



Student Handbook

For Academic Year 2018 - 2019

About the Student Handbook

This handbook is meant to act as a guide to help you have a successful educational experience at Angelina College and describes the many services we provide to assist you in achieving your academic and career goals. Your time here at Angelina College is about more than just doing well in your courses – it’s also about developing important social connections; learning how to interact with other cultures and ideologies; and becoming a well-rounded and informed person. To help you achieve those goals, we have put together this useful reference tool for activities, services, traditions, and common terms used at Angelina College. The information within this Handbook was prepared from existing policies and services. The Handbook is informational in purpose and does not constitute a contract between AC and any person or entity. To find specific and in-depth information about college courses, degree plans, violations, and registration information, please visit our website or the [Angelina College Catalog](#).

AC reserves the right to make changes in the regulations and offerings announced in this Handbook as circumstances require.

A Message from the Dean of Students

Dear Roadrunners,

It is my pleasure and privilege to serve as your Dean of Students. I have the great honor of providing leadership and direction for several offices and services and serve as a senior advocate for students. In my role as advocate, I work closely with faculty, staff, and student leaders to enhance the quality of college life for students.

The Dean of Students Office seeks to facilitate the integration of the academic experience of students with all aspects of the College and student life. The Office encourages interactions among students, faculty, and staff to promote a campus climate which supports students' academic success and their personal and professional development. In addition, our Office strives to advocate for student issues, needs and concerns; responds to emergency and crisis situations that affect our students; and assists students in preparing for their lives beyond Angelina College.

In order to make certain you have a successful journey during your tenure at Angelina College, we would like to equip you with the tools needed to navigate the campus and successfully complete your course of study. This handbook will provide you with the necessary information to accomplish your goals at AC and will assist you in becoming acquainted with services that are available to support you in your educational growth and development in and beyond the classroom. The student handbook will serve as your resource guide to college services, and student life activities, and programs.

I encourage you to browse through the website for more in-depth information about any of our areas and to learn about the ways we can enrich your experience as a student at Angelina College.

It is my sincere hope that you will take full advantage of all that AC has to offer you.

We are AC!

Steve Hudman

Dean of Student Affairs
Student Center, Office 101
shudman@angelina.edu

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CAMPUS MAP



DIRECTORY

Main Campus (Lufkin, TX) 936-633-1301

Polk County (Livingston, TX) 936-633-4570

ADMINISTRATION:

Office of the President 936-671-7253

Office of Institutional Advancement 936-633-3213

Vice President of Academic Affairs 936-671-7370

Vice President of Business Affairs 936-633-5214

Dean of Community Services 936-633-5206

Dean of Student Affairs 936-633-5292

COLLEGE ACADEMIC/WORKFORCE SCHOOLS:

Language Arts and Education 936-633-3275

 Visual and Performing Arts 936-633-5233

Science and Math 936-633-5255

Health Careers 936-633-5265

Tech-Workforce 936-633-5246

 Business 936-633-5300

STUDENT AFFAIRS/CAMPUS SERVICES DIVISIONS:

Advising and Student Success Office 936-633-5212

Admissions Office (Applications) 936-633-4590

Angelina College Foundation 936-633-3213

Athletics 936-633-5282

Campus Store 936-633-5244

Business Office (Payments) 936-633-5318

Cafeteria/Grill 936-671-7360

Campus Housing 936-633-5344

Campus Police (24-hours) 936-676-2563

Dual Credit 936-633-5289

Financial Aid Office 936-633-5291

International Student Admissions	936-633-3259
Library	936-633-5219
Student Life	936-633-3253
Student Support Services Office (Accommodations)	936-633-5344
Testing Center	936-633-5495
Tutoring Center	936-633-4505
Veterans Services (Advising)	936-633-5356
Writing Lab	936-633-5334

2018-2019 ACADEMIC CALENDAR

2018 Fall Semester

April 3 - Aug 23	Registration Fall 2018
July 31	Payment deadline (if registered for classes April 1-August 1)
August 13	Regular office hours begin, 8:00 am to 5:00 pm, Monday through Friday
August 20	Faculty report; Convocation
August 23	Payment deadline (if registered for classes August 2-August 15)
August 28	First class day; last day to drop or withdraw from a semester-length course with a 100% refund
August 28	Last day for schedule changes
September 3	Labor Day Holiday
September 7	Deadline for submission of all financial aid documents for 2018 Fall Semester awards
September 12	Twelfth class day, official census day
September 17	Last day to drop or withdraw from a semester-length course with a 70% refund
September 24	Last day to drop or withdraw from a semester-length course with a 25% refund
October 22	Mid-semester
Oct 29 – Jan 8	Registration 2019 Spring Semester
Oct 29 - Dec 10	Registration for 2018 December mini-semester begins
November 5	Last day to apply for 2018 Fall Semester graduation
November 5	Last day to drop or withdraw with a grade of "W"
November 15	Financial aid forms due for 2019 Spring Semester in Office of Student Financial Aid
November 21-23	Thanksgiving Holidays
November 26	Classes resume 8:00 am
December 7-13	Final examinations
December 10	Payment deadline for December mini-semester courses
December 14	Final grades due in Office of Enrollment Services by 10:00 am
December 14	Semester Break begins at 3:00 pm

2018 December Mini-Semester (Three- and Four-Week Courses)

Oct 29 - Dec 10	Registration 2018 December mini-semester
December 10	Payment deadline for December mini-semester courses
December 14	Semester Break; Offices close at 3:00 pm
December 17	First class day for December mini-semester courses
December 18	Three-week course official census day; last day to drop from a three-week course with a 100% refund
December 19	Four-week course official census day; last day to drop from a four-week course with a 100% refund

December 29	Last day to drop or withdraw with a grade of "W" for three- and four-week courses
January 4	Final examinations for three-week courses
January 10	Final Examinations for four-week courses
January 11	Final grades due in Office of Enrollment Services by 10:00 am

2019 Spring Semester

Oct 29 – Jan 8	Registration 2019 Spring Semester
January 3	Administrative Offices and Library open
January 7	Faculty report; Convocation
January 8	Payment deadline (If registered for classes October 29-January 8)
January 14	First class day; last day to drop or withdraw from a semester-length course with a 100% refund
January 15	Last day for schedule changes
January 21	Martin L. King, Jr. Holiday
January 25	Deadline for submission of all financial aid documents for 2019 Spring Semester awards
January 30	Twelfth class day, official census day
February 4	Last day to drop or withdraw from a semester-length course with a 70% Refund
February 11	Last day to drop or withdraw from a semester-length course with a 25% Refund
March 1	2019-2020 Academic Year scholarship applications due for high school seniors
March 1	Last day to apply for 2019 Graduation
March 8	Mid-semester
March 11-15	Spring Break
March 18	Classes resume
April 1	Last day to drop or withdraw with a grade of "W"
April 16–May 13	Registration 2019 Summer Semester I
April 16–July 3	Registration 2019 Summer Semester II
May 1	Financial aid forms for 2019 Summer Semester due in Office of Student Financial Aid
May 3-9	Final examinations
May 10	Final grades due in Office of Enrollment Services by 10:00 am
May 11	Commencement Ceremony 10:00 am and 2:00 pm

2019 Summer Semester I

April 16–May 13	Registration 2019 Summer Semester I
April 16 – July 3	Registration 2019 Summer Semester II
May 13	Summer administrative office hours begin (Monday-Thursday, 8 am - 5 pm, closed Friday)
May 22	Payment deadline (If registered for classes April 16-May 22)

May 27	Memorial Day Holiday
May 28	First class day; last day to drop or withdraw from 2019 Summer Semester I courses with 100% refund
May 29	Last day for schedule changes
June 3	Fourth class day, official census day for six-week course
June 4	Last day to drop or withdraw from a six-week course with a 70% refund
June 6	Last day to drop or withdraw from a six-week course with a 25% refund
June 13	Scholarship forms for 2019-2020 Academic Year due for all students
June 17	Last day to drop or withdraw from a twelve-week course with a 70% refund
June 20	Last day to drop or withdraw from a twelve-week course with a 25% refund
June 24	Last day to drop or withdraw with a grade of "W" for six-week courses
July 2	Final examinations
July 3	Final grades due in Office of Enrollment Services by 10:00 am
July 4	Independence Day Holiday
July 17	Last day to withdraw with a grade of "W" for 12-week courses

2019 Summer Semester II

April 16–July 3	Registration 2019 Summer Semester II
July 3	Payment deadline (If registered for classes April 16-July 3)
July 9	First class day; last day for schedule changes; last day to drop or withdraw from a Summer II course with 100% refund
July 11	Fourth class day, official census day
July 15	Last day to drop or withdraw from a six-week Summer Semester II course with a 70% Refund
July 17	Last day to drop or withdraw from a six-week Summer Semester II course with a 25% Refund; Last day to withdraw from a twelve-week Summer Semester I course with a grade of "W"
August 1	Last day to withdraw or drop from a six-week Summer Semester II course with a grade of "W"
August 13	Final examinations
August 14	Final grades due in Office of Enrollment Services by 10:00 am

CAMPUS SAFETY

All Campuses

Students should always be aware of their surroundings while on the Angelina College campus to ensure their safety. If there is an on-campus emergency, immediately call 911. Have someone else contact the Angelina College Police Department at 936-676-2563, or, if no one else is available, call the Campus Police after you disconnect with 911.

AC Campus Police Department, 24-Hour Phone.....936-676-2563
AC Campus Police Office; Administration Building, 1st Floor

AC MISSION, VISION, CORE VALUES, ACCREDITATION

College Mission

The mission of Angelina College is to provide quality educational opportunities and services to aid students in the service area in reaching their full potential.

College Vision

Angelina College will be the first choice in value and quality education leading to diverse career pathways throughout its service area.

College Core Values

- **Integrity** – Honesty, respect, fairness, and ethical conduct
- **Diversity** – Individual differences and cultural acknowledgment in the learning and working environment
- **Excellence and Success** – Lifelong learning through quality teaching and service experiences for personal, social and economic development
- **Collaboration and Partnerships** – Communication which leads to shared goal attainment and connections within the institution and throughout the service area
- **Institutional Vigor** – Fiscal accountability, personnel development, and improvement in programs and services
- **Innovation** – Exploration, inquiry, and risk-taking for all relevant programs and services

Accreditation

Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Angelina College.

OFFICE OF ENROLLMENT SERVICES (936-633-5210)

The Office of Enrollment Services comprises college records, the testing center, recruiting, admissions, and is located in the Student Center room 200. Enrollment Services assists students with the following:

- College application assistance
- Turning in documents to satisfy admissions requirements
 - High School/College transcripts
 - Bacterial Meningitis vaccination record
 - Test scores, TSI, ACT, SAT
 - Student may also email the required documents to documents@angelina.edu, please provide your full name and student ID number when you send via email.
- Request AC Transcript
- Apply for graduation
- Replacement Diploma
- Enrollment verification
- Request for Readmission
- Change name, course of study (major), and/or address

Testing Center (936-633-5495)

The Angelina College Testing Center is committed to helping students succeed in their college endeavors. The Testing Center administers the Texas Success Initiative Assessment (TSIA) and is designated as an official testing center for **PearsonVue** and **Prometric** exams as well as for a number of national and state testing programs.

The Testing Center administers the following measurement and credentialing programs:

- American College Testing Program (ACT),
- The College Board,
- Texas Commission on Law Enforcement Officers standards & Education (TCOLE),
- General Education Developments (CB-GED),
- Health Education Systems, Inc. (HESI) A2 Admissions Exams (RN/VN),
- Certified Nursing Assistant (CNA),
- American Medical Technologists (AMT),
- National Association of Legal Assistants (NALA),
- Heating, Ventilation Air Conditioning EPA Certification (HVAC),
- Child Development Associate National Credentialing program (CDA), and
- National Institute for Automotive Excellence (ASE).

Testing services are available in the Jasper, Livingston, and Crockett off-site locations at designated times. Students may access available testing services and testing schedules for all sites through the Testing Center website at www.angelina.edu/testing.

Testing Accommodations: Students who need testing accommodations should contact the Office of Student Success and Inclusion in the Student Center, room 200. If special accommodations are required, the student must obtain an Angelina College Disability Accommodation packet from the

Office of Student Success & Inclusion and have an interview with a designated College employee. The student must submit current medical and/or psychological documentation to substantiate the disability with the Application for Disabilities Services. Upon completion of the Disability Accommodation packet and interview, the student must provide the Angelina College Testing Center with a copy of the approved accommodations. The College will make reasonable testing accommodations for students with a diagnosed physical and/or learning disability.

OFFICE OF STUDENT SUCCESS & INCLUSION (936-633-5212)

The purpose of the Office of Student Success & Inclusion is to minimize barriers to success for all Angelina College students from all walks of life. This office is committed to creating a student-centered campus where chances of success are equitable for every student, where every student feels valued, and where students achieve their goals. The OSSI office is located in the Student Center room 200.

The Office of Student Success & Inclusion provides the following programming and services for AC students:

- Student Life
- New Student Orientation
- Student Housing
- International Student Programming
- Student Access Services (Accommodations)
- Advising/Success Coaching
- Registration
- Academic Early Alert (SAGE)
- Tutoring
- Inclusivity Programming

OFFICE OF FINANCIAL AID (936-633-5291)

The Financial Aid Office helps students find the resources to pursue their educational and professional goals and is located in the Student Center room 208.

Approximately 80 percent of students at Angelina College qualify for financial aid, and the Financial Aid Office provides students with information about the types of financial aid available and how to apply for financial assistance.

Information and services provided by the Office of financial aid include:

- What kind of financial aid is available
- How to apply for financial aid
- Satisfactory Academic Progress to keep financial aid
- Pell Grant
- Texas Public Education Grant (TPEG)
- Work Study Program Qualification
- Local and Institutional Scholarships

- Veteran’s benefits – Hazlewood Act recipients

Angelina College does not participate in Federal or State student loan programs.

AC GENERAL POLICIES

Non-Discrimination Statement

It is the policy of Angelina College to provide an educational and working environment that provides equal opportunity to all members of the college community. In accordance with federal and state law, the college prohibits unlawful discrimination in its programs, activities and employment opportunities on the basis of race, color, national origin, sex, disability, age, religion, creed, or veteran status.

Inquiries and complaints of violation of Title VI (race, color, religion or national origin); Title IX (sex); Section 504 (disability); Title II, ADA (disability); or Age Discrimination Act should be directed to: Steve Hudman, Dean of Student Affairs, 3500 South First, Lufkin, TX 75904, telephone 936-633-5293.

Disciplinary Authority

A college, like any community, must have regulations by which its members abide and procedures by which its organizations function. The standard should provide order and an atmosphere conducive to intellectual and personal development. The Student Handbook and the “Student Code of Conduct” contained within are intended to serve these purposes in the interest of all segments of Angelina College. Full policies are available online in the College’s Policies and Procedures manual.

The College has a responsibility to maintain order within the college community to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules, and policies set forth in this handbook, the AC Catalog, and other official college publications, as well as Texas Education Code. Registered campus organizations also agree to follow these rules and regulations. The College or its representatives may amend this document at any time without notice.

The authority to enact and enforce regulations of the College is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The Office of the Dean of Student Affairs is the principal agency for the administration of student discipline.

Student Code of Conduct and Discipline Program (FLB Local)

SECTION ONE GENERAL PRINCIPLES

Intent

It is the intent of the Student Conduct and Discipline Program to provide an educational and developmental response to student misconduct while ensuring a safe and appropriate teaching and learning environment.

Progressive Discipline

In keeping with the educational intent of the Student Conduct and Discipline Program, the College engages in progressive discipline to help students understand and behave in accordance with the College's conduct standards. The progressive discipline process includes (a) selecting a proportional response to a student's misbehavior and (b) increasing the level of response if the student subsequently misbehaves.

Exceptions to Progressive Discipline

Although the College generally engages in progressive discipline in the Student Conduct and Discipline Program, in circumstances wherein the College determines it is likely a student's behavior will continue (a) to be disruptive to the teaching and learning environment, (b) violate another person's rights, and/or (c) represent a potential threat to campus or individual safety and security, the College may expel the student for the first occurrence of misconduct.

Program Authority

The College President delegates authority and responsibility for administering the Student Conduct and Discipline Program to the Dean of Student Affairs.

Responsible Employees

A responsible employee is a College employee required to report allegations of student misconduct promptly to the Dean of Student Affairs. Responsible employees are not confidential reporting resources. At the Angelina College, responsible employees include, but are not limited to:

- administrators
- employees assigned an apartment in College student housing
- student success coaches
- coaches, and other athletic staff who interact directly with students
- faculty members
- police officers and security staff
- all supervisory staff

SECTION TWO PERSONAL CONDUCT

Jurisdiction of the Student Conduct and Discipline Program

The personal conduct of students is subject to the Student Conduct and Discipline Program in all of the following settings:

- on the grounds of any College site or campus, in any facility or building owned or operated by the College, and in any vehicle owned by or operated by the College;
- when participating in or attending College functions regardless of the location of the function; and
- when participating in recognized student organizations, college-sponsored groups or organizations, or intercollegiate athletic teams.

Connection to the College

The College may address the personal conduct of students through the Student Conduct and Discipline Program--regardless of where the behavior occurs--if the student has a clear connection to the College when engaging in the conduct and if such behavior may adversely affect the safety and security, programs, or reputation of the College.

Expectations for Students Employed by or Representing the College

The College may require students to meet appropriate behavioral expectations if the College employs them or engages them to represent the College as volunteers at events or programs. These expectations may include appropriate guidelines for the students' apparel and expression or speech that may otherwise be protected. If a student fails to meet these expectations, the College may take appropriate disciplinary action up to and including termination of the student's employment, may refuse to continue allowing the student to volunteer, and/or may hold the student accountable for his/her behavior through the Student Conduct and Discipline Program.

Local, State, and Federal Laws and Ordinances

The College expects students to obey all local, state, and federal laws and ordinances. The College may administer appropriate disciplinary sanctions through the Student Conduct and Disciplinary Program if a student violates a law or ordinance.

SECTION THREE EXAMPLES OF PROHIBITED BEHAVIOR

The following are examples of prohibited behavior. The College may conduct investigations, administer processes, and assign penalties related to behaviors that are not listed below but that the College finds are disruptive to the teaching and learning environment or College operations and/or present a threat to campus or individual safety and security.

Academic Integrity and Honesty

A college's intellectual reputation depends on maintaining the highest standards of academic integrity and honesty. Commitment to those standards is a responsibility of every Angelina College student, instructor, and staff member. The College requires complete honesty from each student in all phases of coursework. Breaches of academic integrity and honesty include cheating, plagiarism, and the unauthorized possession or disposition of academic materials. The College considers any breach of academic integrity and honesty as a violation of acceptable student conduct, and instructors and/or the Dean of Student Affairs will address any violation.

Cheating: Cheating is the act of using unauthorized materials or receiving unauthorized assistance during an examination or any other academic exercise. Examples of cheating include: copying the work of another student during an examination or any other academic exercise, or permitting another student to copy one's work; taking an examination for another student, allowing another student to take one's examination, or facilitating this behavior among other students; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise without the instructor's consent; falsifying examination results; or otherwise acquiring or submitting as one's work any research paper or writing assignment prepared by another individual or firm.

Plagiarism: Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgment. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source; failing to provide appropriate citation when using distinctive ideas from a source, including websites, message boards, or the social media accounts of others; and fabricating or inventing sources.

Unauthorized Possession or Disposition of Academic Materials: Unauthorized possession or disposition of academic materials may include: selling or purchasing examinations, papers, reports or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other materials not released by an instructor; and/or submitting the same paper for multiple classes without advance instructor authorization and approval.

Alcoholic Beverages

The College prohibits student possession or consumption of alcoholic beverages on College property. Behavior subject to disciplinary action include the possession and/or consumption of alcoholic beverages and/or being under the influence of alcohol at a campus or site or while representing the College during an off-campus activity.

Illegal Substances

The College prohibits the possession, distribution, or use of any illegal substance on campus or at any College function on or off campus.

Tobacco

Angelina College is a *Tobacco Free* campus. The College prohibits the use of tobacco products on all College property.

Vapor and E-cigarettes

The College prohibits use of vapor and e-cigarettes on all College property.

Housing and Residence Life

The College prohibits violations or breaches of the Angelina College Residential Contract by students living in College housing.

Animals on Campus

The College prohibits pets and other privately-owned animals in any College building unless the Vice President of Academic Affairs (VPAA) makes a specific exception for academic purposes. When the VPAA makes an exception, animals on campus must be on a leash or be otherwise under the direct and positive control of the owner.

The College permits service animals assisting individuals with disabilities in all College facilities, programs, and events. Students with disabilities should contact the Office of Student Success and Inclusion to obtain guidelines and regulations related to service animals.

Children in the Classroom

The College prohibits students bringing children to class without prior consent from the instructor.

Discrimination and Harassment

In accordance with federal and state law, the College prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Pursuant to College policy, the College also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Angelina College also fosters an environment of open communication and is committed to protecting individuals from retaliation who participate or engage in protected activities.

Disruptions

The College prohibits use of force, violence, tactics, or behavior that cause obstruction or disruption of teaching, administration, disciplinary procedures, or other authorized activities on College premises.

Distribution of Literature, Advertising, Selling or Solicitation

Selling and soliciting are only permitted on the College's campus and sites with official authorization. The College prohibits solicitation of students, faculty, or staff members by personal contact or through the distribution of advertising leaflets or handbills on any College property or in any buildings to promote sales without prior approval of Dean of Student Affairs or his/her designee.

False Reports

The College prohibits false reporting of incidents including intentional activation of fire alarms or fire suppression systems on campus when a threat is not imminent.

Falsification of Records

The College prohibits knowingly furnishing false information to the College by forging or altering a document, record, or identification.

Financial Responsibilities

The College prohibits students from failing to promptly address all financial responsibilities owed Angelina College. This prohibition includes any student unpaid debts, returned checks, overdue borrowed books, and other cases of financial irresponsibility.

Firearms, Fireworks, and Explosives

The College prohibits the unauthorized possession or use of firearms, fireworks, explosives, or unauthorized hazardous chemicals of any description on College grounds or property, including residence halls.

Food and Drinks

The College prohibits possession and consumption of food and drinks in the computer labs, classrooms, laboratories, shops, theatre, library, and other designated areas on campus without prior approval by appropriate College personnel.

Gambling

The College prohibits gambling in any form on College grounds and property, including College residence halls.

Lewd, Vulgar, Indecent, or Obscene Conduct & Expression

The College prohibits lewd, vulgar, indecent, or obscene conduct and expression infringing upon the rights of others to the point where the behavior is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment or enrollment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. The College also prohibits lewd, vulgar, indecent, or obscene conduct that disrupts the campus learning environment, including all College activities conducted on and off campus property.

Misuse of Student Identification Card

The College prohibits the use of a student identification card by anyone other than the person to whom it is issued, and the failure to present or relinquish a student identification card to a member of the faculty, staff, or administration upon request.

Official Directives

The College prohibits failure to comply with the lawful directives of all College officials acting within the scope of their responsibilities.

Stalking

The College prohibits students from attempting to control or intimidate another student through behavior or threats. "Stalking" is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's own safety or for the safety of others or would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person 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. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Student Dress

Classroom instructors and College staff in charge of College events may remove or debar a student from an activity if the student's clothing may cause an unsafe learning environment for the student and/or for other students participating in the activity or contributes to creating an intimidating or hostile work or educational environment.

Terroristic and Bomb Threats

The College prohibits terroristic behavior such as sending threatening letters or electronic mail, communicating threats through telephone calls or text messages, and bomb threats.

Unauthorized Entry

The College prohibits unauthorized entry or use of College buildings, offices, or facilities.

Unauthorized Possession of Keys

The College prohibits possession by students of keys to College buildings or facilities that have not been issued by an authorized College official.

Vandalism

The College prohibits the willful malicious destruction, damage, or defacing of property whether it belongs to the College, a College employee, or another student.

Violent Behavior

The College prohibits the use or threat of physical violence against another person on College property or at College-sponsored events.

Inappropriate Use of College Information Resources

Each student is responsible for the use of the College information resources to which he/she is granted access. The College expects students to promote efficient use of information resources that is consistent with the instructional, public service, and administrative goals of the College. The College permits incidental use of College information resources, but such use must not interfere with the performance of official College business, result in direct costs to the College, expose the

College to unnecessary risks, or violate applicable laws or College policies and regulations. Users have no expectation of privacy in any personal information stored on a College information resource, including College email accounts. The College prohibits the following:

- incidental use to conduct or promote a student’s or an employee’s outside employment, including self-employment;
- use of any College-provided information resource to do something illegal, threatening, or deliberately destructive;
- falsification of identity or enabling others to falsify identity using College information resources;
- unauthorized use or disclosure of confidential data or of data that are otherwise restricted;
- use of College information resources to send an unsolicited message(s) to a large number of recipients (known as “spamming”), consuming a disproportionate share of network resources without prior authorization, and deliberately causing any denial of service or introduction of computer viruses to College information resources.

Violation of Local Ordinances and of State or Federal Law

The College prohibits any action, event, or group of events that provides grounds for a charge or violation of local ordinances or of state or federal laws.

SECTION FOUR SPECIAL PROVISIONS

Attempted Violations

In most circumstances, the College will treat an attempt to commit a prohibited behavior as if the actor had exhibited the behavior.

College as Complainant

As necessary, Angelina College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

Immunity for Victims and Witnesses

At the sole discretion of the Dean of Student Affairs, the College may choose to not issue charges nor to administer punishment for prohibited behavior to victims and witnesses of serious criminal activity.

Bystander Engagement

At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for prohibited behavior when students report a dangerous situation to a College official or seek emergency assistance for themselves or other students.

Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation related to alcohol and/or drug violations. The College may also notify parents/guardians of nondependent students under age 21 of alcohol and/or drug policy violations. Where a student is nondependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

Interim Actions for Safety and Security

If the College receives evidence indicating a student's behavior presents a continuing danger to people or property or poses an ongoing threat of disrupting the academic process, the Dean of Student Affairs may take immediate interim protective action against the student pending a final determination of an alleged violation of this policy. Such protective/interim measures may include, but are not limited to, suspending the right of the student to be present on campus (including living in campus residence halls) and to attend classes, and otherwise altering the status of the student. Other protective measures may be implemented given the student's relationship with the College. When the Dean of Student Affairs temporarily removes or debars a student, the student will continue to be presumed innocent during the investigation and conference stages of the Student Conduct and Discipline Program process. When the Dean of Student Affairs exercises the authority described in this subsection, he/she will immediately notify the College President, and appoint an appropriate College employee to conduct an investigation on behalf of the College.

Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release pursuant to the Family Educational Rights and Privacy Act (FERPA). However, the College observes the legal exceptions as follows:

- Complainants in nonconsensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/ damage/ vandalism of property and kidnapping/abduction.

SECTION FIVE PENALTIES FOR MISCONDUCT

Penalties for student misconduct include, but are not limited to the following:

Warning or Reprimand

Warning or Reprimand may include, but is not limited to, counseling with or writing a letter to the student. These actions are cumulative and are considered official college actions that are recorded in the Office of the Dean of Student Affairs.

Restriction

Restriction involves specifically prohibiting a student from attending campus activities, occupying campus facilities, or using campus equipment or services.

Community Service

Community service is an assignment of unpaid work on campus or in the community with a restorative intent.

Disciplinary Probation

Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to:

- removing the right of the student to receive any college award, scholarships, or financial aid;
- removing the right to occupy any position of leadership in any college or student organization or activity; and
- debarment from enrolling in courses based on the delivery modality (i.e., in person, online, or hybrid).

Disciplinary probation will become a part of the student's permanent academic record.

Removal from College Housing

In certain instances, the college may remove a student from College housing and allow him/her to continue attending classes.

Course Grade Reduction

Faculty members may reduce a student's course grade in response to student behaviors that violate standards set forth in the course syllabus and/or prohibited in this policy.

Administrative Course Withdrawal

Administrative course withdrawal results in a "W" grade. Angelina College reserves the right to withdraw students from a class or all classes if, in the judgment of the appropriate college official, such withdrawals are in the best interests of students and the college. Students may be withdrawn

for reasons of lack of attendance, irresponsible financial conduct, personal misconduct, academic integrity violations, or other academic infractions.

Disciplinary Suspension

Suspension is for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except application for readmission. Readmission on probation may be granted at the end of the suspension period. Disciplinary suspension will become a part of the student's permanent academic record.

Expulsion

Expulsion is the permanent removal from Angelina College with no opportunity for readmission. Expulsion will become a part of the student's permanent academic record.

SECTION SIX PROCEDURES FOR STUDENT CONDUCT AND DISCIPLINE PROGRAM

Authority

The Dean of Student Affairs shall administer the Angelina College Student Conduct and Discipline Program. At his discretion, the Dean of Student Affairs may appoint trained College employees to conduct investigations or proceedings as described below on a case-by-case basis.

Student Conduct Panel

Each year, the Dean of Student Affairs shall request the Angelina College Student Affairs Standing Committee assign not less than three (3) faculty members and three (3) professional staff members to the Student Conduct Panel to serve one year terms. A faculty or professional staff member may serve additional one year terms at his/her request if the Dean of Student Affairs approves. The Dean of Student Affairs will recruit and appoint not less than three (3) currently enrolled students to serve on the Student Conduct Panel during each semester. The Dean of Student Affairs or designee shall conduct thorough, appropriate training with the Student Conduct Panel each semester. If a panelist cannot complete his/her term for any reason, the Dean of Student Affairs shall appoint and train a panelist from the exiting panelist's group (i.e., faculty, professional staff, student) who will serve the remainder of the exiting panelist's term. The Student Conduct Panel shall elect a Chief Panelist each semester by majority vote.

Rules of Evidence and Burden of Proof

Disciplinary decisions will be based on the preponderance of evidence. "Preponderance of Evidence" means it is more likely than not that an alleged incident occurred. The College will use a totality of all available and relevant evidence to reach findings of responsibility. The burden and responsibility for gathering and evaluating evidence rests with the College. Accused students may elect not to self-incriminate and may present relevant evidence to support their positions. Witness statements that are unsigned and/or undated will not be considered in discipline process; however, if an investigation stemming from an unsigned and/or undated statement results in the discovery of

evidence that misconduct may have occurred, the student responsible for that misconduct may be subject to disciplinary action.

Manner of Correspondence

The College shall send all “in writing” correspondence related to this Policy to the email address assigned by the College to the student who is the intended recipient of the correspondence. Students may submit verbal or written complaints to the Dean of Student Affairs or to any responsible employee (see Subsection 1.05 of this Policy).

Students must file appeals in writing to the Dean of Student Affairs. Hand-delivered filings shall be timely filed if received by the close of business on the deadline. Email filings shall be timely filed if received by the close of business on the deadline, as indicated by the date/time shown on the email message. U.S. Mail filings shall be timely filed if postmarked by U.S. Mail on or before the deadline and received no more than three (3) days after the deadline. The following are the addresses for each manner of correspondence:

Hand-delivered: Administration Building Office 104

Email: shudman@angelina.edu

U.S. Postal Service: Angelina College Dean of Student Affairs; PO BOX 1768; Lufkin, TX 795902-1768

College Business Days

Throughout the process outlined in Subsection 6.08 of this Policy, a “day” shall mean a College business day according to the official College calendar. In calculating timelines under this policy, the day a College official sends a correspondence is “day zero.” The following business day is “day one”, and so forth.

Scheduling Conferences

The College will make reasonable attempts to schedule conferences at a mutually agreeable time for all intended participants. If a student fails to appear at a scheduled conference, the College may hold the conference and issue a decision in the student’s absence.

Penalties during Appeals

All penalties imposed by a College official or Student Conduct Panel will be in effect during any appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made by the College to restore the student to his/her prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Steps in the Student Conduct Process

Report/Complaint & Investigation

1. An employee submits a written report of alleged student misconduct, or a student, guest, or vendor of the College (hereinafter “complainant”) submits a verbal or written complaint or report about alleged misconduct.

2. Dean of Student Affairs or designee (hereinafter “College Official”) investigates alleged student misconduct.

Level One Process - College Official

3. If the College Official finds sufficient evidence of misconduct by a student, he/she issues a notice to the student (hereinafter “respondent”) to attend a conference. Failure to appear at the scheduled conference without prior authorization from the Dean of Student Affairs is a violation of *Subsection 3.20 Official Directives* of this Policy.
4. College Official conducts conference with the respondent during which he/she explains the respondent’s right to due process, reviews appeal procedures, lists the charge(s), and presents all evidence collected during his/her investigation. The respondent may present evidence, call witnesses, and/or address witness statements and any evidence presented. Complainants may present witnesses and other evidence during the conference. The College Official may temporarily suspend the conference for a reasonable timeframe, as determined solely by the College Official, to allow the respondent to obtain witness statements, gather evidence, or otherwise prepare to respond to the charge(s) and/or evidence.
5. The outcome of the conference will be one of the following:
 - a. The respondent admits misconduct. The College Official will assign an appropriate penalty in writing to the respondent.
 - b. The College Official finds the evidence and testimony provided by the respondent presents a preponderance of all evidence that the respondent is not responsible for the alleged misconduct. The College Official will dismiss the charge(s) against the respondent in writing.
 - c. After considering all evidence, the College Official finds the preponderance of evidence supports the charge(s). The College Official will assign an appropriate penalty in writing to the respondent.
6. The respondent or complainant may appeal the finding and/or penalty to the Student Conduct Panel in writing to the Dean of Student Affairs within five (5) business days of when he/she receives the notice (see Subsections 6.04 and 6.05).

Level Two Process - Student Conduct Panel

7. When the Dean of Student Affairs receives an appeal by a respondent or complainant, the Dean will request the Chief Panelist of the Student Conduct Panel appoint a subpanel comprising three members of the Panel to conduct a conference addressing the appeal. The subpanel shall include at least one (1) student but not more than two (2) students.
8. The subpanel will conduct a conference. During the conference, the College Official will present the charge(s) and all evidence collected during the investigation. The subpanel will allow the complainant to present witnesses and other evidence during the conference. The respondent may present evidence, call witnesses, and/or address witness statements and any evidence presented. The outcomes of the conference may be one of the following:

- a. The subpanel finds the preponderance of evidence supports the charge(s) and assigns appropriate discipline in writing.
- b. The subpanel finds the preponderance of evidences does not support the charge(s) and dismisses the charge(s) in writing.

Level Three - College President

9. A respondent or complainant may appeal the subpanel's findings or discipline assignment in writing to the College President within five (5) business days of receiving documentation from the subpanel. The following are the only grounds for appeal to the College President.
 - a. A procedural error occurred that significantly impacted the outcome of the conference(s). Examples of procedural errors include substantiated bias by the College Official, failure by the College Official or the Student Conduct Panel to document findings, and material deviation from established procedures.
 - b. New evidence unavailable during the original conference or investigation that could substantially impact the original finding or discipline assignment becomes available. A summary of this new evidence must be included in the written appeal.
 - c. The assigned discipline is materially disproportionate to the severity of the violation.
10. The College President will review the charge(s), the written findings of the College Official and of the subpanel, and the written appeal from the respondent or complainant to decide the merits of the appeal. At his/her sole discretion, the President may meet with the respondent and complainant during his/her deliberation of the appeal. Pursuant to authority delegated to the College President by the Angelina College Board of Trustees, the decision of the College President is final. If the College President does not make a decision regarding the appeal by the end of the tenth business day, the lack of a response by the College President upholds the decision(s) reached prior to the appeal to the College President.

Alcohol and Drugs/Tobacco/Vapor and E-Cigarettes

The College prohibits student possession or consumption of alcoholic beverages on College property. Behavior subject to disciplinary action include the possession and/or consumption of alcoholic beverages and/or being under the influence of alcohol at a campus or site or while representing the College during an off-campus activity.

The College prohibits the possession, distribution, or use of any illegal substance on campus or at any College function on or off campus.

Angelina College is a *Tobacco Free* campus. The College prohibits the use of tobacco products on all College property.

The College prohibits use of vapor and e-cigarettes on all College property.

Attendance Policy

Regular and punctual attendance is expected of all students. Each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses.

Students will be counted absent for missed classes beginning with the first official day of class. Responsibility for work missed because of illness or school business is placed upon the student. In the case of online and hybrid courses, attendance will be determined in the terms of participation as described in the course syllabus.

A student may be dropped from a course for excessive absences. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences. An absence from a course held once a week will be the equivalence of two consecutive absences for that class.

A student dropped because of excessive absences will be notified by the instructor of the drop. The instructor will then notify the Office of Enrollment Services to process the drop. To be considered for reinstatement in to the course, a student must have written approval from the instructor.

TITLE IX: PROHIBITED DISCRIMINATION AND HARASSMENT

SECTION ONE

POLICY STATEMENT AND TITLE IX COORDINATOR

Title IX of the Education Amendments of 1972 (*20 U.S.C. 1681 et. seq.*) protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal funds. Sexual harassment, including sexual violence, is a form of sex discrimination.

Title IX Policy Statement

It is the policy of Angelina College to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination, sexual harassment, sexual assault, sexual misconduct, domestic violence and dating violence, and stalking. In accordance with federal and state law, the College prohibits discrimination on the basis of sex (including gender) and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking.

The College will not tolerate sex discrimination, sexual harassment, sexual misconduct or physical abuse, threats of violence, physical assault, or any form of sexual violence, including but not limited to sexual assault, acquaintance rape, domestic violence, dating violence, or stalking (collectively or singly referred to as "prohibited conduct"). Individuals who alone, or in concert with others, participate or attempt to participate in prohibited conduct described in this policy are subject to disciplinary action by the College, notwithstanding any action that may or may not be taken by civil or criminal authorities.

The College encourages affected individuals to promptly report incidents of sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking as provided in this policy. The College also encourages individuals who may have witnessed instances of prohibited conduct to report such information as outlined in this policy.

Responsible Employees of the College (as defined below) are required to promptly report incidents of prohibited conduct. The College will respond to all reports made under this policy. The College will conduct a prompt, fair, and impartial investigation and resolution for complaints and, where appropriate, issue remedial measures and/or sanctions.

Title IX Coordinator

The College's Title IX Coordinator is Mr. Steve Hudman, the Dean of Student Affairs. The Title IX Coordinator's responsibilities include coordination of the College's efforts to comply with and carry out its responsibilities under Title IX, including any investigation of any complaint communicated to the College alleging its noncompliance with Title IX or alleging any actions that would be prohibited by Title IX. Any College student, employee, guest, or vendor may contact the Title IX Coordinator to file a grievance, to ask questions about sexual harassment, or to discuss concerns or incidents impacting the campus climate. Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

Title IX Coordinator's Contact Information

Steve Hudman, Dean of Student Affairs
Office Address: Administration Building, room 104
Phone: 936-633-5293
Email: shudman@angelina.edu

SECTION TWO PROCESS

File a Report/Complaint

Reports/Complaints about prohibited behavior can be made at any time. Students, employees, guests, and vendors may file a report/complaint with the Title IX Coordinator or any Responsible Employee (see definition of "Responsible Employee" below).

Complaint and Investigation

Reporting

The College strongly encourages the prompt reporting of prohibited conduct covered by this policy. Delays in reporting can greatly limit the College's ability to stop the alleged conduct, collect evidence, and/or take effective action against individuals or organizations accused of violating this policy. A report of alleged violations of this policy may be made by a person who believes he/she experienced prohibited conduct (a complainant); and/or a person who has information that prohibited conduct may have been committed (a reporter).

Investigation and Standard of Evidence

Once the College receives a report of prohibited conduct, the College will respond promptly and investigate the report in a fair and impartial manner. Where appropriate, the College will enact interim measures. The College will handle reports of prohibited conduct consistently and ensure prompt and equitable resolution of such reports. If a complainant chooses not to participate in the College's

investigation of a report, the College may, at its discretion, pursue the report without the complainant's participation.

The purpose of an investigation, which includes interviewing the parties and witnesses, is to gather and assess evidence. The standard of evidence that will be used in investigating and adjudicating complaints made under this policy is the "preponderance of the evidence" standard. This standard is met if the allegation is deemed more likely to have occurred than not. All investigators shall have appropriate and ongoing training regarding issues related to domestic violence, dating violence, sexual assault, sexual misconduct and stalking, as well as, on how to conduct an investigation that protects the safety of complainants and promotes accountability.

Possible Findings of Investigation

Possible findings of an investigation include: (1) a finding that the allegations are not warranted or could not be substantiated; or (2) a finding that the allegations are substantiated and constitute a violation of the policy. The College Title IX Coordinator will ensure all parties to the complaint receive notification of the finding of the investigation and any resulting College actions in an appropriate and timely manner.

Role of Student Conduct and Discipline Program

In the event a final determination is made that the respondent is responsible for violating this policy, the College may impose any of the sanctions authorized in the Student Conduct and Discipline Program.

SECTION THREE GENERAL PRINCIPLES

Prohibition on Retaliation

Retaliation against a person who reports a potential violation under this policy, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under this policy is strictly prohibited and will not be tolerated. Retaliation includes but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual's employment or education. The College will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this policy will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to file a complaint with the College.

Support Services

Any student who requires assistance with classes, living arrangements, and/or College-provided support services and referrals as a result of an alleged violation of this policy is encouraged to visit the Office of Student Success & Inclusion (OSSI) for additional information. OSSI staff can assist students with the various reporting options and support services that may be available to them.

If a student believes he/she has experienced conduct prohibited under this policy, the student may also contact the College Title IX Coordinator for additional assistance and information. A student who would like to report an alleged sexual assault, interpersonal violence (including domestic violence and dating violence) and/or stalking to the police and would like the College Title IX Coordinator to accompany

him/her to provide support during the reporting process, should contact the College Title IX Coordinator.

Use of Drugs and Alcohol

Any student who files a complaint, or who acts as a third-party witness in an investigation under this policy, will not be subject to disciplinary action by the Office of the Dean of Student Affairs for using and/or consuming alcohol or drugs at or near the time of the alleged incident, provided that any such alcohol or drug use did not, and do not, place the health or safety of any other person at risk.

Confidentiality and Anonymity

Individuals wishing to remain anonymous can file a complaint with the College Title IX Coordinator. However, electing to remain anonymous may greatly limit the College's ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals or organizations accused of violating this policy.

The College has an obligation to maintain an environment free of sex discrimination, thus many College employees have mandatory reporting and response obligations and may not be able to honor a complainant's request for confidentiality. In the event confidentiality cannot be maintained, the College will share information only as necessary and only with people who need to know to fulfill the purposes of this policy and applicable law, such as investigators, witnesses, administrators, and the respondent. The College will comply with the Family Educational Rights and Privacy Act (FERPA), and with other confidentiality laws as they apply to Title IX investigations.

Ongoing Training

The College's commitment to raising awareness of the harm resulting from the conduct prohibited in this policy includes offering ongoing education to both employees and students. In addition, the College Title IX Coordinator, investigators, and hearing officers receive training each academic year about offenses, investigatory procedures, due process requirements, conducting a hearing and College policies related to or described in this policy. The College is committed to protecting the safety of complainants and the due process of rights of all students, and promoting accountability.

Academic, Living, Travel, or Work Accommodation(s)

In some instances, when a student reports an alleged violation of this policy to the College, the College may take emergency action to protect the emotional health or physical safety of the reporting student and/or of the larger College community. Specific arrangements will be made on a case by case basis to ensure appropriate accommodations are provided. Such arrangements will be facilitated through the Office of the Dean of Student Affairs and/or other appropriate College officials and all decisions will be based upon the evidence then available.

Interim Measures and Final Sanctions for Students

Interim measures

If the College receives evidence indicating a respondent presents a continuing danger to people or property or poses an ongoing threat of disrupting the academic process, the Dean of Student Affairs or

other appropriate College official may take immediate interim protective action against the respondent pending a final determination of an alleged violation of this policy. Such protective/interim measures may include, but are not limited to, suspending the right of the student to be present on campus (including living in campus residence halls) and to attend classes, and otherwise altering the status of the student. Other protective measures may be implemented given the respondent's relationship with the College.

Final sanctions

In the event a final determination is made that the respondent is responsible for violating this policy, the College may impose any of the sanctions authorized in the Student Conduct and Discipline Program.

SECTION FOUR DEFINITIONS

For purposes of Title IX compliance at Angelina College, the definitions below apply. Some of these terms are also defined under federal and/or Texas State law.

- *Complaint*: A signed document or other report, including verbal reports, alleging a violation of this policy.
- *Complainant*: A person who submits a complaint alleging a violation of this policy, or is identified as the person who has allegedly experienced a Title IX related incident.
- *Consent*: A voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) intimidation, (d) coercion, (e) incapacitation, or (f) any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to engage in sexual activity.

An individual's manner of dress or the existence of a current or previous dating or sexual relationship between two or more individuals does not, in and of itself, constitute consent to engage in a particular sexual activity. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

- *Incapacitation*: A state of being that prevents an individual from having the capacity to give consent. For example, incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability.
- *Domestic Violence*: Abuse or violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in

common, by a person with whom the complainant is cohabitating (or has cohabited) with a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Texas, or by 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 State of Texas.

- *Dating Violence:* Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- *Respondent:* The person designated to respond to a complaint. Generally, the respondent is the person alleged to be responsible for the prohibited conduct alleged in a complaint.
- *Responsible Employee:* Pursuant to Title IX, a "responsible employee" is a College employee who has the authority to take action to redress an alleged violation of this policy and who has been given the duty of reporting such allegations to the College Title IX Coordinator or designee, or an employee whom an individual could reasonably believe has this authority or duty. At the Angelina College, responsible employees include, but are not limited to:
 - administrators
 - employees assigned an apartment in College student housing
 - student success coaches
 - coaches, and other athletic staff who interact directly with students
 - faculty members
 - police officers
 - all supervisory staff

Responsible employees have a **duty** to promptly report incidents of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking to the College Title IX Coordinator. Responsible Employees are not confidential reporting resources.

- *Retaliation:* Any action that adversely affects the academic, employment, or other institutional status of a student or employee of the College, visitor, applicant for admission to or employment with the College, because an individual has, in good faith, brought a complaint under this policy, opposed an unlawful practice, participated in an investigation, or requested accommodations. Examples of retaliation include but are not limited to: denial of promotion, non-selection/refusal to hire, denial of job benefits, demotion, suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter reasonable people from pursuing their rights. Retaliation is strictly prohibited and will not be tolerated.

- *Sex Discrimination*: Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group's employment or education on the basis of sex (including gender).
- *Sexual Assault*: An offense that meets the definition of rape, fondling, incest, or statutory rape.
- *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 complainant.
- *Fondling*: The touching of the private body parts (including, but not limited to the genitalia, anus, groin, breast, inner thigh, or buttocks) of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of the complainant's age or because of the complainant's temporary or permanent mental incapacity.
- *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape*: Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the respondent.
- *Sexual Harassment*: Unwelcome conduct of a sexual nature. Sexual harassment is a form of sex discrimination that can occur when:
 - the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made as an implicit or explicit term or condition of employment or education;
 - the submission to or rejection of unwelcome physical conduct of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations;
 - unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, that have the effect of creating an objectively hostile environment that substantially interferes with employment or education on the basis of sex (including gender); or
 - such conduct is intentionally directed towards a specific individual and has the purpose or effect of unreasonably interfering with that individual's education, employment, or participation in College activities, or creating an intimidating, hostile, or offensive atmosphere.

Sexual harassment may include:

1. Sexual violence, as defined under the Texas Penal Code, which includes rape, sexual assault, sexual battery, and sexual coercion.
2. Physical conduct that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes but is not limited to (a) unwelcome intentional touching; or (b) deliberate physical interference with or restriction of movement.

3. Verbal conduct, including oral, written, or symbolic expression, that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to:

- explicit or implicit propositions to engage in sexual activity;
- gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
- gratuitous remarks about sexual activities or speculation about sexual experiences;
- persistent, unwanted sexual or romantic attention;
- subtle or overt pressure for sexual favors;
- exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials; or
- deliberate, repeated humiliation, or intimidation based upon sex.

This applies only to verbal conduct that is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

- *Sexual Misconduct*: Behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment. Behaviors that may constitute sexual misconduct include, but are not limited to
 - repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present;
 - gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting, even if not objected to by those present;
 - failure to observe the appropriate boundaries of the supervisor/subordinate or faculty member/student relationship, including the participation of a supervisor, teacher, advisor, or coach in an unreported consensual romantic or sexual relationship with a subordinate employee or student; or
 - engaging in any form of sexual exploitation. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own benefit or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.
- *Stalking*: A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's own safety or the safety of others or would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person 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. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant. "Substantial emotional distress" means significant mental suffering or anguish

that may, but does not necessarily, require medical or other professional treatment or counseling.

ACADEMIC SCHOOL COURSE OF STUDY LIST

School of Arts and Education (936-633-3275)

Visual and Performing Arts (936-633-5233)

- AA General Studies
- AA Speech Communication and Rhetoric
- AAS Sound Recording Technology
 - Cert1 Sound Recording Technology Certificate
- AAT Middle Grades (Grades 4-8)
- AAT High School (Grades 8-12)
- AAT Teacher Education, Multiple Levels
- AAT Early Childhood Education and Teaching (EC-6)
- AA Speech
- AA Physical Education

- AAS Graphic Arts
 - Cert1 Design & Applied Arts Certificate
 - Cert3 Esc Graphic Information Systems
- AA Drama
- AA Art
- Music

School of Science and Mathematics (936-633-5255)

- AS Multidisciplinary Studies
- AS Computer Science
- AS Engineering

School of Health Careers (936-633-5265)

- AAS Emergency Medical Services
 - Cert1 EMT – Intermediate Certificate
 - Cert2 – Paramedic Certificate
- AAS Respiratory Care Therapist
- AAS Diagnostic Medical Sonography
- AAS Radiologic Technology
- AAS Nursing
 - Cert2 Vocational Nursing Certificate

Stand-Alone Certificates

- Cert2 Surgical Technology Certificate
- Cert1 Pharmacy Technology Certificate

School of Business and Technology (936-633-5246)
Business (936-633-5300)

- AAS Computer Information Systems – Programmer/Analyst
 - Cert1 Computer Programmer Specialist Certificate
 - Cert1 Microcomputer Applications & Operations Certificate
- AAS Network Support Technician
 - Cert1 Networking Certificate
 - Cert1 Network Administration Specialty Certificate
- AAS Computer Information Systems Web Technology
 - Cert1 Computer Information Systems Web Technology
- AAS Electronics Technology - Networking
 - Cert1 Electronics Technology Basic Networking Specialty Certificate
 - Cert1 Electronics Networking Specialty Certificate
 - Cert1 Digital Imaging Hardware Certificate
 - Cert1 Computer Maintenance Certificate
- AAS Electromechanical Technology - Fluid Power Specialty
 - Cert1 Fluid Power Specialty Certificate
- AAS Electromechanical Technology - Electrical Technician Specialty
- AAS Electromechanical Technology - Electrical Specialty
 - Cert1 Electromechanical Technology - Electrical Specialty
 - Cert1 Electromechanical Technology - Electrician Specialty Certificate
 - Cert1 Electromechanical Technology - Maintenance Technician Specialty
 - Cert1 Electromechanical Technology - Process Control Technician Certificate
- AAS Drafting & Design Technology
 - Cert1 Drafting & Design Technology Certificate
- AAS Child and Family Development
 - Cert1 Child and Family Development Certificate
 - Cert1 Child and Family Development Administrative Certificate
 - Cert1 Child Development Associate
- AAS Paralegal (Legal Assisting)
- AAS Criminal Justice
 - Cert1 Criminal Justice Core Certificate
- AAS Human Services Case Management
 - Cert1 Human Services Basic Certificate
 - Cert1 Human Services Intermediate Certificate
 - Cert1 Human Services Activity Directory Certificate
- AAS Machine Tool Technology
 - Cert1 Machine Tool Operator Certificate
 - Cert1 Computer Numerical Control Machine Operator Certificate
 - Cert3 Enhanced Skills - Journeyman Machinist
- AAS Welding Technology
 - Cert1 Intermediate Welding Technology Certificate
 - Cert1 Basic Welding Certificate

- Cert2 Advanced Welding Technology Certificate
- AAS General Business
 - Cert1 General Business Certificate
 - Cert3 Enhanced Skills General Business - Management Development
 - Cert3 Enhanced Skills General Business - Word Processing Office Administration
 - Cert3 Enhanced Skills General Business - Office Administration
- AAS Management Development
 - Cert1 Management Development Certificate
 - Cert3 Enhanced Skills Management Development - Management
 - Cert3 Enhanced Skills Management Development - Computer Emphasis
- AS Business
- AAS Office Administration
 - Cert1 Office Administration Certificate
 - Cert1 Word Processing Specialty Certificate
- AAS Office Administration - Legal Secretary Specialty
 - Cert1 Legal Secretary Specialty Certificate

BOARD OF TRUSTEES AND COLLEGE ADMINISTRATION

Angelina College Board of Trustees	Angelina College General Administration
Sidney Roberts, M.D., President	Dr. Michael Simon, President
Hilary Haglund-Walker, Vice President	Dr. Cynthia Casparis, Vice President of Academic Affairs
Jay Shands, Secretary	Chris Sullivan, J.D., Vice President of Business Affairs & In-House Counsel
Joe Deason, Member	Timothy Ditoro, Dean of Community Services
Robert Poland Jr., Member	Steve Hudman, Dean of Student Affairs
Tim Stacy, Member	Dana Smithhart, Executive Director of Institutional Advancement
Ellen C. Temple, Member	

ACTIVITIES, TRADITIONS, ORIENTATION, AND STUDENT LIFE

Athletics

Angelina College athletics programs have produced excitement for sports fans for decades, with numerous student-athletes generating All-American status and others moving on to successful professional careers.

Angelina College is member of the National Junior College Athletic Association (NJCAA) and the Region XIV Athletic Conference.

Men's athletic programs include soccer, basketball, and baseball. Women's programs include soccer, basketball, and softball. All athletic teams are located on the Lufkin campus.

AC students are admitted free to all athletic events upon presentation of a current AC Student ID card. Tickets for guests may be purchased at the gate or through the Athletic Department. For more information, call 936-633-5282 or contact Debbie Mareno at dmareno@angelina.edu.

Clubs and Organizations

Angelina College hosts many clubs and organizations which build relationships with people who share similar backgrounds or interests to our AC students. These groups also offer opportunities to engage in organized and meaningful service. Students who participate in these organizations gain valuable leadership skills and communication skills, which can be helpful in gaining admittance to a students' university or career of choice. For more information about how to get involved in any of the following organizations or create one of your own, contact the Student Life & Orientation Coordinator, Jordan LaCaille at jlacaille@angelina.edu.

Starting a Student Organization

1. Complete a new Student Organization Registration Application (Student Center room 205).
2. Submit a constitution within 60 day of completing the registration process.
3. Wait for confirmation and approval from the Office Student Life prior to promoting the club/organization.

New Student Orientation

At AC we have several New Student Orientation pathways to meet the needs of our students. Our Orientation will prepare you for your transition into the collegiate world as well as the challenges and opportunities that lie ahead. Completing online orientation will familiarize you with campus resources, and answer any questions you may have starting out. In-person Orientation is available over the summer.

If you have any questions, please feel free to call the Office of Student Success & Inclusion during normal business hours, at (936) 633-5344 or email orientation@angelina.edu.

Student Success Course

A 3-credit course which examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. It is a course designed to introduce critical thinking concepts and to provide opportunities for the student to acquire learning strategies for academic success.

Fight Song

Hail to thee, dear Angelina,
throughout the piney woods,
where our minds are gently guided
toward the common good.

Hail to thee, dear Angelina,
where our destinies are planned.
Knowledge, pride stand tall together, always hand in hand.

GENERAL INFORMATION AND DEFINITIONS

AC Portal & Campus Connect

Your AC Portal is where you access your Campus Connect (CC). Through your CC, you can access your schedule, unofficial transcript, TSI scores, your address we have on file, any student account holds, and financial aid you have been awarded. If you are TSI complete and not a first-time student, you can also add/drop courses through AC Portal/Campus Connect. To access your AC Portal and Campus Connect, you can go to our webpage (angelina.edu) and click on the AC Portal icon. From there, you will need your student ID number to log in. For difficulties or questions you have regarding logging into your portal or email, call our IT help desk at 936-633-5208.

Bacterial Meningitis Notice

Texas Education Code, §51.9192, Subchapter Z, establishes the requirement for bacterial meningitis vaccination for certain students and identifies exceptions to that requirement. Typically, all entering students who are less than 22 years of age must show proof of having received a bacterial meningitis immunization or booster within the five year period immediately preceding enrollment. Pursuant to Texas Education Code requirements, the following important information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

SYMPTOMS:

- High fever
- Vomiting
- Rash or purple patches on skin
- Nausea
- Severe headache
- Lethargy
- Light Sensitivity
- Stiff neck
- Confusion and sleepiness
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

POSSIBLE CONSEQUENCES OF THE DISEASE

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

Antibiotic treatment, if received early, can save lives, and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection, lasting 3-5 years. The cost of vaccine varies so check with your health care provider. Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days. Vaccination is available through local physicians.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health Office.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

Generally, financial aid funds are not available to pay for the meningitis vaccine for new students to Angelina College.

Campus Climate

Campus climate can be defined and operationalized as, “perceptions of racial tension, experiences with prejudice and discrimination, and perceptions of disparate treatment for historically marginalized communities” (Gusa, 2016, p. 466). Angelina College is committed to ensuring a safe, equitable, and welcoming campus to all students regardless of their cultural, religious, or diverse background. As a student on a college campus, it is important for you to interact with and learn from people who have different experiences, backgrounds, and cultures than you. Learning how to positively interact with diversity is a crucial skill for the 21st century. For more information regarding campus climate, inclusion, and multiculturalism, visit the Office of Student Success & Inclusion in the Student Center or email OSSI@angelina.edu.

College Catalog

The Angelina College Catalog is the most complete and detailed information resource available to the AC student. In addition to course listings and individual degree requirements, the academic catalog contains specific information on admission policies, fiscal and academic regulations, office functions, grade appeal procedures, student services and the academic calendar. Students have the option of meeting graduation requirements of the current AC catalog or those requirements outlined in the AC catalog under which they entered the college (if continuously enrolled).

Administrative Office Information

Office	Functions	Contact Information
Office of Enrollment Services	Enrollment documentation, testing services, transcripts, major changes, address changes, grade appeals, transfer credit, student ID, tours, recruiting, and AC Student Ambassadors	936-633-5212 registrar@angelina.edu
Office of Student Success & Inclusion	Advising/success coaching; career & transfer services; disability accommodations; community resources; food pantry; student life; new student orientation; tutoring; dorms; AC Perks program	936-633-5344 ossi@angelina.edu
Financial Aid	FAFSA processing, financial aid appeals, grants, scholarships, veteran’s benefits	936-633-5291 fareceptionist@angelina.edu
Office of the Dean of Students	Student conduct violations; oversees Office of Student Success & Inclusion, Athletics,	936-671-7255 shudman@angelina.edu

	Office of Enrollment Services, and Financial Aid	
Academic Affairs	Curriculum guidance, oversees Academic Schools and programs.	936-671-7370

Student ID Card

Angelina College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Angelina Card. The Angelina Card is a multi-functional card which allows you to open an optional checking account that offers free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It's the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No monthly service fee
- Easy access to free Herring Bank ATMs on and around campus
- Free access to online banking – check balances and view your checking account statement online from anywhere you have internet access.
- Get paid faster – when you request direct deposit of your financial aid and/or direct deposit of your paycheck, steps for direct deposit account selection are as follows:

Step 1.	Log into your campus connect on your AC portal
Step 2.	Make a choice between a Herring Bank account or your own personal bank account (you will need your bank's routing number and your account number if you choose your own).
Step 3.	Go to the Student Center to get your student ID card – you will need to have proof of identity if you chose Herring Bank.
Step 4.	Use your new Angelina Card as your official student ID, for all of your on-campus needs.

For information on how to obtain your Angelina Card, call the Enrollment Services Office at 936-633-5212 or visit the Student ID Office room 100 in the Student Center.

Need to report a lost or stolen card? Contact Herring Bank at [1-866-348-3435](tel:1-866-348-3435). You will also need to go to the Student ID Office for a new card.

Schedule Changes

The student who finds it necessary to make changes to his or her class schedule after late registration may do so only during the first two days of classes in a long semester and during the first day of a

summer term. You will need to see a Success Coach in the Office of Student Success & Inclusion (Student Center Room 200) to make this change. You can call them at 936-633-5212.

Schedule of Classes

AC publishes fall, spring and summer registration guides in advance of the new semester. These are not printed but may be viewed on the AC website. The AC website also provides a searchable list of classes being offered each semester that is continually updated. [Click here to be taken to the class schedule.](#)

Transfer Students Seeking a Bachelor's Degree Notice

Lower-Division Transfer Limitations

No university shall be required to accept in transfer or toward a degree program more than sixty-six (66) semester credit hours of lower-division academic credit. Universities, however, may choose to accept additional credit hours. [Texas Higher Education Coordinating Board Rules, Chapter 4, Subchapter B, 4.25 (f)]

Tuition and Fees

The Rates of Tuition and Fees, located in the AC Catalog on our website (<http://www.angelina.edu/generalbulletin/>), is an official publication listing the official fees, tuition and charges for all academic courses and academic programs (<http://www.angelina.edu/generalbulletin/finances/>).

Withdrawal

For information related to withdrawal dates and deadlines, please refer to Academic Calendar on the College's website - <http://www.angelina.edu/academic-calendar/>. Withdrawing from the college is an official action whereby a student informs the Office of Enrollment Services (OES) that the student will cease attending all classes in which he/she is enrolled. In turn, the OES informs the instructor of the student's decision. Discontinuing class attendance does not constitute withdrawal from school. A student who does not officially withdraw may receive a grade of "F" from the instructor. The college reserves the right to withdraw a student from one or more classes if, in the judgment of college officials, such action is deemed to be in the interest of the student and/or the college. Examples of some reasons for administrative withdrawal are failure to pay tuition and fees, failure to provide admission credentials, failure to remove "holds" in a timely manner, excessive absenteeism, or unacceptable student behavior. Students receiving federal student aid should consult the financial aid office before withdrawing from school.

DEFINITIONS

Admission – Acceptance of a candidate for enrollment.

Alumni – Angelina College Alumni are defined as recipients of a degree or certificate or those who have completed at least one semester at Angelina College.

Associate Degree - A degree awarded upon successful completion of a curriculum of at least 60 hours in a course of study.

Calendar - The divisions of the full calendar composed of two regular terms per year with about 16 weeks per term of instruction excluding final examinations in a school year running from August through May, with two semesters as a summer terms.

Corequisite - Courses a student must take with another course.

Course of study - an area of concentration for study that would lead to a degree, certificate, or transfer to a 4-year college or university.

Credit Hours (Semester Hour) - A unit measure of instruction. For example: 750 minutes of instruction equals one semester hour.

Dean's List - An honor awarded students who have attained a grade point average of 3.50-3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

Degree (Earned) - Title bestowed as official recognition for the completion of a designated curriculum.

Degree Student - One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program; referred to by some colleges as a regular student.

Division - An administrative unit comprised of a group of related student services departments.

Drop/Withdraw - Resignation from a class or classes or from the college following the procedures outlined in the college catalog.

Elective - A subject or course which the student may choose as distinguished from courses which are required.

Evening Classes - Any class beginning at 5 p.m. or later.

Freshman - Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-Time Students - A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 15 semester hours.

Grade Point Average (GPA) - A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work attempted.

Part-Time Student - A student enrolled for less than 12 hours of academic course work.

Prerequisite - A course/courses a student must successfully complete prior to enrolling for a particular course.

President's List - An honor awarded students who have attained a GPA of 4.00 during a semester in which a minimum of 12 hours of college level credit is completed.

Residency - Refers to whether or not a student qualifies for in-district or out-of-district tuition and fees.

Readmission - The act of readmitting a student after dismissal.

Schools - An academic discipline which offers instruction in a particular branch of knowledge.

Semester - One of any four terms during which courses are offered by the college. (Fall, Spring, Summer)

Sophomore - A degree seeking student who has completed 30 or more college level credit hours.

Student Aid - Financial assistance for college expenses through any form of grants, scholarships, loans or work.

Student Success Coach - The student success coach is the individual who will register students in the classes each semesters.

Syllabus - An outline for an academic course; includes assignments, exam dates, grading practices, etc.

Transcript - The official record of completed courses and the grades made.

Transfer Student - A student who has attended one or more colleges and is admitted to another.

Transfer Credit - The number of course credits taken by a student at one college that another college accepts.

Transient Student - A student in good standing in one college who is taking courses which will transfer back to the original college.

Withdrawal - A release from enrollment in all classes. An official withdrawal occurs when a student notifies the appropriate authorities. When the student merely stops attending classes without notifying the authorities, failing marks (F) are recorded and charged against the student.

STUDENT SERVICES AND RESOURCES

Student Access Services (Accommodations for Disabilities)

As part of the inclusive culture Angelina College is intent on creating and maintaining, the Access Unit (housed in the Office of Student Success & Inclusion) is committed to providing services and resources to students who need them. Our goal is to minimize barriers to success for students with disabilities or special circumstances. We offer an array of services for students with more unique needs including, but not limited to: finding community resources; obtaining financial assistance for emergencies; targeted programming for traditionally underserved student populations; and providing accommodations for disabilities. We are committed to creating a campus where chances of success are equitable for every student, regardless of their background or circumstances. For more information regarding Student Access Services, please call or email the Office of Student Success & Inclusion: 936-633-5344 or access@angelina.edu.

AC Perks Program

The AC Perks Program is a program where students have the option to receive either a semester-long bus pass or an \$800 dollar stipend for childcare. To be eligible for the program, a student must be pursuing a major housed within the Technology & Workforce Division or the Health Careers Division. In addition, to maintain the benefits from AC Perks, a student must check in twice a week with the Perkins tutor, with one of those check-ins being a required tutoring session. For more information regarding the AC Perks Program, please call or email the Office of Student Success & Inclusion: 936-633-5344 or email ossi@angelina.edu

Tutoring

Our Student Tutoring and Access Center (STAC) is available to all Angelina College students, free of charge, and can assist in finding subject-specific tutoring services for you. It is located on the second floor of the library, where enthusiastic and devoted staff and tutors are ready to help you ace that tough course. You don't have to struggle on your own because the STAC is here to serve you! For questions regarding the hours of the tutoring center, you can email tutoring@angelina.edu or look up the tutoring calendar on our webpage (<http://www.angelina.edu/stac/>).

Financial Aid

To apply for financial aid, you must fill out the FAFSA or the TAFSA. Financial aid can be very beneficial in helping you pay for college tuition and other expenses. Even if you feel you won't qualify for financial aid, we recommend you complete the FAFSA and apply for scholarships (<http://www.angelina.edu/generalbulletin/scholarship-info/>). If you previously received financial aid, but lost it due to major life changes or special circumstances, you may consider filing a financial aid appeal. The financial aid office is located on the second floor of the Student Center or you can email fareceptionist@angelina.edu.

Advising & Success Coaching

Our Student Success Coaches (SSC) are responsible for advising first-time or general curriculum students in addition to creating, implementing, and maintaining intrusive advising practices. First and foremost, the job of a SSC is to ensure to the best of his/her ability that students are successful at Angelina College.

Career Coach

Are you looking for career or resume guidance, internship or shadow-ship placements, or a job? Then Career Coach is a resource you should use (<https://angelina.emsicc.com/?radius=®ion=Main%20Campus>). On Career Coach, you can take career assessments, browse careers, browse degree programs, build your resume, and find job openings from local businesses looking for an AC graduate.

Library

Throughout your collegiate career, the library will be a resource you utilize to gather research for assignments, print out papers, help you cite correctly, and so much more. The library is free for all AC students. If you need to print something out, each page (black and white) costs five cents.

Dorms

Angelina College currently has 108 beds available in the dorm, with most of those beds being reserved for recruiting programs. The dorm process requires a student to fill out an application and send in a \$100 deposit. This is to ensure a spot on the dorm waiting list, and in no way guarantees the student a dorm. For questions about the dorms you can stop by the Office of Student Success & Inclusion or email dorms@angelina.edu.

Cafeteria

Breakfast and lunch are served in the AC cafeteria by Great Western Dining in the long semesters. Students have the option of choosing the buffet (which serves different food every day) or the grill, which serves burgers, chicken nuggets, sandwiches, and more. To see the menu and the cafeteria hours, visit our website (<http://www.angelina.edu/great-western-dining-menu/>).

Police Department

Angelina College strives to ensure a safe campus environment for students. In 2017, to reach the campus police, call 936-633-5385 24 hours/7 days a week.

Veteran Services

Veterans may be eligible for educational financing specific for their service to the United States. To inquire about veteran benefits, you can email the Veteran Benefits Financial Aid Advisor at cjames@angelina.edu.