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 these 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:

Executive Director of Institutional Advancement & Student Affairs
Executive Director of Strategic Enrollment and Marketing

DEAR ROADRUNNERS,

It is our pleasure and privilege to welcome you to Angelina College. We have the great honor of providing leadership and direction for several offices and services and serve as senior advocates for students. In our role as advocates, we work closely with AC employees and student leaders to enhance the quality of college life for students.

The Office of Institutional Advancement and Student Affairs and the Office of Marketing and Strategic Enrollment seek to provide an exceptional academic experience for all students, equip students with the necessary tools for success, and continually exhibit the College’s culture of caring for its students. The Offices encourage 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 offices strive to advocate for student issues, needs and concerns; respond to emergency and crisis situations that affect students; and assist 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 provide you with the tools needed to navigate the campus and successfully complete your course of study. This handbook will provide the necessary information to accomplish your goals at AC. It will also serve as your resource guide to college services, student life activities, and programs.

We encourage you to browse through the website for more in-depth information about the college and learn about the ways we can enrich your experience as a student at Angelina College. It is our sincere hope that you will take full advantage of all that AC has to offer you.

GO ‘RUNNERS!

Dana Smithhart
Executive Director
Institutional Advancement & Student Affairs
dsmithhart@angelina.edu

Krista Brown
Executive Director
Marketing and Strategic Enrollment
kbrown@angelina.edu
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DIRECTORY

Main Campus - Lufkin, TX (936) 639-1301
Polk County - Livingston, TX (936) 633-4570

ADMINISTRATION:
Office of the President (936) 633-5200
Vice President of Academic Affairs (936) 633-5203
Vice President of Business Affairs (936) 633-5214
Vice President of Workforce and Continuing Ed. (936) 633-5206
Executive Director of Institutional Advancement and Student Affairs (936) 633-3213
Executive Director of Marketing and Strategic Enrollment (936) 633-4780

COLLEGE ACADEMIC/WORKFORCE SCHOOLS/WORKFORCE AND EDUCATION
Business and Technology (936) 633-5300, (936) 633-5246
Health Careers (936) 633-5255
Arts and Education (936) 633-3275
Science and Mathematics (936) 633-5255
Visual and Performing Arts (936) 633-5233
Workforce and Continuing Education (936) 633-5206
DIRECTORY

CAMPUS SERVICES
Admissions (936) 633-5210
Angelina College Foundation (936) 633-3213
Athletics (936) 633-5282
Business Office (936) 633-5318
Campus Store (936) 633-5244
Disability Services (Accommodations) (936) 633-4504
Financial Aid and Scholarships (936) 633-5291
International Student Admissions (936) 633-5210
Library (936) 633-5220
Office of Academic Success (936) 633-5212
Office of Student Affairs (936) 633-5344
Student Life (936) 633-3253
Testing Center (936) 633-5495
Tutoring Center (936) 633-4504
Veterans Services (Advising) (936) 633-5356
Writing Lab (936) 633-5334
2021 FALL SEMESTER 16-WEEK SESSION
April 5  Early registration opens
July 28  Payment deadline – Early Registration
July 29  Regular Registration opens
Aug 16  Faculty report
Aug 17  Regular Registration closes; Payment deadline
Aug 18  Late registration opens; Payment due same day of registration
Aug 20  Last day to receive a 100% refund
Aug 23  FIRST CLASS DAY
Aug 24  Last day for schedule changes
Sept 3  Last day to submit financial aid forms for Fall 2021
Sept 6  Holiday: Labor Day
Sept 8  Official census day
Sept 13  Last day to receive a 70% refund
Sept 20  Last day to receive a 25% refund
Oct 15  Mid-semester
Nov 2  Scholarships open
Nov 3  Last day to apply for Fall 2021 graduation
Nov 8  Last day to withdraw with a “W”
Nov 12  Spring 2022 financial aid forms due
Nov 24-26 Holiday: Thanksgiving
Nov 29  Classes resume
Dec 3-9  FINAL EXAMS
Dec 10  Final grades due to the Registrar by 10:00 a.m.
Dec 10  Holiday: Christmas - Offices close (3:00 p.m.)

2021 FALL SEMESTER 8-WEEK SESSION I
April 5  Early registration opens
July 28  Payment deadline – Early Registration
July 29  Regular Registration opens
Aug 17  Registration closes; Payment deadline
Aug 20  Last day to receive a 100% refund
Aug 23  FIRST CLASS DAY
Aug 30  Official census day
Sept 1  Last day to receive a 70% refund
Sept 3  Last day to receive a 25% refund
Sept 6  Holiday: Labor Day
Sept 17  Mid-semester
Sept 27  Last day to withdraw with a “W”
Oct 14  FINAL EXAMS
Oct 15  Final grades due to Registrar by 10:00 a.m.

2021 FALL SEMESTER 8-WEEK SESSION II
April 5  Early registration opens
July 28  Payment deadline – Early Registration
July 29  Regular Registration opens
Oct 13  Registration closes; Payment deadline
Oct 15  Last day to receive a 100% refund
Oct 18  FIRST CLASS DAY
Oct 25  Official census day
Oct 27  Last day to receive a 70% refund
Oct 29  Last day to receive a 25% refund
Nov 12  Mid-semester
Nov 22  Last day to withdraw with a “W”
Nov 24-26 Holiday: Thanksgiving
Nov 29  Classes resume
Dec 9  FINAL EXAMS
Dec 10  Final grades due to Registrar by 10:00 a.m.

2021 DECEMBER MESTER
Oct 18  Registration opens
Dec 6  Registration closes; Payment deadline
Dec 10  Holiday: Christmas - Offices close (3:00 p.m.)
Dec 10  Last day to receive a 100% refund
Dec 13  FIRST CLASS DAY
Dec 14  Three-hour course, Official census day
Dec 15  Four-hour course, Official census day
Dec 15  Last day to receive a 70% refund for three-hour courses
Dec 16  Last day to receive a 70% refund for four-hour courses
Dec 16  Last day to receive a 25% refund for three-hour courses
Dec 17  Last day to receive a 25% refund for four-hour courses
Dec 27  Last day to withdraw with a “W”
Dec 30  FINAL EXAMS - three-hour courses
Jan 6  FINAL EXAMS - four-hour courses
Jan 7  Final grades due to Registrar by 10:00 a.m.

2022 SPRING SEMESTER 16-WEEK SESSION
Oct 18  Registration opens
Jan 5  Administrative Offices and Library open
Jan 10  Regular registration closes; Payment deadline – Regular registration; Faculty report
Jan 11  Late registration opens; Payment due same day as registration
Jan 14  Last day to receive a 100% refund
Jan 17  Holiday: Martin L. King, Jr.
Jan 18  FIRST CLASS DAY
Jan 19  Last day for schedule changes
Feb 2  Official census day
Feb 7  Last day to receive a 70% refund
Feb 14  Last day to receive a 25% refund
Feb 21  Last day to apply for Spring 2022 graduation
Mar 1  Fall 2022 scholarship applications due (for high school seniors)
Mar 11  Mid-semester
Mar 14-19 Holiday: Spring Break
Mar 21  Classes resume
April 4  Last day to withdraw with a “W”
May 6  Summer 2022 financial aid forms due
May 6-12  FINAL EXAMS
May 13  Final grades due to Registrar by 10:00 a.m.
May 14  Commencement Services 10:00 a.m. and 2:00 p.m.
June 9  Scholarship Deadline

2022 SPRING SEMESTER 8-WEEK SESSION I
Oct 18  Registration opens
Jan 10  Regular registration closes; Payment deadline – Regular registration
Jan 11  Late registration opens; Payment due same day as registration
Jan 14  Last day to receive a 100% refund
Jan 17  Holiday: Martin L. King, Jr.
Jan 18  FIRST CLASS DAY
Jan 19  Last day for schedule changes
Jan 25  Official census day
Jan 27  Last day to receive a 70% refund
Jan 31  Last day to receive a 25% refund
Feb 11  Mid-semester
Feb 21  Last day to withdraw with a “W”
Mar 10  FINAL EXAMS
Mar 11  Final grades due to Registrar by 10:00 a.m.
Mar 14-18 Holiday: Spring Break
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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. Someone else should contact the Angelina College Police Department. If no one else is available, call the College Police after you disconnect with 911.

AC Campus Police Department, 24-Hour Phone  (936) 676-2563

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 ADMISSIONS (936) 633-5210

The Office of Admissions is located in Roadrunner Central on the 1st Floor of the Student Center. The Office assists students with:
- Admission application
- Turning in documents to complete admissions requirements, including:
  - Official High School/College Transcripts
  - Bacterial Meningitis vaccination record
  - TSI scores or exemption
  - Request for AC Transcript
  - Apply for graduation
  - Enrollment verification
  - Request for Readmission
  - Change name and/or address

Students may submit documents via email to: documents@angelina.edu, or in person to the Office of Admissions, or by mail to: AC Admissions PO Box 1768 Lufkin, TX 75902. OFFICIAL TRANSCRIPTS must be received in person or by mail in the original, sealed envelope from the sending school, or via an approved electronic service, including TREx, Parchment, National Student Clearinghouse, Credential Solutions and eScrip-Safe.

OFFICE OF ACADEMIC SUCCESS (936) 633-5212

Academic Advising (936) 633-5212

The Office of Academic Success

The Office of Academic Success promotes student success by helping students explore major and career choices, providing academic advising, and facilitating dual enrollment. Success Coaches empower students by providing the tools necessary to formulate a pathway to a degree or certificate through one-on-one coaching. The office also assists students who plan to further their education by transferring to a four-year institution. The Office of Academic Success actively collaborates with Student Affairs to provide students with a variety of resources including career and transfer fairs, workshops and special student support services. The office’s goal is to provide student-centered services in a supportive and professional environment.

Testing Center (936) 633-5495

The Angelina College Testing Center is committed to providing a variety of testing opportunities for AC students and the community. Students may inquire with the Testing Center about Credit by Examination or Credit by Experience. The Testing Center also offers testing services to students enrolled in online classes and students with disabilities. The Testing Center administers the Texas Success Initiative Assessment 2. Prior to students or prospective students taking the TSIA2, they must complete a mandatory pre-assessment activity. The PAA, offered online, can be completed at home before coming to the Testing Center. Students who do not have access to a computer may come to the campus and use the computers in the AC Resource Center or the Library. The certificate of completion will be sent to the email address the student provides. The certificate may be printed or simply shown from a cell phone to the Testing Center staff when the student arrives to test.
OFFICE OF STUDENT AFFAIRS (936) 633-5344

The purpose of the Office of Student Affairs 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 Office of Student Affairs is located in the Student Center, 2nd floor, Room 206.

The Office of Student Affairs provides the following programming and services for AC students:
- Student Life
- New Student Orientation
- Student Housing
- International Student Programming
- Student Access Services (Accommodations)
- Student Emergency Aid Program
- Diversity & Inclusion

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 Roadrunner Central on the 1st Floor of the Student Center.

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:
- Satisfactory Academic Progress to keep financial aid
- Pell Grant
- Texas Public Education Grant (TPEG)
- Work Study Program Qualification
- Local and Institutional Scholarships
- Veterans benefits – Hazlewood Act recipients and GI Bill

Angelina College does not participate in Federal or State student loan programs.
BOARD OF TRUSTEES AND COLLEGE ADMINISTRATION

ANGELINA COLLEGE BOARD OF TRUSTEES

Hilary Haglund-Walker, President
Lynne Haney, Vice-President
Malcolm Deason, Member
Curt Fenley, Member
Robert Lindsey, M.D., Member
Sidney Roberts, M.D., Member

ANGELINA COLLEGE ADMINISTRATION

Dr. Michael Simon, President
Dr. Cynthia Casparis, Vice President of Academic Affairs
Chris Sullivan, J.D., Vice President of Business Affairs & In-House Counsel
Dr. Timothy Ditoro, Vice President of Workforce and Continuing Education, Dean of Business and Technology
Dana Smithhart, Executive Director of Institutional Advancement and Student Affairs
Krista Brown, Executive Director of Strategic Enrollment and Marketing
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: Tifini Whiddon, Senior Director of Human Resources, 3500 South First St., Lufkin, TX 75904, telephone (936) 633-4555.

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 Student Affairs is the principal agency for the administration of student discipline.
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
Angelina College has inherent authority to maintain order and to discipline students. The college may discipline students who disrupt the educational environment or who otherwise fail to abide by its standards of conduct.

The College President delegates responsibility for administering the Program to the Executive Director of the Office of Institutional Advancement and Student Affairs (hereinafter “Student Affairs Official”). The Student Affairs Official may delegate responsibility for aspects of the Program (e.g., investigations, informal conferences, etc.) to other College personnel.

Responsible Employees
A responsible employee is a College employee required to report allegations of student misconduct promptly to the Student Affairs Official. Responsible employees are not confidential reporting resources. At 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 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 students’ apparel and expression of 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.

Continuation of Disciplinary Process

If a student withdraws from the College prior to final resolution of the disciplinary process that may result in the student becoming ineligible to re-enroll for a nonacademic or nonfinancial reason, the College may not end the disciplinary process until it makes a final determination of responsibility, including if applicable, a determination of whether the student will be ineligible to re-enroll in the College for a nonacademic or nonfinancial reason, and shall include on the student’s transcript the notation required under 19 Administrative Code 3.30(b) if, as a result of the disciplinary process, the student is ineligible to re-enroll in the College for a nonacademic or nonfinancial reason.
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 Student Affairs Official 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 Student Affairs Official, in cooperation with 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 Affairs 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 Executive Director of Institutional Advancement and 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

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Program may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the College administration. Determinations made or consequences imposed under the Program shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or consequences). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
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 Student Affairs Official, 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 Student Affairs Official, 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 Student Affairs Official 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 Student Affairs Official 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 he/she 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 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 acting Student Affairs Official (SAO) shall administer the Angelina College Student Conduct and Discipline Program. At their discretion, the SAO 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 Student Affairs Official 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 Student Affairs Official approves. The Student Affairs Official will recruit and appoint not less than three (3) currently enrolled students to serve on the Student Conduct Panel during each semester. The Student Affairs Official 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 Student Affairs Official 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 Student Affairs Official or to any responsible employee (see Subsection 1.05 of this Policy).

Students must file appeals in writing to the Student Affairs Official. 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: Student Center, 2nd Floor (Room 206), Office of Student Affairs
Email: studentservices@angelina.edu; dsmithhart@angelina.edu
U.S. Postal Service: Executive Director of Institutional Advancement and Student Affairs
Angelina College
3500 S. First St.
Lufkin, TX 75901
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. Student Affairs Official or designee investigates alleged student misconduct.

Level One Process - Student Affairs Official
3. If the Student Affairs 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 Student Affairs Official is a violation of Subsection 3.20 Official Directives of this Policy.

4. Student Affairs 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 Student Affairs Official may temporarily suspend the conference for a reasonable timeframe, as determined solely by the Student Affairs 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 Student Affairs Official will assign an appropriate penalty in writing to the respondent.
   b. The Student Affairs 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 Student Affairs Official will dismiss the charge(s) against the respondent in writing.
c. After considering all evidence, the Student Affairs Official finds the preponderance of evidence supports the charge(s). The Student Affairs 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 Student Affairs Official 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 Student Affairs Official (SAO) receives an appeal by a respondent or complainant, the SAO 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 Student Affairs 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 Student Affairs Official, failure by the Student Affairs 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 Student Affairs 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 Registrar’s Office to process the drop. To be considered for reinstatement in to the course, a student must have written approval from the instructor.

To view the full policy, please visit the Policies and Procedures page on the AC website, angelina.edu. For more information, please contact the Office of Student Affairs, (936) 633-5344 or student affairs@angelina.edu.
STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS (FLD LOCAL)

The student complaints policy is designed to resolve complaints in a timely and equitable manner. All complaints will be handled in a confidential manner, and information will not be disclosed to anyone except as required by law, as needed to effectively investigate the complaint, and/or as required to respond to legal proceedings.

SECTION ONE
GUIDING PRINCIPLES

- The College encourages students to discuss their concerns with the appropriate instructor or other College employee who has the authority to address the concerns.
- Concerns should be expressed as soon as possible to allow timely resolution.
- Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

SECTION TWO
FORMAL PROCESS GENERAL PRINCIPLES

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation
Neither the Board nor any College employee shall unlawfully retaliate against any student for appropriately communicating a concern or complaint.

Notice to Students
The College shall inform students of this policy through appropriate College publications.
Other Complaint Processes

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with this policy after the relevant complaint process.

1. Complaints alleging discrimination, including violations of Title IX of the Education Amendments Act of 1972, as amended (gender), Title VII of the Civil Rights Act of 1964, as amended (sex, race, color, religion, national origin), Age Discrimination in Employment Act of 1967 (age), or Section 504 of the Rehabilitation Act, as amended and Americans with Disabilities Act of 1990 as amended (disability), shall be submitted in accordance with the Student Freedom from Discrimination, Harassment, and Retaliation policy.

2. Complaints concerning retaliation relating to discrimination and harassment.

3. Complaints concerning student disciplinary decisions.

4. Complaints concerning a commissioned peace officer who is an employee of the College shall be submitted in accordance with state law.

5. Complaints or appeals regarding course grades.

Filing a Complaint

Complaint forms and appeal notices may be filed by hand-delivery; by electronic communication, including e-mail and fax; or by U.S. Mail.

- Hand-delivered filings shall be timely filed if received by the appropriate employee by the close of business on the deadline.
- Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.
- Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than five (5) days after the deadline.

Scheduling Conferences

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.

Response

At Levels One, Two, and Three, “response” shall mean a written communication to the student from the appropriate College employee. Responses may be hand-delivered, sent by electronic communication to the student’s e-mail address of record, or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days

“Days” shall mean College business days. In calculating timelines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

Representative

“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process. The student may designate a representative through written notice to the College at any level of this process. If the student designates a representative with fewer than five days’ notice to the College before a scheduled conference or hearing, the College may reschedule the conference or hearing to a later date, if desired, in order to include the College’s counsel. The College may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely filings

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within five (5) days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Form

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College. Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference. A Complaint and Appeal Form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.
SECTION THREE
FORMAL COMPLAINT PROCESS

Level One - Staff Member or Faculty Member

Complaint forms must be filed within five (5) days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; and with the lowest level staff member or faculty member who has the authority to remedy the alleged problem. If the complaint is not filed with the appropriate staff member or faculty member, the receiving employee must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate staff member or faculty member.

The appropriate College employee shall investigate as necessary and schedule a conference with the student within five (5) days after receipt of the written complaint. The employee may set reasonable time limits for the conference. Absent extenuating circumstances, the employee shall provide the student a written response within five (5) days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the employee may consider information provided at the Level One conference and any relevant documents or information the employee believes will help resolve the complaint.

The employee shall develop a record of the Level One process that includes the following documents and files, and submit the entire record to the Executive Director of Student Affairs:

- The original complaint form and any attachments;
- All other documents submitted by the student;
- The written response issued by the employee and any attachments;
- All other documents relied upon by employee in reaching the initial decision; and
- Any audio or video recordings of conferences.
**Level Two - Supervisor**

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the appropriate supervisor to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College, within five (5) days of the date of the written Level One response or, if no response was received, within five (5) days of the Level One response deadline.

After receiving notice of the appeal, the Level One employee shall forward the full Level One record to the Level Two supervisor. The student may request a copy of the Level One record. The Level Two supervisor shall schedule a conference within five (5) days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information presented at the Level One conference. The Level Two supervisor may set reasonable time limits for the conference. The Level Two supervisor shall provide the student a written response within five (5) days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two supervisor may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two supervisor believes will help resolve the complaint.

The Level Two supervisor shall develop a record of the Level Two process that includes the following documents and files, and submit the entire record to the Executive Director of Student Affairs:

- The complete Level One record;
- All other documents submitted by the student;
- The written response issued by the supervisor and any attachments;
- All other documents relied upon by supervisor in reaching the initial decision; and
- Any audio or video recordings of conferences.
Level Three - Executive

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the appropriate College Official (hereinafter “executive”) to appeal the Level Two decision. The appeal notice must be filed in writing, on a form provided by the College, within five (5) days of the date of the written Level Two response or, if no response was received, within five (5) days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two supervisor shall forward a record of the Level Two complaint to the Level Three executive. The student may request a copy of the Level Two record. The Level Three executive shall schedule an appeals conference within five (5) days after the appeal notice is filed. The conference shall be limited to the issues and documents presented at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the supervisor for the Level Two decision. The Level Three executive may set reasonable time limits for the conference. The Level Three executive shall provide the student a written response within five (5) days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the executive may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three executive believes will help resolve the complaint. The Level Three executive shall develop a record of the Level three process that includes the following documents and files, and submit the entire record to the Executive Director of Student Affairs:

- The complete Level One record;
- The complete Level Two record;
- All other documents submitted by the student;
- The written response issued by the executive and any attachments;
- All other documents relied upon by executive in reaching the initial decision; and
- Any audio or video recordings of conferences.

Level Four - College President

Within five (5) days of receiving notice of the Level Three response, any party to the complaint may petition in writing the College President to review the decision. The petition shall state with particularity why the decision is believed to be incorrect or unfair. The College President shall review the Level Three record, and may -- at the College President’s sole discretion -- schedule a conference with the involved parties to discuss the appeal. Within five (5) days of receiving the petition, the College President may act to affirm, modify, remand, or reverse the decision in a written response to all parties. If no action is taken within five (5) days, the Level Three decision shall thereby be affirmed and final.

To view the full policy, please visit the Policies and Procedures page on the AC website, angelina.edu.

The Student Complaint Form can be found on the AC website, angelina.edu. Please log-in to the AC Portal, select the Student tab or the Student Affairs tab. On either page, you will find the Student Complaint and Appeals Form.

For more information, please contact the Office of Student Affairs, (936) 633-5344 or studentaffairs@angelina.edu.
TITLE IX: PROHIBITED DISCRIMINATION AND HARASSMENT (AFA LOCAL)

SECTION ONE
POLICY STATEMENT AND TITLE IX COORDINATOR

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972 (20 U.S.C. 1681 et. seq.) This law protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal funds. Title IX states that:

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

Title IX Policy Statement

Angelina College is committed to providing and maintaining an educational and working environment that is free from sexual harassment or sexual discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will respond promptly and effectively when it learns of any form of possible discrimination based on sex to include sexual harassment, sexual assault, domestic violence, stalking and retaliation in accordance with applicable federal and state laws.

Members of the Angelina College community, students, employees, and guests have the right to be free from discrimination and sexual harassment, including sexual assault. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated.

Whether you are a student, faculty, staff member, or visitor, you have the right to file a complaint. Complaints or reports of sexual misconduct should be submitted to the Angelina College Title IX Coordinator. In an emergency, please call the Angelina College Police Department, (936) 676-2563, 911, or the Lufkin Police Department at (936) 633-0357.

Title IX Coordinator

The College’s Title IX Coordinator is Ms. Tifini Whiddon, Senior Director of Human Resources. 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

Tifini Whiddon, Senior Director of Human Resources
Angelina College
3500 South First Street, Lufkin, TX 75901
(936) 633-4555
twiddon@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 sex discrimination, sexual harassment, sexual misconduct, physical abuse, threats of violence, physical assault, sexual violence, sexual assault, acquaintance rape, domestic violence, dating violence 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 Affairs (OSA) for additional information. OSA 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 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 Title IX Coordinator to accompany him/her to provide support during the reporting process, should contact the 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 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 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 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 Student Affairs Official and other appropriate College officials 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.

**Anecdotes:** An account regarded as unreliable or hearsay; a brief, revealing account of an individual person or an incident, a story with a point, such as to communicate an abstract idea about a person, place, or thing through the concrete details of a short narrative.

**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.

**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.

**Days:** A business day when the College Administration Offices are open to the public.

**Decision-maker:** Reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

**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.
**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.

**Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment.

**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.

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

**Investigator:** The person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

**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.

**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.
**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.

**Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct, otherwise known as “quid pro quo”;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or

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:

- Sexual violence, as defined under the Texas Penal Code, which includes rape, sexual assault, sexual battery, and sexual coercion.

- 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.

- 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. A report must be filed on the first or an earlier occurrence and upon a second occurrence, a formal complaint can be filed. “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.

**Statutory Rape:** Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the respondent.

**Symbolic Expression:** A means of representing semi-structured data in human-readable text form, mostly composed of symbols and lists and extensively used in the Lisp programming language.

**Title IX Coordinator:** The individual designated by the College who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972 and the Title VII of the Civil Rights Act of 1964. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance; creating systems to centralize records; gathering relevant data; contacting the complainant (and/or parents or guardians, if applicable) once the College has actual knowledge of alleged sexual harassment; coordinating the implementation of supportive measures; signing a formal complaint to initiate a grievance process; and ensuring any remedies are implemented.

To view the full policy, please visit the Policies and Procedures page on the AC website, angelina.edu.

The Title IX Incident Reporting Form can be found on the AC website, angelina.edu. Please login to the AC Portal, select the Student tab, select Title IX (on left side of screen). On this page you will find the Title IX Incident Reporting Form.

For more information, please contact the Office of Student Affairs, (936) 633-5344 or studentaffairs@angelina.edu.
SCHOOL OF ARTS AND EDUCATION
- AA Visual Arts
- AA General Studies
- AAS Graphic Arts
  - Cert1 Design & Applied Arts Certificate
  - Cert3 Esc Graphic Information Systems
- AA Theater
- AAT Early Childhood Education and Teaching (EC-6)
- AA Music
- AA Health & Physical Education

SCHOOL OF SCIENCE AND MATHEMATICS
- AS Multidisciplinary Studies
- AS Health Science

SCHOOL OF HEALTH CAREERS
- AAS Diagnostic Medical Sonography
- AAS Emergency Medical Services
  - Cert1 EMT - Intermediate Certificate
  - Cert2 Paramedic Certificate
- AAS Nursing
  - Cert2 Vocational Nursing Certificate
- AAS Pharmacy Technology
  - Cert2 Pharmacy Technology Certificate
- AAS Radiologic Technology
- AAS Respiratory Care Therapist
- AAS Surgical Technology
SCHOOL OF BUSINESS AND TECHNOLOGY

AA Business Administration and Management
AAS Business Management Development
   Cert1 Business Management Development Certificate
AAS Child and Family Development
   Cert1 Child and Family Development Administrative Certificate
   Cert1 Child and Family Development Certificate
   Cert1 Child Development Associate
AAS Criminal Justice
   Cert1 Criminal Justice Core Certificate
AAS Drafting & Design Technology
   Cert1 Drafting & Design Technology Certificate
AAS Diesel Technology
   Cert1 Diesel Technology Certificate
AAS Electronics Technology – Internet of Things
   Cert1 Electronics Networking Specialty Certificate
   Cert1 Electronics Technology Basic Networking Specialty Certificate
   Cert1 Computer Maintenance Certificate
AAS Electromechanical Technology - Fluid Power Specialty
   Cert1 Fluid Power Specialty Certificate
AAS Electromechanical Technology - Electrical Technician Specialty
   Cert1 Electromechanical Technology - Electrician Specialty Certificate
   Cert1 Electromechanical Technology - Maintenance Technician Specialty
AAS Human Services Case Management
   Cert1 Human Services Basic Certificate
   Cert1 Human Services Intermediate Certificate
AAS Machine Tool Technology
   Cert1 Computer Numerical Control Machine Operator Certificate
   Cert1 Machine Tool Operator Certificate
   Cert1 Microsoft Office Certificate
AAS Paralegal (Legal Assisting)
AAS Welding Technology
   Cert1 Basic Welding Certificate
   Cert1 Intermediate Welding Technology Certificate
   Cert2 Advanced Welding Technology Certificate

STAND-ALONE CERTIFICATES

Cert1 HVAC - Commercial & Refrigeration Certificate
Cert1 HVAC - Residential Certificate
Cert1 Automotive Technology Certificate
Cert1 Real Estate Certificate
Cert1 Real Estate Salesman Certificate
STUDENT SERVICES

As part of the inclusive culture at Angelina College, the Office of Student Affairs 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 resources, please call or email the Office of Student Affairs, (936) 633-5344, or for the Office of Disability Services, please call (936) 633-4504 or email studentservices@angelina.edu.

AC Perks Program

The AC Perks Program is for students in programs under the umbrella of the School of Health Careers or the School of Business and Technology. This program is designed to assist in expenses such as childcare, gas reimbursement, and other related expenses. For more information, please call or email the Office of Student Affairs: (936) 633-5344 or email studentservices@angelina.edu

Disability Services

The Office of Disability Services provides educational accommodations for students with disabilities that affect their education. There are three easy steps to receiving accommodations.

STEP 1: Complete the Accomodations Application.

STEP 2: Submit a documentation of your disability.

STEP 3: Schedule a meeting with the Manager of Disability Services.

To find the application go to angelina.edu > Student Resources > Student Services OR AC Portal > Student Services. For more information, please call or email the Office of Disability Services at (936) 633-4504 or studentsservices@angelina.edu.
**Student Emergency Aid Program**

The concept and preparation for the Angelina College Student Emergency Aid Fund (SEAF) began in the Spring of 2019. The Office of Institutional Advancement and the Office of Student Affairs spent many hours researching potential funding sources, best practices, effective procedures, and emergency aid programs on other college campuses. On June 6, 2020, the Angelina College SEAF disbursed its first emergency aid to assist a student with their internet bill. Additionally, a number of mobile markets have been held distributing nonperishable food items to students.

The Student Emergency Aid Fund provides a vital resource to help students reach their goals and the realization of their dreams. Our many generous donors are a part of this success story. We appreciate their belief in our mission and support of this important program.

If you are interested in joining forces, please contact us at foundation@angelina.edu.

**Tutoring**

The Tutoring Center is available to all current 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 tutors are ready to help you ace that tough course. You don’t have to struggle on your own because the Tutoring Center 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 schedule on our website. angelina.edu/tutoring
STUDENT RESOURCES

Advising & Academic Success

Success Coaches are responsible for academic advising, career exploration, transfer planning and student retention. Academic advising includes degree planning, goal setting, course selection and guidance regarding college policies and procedures. Students are assigned to Success Coaches by major in order to facilitate a strong, mentoring relationship. The Office of Academic Success is located on the second floor of the Student Center. Contact oas@angelina.edu to reach a Success Coach.

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.edu/wp-content/uploads/2020/09/AC-Catalog_Academic-Year-2020-21.pdf#page=11). 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.

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 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).

Financial Aid/Scholarships

The Financial Aid Office provides students with information about the types of financial aid available and how to apply for financial assistance. For more information, please contact the Financial Aid Office, (936) 633-5291 or fareceptionist@angelina.edu.

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 have something printed, black and white copies are ten cents and color copies are twenty-five cents.

Testing Center

The Testing Center provides testing for current and prospective students. For more details, see information on page 7.
NEW STUDENT ORIENTATION AND STUDENT LIFE

New Student Orientation
At AC, our New Student Orientation will prepare students for the 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 many questions about getting started at AC.

If you have any questions, call the Office of Student Affairs at (936) 633-5344 or email orientation@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.

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 a 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.

All college home games are free entry to everyone. (Except tournaments)
All high school events require admission.

For more information, please call (936) 633-5282.
# Administrative Office Information

<table>
<thead>
<tr>
<th>Office of Admissions</th>
<th>Admissions application and documentation, name and address changes, enrollment verification, transcripts, transfer credit</th>
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<tbody>
<tr>
<td>(936) 633-5210</td>
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<tr>
<td><a href="mailto:admissions@angelina.edu">admissions@angelina.edu</a></td>
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<tr>
<td>Office of Student Affairs</td>
<td>Disability Accommodations, International Student Programming, Community Resources, Food Pantry, Student Life, New Student Orientation, Dorms, AC Perks Program, Student Conduct &amp; Discipline</td>
</tr>
<tr>
<td>(936) 633-5344</td>
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<tr>
<td><a href="mailto:studentaffairs@angelina.edu">studentaffairs@angelina.edu</a></td>
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<tr>
<td>Financial Aid Office</td>
<td>FAFSA, financial aid, appeals, grants, scholarships, Veteran’s benefits</td>
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<tr>
<td>(936) 633-5291</td>
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<tr>
<td><a href="mailto:fareceptionist@angelina.edu">fareceptionist@angelina.edu</a></td>
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<tr>
<td>(936) 633-3213</td>
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<tr>
<td><a href="mailto:foundation@angelina.edu">foundation@angelina.edu</a></td>
<td></td>
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<tr>
<td><a href="mailto:alumni@angelina.edu">alumni@angelina.edu</a></td>
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<tr>
<td>Office of Academic Success</td>
<td>Guidance on degree plans, assistance with course schedules, dual credit enrollment</td>
</tr>
<tr>
<td>(936) 633-5212</td>
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<tr>
<td><a href="mailto:oas@angelina.edu">oas@angelina.edu</a></td>
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<tr>
<td>Academic Affairs</td>
<td>Curriculum guidance, oversees academic schools and programs</td>
</tr>
<tr>
<td>(936) 671-7370</td>
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<tr>
<td><a href="mailto:academicaffairs@angelina.edu">academicaffairs@angelina.edu</a></td>
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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 the vaccine varies. Check with your health care provider. The vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days. The 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. Angelina County & Cities Health District
  503 Hill St., Lufkin, Texas
  (936) 632-1139
- 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.
GENERAL INFORMATION

AC Portal

Students can access the following through the AC Portal: class schedule, unofficial transcripts, address on file, student account holds, student forms, degree audit, and admissions and financial aid status. Students who are TSI Complete, not a first-time student, and who do not have holds can also add/drop courses through the Portal. To access the Portal, go to angelina.edu, Student Resources. The Student ID number is needed to log in. For questions regarding how to log into the AC Portal or student email, contact the IT Help Desk at (936) 633-5208 or ithelpdesk@angelina.edu.

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 Affairs in the Student Center, Room 206 or email studentservices@angelina.edu.

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 Affairs or email dorms@angelina.edu.

Cafeteria

Breakfast, lunch and dinner are served in the AC cafeteria during the week by Great Western Dining in the long semesters. Brunch and Dinner are served on the weekends. 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.

Campus Store

The campus store is located in the auxiliary gym on Daniel McCall Dr. Textbooks may be purchased on campus or online. For more information, please contact (936) 633-5244.

Police Department

Angelina College stives to ensure a safe campus environment for students. To reach the Campus Police, call the office at (936) 633-6385 or the 24-hour line at (936) 676-2563.
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 AC portal

**Step 2.** Select Click to submit Direct Deposit Designation. If selecting a personal bank account, the routing number and account number will be needed.

**Step 3.** Visit the Student ID Office in the Student Center to get a Student ID Card. A valid drivers license will be needed if a Herring Bank account was designated through the Portal.

**Step 4.** Use the Angelina Card as an official Student ID all over campus.

For information on how to obtain your Angelina Card, call (936) 633-3217 or visit the Student ID Office, Room 100 in the Student Center.

Need to report a lost or stolen card? Contact Herring Bank at (866) 348-3435. See the Student ID Office for a new card. Online access [www.herringbank.com/student/gocard](http://www.herringbank.com/student/gocard)
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. To make this change, see a Success Coach in the Office of Academic Success in the Student Center, 2nd floor, call (936) 633-5212 or email oas@angelina.edu.

Schedule of Classes

AC publishes fall, spring and summer Class Schedules on the Portal in advance of each new semester.

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 is an official publication listing the official fees, tuition and charges for all academic courses and academic programs (https://www.angelina.edu/wp-content/uploads/2021/06/AC-Catalog_Academic-Year-2021-22_6-2-2021-1.pdf).

Withdrawal

For information related to withdrawal dates and deadlines, please refer to the Academic Calendar on the Angelina College website. Withdrawing from the College is an official action whereby a student informs the Office of Academic Success (OAS) that the student will cease attending all classes in which he/she is enrolled. In turn, the OAS staff 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 term.

Corequisite - Course 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.

Dean’s List - An honor awarded to 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.

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 to 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 allowing a student to enter or be admitted again.

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

**Semester** - One of any terms during which courses are offered by the college.

**Semester Credit Hours** - A unit measure of instruction. For example: 750 minutes of instruction equals one semester hour. These are usually called Semester Credit Hours (SCH).

**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.

**Success Coach** - The individual who will advise and register students for classes each semester.
**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 is accepted by another college.

**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.