

PARIS JUNIOR COLLEGE



CALENDAR and
STUDENT HANDBOOK
2012-2013

CAMPUS HOURS

PARIS CAMPUS

ADMINISTRATIVE OFFICES — Monday-Friday: 8:00 a.m.-5:00 p.m.

BUSINESS OFFICE — Monday-Friday: 8:00 a.m.-4:00 p.m.

STUDENT SERVICES — Monday-Friday: 8:00 a.m.-5:00 p.m.

FACULTY OFFICE HOURS — 10 hours per week as posted. Others by appointment.

CAFETERIA SERVICE HOURS

Monday-Friday

Breakfast: 7:30 a.m.-9:00 a.m.

Lunch: Monday-Thursday: 11:15 a.m.-1:15 p.m., Friday: 11:30 a.m.-12:30 p.m.

Dinner: Monday-Thursday: 5:00 p.m.-6:30 p.m., Friday: 4:30 p.m.-5:30 p.m.

Saturday & Sunday

Lunch: 11:30 a.m.-1:00 p.m. • *Dinner:* 4:30 p.m.-5:30 p.m.

LIBRARY — (Fall/Spring) Monday-Thursday: 8:00 a.m.-10:00 p.m., Friday: 8:00 a.m.-5:00 p.m., Sunday: 5:00-9:00 p.m.

(Summer Non-Semester) Monday-Friday: 8:00 a.m.-5:00 p.m.

(Summer I, II) Monday-Thursday: 7:30 a.m.-7:00 p.m. (changes will be posted), Friday: 8:00 a.m.-5:00 p.m.

COLLEGE STORE — Monday-Friday: 7:30 a.m.-5:00 p.m.

INFORMAL SPORTS — OLD GYM — Sunday-Thursday: 5:00 p.m.-8:00 p.m.

GREENVILLE CENTER

ADMINISTRATIVE OFFICES — Monday-Friday: 8:00 a.m. -5:00 p.m.

BUSINESS OFFICE — Monday-Friday: 8:00 a.m.-4:00 p.m.

FACULTY OFFICE HOURS — 10 hours per week as posted. Others by appointment.

CENTER LIBRARY — (Fall/Spring) Monday-Thursday: 8:00 a.m. -7:00 p.m., Friday: 8:00 a.m.-5:00 p.m.

(Summer) Monday-Thursday: 8:00 a.m.-7:00 p.m.

EDUCATIONAL OPPORTUNITY CENTER — Monday-Friday: 8:00 a.m.-5:00 p.m.

COLLEGE STORE — Monday-Thursday: 8:00 a.m.-6:00 p.m.

SULPHUR SPRINGS CENTER

ADMINISTRATIVE OFFICES — Monday-Friday: 8:00 a.m.-5:00 p.m.

FACULTY OFFICE HOURS — 10 hours per week as posted. Others by appointment.

LIBRARY RESOURCES & COMPUTER LAB — Monday-Friday: 8:00 a.m.-5:00 p.m.

EDUCATIONAL OPPORTUNITY CENTER — Monday and Wednesday 8:00 a.m.-4:00 p.m.

COLLEGE STORE — Temporary store open the day of on-campus registration, and the first two weeks of classes. See posted times.

Paris Junior College Calendar Important Dates 2012-2013

Calendar is Subject to Change

FALL SEMESTER 2012

August 13	Staff Development
August 14	Greenville Registration
August 15	Sulphur Springs Registration
August 16	Paris Registration
August 20-24	Late Registration
August 27	First Class Day
September 3	Labor Day Holiday
September 12	Official Reporting Day (12th Class Day)
November 15	Last Day to Drop Classes with W
November 21	Thanksgiving Holiday Begins Residence Halls & Food Service Closed
November 26	Classes Resume
December 10-14	Final Examinations
December 13	Grades for classes other than Thursday evening & Friday due by 3 p.m.
December 14	Thursday evening class grades due by 9 a.m.
December 14	Offices Closed

WINTER MINI TERM 2012

December 17	First Class Day
December 18	Official Reporting Day (2nd Class Day)
December 26	Last Day to Drop Classes with W
January 4, 2013	Final Examinations

SPRING SEMESTER 2013

January 2	Offices Open
January 3	Registration All Campus
January 7-11	Staff Development & Late Registration
January 14	First Class Day
January 21	Holiday-Dr. Martin Luther King, Jr. Day
January 30	Official Reporting Day (12th Class Day)
March 11-15	Spring Break
March 18	Classes Resume
April 11	Last Day to Drop Classes with W
May 6-10	Final Examinations
May 9	Grades for classes other than Thursday evening are due by 3 p.m.
May 10	Thursday evening classes grades due by 9 a.m.
May 10	Commencement

SUMMER MINI-TERM 2013

May 13	First Class Day
May 14	Official Reporting Day (2nd Class Day)
May 23	Last Day to Drop Classes with W
May 27	Memorial Day Holiday
May 29	Final Examinations

SUMMER LONG TERM 2013

May 13	First Class Day
May 13-14	Late Registration

May 24	Official Reporting Day (10th Class Day)
August 1	Last Day to Drop Classes with W
August 8	Final Examinations
August 9	Grades Due by 9:30 a.m.

SUMMER EXTENDED TERM 2013

May 28	Registration
May 29	First Class Day
May 29-30	Late Registration
June 7	Official Reporting Day (8th Class Day)
August 1	Last Day to Drop Classes with W
August 7-8	Final Examinations
August 9	Grades Due by 9:30 a.m.

SUMMER SEMESTER 2013

First Summer Term

May 28	Registration All Campuses
May 29	First Class Day
May 29-30	Late Registration
June 3	Official Reporting Day (4th Class Day)
June 20	Last Day to Drop Classes with W
July 1-2	Final Examinations
July 3	Grades for Summer I due by 8:30 a.m.
July 4	Holiday




Second Summer Term

July 8	Registration All Campuses
July 9	First Class Day
July 9-10	Late Registration
July 12	Official Reporting Day (4th Class Day)
August 1	Last Day to Drop Classes with W
August 7-8	Final Examinations
August 9	Grades for Summer II due by 8:30 a.m.

***** Calendar is Subject to Change *****

For the most up-to-date information, check www.parisjc.edu

August 2012


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Apartment/Dorm Payment Due	 2	3	4
5	6	7	8	 9	10	11
12	13 Staff Development	14 Greenville Registration	15 Sulphur Springs Registration	16 Paris Registration	 17	18
19	20	21	22	23	 24	25
<div style="border: 1px solid black; padding: 5px; display: inline-block;">LATE REGISTRATION ALL CAMPUSES</div>						
26	27 <i>First Class Day</i>	28	29	30	 31	

July 2012							September 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29
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September 2012





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																			
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2	3 Labor Day	4 Apartment/ Dorm Payment Due The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	5 PTK — Green/SS every Wed. at noon	6	7	8 LAST																																																																																																			
9	10	11 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	12 PTK — Green/SS every Wed. at noon Official Reporting Day	13	14	15																																																																																																			
16 NEW	17 Ratification of the U.S. Constitution SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	18 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	19 PTK — Green/SS every Wed. at noon	20 Payroll Changes/ Time Cards Due, 4:00 pm	21 Fall Pell Disbursement mailed	22 FIRST First Day of Autumn																																																																																																			
23	24	25 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	26 PTK — Green/SS every Wed. at noon	27 Fall 1st Installment Due on Payment Plan	28	29																																																																																																			
30 FULL						<table border="1"> <thead> <tr> <th colspan="7">August 2012</th> <th colspan="7">October 2012</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> </tr> </tbody> </table>	August 2012							October 2012							S	M	T	W	T	F	S	S	M	T	W	T	F	S				1	2	3	4			1	2	3	4	5	6	5	6	7	8	9	10	11	7	8	9	10	11	12	13	12	13	14	15	16	17	18	14	15	16	17	18	19	20	19	20	21	22	23	24	25	21	22	23	24	25	26	27	26	27	28	29	30	31		28	29	30	31			
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October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Apartment/ Dorm Payment Due SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	2 The Blend Meets every Tuesday at 12:30 p.m., Wesley Cam- pus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Reception, Jackson photo exhibit, 4:30- 6:00, Art Bldg./2-26	3 PTK — Green/SS every Wed. at noon	4	5	6
7	 8 Columbus Day	9 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	10 PTK — Green/SS every Wed. at noon	11	12	13
14	 15 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	16 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	17 PTK — Green/SS every Wed. at noon	18	19	20
21	 22	23 The Blend Meets every Tuesday at 12:30 p.m., Wesley Cam- pus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Payroll Changes/ Time Cards Due, 4:00 pm	24 PTK — Green/SS every Wed. at noon	25 Fall 2nd Installment Plan Payment Due	26	27
28	 29	30 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	31 PTK — Green/SS every Wed. at noon Halloween			





September 2012							November 2012							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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9	10	11	12	13	14	15	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	25	26	27	28	29	30		
30														

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Apartment/ Dorm Payment Due Homecoming Parade	2 President's Homecoming Reception	3 HC Luncheon/Distin- guished Alumni/Hall of Honor Crowning of Home- coming King/Queen
				HOME COMING WEEKEND		
				All Saints Day		
4	5 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	6 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Election Day	 LAST 7 PTK — Green/SS every Wed. at noon	8	9	10
Daylight Saving Time Ends						
11	12 Veteran's Day Observed	 NEW 13 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	14 PTK — Green/SS every Wed. at noon	15 Last Day to Drop Classes with "W"	16	17
Veteran's Day						
18	19 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205 Payroll Changes/ Time Cards Due, 4:00 pm	 FIRST 20 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	21	22	23	24
				Thanksgiving Day		
25	26	27 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	 FULL 28 PTK — Green/SS every Wed. at noon	29	30 English Exit Essay, 9 am	

October 2012							December 2012						
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21	22	23	24	25	26	27	16	17	18	19	20	21	22
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December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
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2	3 Apartment/ Dorm Payment Due SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	4 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	5 PTK — Green/SS every Wed. at noon	6  LAST	7 Payroll Changes/ Time Cards Due, 4:00 pm Pearl Harbor Remembrance Day	8																																																																																																		
9 Hanukkah Begins	10	11	12	13  NEW Grades for classes other than Thursday evening and Friday due by 3 pm Jewelry Graduation 10 a.m., Karrer Theatre	14 Thursday evening classes, grades due 9 a.m. Offices Closed at 5:00 p.m. beginning holiday	15																																																																																																		
FINAL EXAMINATIONS																																																																																																								
16	17 First Class Day — mini term	18 Official Reporting Day — mini term	19	20  FIRST	21	22 Winter Solstice First Day of Winter																																																																																																		
23	24	25	26 Last day to drop classes with "W" mini term	27	28  FULL	29																																																																																																		
30	31 New Year's Eve	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center;">November 2012</td> <td colspan="7" style="text-align: center;">January 2013</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> </tr> </table>					November 2012							January 2013							S	M	T	W	T	F	S	S	M	T	W	T	F	S					1	2	3			1	2	3	4	5	4	5	6	7	8	9	10	6	7	8	9	10	11	12	11	12	13	14	15	16	17	13	14	15	16	17	18	19	18	19	20	21	22	23	24	20	21	22	23	24	25	26	25	26	27	28	29	30		27	28	29	30	31		
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January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2 Offices Open Apartment/ Dorm Payment Due	3 Registration All Campuses	4 LAST Final Examinations — mini term	5
6	7 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	8	9	10	11 NEW	12
STAFF DEVELOPMENT AND LATE REGISTRATION						
13	14 First Class Day	15 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center <i>AASU</i> — meets every Tuesday at 12:30 p.m., Student Center, room 205	16 <i>PTK</i> — Green/SS every Wed. at noon	17	18 FIRST	19
20	21 Martin Luther King Jr. Holiday	22 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center <i>AASU</i> — meets every Tuesday at 12:30 p.m., Student Center, room 205	23 <i>PTK</i> — Green/SS every Wed. at noon Payroll Changes/ Time Cards Due, 4:00 pm	24	25	26 FULL
27	28	29 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center <i>AASU</i> — meets every Tuesday at 12:30 p.m., Student Center, room 205	30 <i>PTK</i> — Green/SS every Wed. at noon Official Reporting Day	31		





December 2012							February 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28		
30	31												

February 2013





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Apartment/ Dorm Payment Due	2
LAST 3	4 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	5 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	6 PTK — Green/SS every Wed. at noon Spring Pell Disbursement mailed	7	8	Groundhog Day
NEW 10	11	12 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Mardi Gras	13 PTK — Green/SS every Wed. at noon Ash Wednesday	14 Spring 1st Installment Payment Plan Due Valentine's Day	15	16
FIRST 17	18 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205 President's Day	19 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	20 PTK — Green/SS every Wed. at noon Payroll Changes/ Time Cards Due, 4:00 pm	21	22	23
24	FULL 25	26 The Blend — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	27 PTK — Green/SS every Wed. at noon	28 Creative Writing Deadline, 4 pm		

January 2013							March 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
													31	

March 2013





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
					Apartment/ Dorm Payment Due 1	2																																																																																																		
3	 4 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	5 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	6 PTK — Green/SS every Wed. at noon	7	8	9																																																																																																		
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Daylight Savings Time Begins			SPRING BREAK																																																																																																					
17	18 Classes Resume SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205	 19 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	20 PTK — Green/SS every Wed. at noon	21 Payroll Changes/ Time Cards Due, 4:00 pm Spring semester 2nd Installment Payment Plan Due	22	23																																																																																																		
St. Patrick's Day			First Day of Spring																																																																																																					
24	25	26 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Passover Begins	 27 PTK — Green/SS every Wed. at noon	28	29	30																																																																																																		
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April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Apartment/Dorm Payment Due SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205 April Fool's Day	2 <i>The Blend</i> Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Artist reception 4:30-6:00, Art Bldg.	3 PTK — Green/SS every Wed. at noon	4 Deadline for Visual Art Swinger's Show entries	5	6
 7	8	9 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	10 PTK — Green/SS every Wed. at noon	11 Last Day to Drop Classes with "W" Deadline for Visual Art Semester Show entries	12	13
 14	15 SGA — Meets 1st and 3rd Mondays at 12:30 p.m., Student Center, room 205 Tax Day	16 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205	17 PTK — Green/SS every Wed. at noon Creative Writing and Arts Awards, 2:30 pm SC Ballroom	18	19	20
 21	22 Payroll Changes/Time Cards Due, 4:00 pm Earth Day	23 <i>The Blend</i> Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205 Spring Visual Art Stu. Show, Foyer Gallery	24 PTK — Green/SS every Wed. at noon	25	26 English Exit Essay	27
28	 29	30 <i>The Blend</i> — Meets every Tuesday at 12:30 p.m., Wesley Campus Center AASU — meets every Tuesday at 12:30 p.m., Student Center, room 205				

March 2013							May 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Apartment/ Dorm Payment Due <i>PTK</i> — Green/SS every Wed. at noon	2 	3	4
5	6	7 GED Graduation	8	9  Grades for classes other than Thursday evening due by 3 pm	10 Jewelry graduation, 10 a.m. Ray Karrer theatre Commencement	11
FINAL EXAMINATIONS						
12 Mother's Day	13 First Class Day — Jewelry long term First Class Day — mini term/long term	14 Official Reporting Day — mini term <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">LATE REGISTRATION — LONG TERM</div>	15	16	17 	18 Armed Forces Day
19	20	21	22	23 Payroll Changes/ Time Cards Due, 4:00 pm Last Day to Drop Classes with "W" — mini term	24  Official Reporting Day — long term	25
26	27 Memorial Day	28 Registration All Campuses-Sum I/ Extended Term	29 First Class Day - Summer I/Extend- ed Term <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">LATE REGISTRATION — SUMMER I/ EXTENDED TERM</div>	30 Long Summer Pell Disbursement mailed	31 	

April 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
													30

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Apartment/ Dorm Payment Due Official Reporting Day-Summer I and Extended Term	4	5	6	7 Official Reporting Day-Extended Term	8 
9	10	11	12	13 Summer I Pell Dis- bursement mailed Extended Summer Pell Disbursement mailed	14 Flag Day	15
16  Father's Day	17	18	19	20 Payroll Changes/ Time Cards Due, 4:00 pm Last Day to Drop Classes with "W"	21 First Day of Summer	22
23 	24	25	26	27	28 Last day for 11/12 purchase orders	29 

30

May 2013							July 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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19	20	21	22	23	24	25	21	22	23	24	25	26	27	
26	27	28	29	30	31		28	29	30	31				

July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Apartment/ Dorm Payment Due	2	3 Grades for Summer I due by 8:30 am	4	5	6
	Final Examinations - Summer I			Independence Day		
7	NEW 8 Registration All Campuses - Summer II	9 First Class Day Summer II	10	11	12 Official Reporting Day - Summer II	13
		Late Registration - Summer II				
14	FIRST 15	16	17	18 Summer II Pell Disbursement mailed	19	20
21	FULL 22	23 Payroll Changes/ Time Cards Due, 4:00 pm	24	25	26	27
28	LAST 29	30	31			

June 2013							August 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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23	24	25	26	27	28	29	25	26	27	28	29	30	31	
							30							

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Apartment/ Dorm Payments Due Last Day to Drop w/ "W"-Sum II, ext. term, long term	2	3
4	5 NEW	6	7	8 Final Examinations, long term	9 Grades due-Sum II, ext. term, long term 8:30 am	10
			Final Examinations - Summer II/ext.term			
11	12	13	14 FIRST	15	16	17
18	19	20 FULL	21	22 Payroll Changes/ Time Cards Due, 4:00 pm	23	24
25	26	27	28 LAST	29	30	31

July 2013							September 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

Paris Junior College Student Handbook

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Accreditation

Paris Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate of arts degree, the associate of science degree, the associate of applied science degree and certificates of proficiency. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Paris Junior College.

The Commission is to be contacted *only* if there is evidence that appears to support Paris Junior College's significant non-compliance with a requirement or standard.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA applies to both on-campus and online students. These rights include:

(1) the right to inspect and review the student's education records within 45 days of the day the institution receives the request for access. Students should submit to the Student Records Office, Vice President, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate: the student should write the institutional official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Send to:

Custodian of Records
2400 Clarksville Street
Paris, TX 75460

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Paris Junior College to comply with the requirements of FERPA — the name and address of the office that administers FERPA is:

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

Directory Information:

In compliance with section 438, the General Education Privacy Act (Title IV, a public law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students Act of 1974, Paris Junior College gives notice that the following directory information may be released to the general public without written consent of the student. A student may request that all or part of the directory information on file in his or her name be withheld from the public by making written request to the Student Records Office during the first twelve

days of a fall or spring semester or the first four days of a summer term. This request will apply only to the current enrollment period which will include:

- Name and address
- E-mail Address
- Whether or not currently enrolled
- Classification
- Major and minor
- Degrees and awards received
- Dates of attendance (semester and year, not daily attendance)
- All previous educational institutions or agencies attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date and place of birth and sex

If no request is filed by the student to withhold directory information, such information is released upon inquiry. Directory information is also defined as public information and as such will be available for inspection or duplication upon request during normal business hours. If the requested information is in active use or in storage, the applicant will be so notified and a date and hour set within a reasonable time when the record will be available. Charges will be levied for the cost of reproducing the requested materials at fees set by the institution. Cost for a computer run of the student directory is \$50.00. If additional programming is required, the programming fee will be \$50.00 per hour — one hour minimum.

Student Services

Paris Junior College offers the student a wide variety of special services to make the college experience worthwhile and rewarding. The faculty and staff are personally involved and feel responsibility, along with the students, for student success or failure. This philosophy of accountability places much emphasis on each individual (faculty and student) and challenges him to do his/her best toward giving students their moral right — the right to have the best education possible.

The best method of taking advantage of his/her educational opportunity is for a student to participate in the special services designed and programmed for him/her. All of these programs and services have been organized to meet the student's in-class and after-class needs.

Paris Campus

Single Student Housing/Food Service

Paris Junior College can accommodate approximately 330 single students in campus housing. The cost for on-campus housing is reasonable and the facilities provide a comfortable living environment. Staff members provide residents with services and programs that are structured to assist and develop a positive learning environment. A student must be enrolled in a minimum of 12 semester hours and remain enrolled in at least 6 semester hours to reside in on-campus housing.

All residence hall students are required to purchase meal tickets and take their meals in the college cafeteria. Students should contact the Director of Student Life for current room and board rates.

Mail boxes are located downstairs in the Student Center on the PJC campus and each student is issued a key for their box upon check-in to the dormitories.

No pets are allowed in Paris Junior College housing units.

Housing Deposits/Meal Tickets

Each student is required to make a deposit of \$100.00 in order to have a space reserved in a residence hall or to be placed on the waiting list for a room. Upon receipt of the application for housing and the required deposit, the Business Office will issue a receipt, and the student's name will be placed

on the approved list according to the receipt number. The deposit may not be applied to school costs, but will remain as a credit until the end of a semester or term. Each student is required to submit proof of having received the bacterial meningitis vaccine prior to moving into the residence hall.

An application for student housing may be downloaded from the PJC website at www.parisjc.edu, under the New Students tab, or from the Student Life Office. This application, plus the \$100.00 refundable security and maintenance fee, should be mailed to the Business Office, Paris Junior College, 2400 Clarksville Street, Paris, Texas 75460. Any further questions regarding housing should be directed to the Student Life Office, Paris Junior College.

Students living off-campus may purchase commuter meal tickets from food service.

Greenville Center

Housing and meals are not available on campus; however, there are many eating establishments and apartment complexes throughout the community.

Sulphur Springs Center

Housing and meals are not available on campus; however, there are many eating establishments and apartment complexes throughout the community.

Recreation Room

Located on the first floor of the J.R. McLemore Student Center, the recreation room is open from 10:00 a.m. to 10:30 p.m. Monday through Thursday and 5:00 p.m. to 10:30 p.m. Friday through Sunday. Free games such as ping pong and pool are available to current PJC students with I.D. as well as cash games such as foosball and air hockey. Board games and other recreation equipment are also available to check out. Wireless internet and a large screen television are accessible in the recreation room.

Bacterial Meningitis Information

Beginning January, 2012, an entering student who has been admitted to an institution of higher education or private or independent institution of higher education must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if the student is 30 years of age or older or if the student is enrolled only in online or other distance education courses that don't require proctored testing at PJC. Students living in PJC housing are required to present proof of having been vaccinated for bacterial meningitis.

Evidence of Vaccination

Acceptable evidence of vaccination or receiving a booster dose includes:

- The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered.
- An official immunization record generated from a state or local health authority.
- An official record received from school officials, including a record from another state.

Exemptions

A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student, or
- An affidavit signed by the student stating that the student declines the

vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

- **Conscientious Objection form for student NOT LIVING IN ON-CAMPUS HOUSING**

For new students at institutions of higher education NOT living or residing in on-campus housing, who wish to file an affidavit stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, the student may use the official Texas Higher Education Coordinating Board's form in pdf format at <http://www.theccb.state.tx.us>. The student must print the form, have it notarized, and file it with the institution's Registrar's Office or other designated department or unit.

- **Conscientious Objection form for student LIVING IN ON-CAMPUS HOUSING**

For new students living in on-campus housing, which includes student housing facilities located on the campus of an institution of higher education, such as residence halls, sorority and fraternity houses, privately owned residence halls, and apartments, the student must use the official Texas Department of State Health Services (DSHS) form. The DSHS form may be ordered electronically. It is then mailed from DSHS to the student and it may take up to two weeks to receive the form. The DSHS form must be completed, notarized, and provided to the designated school official at the institution the student will be attending. It is the student's responsibility to complete the DSHS form and have it notarized. Information about requesting the DSHS affidavit form is available here:

<http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>

All students should consult a physician about the need for immunization to prevent bacterial meningitis.

This 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 causes 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.

What are the symptoms?

- High Fever
- Rash or purple patches on skin
- Light Sensitivity
- Confusion and sleepiness
- Lethargy
- Severe Headache
- Vomiting
- Stiff Neck
- Nausea
- 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).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Hearing loss, blindness
- Learning disability
- Kidney failure
- 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 such as college students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (But does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

How can I find out more information?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office.
- Contact web sites: www.cdc.gov/ncidod/dmbd/, or disease information: www.acha.org

Bookstore

Paris Campus

*Paris Junior College Bookstore
2400 Clarksville Street
Paris, Texas 75460
Phone: 903-782-0344
FAX: 903-782-0670
www.parisjcbookstore.com*

Information regarding textbook requirements for specific courses can be found on the Paris Junior College website at www.parisjc.edu.

The Bookstore's regular business hours are from 7:30 am until 5:00 p.m., Monday through Friday. The Bookstore is open extended hours during the beginning of each semester.

Personal charge accounts for the students are not permitted at the Bookstore; however, personal checks are accepted with a Student ID and a drivers license. American Express, MasterCard, Visa and Discover are also accepted for your convenience.

There is a full refund on all books if classes are dropped by the 12th class day (fall or spring semester) and the 4th class day (summer session) or if the class does not make. Drop slips and cash register receipts are required to receive a full refund. There will be no refund for software that has been taken out of the plastic wrapping.

During book buy back period at the end of each semester, books being used for the next semester will be purchased at one half of the original selling price unless the bookstore is overstocked, and at that time the books will be purchased at the wholesale price as set by selected wholesale book dealers. Lab manuals with work pages and loose leaf textbooks are exempt from buy back.

The prime objective of the Bookstore is to provide full service for the entire Paris Junior College community. In addition to carrying the required textbooks, the bookstore carries an assortment of imprinted items, a complete stock of paper, pens and supplies.

Greenville Campus

The Bookstore's regular hours are 8:00 a.m. until 6:00 p.m., Monday through Thursday, with extended hours during the beginning of each semester.

Sulphur Springs Campus

The Bookstore offers books for sale on registration day and the first two weeks of class and on the website at www.parisjcbookstore.com.

Campus Parking/Campus Department of Public Safety

Paris Campus

The Campus Police Department, under the direction of the Chief of Campus Police, provides 24-hour security for the college.

All vehicles using campus parking facilities must display a current parking permit. Permits are issued at registration and are available at other times in the Campus Police office.

Students and faculty will be permitted to park in all parking lots and areas that are not otherwise reserved. All parking violations must be cleared through the Campus Police within five days from the date of violation.

Any student disagreeing with the fine and violation levied should consult the Director of Student Life.

Copies of complete Parking Rules and Regulations can be obtained in the Campus Police office and will be issued at time of registration.

Greenville Campus

Parking permits and copies of Parking Rules and Regulations are available at the front office and the Campus Police Officer.

Sulphur Springs Campus

Parking permits and copies of Parking Rules and Regulations are available at the front office and online.

Check Cashing

Paris Campus

Students may cash personal checks in the Business Office not to exceed the amount of \$50.00. If for any reason a check is returned, the check will be handled by the Business Office for collection and a \$25.00 service fee will be charged. Students must present their student identification cards.

Student Insurance

Paris Junior College does not provide insurance for students.

Learning Center

The Mike Rheudasil Learning Center is a multi-purpose facility dedicated to providing support that will facilitate success for students, faculty and citizens of its service area. The Learning Resources Center (library and media services), learning skills, GED and adult literacy programs, and the A. M. and Wilma Aikin Archives are housed in the MRLC. It is centrally located on the Paris campus and offers its services to those students enrolled in Greenville, Sulphur Springs, dual credit, and distance learning classes including the Virtual College of Texas as well as the citizens of its service area. Learning Resources Centers are also located on the Greenville and Sulphur Springs centers.

The LRC recognizes that for individuals of the 21st century information literacy is a basic necessity and tool for success in the lifelong learning process. Our patrons must have the ability to "recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information."

To facilitate information literacy, the learning resources center provides access to the Internet, print formatted materials, DVDs, CDs, and other media delivered information. Hardware is provided to access the various information sources. PJC is a member of TexShare which enables access to

electronic databases that include periodicals, newspapers, e-books and other databases that are Internet-based.

Circulation

Library Card

- Currently enrolled PJC students present their student ID at the circulation desk and ask for a library barcode which is applied to the back of the ID.
- ID cards with a library barcode are presented by the cardholder to check out materials.

Check Out

- Books and instructional videos are checked out for 4 weeks.
- DVDs, CDs, and videos are checked out for 7 days.
- Periodicals, reference books and software cannot be checked out.
- Two DVDs, three CDs or three videos can be checked out.
- Items are to be returned to the circulation desk or book drop.
- There are no renewals.

Late Fees/Lost or Damaged Items

- Books - 10 cents per day
- Videos, DVDs, CDs - one dollar per day
- Items lost or damaged - cost of item plus five dollars handling charge
- Blocks are placed on patron records when items are not returned or fines are not paid; and the patron will not be able to register.

Reserve Materials

- Videos, books, periodical articles, study materials, etc. assigned by instructor and placed on reserve by the instructor are located behind the circulation desk.
- Reserve items are used in-house with the exception of designated over-night checkout.
- The student must present library ID card.
- Reserve items checked out overnight are due back by 8:30 a.m. the next morning with a one dollar per hour fine.
- Only one reserve item can be checked out.

Computers

- Library IDs must be presented at the circulation desk and you must sign in.
- Students who are using the computers for class projects, word processing or class assignments are given top priority.
- Paris Junior College's Internet Usage Policy complies with federal and state laws in regard to language, computer etiquette, pornography and copyright and patrons are subject to expulsion, denial of computer privileges and/or arrest.
- Downloads are prohibited except for instructional purposes.
- CDs, DVDs and videos cannot be copied.
- Usage is limited based on availability of computers.

Equipment

- Copiers are available and prints are 10 cents per page.
- A microfilm reader/printer is available at the Paris campus and copies are 25 cents a page.
- Duplication of videos, CDs, and DVDs is prohibited.
- TV/VCR/DVD units are available for in-house use.

Interlibrary Loan

- Books not owned by Paris Junior College may be borrowed from other libraries and are subject to that lending library's circulation policy.
- You must fill out and submit a form with author, title, date of publication and ISBN number to the circulation desk personnel. It will take at least 7-10 days to receive the book.
- Many out-of-state libraries that are not members of TexShare may charge a fee.
- Periodicals are available in the electronic databases and most are full text but if full text is not available, periodical articles can be requested by fill-

ing out a form at the circulation desk. You will need author, title of article, periodical, page numbers, date, volume number and issue number. You will receive copies of the articles. There may be a copy charge and/or usage fee assessed by the owning institution.

Intralibrary Loan

- Off campus students may request items from the main campus with a 24-48 hour delivery. Some entertainment items may not be available to off site campuses.
- Materials from the three campuses can be requested by currently enrolled students, faculty and/or staff.
- Materials can be requested by either using the online catalog or by filling out a request slip at the circulation desk.
- Periodical articles not found in full text in the electronic databases and owned by the Paris campus can be copied and faxed to the libraries at the Greenville and Sulphur Springs campuses. Copies from microfilm are twenty five cents a page.
- There is a form to be filled out for periodical article requests that will include author, title of article, periodical, date and page numbers.

TexShare

- Paris Junior College is a member of TexShare which is comprised of universities, colleges and public libraries in the State of Texas.
- TexShare shares online catalogs and the cost of subscribing to periodical databases, e-books and search services.
- A TexShare library card can be obtained from your institution that will be recognized by the members of TexShare. The patron is subject to that institution's circulation policy.

Accessing Databases From Off Campus

1. Go to Paris Junior College Homepage at www.parisjc.edu
2. Click on "Quick Links" at the top of the page.
3. Select Library Services.
4. Under Library Links click on Databases (off-campus login).
5. User name is your PJC Student ID number
6. Password is your birthday (mm/dd/yyyy).

Electronic Databases

Databases are accessed using the Internet but are not Internet sites. Databases are comprised of periodicals, newspapers, reference books, media, etc. Most are updated daily. We subscribe to several individual databases and belong to TexShare. In addition, E-books are located in the databases listing under Netlibrary.

Virtual Reference

Paris Junior College library operates a virtual reference chat site for reference assistance during posted hours.

Content Learning & Study Skills Services

Students who lack the study and learning skills necessary for college success are encouraged to participate in the services offered by Paris Junior College (PJC).

Non-Course-Based Options

Any student who, upon testing, is just a few points away from eligibility to be placed in credit classes, non-course-based options (review/study guides) are available. Such study review options may involve content specific modules of short duration to enable a student to learn more quickly those areas of needed emphasis for passing a placement test. For more detailed information, check out the website at: <http://pjc.parisjc.edu/accuplacer>.

Regular Course Options

Additionally, PJC offers one-, two-, and three-hour courses which emphasize study skills needed to be successful in college-level courses. Assistance is available in all content levels of reading, writing, and mathematics, as well as study skills.

Services are available to students on all campuses. Students may contact staff concerning services offered:

- Communications (reading and writing): Paris Campus, Administration Building, Room 134, 903-782-0310.
- Mathematics: Paris Campus, Natural Sciences Building, Room 105, 903-782-0209.

Tutoring

Tutorial services are available to students on all campuses. Students may contact the following telephone numbers concerning services offered:

- Paris Campus: 903-782-0270
- Greenville Center: 903-454-9333
- Sulphur Springs Center: 903-885-1232

The Learning and Study Skills Center in the PJC - Sulphur Springs Center is located in Room 104 and offers computerized software instruction in reading, writing and mathematics skills.

Distance Learning

PJC offers distance learning classes over the Internet and by interactive television (ITV). These classes cover essentially the same materials as a traditional class, but instruction is provided through technology rather than face to face in a traditional class room. Students signing up for Internet classes should have a dependable computer with Internet connections. Students are also expected to be competent in computer usage before registering for Internet classes. E-mail addresses for the instructors of the Internet classes are provided in the printed schedule, and it is the responsibility of students to establish contact with the instructor as classes begin. PJC also participates in the Virtual College of Texas where students may sometimes find classes not offered locally. For additional information students may call the distance learning office at 903-782-0311 or 903-782-0436.

Texas Success Initiative (TSI)

State law requires that each undergraduate student, unless otherwise exempt, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate-level course work. The Texas Success Initiative provides that four different tests may be used for this purpose: Quick THEA, ACCUPLACER, COMPASS, and ASSET.

Paris Junior College administers ACCUPLACER and Quick THEA.

Students who have not satisfied all parts of the TSI will be required to remediate in the appropriate areas each semester until all parts of the Success Initiative have been satisfied. Students are barred from enrollment in certain courses until appropriate remediation is completed.

All parts of the Texas Success Initiative must be satisfied before a degree may be awarded. Students who need remediation should expect to take longer than two years to complete a degree.

Emergency/Medical Services

Paris Campus

Emergency medical services and health clinics are available through the local hospital and several agencies in the community. These include: Paris Regional Medical Center, Paris Regional Medical Center Family Clinic, Salas Minor Emergency Center, Lamar County Health Department, Paris Health Services, and Agape House Medical Clinic. Students needing assistance in contacting one of these agencies may contact the Student Life Office in the Student Center.

Greenville Campus

Emergency medical services are available through Presbyterian Hospital-Greenville.

Sulphur Springs Campus

Hopkins County Memorial Hospital and the Family Health Clinic are located a short distance from the Sulphur Springs campus. The Sulphur

Springs High School nurse is on duty next door to the campus during the hours of 8:00 am - 3:30 p.m.

Emergency Medical Procedure

Paris Campus

In the event of a medical emergency involving a student, visitor, or employee of Paris Junior College, the City of Paris EMS and the PJC officer on duty should be notified immediately.

Non-life threatening accidents (i.e. minor cuts, illness, etc.) should be reported to the PJC Campus Police and the injured or ill person should be directed to seek medical attention from his or her family doctor, a local hospital emergency room, or minor emergency clinic. A written report should be sent to the PJC Campus Police.

Life threatening accidents or illnesses should receive immediate medical attention by calling 9-911. If at all possible, an employee should remain with the person with the accident or illness until medical assistance arrives.

*** The PJC Health Occupations Department is not equipped to handle medical emergencies. Employees should not risk additional injury or waste valuable time transporting injured or ill individuals to that facility.

Greenville and Sulphur Springs Campuses

In the event of a medical emergency involving a student, visitor, or employee of Paris Junior College, the local emergency service should be contacted immediately.

Financial Aid

General Information

Paris Junior College subscribes to the philosophy that all students who have the ability to pursue and can benefit from a college education should be given the opportunity. The purpose of federal financial aid is to provide grants and part-time employment to eligible students who need help with paying their college expenses.

Because students are the ones who will benefit the most from their college education, the students and their families are considered to have primary responsibility for paying the costs of attendance. Federal financial aid is only intended to supplement, not replace, the student's and their family's responsibility for paying college expenses.

Paris Campus

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the Financial Aid office on the Paris campus.

Greenville Campus

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the financial aid advisor during posted hours or the Paris Financial Aid office.

Sulphur Springs Campus

For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the financial aid advisor during posted hours or the Paris Financial Aid office.

Award Procedures

All federal and state financial aid is awarded in strict compliance with federal regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need whose completed applications are received by the priority dates.

Federal financial aid is awarded on the basis of documented individual need. Need is the difference between the college's estimated cost of attendance for the student and the amount the students and family can reasonably be expected to contribute toward the student's cost of attendance. Need-based aid awards cannot exceed documented financial need.

The major need-based federal financial aid programs are the Federal Pell Grant, Federal College Work Study, and Federal Supplemental Education Opportunity Grant programs. A grant does not have to be paid back if the recipient complies with all of the terms under which the money was awarded. Work study gives the student the opportunity to work at the college and earn money to help pay expenses.

Paris Junior College does not participate in any student loan programs, effective July 1, 2012. Therefore, Federal Direct Stafford Loans, Perkins Loans, and Parent Plus Loans are not an option at this institution.

The State of Texas has many special grant and exemption programs that may be available to eligible Texas residents. See the College For Texans Web site (www.collegefortexans.com) for available programs of interest.

Veteran Affairs

Paris Campus

Paris Junior College is approved for veterans training under the provisions of various federal and state laws. Veteran affairs are administered through the Office of Student Financial Aid located in the Alford Center. Veterans who are applying for VA educational benefits are advised to call VA to inquire and verify VA eligibility. Telephone number: VA Regional Office, 1-888-442-4551.

Additional procedures are explained in the Financial Aid Office. Eligibility to receive Veterans educational benefits is determined by the Veterans Administration.

Greenville Campus

Contact financial aid advisor during posted hours or call the VA representative on the Paris campus at 903-782-0371.

Sulphur Springs Campus

Contact financial aid advisor during posted hours or call the VA representative on the Paris campus at 903-782-0371.

Scholarships

Paris Junior College offers an extensive range of scholarship programs. The criteria for selecting scholarship recipients may include, but is not limited to, academic achievement, major area of study, service to the college, leadership and personal character. All recipients of Paris Junior College scholarships are required to complete a Free Application for Federal Student Aid (FAFSA).

Students interested in applying for a specific institutional scholarship should contact the Admissions Office or the Financial Aid Office (Paris Campus) for detailed information or visit the Financial Aid page on the PJC website and click on Scholarship Application.

Counseling/Advising Center

Counseling/Advising

Counselors and advisors assist students in making plans and decisions concerning their academic careers. Counselors address each individual student's needs for personal and career development. Programs have been developed to assist all students including special populations and non-traditional students. Counselors assist students in selecting careers, in resolving personal problems and in managing stress. Confidential counseling is provided to assist students in coping with academic concerns and in resolving personal situations that may impede academic success. Students may find counseling services helpful as they make plans and decisions in various phases of their academic career. Counselors and advisors help students in the selection of appropriate educational programs, with the selection of courses and with the scheduling of classes. Services provided by the Counseling/Advising Center include personal counseling, career planning, academic advising, disability services, career libraries, computerized guidance, transfer services, and international student services. Students may contact a counselor or advisor at the Alford Center, Paris campus, or call 903-782-0426 (Paris campus), 903-454-9333

(Greenville campus) or 903-885-1232 (Sulphur Springs campus) to schedule an appointment with a counselor or advisor.

Career Planning

Students and alumni are encouraged to utilize the career planning services provided by the Counseling/Advising Center to assist them in making appropriate career choices. The goal of career services is to promote career development by providing students with the knowledge and skills needed to select a career plan and help them develop decision making skills to accomplish those career goals.

Career services provide counseling to help students explore vocational goals, occupational information and self appraisal of interests, abilities and personality. Students are encouraged to utilize the SIG13 computer-based career guidance system and explore transfer and course equivalency information. A comprehensive career library provides students the opportunity to research information about job search strategies, resume writing, career fields, interviewing techniques, and self-help books.

For more information about career services, students are invited to come to the Alford Center, Paris campus, or call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center) or 903.885.1232 (Sulphur Springs Center) to schedule an appointment.

Testing Center

The Testing Center on the Paris campus offers several testing services to meet the needs of students. The following tests are administered according to a published schedule: Quick THEA, ACCUPLACER, ACT, SAT, and GED. Students should contact the Testing Center (Paris campus) to schedule a test. The ACCUPLACER and Quick THEA tests are administered at the Greenville and Sulphur Springs campuses at regularly scheduled times during each semester. Students must see an advisor to obtain a testing ticket prior to ACCUPLACER testing. Students may also contact the Testing Center to schedule instructor approved and arranged make-up tests, internet tests, correspondence tests and special accommodation tests. For information regarding test fees please call the Testing Center at 903-782-0446.

The fee for retesting on ACCUPLACER is \$15.00, whether a student needs to retest in one, two, or all three areas. Also, during registration, the initial cost of taking the ACCUPLACER test will be \$25.00. Students wanting to retest on the Quick THEA must pay \$29.00 and the Evaluation System of Pearson will refund some of the test fee if they are not retaking the writing section.

Services for Students with Disabilities

Services for students with disabilities are coordinated by the Counseling/Advising Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement for accommodations and services to allow equal access to education opportunities for students with disabilities.

The college will make reasonable accommodations for qualified students with documented disabilities who have been admitted to the college and have requested accommodations. Students may request services by providing appropriate verification of a disability and completing a Request for Accommodations form. Reasonable accommodation requests with documentation may be subject to review by the ADA Committee.

To provide appropriate planning and scheduling, students should submit requests for most accommodations at least two weeks before accommodations are needed. However, for scheduling of interpreters, available modified equipment, enlarged textbooks, scribes, or electronic books, students must make the request four to six weeks in advance of the need.

Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

Transfer Services

The Counseling/Advising Center offers students assistance in the transition to a four-year institution. Students are encouraged to take advantage of the resources available to assist them in making informed decisions regarding selecting majors, choosing a transfer institution, and in successfully completing the transfer process. Students are highly encouraged to start making plans for transfer early on in their academic career.

The Counseling/Advising Center has a collection of catalogs from many colleges and universities as well as admission applications, general information brochures, transfer scholarship information, Texas Common Applications, Texas Common Course Numbering information, course equivalency guides, and university degree plans.

Students may also utilize the SIG13 computerized guidance system to aid in researching information about transfer institutions and to help them in identifying career and occupational interests. PJC provides several opportunities for students to obtain information about other institutions including College Day, transfer workshops, and career seminars.

PJC has also partnered with several local four-year institutions to establish articulation agreements to allow the smooth transition of transfer credits between institutions.

To obtain assistance with transfer concerns, students may seek assistance from a counselor/advisor at the Counseling/Advising Center, Alford Center, on the Paris campus, or call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to schedule an appointment with a counselor or advisor.

International Student Advising

All international students are required to be full-time (12 hours or more) and to purchase health and accident insurance specified by the college during their entire stay at the college.

Services for international students, which include immigration advising, are provided by the Counseling/Advising Center. International students are required to maintain their status as mandated by the U.S. Citizenship and Immigration Services. Each semester students are required to report to the Counseling/Advising Center within 15 days of their semester start date.

For more information, international students may contact the International Student Office, Counseling/Advising Center, Alford Center, Paris Junior College, 2400 Clarksville St., Paris, Texas 75460, or call 903.782.0426.

Student Life and Activities

The college encourages many types of programs — cultural, social and athletic — in the hope that the students' interests will be developed as fully as possible. An education at Paris Junior College means more than attending classes.

The needs and desires of students are the basis for the types of activities presented at the college. A wide variety of organizations are available to meet these needs, and give students the opportunity to become involved in planning activities, making new friends, developing leadership qualities, developing individual and group interests, and receiving recognition for accomplishments. Student Activities sponsors events for the entire college community including a variety of competitive sports, dances, speakers, intercollegiate athletics, intramurals, recreational programs, community service projects and leadership opportunities.

Your activity card (I.D. card) furnished at registration is your "admission ticket" to most campus events.

Student Government Association

A student council was formed in 1937. The organization and constitution were reorganized in 1970, and renamed the Student Government Association with the executive officers elected by the student body. Vice presidents of all

student organizations automatically are members of the student governing body. The chief duties of the Student Government Association, working with the faculty and administration, are: conducting student elections, arranging the social calendar for the year, providing equitable representation within the student association of each student organization, discussion of campus affairs as they pertain to student life, and planning the course of action for implementation of these activities and programs.

This governmental agency provides policy-making decisions over all student organizations and serves to promote better relations between the administration and the students and to protect the best interests of the students. The Student Government Association holds membership in the Texas Junior College Student Government Association.

Intramurals

The intramural sports program provides structured, competitive and non-competitive sport opportunities for men, women and co-intramural participants. The program offers a variety of tournaments for students, faculty and staff. The program does not require the intensified training and high degree of skill associated with varsity athletes. An individual's playing ability is not considered as important as his/her desire to enter into the true spirit of competition and good sportsmanship.

Paris Campus

A few of the sports organized for Paris Junior College students, faculty and staff are basketball, volleyball, and flag football. Information concerning these sports and others, may be obtained from the Student Activities Coordinator in the Student Center.

Greenville Campus

None available at this time.

Sulphur Springs Campus

None available at this time.

Informal Sports

Paris Campus

The informal sports program involves a process of self-directed participation. It is an individualized approach to sport which allows students to participate for fun and fitness. A current PJC I.D. card is required for admission to the Old Gymnasium and Weight and Fitness Center, during informal sports hours, Sunday through Thursday, 5 p.m. to 8 p.m.

Bulletin Boards, Campus Solicitation, Signs and Literature for PJC Student Clubs and Organizations

Paris Campus

Each petition, handbill or piece of literature shall identify the person or campus organization distributing it.

No person or organization may publicly distribute on PJC property one or more petitions, handbills or pieces of literature that are obscene, libelous, or contain non-permissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.

No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

For the purpose of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Before publicly posting a sign, any person or organization must:

- Deposit in the Director of Student Life office (Paris campus) a copy, photograph or description of the sign to be posted.
- Provide the Director of Student Life the following information:
 1. The name of the student or organization; and, if an organization,

the name of its advisor.

2. The proposed general location for posting the sign.
3. The length of time the sign will be posted.
4. The signature of the student, or, if an organization, the signature of its authorized representative and the signature of the advisor.
5. Place the date of posting on each sign posted.

A sign may not be attached to:

- a shrub, plant or tree (except by string to its trunk); a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a statue, monument, or similar structure.

A sign may not be posted:

- on or adjacent to a fire hydrant; on or between a curb or sidewalk; in a college building except on a bulletin board.

A student organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted.

No person may remove a sign posted or attached in accordance with this section without permission from the Director of Student Life (Paris campus), the student, or the registered organization.

Non-permissible Signs

No student or registered student organization may post or carry a sign that:

- Involves non-permissible solicitation.
- Contains material that is obscene or libelous.
- Is larger than 22 inches by 28 inches, unless authorized by the Director of Student Life (Paris campus).

Greenville/Sulphur Springs Campuses

The Director of each campus should be contacted and the same guidelines will apply as per the Paris campus.

College Calendar

The official College Calendar is located in the Division of Student Life (Paris campus). Students are encouraged to consult the Director of Student Life prior to planning their programs and events. Generally, with the exception of student organizational meetings, activity events are not permitted to conflict.

Student Organizations

The "heart" of the campus student activity and student government program are the many clubs and organizations which exist and function for the students. These organizations are open to all students. Curriculum-oriented clubs may limit their membership to students enrolled in a given curriculum or to those maintaining a certain scholastic average.

Students are encouraged to initiate and develop new clubs, organizations and activities consistent with the purposes and philosophy of Paris Junior College. Anyone interested in forming a new club should contact the Director of Student Life (Paris campus).

Campus Organizations/Fund Raisers

Any student organization on campus has the right to raise money. To do so, the organization has guidelines under which the fund raising must operate. Organizations may have only one (1) fund raiser per semester. The fund raiser may not run any longer than three (3) consecutive weeks in length. Any fund raiser must be on the calendar of the Director of Student Life whose office is located in the Student Center on the Paris campus. If the fund raiser is held at the Greenville and/or Sulphur Springs campus, the fund raiser must also be noted with the Directors of those campuses. Each organization must have their vice president in attendance at all student government meetings.

If any guidelines are broken, the punishment will be strictly enforced. The punishment for violators is that the organization will be suspended from all activities for three consecutive months (including field trips, out of town

meetings, etc., except for having on-campus meetings.)

Fund raisers must be legal, ethical and have no connotation of gambling. Notices of fund raisers will have proper wording and be in good taste.

If any organization wishes to have a fund raiser, a written proposal must be submitted to the Director of Student Life (Paris campus) outlining the type of fund raiser, how it is going to be carried out, its purpose and which campus it will be held on. (Dances are considered to be fund raisers.) The organization must have received written approval from the Director of Student Life prior to beginning the fund raiser.

Use of College Vehicles

Because availability of college-owned transportation is extremely limited, use of such vehicles by student groups will be limited to activities of organizations which have official college sponsorship. The approval for travel funds to be used for a college vehicle must be obtained from the college President. The purposes for travel and the amount expended is determined by the official travel policy of the institution.

African-American Student Union

Paris Campus

This organization is open to all students who wish to promote awareness and mutual respect for the contributions and concerns of persons of African-American heritage. The club participates in campus activities, attends cultural functions, and develops special ethnic-related programs.

Athletics

Paris Campus

Paris Junior College sponsors basketball, volleyball, soccer and fast pitch softball for women, and baseball, golf, soccer and basketball for men. The college is a member of the National Junior College Athletic Association and the Region XIV Athletic Conference. College athletic scholarships are available in all sports. The official Dragon colors are dark green and gold.

The Blend Club

This organization is open to all students interested in awareness of world cultures by appreciating different people, traditions and world issues for a better understanding of and connection to the world around us. The club participates in campus activities, sponsors an international film festival and develops programs that lead to cultural awareness and student success.

Cheerleading

Paris Campus

Paris Junior College offers coed cheerleading. Scholarships are available. Tryouts are held each spring for the following year.

College Newspaper

The Bat is the college newspaper. In addition to courses of instruction, journalism students report for and edit this publication for credit. Student editors and staff writers are responsible for the reporting of campus life, as well as issues of broader appeal. This student newspaper is a major communications tool, informing the college service area of the numerous activities and newsworthy events taking place during the school year. *The Bat* is published every two weeks during the fall and spring semesters.

Delta Psi Omega

Paris Campus

Students interested in drama activities are encouraged to join Delta Psi Omega, the National Theatre Honor Society for two-year colleges. The club engages in a variety of educational and social activities each semester, including hosting UIL One-Act-Play contests. Students should check with the Fine Arts faculty for further information.

Fine Arts

Paris Campus

All students are eligible to participate in performing arts activities at Paris

Junior College. These activities consist of being in plays, working behind the scenes in plays, singing in the College Chorale and Chamber Singers, or playing in the instrumental ensemble.

To participate in music activities students must enroll in appropriate one- or two-semester hour classes. Enrollment in an appropriate drama class is invited, but not required, for participation in play productions.

The Foyer Gallery in the Visual Art Building provides guest artist and student exhibitions, and lectures of special interest during the fall and spring semesters. All students, faculty and staff, and the general public, are invited to attend the exhibits and lectures free of charge.

H.A.R.T.S Club

Paris Campus

Open to all who are interested in the Heating, Air Conditioning, and Refrigeration field. Develops industry awareness and student success.

Jewelry

Paris Campus

PJC's Texas Institute of Jewelry Technology Student Association maintains and improves the quality of jewelers, horologists and gemologists in the jewelry industry, keeps students actively involved with activities on the Paris campus, and keeps TIJT alumni abreast of current jewelry, horology and gemology department activities on and off campus.

Nursing

Paris Campus

The Nursing Students Association of Paris Junior College is affiliated with the Texas Nursing Students' Association and the National Student Nurses' Association. The purpose of this organization is to foster pre-professional growth as a nurse. Bimonthly meetings are held and efforts are made to insure that nursing students are aware of development at all levels; local, state and national. Contact the nursing department (Paris campus) for more information.

Phi Theta Kappa

Phi Theta Kappa is the only national scholastic honor society for junior colleges recognized by the American Association of Community Colleges. It was founded in 1918, and a local chapter has been at PJC since 1932. Its purpose is the promotion of scholarship, development of leadership and service, and cultivation of fellowship among students.

To be eligible for membership, a student must have completed one long-term semester at Paris Junior College, must have accumulated 12 semester hours (exclusive of developmental courses), have a grade point average of 3.5, and be within the upper scholastic 10 percent of the regularly enrolled student body.

To maintain active membership, a student must be regularly enrolled each semester, and at the end of any given semester must have a grade point average of 3.0, which is a "B".

Phi Theta Kappa is an active organization in Paris, Greenville, and Sulphur Springs.

Religious Organizations

Paris Campus

Baptist Student Ministry — The Baptist Student Ministry (BSM) is comprised of Baptist students as well as other students who are interested in participating in the club's activities. The organization meets each Monday, Tuesday and Thursday in the Religious Activities Center. Consult your calendar for times.

United Campus Ministry — The United Campus Ministry of Paris Junior College is an organization of students interested in exploring the meaning of the Christian faith through study, discussion and service. In the past, the group has engaged in tutoring programs for elementary students, recreation for children at Booker T. Washington Homes, and voter registration. Regular meetings are every Tuesday, Wednesday and Thursday at 11:30 am, with a free

meal provided by member churches.

Special Populations - The Connect Program

The Connect Program, designed for special populations, provides textbook loans and childcare funding assistance to qualified students. To be considered for this program, a student must have a declared workforce education major. Special population categories include the following:

- Student with a disability;
- Student training for a non-traditional major for their gender;
- Student who is economically disadvantaged.
- Student with limited English proficiency.

This program offers personal and career counseling, and referral services for participants. Also, students are encouraged to take advantage of job preparation services such as resume writing and job interviewing materials.

To obtain an application for the Connect Program, students may go to room 103 of the Alford Building on the Paris campus or call 903.782.0426. Greenville students may go to the Main Office or call 903.454.9333, and Sulphur Springs students may go to the Main Office or call 903.885.1232.

Academic Policies

Advising

All new students and students who have not met Texas Success Initiative (TSI) requirements are required to meet with a counselor or advisor prior to registration. In addition, all other students are encouraged to consult with a counselor or advisor prior to their registration. An advisor will provide a degree plan for each student.

Academic advisors and counselors assist students in selecting fields of study by helping them to identify their educational life goals so they will be able to make informed decisions. Information is provided about the application process, financial aid, placement testing requirements, interpretation of testing results and special programs. Advisors are knowledgeable about all academic and vocational programs offered by the college and provide students with appropriate academic plans. Students are assisted with the proper selections of courses for their targeted degree plan and with the interpretation of their Texas Success Initiative (TSI) status.

Also, counselors and advisors provide important information about academic standards, college policies and procedures, and transfer concerns. In addition, Workforce Education faculty members assist with advising students in their educational areas. Some general academic faculty serve as advisors for students in specialized academic programs.

Advising Materials

Critical information must be available for the Paris Junior College staff to be able to give you good advice. You should bring this information with you to registration. If possible, you should provide:

- High school transcript
- Transcripts of work transferred to Paris Junior College
- Assessment test scores
- ACT or SAT scores, if available
- Record of Paris Junior College work completed
- Degree plan (completed and updated by an advisor)
- Catalog from the college to which you intend to transfer

Texas Success Initiative (TSI)

State law requires that each undergraduate student, unless otherwise exempt, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate level course work. There are several assessment tests used for this purpose such as Quick THEA, Accuplacer, Compass and Asset.

Degree-seeking students who fail any portion of one of these assessment tests will be required to remediate in the appropriate area(s) in order to be

enrolled in college. By state law, students will be barred from enrollment in certain courses until appropriate remediation is completed.

All sections of the TSI must be satisfied before a degree may be awarded. Students who need remediation should expect to take longer than two years to complete a degree.

Student Class Attendance

Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities. Student's mastery of course content is measured by the individual instructor's criteria. Students may be dropped from classes upon the recommendation of the instructors who believe the students have been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course objectives. Students dropped from classes will receive a grade of "W".

Each instructor must have on file in the respective Vice President's office attendance policies, course objectives, and other relevant materials which comprehensively describe the course procedures applicable to each class section. Instructors are responsible for making all students enrolled in their classes aware of these procedures.

When it becomes necessary to drop a student from a class, the instructor will submit a properly completed withdrawal notice to the appropriate Vice President. Instructor withdrawals of students may be appealed by the student pursuant to the college's Academic Appeals procedures.

Satisfactory Academic Progress

PJC requires students who receive financial and state aid to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine your eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source state otherwise. Students must meet all three (3) measurements to maintain their eligibility for financial aid.

1. Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

To continue receiving financial aid payments, you are expected to successfully complete all your classes with good grades. You must have at least a **2.00 cumulative overall GPA (including developmental courses)** at the end of the spring semester each year, or you will be suspended from receiving your financial aid unless you file a successful appeal. Students will receive a warning letter at the end of the Fall semester and must see an academic advisor to establish an academic plan and monitoring system. See the section on Financial Aid probation below for more information on how Financial Aid suspension may affect your ability to receive aid. If you are awarded Summer aid your GPA will be checked again at the end of the summer. You must have at least a 2.00 cumulative GPA at the end of the summer or your financial aid will be suspended (see suspension guidelines below).

2. Quantitative Progress Measurement: Number of Credit Hours Required to Complete

When you enroll in classes and receive financial aid, you are expected to complete those classes. If you do not complete at least **67 percent** of the credit hours that you started during the year (Fall and Spring), you will be suspended from financial aid. Only passing grades (D or above) count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions. Students will receive a warning letter at the end of the Fall semester and must see an academic advisor to establish an academic plan and monitoring system. Summer aid each year will be awarded and at the end of Summer your hours attempted and completed will be checked again. You must have successfully completed at least 67% of all classes attempted during that year or your financial aid will be suspended (see suspension guidelines below). Except for a program that takes less than one year to complete, SAP

will be calculated at the midpoint of the program.

How do I calculate 67 percent?

1. Add all the hours you attempted during the year (Fall, Spring). *Classes dropped are counted.*
2. Multiply by .67
3. Round any decimal up to the next whole number and that is the number of hours you must successfully complete (grade of an A, B, C, or D).

3. Quantitative Progress Measurement No. 2: Maximum Time to Complete a Degree/Program

When you receive financial aid to help pay for a program of study, you are expected to complete that program without wasting a lot of money and time. You must select a program of study before you can receive financial aid.

To make sure that you complete your program in a reasonable amount of time, a limit has been placed on the number of hours that you can attempt in order to complete your program. That limit is 150% of the minimum number of hours required to complete your program. Paris Junior College will allow funding for 150% of 60 hours or 90 hours with an exception made for the registered nursing program after a student is accepted to the program and that maximum will be 168 hours. Once you reach the 150% limit, you will no longer be eligible to receive additional federal financial aid. The lifetime maximum Pell grant can only be received for 12 full time semesters combining all schools attended.

There are a lot of variables that go into calculating that limit, including, but not limited to:

1. *All attempted credit hours are counted regardless of whether or not you received aid to pay for them.*
2. *Any transfer hours that are accepted from other colleges toward completion of your program are counted. If you are a transfer student, you must submit transcripts from all previous colleges before the end of your first semester or second semester aid will be canceled.*
3. *If you repeat a course, both attempts are counted.*
4. *If you withdraw from a course, it is still counted as an attempt.*

Note: If you cannot complete your program within the 150% limit, you will be placed on financial aid suspension when that determination is made.

Financial Aid Suspension

If you fail to meet any one of the SAP measurements described above, you will be placed on financial aid suspension for at least one award year, unless you file a successful appeal. (Once you exceed the 150% limit, you cannot regain satisfactory progress. However, in extreme circumstances you may appeal to extend your eligibility to complete a program.) During the period of suspension, you will not be eligible to receive financial aid.

To regain financial aid eligibility, you must pay the expenses related to at least half-time enrollment (six hours) and satisfy all SAP requirements.

Unusual Circumstances and Appeals

If unusual circumstances contribute to students' lack of academic progress, those students may regain Title IV eligibility through direct appeals to the Financial Aid Office. Financial aid administrators review appeals and make exceptions to SAP policies on a case-by-case basis using professional judgment. Federal regulations offer sample situations of unusual circumstances. According to federal guidelines, unusual circumstances include, but are not limited to:

- Illness.
- Injury.
- Personal crisis.
- Death in the family.
- Other unusual circumstances that reasonably could contribute to a lack of academic progress.

If you are placed on financial aid suspension, you may petition the Financial Aid Office to consider mitigating (special) circumstances that resulted in your inability

to meet the SAP requirements. The Appeal Form must be completed and must include supporting documentation (if applicable) regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.). You will be notified by the Financial Aid Office within five days after a decision has been made regarding the appeal. If the appeal is approved you will be put on **financial aid probation** for a period of no less than one semester. You will be required to meet with an academic advisor evaluate your educational goals and program of study. You must abide by all probationary requirements as designed by the advisor and the Financial Aid Office.

If the Financial Aid Office denies the petition, you may follow the same written procedure to appeal to the college Financial Aid Committee for review.

Financial Aid Probation

Students who are awarded aid on financial aid probation will be required to meet with an academic advisor every two weeks and report grades and absences to their advisor. Progress will be monitored throughout the semester. Students will be required to attend regular tutoring. Financial aid disbursements may be held until the student complies with probation terms agreed upon by the student and the academic advisor. When a student successfully raises their Cumulative Overall GPA to a 2.0 and completes enough hours to meet the 67% of attempted hours, they will be released from probation.

WARNING: Repayment of Federal Funds

If you receive federal financial aid and withdraw from all courses at or before the time when 60 percent of the term is completed, you will be required to repay a portion of the federal aid received.

If you receive a grade of F in all courses for a semester, you will be required to repay a portion of financial aid received unless an instructor documents that you participated in at least one class through the 60 percent point of the term.

Financial aid will not pay for:

- Any credit hours in excess of the 150% maximum program limit (see discussion of Quantitative Measurement No. 2 above)
- Credit hours earned by placement tests
- Courses you register for after the official certification date of the semester
- Courses taken by transfer (transient) students attending for summer only

Summer Enrollment and the SAP

When calculating the SAP status, summer hours attempted will be counted toward the 150% maximum, and summer grade points earned will be calculated as part of the cumulative grade point average.

Dress and Grooming

Students' dress and grooming may not materially and substantially interfere with normal school operations.

Cellular Phones, Beepers & Personal Digital Assistants (pda's)

All cell phones, beepers and personal digital assistants (pda's) must be turned off or in silent mode. Under no circumstances should a cell phone or beeper sound during class. If a cell phone or beeper does sound during class the student may be asked to leave for the remainder of the period. The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, and their devices should be in silent mode.

Disrespect for Authority

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Severe Weather Precautions

The purpose of this plan is to provide for emergency preparedness for PJC, to warn the students and visitors on campus of the threat of tornado, severe weather conditions, or other potential dangers.

Paris Campus

The following warning system consists of the following "code" dangers.

- Severe weather watch or warning - probable chance for severe conditions.
- Code green - Threatening weather conditions are present and/or such severity as to suggest tornado activity.
- Code red - An actual tornado has been sighted and is either inside the city limits or is moving in the general direction of the city of Paris.
- All clear - Code green and/or code red conditions no longer exist. The immediate threat of severe weather and/or tornadic conditions have passed.

Procedure for Code Green Alert

When code green conditions come into existence, campus police will notify the appropriate department heads on all campuses. At the issuance of a code green alert, all available radios should be tuned to a local radio station for additional weather information. The police officer on duty will proceed to the Gabbert Building and remain there until a code red or all clear is given.

Procedure for Code Red Alert

In the event that a code red is issued, the officer on duty will proceed around the campus sounding the siren and using the public address system to warn those on campus to take shelter. At the issuance of a code red alert, all persons on campus should proceed to their designated area, if time permits.

Greenville Campus

Move to an interior hallway on the lower floor away from glass.

Sulphur Springs Campus

Move to an interior hallway or small room away from glass.

Evacuation Procedures for Campus Buildings

Paris Campus

Administration Building - move to center hall or to basement (west end of building).

Old Gym/Print Shop/EOC - Seek shelter under bleachers.

Music Building - Interior hall or rest rooms.

Alford Center - Seek shelter in restrooms.

College Store - Seek shelter in store room.

Learning Center - Shelter in interior classrooms/offices or restrooms.

Applied Sciences - Seek shelter in interior hallways.

Annex IV - (Innovative Enterprises) Move to Administration Building basement.

Maintenance - Move to south end of bleachers beneath Noyes Stadium.

Workforce Training Center - Move to interior classrooms.

Hunt Center - Move to smaller rooms in building.

Student Center - Move downstairs. Stay away from glass.

Thompson Hall - Move to lower floor bathrooms.

Hatcher Hall - Move to lower floor bathrooms.

B.E. Masters Apartments - Residents should move to rooms on lower floor.

South Campus Residence Hall - Move downstairs to ground floor hallway.

Cosmetology - Occupants will move to South Campus Residence Hall/ downstairs away from glass.

Note: If severe weather threatens after normal class hours, some buildings may be closed and an alternate location must be used if time permits

Greenville/Sulphur Springs Campuses

Monitor local stations and in the event of severe weather conditions, move to center hallways and restrooms and stay away from areas with a lot of windows.

Everyone should read and be familiar with the "Emergency Response Plan"

found on the Paris Junior College website at www.parisjc.edu.

Equal Opportunity

Paris Junior College gives equal consideration of all applicants for admission, without regard to race, color, religion, creed, national origin, sex, age, marital status, disability or veteran status. Assistance is provided to students with limited English speaking abilities, disabilities, or academic deficiencies.

Student Policies

Academic Achievement Credit (EGA)

Grading System

Paris Junior College is on a four point grading system. Grades and grade points for each semester hour of credit are as follows:

- A - Excellent: 4 grade points per credit hour
- B - Above Average: 3 grade points per credit hour
- C - Average: 2 grade points per credit hour
- D - Below Average: 1 grade point per credit hour
- F - Failure: 0 grade points per credit hour
- W - Withdrawal: 0 grade points per credit hour
- X- Incomplete: 0 grade points per credit hour

Grades of "W" and "X" are not included in the computation of cumulative grade point averages. A grade of "W" indicates that the student withdrew from class. A grade of "X" indicates that course work was incomplete at the end of the semester. Incomplete course work must be completed by the end of the long semester, or the grade of "X" will be changed to a grade of "F".

Only students who have completed three-fourths of the course work are eligible to receive an "X" and complete the remaining course work in the next semester without registering for the course a second time. The instructor must submit a Request for Change of Grade to the Records Office when all course work has been completed. Incomplete course work must be completed by the end of the next long semester, or the grade of "X" will be changed to a grade of "F".

Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate instructor immediately. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the department chair or division chair. Further appeals will be directed through the appropriate division chair and/ or Vice President. The student has one year from the date of assignment to challenge a grade.

Raising a Grade

A grade in a course may be raised only by the student's repeating the course and making a higher grade.

Grade Reports

Paris Junior College does not mail grade reports. For grade reports, use Campus Connect from the PJC system or from any computer connected to the Internet.

Student Classification

A student is classified as a freshman with credit for fewer than 30 semester hours. A student is classified as a sophomore with credit for 30 or more semester hours.

Academic Probation and Suspension

Students shall maintain a cumulative grade point average of at least 2.0 on all course work attempted during the fall and/or spring semesters.

Special program students and scholarship students may require higher grade point average status to continue. The student should be familiar with the

regulations dealing with scholastic probation and enforced withdrawal. These standards are published in the PJC student handbook, procedures manual and the policy manual.

In addition, students are advised about the probation and suspension policies during the required freshman learning frameworks course. A student who has been dismissed, but who nevertheless registers in the College, shall have his/her registration cancelled and cannot attend classes. Such a student will receive no special consideration on a plea of lack of knowledge of his scholastic status, regardless of whether he registered and paid his fees.

Probation

Students who have a cumulative grade point average of less than 2.0 for all course work attempted during the fall or spring semesters shall be placed on academic probation. Students may remove all probation status by raising their cumulative grade point average to a 2.0 or higher during the fall, spring, or summer semesters.

Strict Probation

Students who remain on academic probation for two consecutive semesters shall be placed on strict probation for the subsequent semester. Students on strict probation must achieve a cumulative grade point average of at least 2.0 by the end of the semester. Failure to achieve the required cumulative grade point average shall result in suspension from the institution for one long term (fall or spring).

Suspension

Students who fail to remove academic deficiencies while on strict probation shall be suspended from the institution. Under certain circumstances students on suspension may be readmitted by the institution on strict probation. Students who have been suspended from the institution two times shall normally be denied future admission to the institution.

Strict Probation Admission

A student who is on suspension from the College or another accredited institution may request admission to the College on strict probation. The request must be made in person to the Director of Admissions. If, in the opinion of the Director of Admissions, the student has the ability to continue pursuing college work, the student may be readmitted on strict probation.

Students on probation and strict probation shall meet all of the following requirements:

1. Contact an advisor from the Counseling/Advising Center prior to registration to seek approval for your schedule.
2. Enroll for no more than 12 credit hours.
3. Meet with an advisor from the Counseling/Advising Center at least twice during the semester to provide an academic report concerning progress in course(s).

Students readmitted on strict probation shall meet all of the following requirements:

1. Enroll for a maximum of 12 credit hours excluding developmental education and kinesiology activity courses.
2. Enroll in study skills and/or Learning Frameworks course.
3. Achieve a cumulative grade point average of at least 2.0 by the end of the semester.
4. Obtain approval for his or her schedule of courses from the assigned counselor. Online registration is prohibited.
5. Receive a satisfactory performance evaluation from each Instructor at mid-semester. This report shall be submitted to the student's assigned counselor.
6. Contact each instructor on a regular basis for special instructions and assistance, as needed.
7. Forfeit eligibility for class or club office.

Appeal

Decisions concerning academic probation and suspension may be appealed as outlined in FLD (LOCAL).

Freedom from Discrimination, Harassment, and Retaliation (FDE)

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College district policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

By An Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Sexual Harassment

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Student Reports

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee, or the appropriate College District official listed in this policy.

Employee Reports

Any College District employee who suspects or receives notice that a student

or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Definition of College Officials

For the purposes of this policy, College officials are the ADA/Section 504 coordinator, the Title IX coordinator, and the College President.

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Barbara Thomas
Position: Director of Counseling
Address: 2400 Clarksville St., Paris, TX 75460-6298
Telephone: (903) 782-0426

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Mitzi White
Position: Director of Human Resources
Address: 2400 Clarksville St., Paris, TX 75460-6298
Telephone: (903) 782-0304

Other Anti Discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the College District shall promptly take interim action calculated to address prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investiga-

tion may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

The College District shall provide written notice of the outcome, within the extent permitted by law, to the victim and the person against whom the complaint is filed.

College District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where harassment has occurred, and reaffirming the College District's policy against discrimination and harassment.

Exception

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Freedom From Bullying and Dating Violence (FDF) Bullying and Dating Violence Prohibited

The College District prohibits bullying and dating violence as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that the abuse:

1. Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Retaliation

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying or dating violence, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying, dating violence, or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying, dating violence, or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor,

counselor, administrator, or other College District employee.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying, dating violence, or retaliation shall immediately notify the Associate Dean of Student Access and Success.

Report Format

A report may be made orally or in writing. The Associate Dean of Student Access and Success or designee shall reduce any oral reports to written form.

Prohibited Conduct

The Associate Dean of Student Access and Success or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FDE, including harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the College District shall proceed under policy FDE instead.

Investigation of the Report

The Associate Dean of Student Access and Success or designee shall conduct an appropriate investigation based on the allegations in the report. The Associate Dean of Student Access and Success or designee shall promptly take interim action calculated to prevent bullying, dating violence, or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying, dating violence, or retaliation, as defined by this policy; however, the Associate Dean of Student Access and Success or designee shall take additional time if necessary to complete a thorough investigation.

The Associate Dean of Student Access and Success or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying, dating violence, or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the College President or designee.

College District Action

If the results of an investigation indicate that bullying, dating violence, or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include implementing a training program for the individuals involved in the complaint, implementing a comprehensive education program for the College District community, conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where bullying, dating violence, or retaliation has occurred, and reaffirming the College District's policy against bullying, dating violence, and retaliation.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of bullying, dating violence, or retaliation as defined by this policy, the College District may take disciplinary action.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy and Procedures

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's Web site. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

Student's Rights and Responsibilities (FLB)

Student Conduct

Definitions to be used in this policy shall be as follows:

- "Director of Student Life" shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the college.
- A "student" shall mean one who is currently enrolled in the college. These policies and regulations shall also apply to any prospective or former students who have been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
- The "campus" of the college is defined as all real property over which the college has possession and control.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty, or the excessive use of intoxicating beverages.
2. The illegal use, possession and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with, or seeking aid from, another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, in taking a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as appropriating, buying, receiving, as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course

requirements.

4. A student who owes a debt to the college or who writes an “insufficient funds” check to the college may be denied admission or readmission to the college until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States, occurring on college property or in connection with college-sponsored activities, may also constitute violations of the college’s rules and regulations when such violations affect the educational process and goals of the college.
6. Possession or use of firearms on college-controlled property, except for educational purposes that have the prior approval of the Director of Student Life (Paris campus).
7. Interference with teaching, research, administration or the college’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”
8. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
9. Hazing, with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
10. Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student and violation of the prohibition renders the organization subject to appropriate discipline.
11. Endangering the health or safety of members of the college community or visitors to the campus.
12. Damaging or destroying college property.

Discipline

Any student violating this policy shall be subject to discipline, including suspension, in accordance with FM.

Hazing (FLBC)

The college prohibits hazing. “Hazing” means any intentional, knowing or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

The term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in

engaging in hazing.

3. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the College President or designee.

Alcohol and Drug Use (FLBE)

The use of intoxicating beverages shall be prohibited in classroom buildings, student housing, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; however, with prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the college district in regard to the possession and consumption of alcoholic beverages.

Tobacco Products

The use of tobacco and tobacco-related products, including smokeless tobacco, is prohibited in all indoor public areas of the campus. Smoking shall not be allowed within 25 feet of doors to public buildings. Smoking areas shall be designated on campus. Smoking is allowed in designated smoking areas only. Smoking in a non-designated area can result in being ticketed and fined. Smoking and tobacco-related products are not permitted inside Hub Hollis baseball field complex.

Controlled Substances

No student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off-school premises at a school-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, look-alike drugs such as synthetic marijuana (K2) and bath salts, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription, specifically for that student’s use, shall not be considered to have violated this rule.

Students who violate this policy shall be subject to appropriate disciplinary action.

Such disciplinary action may include:

- Referral to drug and alcohol counseling, rehabilitation programs, or student assistance programs;
- Suspension; and
- Expulsion; and
- Referral to appropriate law enforcement officials for prosecution.

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Weapons (FLBF)

Students may not bring to any campus or a college-related activity any

weapons prohibited by law or identified below:

1. Fireworks of any kind.
2. Razors.
3. Chains.
4. Martial arts throwing stars.
5. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Lockers and cars parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

Students found to be in violation of this policy shall be subject to disciplinary action.

Assaults (FLBG)

Students are prohibited from assaulting any person on college property or while under the college's jurisdiction. Simple "assault" is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with immediate bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the student knows, or should reasonably believe, that the other will regard the contact as offensive or provocative.

Aggravated sexual assault is defined as sexual assault in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
2. By acts or words, places the victim in fear that any person will become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
3. By acts or words occurring in the presence of the victim, threatens to cause any person to become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or to cause death, serious bodily injury, or kidnapping;
4. Uses or exhibits a deadly weapon in the course of the same criminal episode;
5. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
6. Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual.

Disruptions (FLBH)

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the college or at college-sponsored functions.

1. Behavior of a boisterous and tumultuous character such that there is clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful rights of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

7. Willful and malicious behavior that obstructs or causes obstruction of any doorway, hall or any other passageway in a District building to such an extent that the employees, officers and other persons, including visitors having business with the District, are denied entrance into, exit from, or free passage into such a building.

Students are prohibited from bringing infants and small children into the classroom during class sessions or allowing unsupervised children to remain on campus.

Student's Rights and Responsibilities, Interrogations and Searches (FLC)

The college District respects the rights of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students, or when necessary to preserve the good order and discipline of the school. Therefore, student life personnel shall be in attendance during these searches, even in the event that law enforcement authorities are involved.

If no search warrant is obtained:

1. Any prohibited item within "plain view" is subject to seizure.
2. Residence hall rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.

Student Life personnel must be in attendance during these searches.

Areas such as lockers and desks, which are owned and controlled by the college, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" shall be prohibited. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

In the event that college law enforcement authorities are involved in a search, Student Life personnel must be in attendance. School searches conducted with the assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

Student Rights and Responsibilities Student Complaints/Academic Appeals (FLD)

Exclusions

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion. (See FDE)
2. Complaints concerning retaliation relating to discrimination and harassment. (See FDE)
3. Complaints concerning disciplinary decisions. (See FMA)
4. Complaints concerning a commissioned peace officer who is an employee of the College District. (See CHA)

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints.

Representation

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.

Level One

A student who has a complaint shall request a conference with the department chairman within 15 calendar days of the date the student first knew of the action or decision giving rise to the complaint.

Level Two

If the outcome of the conference with the department chairman is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the Vice President of Academic Studies or appropriate designee, or Vice President of Workforce Education or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman.

Level Three

If the outcome of the conference with the vice president is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the Director of Student Life or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice president. If the conflict concerning an academic issue still exists, the Director of Student Life shall convene an ad hoc appeals committee and shall act as chairperson. Two vice presidents not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall forward the finding and decisions of the appeals committee in writing to the College President. After review of these findings, the College President shall furnish the student with a written communication identifying the administrative position of the College District.

Level Four

If the outcome of the conference with the Director of Student Life or designee or the academic review committee and subsequent letter from the College President is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda. The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative review and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.

Discipline and Penalties (FM)

When the Director of Student Life (herein referred to as the "director") receives information that a student has allegedly violated a district policy or administrative rule, the director shall investigate the alleged violation. After completing a preliminary investigation, the director may:

1. Dismiss the allegation
2. Summon the student and notify the student of the right to be represented by a person of his or her choice. If this student wishes to be assisted by a representative, the conference shall be postponed until the representative can be present; otherwise the conference shall proceed. After conferring with the student, and/or the representative, if necessary the director shall:

- a. Dismiss the allegation.
- b. Proceed with the disposition of the violation. In any case, where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure, the director shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. The decision of the director may be appealed as outlined in FMA (LOCAL).
- c. Prepare a complaint and proceed as outlined in FMA.

The Director of Student Life or the Associate Dean for Student Access and Success (Paris campus) may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violation if the continuing presence of the student poses a danger to persons or property or an on going threat of disrupting the academic process.

No former student who has been suspended for disciplinary reasons from the District shall be permitted on the campus, branch campus, or other facilities of the District during the period of suspension without the prior written approval of the College President or a designated representative.

Discipline and Penalties: Discipline Hearings Procedure (FMA)

Hearing Committee

In cases in which the accused student disputes the facts upon which the charges are based as outlined in FM, such charges shall be heard and determined by a hearing committee.

The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President.

The hearing committee shall preside over a fair hearing for the student and the District's administration. The student and the District may be represented by counsel at the hearing.

Notice

The director of student life shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten class days after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

Contents of Notice

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights as outlined below:
 - a. To be represented by counsel at the hearing.
 - b. To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.
 - c. To have the hearing recorded verbatim and have a stenographic digest made of the recording.
 - d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear for Hearing

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student's absence.

Hearing Procedure

The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the District's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the District's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within 15 days of the hearing.

Evidence

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the hearing. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

Decision

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. The penalty shall also be stated in the decision. The director shall administer the penalty, if any.

Hearing Records

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record. [See FJ]

Types of Penalties

The hearing committee may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include social and behavioral restrictions, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

3. Suspension - Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

4. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or in the course. [See Scholastic Dishonesty FLB (LOCAL)] The instructor shall make a written report of the incident and of the planned action to his or her respective Vice President. Depending upon the seriousness of the academic misconduct, the District may impose any of the earlier-listed punishments.

Drug/Substance Abuse and Usage Penalties

The penalty for the use, sale, and/or possession of illicit drugs for students is as follows:

1. The possession/use of any controlled illegal drug as defined by Texas statutory law on the campus of the College or at any College-sponsored or-sanctioned activity may result in disciplinary probation for at least one calendar year. Previous major infractions of the code of student conduct of the College on the part of the student may warrant suspension for the student for one calendar year. The student's disciplinary file shall reflect the probation. Any student found guilty of possession/use of any illegal drug and placed on disciplinary probation shall be referred to a professional counselor as a condition of remaining in the institution on disciplinary probation. The counselor will provide an opportunity for a credible counselor-client relationship.

2. The second possession/use of any controlled illegal drug on the campus of the College or College-sanctioned activity may result in suspension for one calendar year.

Alcohol Usage Penalties

3. The first offense for selling and/or distributing any illegal drug as defined by Texas statutory law on the campus of the College or at a College-sanctioned activity or event may result in expulsion. Criminal charges may be filed by the institution. Expulsion bars readmission to the institution. Penalties for alcohol usage are as follows:

4. The first possession/use of alcohol in any form by a student on the campus of the College may result in the student being placed on disciplinary probation.

5. The second possession/use of alcohol on the campus of the College or at a College-sanctioned event may result in suspension for one calendar year with referral to a professional counselor.

6. The first offense for selling and/or distributing alcohol may result in suspension for one calendar year.

Appeal

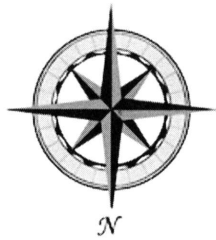
The Vice-President, President and the Board, upon application of the disciplined student within 30 days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

NOTES

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Paris Junior College Campus Map



1. Williams Administration Building (& Ray Karrer Theatre)
2. Grimes Natural Sciences & Mathematics Center
3. DeShong Chapel & Carillon Tower
4. Masters Apartments
5. Mayer Center for Musical Arts
6. Old Gymnasium/EOC
7. Alford Center/Student Development Center
8. College Store/Bookstore
9. Mechanical Building
10. Tennis Courts
11. Plant Operations & Maintenance
12. Cosmetology
13. South Campus Residence Hall
14. Art Building
15. Innovative Enterprises
16. Rheudasil Learning Center
17. Aikin Archives
18. Aikin Plaza
19. Applied Science Center
20. McLemore Student Center
21. Science & Math Building (under construction)
22. Hatcher Hall
23. Thompson Hall
24. Hunt Physical Education Center
25. Gabbert Building/SBDC
26. Talent Search/Upward Bound
27. Workforce Training Center
28. Noyes Stadium
29. Volleyball Court
30. Bus Barn
31. Hub Hollis Baseball Field

