discrimination.</td>
</tr>
<tr>
<td><strong>Staff Complaint</strong></td>
<td>Student Handbook: Nonacademic Grievance Procedure</td>
<td>Director of Office</td>
<td>Student wishing to address complaints regarding staff, must use non-academic grievance process listed in the Student Handbook.</td>
</tr>
<tr>
<td>Nature Of Concern</td>
<td>Reference</td>
<td>Office or Contact</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student Involvement/Student Organizations</td>
<td>JagSync</td>
<td>The Office of Student Involvement Coordinator: Cristina Dominguez</td>
<td>Students wishing to address issues regarding student organization or needing technical assistance in JagSync.</td>
</tr>
<tr>
<td>Student Employment Grievance</td>
<td>Office Policies</td>
<td>Office Supervisor Human Resources Office Director: Martha Gonzalez</td>
<td>-Students wishing to address student employment should meet with their office supervisor or contact Human Resources.</td>
</tr>
<tr>
<td></td>
<td>Discrimination Complaint: TAMU System Regulation 08.01.01 and 08.01.02</td>
<td>Discrimination Complaint: Title IX Coordinator</td>
<td>-Students wishing to address student employment complaints based on illegal discrimination complaints should follow the procedures in, and should be reported to the Title IX Coordinator.</td>
</tr>
<tr>
<td>Testing/ TSI</td>
<td>Testing Center Website</td>
<td>Testing Center Coordinator: Julie Williams</td>
<td>Students wishing to address concerns regarding The Testing Center policies, scheduling tests, CLEP</td>
</tr>
<tr>
<td>Welcome Center</td>
<td>Welcome Center Website</td>
<td>Welcome Center Assistant Director: Doug Daigle</td>
<td>Student wishing to address concerns of call center.</td>
</tr>
</tbody>
</table>
### 18.2 Student Resources Location

<table>
<thead>
<tr>
<th>Expressed Concern</th>
<th>Referral Resources</th>
</tr>
</thead>
</table>
| **Academic Advising (Undergraduate)**     | Academic Advising Office  
Modular C  
(210) 784-1307                                                                       |
| **Academic Advising (Graduate)**          | Consult the office of the dean for your college to make an appointment,             |
| **Activities on Campus**                  | Office of Student Involvement  
Central Academic Building Suite 103  
(210) 784-1329  
studentlife@tamusa.edu                   |
| **Alcohol Abuse Issues**                  | Student Counseling and Wellness Services  
(210) 784-1331                                                                       |
| **Career Information**                    | Mays Center for Experiential Learning :  
Office of Career Services  
Science and Technology Bldg, 1st Floor  
(210) 784-1356  
(appointments preferred)                 |
| **Change of Address**                     | Registrar's Office  
Welcome Center, Madla 111  
(210) 874-1300                                                                       |
| **CLEP**                                  | Testing Center  
(210) 784-1366                                                                       |
| **Clubs & Organizations**                 | Office of Student Involvement  
Central Academic Building Suite 103  
(210) 784-1329  
studentlife@tamusa.edu                   |
| **Complaints/Grievances**                 | Refer to Grievance Policy in student handbook.                                     |
| **DACA (Deferred Action for Childhood Arrivals)** | Office of International Affairs  
Internationalaffairs@tamusa.edu                                                      |
| **DACA D.R.E.A.M. Mentor Program**        | Kimberley Nanez  
(210) 784 – 1352                                                                     |
|                                           | Antoinette Curl  
(210) 784 - 1407                                                                    |
| **Death of loved one**                    | Student Counseling and Wellness Services  
(210) 784-1331                                                                       |
| **Death of Student**                      | Office of Dean of Students  
(210) 784-1405                                                                       |
| **Depression or Suicide**                 | Student Counseling and Wellness Services  
(210) 784-1331                                                                       |
<table>
<thead>
<tr>
<th>Expressed Concern</th>
<th>Referral Resources</th>
</tr>
</thead>
</table>
| Disability Concerns               | Disability Support Services Office  
Central Academic Building, Suite 210  
(210) 784-1335                     |
| Dropping/adding classes           | Registrar's Office  
Welcome Center, Madla 111  
(210) 874-1300                      |
| Drug Use/Abuse                    | Student Counseling and Wellness Services  
(210) 784-1331                      |
| Dual Enrollment (Alamo Colleges)  | Office of Student Financial Aid and Scholarships  
financialaid@tamusa.edu  
(210) 784-1300  
Academic Advising Office  
Modular C  
(210) 784-1307                      |
| Eating Disorder                   | Student Counseling and Wellness Services  
(210) 784-1331                      |
| Employment, on campus             | Career Services  
(210) 784-1356  
career.services@tamusa.edu          |
| Employment, off campus            | Career Services  
(210) 784-1356  
career.services@tamusa.edu          |
| Family Concerns                   | Student Counseling and Wellness Services  
(210) 784-1331                      |
| Fee Payments, Refunds             | Student Business Services  
(210) 784-2035  
sbs@tamusa.tamus.edu                |
| Financial Aid Concerns            | Office of Student Financial Aid and Scholarships  
financialaid@tamusa.edu  
(210) 784-1300                      |
| Foster Youth                      | Kimberley Nanez  
(210) 784 - 1352                    |
| Health Concerns                   | Student Counseling and Wellness Services  
(210) 784-1331                      |
| Homesickness                      | Student Counseling and Wellness Services  
(210) 784-1331                      |
| Housing Concerns                  | David Cunha  
(General Manager of Housing)  
(210) 784-1717                     |
<table>
<thead>
<tr>
<th>Expressed Concern</th>
<th>Referral Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information and Referral</td>
<td>Welcome Center</td>
</tr>
<tr>
<td></td>
<td>1st Floor, Madla 111</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1300</td>
</tr>
<tr>
<td>International Student</td>
<td>Office of International Affairs</td>
</tr>
<tr>
<td>Admission/Service</td>
<td>Madla, Suite 309</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Internationalaffairs@tamusa.edu">Internationalaffairs@tamusa.edu</a></td>
</tr>
<tr>
<td>Internships</td>
<td>Mays Center for Experiential Learning :</td>
</tr>
<tr>
<td></td>
<td>Office of Career Services</td>
</tr>
<tr>
<td></td>
<td>Science and Technology Bldg, 1st Floor</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1356 (appointments preferred)</td>
</tr>
<tr>
<td>Interpersonal Conflicts</td>
<td>Student Counseling and Wellness Services</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1331</td>
</tr>
<tr>
<td></td>
<td>Office Students Right and Responsibilities</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1377</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:StudentRR@tamusa.edu">StudentRR@tamusa.edu</a></td>
</tr>
<tr>
<td>Intramurals</td>
<td>Rec. Sports</td>
</tr>
<tr>
<td></td>
<td>(210) 784-3149</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Recsports@tamusa.tamus.edu">Recsports@tamusa.tamus.edu</a></td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>University Police Department</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1900</td>
</tr>
<tr>
<td>Major/Career Indecision</td>
<td>Academic Advising Office</td>
</tr>
<tr>
<td></td>
<td>Modular C</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1307</td>
</tr>
<tr>
<td>Marital/Premarital Concerns</td>
<td>Student Counseling and Wellness Services</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1331</td>
</tr>
<tr>
<td>Math &amp; Test Anxiety</td>
<td>Student Counseling and Wellness Services</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1331</td>
</tr>
<tr>
<td>Meeting Facilities</td>
<td><a href="mailto:spacerequest@tamusa.edu">spacerequest@tamusa.edu</a></td>
</tr>
<tr>
<td></td>
<td>(210) 784-2121</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.tamusa.edu/EMS-Reservation-Policy/index.html">http://www.tamusa.edu/EMS-Reservation-Policy/index.html</a></td>
</tr>
<tr>
<td>Money Management</td>
<td>Office of Student Financial Aid and Scholarships</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:financialaid@tamusa.edu">financialaid@tamusa.edu</a></td>
</tr>
<tr>
<td></td>
<td>(210) 784-1300</td>
</tr>
<tr>
<td>Personal Problems</td>
<td>Student Counseling and Wellness Services</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1331</td>
</tr>
<tr>
<td>Physical Abuse</td>
<td>University Police Department</td>
</tr>
<tr>
<td></td>
<td>(210) 784-1900</td>
</tr>
<tr>
<td></td>
<td>Emergency: (210) 784-1911</td>
</tr>
<tr>
<td>Pregnancy and Parenting</td>
<td>Deputy Title IX Coordinator- Pregnancy and Parenting</td>
</tr>
<tr>
<td></td>
<td>Jo Anna Benavides-Franke, Assistant Vice President for Student Engagement, Dean of</td>
</tr>
<tr>
<td></td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:DOS@tamusa.edu">DOS@tamusa.edu</a></td>
</tr>
</tbody>
</table>

STUDENT HANDBOOK—August 2019
<table>
<thead>
<tr>
<th>Expressed Concern</th>
<th>Referral Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rape/Sexual Assault</strong></td>
<td>Title IX Coordinator&lt;br&gt;&lt;br&gt;<strong>Jan Parten</strong>&lt;br&gt;(210) 784-2061</td>
</tr>
<tr>
<td><strong>Relationship Problem</strong></td>
<td>Student Counseling and Wellness Services&lt;br&gt;(210) 784-1331</td>
</tr>
<tr>
<td><strong>Resume Writing</strong></td>
<td>Office of Career Services&lt;br&gt;Science and Technology Bldg, 1st floor&lt;br&gt;(210) 784-1356 (appointments preferred)</td>
</tr>
<tr>
<td><strong>Roommate Conflicts</strong></td>
<td>General Manager of Housing&lt;br&gt;(210) 784-1717&lt;br&gt;Office Students Right and Responsibilities&lt;br&gt;(210) 784-1353&lt;br&gt;<strong><a href="mailto:StudentRR@tamusa.edu">StudentRR@tamusa.edu</a></strong></td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
<td>Office of Student Financial Aid and Scholarships&lt;br&gt;<strong><a href="mailto:financialaid@tamusa.edu">financialaid@tamusa.edu</a></strong>&lt;br&gt;(210) 784-1300</td>
</tr>
<tr>
<td><strong>Sexual/Gender Issues</strong></td>
<td>Student Counseling and Wellness Services&lt;br&gt;(210) 784-1331</td>
</tr>
<tr>
<td><strong>Sexual Harassment</strong></td>
<td>Title IX Coordinator&lt;br&gt;<strong>Jan Parten</strong>&lt;br&gt;(210) 784-2061</td>
</tr>
<tr>
<td><strong>Sexual Misconduct</strong></td>
<td>Title IX Coordinator&lt;br&gt;<strong>Jan Parten</strong>&lt;br&gt;(210) 784-2061</td>
</tr>
<tr>
<td><strong>Sexually Transmitted Diseases</strong></td>
<td>Student Counseling and Wellness Services&lt;br&gt;(210) 784-1331</td>
</tr>
<tr>
<td><strong>Study Skills</strong></td>
<td>Student Academic Success Center&lt;br&gt;(210) 784-1307&lt;br&gt;<strong><a href="mailto:Student.Success@tamusa.edu">Student.Success@tamusa.edu</a></strong></td>
</tr>
<tr>
<td><strong>Time Management</strong></td>
<td>Student Academic Success Center&lt;br&gt;(210) 784-1307&lt;br&gt;<strong><a href="mailto:Student.Success@tamusa.edu">Student.Success@tamusa.edu</a></strong></td>
</tr>
<tr>
<td><strong>Test (SAT, GRE, TSI, etc.)</strong></td>
<td>Testing Center&lt;br&gt;(210) 784-1366</td>
</tr>
<tr>
<td><strong>Tutoring</strong></td>
<td>Student Academic Success Center&lt;br&gt;(210) 784-1307&lt;br&gt;<strong><a href="mailto:Student.Success@tamusa.edu">Student.Success@tamusa.edu</a></strong></td>
</tr>
<tr>
<td><strong>Veterans</strong></td>
<td>Office of Military Affairs&lt;br&gt;Patriots’ Casa, Suite 202&lt;br&gt;<strong><a href="mailto:military@tamusa.edu">military@tamusa.edu</a></strong></td>
</tr>
<tr>
<td><strong>Vending (refunds)</strong></td>
<td>Student Business Services&lt;br&gt;(210) 784-2035&lt;br&gt;<strong><a href="mailto:sbs@tamusa.tamus.edu">sbs@tamusa.tamus.edu</a></strong></td>
</tr>
<tr>
<td>Expressed Concern</td>
<td>Referral Resources</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Withdrawal, medical</td>
<td>Dean of Students&lt;br&gt;(210) 784-1354&lt;br&gt;<a href="mailto:dos@tamusa.edu">dos@tamusa.edu</a></td>
</tr>
<tr>
<td>Withdrawal from University (process)</td>
<td>Welcome Center&lt;br&gt;1st Floor, Madla 111&lt;br&gt;(210) 874-1300</td>
</tr>
<tr>
<td>Women’s Issues</td>
<td>Student Counseling and Wellness Services&lt;br&gt;(210) 784-1331</td>
</tr>
<tr>
<td>Work Out Facility</td>
<td>Rec. Sports&lt;br&gt;(210) 784-3149&lt;br&gt;<a href="mailto:Recsports@tamusa.tamus.edu">Recsports@tamusa.tamus.edu</a></td>
</tr>
</tbody>
</table>