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Preface

The purpose of this publication is to inform students of the services and regulations that are relative to their enrollment at St. Philip's College. All students are urged to read this document and become familiar with:

1. The policies and guidelines that address student conduct, expressions, demonstrations, academic standards, and grade grievances.
2. The implications associated with any violations of state statutes, and other administrative directives established by the Board of Trustees of the Alamo Community College District.

St. Philip's College is a member of the Alamo Community College District.

St. Philip's College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees in Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates of Completion.

St. Philip's College is an equal opportunity institution; no one shall be subject to discrimination on the basis of gender, race, color, national origin, religion, disability, or age.

Enjoy your stay at St. Philip's College!

History

St. Philip's College is one of the oldest community colleges in the nation. Its rich heritage goes back to its founding in 1898 by an Episcopal bishop. The first location of the college is designated with a historical plaque at La Villita, in the heart of downtown San Antonio. From its simple origin as a sewing school for black girls,

St. Philip's College has evolved into the third largest college in San Antonio in terms of the number of students who attend each semester; nearly 9,000 part-time and full-time students enroll every Fall and Spring.

Those students enjoy a campus which includes up-to-date laboratories for studying fine arts, sciences, food service and industrial technology. There are learning laboratories which benefit students with physical disabilities and help those who need special help in reading, writing, or mathematics.

St. Philip's library boasts more than 79,000 volumes and total holdings of over 200,000 including periodicals, films, slides, videotapes, recordings, microfilm, microfiche, pamphlets and documents. It also houses one of the largest CD-ROM networks in the nation.

Athletic facilities available to students include a gymnasium, indoor swimming pool, weight room, and tennis courts.

Students in virtually every program have access to computers for word processing and study. One computer, located in the Career Planning and Placement Office, can even help students choose a career and a program of study.

Vision

The Alamo Community College District is a public, two-year, multi-college district serving the diverse educational needs of Bexar County. As a comprehensive, community-based organization, the Alamo Community College District is, by statute, supported by tax revenues collected within the District boundaries, tuition and fees, and State appropriations.

The vision statement of the Alamo Community College District states:

We will...

- meet the educational needs of the community
- provide the highest quality education
- help students achieve their learning objectives
- demonstrate innovation in instruction and services
- provide an atmosphere conducive to learning, teaching and working
- reflect the ethnic diversity of the community in our workforce
- empower students, faculty, staff, and administrators
- assure that educational opportunities are geographically accessible
- help prepare elementary and secondary students for college
- be a resource for community and enrichment
- be full participants in regional economic development
- aggressively pursue resources needed to achieve our vision
- be advocates for change needed to achieve our vision
- be committed to fiscal responsibility, value, and accountability

“...because we change lives.”

Mission

St. Philip's College, founded in 1898, is a comprehensive, public community college whose mission is to provide a quality educational environment which stimulates leadership, personal growth and a lifelong appreciation for learning.

As a Historically Black College and as a Hispanic Serving Institution, St. Philip's College strives to be an important force in the community, responsive to the needs of a population rich in its ethnic, cultural, and socioeconomic diversity. St. Philip's College seeks to create an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

The College takes pride in its individual attention to students in a flexible and sensitive environment. As a dynamic and innovative institution, St. Philip's College values the role of creative and critical thought in preparing its students, campus and community to meet the challenges of a rapidly changing world.

The College fulfills its mission by providing:

- General education courses in arts and sciences.
- Transfer education for students desiring to attend a senior institution.
- Developmental courses that improve the basic skills of students whose academic foundations need strengthening.
- Applied science and technical programs designed to prepare students for employment or for the updating of skills.
- Special occupational training and upgrading programs for business, industry and government.
- Continuing education programs for occupational or cultural enrichment.
- Counseling and guidance designed to assist students in achieving their educational and professional goals.
- Educational support services that include library services, tutoring, open-use computer labs, and a writing center
- Services and appropriate accommodations for special needs individuals
- Quality social, cultural and intellectual enrichment experiences for the community
- Opportunities for participation in community research and economic development.

General Information

Academic Freedom

St. Philip's College guarantees your academic freedom with a special policy that provides protection for certain college related rights and responsibilities. You have the right to see all your examinations, required assignments and to receive progress reports at reasonable times. Your instructor is expected to clearly explain the grading procedures used.

The grading system at St. Philip's provides for reports to be issued at the end of each regular semester and summer term. Grade point averages are determined by dividing points earned by the total number of semester hours for grades received. The system for determining quality points is:

A - 4 points per semester hour

B - 3 points

C - 2 points

D - 1 point

F - 0 points

W- Withdrew without penalty

IP- In progress

NC - Non-credit

An "I" (incomplete) becomes an "F" if the work is not completed within 120 days.

Accident Insurance

All students pay for and are covered by a student accident insurance policy. This policy covers accidents on and off campus. Information and claim forms are available in the College Health Center.

Advanced Placement

Students may qualify for credit by advanced placement as described in the current college catalog. Additional information may be obtained from the chairperson of the department in which advanced placement is desired.

Attendance

Regular and punctual attendance to classes and laboratories is required. Students excessively absent from a class equivalent to two weeks of classroom instruction may be automatically dropped from the course and assigned a grade of "W". (See current bulletin for attendance policy.) A student dropped from a class for excessive absences may be reinstated only at the discretion of the instructor. The petition for reinstatement must be made within two class meetings after the drop date.

Courses Attempted Three (3) or More Times ("THREE-PEAT")

Additional Tuition for Courses Attempted Three (3) or More Times The Alamo Community Colleges, with the approval of the Texas State Legislature, effective Fall, 2005, now charge each student the Non-Texas Resident hourly tuition rate for any course in which the student is enrolling for the third time or more at any College of the Alamo Community Colleges.

Drops and Withdrawals

After you have registered for a course (paid tuition and fees), you are considered enrolled in the course until it is officially dropped, or you fail to attend class as stated in the college bulletin. To drop a course or withdraw from the college, you must obtain the appropriate form from the Office of Admissions and Records. Students who are withdrawing from all courses at St. Philip's must see a counselor for an exit interview. If you are unable to come in person, then write to the Office of Admissions & Records and request that the drop or withdrawal be made for you. The date you submit the drop or withdrawal form to the Office of Admissions and Records or the date your letter is postmarked is the official date of the drop or withdrawal. Telephoned drops or withdrawals will not be accepted after

the close of registration. (SEE SEMESTER CALENDAR FOR SPECIFIC DROP DATES.)

Financial Aid

Students needing financial assistance should contact the Office of Financial Aid prior to the early/normal registration period for specific details regarding grants, scholarships, loans, work-study, and the semester hours required to qualify for various types of aid.

Graduation

Students who plan to graduate from the college must file an "Application for Graduation" in the Office of Admissions and Records. Consult the current catalog for filing deadlines.

Honors

The Honor Roll includes those students who are enrolled for twelve (12) or more semester hours of work and earn a GPA of 3.25-3.49 on their semester grades. The President's Honor Roll includes students who are enrolled for twelve (12) or more semester hours of work and earn a GPA of 3.50-3.99. The President's Honors List is composed of those students who are enrolled for twelve (12) or more semester hours of work and earn a GPA of 4.00. Lastly, the Part-time Honor Roll includes those students who are enrolled for six (6) to eleven (11) hours of work and earn a GPA of 3.25-4.00. The appropriate notations appear on the grade report and permanent academic record of each student who earns one or more of the above honors.

Honor Graduates

A candidate who maintains an overall 3.75 GPA or above in all college-level courses taken at St. Philip's College, as well as in all courses successfully completed at other institutions which apply to his or her degree or certificate, is considered an honor graduate.

Identification Cards

St. Philip's College identification card is your ticket to many activities. You may use your ID card to check out books and materials in the college library, to use recreational facilities in the E.L. Turbon Student Center, to gain access to our gymnasium complex, and you may also get a bus card for discount fares. Your ID card is also important for registration: you must present it to obtain a registration form. New and former students must present official documentation of their Social Security Number such as Social Security Card, Military Identification Card, payroll information, etc., to obtain a St. Philip's Identification Card. There will be a limit of one "free" original photo identification card per student. If his/her identification card is lost, stolen, or damaged a subsequent photo identification card will be provided only after a replacement fee of \$5.00 is paid.

Parking Permits

Students who drive cars to class should register their vehicles and display current permit decals. This does not guarantee you a parking space, but it helps keep unauthorized vehicles out of the student parking lots so that you have a better chance of finding a space when you need one. More information on parking is available in the Campus Police Office.

Personal Appearance

Each student should regard his or her personal appearance as highly important. Neat, clean and appropriate dress is expected; however, students will find different types of apparel suitable for the different disciplines of study. "Extreme" styles are discouraged.

Scholastic Probation and Scholastic Withdrawal

A student whose cumulative grade point average falls below 2.0 in any given semester is placed on probation. If after the next semester the average is still below 2.0, that student will be placed on (scholastic withdrawal) from

the college. Students on Enforced Scholastic Withdrawal, Dismissal, or Suspension from St. Philip's College or any institution should see the current catalog for enrollment eligibility.

Students who are on either their first or second Enforced Scholastic Withdrawal must petition to their respective Dean. Students who are on their third or subsequent Enforced Scholastic Withdrawal must petition to the Admission Petition Committee. Petitions may be obtained from the Office of Admissions & Records. Check with this office for deadlines. The student may later enroll on a probationary basis and after 12 additional hours are completed, his or her status will be reevaluated.

Student Services Fees

Student Activity Fee of \$1.00 per credit hour. Additionally, any student currently enrolled (as of the official census date) and who subsequently enrolls in a Flexible Entry class organized in the same semester will be assessed tuition and fees as though another class is being added to the student's current load.

Transfer Credit

St. Philip's College will accept in transfer all successfully completed lower division courses (freshman and sophomore levels from an accredited college or university) from regionally accredited colleges or universities. Successfully completed transfer courses not applicable toward an associate's degree or certificate at St. Philip's may be counted as elective hours. Students should consult the current catalog for specific major requirements.

Campus Services

Administrative Offices

Office of the President.....	SLC 114.....	531-3591
Vice President for Academic Affairs.....	SLC 106.....	531-3276
Vice President for Student Affairs.....	SLC 106.....	531-3252
Dean of Applied Science & Technology.....	SLC 131.....	531-3445
Dean of Arts & Sciences.....	SLC 131.....	531-3597
Dean of Enrollment Management.....	SLC 100.....	531-3290
Dean of Extended Services, Continuing Education & Evening/Weekend Operations.....	CEB 100B.....	531-4775
Dean of Administration, Southwest Campus.....	SWC Bldg. 3020-C100.....	921-4615

Campus Location Guide

ASB..... Applied Science and Technology	NTB..... Norris Technical Center Building
BOWD..... Bowden Building	SCI..... Science Building
CC..... Campus Center	SL..... Sutton Learning Resources Center
CDC..... Child Development Center	CE..... Continuing Education Building
TSB..... E.L. Turbon Student Center	HFC..... Health and Fitness Center
WFAC..... Watson Fine Arts Center	LLDC..... Learning and Leadership Development Center

Admissions Office.....SLC 107.....531-4831

The Admissions and Enrollment Services office serves as an initial point of contact for prospective students by providing comprehensive admissions processing to include financial and academic advising services for entering students, coordinating campus tours for educational, business, and community groups, and serving as an outreach source for corporate and community recruitment.

Advising and Assessment.....SLC 20.....531-3262

Placement testing is designed to measure the academic strengths of new students so that proper selection of college or developmental courses may be made improving a student's chances for academic success. All new students need either placement test scores or college credit to determine their skills in reading, mathematics, and English.

Automatic Teller Machine (ATM)

An automatic teller machine, operated by the San Antonio Credit Union, is located on the southwest corner of the Campus Center.

Bookstore.....CC 106.....531-3223

As a convenience to students, St. Philip's has contracted with a national college bookstore firm to have a retail outlet on campus stocked with all the books and materials required for classes, along with some nice extras like cards, gifts and school paraphernalia.

Business Office.....SLC 127.....531-3246

This office is where students make payments for tuition, purchase parking permits, pay testing fees, and pay fines.

Campus Ministry.....533-9819

Students who desire spiritual fellowship need not go far. The Cooperative Student Ministry offers programs, fellowship and worship services.

Career Planning.....SLC 102.....531-3397
 This office provides students with job-market and career information along with training in job-search skills, résumé preparation and proper interviewing techniques. Listings of available part-time and full-time jobs are also provided.

Child Development Center.....2207 Wyoming.....271-7033
 The Child Development Center provides a training laboratory for child development students and early care and education for children 12 months to 5 years of age and is open according to the Alamo Community College District (ACCD) calendar. Full-time students, staff and faculty of the ACCD have access to services provided. The Center is licensed by the Texas Department of Protective and Regulatory Services and is a four-star designated vendor for the Child Care Delivery Services (CCDS) system.

Computer Labs.....NTB 116, 201, 203, 208, 210.....531-3527
 Over 1500 computers are available for student use for more than 65 hours per week. Additionally, free word processing and other software seminars are offered on a regular basis.

Continuing Education.....CEB 100.....531-4770
 Students and members of the community may take advantage of short, inexpensive courses in auto repair, restaurant management, the health fields, childcare, and more. These non-credit courses are offered at various times throughout the year at convenient locations.

Counseling.....SLC 103.....531-3500
 In the office of Counseling and Guidance students will find the help they need to make informed decisions about educational and career plans. Counselors will provide students with information about admissions, course availability, and class scheduling.

Developmental Education
 Students who are weak in math, writing or reading don't have to miss out on a college education! Special classes are designed to help students improve their skills and begin a college career.

Math 531-3401 Writing531-3373 Reading..... 531-2324

Equity Center.....NTB 106-D.....531-3518
 The St. Philip's College Equity Center provides limited funding for childcare, textbooks, and bus tickets. Other services include referrals to community resources, counseling, support groups, workshops, and an emergency food bank.

Evening Services.....SLC 136.....531-3327
 The college maintains an Evening Services office that serves students who attend classes after 5:00 p.m. Monday through Friday and/or the Weekend College on Saturday.

G.E.D. Classes.....CEB 100.....531-4770
 No high school diploma? No problem. The General Educational Development program will assist students in getting their equivalency certificate in as little as four weeks.

Interpretive Services.....CC 103.....531-3514
 Interpreter services and a TDD are available to hearing impaired students.

Intramural & Recreational Activities.....HFC.....531-3470
 The Kinesiology Department sponsors the intramural program whose purpose it is to provide a variety of recreational activities that contribute to the education, wellness, and lifelong health of our diverse student population. Intramural

competition is held in activities such as basketball, volleyball, tennis, weight training, aquatics and other sports.

Learning & Leadership Development Center LLDC 531-4858

The LLDC houses classrooms and computer labs that are designed to assist community members with attaining literacy skills. This building is shared with the city of San Antonio's literacy programs.

Learning Resource Center SLC, Third Floor 531-3359

The LRC houses the college library, audio-visual support services, study rooms, and carrels.

Nurse..... SLC 138 531-3257

It's difficult to concentrate on your studies when you hurt. Students may receive minor first aid assistance, medical referrals, and health information in the college nurse's office.

Off-campus Classes..... CEB 100 531-4775

A variety of classes are offered at area military bases, the Southwest Campus (located near East Kelly Air Force Base), and in public schools and community centers. All off-campus classes are open to the general public. Students enlisted in the military may be eligible for tuition assistance and should contact their base education office for more information:

- Northeast Campus
- Fort Sam Houston
- Lackland Air Force Base
- Central Texas Technology Center (CTTC)
- Southwest Campus
- Randolph Air Force Base
- Advanced Technology Center (ATC)

Records and Registration SLC 100 531-3290

The gateway to St. Philip's College is through this office which assists the new student in the admission process, registration, and maintenance of the transcript for college work.

Student Financial Services..... SLC 117 531-3272

A lack of funds should not be the reason for missing out on a superior education. Students are encouraged to take advantage of grants, scholarships, part-time jobs, and loans that are available. Call early for application deadlines.

Student Life TSB 115 531-3240

The Office of Student Life provides an opportunity for students to take part in campus activities by offering live performances, films and lectures, etc., most of which are free.

Students with Special Needs..... NTB 116 531-3527

Physical or learning disabilities won't prevent a student from getting an education. Trained instructors and state-of-the-art facilities assist students with vision, hearing, mobility, or learning disabilities.

Tutoring..... NTB 116 531-3527

Free tutoring is available to students who may need help with assignments. Tutoring is available in all subjects and schedules will be set to fit a student's schedule.

Veterans Affairs SLC 104 531-3515

The staff of the Veterans Affairs office keeps track of current regulations of the Veterans Administration and is familiar with the special needs of veterans.

Weekend Services..... SLC 136 531-4770

Notification of Rights Under the Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) afford students certain right with respect to their educational records. For the purpose of this policy, St. Philip's College has used the following definitions of terms:

STUDENT - any person who attends or has attended St. Philip's College.

EDUCATION RECORDS - any record (in handwriting, print, tapes, film, or other medium) maintained by St. Philip's College or an agent of the College which is directly related to a student except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student provided the record is used only in relation to the individual's employment.
3. Records maintained by the St. Philip's College Security Unit if the record is maintained solely for law enforcement purposes is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by the College.
4. Records maintained by the Health Center if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

The Rights with Respect to Educational Records are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written request that identify the record(s) they wish to inspect. The College 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 College 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 are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College 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.
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 College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a persona serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Philip's College to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The Student Right-to-Know and Campus Security Act

The Federal Student Right-To-Know and Campus Security Act of 1990 requires all educational institutions to collect and disseminate statistics regarding graduation and completion rates of its students and on crimes which occur on property owned by the College and are deemed to be a threat to the welfare of its students and employees.

St. Philip's College will publish in its fall schedules the annual completion and graduation rates and a security report on the number of on-campus criminal incidents in the following areas: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, and weapons possessions.

Students and employees are encouraged to be responsible for their own safety and the security of others. All criminal offenses should be reported immediately to Campus Police at 208-8099.

Computer Usage Policy

Students are asked to adhere to the Acceptable Use Standards set forth below in all computer and networked computer facilities located within the jurisdiction of the St. Philip's College and its various campuses and off-site locations. Failure to do so may result in 1) loss of computer use privileges; 2) the assessment of replacement costs for damage or loss; and/or 3) further disciplinary action.

Acceptable Use Guidelines

PLEASE FOLLOW THESE GUIDELINES TO PREVENT
THE LOSS OF NETWORK PRIVILEGES AT ST. PHILIP'S COLLEGE:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing any software, shareware, or freeware.
- Do not participate in chat rooms or real-time interactive discussions unless these discussions have been set up in advance by a faculty member for an academic purpose. Computer lab staff members will be completely informed about the scheduled discussion Session. A faculty member must be present during an online discussion.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as printing capacity, printer paper, or disk space.
- Do not trespass in the folders, work, or files of other students, faculty, or staff.
- Notify a lab tech immediately, if by accident, you encounter materials that violate the rules of appropriate use.
- **BE PREPARED TO BE HELD ACCOUNTABLE** for your actions and for the loss of privileges if the appropriate use guidelines are violated.

Your use of a St. Philip's College computer means that you have read, understand and will comply with these appropriate use guidelines. Failure to do so may result in your loss of computer use privileges.

Student Discrimination Grievance Procedure

Federal law prohibits discrimination based on gender, race, color, national origin, religion, disability, or age. If a student believes he/she has been discriminated against on the basis of any of these categories, he/she may file a grievance according to the following procedure. This policy also applies to any general grievance:

1. If a situation occurs in which a student believes that a staff or faculty member or a college administrator treated him or her unfairly, the student should schedule a conference with the individual in an attempt to resolve the problem.
2. A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student should not wait longer than thirty (30) days after the occasion for which the grievance arose before seeking a conference with the individual involved. The student may seek assistance to resolve the complaint from the campus ombudsman or the ADA coordinator.

St. Philip's College ADA Coordinator and Civil Rights Officer
Patricia P. Candia, Vice President for Student Success
Sutton Learning Center 106 (210) 531-3252

3. If after a conference with the individual staff or faculty member or administrator involved, the student believes that a problem still exists, the student must consult with the individual's supervisor within five (5) days subsequent to the initial conference.
4. The student must file a written grievance containing a full description of the problem and remedy requested with the supervisor. The student, the individual accused and the supervisor will retain copies of this grievance.
5. The supervisor may individually and separately hear the grievance from the student and staff or faculty member or administrator involved or may have a joint meeting to hear the grievance. After hearing both sides of the problem, the supervisor may request that the student and individual meet with the supervisor again in order to reach an acceptable resolution. The supervisor may involve a higher-level administrator at any point in the process for assisting in resolution of the complaint.
6. If an agreement is not reached in the above described conferences, the supervisor and/or higher-level administrator will affirm or deny the grievance within five (5) days subsequent to the conference.
 - a. If the decision is to affirm the individual staff or faculty member's or administrator's position, the student may appeal to the next higher administrative level (usually the college vice president).
 - b. If the decision is to affirm the student grievance and to recommend that the individual accused reverse his/her decision, the supervisor must meet with the individual and provide him/her a written explanation. To affirm a student grievance, the supervisor must have adequate cause. The individual may appeal to the next higher administrative level (usually the college vice president).
7. If either the student or individual involved is dissatisfied with the vice president's decision, he or she may appeal to the president within five (5) days of the date of the vice president's decision. A complete record of the grievance will be forwarded to the president by the vice president. The president and the vice president will meet with the student and the individual accused. After hearing both sides and reviewing the record, the president will render a decision affirming or denying the grievance. If the decision is to affirm the student grievance and recommend that the individual reverse his/her previous decisions, the president must meet with the vice president and individual and provide a written explanation his/her decision. To affirm a student grievance, the president must have adequate cause. The decision of the president is final.

* This procedure does not apply to matters more appropriately considered under the Academic Grievance Procedures or as an appeal of the Student Code of Conduct disciplinary procedures.

Student Academic Grievance Procedure (Reprinted from ACCD Administrative Policy Manual)

From time to time, conflicts and disagreements may arise between students and their instructors; the intent of these procedures is to provide equitable and expeditious resolutions. Keeping in mind that instructors are responsible for classroom management, teaching strategies, testing, and the evaluation of student performance, students are encouraged to use these procedures only where there is clear and convincing evidence that an instructor has treated the student unfairly, or arbitrarily, or capriciously. The student may ask his or her instructor to review the grievance and may appeal the instructor's finding to the department chairperson. If necessary, a final appeal may be made to the dean.

Definition of terms

In these procedures, unless the context clearly requires a different meaning, the following words and phrases shall have the meaning given below:

1. "Student" means a person enrolled part-time or full-time at a college of the Alamo Community College District.
2. "Instructor" means the person primarily responsible for teaching the class, and may include full- or part time faculty, as well as members of the classified, professional and administrative staffs of the District.
3. "Chairperson" means the direct instructional supervisor of the instructor in whose department or area the student grievance arose.
4. "Dean" means the direct instructional supervisor of the chairperson in whose department or area the student grievance arose.
5. "Days" means weekdays during which the college is in session.
6. "Adequate Cause" means clear and convincing evidence that the instructor acted unfairly, or arbitrarily, or capriciously in classroom management, teaching methods, testing, or the evaluation of student performance.

Procedures

1. If a situation occurs in which a student believes that an instructor has treated him or her unfairly, the student should schedule a conference with the instructor in an attempt to resolve the problem.
2. A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student must seek a conference with the instructor within ten (10) days of the incident.
3. If after a conference with the instructor the student believes that the matter is unresolved, he or she may consult with the department chairperson. Such consultation shall take place within five (5) days of the student's conference with the instructor.
4. A Student Academic Grievance Form must be filed with the department chairperson. The student and the instructor will retain copies of the form.
5. The chairperson will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the chairperson may request that the student and the instructor meet with the chairperson in order to reach an acceptable solution.
6. If an agreement is not reached in the hearing or conference, the chairperson will affirm or deny the grievance within five (5) days. If the decision is to affirm the instructor's position, the student may appeal to the dean. If the decision is to affirm the student grievance and to recommend that the instructor reverse his or her decision, the chairperson must meet with the instructor and provide a written explanation. To affirm a student grievance, the chairperson must have adequate cause.
7. If either the student or the instructor is not satisfied with the chairperson's decision, he or she may appeal to the dean within five (5) days of the date of the chairperson's decision. A complete record of the grievance will be forwarded to the dean by the chairperson. The dean and the chairperson will meet with the student and the instructor. After hearing both sides and reviewing the record, the dean will render a decision, in writing, affirming or denying the grievance within five (5) days. The decision of the dean is final.

Student Code of Conduct

I. Provisions

- A. Students of St. Philip's College are protected by all laws which provide rights of citizenship to every individual. Students must, however, assume the responsibilities of citizenship. They are expected to obey both the penal and civil statutes of the State of Texas and Federal government and the policies of the Board of Trustees, College policies and regulations and administrative rules
- B. This Code contains regulations for dealing with alleged student violations of College standards of conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

II. Applications

- A. This Code applies to individual students and states the role of students, faculty and administrative staff members of the College in disciplinary procedures.
- B. The College has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated a Board rule, College policy or regulation, or administrative rule and violated said Board rule, College policy or regulation or administrative rule on the College campus and/or in attendance at official District functions.

III. Definitions and Violations

In this Code, unless the context requires a different meaning, the following applies:

- A. ADMINISTRATION: any administrative position, from the level of Dean/Director through College President.
- B. BOARD: the Board of Trustees of the Alamo Community College District.
- C. CAMPUS: the "campus" of the College is defined as all real property over which the College has possession and control.
- D. CHIEF OF CAMPUS POLICE: the Chief of Campus Police, or designated representative on campus.
- E. CLASS DAY: a day or evening on which classes are scheduled or final examinations are given.
- F. COMMITTEE: the Student Disciplinary Hearing Committee for St. Philip's College.
- G. DISTRICT: the Alamo Community College District.
- H. FORMAL COMPLAINT: a written summary of the essential facts constituting a violation of Board Rules, College policies and regulations or administrative rules.
- I. PRESIDENT: the President of St. Philip's College or designated representative.
- J. STUDENT: a person who is currently enrolled or who has been accepted for admission or readmission to the College
- K. VICE PRESIDENT: the Vice President for Student Affairs, or designated representative(s).
 - 1. Student Conduct - Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to any and all activities prohibited by law, the following is a non-exclusive list of expressly prohibited behavior:
 - a. Gambling - gambling as described by the Texas Penal Code is forbidden.
 - b. Alcohol and Narcotics
 - 2. The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the College. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcohol beverages.

3. No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of any of the following substances on campus or off campus premises at:
 - a. District-sponsored activity, function or event at all times:
 - b. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
 - c. Alcohol or any alcoholic beverage (legal intoxication not required.)
 - d. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
 - e. The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.
 - f. 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.
 - g. Lockers and cars parked on College campus or on premises leased or used for District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain alcohol and/or narcotics.
 1. Disorderly Conduct – Includes, but is not limited to, any of the following activities occurring at any time or property, owned or controlled by the College or at College-sponsored functions:
 - a. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
 - b. 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.
 - c. Violent and forceful behavior, such that there is a clear and present danger that free movement of other persons will be impaired.
 - d. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
 - e. 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.
 - f. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right 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.
 - g. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building or an off-campus premises at any District-sponsored activity, function or event, to such an extent that students, employees, officers, or other persons, including visitors, having business with the District are denied entrance, exit or free passage in such building.
 2. Disruptive Activities and Disruption of Lawful Assembly - No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any College in the District or off campus at any District-sponsored activity, function or event. Disruptive activity means:
 - a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the College.
 - b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
 - c. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
 - d. Obstructing the passage of any person at an exit or entrance to SPC or property, or preventing or attempting to prevent by force or violence or by threats the entrance or exit of any person to or from said property of SPC without authorization of the administration of the College. A lawful assembly is disrupted when any person in

attendance is rendered incapable of participating due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

3. Demonstrations - Student demonstrations and similar activities may be prohibited when there is evidence that the activity may reasonably lead College authorities to forecast substantial disruption of, or material interference with, normal College operations or approved College activities. Students who once informed of the prohibition of a demonstrative activity, continue to participate in such activity, are subject to disciplinary action. All student demonstrations and similar activities shall be pre-cleared through the Vice President of Student Affairs, and shall adhere to the guidelines for student expression and demonstration available in her office.
4. Falsification of Records or Information - Intentionally falsifying any official College record or giving false information in response to requests by the College or College officials.
5. Financial Transactions with the College
 - a. Refusing to pay or failure to pay a debt, such as loans, fines, or other charges, owed to the College.
 - b. Giving the College an “insufficient funds” check or draft or stopping payment on a check or draft.
 - c. Failure to pay the College the amount due on a check, draft or order on or before the fifth class day after the day the Business Office sends written notice that the drawer has rightfully refused payment on the check, draft or order constitutes prima facie evidence that the student intended to defraud the College.
 - d. Acting as representative of the College in an attempt to legally bind the College without authorization.
 - e. Making or attempting to make personal use of College or District property.
 - f. As a student employee, knowingly accepting overpayment or refusing to return an overpayment, once notified of same, within the subsequent pay period.
 - g. Students who default on student direct loans shall be subject to those additional requirements and may avail themselves of those defenses relevant to Federal and State law and regulations governing such loans.
6. Weapons - Entering District premises or any off-campus premises at a District-sponsored activity, function or event, with a prohibited weapon, unless pursuant to written regulations or written authorization of the College.
 - a. This prohibition shall not normally apply to instructional supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner.
 - b. Weapons shall include, but not be limited to, the following:
 - Explosive weapons
 - Firearms
 - Firearm ammunition
 - Switchblades or other illegal knives
 - Martial arts weapons
 - Chemical-dispensing devices
 - Fireworks
 - Straight razors
 - Clubs; and other weapons as more specifically defined in the Penal Code of the State of Texas and the City Code of the City of San Antonio, Texas.
 - c. Lockers and cars parked on college campus or on premises leased or used for official District or College functions may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

7. Hazing - Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College. The term includes, but is not limited to:
 - a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
 - b. 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.
 - c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
 - d. 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 at the College, or that may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described in this subsection.
 - e. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.
8. Scholastic Dishonesty - College personnel with administrative authority may initiate disciplinary proceedings on against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
 - a. "Cheating on a test" includes, but is not limited to:
 1. Copying from another student's test paper.
 2. Using materials during a test which are not authorized by the person giving the test.
 3. Collaborating with another student during a test without authority.
 4. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test, without consent of the instructor.
 5. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 6. Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor.
 7. Reporting fraudulent research results.
 - b. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own work offered for credit.
 - c. "Collusion" means the unauthorized collaboration with another person in preparing any scholastic work offered for credit or non-credit.
9. Assault – includes
 - a. Intentionally, knowingly, or recklessly causing bodily injury to another
 - b. Intentionally or knowingly threatening another with imminent bodily injury
 - c. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative.
10. Intentionally, knowingly or recklessly endangering the health or safety of members of the District community or visitors to the campus.

11. Intentionally, knowingly or recklessly damaging, defacing or destroying College property.
12. Forging, altering or misusing College documents, records or ID cards.
13. Violating College policies or regulations concerning traffic, parking and the use of College facilities.
14. Failing to comply with lawful directions of College officials acting in performance of their duties.
15. Failing to comply with the College attendance policy or classroom academic requirements of the faculty.
16. Failing to comply with the rules and regulations of the Board, College and administration.
17. Committing an act which violates State or Federal law while on campus.
18. Any student violating the foregoing shall be subject to discipline, including suspension.

IV. INVESTIGATION

- A. When the Vice President of Student Affairs receives information that a student has allegedly violated a law, Board policy or College regulation, the Vice President or a designated representative shall investigate the violation. After completing the preliminary investigation, the Vice President may:
 1. Dismiss the allegation as unfounded.
 2. Summon the student for a conference for further evaluation of the severity of the allegation, and, if the facts of the alleged violation or the administrative decision are not disputed by the student, proceed administratively.
 3. Summon the student for a conference for further evaluation of the severity of the allegation, and, if the alleged allegations and/or the administrative decision are disputed by the student, prepare a formal complaint based on the allegation for use in disciplinary hearings, along with a list of witnesses and documentary evidence supporting the allegations.
- B. The President of the College may take immediate interim disciplinary actions, including suspending the right of a student to be present on the campus, if it is determined that an emergency exists which requires immediate action to preserve the educational environment.

V. SUMMONING STUDENT

- A. In connection with an alleged violation, a student may be summoned to appear by certified letter, addressed to the student at his/her address as it appears in the records in the Office of Admissions and Records or by other such means as are available and appropriate.
- B. The summons shall direct the student to appear at a specified time and place not less than five class days after the date reflected on the letter. The letter shall also contain a brief description of the alleged violation.
- C. The Vice President may place on disciplinary probation a student who fails, without good cause, to comply with a certified letter of summons, or the Vice President may proceed against the student under paragraphs VI and VII below.

VI. ADMINISTRATIVE DISPOSITION OF A VIOLATION

- A. When the facts are undisputed by the student, the Vice President of Student Affairs may administratively dispose of the violation if:
 1. It is in the best interest of the College and the student concerned
 2. The student concerned consents in writing to administrative disposition and signs a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed, and the waiver of the right to appeal.
- B. At a conference with a student in connection with an alleged violation, the Vice President shall advise the student of his/her rights and explain disciplinary procedures to be followed in the disposition of the matter.
- C. In administratively disposing of a violation, the Vice President of Student Affairs may impose any disciplinary action authorized under this Code.
- D. A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due

process and a hearing under Paragraph VII below.

- E. The Vice President shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student and to the parents or guardian of an unmarried student who is under 18 years of age (with the exception of emancipated minors) and to appropriate personnel.

VII. DISCIPLINARY HEARING COMMITTEE

- A. When a student refuses administrative disposition of a violation, he/she is entitled to due process and a hearing before a Disciplinary Hearing Committee. This request is made to the Vice President of Student Affairs, it must be made in writing on or before the fifth class day following the administrative disposition.
- B. The Disciplinary Hearing Committee shall be selected by the College President or designee and shall consist of five (5) members, as follows:
 - 1. Two students chosen from the student representative commission or campus organization office.
 - 2. A faculty member.
 - 3. A staff member.
 - 4. An administrative officer.
- C. The College President shall appoint one of the Disciplinary Hearing Committee members to chair the Disciplinary Hearing Committee.
- D. The Vice President of Student Services shall represent the College before the Disciplinary Hearing Committee and present evidence to support any allegations of violations of Board rules, College regulations, and/or administrative rules. The Vice President may be assigned by legal counsel when, in the opinion of the Vice President, the best interests of the student or the College would be served by such assistance.

VIII. NOTICE

- A. The Vice President shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than ten (10) class days after the date of the letter. The ten-day notice requirement may be altered by mutual agreement of the Vice President of Student Services and the student. An opportunity for a hearing shall precede suspension or expulsion of a student unless a student's presence on the campus poses a danger to persons, property or the academic process. If interim suspension is necessary before a hearing can be provided, the President, the Vice President of Student Services or their designee must make a reasonable attempt to meet with the student, discuss the charges and evidence, and allow the student an opportunity to respond so as to have the opportunity to correct any mistakes in the factual record. A hearing before the Disciplinary Hearing Committee, in compliance with the requisites of this Code, shall then be held as soon as practicable thereafter, which in no event shall take place later than five (5) class days after the date of the suspension or expulsion.
- B. The notice under A above shall:
 - 1. Be in sufficient detail to apprise the student of what he/she is charged with and the potential punishment for that charge and to enable the student to prepare a defense.
 - 2. Direct the student to appear on the date and at the time and place specified.
 - 3. Advise the student of his/her rights as outlined below:
 - a. The right for a private hearing.
 - b. The right to appear in person and with a representative or legal counsel at the hearing.
 - c. The right to know the identity of each witness who will testify for the District.
 - d. The right to call witnesses and ask for copies of evidence in the District's possession in advance of the hearing and to offer evidence and argue in his/her own behalf at the hearing.
 - e. The right to have the hearing recorded verbatim and have a stenographic digest made of the recording and/or make a transcript of the hearing, at the student's expense.
 - f. The right to cross-examine each witness who testifies against the student.
 - g. The right to appeal.
 - h. The right to have his/her parents or legal guardian present at the hearing, if he/she is a minor.

4. 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.
 5. Contain a copy of the complaint.
 6. Notify the student that the Vice President may be represented by counsel and that the Vice President or counsel may cross-examine a student witness testifying on the student defendant's behalf or the student defendant, if the student testifies in his/her own behalf.
- C. Failure to Comply with Notice - the Vice President may, on behalf of the District and at his/her discretion, elect to proceed with the hearing in the student's absence.

IX. PROCEDURE

- A. The College may be represented by staff members of the Vice President's office, legal counselor or other persons designated by the Vice President of the College. The Chairperson shall provide reasonable opportunities for witnesses to be heard.
- B. The Disciplinary Hearing Committee shall proceed generally as follows during the hearing:
 1. The Vice President reads the complaint.
 2. The Vice President presents the College's case.
 3. The student presents his/her defense.
 4. The Vice President and the student present rebuttal evidence and argument.
 5. The Disciplinary Hearing Committee shall make its decision strictly upon the evidence presented at the hearing.
 6. All evidence shall be offered to the Disciplinary Hearing Committee during the hearing and made part of the hearing record.
 7. A student may not be compelled to testify against himself/herself.
 8. Disciplinary Hearing Committee members may, if necessary, question witnesses, but are encouraged to allow the participants to conduct the examinations.
 9. The Disciplinary Hearing Committee will vote the issue of whether or not there has been a violation of Board rule, College regulations, or administrative rule; if the Disciplinary Hearing Committee finds the student has violated a Board rule, College regulation or administrative rule, the Disciplinary Hearing Committee will recommend an appropriate penalty, as stated herein.
 10. The Disciplinary Hearing Committee shall state in writing each finding of a violation of a Board rule, College regulation, or administrative rule, and the penalty recommended. Each Disciplinary Hearing Committee member concurring in the finding and recommendation shall sign the statement. The Disciplinary Hearing Committee shall include in the statement its reasons for the finding and recommendation.
 11. The Vice President, acting on behalf of the Disciplinary Hearing Committee, informs the student of the decision and penalty, if any.

X. EVIDENCE

- A. Legal rules of documentary evidence do not apply to hearings before the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will admit evidence that possesses probative value with respect to the alleged violation. The Disciplinary Hearing Committee shall exclude irrelevant, immaterial and unduly repetitious evidence.
- B. The Disciplinary Hearing Committee shall recognize as privileged communications between a student and a member of the professional counseling staff, where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential.
- C. The administration has the burden of proving its case by a preponderance of the evidence. Preponderance of the evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.

- D. A student may not be compelled to testify in his/her own behalf. If the student chooses not to testify, no inference may be drawn from the failure to testify. If the student does testify, he/she may be fully cross-examined.

XI. HEARING RECORD

- A. The hearing record shall include:
 - 1. A copy of the notice required herein.
 - 2. All documentary and other evidence offered or admitted in evidence.
 - 3. Written motions, pleas, and any other materials considered by the Disciplinary Hearing Committee.
 - 4. The Disciplinary Hearing Committee's findings and conclusions.
 - 5. The Disciplinary Hearing Committee's decision.
 - 6. A transcript or electronic record of the hearing (at the student's expense), if any.
- B. The disciplinary records and proceedings shall be kept separate from the student's academic record.

XII. PETITION FOR ADMINISTRATIVE REVIEW

- A. A student is entitled to appeal to the President of the College.
- B. The President of the College shall automatically review every expulsion.
- C. In order to reverse the decision of the Disciplinary Hearing Committee, the President must find the following
 - 1. Procedural error.
 - 2. Arbitrary or capricious treatment to the student.
 - 3. Substantial evidence supporting reversal.
- D. The petition on appeal shall contain the record required by Paragraph XI above. A student shall file the petition for appeal in the office of the President of the College within ten (10) calendar days of the date the Disciplinary Hearing Committee announces the decision. The petition shall specifically point to the procedural error, arbitrary or capricious treatment alleged, or the substantial evidence supporting a reversal of the Disciplinary Hearing Committee below.
- E. In the appeal or review process, the President may take any action that the Vice President is authorized to take under Paragraph XIII below. The President may receive written briefs and hear oral arguments during the review or request additional evidence. The decision of the President shall be issued within thirty (30) days from the date of the Disciplinary Hearing Committee's decision, whichever is later. The decision of the President is final.

XIII. AUTHORIZED DISCIPLINARY PENALTIES

- A. The President, Vice President, or the Disciplinary Hearing Committee may impose one or more of the following penalties for violation of a law, Board policy, or College regulation or rule. The following are not listed in priority or sequential order:
 - 1. **ADMONITION:** a written reprimand from the Vice President to the student on whom it is imposed.
 - 2. **WARNING PROBATION:** indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time, up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.
 - 3. **DISCIPLINARY PROBATION:** indicates that further violations may result in suspension. Disciplinary probation may be imposed for longer than one (1) calendar year.
 - 4. **WITHHOLDING OF TRANSCRIPT OR DEGREE:** imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
 - 5. **BAR AGAINST READMISSION:** imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.
 - 6. **RESTITUTION:** reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

7. **SUSPENSION OF PRIVILEGES:** a penalty which may impose limitations or restrictions to fit the particular case.
8. **SUSPENSION OF ELIGIBILITY FOR OFFICIAL CO-CURRICULAR ACTIVITIES:** prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official co-curricular activity. Such suspension may be for any length of time, up to one calendar year.
9. **DENIAL OF DEGREE:** may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, up to and including permanent denial.
10. **SUSPENSION FROM THE COLLEGE:** prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the College campus except in response to an official summons; and from registering either for credit or for non-credit courses or other scholastic work through the College.
11. **EXPULSION:** permanent severance from the College and/or District. Expulsion from the District may be imposed only with the concurrence of the Chancellor of the District.

Theft of Textbooks

It is against St. Philip's College policy for students to participate in the theft or selling of stolen textbooks. Any student found guilty of such activity will be suspended from this College.

Maintaining Campus Order During Declared Periods of Disruption

- I. **Maintaining Campus Order During Declared Periods of Disruption**
 - A. **Definition of Periods of Disruption** - A period of disruption is defined as any period in which it reasonably appears that there is a threat of destruction to College property, injury to human life on the campus or College facility, or a threat of willful disruption of the orderly operation of the campus or College facility where such period of disruption is declared by the District Chancellor, the College President or their designee.
 - B. **Identification of Persons on Campus**
 1. During periods of disruption, the Chancellor, the College President or other officer or College employee designated to maintain order on the campus or College facility, may require that any person on the campus or College facility present evidence of identification, or if the person is a student or employee of the College, his/her student or employee identification card, or other evidence of his/her relationship with the College.
 2. If any person refuses or fails upon request to present evidence of identification, or if the person is a student or College employee, his/her student or College employee identification card, or other evidence of his/her relationship with the College, and if it reasonably appears that the person has no legitimate reason to be on the campus or College facility, the person may be ejected from the campus or facility.
 - C. **Withdrawal of Consent to Remain on Campus**
 1. During periods of disruption, the Chancellor, the College President or an officer or employee of the College designated by either to maintain order on the campus or facility, may notify a person that consent to remain on the campus or facility has been withdrawn whenever there is reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or facility and that his/her presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the campus or facility.
 2. In no case shall consent be withdrawn for longer than fourteen days from the date on which consent was as initially withdrawn.

3. Notification shall be in accordance with Paragraph D below.
- D. Notice of Withdrawal of Consent
1. When the Chancellor, the College President, or an officer or employee of the College designated by either to maintain order on the campus or facility, decides to withdraw consent for any person to remain on the campus or facility, he/she shall notify that person in writing that consent to remain is withdrawn. The written notice must contain all of the following:
 - a. That consent to remain on the campus has been withdrawn and the number of days for which consent has been withdrawn, not to exceed fourteen.
 - b. The name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours.
 - c. A brief statement of the activity or activities resulting in the withdrawal of consent.
 - d. Notification that the person from whom consent has been withdrawn is entitled to a hearing on the withdrawal not later than three days from the date of receipt by the chief administrative officer of a request for a hearing.
- E. Report to Chancellor or Designee
1. Whenever, during a declared period of disruption, consent is withdrawn by any authorized officer or employee other than the Chancellor or the College President, the officer or employee shall submit a written report to the Chancellor or the College President within twenty-four hours, unless the authorized officer or employee has reinstated consent for the person to remain on the campus. The report must contain all of the following:
 - a. The description of the person from whom consent was withdrawn, including, if available, the person's name, address, and phone number
 - b. A statement of the facts giving rise to the withdrawal of consent.
- F. Confirmation of Withdrawal of Consent
1. If the Chancellor, the College President, or, in their absence, a person designated by either for this purpose, upon reviewing the written report described in Paragraph E above, finds that there was reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or facility, and that his/her presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the campus or facility, he/she may enter written confirmation upon the report of the action taken by the officer or employee.
 2. If the Chancellor, the College President, or, in their absence, a person designated by either, does not confirm the action of the officer or employee within twenty-four hours after the time that consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect, except that any arrest made during the period shall not for this reason be deemed not to have been made for probable cause.
- G. Request for Hearing
1. A person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal to the Chancellor or the College President within the fourteen- day period. The written request must state the address to which notice of hearing is to be sent. The Chancellor or the College President shall grant a hearing not later than three days from the date of receipt of the request, and shall immediately mail written notice of the time, place and date of the hearing to the person.
 2. The hearing shall be held before a duly designated discipline committee or authorized hearing Officer of the College, in accordance with Paragraph K. In no instance shall the person issuing the withdrawal notice or causing it to be issued serve on any committee where the validity of his/her order of withdrawal is in question.
- H. Reinstatement of Consent to Remain on Campus
1. The Chancellor or the College President shall reinstate consent whenever there is reason to believe that the presence of the person from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility.

- I. Entering or Remaining on Campus After Withdrawal of Consent
 - 1. Any person who has been notified by the Chancellor, the College President or by an officer or employee designated by either to maintain order on the campus or facility, that consent to remain has been withdrawn pursuant to Paragraph C, who has not had consent reinstated, and who willfully and knowingly enters or remains upon the campus or facility during the period for which consent has been withdrawn, is guilty of a misdemeanor.
 - 2. This section does not apply to any person who enters or remains on the campus or facility for the sole purpose of applying to the Chancellor, the College President or designated employee for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal.
- J. Students and Employees Barred from Campus After Suspension or Dismissal
 - 1. Every student or employee who has been suspended or dismissed from the College after a hearing, in accordance with procedures established by the College, for disrupting the orderly operation of the campus or facility, as a condition of the suspension or dismissal, may be denied access to the campus or facility, or both, for the period of suspension, and in the case of dismissal, for a period not to exceed one year.
 - 2. A person who has been notified by personal service of the suspension or dismissal and who willfully and knowingly enters upon the campus or facility to which he/she has been denied access, without the express written permission of the Chancellor, is guilty of a misdemeanor.
 - 3. Knowledge shall be presumed if personal service has been given as prescribed in Subparagraph 2 of this Paragraph.
- K. Required Hearing Procedures
 - 1. A person from whom consent to remain on the campus of the College has been withdrawn in accordance with Paragraph C is entitled, in addition to the procedures set out in Paragraph D, to the following:
 - a. To be represented by counsel;
 - b. To the right to call and examine witnesses and to cross-examine adverse witnesses;
 - c. To have all matters upon which the decision may be based introduced into evidence at the hearing in his presence;
 - d. To have the decision based solely on the evidence presented at the hearing;
 - e. To prohibit the introduction of statements made against him/her unless he/she has been advised of their content and the names of the persons who made them, and has been given the opportunity to rebut unfavorable inferences that might otherwise be drawn; and
 - f. To have all findings made at the hearing be final, subject only to his/her right to appeal to the Chancellor and the Board.
- L. Authority to Suspend, Dismiss or Expel Students or Employees Not Affected
 - 1. Nothing stated in these Guidelines shall affect the power of the duly constituted authorities of the College to suspend, dismiss, or expel any student or employee at the College as otherwise authorized.

Sexual Harassment
(Reprinted from ACCD Administrative Policy Manual)

Sexual harassment is against the law. Sexual harassment shall be prohibited against all persons seeking benefits from the district including all employees, students, applicants for enrollment or employment or others who might receive the benefits of college activities. Trustees, administrators, faculty, staff, and other agents of the District shall not engage in conduct constituting sexual harassment. The District shall promptly investigate all allegations of sexual harassment and take appropriate disciplinary action, including dismissal, against employees who engage in sexual harassment, subject to appropriate procedural and due process requirement. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment as defined in this policy. Engaging in sexual conduct with students or other employees where there is a professional responsibility to the student or employee may lead to allegations of sexual harassment and is therefore discouraged.

Definitions

Sexual harassment shall be defined to include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's education status or employment, or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting an individual's employment or academic achievement or advancement, or
3. Such advances, requests, or conduct have the purpose or effect of unreasonable interfering with an individual's performance or create an intimidating, hostile or offensive work or academic environment.

Appointment of Campus Authorities

1. Each College President, in consultation with the Faculty Senate and the Staff Council, shall appoint one or more trained campus Ombudsmen to process allegations of sexual harassment.
2. The College Presidents, with the advice and consent of the Faculty Senates and Staff Councils, shall appoint individuals to serve on investigative items to be trained by the Department of Human Resources in the procedures of sexual harassment investigation. The Chancellor may also appoint individuals to serve on investigative teams.

Procedure

1. A student or employee wishing to complain of sexual harassment should consult the Ombudsman or the Department of Human Resources for assistance and may ask an informal resolution of the matter with the supervisor of or the person accused. Any employee, agent, or trustee of the District informed of an alleged sexual harassment incident should contact the Director of the Department of Human Resources, or designee, for assistance.
2. If, within three working days, an informal resolution, satisfactory to the complainant, is not reached, the complainant shall bring a formal complaint to the College Ombudsman, District Ombudsman, or the Department of Human Resources. The period for informal resolution may be extended by agreement of the complainant and the accused.
3. The College Ombudsman, District Ombudsman, or the Department of Human Resources will be available to assist the complainant in preparing a formal written complaint which shall include the date, time, place and a specific description of the harassment complaint. Within three (3) working days from the date of the request to file a formal complaint, the Ombudsman shall inform the accused the accuser's supervisor and the appropriate College President, Chancellor, or designee.
4. Upon receipt of the complaint, the appropriate College President, the Chancellor, or their designee, shall immediately appoint two (2) members to the investigative team from the available trained team members and order an expeditious investigation of the complaint. If the complaint is against a faculty member, the investigative team shall include at least one faculty member. In the event the accused is a staff member, the investigative team shall include at least one staff member. For all other complaints, the Chancellor shall appoint two (2) investigative team members. In all instances, the Director of Human Resources shall appoint a member of Human Resources to serve as the chair of the team. All teams shall consist of at least one male and female investigator. The appropriate investigative team will investigate the complaint according to investigative guidelines as promulgated by the Chancellor.
5. The investigative team shall have the authority to interview witnesses, gather documentation and, within thirty (30) days of receiving their charge, shall complete their investigation and submit a written decision of findings to the appropriate College President or Chancellor, or designee. The investigation period may be extended to the President or Chancellor under extraordinary circumstances. The investigation shall be conducted as expeditiously as possible and, where necessary, the administration will provide team members with substitutes for pre-assigned responsibilities.

St. Philip's College Sexual Harassment Ombudsmen

Patricia P. Candia
Vice President for Student Success
Sutton Learning Center, Room 106
531-3252

Julius Gordon
Director, Office of Student Life
Turbon Student Center, Room 110
531-3240

Substance Abuse Policy and Prevention Program (Drug-free Schools and Communities Act Amendments of 1989)

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the ACCD has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or as part of any of its activities. The ACCD recognizes the importance of awareness about alcohol and other drug abuse. Therefore, for the benefit of each student and employee, the following are the standards of conduct and legal and disciplinary sanctions for unlawful possession of distribution of illicit drugs and alcohol abuse. Area resources for alcohol and other drug abuse counseling, rehabilitation and reentry are available at the locations listed below.

Legal Sanctions

Students or employees found violating any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C . Substance Abuse Regulations and crimes) will receive the full legal penalty in addition to any appropriate ACCD disciplinary action. Information about the District disciplinary process is available in the ACCD Administrative Policy Manual. The most common legal violations and their consequences are as follows:

Alcohol	Name	Penalty
Minor in Possession (Sec. 106.05)	Class C Misdemeanor	Up to \$200 fine
Contributing to the delinquency of a minor (Sec. 106.06)	Class A Misdemeanor	Up to \$200 fine
Public Intoxication (Sec. 49.02)	Class C Misdemeanor	Up to \$500 fine
Other Drugs	Name	
Drug Possession	Varies according to penalty group of the drug and amount in possession	\$50,000 fine 5-9 years in jail

Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

Disciplinary Sanctions

All students and employees are expected and required to obey the law, to comply with the institutional rules and with directives issued by an administrative official. Students are expected also to observe standards of conduct appropriate for an academic institution. Any student who engages in conduct prohibited by the ACCD rules or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil

or criminal penalties are also imposed for such conduct.

After due process, any student or employee guilty of illegal use, possession and/or sale of a drug or narcotic on the campus of a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the institution for a specified period and/or suspension of rights and privileges. A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution including field trips, internships, rotations or clinical assignments. A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.

Health Risks

Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the harmful effects of any drug/alcohol is imperative for an individual's well-being or survival.

Negative consequences may be exhibited through:

- Physical dependence, the body's learned requirement of a drug for functioning.
- Abuse of alcohol or any other drug, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts.
- Psychological dependence, the experiencing of persistent craving for the drug and/or a feeling that alcohol or other drugs is a requirement for functioning.
- Despite the type of drug or alcohol used, a perceived need for the continued use is likely to follow, resulting in dependence.

Dependence on alcohol and/or other drugs alter the user's psychological functioning. The acquisition of these substances becomes the primary focus of the drug dependent individual and often results in reduced job performance and jeopardizes family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available to employees, students and their families. Additional information both on the effects of specific drugs and alcohol and drug counseling resources in San Antonio and surrounding areas are available at the listed locations.

A biennial review of this program will be conducted by ACCD, and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed and to ensure that its disciplinary sanctions are consistently enforced.

CONFIDENTIAL ASSISTANCE CAN BE FOUND AT THE FOLLOWING LOCATION:

Sutton Learning Center, Room 103 • 531-3242

AIDS-HIV Policy & Prevention Program

St. Philip's College recognizes that at this time there is neither a cure nor a vaccine for Acquired Immune Deficiency Syndrome (AIDS). Education is the only way to prevent the spread of AIDS/Human Immunodeficiency Virus (HIV). Our policy and program are based upon an informed, educated and humane approach to a community health problem. Information, referral, and confidential counseling make up the foundation of this campus' prevention program. The Campus Health Center and the Counseling Center are the focal points for AIDS-HIV information and referral.

Purpose

To provide guidance to students, faculty, staff, and administrators about this colleges' policy on AIDS-HIV and to comply with Senate Bill 959 and Section 51.917, Education Code.

1. The College's Human Services Advisory Committee will ensure the adequacy of the AIDS-HIV Education Program and will advise the President on the Program's implementation.
2. The AIDS-HIV Policy will be included in the student handbook. Employee AIDS-HIV Policy is provided by the Alamo Community College District.
3. Copies of the Texas Department of Health pamphlet on AIDS-HIV are available in the College Health Center and the Counseling Center. These locations will be announced during orientation and in the Student Policy Manual.
4. The College Health Center and the Counseling Center will provide information on:
 - a. Prevention of AIDS-HIV transmission.
 - b. Use of condoms.
 - c. Counseling and referrals to area AIDS-HIV resources.
 - d. Laws regarding transmission.
5. Curricular of Allied Health, Nursing, Counseling and Social Work academic programs must include information on:
 - a. Methods of AIDS-HIV transmission.
 - b. Methods of prevention.
 - c. Laws regarding AIDS-HIV.
 - d. AIDS-HIV associated physical emotional and psychological stress.
6. Guidelines for AIDS-HIV in the work place developed by the Texas Department of Health will be provided by the Alamo Community College District.

SENATE BILL 959, Human Immunodeficiency Virus Services Act

1. Test results shall not be released without immediate opportunity for personal counseling by a counselor registered with the Texas Department of Health.
2. Annually provide each employee an education pamphlet about AIDS-HIV. Newly hired employees will be provided this pamphlet on the first day of employment.
3. Upon employee request, the college will pay the cost of testing and counseling if the employee may have been exposed to HIV while in performance of duties of employment; however, this testing may not be required by the college.
4. Medication program based on need.

SECTION 51.917, Education Code

1. College policy on AIDS-HIV will be made available to students, faculty and staff through:
 - a. Student Handbook
 - b. Personnel Handbook
 - c. Any other practical method
2. Educational Pamphlet will be available on request.
3. College Health Center will provide information regarding:
 - a. Prevention/transmission of AIDS-HIV
 - b. Use of condoms
 - c. Referral to local AIDS-HIV resources for confidential counseling/testing
 - d. Laws regarding transmission
4. Curricular of Allied Health, Nursing, Counseling and Social Work Programs must include information explaining methods of HIV transmission, prevention, laws regarding AIDS-HIV and its associated physical emotional and psychological stress.

Immunization Requirements

State policy requires all students enrolled in health related courses who will have contact with patients to show evidence of the Tetanus/Diphtheria, Measles, Mumps, and Rubella immunizations before they are allowed to participate in a clinical environment. The requirements are as follows:

<u>Immunization Needed</u>	<u>Schedule for Immunization</u>
Tetanus/Diphtheria (Td)	Must have had one dose within past ten years.
Measles	Those born since Jan. 1,1957, must have two doses since 12 months of age, and doses must be at least 30 days apart.
Mumps	Those born since Jan. 1,1957, must have at least one dose since 12 months of age.
Rubella	At least one dose since 12 months of age is required.

Affected students should present their immunization records to the College Nurse in SLC Room 138.

Classroom Policies

No Smoking Policy

The Board of Trustees adopted the following No Smoking Policy: Smoking is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, and all other rooms in buildings of the Alamo Community College District.

Children in the Classroom

College policy prohibits students from bringing their children to classes and laboratories. This policy is to protect the rights of the other students in the class from noise and distraction.

Food and Beverages

Food and drinks are not allowed in the College auditorium, library, classrooms, laboratories, and other meeting rooms.

Cell Phone Usage Guidelines

To help ensure the most conscientious use of personal communication technologies, such as cell phones and pagers, on campus please ensure your personal cell phone and/or pager are set to the vibrate or silent mode so as to eliminate distractions of ringing phones or chiming pagers, in class or when in quiet areas such as the library, computer labs, or tutoring labs. Please show respect for others when using cell phones.

Free Speech Guidelines

St. Philip's College recognizes and embraces the right of individuals to express their views in a form that conforms to the U.S. Constitution, State and Federal law. The First Amendment - Freedom of Speech - is the right to say publicly or privately what one believes. It should be noted that some expressive conduct constitutionally protected at other places and other times, can be prohibited if it is incompatible with normal activities. The designated campus area for "Free Speech" is the area commonly known as the "Flag Plaza" located between the Applied Science Building and the Fine Arts Building. Use of this area is available to students or non-students during scheduled class days. It is NOT available during non-class days when the campus is considered closed, unless it is reserved via a rental agreement. Request Procedure: Individuals requesting the Free Speech area must register with the Vice President of Student Affairs Office, 531-3252. A request for Facilities must be completed one week prior to requested date.

Time Limit

Speeches are limited to no more than 2 hours per session per week and will not exceed more than 6 hours in any 30 day period.

Equipment and Materials

The college will not provide any equipment, tables, chairs, or otherwise. Electrified voice magnification will not be permitted.

Distribution of Information

Leaflets and/or printed matter can be distributed at the "Free Speech" area only. The speaker will be responsible for picking up any and all litter created by this distribution in the area. Failure to pick up litter created by the gathering will result in denial of the area for further use. Literature, books, t-shirts, etc. cannot be sold in this area.

Order

Any activity that necessitates the expense and use of "crowd control" by the campus police will be charged to the person who reserved the area.

Financial Aid Guidelines

Program and Courses

To be eligible for federal financial aid, a student must be enrolled for only those courses which are required in a program which leads to an associate degree or certificate of completion. Developmental courses are considered required courses if the student has been properly tested and placed at the appropriate level of instruction.

Minimum Academic Standards

All students receiving any form of federal financial aid must maintain the following minimum academic standards in order to remain eligible for assistance:

I. SEMESTER COURSE LOAD STANDARD

<u>Enrolled Status</u>	<u>Must Complete</u>
12 hours or more	9 hours
6 to 11 hours	6 hours

II. SEMESTER GRADE-POINT STANDARD

A student must earn a 2.00 grade point average (GPA) for each semester of work attempted at any institution within the Alamo Community College District, or any other college or university.

Satisfactory Academic Progress Policy

Students who fall below either the Semester Course Load Standard or the Semester Grade-Point Standard after their first semester will be placed on “Financial Aid Probation” for one semester. Students are eligible to continue receiving aid during this period providing it is not their second consecutive probationary status. Students who fall below the minimum academic standards for two consecutive semesters will be placed on “Financial Aid Suspension,” and will not be eligible for aid for 12 months following the end of the second semester. Students in this category should consult the Financial Aid Office regarding reinstatement of financial aid after the 12-month suspension.

Students who fail to maintain the minimum academic standards after returning from the 12-month suspension will not be eligible for financial aid for three years.

Transfer Students

A student transferring from another accredited college or university must meet the same minimum academic standards upon entry into St. Philip’s College to be eligible for financial aid.

Maximum Time Frame for Financial Aid

Federal financial aid is limited on the community college level to 72 attempted semester hours or three years. This includes all hours attempted at other colleges or universities, regardless of whether the student received financial aid or not.

Appeals Process

If a student does not have a 2.00 grade-point average at the end of the three-year period, or has not completed the prescribed list of courses for an associate degree or certificate, he or she may appeal for an extension for aid under and “Undue Hardship” criteria. A waiver may be approved by the Director of Financial Aid because of (1) an incapacitating injury to the student, (2) a long period of illness of the student under a physician’s care, (3) death of a relative of the student, (4) the student is within the last semester, or 18 semester hours, of completing all degree requirements. In all cases, documentation will be required to support the hardship. Students on 12-month suspension may also appeal under similar mitigating circumstances.

Students in a loan default status are not eligible for any type of financial aid.

Office of Student Life

The Office of Student Life at St. Philip's College contributes to the student's total educational experience, and students are encouraged to participate in organizations and activities. Through this participation, the student has the opportunity to develop the qualities of initiative and leadership, and to form connections with other students, as well as to develop and grow as an individual. These activities are not separate and apart from the academic life, but serve to increase the total academic experience while offering the opportunity for personal growth and development outside of classroom activities.

Specifically, the Office of Student Life is organized to enhance the academic experience by providing:

1. Recreational facilities, a student lounge for relaxation and enjoyment, the free use of lockers, and individual bus card applications which may be exchanged for a discounted VIA Student Identification card.
2. Entertainment programs that are enlightening and fun, such as bands, singing groups, and comedians.
3. Student government (Student Government Association) and student organizations, both of which provide valuable learning experiences and the opportunity for campus involvement to its member.
4. Student publications, which is responsible for The TIGER, the student newspaper, which provides campus news and related items.
5. Lectures and seminars co-sponsored with college instructional departments, college committees and community organizations. These activities are designed to bring to St. Philip's College national and regional speakers to enhance the students' intellectual growth and broaden their horizons.

Guidelines for Extracurricular Activities

The Department of Student Life is charged with the responsibility of all extracurricular activities. All extracurricular activities on campus must be approved by the Office of Student Life regardless of whether the Office of Student Life or a student organization is sponsoring the activity. All extracurricular activities should follow the guidelines listed below:

1. An approval from the Office of Student Life office must be obtained.
2. A request for "Use of Facilities" form must be completed at the Vice President for Student Affairs office.
3. The activity should be open to all St. Philip's students.
4. The activity should be appropriate.

Guidelines for Student Organizations

Student organizations offer activities that are beneficial to the personal growth of its membership. Student organizations are individualistic and each serves a specific function within the total college environment. The Office of Student Life encourages participation in student organizations and activities. All student organizations must follow the guidelines listed below:

1. All student organizations must be sanctioned by the Office of Student Life office.
2. All student organizations must utilize a method for the selection of members without regard to nationality, color, creed, religion, sex, age, handicap or limited English proficiency.
3. A minimum of 10 names of prospective members is required for the organization's initial approval, and the name of any new member joining thereafter must also be submitted for approval. A minimum cumulative grade point average of 2.00 is required for participation in a student organization. First semester students are exempt from this requirement; however, they must have a 2.00 at the end of that semester.
4. Financial records may be maintained and deposited with the Bursar's Office.
5. Fund-raising activities must be approved by the Office of Student Life. The name of the Student organization must be clearly displayed. It is suggested that the organization deposit funds on the day that the fundraiser is completed. If the Bursar's Office is closed, funds should be deposited the morning of the

next school day. Co-sponsored fundraisers must have a written contract with vendor.

6. With the exception of meetings, all other activities must be approved by the Office of Student Life.

Posting Information and Activities

The Office of Student Life assumes responsibility for the posting and removing of posters, signs, or notices only from bulletin boards marked "Office of Student Life." These boards are located in various buildings throughout the campus. All publicity items should follow the guidelines listed below:

1. All signs, posters, or notices must be approved by the Office of Student Life. Those appearing which have not been approved will be removed.
2. No signs, posters, or notices should include obscenities in words or drawings. Obscenities are interpreted to include sexist, racial or ethnic slurs.
3. All signs, posters, or notices are posted only on bulletin boards marked "Office of Student Life."
4. Campaign literature for a political office may be posted only if all candidates have been invited to participate in a forum and/or debate. This allows the college community to hear the various platforms being presented.
5. Those non-campus activities hosting functions in conjunction with St. Philip's College or those that offer a distinct benefit to the College population, may be approved at the discretion of the Director of the Office of Student Life.
6. Bulletin boards other than those belonging to the Office of Student Life, belong to individual offices or departments. Those offices/departments must be contacted for the possible use of their bulletin boards.
7. The placement of signs, posters, or notices on walls and doors is expressly prohibited, unless approved by the Director of the Office of Student Life or higher authority.

Overnight Trips

Some student organizations at St. Philip's College find it necessary to participate in programs that require overnight trips. Recognizing that overnight trips may be necessary, the Office of Student Life desires the trip to be a worthwhile endeavor and a learning experience. Certain guidelines must be adhered to and the student organization's advisor is responsible for the overall conduct of the organization. Organizations should follow the guidelines listed below for overnight trips:

1. To travel, the student organization must be an officially recognized club.
2. The advisor(s) must accompany the organization on the trip and must have obtained the authority to travel prior to making any arrangements.
3. All students going on a trip must be listed on the "Request for Leave for Student Organizations or Student Related Group Form," and must be a member of the organization. If a student not listed on the form desires to go on a trip, that student's name and Social Security Number must be submitted to the Office of Student Life for approval.
4. If funds are desired, a "Request for Funds" form along with appropriate documents must be received by Student Life at least 10 working days prior to the trip. Organizations are encouraged to register early, as such registration fees are normally less expensive than late registration fees. The advisor(s) is/are the person(s) responsible for the withdrawal of trip funds, as well as monitoring the expenditure of funds, obtaining receipts, and filing the appropriate paperwork upon termination of the trip.
5. If a district vehicle(s) is/are needed, a "Vehicle Request" form must be completed and all potential driver(s) must be listed with their driver's license number. A Texas State Driver's License is required in order to operate a District vehicle. An advisor must accompany each District vehicle used on a trip.
6. In case of an emergency: While it is almost impossible to list all potential emergency situations and appropriate actions to take, some guidelines are set forth as follows. Most appropriate actions would center around the use of good common sense. If an emergency involves a district vehicle, then the major oil company credit card provided can be used to remedy such situations as blown tires, dead headlights,

broken hoses, etc. Before any major repair work is performed on the vehicle, you must first contact the District Motor Pool at 210-225-3415 during normal working hours. If it is outside normal working hours, contact the District Office of Public Safety at 210-208-8099. In case of a minor accident, the situation should be handled as if it were your own vehicle by contacting the appropriate police agency and obtaining a copy of the report. If a major accident occurs which renders the vehicle incapacitated, report the accident as above, and then call the District Motor Pool or Office of Public Safety. In case of injuries due to a vehicle accident, medical attention should be obtained and the College listed as the agency responsible for payment should be contacted. Such an accident may be covered by insurance purchased by the student at registration.

7. If for some reason there is a shortage of funds for the hotel bill, etc., then the advisor should make payment, receive a receipt, and request reimbursement upon return from the trip.
8. Student organization members should always realize that they are official representatives of the College and should act in a manner that upholds the integrity and character of the College. Appropriate disciplinary action will be taken by the College Disciplinary Committee, if necessary, regarding irresponsible behavior.
 - a. Alcohol - while we cannot preclude the drinking of alcoholic beverages, consideration must be given to their moderate use. The temptation to drink can be great on an overnight trip. The members of the club are a constant image of the college they are representing. Excessive drinking can be detrimental to our College's image and this must be impressed upon the members.
 - b. Drugs - are commonplace in today's society. One fact is constant: controlled substances are illegal. A drug incident, arrest, or involvement during an overnight trip can be detrimental to the reputation of the College and can preclude future travel and attendance at off-campus events.
 - c. Hotel Property - The privilege of an overnight stay in a hotel is for the student's relaxation and comfort. Hotel property is not to be damaged and no items are to be removed. Property damage or removal could be costly to the College and displays irresponsibility and immaturity.

NOTE: All forms required for travel are available in the Office of Student Life.

Student Publications

The TIGER is the student publication of St. Philip's College and is distributed monthly free of charge. Publication deadlines are posted, and will be strictly adhered to. Article submissions from students, faculty, and staff are encouraged, they should be typed and include the telephone number of the individual submitting the article. Article submissions should be e-mailed to glynis@geo.txstate.edu or delivered to the Department of Student Life. The content of the publication is reviewed by the Managing Editor and appeals can be submitted to the Director of the Department of Student Life prior to the next publication deadline. Opinions expressed in *The TIGER* are those of the writers and not the faculty, staff, or administration of St. Philip's College, the Alamo Community College District or the Board of Trustees. *The TIGER* is available in alternative media by contacting Student Life at 531-3240.