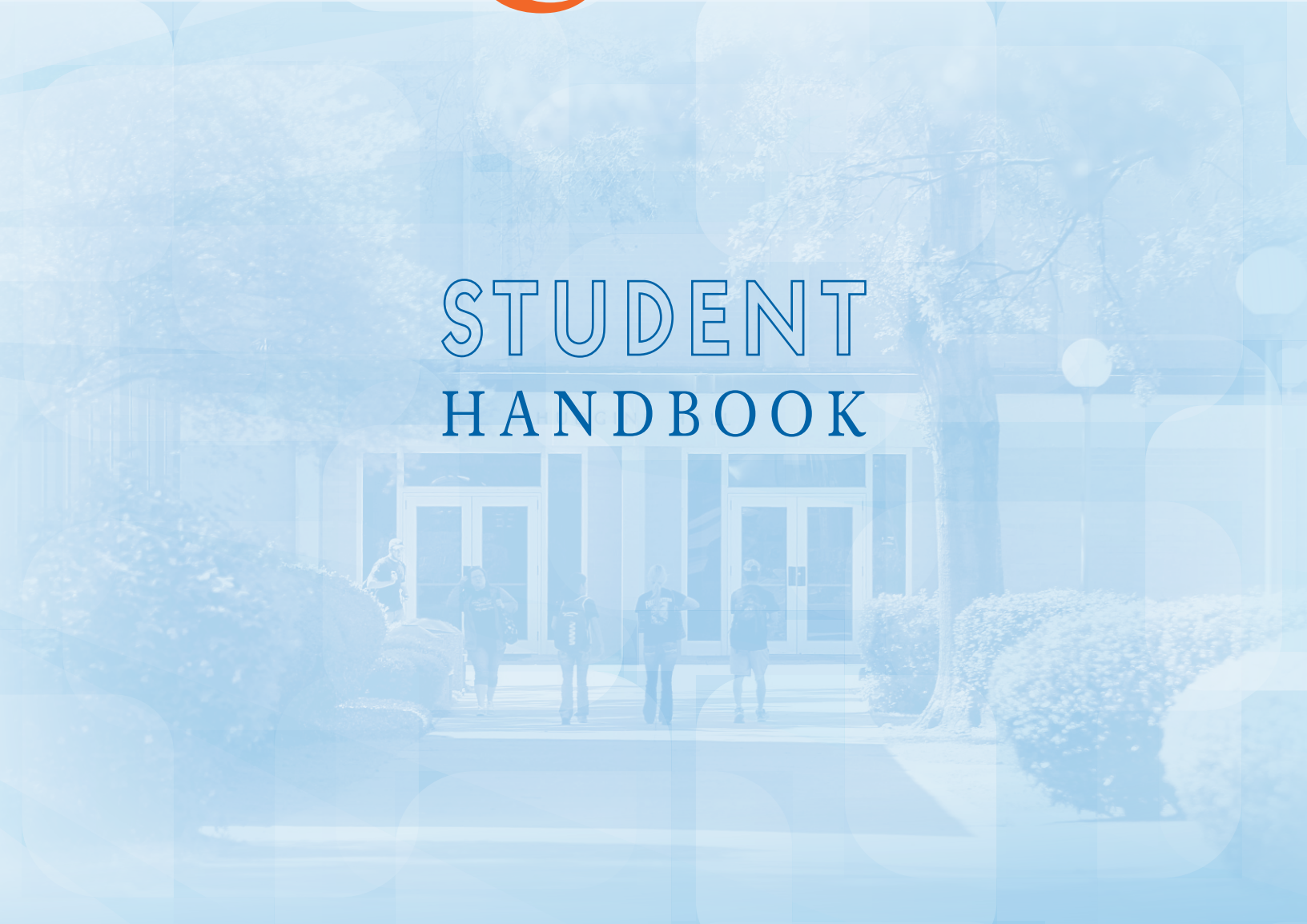


Angelina College

STUDENT HANDBOOK





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 the Office of Student Affairs and Community Development
Associate Vice President of the Office of Student Services*

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 Student Affairs and the Office of Student Services 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!



*Executive Director
Office of Student Affairs and Community Development
dsmithhart@angelina.edu*



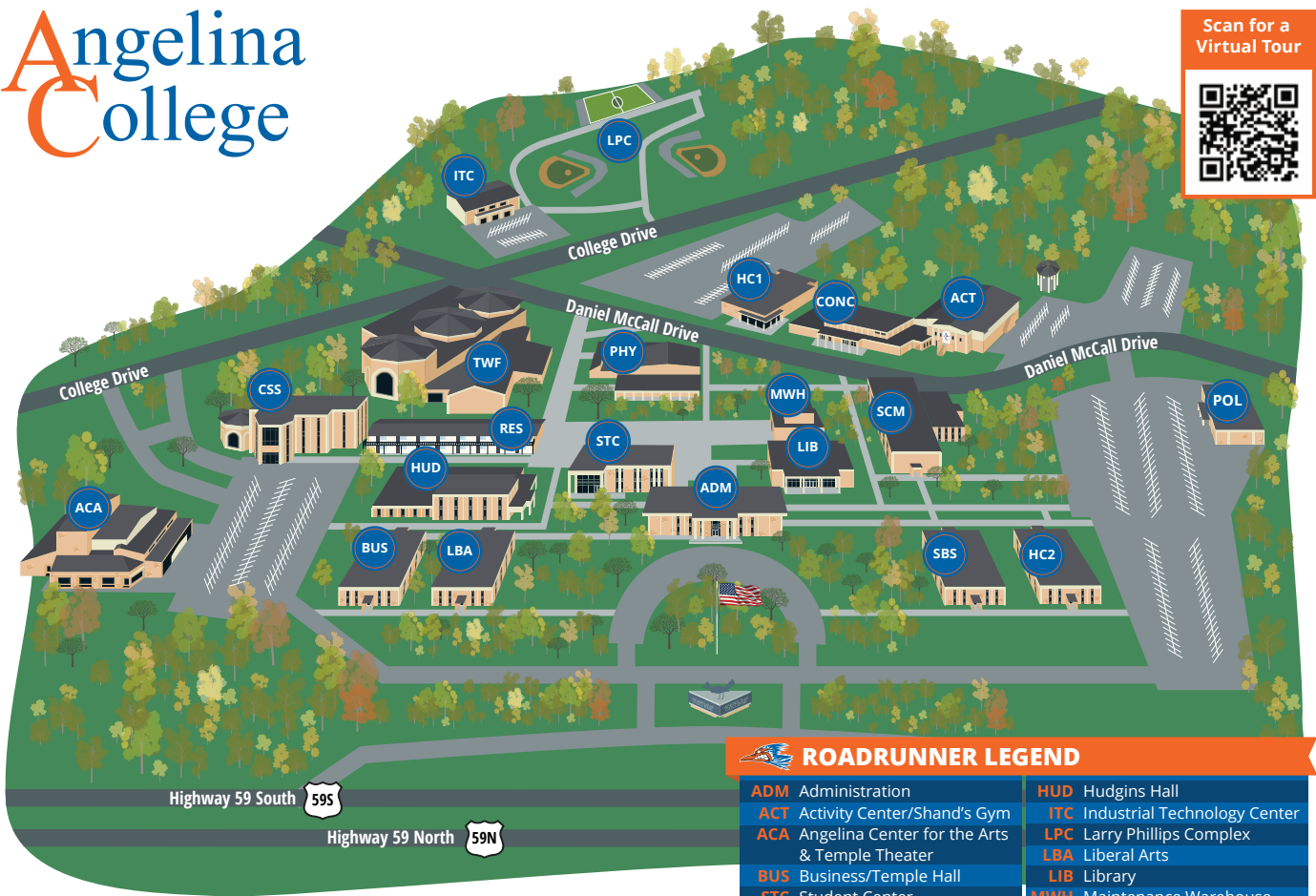
*Associate Vice President of
Student Services
kbrown@angelina.edu*



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Angelina College



ROADRUNNER LEGEND			
ADM	Administration	HUD	Hudgins Hall
ACT	Activity Center/Shand's Gym	ITC	Industrial Technology Center
ACA	Angelina Center for the Arts & Temple Theater	LPC	Larry Phillips Complex
BUS	Business/Temple Hall	LBA	Liberal Arts
STC	Student Center	LIB	Library
CSS	Community Services	MWH	Maintenance Warehouse
RES	Dormitory	PHY	Physical Plant
CONC	Conference Center	POL	Police Academy
HC1	Health Careers	SCM	Science/Mathematics
HC2	Health Careers 2	SBS	Social & Behavioral Sciences
		TWF	Technology & Workforce



BE A ROADRUNNER

DIRECTORY

Main Campus - Lufkin, TX (936) 639-1301

ADMINISTRATION:

Office of the President	(936) 633-5200
Vice President of Academic Affairs	(936) 671-7370
Vice President of Business Affairs	(936) 633-5214
Vice President of Workforce and Continuing Education	(936) 633-5206
Associate Vice President of Student Services	(936) 671-4780
Executive Director of Student Affairs and Community Development	(936) 633-3213

COLLEGE ACADEMIC/WORKFORCE SCHOOLS/WORKFORCE AND EDUCATION

Business and Technology	(936) 633-5300, (936) 633-5246
Health Careers	(936) 633-5265
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
Book Store (Online)	(800) 325-3252
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

AC CALENDARS

You can access our AC calendars at angelina.edu/calendar.

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 and the community 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 and Student Records is located in Roadrunner Central on the 1st Floor of the Student Center. The Office assists students with admissions application and 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

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 FINANCIAL AID (936) 633-5470

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.

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 (Activities/Events/Student Government Associations/Phi Theta Kappa)
- New Student Orientation
- Student Housing
- International Student Programming
- Student Access Services (Accommodations)
- Student Emergency Aid Program
- Roadrunner Market
- AC Perks
- Graduation/Commencement

BOARD OF TRUSTEES AND COLLEGE ADMINISTRATION

ANGELINA COLLEGE BOARD OF TRUSTEES

Robert Lindsey, M.D., President

Curt Fenley, Vice-President

Malcolm Deason, Member

Joey Garza, Member

Hilary Haglund-Walker, Member

Lynne Haney, Member

Sidney Roberts, M.D., Member

ANGELINA COLLEGE ADMINISTRATION

Dr. Michael Simon, President

Dr. Tim Ditoro, Vice President of Academic Affairs

Chris Sullivan, J.D., Vice President of Business Affairs & In-House Counsel

Dr. Esther Campbell, Vice President of Workforce and Continuing Education, Dean of Business and Technology

Krista Brown, Associate Vice President of Student Services

Dana Smithhart, Executive Director of Student Affairs and Community Development

Joy Medford, Executive Director of Institutional Effectiveness

AC GENERAL POLICIES

Non-Discrimination Statement

Angelina College provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Angelina College complies with the Americans with Disabilities and Veterans Act.

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.

STUDENT CONDUCT AND DISCIPLINE PROGRAM (FLB LOCAL)

SECTION ONE GENERAL PRINCIPLES

1.01 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.

1.02 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.

1.03 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.

1.04 Program Authority

The College President delegates authority and responsibility for administering the Student Conduct and Discipline Program to the Executive Director of Student Affairs (hereinafter "Student Affairs Official").

1.05 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 the Angelina College, responsible employees include, but are not limited to:

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

SECTION TWO PERSONAL CONDUCT

2.01 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.

2.02 Connection to the College

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

2.03 Expectations for Students Employed by or Representing the College

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

2.04 Local, State, and Federal Laws and Ordinances

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

SECTION THREE EXAMPLES OF PROHIBITED BEHAVIOR

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

3.01 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.

3.02 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.

3.03 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.

3.04 Tobacco

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

3.05 Vapor and e-cigarettes

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

3.06 Housing and Residence Life

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

3.07 Animals on Campus

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

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

3.08 Children in the Classroom

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

3.09 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.

Interested individuals should also see the following College policies and regulations:

- AF (Local) - Equal Employment and Educational Opportunities Statement
- AFA (Local) - Title IX: Prohibited Discrimination and Harassment
- FFD (Regulation) - Student Freedom from Discrimination, Harassment, and Retaliation
- FLD (Local) - Student Complaints

3.10 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.

3.11 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 Student Affairs Official or his/her designee.

3.12 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.

3.13 Falsification of Records

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

3.14 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.

3.15 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.

3.16 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.

3.17 Gambling

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

3.18 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.

3.19 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.

3.20 Official Directives

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

3.21 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.

3.22 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.

3.23 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.

3.24 Unauthorized Entry

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

3.25 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.

3.26 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.

3.27 Violent Behavior

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

3.28 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.

3.29 Violation of Local Ordinances and of State or Federal Law

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

SECTION FOUR SPECIAL PROVISIONS

4.01 Attempted Violations

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

4.02 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.

4.03 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.

4.04 Bystander Engagement

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

4.05 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).

4.06 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 the Student Affairs Official 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.

4.07 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:

5.01 **Warning or Reprimand**

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

5.02 **Restriction**

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

5.03 **Community Service**

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

5.04 **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.

5.05 **Removal from College Housing**

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

5.06 **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.

5.07 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.

5.08 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.

5.09 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

6.01 Authority

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

6.02 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 or designee shall conduct thorough, appropriate training with the Student Conduct Panel each semester. If a panelist cannot complete his/her term for any reason, the 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.

6.03 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.

6.04 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: Administration Building Office 104

Email: shudman@angelina.edu

U.S. Postal Service: Angelina College Dean of Student Affairs

PO BOX 1768

Lufkin, TX 795902-1768

6.05 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.

6.06 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.

6.07 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.

6.08 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.
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 receives an appeal by a respondent or complainant, they 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. 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 studentaffairs@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

- 1.01** The College encourages students to discuss their concerns with the appropriate instructor or other College employee who has the authority to address the concerns.
- 1.02** Concerns should be expressed as soon as possible to allow timely resolution.
- 1.03** 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

- 2.01** A student may initiate the formal process described below by timely filing a written complaint form (see: FLD Exhibit).
- 2.02** 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.
- 2.03 Freedom from Retaliation**
Neither the Board nor any College employee shall unlawfully retaliate against any student for appropriately communicating a concern or complaint.
- 2.04 Notice to Students**
The College shall inform students of this policy through appropriate College publications.

2.05 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 (see FFD Regulation in the AC Policies and Procedures Manual).
2. Complaints concerning retaliation relating to discrimination and harassment (see FFD Regulation in the AC Policies and Procedures Manual).
3. Complaints concerning student disciplinary decisions (see FLB Local in the AC Policies & Procedures Manual).
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 (see EGA Regulation in the Policies and Procedures Manual).

2.06 Filing a Complaint

Complaint forms and appeal notices (see FLD Exhibit) 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.

2.07 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.

2.08 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.

2.09 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."

2.10 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 (see FLD Exhibit) 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.

2.11 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.

2.12 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.

2.13 Costs Incurred

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

2.14 Complaint and Appeal Form

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College (see FLD Exhibit). 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

3.01 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 Student Affairs Official:

- 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.

3.02 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 Student Affairs Official:

- 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.

3.03 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 Student Affairs Official:

- 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.

3.04 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

- 1.01 Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et. seq.)
Protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal funds. Sexual harassment, including sexual violence, is a form of sex discrimination.
- 1.02 Title IX Policy Statement**
- 1.02.1.** It is the policy of Angelina College to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination, sexual harassment, sexual assault, sexual misconduct, domestic violence and dating violence, and stalking. In accordance with federal and state law, the College prohibits discrimination on the basis of sex (including gender) and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking.
- 1.02.2.** The College will not tolerate sex discrimination, sexual harassment, sexual misconduct or physical abuse, threats of violence, physical assault, or any form of sexual violence, including but not limited to sexual assault, acquaintance rape, domestic violence, dating violence, or stalking (collectively or singly referred to as “prohibited conduct”). Individuals who alone, or in concert with others, participate or attempt to participate in prohibited conduct described in this policy are subject to disciplinary action by the College, notwithstanding any action that may or may not be taken by civil or criminal authorities.
- 1.02.3.** The College encourages affected individuals to promptly report incidents of sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking as provided in this policy. The College also encourages individuals who may have witnessed instances of prohibited conduct to report such information as outlined in this policy.
- 1.02.4.** Responsible Employees of the College (as defined below) are required to promptly report incidents of prohibited conduct. The College will respond to all reports made under this policy. The College will conduct a prompt, fair, and impartial investigation and resolution for complaints and, where appropriate, issue remedial measures and/or sanctions

1.03 Title IX Coordinator

The College's Title IX Coordinator, Tifini Whiddon, may be contacted by email at twhiddon@angelina.edu or by phone (936) 633-4511. 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. The Title IX Coordinator shall promptly respond in a purposeful way to any reports of sexual discrimination including sexual harassment of which the college has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process. Any College student, employee, guest, or vendor may contact the Title IX Coordinator to file a complaint, 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. Not less than once every three months, the Title IX Coordinator shall submit to the College President a written report on the reports received for the institution's reporting period including information regarding:
 - The investigation of those reports;
 - The disposition, if any, of any disciplinary processes arising from those reports; and
 - The reports for which the College determined not to initiate a disciplinary process, if any. The Title IX Coordinator shall immediately report to the College President an incident reported to the coordinator if the coordinator has cause to believe that the safety of any person is in imminent danger because of the incident.

1.04 Title IX Coordinator's Contact Information:

Tifini Whiddon, Director of Human Resources

Office: Angelina College, Administration Building, Room 201
3500 S. First St.
Lufkin, TX 75901

Phone: (936) 633-4511

Email: twhiddon@angelina.edu

SECTION TWO PROCESS

2.01 Filing 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). After the written notice of a formal complaint has been given to the College, both the complainant and the respondent will receive written notice. Formal complaints may be resolved in one of three ways: through the formal grievance process (see sections 2.01.1 - 2.03.3); through informal resolution (see section 2.05); or through mandatory dismissal (see section 2.06). “Actual Knowledge” means notice or report of sexual harassment or allegations of sexual harassment to the College’s Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.

2.01.1 Formal Complaint

A formal complaint is a document filed by the 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. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College.
- A formal complaint should be filed in writing, either in hard copy or electronically, and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, by email, or by any means that results in the Title IX Coordinator receiving the person’s verbal or written report. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available on the College campus, in the Human Resources Office of the Administration building, Room 201, and on the College website.
- A complaint should be filed as promptly as possible after the conduct occurs.
- An investigation shall follow the filing of the complaint. If the complaint is against the College President, the Board shall appoint an investigating officer. If the complaint is against the Title IX Coordinator, the Coordinator shall immediately forward the complaint to the College President, and the College President will appoint an investigating officer. In all other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator. The investigation shall be thorough; all interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

2.01.2 Formal Complaint Notice Requirements

Upon filing of a formal complaint, the college shall provide written notice to the known parties including:

Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:

- The identities of the parties involved, if known;
- The conduct allegedly constituting sexual harassment;
- The date and location of the alleged incident, if known;
- The college's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the College's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, written notice of the additional allegations shall be provided to known parties.

2.01.3 Supportive Measures

The college will treat the complainant and respondent equitably by offering supportive measures. These nondisciplinary and nonpunitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the college's educational environment, or to deter sexual harassment. These measures may include: counseling; extensions of deadlines or course-related adjustments; modifications of work or class schedule; escort services; mutual restrictions on contact between the parties; changes in work locations; leaves of absence; increased security and monitoring; and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

2.01.4 Education Program or Activity

The College must respond when sexual harassment occurs within an “education program or activity” against a person in the United States. Title IX applies only to conduct that occurs in the United States. An “education program or activity” is broadly defined to include locations, events, or circumstances over which the College exercised substantial control as to both respondent and the context in which the sexual harassment occurred. If the alleged conduct does not constitute “sexual harassment”, does not occur within an “educational program or activity” or does not occur in the United States, the institution must dismiss the complaint for purposes of Title IX. However, the College is permitted to address such allegations through its code of conduct policy. The College is responsible for reporting crimes that occur at on-campus locations that include:

- Student housing;
- Public property within campus bounds;
- Public property immediately adjacent to the campus; and
- Non-campus buildings and property owned and controlled by the College, or by a student organization officially recognized by the institution.

2.01.5 Confidential Employees

The College shall designate one or more employees as persons to whom students enrolled at the College may speak confidentially concerning sexual harassment, sexual assault, dating violence, and stalking and inform each student enrolled at the institution of the designated “confidential employees”.

A confidential employee designated under this section may not disclose any communication made by a student to the employee unless the student consents to the disclosure or the employee is required to make the disclosure under state or federal law.

Absent consent from the reporting student, an employee designated by the College as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking shall only state the type of incident reported and may not include any information that would violate a student’s expectation of privacy.

When multiple confidential employees receive information about the same incident, only a single report stating the type of incident is required.

2.02 Complaint and Investigation

2.02.1 Written Notice

Both parties will receive written notice of the formal complaint. The written notice must include sufficient detail of the allegations (including the identities of the parties involved, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident) to permit parties to prepare for an initial interview. It also must inform the parties that they may have an advisor of their choice and inspect and review evidence obtained during the investigation. Other requirements of the written notice are as follows:

- It must include a statement “that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process”; and
- It must include a statement informing the parties of any provision of the institution’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

2.02.2 Reporting

The College strongly encourages that a complaint be filed as promptly as possible after the conduct occurs. 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.

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours by the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

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). The report must include all information concerning the incident known to the reporting person that is relevant to the investigation, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

A person commits an offense if the person is required to make a report and knowingly fails to make the report or with the intent to harm or deceive, knowingly makes a report that is false. The College shall terminate the employment of an employee whom the institution determines in accordance with the institution's disciplinary procedure to have committed the offense.

The College shall provide an option for a student enrolled at or an employee of the institution to electronically report an allegation of sexual harassment, sexual assault, dating violence, or stalking committed against or witnessed by the student or employee, regardless of the location at which the alleged offense occurred. The electronic reporting option must:

- Allow for anonymous reporting; and
- Be easily accessible on the College's website home page through a clearly identifiable link.

2.02.3 Investigation and Standard of Evidence

The College may temporarily remove a student from campus on an interim basis during the pendency of a complaint in limited “emergency” circumstances where there is an immediate threat to physical health or safety. Before the College can take this emergency measure, however, the institution must do the following:

- Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment;
- Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and
- Provide the respondent with notice and an opportunity to challenge the emergency decision immediately following the respondent’s removal.

The College may place an employee on administrative leave during the pendency of a complaint. Whether such leave is paid or unpaid is at the institution’s discretion. The College will handle reports of prohibited conduct consistently and ensure prompt and equitable resolution of such reports. The purpose of an investigation, which includes interviewing the parties and witnesses, is to gather and assess the 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 sexual harassment, sexual discrimination, dating violence, domestic violence, sexual assault, sexual misconduct, and stalking, as well as, on how to conduct an investigation that protects the safety of complainants and promotes accountability.

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the burden of proof, and the burden of gathering evidence sufficient to reach a determination regarding responsibility, rest on the investigator and not on the parties. The investigator cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the recipient obtains that party’s voluntary, written consent to do so for a grievance process under this section.
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party’s ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party’s choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;

- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent; and
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

2.02.4 Formal Complaint Investigations Report

The investigator shall prepare an investigative report that summarizes relevant evidence and share the report with the parties and their advisors for review and response within 60 days of the initiation of the formal complaint. If the investigation requires longer than 60 days, both parties will be notified.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator shall prepare an investigative report that summarizes relevant evidence and share the report with the parties and their advisors for review and response within 60 days of the initiation of the formal complaint. If the investigation requires longer than 60 days, both parties will be notified.

2.03 Hearing

Following the investigation, a live hearing will take place.

Unless the investigation is resolved through an informal resolution agreement or a formal complaint dismissal, a live hearing is required to be conducted under Title IX.

2.03.1 Pre-Hearing Entitlements

Both the complainant and the respondent may have an advisor present. The advisor may be an attorney but does not have to be. If either the complainant or respondent do not have access to an advisor, the college will provide one at no cost. Both parties must have access to evidence obtained, including the investigator's report, and equal opportunity to refer to such evidence during the hearing.

2.03.2 Hearing Processes and Procedures

The decision-maker of the hearing must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow up questions. Cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice, never by the party personally.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms, with technology that enables all parties and the decision-maker to simultaneously see and hear the witness answering questions.

The decision-maker has the responsibility to determine the relevancy of the questions and explain in real time any decision not to permit a question.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

2.03.3 Conclusion of Hearing

After the hearing, the decision-maker must issue a written determination, within 10 days, of responsibility based on a preponderance of evidence. If written determination cannot take place within 10 days, both parties will be notified. The written determination must include:

- Identification of the allegations;
- Description of the procedural steps taken throughout the case;
- Findings of facts supporting the determination;
- Conclusions regarding application of the Title IX policy;
- A statement and rationale as to the determination for each allegation;
- A statement of any disciplinary sanctions and whether any remedies will be provided to the complainant; and
- A description of the procedures and permissible grounds for appeal.

The College must make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review.

A copy of the written determination shall be provided to both parties simultaneously. The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. The Title IX Coordinator is responsible for the effective implementation of sanctions and remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in Board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in Board policy and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

2.04 Appeals Process

The College must offer both parties an appeal from:

- A determination regarding responsibility, and
- An institution's dismissal of a formal complaint or any allegation therein.

Additionally, the complainant or respondent may appeal the decision-maker's determination, within 10 days, based on any of the following:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome. A preponderance of the evidence of a conflict of interest or bias must be proven by the appellant.

2.04.1 How to File an Appeal

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be audio or video recorded and that documentation shall be kept with the case files for 7 years. Appeals shall be heard by an attorney, a hearing officer appointed by the Board, or the Board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed.

The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

2.05 Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the college may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

2.06 Mandatory Dismissals

Mandatory dismissals are required when the definition of any element of the jurisdictional framework under Title IX is not met, such as:

- Conduct alleged does not constitute “sexual harassment” under the regulations;
- Conduct alleged does not occur in the institution’s “education program or activity;”
- Conduct alleged does not occur against a person “in the United States;”
- Complainant is not participating in or attempting to participate in the “education program or activity” of the institution.

Such dismissal does not preclude action under another provision of the College code of conduct.

The College may also dismiss the formal complaint, if at any time during the investigation or hearing:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations;
- The respondent is no longer enrolled or employed by the College; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

SECTION THREE RECORDKEEPING

3.01 Recordkeeping

The College will maintain certain documents relating to Title IX activities for seven years. Institutions must maintain records of:

- Sexual harassment investigations, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College’s education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution; and
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

Furthermore, the College must create, and maintain for seven years, records of any actions (including any supportive measures) taken in response to a report or formal complaint of sexual harassment. In each instance, the College must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the institution’s education program or activity.

If the College does not provide a complainant with supportive measures, the institution must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The College will revise applicable record retention policies, if necessary, and establish procedures for completing and retaining required documentation.

SECTION FOUR GENERAL PRINCIPLES

4.01 Retaliation

No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or

The College may also dismiss the formal complaint, if at any time during the investigation or hearing: because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report of formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.

4.02 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 Access and Inclusion (OAI) for additional information. OAI 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 harassment, sexual assault, domestic violence, dating violence and/or stalking to the police and would like the College Title IX Coordinator to accompany him/her to provide support during the reporting process, should contact the Title IX Coordinator, Tifini Whiddon, Human Resources Director, 936-633- 4511, twhiddon@angelina.edu.

4.03 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 College 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.

4.04 Confidentially and Anonymity

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

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

4.05 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, decision-makers, 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. Ongoing training for all Title IX personnel, by law, must include:

- The definition of sexual harassment;
- The scope of the institution's education program or activity;
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable; and
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Training must provide instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that materials used in such training avoid sex stereotypes. Trauma-informed training is permitted if it does not create a bias in favor of complainants.

Additionally, the College must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Decision-makers must receive training on the technology used at a live hearing.

Any materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. The College is required to publish all training materials on the website.

4.06 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 the larger College community. Specific arrangements will be made on a case-by-case basis to ensure appropriate accommodation is provided. Such arrangements will be facilitated through the Executive Director of Student Affairs and/or other appropriate College officials and all decisions will be based upon the evidence then available.

4.07 Interim Measures and Final Sanctions for Students

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

- Notice and opportunity to challenge the decision immediately following the removal must be given to the respondent;
- Rights under ADA & Section 504 still apply
- The final regulations permit the College to temporarily remove a student from campus on an interim basis during the pendency of a complaint in limited "emergency" circumstances where there is an immediate threat to physical health or safety. Before it can take this emergency measure; however, the College must do the following:
 - Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health of safety of any person arising from the allegations of sexual harassment;
 - Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and
 - Provide the respondent with notice and an opportunity to challenge the emergency decision immediately following the respondent's removal.

The final regulations do not limit the College's ability to place an employee on administrative leave during the pendency of a complaint. Whether such leave is paid or unpaid is at the institution's discretion.

4.07.2 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.

4.08 Communication

To facilitate effective communication and coordination regarding allegations of sexual harassment, sexual assault, dating violence, and stalking at the College, the institution shall enter into one or more memoranda of understanding with an entity from one or more of the following categories:

- Local law enforcement agencies;
- Sexual harassment, sexual assault, dating violence, or stalking advocacy groups; and • Hospitals or other medical resource providers.

4.09 Compliance and Reporting

The College President shall annually certify in writing to the Coordinating Board, in October of each year that the College is in substantial compliance with Education Code Chapter 51, Subchapter E-2. The Coordinating Board shall make available to institutions a required template for the certification, which satisfies the requirements of this section.

If the Coordinating Board determines that the College is not in substantial compliance, the Coordinating Board may assess an administrative penalty against the institution. If the Coordinating Board assesses an administrative penalty, it shall provide written notice of reasons for assessing the penalty. The College may appeal the penalty in the manner provided by Government Code Chapter 2001.

At least once annually, during the fall or spring semester, the College President shall submit to the institution's governing body and post on the institution's website a report concerning the reports of Sexual Harassment under 19 Administrative Code 3.5. The College President may not identify any person and must include:

- The number of reports received under Section 3.5;
- The number of investigations conducted as a result of those reports;
- The disposition, if any, of any disciplinary processes arising from those reports; • The number of those reports for which the institution determined not to initiate a disciplinary process, if any, and
- Any disciplinary actions taken under 19 Administrative Code 3.8.

4.10 Orientation on Title IX Policy

The College shall require each entering freshmen or undergraduate transfer student to attend an orientation on the College's sexual harassment, sexual assault, dating violence, and stalking policy before the first semester or term of enrollment at the College. The College shall establish the format and content of the orientation. The orientation may be provided online and the College shall include the statements described by 19 Administrative Code 3.4(a)(5). Education Code 51.2829(c); 19 TAC 3.4(c)

4.11 Prevention and Outreach Program

The College shall develop and implement a comprehensive prevention and outreach program on sexual harassment, sexual assault, dating violence, and stalking for enrolled students and employees of the College. The program must:

- Address a range of strategies to prevent sexual harassment, sexual assault, dating violence, and stalking, including a public awareness campaign, a victim empowerment program, primary prevention, bystander intervention, and risk reduction; and
- Provide students with information regarding the protocol for reporting incidents of sexual harassment, sexual assault, dating violence, and stalking, including the name, office location, and contact information of the College's Title IX Coordinator, by:
 - Emailing the information to each student at the beginning of each semester or other academic term; and
 - Including the information in the institution's orientation, which may be provided online.

4.12 Equal Access

The College shall, to the greatest extent practicable, ensure equal access for students enrolled at or employees of the institution who are people with disabilities. The College shall make reasonable efforts to consult with the disability services office of the institution, advocacy groups for people with disabilities, and other relevant stakeholders to assist the institution with complying with the College's duties under this section.

SECTION FIVE DEFINITIONS

5.01 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 reports, 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.

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 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 another institutional status of a student or employee of the College, visitor, or 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 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 assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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, 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 a 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 log-in to the AC Portal, select the Student tab, select Title IX (on the 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) and Middle Grades (Grades 4-8)
 - AAT High School (Grades 8-12)
 - AAT Teacher Education Multiple Levels
- 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 and Supervision
 - Cert1 Business and Supervision 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
 - Cert1 Electronics Assembler Certificate
 - Cert1 Computer Maintenance Certificate
- AAS Electromechanical Technology - Electrical Technician Specialty
 - Cert1 Electromechanical Technology - Electrician Specialty Certificate
 - Cert1 Electromechanical Technology - Maintenance Technician Specialty
- AAS Machine Tool Technology
 - Cert1 Computer Numerical Control Machine Operator Certificate
 - Cert1 Machine Tool Operator 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
- Cert1 Office Administration Certificate
- Cert1 Microsoft Office 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 and Tutoring, please call (936) 633-4504 or email disabilityservices@angelina.edu.

AC Perks Program

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

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 & Student 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.lightcastcc.com/?radius=®ion=Main%20Campus>). On Career Coach, you can take career assessments, browse careers, browse degree programs, build your resume, and find job openings from local businesses looking for an AC graduate.

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), www.angelina.edu/college-catalog.

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) 633-5470 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 5.

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 orientation will familiarize you with campus resources and answer many questions about getting started at AC.

If you have any questions, contact 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.

For more information, contact studentservices@angelina.edu.

Starting a Student Organization

1. Complete a new Student Organization Registration Application (Student Center, 2nd floor, Room 206).
2. Submit a constitution within 60 days of completing the registration process.
3. Wait for confirmation and approval from the Student Life Coordinator prior to promoting the club/organization.

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, contact athletics@angelina.edu.

ADMINISTRATIVE OFFICE INFORMATION

<p>Office of Admissions (936) 633-5210 admissions@angelina.edu</p>	<p><i>Admissions application and documentation, name and address changes, enrollment verification, transcripts, transfer credit</i></p>
<p>Office of Student Affairs (936) 633-5344 studentaffairs@angelina.edu</p>	<p><i>Disability Accommodations, International Student Program, Community Resources, Student Emergency Aid, Food Pantry, AC Perks Program, Student Life, New Student Orientation, dorms, Student Conduct & Discipline</i></p>
<p>Financial Aid Office (936) 633-5470 fareceptionist@angelina.edu</p>	<p><i>FAFSA, financial aid, appeals, grants, scholarships, Veteran's benefits</i></p>
<p>Office of the Institutional Advancement (936) 633-3213 foundation@angelina.edu alumni@angelina.edu</p>	<p><i>Institutional Advancement, Alumni & Friends Network, Dinner at the Diamond, Roadrunner Travel Club, AC Foundation</i></p>
<p>Office of Academic Success (936) 633-5212 oas@angelina.edu</p>	<p><i>Guidance on degree plans, assistance with course schedules, dual credit enrollment</i></p>
<p>Academic Affairs (936) 671-7370 academicaffairs@angelina.edu</p>	<p><i>Curriculum guidance, oversees academic schools and programs</i></p>

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 and not a first-time student, and 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 Athletic/recruiting programs. The dorm process requires a student to complete an application to include a \$100 deposit. This is to ensure a spot on the dorm waiting list, and in no way guarantees the student a dorm.

For more information, contact the Office of Student Affairs at (936) 633-5344 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 (serves various food items each day) or the option of snack bar items.

Online Book Store

The Online Book Store can be accessed 24/7 at www.bncvirtual.com/angelina. If you need to speak with someone about your books, you can call (800) 325-3252 according to the schedule below.

Monday- Friday	7:00 A.M. - 10:00 P.M. CT
Saturday-Sunday	8:00 A.M. - 5:00 P.M. CT

Police Department

Angelina College strives 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

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 classes on the website and portal in advance of each new semester.

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/college-catalog/>).

Withdrawal

For information related to withdrawal dates and deadlines, please refer to the Academic Calendar on the College's website - (<https://www.angelina.edu/college-catalog/>). 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 readmitting a student after dismissal.

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

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

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

Student 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.



ANGELINA COLLEGE
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