



Texas Christian University
2012-2013

Official Student Handbook



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**Any questions pertaining to the Student Handbook
should be directed to the
Campus Life - Dean's Office,
2006 Sadler Hall, 817-257-7926, campuslife@tcu.edu**

TCU TELEPHONE NUMBERS

Area Code (817)

TCU Prefix (257)

EMERGENCY (TCU Police)
TCU Operator

257-7777
257-7000

Academic Colleges

M.J. Neeley School of Business	7527
Communications	5918
Education	7660
Fine Arts	2787
Health & Human Sciences	6749
AddRan College of Humanities & Social Sciences	7160
Science & Engineering	7727
Admissions	7490
Alcohol & Drug Education Center	7100
Athletic Ticket Office	7967
Bookstore	7844
Brown-Lupton University Union	7927
Campus Life - Dean's Office	7926
Career Services	2222
Center for Academic Services	7486
Counseling Center	7863
Financial Aid/Scholarships	7858
Fraternity & Sorority Life	7281
Health Center	7940
Honors Program	7125
Housing and Residence Life	7865
Inclusiveness and Intercultural Affairs	5557
International Student Services	7292
Library	7922
Office of Religious and Spiritual Life	7830
New Student Orientation	7855
Registrar	7825
Student Accounts	7836
Student Development Services	7855
Student Government Association	7924

COMPLIANCE OFFICERS

Affirmative Action/Equal Employment Opportunity Officer Title IX Officer	Darron Turner	817-257-5557 d.turner@tcu.edu
University Ethics Officer Risk Manager Human Resources	Jill Laster	817-257-6798 j.laster@tcu.edu
Ethics & Compliance Hotline		1-877-888-0002 (anonymous if desired)
Conflict Resolution Facilitator Deputy Affirmative Action Officer Employee ADA Concerns	Shari Barnes	817-257-5015 s.barnes@tcu.edu
Director of the Center for Academic Services Student ADA concerns	Marsha Ramsey	817-257-6567 m.ramsey@tcu.edu
Associate Athletics Director For Compliance	Andrea Nordmann	817-257-6899 a.nordmann@tcu.edu
University Sexual Harassment Officer	Susan Adams	817-257-7926 s.adams@tcu.edu
University Immigration Officer for Students	John Singleton	817-257-7292 j.singleton@tcu.edu
University Immigration Officer for Academic Affairs (Faculty and Researchers) Compliance Chair for HEA Regulations	Susan Campbell	817-257-4690 s.g.campbell@tcu.edu
Information Security Officer	Jim Mayne	817-257-6843 j.mayne@tcu.edu
Research Integrity Officer	Bonnie Melhart	817-257-7104 b.melhart@tcu.edu



OUR MISSION

To educate individuals to think and act as ethical leaders and responsible citizens in the global community

OUR VISION

To create a world-class, values-centered university experience for our students

OUR CORE VALUES

TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service

POLICIES AND PROCEDURES FOR STUDENTS

Students who enroll at Texas Christian University are obliged to conduct themselves in a manner that is compatible with the University's function as an educational institution. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the University and will be held responsible for compliance with them. Students are also expected to comply with all federal, state and local laws. This principle extends to conduct off campus that is likely to have an adverse effect on the University or on the educational process of any student. Students may be held accountable by Texas Christian University and by police agencies for the same instance of misconduct.

Reported violations of the Code of Student Conduct are investigated and resolved by staff members in the Division of Student Affairs under the general supervision and direction of Campus Life - Dean's Office.

The Bill of Student Rights and the Code of Student Conduct are included in this handbook. These documents guide the student discipline and grievance processes. Students are expected to know the Code of Student Conduct and follow these guidelines. Highlighted below are descriptions of a few of the most important policies for students to understand.

University Communication

TCU will make every attempt to communicate with all members of the academic community in a timely and effective manner. The University will utilize U.S. mail, campus mail, telephone calls, and/or TCU provided e-mail to communicate official University business. Information communicated by TCU provided e-mail (tcu.edu account) is considered an official communication from the University. In the event of an emergency, the University will communicate with students via many methods including:

- TCU ALERT, which sends emergency messages via tcu.edu e-mail accounts, text messages, and calls to phone lines
- A recorded information line at 817-257-4636 (INFO) or toll free at 1-866-321-7428
- The TCU home page at www.tcu.edu and the University's Facebook page (www.facebook.com/TCU-TexasChristianUniversity) and Twitter page (www.twitter.com/#!/TCU)
- Local media

Many offices will use your tcu.edu e-mail exclusively to communicate important information; therefore, it is important that TCU community members access their accounts regularly or forward their account to a different e-mail account.

It is also imperative that students keep their addresses and telephone numbers current, including cell phone numbers. This information is used to contact you in the event of an emergency or to conduct official university business. Telephone numbers and addresses may be used to contact students in the event of an emergency or to conduct official University business. Students may update their information via my.tcu.edu.

Alcohol Use Policies

TCU has the responsibility of maintaining an educational environment conducive to academic achievement and at the same time helping young people grow into mature and responsible adults. Though each individual ultimately must decide whether or not to use alcoholic beverages, the University, through its Board of Trustees, has determined what practices will be permitted on campus (see Code of Student Conduct section 3.2.11).

Students should be aware that the legal drinking age in the State of Texas is 21 years of age. Texas Christian University will conform to the state law and also has further specific regulations to govern the use, sale, and possession of alcoholic beverages on the property of the University.

Students who choose to drink, either on or off the campus, are expected to handle alcohol responsibly and conform to the laws of this state. Violation of state law, city ordinance, or university regulations will be considered

grounds for disciplinary action.

Kegs, beer bongs, and other paraphernalia used for alcoholic beverages are not permitted anywhere on the campus.

In university residence halls, fraternity and sorority chapter houses, and on-campus apartments, residents of legal age (21 years) and over may possess and consume alcoholic beverages in their rooms/apartments or in the rooms/apartments where all students are 21 years of age or older. If one resident is of legal drinking age and one is not, see Alcohol in Residence Halls #3. The consumption of alcoholic beverages is prohibited in hallways, stairways, elevators, lobbies, lounges, chapter rooms, recreation areas, restrooms, and all other areas of the residence hall.

The consumption, purchase, or sale of alcoholic beverages is prohibited on the campus except in specially designated areas authorized by the Vice Chancellor for Student Affairs. Furthermore, no person may provide any alcoholic beverage to any person less than 21 years of age. Students' rooms/apartments may not be used as "open bars", but may be used for private gatherings with no more than six guests, all of who must be at least 21 years of age.

Being intoxicated is a violation of the Code of Student Conduct. Any student whose behavior evidences drunkenness on the campus will be in violation of the TCU Alcohol Policy, and is subject to the sanctions of the TCU Alcohol Policy.

Containers designed for alcoholic beverages and empty containers will be treated as evidence of use in residence hall rooms. Containers may not be used for decorative purposes.

Alcohol Policy Violations: Procedures and Sanctions for Individuals

Students must carry student IDs at all times and should present them upon request of a university staff member (including Resident Assistants and Campus Police). Any violation of the alcohol policy will subject the student to the following minimum disciplinary sanctions:

First Offense

The student will be required to permanently dispose of all the alcohol and containers in his/her possession or it will be confiscated and disposed of by a university staff member.

A \$150 fine will be charged to the student. The charge will read as an "alcohol policy violation" on the student's bill from the University.

The student must attend an assessment screening and an alcohol education workshop designed for people who violate policy within the specified time frame.

Second Offense

The student will be required to permanently dispose of all the alcohol in his/her possession or it will be confiscated and disposed of by a university staff member.

A \$225 fine will be charged to the student. The charge will read as an “alcohol policy violation” on the student’s bill from the University.

The student must attend a follow-up assessment screening and complete an alcohol education workshop designed for persons who have repeated violations within the specified time frame. The student is responsible for any education workshop cost.

The student must complete 45 hours of community service.

A letter will be sent to the student, and to the student’s parents, with a copy going to his/her file in Campus Life - Dean’s Office citing the student’s alcohol violation and the consequences for further violations.

Third Offense

The student will be required to permanently dispose of all the alcohol in his/her possession or it will be confiscated and disposed of by a university staff member.

A \$300 fine will be charged to the student. The charge will read as an “alcohol policy violation” on the student’s bill from the University.

The student will be referred to the Dean of Campus Life and placed on University disciplinary probation. Residence hall students may be subject to removal from the residential living program at TCU for a minimum of one semester.

The student must complete 60 hours of community service.

The student must attend a minimum of three (3) individual counseling sessions within the specified time frame.

A letter will be sent to the student, and to the student’s parents or guardians, with a copy going to his/her file in Campus Life - Dean’s Office citing the student’s alcohol violation and the consequences for further violations.

In all offenses, depending upon the surrounding circumstances, additional disciplinary sanctions may be levied.

Alcohol and Behavior

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as the making of excessive noise, vandalism, violence, sexual assault, etc. Any effort to induce or force a student to drink against his/her expressed desire will be treated as a serious offense of the Code of Student Conduct.

Students should be aware that a pattern of violations often indicates a problem with alcohol.

Any violation of the alcohol policy or the Code of Student Conduct while consuming alcohol will result in the confiscation of the beverage and disciplinary action. Such actions may include, but are not limited to, revocation of the privilege of having alcohol in the room, monetary fines, removal of the individual from the residence halls or suspension from the University.

For off campus events, sponsored by a student organization, where alcohol is served, tickets to the event may be sold on campus only if: a) the price of the ticket does not include alcohol, and b) alcohol is sold separately at the event. The University does not prohibit such off campus events, but it should be understood that the University neither sponsors nor approves of such events.

Serving Alcohol on Campus

The consumption, sale or use of alcoholic beverages is generally prohibited on campus. However, under certain conditions alcoholic beverages may be served at campus events. Use of alcohol at events on campus must be approved by the Vice Chancellor for Student Affairs. All alcohol must be purchased and served under the auspices and policies of the food service contractor at TCU. Approval will be granted if:

- Participation at the event is primarily for those who meet the legal drinking age standard
- Arrangements are made to serve appropriate alternative beverages
- Arrangements are made to serve appropriate food at the event
- A process to prevent serving underage drinkers is in place

No TCU student organization may sponsor any on campus event that involves the use of alcohol.

Serving Alcohol off Campus

The University prohibits the use or possession of alcoholic beverages in instructional settings, including those remote to the campus. There may arise occasions when a faculty/staff member may wish to have alcohol served at certain functions off campus. Examples include events commemorating the completion of an academic or general university program. It is expected that participants will be of legal drinking age in the country where the event occurs. Prior approval must be received from the Vice Chancellor under whose auspices the program occurs. Except in those cases approved by the Vice Chancellor, social activities with alcohol that involve both students and faculty that are sponsored or paid by the university or a university employee are prohibited.

Alcohol at Athletic Events

The consumption of alcohol is permissible for persons of legal drinking age in parking lots used for patrons of TCU athletic events from five hours before and two hours after TCU home games. Patrons may not bring alcohol into any athletic facility at any time.

Keg/Bong Penalties

Kegs and other common sources used for alcoholic beverages are not permitted anywhere on campus. Beer bongs and other drinking paraphernalia fall under this same policy.

Any individual(s) who brings a keg or similar prohibited container to the campus is subject to a \$500 fine, removal of the person from all University residence halls, and appropriate disciplinary action. In rare instances, students may be allowed to have root beer kegs for on-campus programming, if they are approved by a university staff member.

Any organization that allows a keg or other common source of alcohol on campus property is subject to a \$1000 fine. If a second violation occurs, a \$1500 fine will be billed and the organization that permits the serving of or serves alcoholic beverages in University facilities is subject to the same penalty as for a keg. (See Code of Student Conduct section: Alcohol)

Alcohol in Residence Halls

The alcohol policy in the residence halls, fraternity and sorority houses, and apartments at Texas Christian University is designed to support the University, city, state, and federal laws as well as to create an environment conducive to learning appropriate and healthy attitudes and behaviors regarding the use of alcohol in our society.

1. In university residence halls, fraternity and sorority chapter houses, and on-campus apartments: residents of legal age (21 years) and over may possess and consume alcoholic beverages in their rooms/apartments and in the rooms/apartments where all students are 21 years of age or older. The consumption or possession of alcoholic beverages in open containers is prohibited in hallways, stairways, elevators, lobbies, lounges, recreation areas, rest rooms, and all other areas of the residence (see Code of Student Conduct section, Alcohol).

2. If the residents of a student room/apartment are not of legal drinking age (21 years), no alcohol is allowed in the residence at any time. Neither residents nor their guests (even if they are of legal drinking age) may bring alcoholic beverages into the residence. If a student is under 21 years and in a room/apartment where alcohol is present, a violation will be written for all students present (regardless of age).

3. If one resident is of legal drinking age and one

is not, the resident of legal age may possess and consume alcohol in his/her room/apartment. If anyone other than the residents of said room/apartment enters the residence, all alcohol consumption must cease and containers must be stored out of plain view (even if guest(s) are 21).

4. No student of legal drinking age is allowed to purchase or in any way provide alcohol for an underage student.

5. Individual and organizational violations will accumulate for one academic year.

6. Any violation of the alcohol policy in fraternity or sorority chapter houses that is determined to be organizational rather than individual will be referred to the Office of Fraternity and Sorority Life. If alcohol or evidence of alcohol consumption is found in the common areas leased by an organization (i.e. chapter room, kitchen, study room) the organization is subject to a fine of \$500, 100 hours of community service, and completion of an alcohol education program. Other organizational violations will be referred to the judicial board of the Student Organizations Committee for appropriate action.

Drug Abuse Policy and Penalties

Students enrolled in Texas Christian University are subject to disciplinary action for the possession, manufacture, use, sale or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the use of an over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Controlled substances including but not limited to: marijuana, K2 and other synthetic cannabinoids, synthetic stimulants (such as bath salts), cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, steroids, LSD, GHB, Adderall, Rohypnol, and substances typically known as “designer drugs” such as “ecstasy.” Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited (see Code of Student Conduct section, Drugs). Students having prohibited substances in their residence and students in the presence of these substances or paraphernalia may be subject to the same penalties as those in possession.

There are some instances where a student may be asked or required to submit to a drug screen examination. The minimum penalty for a first-time non-incident based positive drug screen will be referral to drug education counseling or to a drug treatment program and disciplinary action at the discretion of the Dean of Campus Life. A letter may be sent to the parents or guardians of any student under 21 years of age who had a positive drug screen.

The minimum penalty for a first-time violation of the Drug Abuse Policy for use or possession of a pre-

scription drug or controlled substance may be disciplinary probation for a full year, participation in drug education counseling, 80 hours of community service, and subject to random drug-testing for a full year. The student may be evicted from University residence halls, especially if the use or possession happened in a University-owned facility or at a University-sponsored event. The parents or guardians of any student found in violation of the drug policy may be contacted regarding the violation.

Any student who violates the Drug Abuse Policy for use or possession of a prescription drug or controlled substance for a second time or has an additional positive drug screen may be suspended from the University for at least one year. Readmission to the University will occur only after the suspended student provides proof of drug counseling and/or treatment from a licensed counselor or certified treatment program.

Possession of drug paraphernalia, including but not limited to “bongs”, pipes, hookahs, and/or other devices that may be used to facilitate consumption of drugs, may subject a student to the same penalties as those imposed for use and possession of a prescription drug or controlled substance.

The penalty for a violation of the Drug Abuse Policy for sale, distribution, or manufacture of a prescription drug or controlled substance will be permanent expulsion from the University.

Medical Amnesty/Good Samaritan Policy

The University recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the University may act as a barrier to students seeking medical assistance for themselves or other students; therefore, the University has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol or other drugs. The University’s main concern is the well-being, health, and safety of its students.

Medical Amnesty represents the University’s commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other drug-related emergency will not face formal disciplinary action by the University for the possession or use of alcohol or other drugs. The recipient of medical attention will also avoid formal disciplinary action by the University for the possession or use of alcohol or other drugs if she/he agrees

to participate in a recommended referral to The Alcohol & Drug Education Center and to comply with any recommendations the Center prescribes. If an individual receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated so as to provide the student with additional resources and/or sanctions as needed or appropriate.

The Medical Amnesty protocol applies to straightforward cases of alcohol or other drug-related emergencies. The Medical Amnesty protocol does not excuse co-occurring student code of conduct infractions or other incidents related or unrelated to the medical emergency.

Help Is Available

A student who voluntarily seeks help for drug or alcohol abuse is not subject to disciplinary action; in fact, University officials will do everything they can to assist the student in obtaining appropriate treatment. If the student continues to use drugs, then he/she does become subject to disciplinary action.

Legal Sanctions for Illegal Use of Alcohol and Other Drugs

In addition to sanctions imposed by the University for violating the Alcohol Use Policy and the Drug Abuse Policy, a student may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs and alcohol. Penalties for violation of such statutes vary depending on the type of drug, the amount of the drug involved, the type of violation, and in the case of alcohol, the age of the person involved.

Alcohol and Drug Education

The TCU Alcohol and Drug Education (ADE) Center is based on a philosophy of student development that incorporates personal and community wellness. The mission of the program is to enhance students’ overall academic experiences and personal development through the promotion of responsible decision making and healthy lifestyle choices, especially regarding alcohol and other drugs. The ADE Center encourages students to develop a sense of responsibility for themselves, for others, and for the university by assuming leadership in setting behavioral norms for the campus community. To this end, the ADE Center sponsors Frogs CARE (Frogs Committed to Advocacy, Responsibility, and Education) and HyperFrogs. Frogs CARE is an organization which brings together concerned students committed to making a positive difference in the university environment. HyperFrogs is the campus spirit organization; its members are committed to increasing Horned Frog

spirit through the support of varsity athletics, exemplifying good sportsmanship, and positively representing TCU.

The staff of the Center includes licensed professional counselors who provide confidential assessments and short-term counseling, as well as professional Student Affairs staff who offer expertise in prevention programming and training. Programs designed for academic classes, residence halls, and other student groups include, but are not limited to, Alcohol & Other Drug Jeopardy, Women and Alcohol, Men and Alcohol, Alcohol Effects from Head to Toe, Alcohol Mythbusters: Fact or Fiction, and Responsibility and Alcohol: Use or Abuse? Most programs are individually designed to meet the specific needs of the group or organization requesting the presentation.

Anyone interested in services available through the Alcohol & Drug Education Center is encouraged to visit the office (located in suite 049 of the University Recreation Center) or to call 817-257-7100.

Health Risks Associated With Substance Abuse

Abuse of alcohol and drugs has been shown to cause serious health problems including:

Alcohol

- Frequent or heavy use of alcoholic beverages can result in brain damage, cirrhosis of the liver, cancer of the liver, cancer of the mouth, throat and pancreas; stomach ulcers; heart damage; lowered sex hormone production; and lowered immunity to infections and disease.

- Alcohol use by pregnant women can also cause birth defects, lowered birth weight and/or mental retardation in children.

- Use of alcohol is involved in half of all traffic-related deaths and permanent disabilities.

- Alcoholism can lead to family dysfunction and violence. Alcoholics are six or more times as likely to commit suicide as non-alcoholics

Drugs

- The use of illegal drugs, including but not limited to marijuana, cocaine, heroin, crack, amphetamines, psychedelics and so called “designer drugs” has been shown to result in physical and mental disorders.

- Lung damage (including lung cancer), lowered immunity to disease, memory loss, depression, flashbacks, lowered production of sex hormones, birth defects, low birth weight infants and severe psychological disorders may result from the use of drugs.

- These drugs are highly addictive, both physically and psychologically. The body builds a tolerance to such drugs so that larger and more frequent doses are required to satisfy the need for the drug.

Texas State Law on Hazing

Texas Senate Bill 24, signed into law at the conclusion of the 1987 regular session of the state legislature, makes it illegal for any individual in a high school or institution of higher education in Texas to haze another, to submit to hazing or to be aware of hazing without reporting it to appropriate university officials. Penalties may include fines of up to \$10,000 and jail terms of up to two years.

The law is comprehensive in content, and the sanctions are designed to be serious enough to put an end to the last vestiges of hazing. The organizations are also covered by the law if the alumni engage in hazing. Organizations are defined as a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, or service, social or similar group whose members are primarily students at an educational institution. Thus, all student organizations at TCU are covered by the statute.

The statute covers hazing incidents both on and off university property. Consent to be hazed is not a defense to the prosecution of any offense under the statute. Individuals who have firsthand knowledge of hazing, including those being hazed, are required by law to report that knowledge to appropriate university officials.

Hazing under the statute means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, 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 in an educational institution. The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student.

Hazing

Students who are hazed often suffer physical or emotional difficulties. Organizations and individuals at TCU are reminded that the institution bans hazing in its Code of Student Conduct (section 3.2.2) and takes appropriate disciplinary action against groups or individuals found to have violated the Code of Student Conduct.

The University defines hazing as any action taken or situation created, intentionally, whether on or off the campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include any act of personal servitude; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies

of TCU.

Any student who has been hazed or thinks he/she is going to be hazed should report such actions to Campus Life - Dean's Office or the Vice Chancellor for Student Affairs, or by calling the Hazing Hotline at 817-257-HAZE.

Participation in Online Forums

Students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this type of forum include Facebook, MySpace, Xanga, and Friendster). While the university recognizes that these forums are an integral part of modern communication, we caution students to consider carefully the information and comments they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are as responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the university's mission, community standards, or Code of Student Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

Harassment and Discrimination Policy

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state and local laws, TCU does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national origin, ethnic origin, disability, or covered veteran status, or any basis protected by law, in any phase of its employment process, in any phase of its admission or financial aid programs, or in any other aspect of its educational programs or activities. TCU prohibits sexual harassment, including sexual violence.

The Assistant Vice Chancellor for Student Affairs is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of TCU's equal opportunity or affirmative action programs should be directed to: Office of the Assistant Vice Chancellor for Student Affairs, 817-257-5557, P.O. Box 297090, Texas Christian University, 76129. For additional information about Title IX, visit <http://wdcrobc01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

Harassment can be verbal, visual, physical or communicated in writing or electronically. Harassment can occur in one single incident or over a period of time. Harass-

ment can occur under the guise of humor, and even when one person does not have authority over the other person. Examples include (but are not limited to):

- Unwelcome verbal statements, slurs, epithets, jokes, and derogatory or degrading comments based on race, color, religion, national or ethnic origin, disability, age, gender, sexual orientation, covered veteran status, or any characteristic protected by law;
- Display or circulation of material that denigrates or shows hostility or aversion toward an individual or group based on a legally protected characteristic;
- Other unwelcome conduct based on a legally protected characteristic which has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating or hostile environment for working or learning. Such conduct may include intimidation, ridicule, or insult.

See below for additional information regarding TCU's policy against sexual harassment.

TCU is committed to prevent and promptly correct behavior in violation of this policy which is brought to its attention. You should report any concerns or complaints about prohibited discrimination or harassment so prompt corrective measures can be taken. Retaliation for filing such a complaint is prohibited. Questions, concerns or complaints regarding a student's conduct should be directed to Campus Life – Dean's Office. Questions, concerns or complaints regarding the conduct of all other persons, including faculty, staff and third parties should be directed to the Assistant Vice Chancellor for Student Affairs, Darron Turner, (817) 257-5557, d.turner@tcu.edu or the University Sexual Harassment Officer, Susan Adams, 2006 Sadler Hall, (817) 257-7926, s.adams@tcu.edu. The Compliance Officers listed at the beginning of this Handbook can also answer questions and provide information on discrimination, harassment and retaliation. -

TCU's written Harassment & Discrimination Policy provides additional details about TCU's policy, as well as TCU's complaint procedures. Additionally, procedures for complaints of student conduct are also set forth in the Code of Student Conduct. The written Harassment & Discrimination Policy is available by contacting the Assistant Vice Chancellor of Student Affairs, Darron Turner, 817-257-5557, d.turner@tcu.edu or the University Ethics Officer, Jill Laster, 817-257-7790, j.laster@tcu.edu. You may also access the policy online at <http://www.hr.tcu.edu/Policy1.005.pdf>.

Sexual Harassment Policy

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipi-

ents of federal financial assistance. Sexual harassment of students and others, which includes acts of sexual violence, is prohibited by Title IX. TCU prohibits sexual harassment, including acts of sexual violence.

Sexual harassment is unlawful and impedes the realization of TCU's mission of distinction in education, scholarship and service. Sexual harassment violates the dignity of individuals and will not be tolerated. TCU seeks to eliminate sexual harassment through education, training, and by encouraging faculty, staff and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment if it occurs, and may result in serious disciplinary action.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, acts of sexual violence, references to gender or sexual orientation, and other verbal, nonverbal, or physical conduct of a sexual nature even under the guise of humor when: (1) submitting to or rejection of such conduct is used either explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual's employment, participation in any program or activity, or status in an academic course; or (2) submitting to or rejection of such conduct is used as a basis for employment or academic decisions; or (3) such conduct has the effect or the purpose of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment.

This policy applies to the total educational environment of TCU, including academic, research, extracurricular, training, financial, and other program activities. TCU's administration, faculty, staff and students are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Conduct that occurs in the application or selection for employment and conduct that occurs in the application for admission to a program is covered by this policy. No member of the TCU community may sexually harass another, and both men and women are protected against sexual harassment. This policy applies to all members of the TCU community, including TCU faculty and staff, students, administrators at all levels, trustees, volunteers, and third parties.

TCU's written Harassment & Discrimination Policy provides additional details about TCU's policy on sexual harassment, as well as TCU's complaint procedures. You should report any concerns or complaints about prohibited sexual harassment so prompt corrective measures can be taken. Retaliation for filing such a complaint is prohibited. Questions, concerns or complaints regarding a student's conduct should be directed to Campus Life - Dean's Office. Questions, concerns or complaints regarding the conduct of all other persons, including faculty, staff and third parties

should be directed to the University Sexual Harassment Officer, Susan Adams, 2006 Sadler Hall, 817-257-7926, s.adams@tcu.edu. The Compliance Officers listed at the beginning of this Handbook also answer questions and provide information about sexual harassment.

Sexual Misconduct

TCU is committed to creating an academic environment that is safe and secure for all students. Sexual misconduct is contradictory to TCU's mission and core values and will not be tolerated. TCU aims to eliminate sexual misconduct through education, training, and by encouraging faculty, staff and students to report concerns or complaints.

Sexual misconduct includes a wide range of unacceptable behavior, including rape, sexual assault, which includes all nonconsensual sexual contact, sexual harassment, sexual exploitation, stalking and any other conduct of a sexual nature, undertaken without mutual consent or which has the purpose or effect of threatening or intimidating a person. Although sexual misconduct often includes unwanted or nonconsensual sexual contact, sexual contact is not necessary for an act to be considered sexual misconduct. Examples of sexual misconduct include, but are not limited to: photographing, videoing, or making other visual or audio recordings of sexual activity, without express consent is sexual misconduct, even if the activity that was recorded was consensual.

Consent to sexual activity is defined as knowing and voluntary agreement between the participants to engage in sexual activity. Consent cannot be given by a person who is asleep or physically or mentally impaired by any alcohol, drug or other intoxicant. Consent cannot be compelled by force, threat of force, or deception, and cannot be given by a person who is unaware that the sexual act is being committed, who is mentally impaired or who lacks the physical ability to resist or consent to the sexual activity. Consent cannot be given if it is coerced by supervisory or disciplinary authority. Agreement given under any of the above-described conditions does not constitute consent. In addition, consent to some sexual acts does not imply consent to others, and past consent to sexual activity does not imply future consent. When there is not mutual consent to sexual activity or contact, a student may be charged with a violation of the Code of Student Conduct. Students found in violation of the Code of Student Conduct for acts of sexual misconduct may be suspended or expelled from the university pursuant to TCU's Code of Student Conduct.

You should report any incidents of sexual misconduct. Retaliation for filing such a complaint is prohibited. Reports of sexual misconduct should be made to the TCU Police, Campus Life – Dean's Office, the Assistant Vice Chancellor for Student Affairs or the University Sexual

Harassment Officer. A number of resources are available if you or another student are a victim of sexual misconduct, including acquaintance rape. For information about these resources, see the Safety and Security Section of this Handbook.

Consensual Relationships

If a faculty or staff member initiates or acquiesces to a sexual relationship with a student or employee who is under the direct or indirect supervision of the faculty or staff member, it is a breach of professional ethics and a violation of the TCU sexual harassment policy. This prohibits, for example, sexual relationships between a faculty member and a student enrolled in a course taught by the faculty member, or who is an advisee of the faculty member, or whose academic work is otherwise influenced by the faculty member. This applies even when both parties appear to have consented to the relationship. TCU's written Harassment & Discrimination Policy provided additional details about TCU's policy regarding consensual relationships.

Demonstration Guidelines

TCU recognizes the value of fostering discourse and encouraging the free exchange of ideas. Because the rights of free speech and peaceable assembly are fundamental to the democratic process, TCU firmly supports the rights of all members of the University community to express their views or to protest against actions and opinions with which they disagree. At the same time, all members of the University community share the responsibility to maintain a campus atmosphere consistent with the University's mission to preserve the dignity and seriousness of University ceremonies and public exercises and to respect the rights of all individuals. All members of the TCU community have the right to demonstrate on University premises, provided that they follow the letter and spirit of these Demonstration Guidelines.

1. Demonstrations must be organized and implemented without violating policies outlined in the TCU Student Handbook. Anyone intending to demonstrate must register the event with the University no less than 48 normal business hours in advance (excluding weekend and/or university official calendar holidays) by the Dean of Campus Life or Dean's designee. Under compelling circumstances, the 48-hour notification requirement may be waived by Campus Life - Dean's Office or Dean's designee.

2. Demonstrations must be sponsored by a recognized student organization or administrative unit. A student organization's faculty or staff advisor must be present during the entire event if:

a. the event is publicized outside of the TCU Cam-

pus; or

b. so requested by the Dean of Campus Life (or designee).

3. Demonstrations are limited to appropriate public forums – locations that, by tradition and/or university policy, can be reserved and are available for public assembly and speech. Reservations for use of campus facilities/areas are required and Student Affairs staff will work with the requesting parties to determine specific locations and event times during the registration process. Space must be suitable for the intended use and expected attendance. Demonstrations cannot exist within University buildings, including faculty or administrative offices, classrooms, and instructional facilities.

4. Demonstrations may not block free entry or free exit of any building or space or interfere with free movement.

5. Demonstrations may not, because of their timing, location, type of behavior, or for any reason, materially disrupt University activities, invade the rights of others, or involve substantial disorder.

6. Demonstrators shall vacate the premises when ordered to do so by duly authorized University personnel.

7. Demonstrators must not, through speech or action, incite immediate violence or pose a clear and present danger to the campus community.

8. No person or group shall interfere with an approved demonstration conducted in accordance with these guidelines.

9. Conducting a demonstration at a time or place other than when and where approved will be considered a violation of the Demonstration Guidelines.

If additional security measures must be implemented because of a demonstration, the student organization or administrative unit sponsoring the demonstration will be expected to pay the costs of additional security.

If disputes arise over the interpretation of these guidelines, the Dean of Campus Life (or designee) will settle the dispute when the disputing parties have presented their concerns and opinions in writing. Violations of these guidelines reported by any member of the University community may result in disciplinary action.

Promotional Signage Policy - Campus Signs, Poster, and Promotional Materials

Texas Christian University encourages and supports the widespread promotion of all sanctioned campus events and activities as a vital part of a thriving university community. At the same time, the university recognizes that an attractive physical environment is critical to the overall advancement of the university.

Therefore, it is essential that printed posters, signs, notices and other materials distributed on campus be in

good taste and posted in a manner that does not detract from the physical appearance of the campus, damage building surfaces, or block walkways.

To ensure maximum publicity for events, while maintaining campus integrity, the following guidelines shall apply:

1. All notices and printed materials must carry the name/logo of the student organization or university department responsible for distribution.

2. Bulletin boards in academic buildings on campus may be used for posting publicity materials approved by the department responsible for maintaining the bulletin board. Written publicity and messages should not remain posted later than 24 hours after an event.

3. Marking (including sidewalk chalk) or taping signs on building, sidewalk, and tree surfaces is not permitted.

4. Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards.

5. Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains, and other problems in the event of rain or other bad weather. Signs may be no larger than 22 X 28 inches. These signs must be approved by the Brown Lupton University Union administration. Approved signs should be brought to the Information Desk where they will receive a stamp upon approval.

6. Temporary freestanding publicity and directional signs may be used provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial-type-signs and marquees are not allowed on campus. It is the responsibility of the sponsoring group to remove signs within 24 hours following the event. If these signs are outside of a building, they must be approved by the procedure above.

7. The University Union provides poster holders to help advertise both University-wide and Union-specific events. These signs hold 22" (w) X 28" (h) signs. Depending on demand, the Union can generally accommodate two double-sided posters (for a total of four posters). These signs may generally remain in the frames for up to seven days.

8. Flyers are not permitted to be placed on automobile windshields.

9. Posters and other promotional materials prepared for Student Government Association elections shall adhere to the regulations listed in the SGA Election Code to promote campus involvement in the election process.

TCU Parking and Traffic Regulations

TCU has parking and traffic regulations in place to ensure the safety and security of the campus, as well as

to make parking and traffic flow as efficient as possible. These regulations apply to everyone wishing to park on campus and are enforced year round including weekends, holidays, breaks, study days and summer. Voluntary compliance with these regulations is the goal, rather than to assess fines; however, parking fines have been enacted to deter violations. A complete edition of the rules and regulations will be distributed with each parking permit and may also be found on the TCU Police Department website at www.police.tcu.edu. It is the responsibility of the student to familiarize themselves with these regulations and to abide by them. Any questions regarding parking on campus should be directed to the TCU Police Department.

How and when do I get a parking permit?

The parking permit application may be found under the "Student Center" tab on my.tcu.edu. Parking permits must be picked up in person. E-mail notices will be sent with specific instructions on how and when to purchase permits.

How much does a permit cost?

Student parking permits are \$75.00, are charged to the student account after the permit is received, and are valid until August 15th of the following year. If a parking permit is not needed until the spring semester, then the fee is \$37.50.

What if I have a new vehicle that does not yet have license plates?

You must fill out the online parking permit application using the temporary license plate number. You will still pick up the parking permit in person. E-mail notices will convey dates and times of pickup. You must contact the TCU Police Department when you receive your permanent license plate.

What if I have to drive another vehicle for a short period of time?

Temporary parking permits are available to those who have purchased a permit, but have to drive another vehicle. Temporary permits are available at the TCU Police Department, 3025 Lubbock Avenue, at any time (24-7).



What if I sell the vehicle that has the permit and get a new vehicle?

You must first remove the permit from the window, bring the remains to the TCU Police Department, register your new vehicle and then receive your new permit for a \$5 replacement fee. If the remains of the original permit are not returned, the cost of a new permit is the full fee at that time. Permits MAY NOT be transferred from one vehicle to another.

What do visitors do for parking?

Visitors must come to the TCU Police Department to obtain a visitor pass every time they are on campus and receive instructions on where to park. Students may not pick up visitor passes for their guests in advance. Visitor passes are available 24/7.

What if I receive a parking citation?

Citations are entered into the computer and are billed to the student account. Any citation may be appealed at the TCU Police Department within 3 school days. The decision of the Appeal Board is final. Citations may be paid when the e-z bill is received, or at Sadler Hall, room 2011. Excessive citations will not be tolerated and may result in the vehicle being booted, towed or banned from campus.

What about football game day parking?

Information will be sent via e-mail about football game day parking as well as any other special parking events or needs.

TCU Bicycle Policy

Bicycles must be ridden in accordance with state and local laws pertaining to them. Traffic regulations must be obeyed by bicycle riders. The TCU Police Department will provide a synopsis of such laws upon request.

1. The operator of a bicycle must give the right of way to pedestrians at all times.

2. Registration of bicycles is mandatory. As a deterrent to theft and to aid in prompt identification of a lost or stolen bicycle, the TCU Police Department will provide a FREE registration decal to an owner supplying the serial number or identification number of the bicycle.

3. Bicycle parking regulations are in effect at all times, including evenings, weekends, holidays, vacations and breaks between semesters.

4. Bicycles may only be secured at designated bicycle racks. Any bicycle not secured at a designated bicycle rack will be removed by any means necessary and impounded. Any impounded bicycle must be claimed within 6 months of it being impounded, or it will be disposed of according to state laws.

5. Bicycle parking is available at bicycle racks located at or near most University buildings. Bicycles are to be parked only in these areas, and must be properly attached to the racks.

6. As a courtesy to fellow cyclists, the bicycle must be parked in only one space.

7. Bicycles may only be ridden on approved pathways or on streets.

8. A bicycle impeding pedestrian traffic including access for the handicapped and blind may be ticketed and impounded without prior notice.

9. TCU will not be held liable for securing devices (locks) which are damaged during impoundment.

10. Bicycles must not be ridden in the following manner:

a. Against the flow of vehicular traffic

b. On grass, planting beds or any non-paved areas

c. In University buildings

11. Bikes are to be removed from all bike racks and stored off campus during summer break unless enrolled in classes. TCU will not be liable for any damage to or loss of bikes left on campus during summer break and moved for storage.

12. The use of safety helmets is strongly recommended. Bicycles improperly parked will result in ticketing and/or impoundment. All unregistered bicycles will be subject to ticketing with impoundment. All bicycles impounded will be subject to a fine plus a mandatory registration fee. A \$20.00 fine will be assessed against the owner, operator or registrant of the bicycle involved in each violation.

Student Grievance Procedure

The University has both informal and formal procedures which a student may follow when presenting grievances. A grievance is defined as any dispute or difference concerning the interpretation or enforcement of any provision of University regulations, policies or procedures or state or federal laws applicable on the campus. Administrators, faculty and students are encouraged to resolve grievances informally and promptly if possible. However, formal procedures may be followed when needed.

Informal and formal procedures for resolving a grievance involving discrimination or harassment are set forth in TCU's Discrimination and Harassment Policy. That policy is available by contacting the Assistant Vice Chancellor of Student Affairs, Darron Turner, 817-257-5557, d.turner@tcu.edu or the University Ethics Officer, Jill Laster, 817-257-7790, j.lasater@tcu.edu. You may also access the policy online at <http://www.hr.tcu.edu/Policy1.005.pdf>.

In-line Skates, Skateboards, and Trick Bikes

The on-campus use of skateboards, scooters, in-line skates (“roller-blades”), and trick bikes is restricted to University faculty, staff and students. All other individuals are prohibited from using this recreational equipment on University property. The use of skateboards, in-line skates, and trick bikes is prohibited inside University facilities and permitted only on streets and sidewalks.

Segways

The use of Segways is not permitted on University property.

Motorcycles

There are special regulations and state statutes applying to motorcycles, mopeds, scooters, and motorbikes. Operators of these vehicles must be registered with the TCU Police Department and must display a parking permit. The same regulations apply to them as to other motor vehicles. This includes parking in legally marked spaces.

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5557, d.turner@tcu.edu or the University Ethics Officer, Jill Laster, 817-257-7790, j.lasater@tcu.edu. You may also access the policy online at <http://www.hr.tcu.edu/Policy1.005.pdf>.

Individuals who have questions about grievance procedures involving student conduct may also contact Campus Life - Dean’s Office (817-257-7926; 2006 Sadler Hall) or TCU Police (817-257-7777).

Required Administrative Withdrawal for Non-Academic Reasons

The University may require a student to take an administrative withdrawal if there is a sufficient showing that the student is engaging or is likely to engage in behavior that presents a real danger of substantial harm to self or others or substantially disrupts the learning environment and activities of the campus community. A copy of the policy and procedures may be requested from Campus Life - Dean’s Office at (817-257-7926; 2006 Sadler Hall).

The Family Educational Rights and Privacy Act

Texas Christian University complies fully with the Family Educational Rights and Privacy Act of 1974. The law gives students access to their own educational records and protects such records from unauthorized disclosures. Since the provisions of the law are lengthy and complicated, it is not feasible to reproduce them in every University publication. More information, however, is available in the Undergraduate Studies bulletin http://catalog.tcu.edu/current_year/undergraduate/. Specific questions on how TCU complies with the law also can be answered by the Provost/Vice Chancellor for Academic Affairs (817-257-7101; Sadler Hall 4022), Vice Chancellor for Student Affairs (817-257-7820; Sadler Hall 4017), Dean of Campus Life (817-257-7926; Sadler Hall 2006) and Registrar (817-257-7825; Sadler Hall 1006).



Academic Conduct Policy

In order to encourage and preserve the honor, traditions and integrity of the academic community, Texas Christian University expects that students will adopt and maintain the highest standards of personal and scholarly conduct.

Faculty members are encouraged to remind students in their classes of this written statement of policies and procedures developed by the University in regard to cheating, plagiarism, collusion and other acts of academic misconduct.

All instructors or proctors shall have the right to examine materials in the student's possession during any academic exercise.

In instances of academic misconduct during an academic exercise, the instructor shall have the right to suspend immediately the student(s) who is (are) engaging in such acts of misconduct from further work on the academic exercise. Refer to section 3.4 in *The Code of Student Conduct* for specific rule information. A copy of the Academic Conduct Policy, which includes procedures used when a case of suspected academic misconduct is brought to a faculty member's attention, may be obtained in the offices of the Academic Deans, Dean of Campus Life, Provost and Vice Chancellor of Academic Affairs and the Vice Chancellor of Student Affairs. The policy is also available in the Bachelor's Degree section of the Undergraduate Studies Bulletin (http://catalog.tcu.edu/current_year/undergraduate/).

Attendance Expectations and Official Absence Policy

Students frequently ask, "What do I do when I miss a class?" The University's policy on class attendance is clear and straightforward. Regular and punctual class attendance is essential, and no assigned work is summarily excused because of absence, no matter what the cause. Records of class attendance are the responsibility of the faculty, and every course's syllabus should clearly state the instructor's policy on class attendance and how attendance affects a student's final evaluation in the course. Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible.

When a student is absent to represent the University (as in athletics, chorus, band, national or state meetings of organizations represented at TCU), then an Official University Absence may be granted by Campus Life - Dean's Office. Faculty/staff who wish to have an activity sanctioned for Official University Absence status must submit the names of all students, including date and

hours absent from campus, to Campus Life - Dean's Office no later than one week prior to the date of the activity. The Dean of Campus Life reviews and approves the request as appropriate and distributes the names to all faculty through a weekly e-mail to department heads and administrative personnel. Faculty are required to permit students to make up work missed because of Official University Absences.

When a student misses class for any reason other than an Official University Absence, the student is expected to follow the instructor's policy as stated in the course syllabus. The student should contact his/her instructor as soon as possible after he/she knows the absence will occur or has occurred. If the cause of the absence is an illness, accident, or family emergency, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work. If the cause of the absence is less compelling (e.g. choosing to miss class, oversleeping), instructors may or may not permit the student to make up missed work, and may or may not assess a penalty for class absence.

If any of the following conditions are true, the faculty member should contact Campus Life - Dean's Office:

- The faculty member is concerned for the student's health or well-being, or thinks the student needs additional help.
- The student has had excessive absences in the class. (An instructor should not assume that continued absence from class indicates an official withdrawal unless so notified by the Registrar).
- The faculty member believes the student has been untruthful about the cause of his/her absence.

If Campus Life - Dean's Office is working with a student regarding an emergency or ongoing personal concern(s) affecting the student's academic performance, the student's faculty will be notified by e-mail or telephone. Students are encouraged to use the resources of Campus Life - Dean's Office if an emergency situation occurs, or if assistance is needed to resolve individual concerns.

Disruptive Classroom Behavior and Lack of Academic Progress Policy

Disruptive behavior is prohibited. Disruptive behavior includes but is not limited to conduct that interferes with or obstructs the teaching or learning process. Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not itself disruptive behavior and is not prohibited.

When any student, acting individually or in concert

with others, obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged on behalf of the University or held on the University's premises, the student may be asked to stop the disruptive behavior by an instructor or staff of the University. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to call campus police.

The instructor/staff must immediately call campus police, without prior request to the student, if presented with an unsafe situation, threatening behavior, violence, or in other appropriate circumstances.

1. Withdrawal of Student From Class or Other Educational Experience

When a student disrupts a class or other educational experience, acts in a threatening manner, is not making acceptable academic progress, or if the student's behavior or lack of preparation is detrimental to the educational experience of others or could create an unsafe condition, or if the student is compromising the learning environment, the instructor may take action to withdraw the student from the class or educational experience.

To do this, the instructor shall provide the student written notice of intent to withdraw the student from the class or educational experience, with an explanation of the instructor's reason(s), and with a copy to the instructor's department chair (or, when there is no department chair, to the associate dean of the instructor's college or school). The notice should schedule a meeting with the student and the department chair (or, when there is no department chair, with the associate dean or dean of the instructor's college or school) to occur within 7 days of the notice. The instructor may bar the student from the class or educational experience pending the result of the meeting, and the written notice should advise the student if there is such a bar. At the meeting, the student may have one advisor. Following the meeting, the instructor shall decide whether to withdraw the student from the class or educational experience. If a student is withdrawn, his or her grade will be recommended by the instructor to the dean of the instructor's college or school as either a "Q" or an "F." The student may appeal this decision within 7 days in writing to the academic dean or designee. During the student's appeal, the student remains withdrawn from and is barred from attending the class. The academic dean or his/or her designee's decision on this appeal is final.

2. Denying Enrollment, Suspension, Expulsion, and Other Appropriate Action

When a student disrupts a class or other educational experience, acts in a threatening manner, is not making

acceptable academic progress, or if the student's behavior or lack of preparation is detrimental to the educational experience of others or could create an unsafe condition, or if the student is compromising the learning environment, or if the student has acted contrary to the professional or ethical standards of the University, a department thereof, or a particular field, an academic dean, or the dean's designee, may additionally:

- a. deny class enrollment to the student; or
- b. suspend or expel the student from the University or from one or more of its programs;
- c. take other appropriate action.

The student affected by such a decision by an academic dean, or the dean's designee, may appeal in writing within 7 days to the Academic Appeals Committee. The decision of the academic dean (or designee) remains in place during the pendency of the appeal. The Academic Appeals Committee's decision on the matter is final.

A student so suspended or expelled shall have a grade of "Q" or "F" recorded for each course in progress as determined appropriate by the academic dean. The transcript will not record suspension or expulsion.

3. Non-students and Non-enrolled Students

Non-students and students not enrolled in class may be permanently removed by an instructor of the class, without formal review. Non-students who disrupt University activities may be removed from campus and banned from returning.

4. Other

Although some disruptive behavior may be due to a mental or physical disorder, as it relates to violence, disruptive or threatening behavior, students with such disorders will be held to the same standards as others.

Nothing in this policy limits a person including but not limited to an instructor, academic dean, associate dean, or department chair from referring a matter to Campus Life - Dean's Office or pursuing disciplinary action against a student or person through a complaint filed in Campus Life - Dean's Office.

This policy is not intended to limit any authorized University employee, staff member, official, vice chancellor, chancellor, members of the Board of Trustees, or a member of Campus Life - Dean's Office, from appropriately addressing behaviors covered by the policy.

Academic Problems

Feel free to talk with your professor about any problems you may have with a course. It is usually best to make an appointment to see him/her in an office rather than trying to get an answer to a question or to take care of a problem between classes.

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Most faculty members are extremely conscientious about determining student grades, but if you feel that an error has been made, talk with the professor.

If you feel that your concerns have not been addressed, talk with the department chair, the dean of the school or college or the Provost (Vice Chancellor for Academic Affairs) in that order. For information on the grade appeal process please see below “Procedures for filing a grade appeal.”

Student Evaluation of Teaching

Affirming that the instruction of students is the first purpose of the University and the prime responsibility of every faculty member, the University requires that all faculty members provide students in their classes with the opportunity to formally evaluate instruction in accordance with established procedures. Such evaluation provides beneficial information to the faculty member for the continued improvement of instruction and provides one measure of a faculty member’s performance for decisions concerning promotion, tenure and merit salary increases. The evaluation of all part-time and full-time faculty will occur each semester except in cases when the number of students enrolled in a course would compromise anonymity of student.

Academic Advising

Academic advising is an intentional process that involves a collaborative partnership between the student and the academic advisor. Successful advising is a shared responsibility that will equip students with knowledge and tools to make responsible decisions and to enable them to identify and achieve their educational and career goals.

Actual advising activities will depend on the needs of the student and will change as a student progresses through a degree program or subsequently changes a degree program. All students new to the University are required to attend advising sessions prior to enrollment for the first four long semesters after entering TCU. New students are likely to require assistance in the mechanics of first-time enrollment and in exploring choices related to selection of courses and degree programs. Students with more experience in the University often handle these tasks with little assistance, but may profit from direction in maximizing academic performance and setting career goals. Students nearing completion of their academic program are likely to need specific help in ensuring that all degree requirements are met. In addition they may need assistance in transitioning to a career or advanced study.

Academic advising offers all students opportunities to explore interests and identify career goals. Even those students who are certain of their major need to have regular contact with their academic advisor to discuss such issues. Regular visits assure that the student has time to explore all possibilities and to plan an academic experience that will help the student achieve his or her goals. At a minimum, all students should meet with an Academic advisor at least once each semester to plan future course work. At these meetings, students and advisors will discuss academic records such as: grade reports, transcripts, evaluations of work transferred to TCU and degree plans.

Pre-Majors (i.e., students who have not formally declared a major) especially need to meet regularly with their advisors or staff in the Center for Academic Services. If students delay such discussions, they risk delaying graduation in many programs.

A quality advising relationship requires a dedicated advisor and a prepared student. The student must initiate advising activities, define the needs of the advising activity, and take responsibility for his or her academic performance. Students should study the Undergraduate Bulletin to become familiar with degree and major requirements, available campus resources, and academic policies and procedures. Advisors will answer questions and make suggestions, but the student must assume the full responsibility for satisfying all program and degree requirements.

Academic Conduct Policy Details

An academic community requires the highest standards of honor and integrity in all of its participants if it is to fulfill its mission. In such a community, faculty, students and staff are expected to maintain high standards of academic conduct. The purpose of this policy is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations that can arise that violate these standards. Further, the policy sets forth a set of procedures, characterized by a “sense of fair play,” which is used when these standards are violated. In this spirit, some definitions of academic misconduct are listed below. These are by no means exhaustive.

Academic Misconduct

Any act that violates the spirit of the academic conduct policy is considered academic misconduct. Specific examples include, but are not limited to:

Cheating

Includes, but is not limited to:

A. Copying from another student’s test paper, laboratory report, other report, or computer files and listings.

B. Using in any academic exercise or academic setting, material and/or devices not authorized by the person in

charge of the test.

C. Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise.

D. Knowingly using, buying, selling, stealing, transporting or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release.

E. Substituting for another student, or permitting another student to substitute for oneself, in a manner that leads to misrepresentation of either or both students' work.

Plagiarism

The appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit therefore.

Collusion

The unauthorized collaboration with another in preparing work offered for credit.

Abuse of resource materials

Mutilating, destroying, concealing or stealing such materials.

Computer misuse

Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs; terminals; or freestanding computers owned, leased or operated by TCU or any of its academic units for the purpose of affecting the academic standing of a student.

Fabrication and falsification

Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification involves altering information for use in any academic exercise. Fabrication involves inventing or counterfeiting information for use in any academic exercise.

Multiple submission

The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

Complicity in academic misconduct

Helping another to commit an act of academic misconduct.

Bearing false witness

Knowingly and falsely accusing another student of academic misconduct.

Grade Appeal

Preconditions for A Formal Grade Appeal

In the event a student questions the appropriateness of a grade assigned for a course or the results of another critical component of a degree requirement (e.g. oral exam, juried exhibition, thesis.) the student must first discuss the matter with the faculty member(s) or thesis committee members (as appropriate). These discussions should be initiated by the student as soon as possible after the grade is assigned, but no later than five academic days into the next long semester. The faculty member(s) concerned in the appeal is/are expected to respond within 5 academic days of the initiation. If there is no response from the concerned faculty, the student may present the issue directly to the department chair. In the event that the faculty member(s) concerned agrees to change the grade/decision, the normal process for changing a grade shall be followed. If the student wishes to appeal the faculty's decision after these discussions, he or she must follow the formal grade appeals process outlined below.

Note: An academic day is defined as a school day on which TCU classes are meeting. Initiation of the discussion is any attempt to contact the faculty of record, or chair of examination committee in the case of a candidacy exam or thesis/dissertation defense, about the grade, including e-mail or other written correspondence (recommended), personal meeting, and telephone call or message. Saturday and Sunday are not academic days in this context.

Formal Grade Appeal

1. Appeal to the Department Chair or appropriate Administrator (see the appropriate Dean's office for the appropriate administrator)

The student may appeal the faculty decision in writing to the department chair or appropriate administrator within fifteen academic days of the first day of the next long semester if a satisfactory resolution is not reached in the initial discussion with the faculty. Exceptions to this and other deadlines set forth herein are granted to students in unusual circumstances (for example, studying abroad.) Such exceptions may be granted by the Dean of the college/school in which the course (or critical component) was offered. Exceptions may also be granted by the Provost/Vice Chancellor for Academic Affairs.

The department chair or appropriate administrator will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have a right to meet with the chair/appropriate administrator without the other party being present. The faculty member or examination committee chair (in the case of a thesis or jury) will respond in writing to the department chair concerning the student's appeal.

The department chair or appropriate administrator may either accept or deny the student's appeal. The chair will notify the student and faculty member(s) of his/her decision in writing within ten academic days of receiving the appeal. In the event that the department chair accepts the student's appeal, and no further appeals occur, he/she will initiate a grade change through the Dean of the college.

Exceptions

If the department chair is involved in the appeal as the faculty member (or one of the faculty members), the chair of the Department Advisory Committee will assume the department's role in the appeal process. If the department does not have such a committee, the chair of the School/College Advisory Committee will assume the department chair's role in the appeal process.

2. Appeal to the Academic Dean

The chair's decision may be appealed in writing by the student or faculty member(s) to the appropriate dean within ten academic days of the department chair's decision (see exceptions in this appeal level).

The dean will become familiar with the facts of the case by reading the prior appeal documents and by communicating with the student, faculty member(s), and the department chair. The parties have the right to meet with the dean without the other parties being present.

The academic dean will notify the student, faculty member(s), and the department chair of his/her decision in writing within ten academic days of receiving the appeal. In the event the dean upholds the student's appeal and no further appeals occur, the change of grade shall be reported by the dean to the registrar's office.

Exceptions

If the dean of the college/school is involved in the appeal as the faculty member, the appropriate associate dean will assume the dean's role in the appeal process.

3. Appeal to the Academic Appeals Committee

The dean's decision may be appealed in writing by the student, the faculty member(s), or the department chair to the Academic Appeals Committee within ten academic days of the dean's decision.

The appeal by the student, the faculty member(s), or the department chair will be sent to the Academic Appeals Committee chair in writing. The material submitted should include a letter to the committee discussing the reason for the appeal and all pertinent documents that support the appeal. When the appeal is received the Academic Appeals Committee Chair will ask the appropriate dean for all written documents pertaining to the appeal. Once the chair receives the documents they will be distributed to the appropriate committee members for review. During the

review of the material, the chair may request other documents pertaining to the appeal. The chair will set a date for a hearing that will include the appropriate committee members, the student, and the faculty member(s). The chair will request that the dean or a designee be present to represent the college or school.

A hearing will take place at which time all parties will have an opportunity to discuss their case and committee members will ask questions to better understand the appeal.

The committee will confer and come to a decision on whether to support the appeal or not. All parties will be notified in writing of the committee's decision within ten academic days of the hearing. In the event the committee upholds the student's appeal, and no further appeals occur, the chair will advise the appropriate dean to report the change of grade to the registrar's office.

The student, faculty member(s), department chair or academic dean may appeal the committee's decision to the Provost of the University in writing within ten academic days of the committee's decision. Having reviewed all the appropriate materials the Provost will render a decision that will be final and communicate this to the concerned parties within ten academic days.

All questions pertaining to the appeals policy and procedures should be addressed to the Chair of the Academic Academics Appeals Committee or the Provost's Office.

Note: Please check with your academic dean's office for up to date appeal procedures.

Students with Disabilities, Policy and Procedures

Texas Christian University complies with the American with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs, and activities of TCU solely on the basis of a disability. The University shall provide reasonable accommodations for each eligible student who (a) has a physical or mental impairment that substantially limits a major life activity (b) has a record of history of such an impairment, or (c) is regarded as having such an impairment.



Each eligible student is responsible for presenting relevant, verifiable, professional documentation and/or assessment reports to the Coordinator of Students with Disabilities Services. Information concerning a student's disability is treated in a confidential manner in accordance with University policies as well as applicable federal and state laws. Documentation presented to the Coordinator shall be reviewed by appropriate University professional(s) to verify the existence of a disability. Further documentation may be required from the student to substantiate the claim of a disability or to assist the University in determining appropriate accommodations. The Coordinator of Students with Disabilities Services may be contacted in the Center for Academic Services located in Sadler Hall, Room 1010 or at 817-257-6567.

Eligible students seeking accommodations should contact the Coordinator as soon as possible in the academic term for which they are seeking accommodations. The Coordinator shall prepare letters to appropriate faculty mem-

bers concerning specific, reasonable academic adjustments for the student. The student is responsible for delivering accommodations letters, conferring with faculty members, and returning validation of the receipt of information to the Coordinator. The Coordinator shall consult with the student and with University faculty and staff to ensure delivery of appropriate support services and shall serve as liaison between the student and the faculty member as needed.

Students who wish to appeal a decision regarding appropriate accommodations shall do so in writing to the Affirmative Action Officer, who shall decide the appeal. The Affirmative Action Officer's decision may be appealed within 7 calendar days in writing to the Provost, whose decision may be appealed in writing within 7 calendar days directly to the Chancellor. At any step during such an appeal, the person deciding the appeal may confidentially consult with appropriate professionals/advisors within or outside the University.

LIBRARY POLICIES AND REGULATIONS

Mary Coats Burnett Library provides information resources for inquiry, intellectual discovery, and the development of life-long learning skills in a people-centered environment.

Students have access to nearly 67,000 unique journal titles and more than 2 million books, CDs, DVDs, videos, and other items housed in the TCU Library in addition to a wealth of online resources available through the Library's website (<http://library.tcu.edu>). Reference Librarians (library and research assistance) and Technology Resources Consultants (computing assistance) are available over 100 hours a week at the Information Commons located within the library. In addition to 110 Windows and 10 Apple computers in the Information Commons Computer Lab there are 55 laptops available for use in the Library on the campus WiFi network.

Admission to the Library through the entrance turnstiles requires a TCU ID card. The TCU ID card is also used to:

- check out books, CDs, DVDs, videos and other Library materials
- borrow laptop computers from the Information Commons
- use a group study room or Frog Pod (small group collaborative computing spaces)
- print in the Information Commons computer lab
- pay for photocopies other than cash
- pay for refreshments from Bistro Burnett, Library's food service

Regular and special hours are posted on the Library's website, <http://library.tcu.edu>, and at the entrance and exit to the Library. Call 817-257-7922 for a recorded announcement.

Borrowers are responsible for keeping track of due dates and the return of materials on or before the date or time due. For most materials the fine is \$0.75 cents per day per item up to a maximum of \$15.00 per item. It is possible to renew some books and materials online using the "Renew Items" link on the Library website, <http://library.tcu.edu>. Recalled items (a request for material to be returned prior to its' due date) are to be returned within seven days from date of notice after which fines accrue at \$1.00 per day. At 22 days past due, borrowers will be charged the replacement cost for lost items not returned to the library. Items returned after 22 days will be charged the maximum of \$15.00 in late fines. As a courtesy, the Library sends overdue or recall notices to a student's TCU e-mail address.

Laptop borrowers are required to sign a registration and fiscal responsibility agreement, which must be renewed each term or session. Laptop overdue fines are \$15.00 per hour.

Students' personal wireless cards must be registered with Technology Resources to work with the TCU network. You can find information on how to do this at the Technology Resources website <http://www.tr.tcu.edu/help.htm>.

Interlibrary loan services are available to all graduate students and to undergraduates on a case-by-case basis.

Coffee and a variety of refreshments are available from Bistro Burnett in the Library Lobby. Beverages with container lids and small snacks may be consumed throughout most of the Library, though some areas are off limits. Look for posted prohibitions. The Library asks its patrons

to restrict consumption of meals (e.g., fried chicken, pizza, etc.) to the lobby Bistro.

There are areas in the Library designated as quiet zones and others where collaborative work and conversations are permitted. Cell phone conversations are permitted only in the lobby, the vestibule and the elevator alcoves.

NETWORK AND COMPUTER USAGE POLICY

Introduction

TCU provides technology to help facilitate the academic, research, and administrative needs of students, faculty and staff. Technology allows you to quickly and efficiently access and exchange information, both within the TCU community and around the globe. This valuable resource is provided as a privilege, and with that privilege comes the responsibility of all users to conduct themselves in a manner consistent with the mission, purposes and values of the University. It is the responsibility of every person who uses University Computing Resources to read and abide by this Network and Computer Usage Policy.

Applicability

This policy is applicable to the entire TCU community (students, faculty, staff and other authorized users) and to all University Computing Resources, whether owned, leased, contracted or managed by TCU. University Computing Resources include, but are not limited to:

- hardware (e.g. computers, mobile computing devices, servers, network devices)
- telecommunication equipment (e.g. phone systems, traditional phones, cell phones, smartphones)
- storage media (e.g. discs, flash drives, external drives)
- peripheral devices (e.g. printers, scanners, monitors)
- networks
- software
- electronic data

Appropriate Use

TCU expects all users of University Computing Resources to respect the rights and privacy of other users, respect the integrity of physical facilities and controls, and respect the ownership and usage rights for digital media. You may only use those University Computing Resources that you are authorized to use, and must use them in the manner and to the extent you are authorized. Use of University Computing Resources must not violate any applicable laws, rules or policies. Use of University Computing Resources

must adhere to the university's Code of Conduct policy, available on the Human Resources website at: <http://www.hr.tcu.edu>.

University Computing Resources are intended to be used for University-related activities and, depending upon the circumstances, reasonable personal use. What constitutes "reasonable personal use" may depend on your relationship with TCU. For example, a resident student's personal internet and e-mail use is generally acceptable, but similar activities by an employee during working hours must not interfere with the employee's job performance. Improper use of University Computing Resources can subject you to discipline by TCU. The following list, while not exhaustive, contains examples of what TCU deems to be improper use.

- Using University Computing Resources for personal commercial or financial gain.
- Consuming a significant amount of bandwidth or network resources.
- Any activity that compromises network security.
- Knowingly installing or distributing a program, such as a computer virus, intended to damage or strain a computer or network.
- Allowing unauthorized users to access any TCU network.
- Using another person's account.
- Using or disclosing another person's password.
- Connecting personal computers or devices to the University's Network without prior authorization.
- Using unauthorized network devices, such as routers, firewalls, and wireless access points.
- Manually assigning an IP address to a network device or otherwise using an IP address that is not assigned to you.
- Attempting to access any data or information by breaching or circumventing security measures.
- Attempts to monitor, analyze, or tamper with network data packets.
- Personal use of TCU Computing Resources during working hours by an employee of the University which interferes with the employee's job performance.

In addition to violations of TCU rules, certain computer misconduct is prohibited under federal and state laws. Such misconduct can subject you to a civil lawsuit and/or criminal prosecution. Examples of such misconduct include:

- Using University Computing Resources to conduct illegal activity, to promote or advocate illegal activity, or to discuss illegal activities with the intent to commit them.
- Using University Computing Resources to harass, defame, abuse, or threaten others.
- Falsely obtaining electronic services or data without payment of required charges.
- Knowingly accessing a computer or network without the effective consent of the owner.
- Accessing, copying, transporting (to another person or location), modifying, or destroying programs, records, or data belonging to TCU or another user without authorization, whether such data is in transit or storage.
- Physical theft, relocation, modification, or damage to any TCU computer or network equipment, facilities, or property. This includes all computer labs, network hubs, wiring, ports and links.

Copyright and Intellectual Property

Unauthorized duplication of copyrighted works, such as books, movies, photographs, video games, music and software, is a violation of federal copyright law. TCU supports strict compliance with federal laws regarding copyright infringement. Anyone who engages in illegal copying shall be subject to disciplinary action under TCU's policies and may be sued in federal court by the copyright owner.

E-Mail | Electronic Communications | Social Networks

Electronic communications (e-mail, text messages, social networks, blogs, etc.) enjoy tremendous popularity in our society. Much of the communication between TCU staff, administration and students will be electronic. The informality and immediacy of electronic communications can, however, lead to content abuse. TCU neither sanctions nor censors individual expression of opinion in electronic communications, but TCU expects a certain level of etiquette and civility in these communications. Electronic communications must not:

- contain profanity, obscenity or inappropriate jokes;
- harass, defame or intimidate others;
- misrepresent the identity of the sender; or
- be broadcast indiscriminately to a large number of recipients.

Use common sense when communicating electronically. A good rule of thumb is to assume that any message you send will be forwarded to someone you do not know. Never send confidential information electronically unless you use appropriate electronic security measures, such as

encryption.

Users who make use of social networks, forums and other public sites do so voluntarily, with the understanding that they may encounter material they deem offensive. Use of University Computing Resources to post or display offensive materials on social networks and forums may subject you to discipline by TCU. Users who subscribe, post messages, or simply browse through such sites must abide by the rules governing each in addition to TCU's policies.

Privacy | Access | Disclosure of Information

In general, information stored on a computer or sent electronically over a network is considered private and confidential, unless the owner or sender makes that information available to others. All users must respect this right of privacy. Examination of private information without authorization from the owner is a violation of this policy. Merely attempting to circumvent security measures protecting the information will be treated as a violation and may subject you to discipline.

On shared and networked computer systems, certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

TCU will exercise reasonable security measures to protect your private files and data. Nonetheless, users should understand that no security mechanisms are perfect, and the potential for unauthorized access to private information does exist. Exercise caution when creating digital files or messages containing personal or sensitive information. Shut down or lock your computer before leaving it unattended. Do not share your network password or leave it displayed on or near your computer. Many instances of unauthorized access are attributable to the careless actions of the owner.

Even though TCU deems your electronically stored information to be private, users must understand that in certain situations, such information may be accessed, reviewed and/or disclosed by TCU.

- If you request technical assistance, the technical staff may need to view specific data in order to investigate, diagnose, or correct a problem.
- TCU logs network activity on a routine basis, and these logs are reviewed periodically by system administrators. The logs include a record of user processes.

- System administrators may access and review users' files and communications when it is necessary to maintain or prevent damage to systems.
 - TCU may access the computer and electronic data of an employee who is absent or unavailable if such access is necessary to carry out the employee's job responsibilities during the absence.
 - Electronic data left behind by a former student or employee, excluding retirees, becomes the property of the University and may be accessed, archived and/or deleted, at the sole discretion of the Chief Technology Officer.
 - Electronic data will be accessed and disclosed in connection with authorized TCU investigations of policy violations.
 - TCU will comply with any lawful administrative or judicial order, warrant or subpoena requiring the production of electronic files or data.
 - TCU may preserve and/or disclose your communications and/or documents in connection with civil lawsuits.
- These disclosures may occur even if you are not a party to the lawsuit. All such disclosures will be coordinated through TCU legal counsel.

In some situations, the law requires that TCU give you advance notice that your data or files may be disclosed to a third party. Even if legal notice is not required, TCU will try to inform you of a data disclosure unless the circumstances warrant otherwise.

To access, review and/or disclose electronic data and information, TCU may access discs, tapes, drives and other storage media, and electronic communications, whether in transit or storage. Keep in mind that even if you delete files or electronic communications stored on TCU's servers, copies of the data may still persist on backup media and may therefore be subject to access and disclosure in the situations described above.

Enforcement

Suspected violations of this policy will normally be handled through TCU disciplinary procedures applicable to the relevant user. TCU may suspend a user's access to University Computing Resources, prior to the initiation or completion of such disciplinary procedures, when it reasonably appears necessary to preserve the integrity, security, or functionality of University Computing Resources or to protect TCU from liability. TCU may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

The University's Chief Technology Officer shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it. Any legal issues concerning the policy shall be referred to the appropriate officials for advice. Employees may appeal the resolution of problems in regarding this policy via the University's Conflict Resolution Policy.

Web Pages | Domain Names | E-Mail Addresses | Account Names

TCU maintains certain domain names and web pages considered to be "official" pages of the University. These official web pages are to be used for TCU business and may only be modified by authorized individuals. Using or displaying TCU logos on other web pages without the express written permission of TCU is prohibited. Additionally, users must not maintain any website, web page or internet domain name purporting or suggesting to be "official" pages of the University. If confusion is possible, an appropriate disclaimer should be displayed.

TCU owns all account names as well as e-mail addresses having the tcu.edu domain. TCU may revoke or modify your tcu.edu e-mail addresses or account names at any time. Therefore, using TCU email for personal communications is done at your own risk. Upon your separation from the University, excluding retirement, your right to send and receive e-mail through your tcu.edu address will cease.

Security | Network Issues

- Since computer systems and networks are imperfect, users are strongly requested to report any bugs or security holes to TCU's technical staff. Likewise, users should not disseminate to others any information that could jeopardize, circumvent, or degrade system security or integrity.
- Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. TCU will not compensate users for degradation or loss of personal data, software, or hardware as a result of their use of University-owned systems or networks, or as a result of assistance they may seek from TCU's technical staff.
- TCU must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand that may strain available computer resources, TCU reserves the right to restrict (e.g., to specific times of day) or prohibit computer activities such as game playing.



Data Retention & Destruction

TCU systems are backed up on a routine basis to ensure the ability to recover from computer or network failures or disturbances. TCU cannot, however, guarantee the restoration of any lost or deleted information stored on its servers.

Further, once your relation with TCU ends, your access to University Computing Resources terminates. Therefore, a user which leaves or separates from the University or its employment will not necessarily have access

to University property or any personal files, email or other data stored on University property.

If you utilize University Computing Resources to store your personal files, documents and communications, you do so at your risk. TCU recommends that you store your personal data on your own storage media. At a minimum, you should maintain a backup copy of your personal data.

At no time does the University accept liability for the maintenance, backup, security or loss of personal data.

STUDENT ID CARD

The ID Card is your official identification card for the Texas Christian University community. As well as being the single most important piece of ID you possess during your time here at TCU, it also serves as a access key, meal card, and credit/debit card.

Card Uses

- Access to the Library, Recreation Center, and to assigned residence halls, buildings, labs and classrooms across campus
- Admission to athletic events, concerts and many other special events that require identification
- Access to the meal plan systems
- Frog Bucks, Campus Cash (debit system)
- TCU Bookstore charges (credit system)
- Making photocopies in the Library, Frog Prints and public copiers across campus (credit system)
- Various vending machines (credit system)
- Ordering printouts from public computers across campus (contact Information Commons for details)
- Verifying identity if requested by a TCU official

Online Transactions

Card users can check account balances, add Frog Bucks and view transaction histories all in one online site.

1. Log on to my.tcu.edu



2. Click Helpful Links
3. Click Frog Bucks
4. Check “I Accept” and click Continue.
5. Follow the links and instructions on the page displayed.

Find more detailed instructions at www.idcenter.tcu.edu.

Lost, Stolen or Damaged Cards

Your TCU ID is valid as long as you are enrolled at TCU, and should be in your possession at all times. Card owners are responsible for reporting lost or stolen cards PROMPTLY. Until the card is reported lost or stolen, the card owner is responsible for all transactions made with the card.

- To report your card lost (or found):
 1. Online: Follow the directions above to the Frog Bucks link, and click “Report a Lost Card”
 2. By phone: Call the ID Center at 817-257-7856 during business hours, or Campus Police at 817-257-7777 anytime
 3. In person: Visit the ID Center room 2033 in the Brown Lupton University Union
- Replacement Cards
 1. Replace lost or stolen cards by visiting the ID Center during business hours. The \$20 replacement fee is charged to your student account.
 2. Bring damaged cards to the ID Center for free replacements.

If you find someone else’s card, please bring it by the ID Center so we can notify the owner promptly. The ID card is the property of TCU and is non-transferable. Any abuse of the card could result in loss of privileges or disciplinary action. Your card must be surrendered upon the request of any University official.

Contact Information

If at any time you have any questions or problems with your ID card, contact the ID Center in the Brown Lupton University Union, Room 2033, phone 817-257-7856 or email IDCenter@tcu.edu. The www.idcenter.tcu.edu website also provides answers to common questions.

STUDENT HEALTH

Counseling , Testing, & Mental Health Center

www.counseling.tcu.edu

Monday through Friday 8AM -5PM

817-257-7863

The mission of the Counseling, Testing, and Mental Health Center is to promote and restore the psychological and emotional health and well-being of TCU students so that they may realize their full potential at TCU. Our dedicated and well-qualified staff of licensed mental health professionals provides respectful, confidential, and effective services to students with any personal, psychological, or academic concern. There is no charge for most services. Our services include the following:

- Short-term individual counseling for personal, emotional, and psychological concerns
- Group counseling for personal growth and support
- Psychiatric assessment for medication and follow-up
- Crisis intervention
- Testing Services provides national entrance and aptitude tests (CLEP, MAT, ACT, etc.), as well as a career-related aptitude tests, and screening for ADHD and learning disabilities.
- Assessment and off-campus referrals for students with longer-term or specialty care needs.
- Consultation to any person who is concerned about the welfare of a student
- Suicide prevention training
- Educational outreach programs to residences halls, classes, and campus organizations, and mental health workshops and awareness events.

The Counseling Center is located on the West entrance of the Brown-Lupton Health Center. Hours are 8am -5 pm Monday – Friday. Students may call (817) 257-7863 for an initial appointment or walk in to request an appointment. Visit our website www.counseling.tcu.edu for more information.

Brown Lupton Health Center

The Brown Lupton Health Center is an AAAHC accredited medical clinic located just north of the University Union on Stadium Drive. A multi-disciplinary experienced medical team of board certified physicians, physician assistant, nurse practitioner, and professional nurses care for TCU students.

1 There are charges for administering national tests such as ACR, MAT, CLEP, GRE subject exams, etc.

2 Psychiatric services are available to students who are seeing the psychologists at the Counseling Center. Students wanting medication only may be referred to the Health Center physicians or to off-campus health providers.

Clinic hours during the normal academic year are 9 a.m. to 5 p.m., Monday through Friday. Check in by 4:30 p.m. is requested.

A convenient independent pharmacy located within the Health Center offers competitively priced prescriptions and over-the-counter medications. The pharmacy accepts most insurance plans. Co-pays and medication costs can be paid for at the time of service or billed to the student's university account.

Check out the Health Center's website, www.healthcenter.tcu.edu for more information about our professional staff, services available, hours of operation, immunization and health insurance requirements as well as other pertinent, health-related facts.

Medical History-Immunizations Policy

All new students, regardless of academic classification, must submit to the Health Center a completed TCU Student Health Form. This form can be found on the Health Center's website under "Home > Medical Forms." An immunization record showing the required immunizations should be attached to the form.

Texas law requires all entering (new and transfer) students, as well as students re-enrolling after a fall or spring semester break in enrollment from TCU, to show evidence of having been vaccinated against bacterial meningitis within the five-year period preceding the first day of the semester in which the student is currently enrolling. The specific Immunization Form for Bacterial Meningitis can be found on the Health Center's website under "Home > Medical Forms." This form must be on file in the Health Center prior to registering for classes or enrolling in TCU Housing.

Student Health Insurance 2012-2013

Undergraduates registered for nine or more semester hours are required to have health insurance through either an individual/family plan or the University-offered plan. International Students, regardless of classification, are required to carry the University-offered student health insurance as a minimum standard of coverage and are not eligible for a waiver of the insurance. Exceptions are made only in the case of families with dependents residing in the United States and students on J visas. Enrollment is automatic for all students on F1 Visas.

Students registered for nine or more undergraduate hours and who do not wish to participate in the University's Student Health Insurance Plan MUST WAIVE the TCU Plan. The student must have adequate health insurance coverage that is comparable to the TCU Student Health

Insurance Plan that will remain in effect throughout the 2012-2013 academic year in order to the TCU Plan. Once the student has registered for classes, the university-offered insurance can be waived online at www.healthcenter.tcu.edu. The fall deadline for waiving the insurance is 6 P.M. – CST - August 22, 2012.

Undergraduates taking less than 9 hours and Graduate Students have the option to specifically elect the University-offered plan. After registering for fall classes, the student can elect the Student Health Insurance Plan by entering that choice online at www.healthcenter.tcu.edu. Fall coverage begins August 15, 2012 and the deadline for electing the insurance is 6 P.M. – CST – August 22, 2012.

The University-offered plan, Aetna Student Health, is a major medical policy providing insurance coverage both on and off campus for injuries, illnesses, and routine health care. More details about the Plan’s provisions, exclusions, maximums and limitations can be found in the Plan Brochure under “Insurance” on the Health Center’s website.

Some Highlights of the Plan include:

- Major Medical Plan – Maximum Benefit of \$500,000 per illness or injury
- Preventive Care - Covered at 100% (New benefit)
- Prescription Drug Benefit - \$100,000 maximum per Plan Year (Increased benefit)
- Mental Health and Substance Abuse Benefit (Increased benefit)
- Individual Deductible - In-Network - \$300 per Plan Year; Out-of-Network - \$600 per Plan Year Significant Savings when treated at the TCU Health Center – services and supplies covered at 100%
- Medical Evacuation & Repatriation Benefit
- Traveler’s Assistance Services
- Informed Health ® Line provides 24-hour telephone access to registered nurses
- Discount programs - dental, hearing, fitness, weight loss...
- The coverage period for Fall is 8/15/12 through 1/13/13. Spring coverage is 1/13/13 through 8/14/ 13.

Per Semester Cost of Coverage

Student Only	\$ 887.00
Spouse Only	\$1,812.00
Child/ren Only	\$1,353.00
Spouse & Child/ren Only	\$2,482.00

Once a student has registered for classes, instructions to ELECT/WAIVE online are sent via e-mail to the student’s TCU address. Questions regarding the University-offered student health insurance can be addressed to healthcenter@tcu.edu.

Tuition Refund Plan

TCU wants to be certain that you have an opportunity to protect your financial commitment in case of illness or accident. In an effort to minimize any potential financial loss, TCU has arranged with A.W.G. Dewar, Inc. to provide an insurance program that will reimburse the student if medical problems require withdrawal from school before a semester ends. This elective Insurance plan provides coverage for tuition, fees, room and food charges.

The Tuition Refund Plan (T.R.P) complements and enhances the University’s published refund policy. Students are assured, in most cases, of a 100% refund of tuition and fees throughout the semester even after the University’s refund schedule has expired. The chart below illustrates how the Tuition Refund Plan supplements TCU’s tuition refund schedule for students who completely withdraw from the University due to medical problems.

TCU believes the Tuition Refund Plan available from Dewar is an excellent option for students and parents. If you have questions about the Tuition Refund Plan, you may contact A.W.G Dewar, Inc. at (617) 774-1555.

If the Withdrawal Occurs		University Refunds	The T.R.P Refunds	Student Receives
On or before	5 th Class Day	100%	0%	100%
	10 th Class Day	75%	25%	100%
	15 th Class Day	50%	50%	100%
	20 th Class Day	25%	75%	100%
After the	20 th Class Day	0%	100%	100%

SAFETY AND SECURITY

The TCU Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under the state law, the TCU Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other TCU campus security authorities* as herein identified.

Campus security authorities are identified as any member of the TCU Police Department, its officers and staff; and any University official who has significant responsibility for student and campus activities, including, but not limited to, the offices of Campus Life, its Deans and Directors; Residential services office staff, Hall Directors, and Residential Advisors; the Department of Athletics(coaches); the Chancellor, Vice-Chancellors, and their

respective offices: and any other University official who has the authority and duty to take action or respond to particular issues on behalf of the University.

An informed campus community proactively contributes to the safe and secure environment of Texas Christian University (TCU). Campus Life - Dean's Office, 2006 Sadler Hall 817-257-7926 and the Vice Chancellor for Student Affairs, 4017 Sadler Hall 817-257-7820 also are available to respond to any questions you may have concerning campus safety and security. The following section provides general information regarding safety and security policies, procedures, and issues for the campus of TCU. Please read this material carefully.

What types of security services are provided on the TCU campus?

The TCU Police Department conducts walking, bicycle, and vehicular patrols of the University campus on a 24-hour-a-day basis throughout the year. TCU police officers are fully licensed as peace officers by the State of Texas. Police services at TCU are complemented by security officers and parking patrol personnel who provide further surveillance and report problems to police officers for response. The security officers, who are assigned to residential areas during the regular academic year, check buildings and report suspicious activity.

Emergency phones, "hard-wired" to the TCU Police Department, are located in strategic areas on campus including the stadium (near Ranch Management) and coliseum parking lots, in front of the library, in the science parking lot, and in the Worth Hills parking lot (please see <http://www.police.tcu.edu/emergency%20phones.htm> for locations). Television surveillance cameras, monitored by the TCU Police, provide extra security in a number of campus parking lots.

What is Froggie Five-0?

Froggie Five-0 is a student escort program that provides security escorts for female students from 8 p.m. until 1 a.m. during the fall and spring semesters. TCU police patrol officers will provide escorts for female students during other times or if Froggie Five-0 is unavailable. Call 817-257-7777 if you require an escort for personal safety.

What are the qualifications and powers of TCU police officers?

All sworn (licensed) TCU police officers have the authority to arrest persons on TCU property and provide assistance to other police agencies if needed or requested. Warnings for criminal trespass are issued to persons on TCU property without a legitimate need or purpose unless circumstances warrant a different course of action. If such individuals return to the campus, they may be arrested by TCU police and turned over to the Fort Worth Police

Department for transport and booking. Security officers and parking patrol personnel do not have powers of arrest. All sworn personnel participate in continuing education and certification programs as mandated by the State of Texas.

What special precautions are provided with respect to residence halls and academic buildings?

According to University regulations, all campus residence halls, including fraternity and sorority facilities, are locked 24 hours a day. Persons visiting residents may use a phone, located outside the front door of the residence halls, to contact the individual they wish to visit. Residence halls can only be as secure as residents make them. All exterior doors should remain locked or attended and no exterior doors are to be propped open. Visitation on the floors of the residence halls is regulated and enforced by residence hall staff.

Academic buildings are locked each evening by the TCU Police and remote electronic access systems and are reopened by 7:00 am each day except Saturdays and Sundays. The schedule for closing depends on the building and the use of that facility, but usually occurs between 10 p.m. and midnight. Building access is dictated by building department heads or Deans.

What should I do if I see an area of campus that appears to be unsafe?

Inform a member of the police department or the administrative staff about the concern so that the problem may be assessed. The University attempts to respond in a timely manner to physical problems that may pose safety concerns.

What does the University do to prevent safety and security problems?

As one preventive measure, students and university representatives conduct a periodic "lighting walk". Through this action and the analysis of police reports, campus lighting needs are assessed. In addition, community members report any malfunctioning lighting so that the problem may be corrected. The TCU Police Department's Crime Prevention Specialist is responsible for coordinating all on-campus crime prevention activities. Such activities include conducting informational programs in most residence halls, fraternity and sorority houses, and with student organizations; providing campus safety and security information booths in the student center on a regular basis; walking campus buildings to note safety and security problems and making recommendations to correct them; and distributing safety and security literature to students, faculty and staff. The TCU Police Department also lends materials to students, faculty, and staff to mark equipment and other personal articles to deter theft.

How do I report a problem or a crime on campus?

Students, faculty, and staff are urged to report any crime or safety related problem to the TCU Police by calling 817-257-7777. You may also visit the TCU Police Department at 3025 Lubbock or use one of the many (blue light) emergency phones. The TCU Police Department is open 24 hours a day, seven days a week throughout the year to respond to requests for assistance. If you wish to report a crime but want to remain anonymous, you may use the “Anonymous Tips” page on the police department’s website at <http://www.police.tcu.edu/annontips.htm>, or call 817-257-5833.

How does TCU respond to a crime report?

All incidents reported to the TCU Police are investigated by the TCU Police and may be followed up by University administrative officials. Police reports are reviewed daily by the Vice Chancellor for Student Affairs or his/her designee.

Student behavior is governed by The Code of Student Conduct, which outlines the expected behavioral standards on the TCU campus. The Code of Student Conduct published each year in the official Student Handbook, is available to all students, and may be accessed online at <http://www.studenthandbook.tcu.edu>. Violations of The Code of Student Conduct, and actions by members of this community that threaten the safety and security of the campus, are taken very seriously. Disciplinary sanctions will be imposed if the facts warrant such action. The University also reserves the right to file civil and/or criminal charges when it is deemed appropriate.

Campus Life - Dean’s Office coordinates the campus discipline process and is the responsible agency for implementing disciplinary procedures for major violations of The Code of Student Conduct. The Office of Housing and Residence Life and the Office of Fraternity and Sorority Life also are involved in investigating inappropriate student behavior.

What is the relationship between the Fort Worth Police Department and the TCU Police Department?

The relationship with the Fort Worth Police Department is a cooperative one. A Fort Worth Neighborhood Patrol Officer (NPO) is assigned to the TCU campus and coordinates activities with the TCU Police Department. The Fort Worth NPO is available to answer questions or provide programs for students. The TCU Police Department responds to all crimes on campus and may utilize the assistance of Fort Worth Police Department during the course of investigations. Victims of on-campus crime at TCU who have made a report to TCUPD may also report the offense to Fort Worth Police Department if circumstances dictate.

Does the University intervene in behavior of students off campus?

When the University becomes aware of off-campus student behavior that may negatively impact the university community, Campus Life - Dean’s Office may conduct an investigation. Based on the results of the investigation, disciplinary action may be taken by the University. Recognized student organizations at TCU are not permitted to own or rent houses off campus. If incidents caused by student organizations do occur off campus, the Fort Worth Police Department may report such problems to the TCU police.

How will I know if a crime presents a safety threat to me?

In the case of crime that may be a threat to students and employees of the campus, an email alert will be sent to all students, faculty and staff. Under certain circumstances, we may also utilize the TCU Alert system, as well as posters and flyers in residence halls and other strategic campus locations. The campus radio station will also be requested to make periodic announcements regarding the danger or threat if such actions are warranted.

What is the policy of the University concerning alcohol and other drugs?

The Alcohol and Drug Policy is published annually in the Student Handbook, the Faculty/University Staff Handbook, and is an integral part of the official personnel policies of the institution. Except for certain specified areas outlined in the Student Handbook, and for specified events authorized by the Vice Chancellor for Student Affairs, the consumption, sale or use of alcoholic beverages is prohibited on the campus. The University will uphold and enforce all applicable local, state and federal laws governing the sale, distribution, possession, and consumption of alcohol.

Persons may sell, serve, and consume alcoholic beverages only at specified events in accordance with applicable law. The Vice Chancellor for Student Affairs must approve in advance all sales or consumption of alcoholic beverages at specified events.

All illegal substances and paraphernalia are prohibited on the property of TCU. The Alcohol and Drug Policy outlines specific consequences for non-compliance with these regulations. For additional information, see <http://www.ade.tcu.edu>.

The University’s Alcohol and Drug Education program provides information regarding alcohol and other drugs, prevention programming and educational sessions related to policy violations. In addition, assessment and referral for individual students, faculty, and staff in need of assistance in confronting a substance abuse problem are offered confidentiality and without charge.

Missing Persons

If a student who lives on campus is determined by Campus Police to be missing for more than 24 hours, then TCU will notify the student's emergency contact. If the student is under 18, then the student's parents will be notified. If a missing student is over 18 and an emergency contact has not been given to TCU, the Fort Worth PD (or other appropriate law enforcement agency) and the student's parents will be notified.

Sexual Assault

Title IX of the Education Amendments of 1972 prohibits sexual harassment, including sexual assault and acts of sexual violence. TCU will not tolerate acquaintance rape or sexual assault as defined by the Texas Penal Code. Such offenses are taken very seriously at TCU and are violations of Texas State Law and TCU Policy. Additionally, Title IX prohibits retaliation against a person who makes a report of sexual harassment, and it is against TCU's Policy to retaliate against a person for making a report of sexual harassment, including sexual assault or other acts of sexual violence.

Sexual assault is a societal problem and requires the help of everyone to prevent its occurrence. It is important that men and women understand that there are no conditions where a person deserves to be sexually assaulted.

What to do in case of sexual assault

Sexual assault is a societal problem and requires the help of everyone to prevent its occurrence. It is important that men and women understand that there are no conditions where a person deserves to be sexually assaulted.

If either a stranger or an acquaintance threatens you with sexual assault, you must rely on your own best judgment about how to react. Remember that preserving your life is of paramount importance and no matter what your reaction during the assault, you are NOT the guilty party. It is important for all TCU students to know where to turn for help if they or a friend is sexually assaulted. The following are guidelines to assist you through this traumatic experience.

1. As soon as you are out of the sexual assault situation, find someone you trust - a roommate, a good friend, a Hall Director or RA, Campus Life - Dean's Office, a University minister, health center personnel, a psychologist, or a sexual assault crisis volunteer - someone who can provide emotional support and help identify courses of actions. It's very difficult to think objectively when you are greatly upset, so provide yourself this support.

2. Even if you are unsure about whether or not you want to file sexual assault charges, it is best to notify the police. If you live on campus, you should call the TCU Police at 7777. If the sexual assault occurs off campus, call the Fort Worth Police Department at 9-1-1.

3. Obtain medical assistance immediately. You are strongly encouraged to have a sexual assault examination for the collection of evidence should you decide to prosecute. Another important aspect of medical care after sexual assault is the prevention of sexually transmitted disease and pregnancy. Hospitals providing these services are: John Peter Smith Hospital (817-921-3431) and Arlington Memorial Hospital (817-548-6200). If you report the assault, there is no fee for the examination. While you are strongly encouraged to report the sexual assault immediately, you have up to ten years to press charges.

4. The police and/or hospital will contact the Women's Center as soon as they are notified of the sexual assault. A counselor will meet you at the hospital and will assist you as you go through the questioning and examination. The police may take any clothing, especially undergarments that might provide evidence. Therefore, you may want to take a change of clothing with you to the hospital. If you have a trusted friend who can accompany you to the emergency room, it would be helpful.

5. Sexual assault is a complex and painful experience requiring a combination of legal, medical, psychological, religious, family, and personal responses. It can disrupt a person's life in many ways. Some of these ways may not become apparent for days, weeks, months, or even years. Support groups and personal counseling have proven to be very helpful and can hasten your recovery.

The following are resources and services available to provide support and assistance:

Texas Christian University Resources

*TCU Police Department	817-257-7777
Campus Life - Dean's Office	817-257-7926
TCU Victim Advocate Program	817-257-7926
Counseling Center	817-257-7863
Health Center	817-257-7940
University Ministries	817-257-7830
Vice Chancellor for Student Affairs	817-257-7820

Fort Worth Agencies

*Women's Center	817-927-4000
*Crisis Intervention	1-866-672-5100
Ridglea Family Guidance	817-731-3700
*Fort Worth Police	817-335-4222
*Safe Haven	817-535-6464
*John Peter Smith Hospital	817-921-3431
Ft. Worth PD Victim Assistance	817-392-4390

(* denotes 24-hour services)

Any TCU employee informed of an allegation of sexual misconduct or sexual assault involving a member of the TCU community is expected to file a report with the Office of Campus Life or the TCU Police Department. University officials who are serving in a professional role in which communication is privileged under Texas law are not bound by this expectation, except as the law requires. Campus Police are informed of all allegations of sexual assault although the victim may choose blind reporting – i.e. the victim's name is not attached to the report. Allegations of sexual assault received by the TCU Police Department are reported to the Fort Worth Police Department.

TCU Victim Advocate Program

The Texas Christian University Victim Advocate Program provides campus and community resources for students, faculty, and staff who are victims of crime. This includes, but is not limited to, assault, relationship violence, sexual harassment, stalking, sexual assault, and prior assault. The program is designed to assist individuals in the recovery process by providing timely information and confidential support. The advocate's goal is to empower and support the victim. A victim is strongly encouraged to report the offense to the TCU Police (on-campus crime) or the Fort Worth Police if the incident occurred off-campus. While it is the objective of TCU officials that perpetrators of crime be arrested and prosecuted, the University will honor choices made by individual victims of crime. Individuals victimized by a crime are encouraged to use the resources and support provided by the TCU Victim Advocate Program. For more information about this program, call Campus Life - Dean's Office 817-257-7926, or check the Victim Advocate website through <http://www.campuslife.tcu.edu/vap.asp> stop by the office at 2006 Sadler Hall.

Pursuing Complaints of Sexual Assault

Victims of sexual assault are strongly urged to report such incidents to the TCU Police Department, Campus Life – Dean's Office, or the Office of the Vice Chancellor for Student Affairs. Each of these departments can assist the student in obtaining needed physical, medical and emotional assistance. If there is a need to change academic and/or living situations after a sexual assault incident, the Dean of Campus Life may coordinate such arrangements. If the alleged assailant is a TCU student, the victim may pursue criminal charges against the alleged assailant, seek disciplinary action within the University discipline process under the Student Code of Conduct, or both.

The university disciplinary process would include, but is not limited to, giving a statement to a University official. TCU prohibits retaliation for making a complaint of sexual assault. If the complainant requests confidentiality or asks

that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request that the University not pursue an investigation. However, if a complainant insists that his or her name or other identifying information not be disclosed to the alleged assailant, the University's ability to respond may be limited.

A student found in violation of the Student Code of Conduct will be subject to disciplinary sanctions. For more information about how to pursue a complaint and possible sanctions against a student, please review the Code of Student Conduct.

Safety tips while driving

- Never pick up hitchhikers.
- Keep car doors locked at all times.
- Before entering your car, check the back seat for intruders.
- Always have your keys ready to unlock the car door and enter without delay.
- Never walk across the parking lot digging in your purse or backpack for keys; have them in your hand before leaving the building.
- Make certain you have enough gas to get where you are going and always keep your vehicle in good running condition.
- If possible, travel on well-lighted, busy streets; avoid isolated back roads and short cuts.
- If you are being followed, drive to the nearest open business for help, or drive to a police or fire station.
- Park in areas that will be well lighted when you return.
- If you have car trouble, raise the hood and stay in your vehicle. When someone offers assistance, roll the window down just enough to talk to them. Ask them to stop at the first phone to call a relative, friend, garage or the police for you. Never get into a stranger's car.

Safety tips while walking or jogging

- Avoid walking or jogging alone at night.
 - Use designated areas only do not jog in the street.
- Wear some type of reflective material for visibility while jogging.
- If you are harassed by the occupant(s) of a car, simply turn and walk the other direction. The driver will have to turn around to follow you.
 - Above all, be aware of the people around you. Stay alert to your surroundings and the total environment.
 - Make it a point to know where emergency telephones are located throughout the campus and do not hesitate to use them should you feel at risk or witness a crime.

In Case of On-Campus Emergency

From campus, call 7777
From off campus, call 817-257-7777

In the event of life-threatening emergencies such as severe bleeding or heart attack, immediately call 9-1-1 for an emergency ambulance. Make sure you give clear directions about where the victim is located. Remember the ambulance driver will not be as familiar with the campus as you are. After you have called for the ambulance, call the TCU Police (ext. 7777) so that an officer can guide the ambulance to, and investigate, the incident.

For non-emergency situations, call the TCU Police at 7930.

In Case of Fire

If you see flames or smell smoke in a campus residence hall or building, activate the fire alarm (pull station) on your way OUT of the building.

Notify the Fire Dept. (9-1-1) as soon as possible then call TCU Police (ext. 7777).

If a fire alarm sounds:

1. Take a towel, pillowcase or jacket to cover your head in case of smoke if you are in your residence hall.
2. Leave the room lights on; close door.
3. Proceed to nearest exit. If there is smoke, cover your head. Stoop or crawl along the corridor to the nearest exit.

(Note: Smoke, not heat or flame, is the major cause of fire casualties. Do not take chances).

Fire Safety Policies

Texas Christian University considers fire safety extremely important and students have an obligation to adhere to University regulations as well as city and state statutes. The following are TCU policies and procedures for matters involving fire safety (see Code of Student Conduct section 3.2.5).

- **Setting a Fire (Arson).** Any individual who sets a fire (commits arson) in or near a University building is subject to immediate suspension from the University, will be charged a fine of \$400, and may be charged for repairing any damage caused by the fire.

- **Fire Alarm Evacuation.** Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants must leave the building and may not return unless told to do so by TCU police or fire officials. A complete floor by floor, room by room check will be made of the building by TCU police and/or fire officials. Occupants must remain outside the building during this check. Any individual who fails to evacuate a building after a fire alarm has sounded will be subject to appropriate disciplinary action and may be charged a

fine of \$100.

- **False Fire Alarm Sanctions.** Every effort will be made to identify the individual(s) who cause a false alarm. When such persons are identified they will be referred to Campus Life - Dean's Office for disciplinary action, which may include suspension from the University, even for a first offense. In addition to appropriate disciplinary action, an assessment of \$400 for the false fire alarm may be charged to the individual involved. In the event that an individual or individuals cannot be identified within 10 class days, the false alarm assessment may be charged to all individuals in the residence hall or living unit with a \$5 minimum charge for each resident.

Misuse of Fire Safety Equipment (Other than Fire Alarms)

Any individual who misuses or tampers with any fire safety equipment (other than fire alarms) will be subject to appropriate disciplinary action and may be charged a fine of \$100 (minimum) plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. In addition to being subject to University penalties, any student who starts a fire, damages or tampers with the evacuation alarm or misuses fire safety equipment also will be subject criminal charges.

- Tampering with a fire extinguisher
- Tampering or damaging control valves
- Smoking in any residence hall
- Breaking a sprinkler head (s)
- Removing smoke detectors or covers
- Disabling fire suppression system
- Blocking exits with furniture or other items
- Tampering or damaging fire exit lights, lights, pull stations, notification devices, or obstructing locking exit doors.

A complete Annual Fire Safety Report may be found at <http://www.police.tcu.edu/fire%20safety%20report.htm>.

Emergency Actions for Severe Weather

- Use your location's weather alert radio or television weather channel to monitor the approach and severity of the weather:
- Tornado Watch means weather conditions are favorable to the formation of tornadoes
- Tornado Warning means a tornado has been sighted in the area.
- If the Weather Service issues a severe weather or tornado warning for the Tarrant County area, warn employees/students in your immediate area.
- If the City's All-Hazard sirens sound, then a tornado is on the ground and you should move to a shelter
- Close all doors and stay away from windows and other glassed areas.
- Avoid rooms (lecture halls, auditoriums, etc.) with large ceiling or roof spans, if possible
- If available, take a battery-powered radio and flashlight into the shelter. Computers in the shelter areas can be used to monitor weather sources over the internet.
- Remain in the shelter area until an all-clear is given or until you determine the storm system has passed.
- Reconvene employees/students when the emergency is past to account for all persons.

Shelters - Best areas:

- Lowest floor level, basements if possible
- Interior restrooms, closets, alcoves, etc. without windows
- Interior hallways on the lowest ground floor
- Keep as many inside walls/door between you and the outside wall

The official source for information concerning possible or actual severe weather is the U.S. Weather Service. This information is broadcast continuously at 162.550 megahertz VHF-FM radio. TCU Campus Police and HVAC Control Center, along with many departments, have weather radios which are in constant use when severe weather is threatening.

All commercial radio stations are in constant receipt of this information and in turn broadcast the same to their listeners. Local radio stations include:

WBAP 820 – AM / KRLD 1080 – AM / KLIF 570 - AM

Additional resources for local weather information over the internet and television includes:

KXAS, NBC Channel 5 <http://www.nbc5i.com/index>

WFAA, ABC Channel 8 <http://www.wfaa.com/>

CBS Channels 11/21 <http://cbs11tv.com/>

For more weather information, the TCU TV Cable System provides the following sources:

Channels 87 and 88 / Local Radar Images

Channel 12 Weather Station

Additional information and guidance available through the TCU Risk Management website: www.saf.tcu.edu

CRIME STATISTICS

TCU Police Department Crime Statistics 2008-2009-2010-2011

On Campus	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	1	6	1	5
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	3	0	1
Burglary	2	8	2	12
Motor Vehicle theft	2	6	3	5
Arson	0	0	0	0

On Campus Residence Halls	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	1	5	1	5
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	1
Burglary	2	8	0	12
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

Non Campus	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

Public Property	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

TCU Police Department Crime Statistics 2008-2009-2010-2011

Hate Crimes - On Campus	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

Hate Crimes - On Campus Residence Halls	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

Hate Crimes - Non Campus	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

Hate Crimes - Public Property	2008	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (Including only incest and st. rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle theft	0	0	0	0
Arson	0	0	0	0

TCU Police Department Crime Statistics 2008-2009-2010-2011

Arrests - On Campus	2008	2009	2010	2011
Illegal weapons possession	1	0	0	0
Drug Law violations	0	3	0	1
Liquor Law violations	0	0	0	0

Arrests - On Campus Residence Halls	2008	2009	2010	2011
Illegal weapons possession	1	0	0	0
Drug Law violations	0	2	0	0
Liquor Law violations	0	0	0	0

Disciplinary Actions - On-Campus	2008	2009	2010	2011
Illegal weapons possession	0	0	0	0
Drug Law violations	35	39	67	68
Liquor Law violations	319	371	501	539

Arrests Non - Campus	2008	2009	2010	2011
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	0	0
Liquor Law violations	0	0	0	0

Disciplinary Actions - Non-Campus	2008	2009	2010	2011
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	1	0
Liquor Law violations	0	0	0	0

Arrests - Public Property	2008	2009	2010	2011
Illegal weapons possession	0	0	0	0
Drug Law violations	0	0	1	0
Liquor Law violations	1	0	0	0

Disciplinary Actions - Public Property	2008	2009	2010	2011
Illegal weapons possession	0	0	0	0
Drug Law violations	0	1	0	0
Liquor Law violations	0	5	1	13

ANNUAL SECURITY REPORT

The TCU Police Department prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Fort Worth Police Department, any Federal Agency, any State Agency and any other law enforcement jurisdiction that has taken action on our Campus, TCU Housing and Residence Life, Campus Life - Dean's Office, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Each year, an email notification is made to all enrolled students, faculty, and staff that provide the website to access this report. Copies of the report may also be obtained at the TCU Police Office located at 3025 Lubbock Avenue or by calling 817-257-7930. All prospective and current TCU employees may obtain a copy from Human Resources located at 3100 W. Berry Street or by calling 817-257-7790. To view the complete report online go to www.police.tcu.edu/annualsecurityreport.

ANNUAL FIRE SAFETY REPORT

TCU, pursuant to the Institutional fire safety policies and fire statistics, effective July, 01, 2010 will begin compiling data for the Annual Fire and Safety Report. An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available. To view this report online go to www.police.tcu.edu/annualfirereport. Copies of the report may be obtained at the TCU Police Department located at 3025 Lubbock Avenue or by calling 817-257-7930.

Alcohol and Drug Penalties

TEXAS STATE LAW				
OFFENSE	CLASS/DEGREE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT	FOR MINORS
Manufacture or delivery of controlled substance (drugs)	State Jail Felony to First Degree Felony	Up to 2 years in jail and a fine of up to \$10,000	10 years to life in jail and a fine of up to \$250,000	Same
Possession of controlled substance (drugs)	State Jail Felony to First Degree Felony	Up to 2 years in jail and a fine of up to \$10,000	15 years to life in jail and a fine of up to \$250,000	Same
Possession or delivery of marijuana	Class B Misdemeanor to First Degree Felony	180 days in jail or a fine of up to \$2,000, or both	5 years to life in jail and a fine of up to \$250,00	Same
Driving while intoxicated (alcohol or other drugs or both)	Class B Misdemeanor to Third Degree Felony BAC - .08	72 hours to 180 days in jail or a fine of up to \$2,000, or both	2 to 10 years in jail and a fine of up to \$10,000	Any detectable amount
Public intoxication	Class C Misdemeanor	Fine of up to \$500	Fine of \$250 to \$2,000, jail time of up to 180 days, community service of 8 to 40 hours, driver's license suspension for 30 to 180 days and attend one alcohol awareness class	Begin with maximum punishment
Purchase, consumption or possession of alcohol by a minor	Class C Misdemeanor	Attend one alcohol awareness class, 20-40 hours community service, fine up to \$500, 30-day driver's license suspension	180 day driver's license suspension, up to \$2,000 fine, 180 day jail term	N/A
Sale of alcohol to a minor	Class A Misdemeanor	Fine up to \$4,000, up to one year in jail, or both, 180-day driver's license suspension	Fine up to \$4,000, up to one year in jail, or both, 180-day driver's license suspension	N/A

FEDERAL LAW		
OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacturing, distribution or dispelling of illegal drugs	Imprisonment up to 3 years, and a fine of \$250,00 or both	Life imprisonment (no parole) and fine up to \$8 million (individual) or \$20 million (other)
Possession of illegal drugs	Imprisonment for up to 1 year and a fine of not less than \$1,000 or both	5 to 20 years imprisonment and fine of at least \$5,000 plus investigation/court costs
Distribution of drugs to a person under 21 years of age	Double the federal penalty for distribution of drugs	Triple the federal penalty for distribution of drugs



RESIDENTIAL INFORMATION

OUR RESIDENCE HALL COMMUNITY...

is home to approximately 3,500 students, representing many of the 50 states, a variety of countries, and every academic level. Your residential experience will offer you the opportunity to interact with people who have similar as well as different opinions, ideas, and backgrounds. The goal of residential living is to provide cooperative living and develop responsible citizenship along with a concern for others.

Our 24 smoke-free buildings comprise the residential community of TCU. Each is unique in purpose, environment, and history. Although the word “dormitory” appears on a few of these buildings, we believe that the term “residence hall” is preferable, as it implies that TCU is concerned with more than just physical facilities in providing residential living services to its students.

YOU NEED TO KNOW...

about policies and procedures designed to enhance your on-campus living experience. While the following information is not all-inclusive, it does provide numerous guidelines applicable to all on-campus residents. For more information, see the Residence Hall Occupancy and Dining Service License, the Bill of Student Rights, and the Code of Student

Conduct. On-campus living information is also available at <http://www.housing.tcu.edu/>.

HOUSING & RESIDENCE LIFE STAFF...

is composed of full-time professionals, full and part-time employees, and student workers who will assist you in your academic, social, and personal growth. The goal of our staff is to provide an atmosphere in the residence hall that is conducive to your development.

Hall Directors, Fraternity & Sorority Hall Directors, Assistant Hall Directors, Resident Assistants, Desk Assistants, and Chapter Resident Assistants may be contacted with questions, suggestions, or problems concerning any residential facility. For additional assistance or information, contact Housing & Residence Life located on the Ground Floor of Samuelson Hall in the Campus Commons, 817-257-7865. For Fraternity and Sorority facilities, contact Fraternity and Sorority Life in the Brown-Lupton University Union, 817-257-7281.

Hall Director (HD)...

is a full-time professional staff member of the University who lives in the residence hall. The Hall Director supervises the residence hall staff, assists in programming activities, coordinates maintenance efforts, and administers the total operation of the residence hall. In addition, HDs are

available to provide guidance and referral on a variety of subjects and are an excellent resource.

Assistant Hall Directors (AHD)...

are undergraduate students who have been a Resident Assistant and are selected for their additional experience and leadership. Through their experience and leadership, the AHDs uphold the rules and regulations of TCU while performing additional tasks. The AHDs hire and train the student office workers in the Hall Office. They also advise Hall Councils, assist the Hall Director with staff training and programming, and other administrative tasks.

Resident Assistants (RA) ...

are undergraduate students who have been selected on the basis of their ability to communicate, willingness to accept responsibility, enthusiasm to help others, and familiarity with the University. In the residence hall, the RAs work to establish and maintain a living environment conducive to a successful educational experience as well as being a resource to students. Reporting to the Hall Director, they are responsible for building community, upholding the rules and regulations of TCU, disseminating necessary information, attending to the personal safety of the residents, and helping maintain and protect University property. RAs attend training programs and workshops throughout the year in order to facilitate their own growth and development and to offer better service to residents.

Office Assistants ...

are part-time employees of the University who work in hall offices, under the direction of the Hall Directors, to ensure smooth building operations and provide customer service during their shifts.

Desk Assistants (DAs) ...

are part-time student employees who also work in hall offices to monitor building operations during their shifts. DAs report to the AHD. To find out more about being a student office worker, contact the AHD of your building.

Fraternity & Sorority Life Hall Director (HD)...

is a full-time professional staff member of the University who lives on campus. They work directly with the officers of the fraternity and sorority chapters. The FSL HDs should be the first contact if you have questions, suggestions, or problems concerning fraternity and sorority facilities. For additional assistance of information, please contact Fraternity and Sorority Life in the Brown-Lupton University Union, 817-257-7281.

Chapter Resident Assistant (CRA)...

is an undergraduate member of a fraternity or sorority who has been selected to serve his or her chapter. Selection is based upon an applicant's ability to communicate, willingness to accept responsibility, enthusiasm to help others, and familiarity with the University. The CRA has responsibilities to the chapter, chapter residents, and the University.

Residence Hall Association (RHA)...

exists to encourage a healthy living environment and promote development of the residential community by providing campus-wide programming as well as support for in-hall programming efforts. RHA also offers residents a forum to voice ideas, opinions, and concerns. It represents all residents and offers excellent leadership opportunities. Its voting membership includes three elected officers who serve as the Executive Board, Hall Council representatives, and at-large members from each residence hall.

National Residence Hall Honorary (NRHH)...

an integral component of the National Association of College and University Residence Halls, Incorporated (NACURH), the National Residence Hall Honorary (NRHH) strives to recognize the top 1% of student leaders living in college and university housing at NACURH member schools. NRHH encourages the development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and national levels. For more information, please visit the website at http://www.rlh.tcu.edu/Honorary_NRHH.htm.

Hall Councils...

work with RHA, operate according to the rules and regulations of the University, and may determine more specific rules for their hall. Residence Hall Councils are another way residents can develop leadership skills while making a difference on campus. Hall Councils provide an opportunity for residents to be involved in determining specific regulations for their halls and how a portion of the residence hall fees are spent. These funds are used for programs within the hall or for the purchase of equipment that may be useful to the residents. Residents are encouraged to participate in Hall Council committees. Talk to your AHD, RA, Hall Director or email RHA@tcu.edu for more information about becoming involved in Hall Council.

ROOMMATES

How They Are Assigned

The Assistant Director of Administration manages room assignments. For new students, efforts to assign your room and roommate are based on several criteria:

- Mutual roommate requests
- Hall preference
- Smoking or non-smoking preference (Please note that smoking is not allowed in any of the residence halls)
- Preferred sleeping hours
- Academic classification

Continuing students, are able to self-assign and request preferred roommates through the online assignment process at my.tcu.edu. Room assignments in Greek halls are made by the individual fraternity or sorority.

Tips for Getting Along With Your Roommate

The majority of roommate pairs on campus are very successful. The following tips will be helpful in ensuring a good roommate relationship.

1. Communicate.

Sit down with your roommate at the beginning of the semester and talk about your backgrounds, preferences and habits, emotional styles and moods, and personal values. This can be particularly helpful for those of you who choose to room with friends you have known before coming to TCU. Regardless of how well you may think you know your “best friend,” you may be surprised to find out some things you did not know before living together.

2. Establish Ground Rules.

After discussing your values and preferences, establish some ground rules by which you will live together. Some common topics upon which to reach mutual agreement include room cleanliness, borrowing each other’s belongings, study time, sleeping hours, visitation times, room security, etc. Write your agreements together in the beginning and it will help in resolving problems that may develop later.

3. Ask For Help.

If a conflict should develop at any point during the year, do not hesitate to go to your RA. If additional advice is required, you may approach your AHD or HD. Fraternity and Sorority residents should contact their HD. Many times students wait until minor irritations become major conflicts. Your hall staff is experienced in dealing with problems and can usually aid in resolution of problems between roommates. Working out differences with your roommate can provide a greater understanding of yourself as well as the other individual.

HALL FACILITIES AND SERVICES

Hall Office

Hall office staffs receive packages and serve as a general information center for the hall. Various kinds

of equipment can be found in hall offices, ranging from vacuum cleaners to board games.

The office is supervised by the Hall Director and is staffed by Office Assistants, RAs, and DAs. Hall office hours are posted in each hall, but should generally be as follows:

Monday-Wednesday 9 AM – 3 AM
 Thursday - Friday 9 AM – 3 AM
 Saturday – 1 PM – 3AM
 Sunday 1 PM 3 AM

The campus apartments are serviced in the Tom Brown Pete Wright Commons Office located under the clock tower in TBPW. The office hours are posted, but should generally be as follows:

Monday-Friday 9 AM -6 PM
 Saturday-Sunday 1 PM -5 PM

Hall Offices and The Fraternity and Sorority Life Office serves as a general information center for the residents. All packages should be sent to their personal TCU mailbox addressed as follows:

Student’s name
 2901 Stadium Drive
 TCU Box (student’s personal box number)
 Fort Worth, TX 76129

Chapter mailbox addresses will not accept personal mail or packages for members.

Fraternity and Sorority Hall Directors may be reached through the Fraternity and Sorority Life Office, 817-257-7281.

Check-in

Students’ rooms will be ready for them upon arrival, but they are expected to report any missing items or damages so that these items can be addressed as quickly as possible by hall staff. Any change in assignment requires authorization from your Hall Director. Students moving to a new room must make arrangements with the Hall Director to check out of the old room and check in to the new room. Unauthorized room changes may result in disciplinary action. Any changes in the room condition or furnishings that are beyond normal wear and tear could result in a charge to the student account.

Completion of any portion of the check-in procedure (i.e., acceptance of a room key, placement of personal belongings in a room, etc.) shall constitute occupancy and result in housing charges for the full semester. Any student withdrawing or dismissed from the University may appeal

to Housing & Residence Life in regard to license cancellation charges or housing charges.

Check-out

Any student who moves from his or her room is expected to follow check-out procedures that include:

1. cleaning and returning the room to the original condition.
2. meeting with hall staff to check the room for cleanliness and for damages.
3. turning in room key.
4. turning in TCU ID card to hall staff if leaving TCU.

Please reference the Campus Housing License for any penalties or costs associated with vacating prior to the completion of the yearlong license. Be aware that any damage beyond the normal wear of the room will be charged to you.

Halls close at the end of Spring semester at 2 p.m. on the Saturday of graduation. RAs will hold a meeting to explain check-out procedures and possible fines. However, students are expected to check-out within 24 hours of their last exam (unless they are a graduating senior) to help preserve an atmosphere conducive to study for those students who continue to have exams. If this is not possible, contact HD for approval.

Holidays

Non-Fraternity and Sorority residence halls remain open during all holiday periods and the break between fall and spring semesters. Fraternity and Sorority halls remain open during holiday periods, but close during the break between fall and spring semesters. Market Square Dining is NOT open during all breaks, students need to plan accordingly for meals. When a hall closes, you are required to leave within 24 hours of your last final or by 2 p.m. on the Saturday of graduation. If you are returning to the same room in the spring semester, you are not required to remove your belongings from your room over the break. However, the University is not responsible for lost, damaged, or stolen articles.

Residents planning to change rooms for the spring semester must complete the move before leaving for the semester break.

The Campus Housing License applies to the entire academic year. December graduates or spring participants in TCU-recognized Study Away programs will be released from the academic year license, so long as written notice is provided to Housing & Residence Life.

Housekeeping

University housekeeping service is provided for all common areas in the residence halls, such as corridors,

lounges, lobby areas, laundry rooms, and community and suite bathrooms. You are responsible for maintaining an acceptable level of cleanliness in your rooms as well as cleaning up after yourself in public areas. All rooms must be cleaned prior to check out or you will be charged.

Keys/ID Cards

In keeping with other exciting new responsibilities of college life at TCU, you will have to learn to handle your keys and your ID card with utmost care! If you lose a key, report it immediately to the hall staff. This is for your safety and the safety of your fellow residents. There is a replacement charge to change locks according to the hall you reside. In all of the residence halls, the outside doors unlock electronically by using the resident's official ID card. Card owners are responsible for reporting lost or stolen cards PROMPTLY to assure that no one else uses your card. Card owners can deactivate a lost or stolen card online. Simply log onto my.tcu.edu, click on "Helpful Links" and then click on "Frog Bucks" and agree and hit submit. You will then see an option to "Report a Card Lost or Stolen". A found card can be reactivated at the same site. Cards can also be reported lost or stolen by calling the ID Center during business hours at 817-257-7856 or the TCU police department 24/7 at 817-257-7777. Until the card is reported lost or stolen the card owner is responsible for any purchases made with the card. There is a replacement charge of \$20 for a lost or stolen card. This will prevent anyone from using the lost ID card to access your building or use your dining funds. It is important that you not mark your room key with identifying information or share them with anyone. Watch your room key and ID carefully! Keep them with you at all times!

Residents are allowed one courtesy lock-out entry by staff. Additional lock-outs may result in a lock-out fee.

Lounges and Kitchens

Each hall offers at least one lounge for residents' use. Many of the lounges have pianos and/or televisions. Our lounges are designed for residents to gather and develop meaningful relationships with fellow residents and hall staff. Feel free to talk, study, and relax in our lounge space. When you use one of the lounges, please respect others who may be using it at the same time. We do not allow reservations for residence hall community spaces. You are more than welcome to host residents and guests in your residence hall room for study groups, game nights, book clubs, etc. Be sure your roommates and suitemates are comfortable with guests in the rooms, and always abide by the guest and visitation policies. The front lounge in each residence hall has 24-hour visitation privileges.

Kitchens are available in many of the residence

halls. It is the responsibility of the resident using either the microwave or conventional oven to remain in the kitchen while food is cooking. Cleaning the kitchen is the responsibility of the person who uses it. If residents do not clean up after themselves, kitchen privileges may be suspended by the HD or Hall Council. Keep in mind that this is a privilege and maybe restricted if proper use is not followed. Please be considerate.

Maintenance

If you find a need for maintenance in your room, please do not attempt to make the repairs yourself. Contact your RA, CRA, or HD concerning all maintenance problems, even those that may seem minor. The Office Assistant or other staff will complete a Service Order Request Form, and the problem should be handled within a short period of time.

The University reserves the right to enter a student's room at any time for maintenance purposes. Physical Plant employees are required to wear an identification badge plainly displayed on their uniforms. When work has been performed in individual residence hall rooms and the residents are not present, a tag with information about the work performed will be placed on the inside doorknob. The University is not responsible for any damage to your belongings as a result of maintenance problems. If illegal or prohibited items are found during maintenance purposes, hall staff will be contacted and items will be confiscated and may result in disciplinary action.

Public Furniture

Common areas of each residence hall (lobbies, lounges, kitchens, etc.) are furnished appropriately. It is the responsibility of every resident to take care of hall furnishings. Removing furniture from public places subjects a resident to disciplinary action. Students are encouraged to report acts of vandalism or theft in regard to the common areas. Damages to the common areas or to the furniture may be charged to the entire community if staff is not able to determine the responsible party.

Storage

Personal storage outside your student room is not available in residence halls. Remember any University furniture in your room at check-in must be in your room at check-out. University furniture cannot be removed from your room.

The University does not provide storage for students' possessions over the summer. If items have been left behind in rooms after the school year ends, they are considered abandoned and are disposed of at the discretion of the University. Be sure to take a final look around before you check out, especially in drawers and in closets.

Vending Machines

Candy, soft drinks, and juices may be purchased from vending machines in most residence halls. In the instance that a machine is not working properly, contact your RA/CRA or hall office and report the problem. They will advise you of refund procedures. Please help prevent others from being inconvenienced by placing an "Out of Order" sign on the machine.

Washers, Dryers

Washers and dryers are conveniently located within each hall and service is provided at no additional cost at time of use. Please use high efficiency detergent and read all posted signs for operation. In the instance that a machine is not working properly, contact your RA/CRA or hall office and report the problem. Please help prevent others from being inconvenienced by placing an "Out of Order" sign on the machine.

Personalizing Your Room

The most personally comfortable place on campus is likely to be your room. The way in which you and your roommate mutually decorate your room should reflect your personalities and comfortable living needs. The following information will be helpful in knowing what furnishings you may need, how you might decorate your room, and certain aspects of college living that may not have crossed your mind.

When you arrive on campus you will find that your room is furnished with basic furniture: MicroFridge (except in the Apartment Community), beds, dressers, desks, and chairs. Feel free to add personal furniture as space allows that might enhance your room, but remember you may not make any "structural" modifications to your room. University furniture cannot be removed from your room. If it is missing at the time you check out, you will assume full responsibility for it. Refer to Housing & Residence Life website for approved items to bring to campus.

Beds

Bed frames and mattresses are furnished for each resident. Waterbeds are not permitted in residence halls because of their weight and damage potential.

Campus Computer Network

Each residence hall room provides connection to TCU's computer network, which gives residents access to the Internet, electronic mail, and the library system. Questions may be directed to the TCU Help Desk at 817-257-5855. Setup instructions for computers are available at <http://sea.tcu.edu>. All students must comply with Technology Resources guidelines pertaining to anti-virus software and hardware such as routers.

Carpeting Your Room

Residents are permitted to place carpet in student rooms where carpet does not currently exist. Large, fire-proof carpet pieces may be cut to fit the room and may be affixed to the floor with double-sided adhesive tape **ONLY** at the entrance to the room. The student who places the carpet in the room is responsible for proper removal at their checkout.

Exception: if desired, the student checking in to a room for spring semester may assume responsibility for removal of the carpet at the end of the spring semester. This must be noted on the check-in form of the incoming student as well as on the check-out form for the departing student who will be released from responsibility of carpet removal.

Any student wishing to place a rug (larger than 10 square feet i.e., 2' X 5') over existing carpet in a student room must make that request in writing through Housing & Residence Life. Any student placing carpet over existing carpet in a student room without permission will be asked to remove his/her carpet within 24 hours.

Covering Your Windows

All student room windows are covered by mini blinds. Curtains may be added if desired. A spring-type rod is required and no permanent rods may be installed.

Decorating Your Room

Talk to your hall staff when checking in to find out what wall hanger devices work in your particular building. Residential Services recommends using very small nails (3/4" brads) if they are driven straight into the wall and not at a slant. Other recommended wall hanger devices are 20 lb. picture hooks and "Wall Grab" anchors. Scotch tape, masking tape, cement, cork squares, decals, or bumper stickers may cause wall damage depending on your building. Televisions may not be mounted to walls. Contact paper, corkboard, upholstery fabric, or wallpaper may not be used on walls, shelves, or furniture. No structural or electrical alterations (including the installation of ceiling fans) may be made. Remember that any damage to your room as a result of violating these policies will result in a charge and disciplinary action. Refer to Housing & Residence Life website for approved items to bring to campus.

Holiday Lights

Lights cannot be attached to doors, furniture, ceiling or walls. For the holiday season, only LED Rope format lights maybe used. Decisions regarding the safety of lights during campus holiday programs (Colby Halloween) is at the discretion of the Hall Director. If you have any questions, please consult with your Hall Director.

Lofts

Partitions, room dividers, other structures and lofts of any type are not permitted. The exception is in these halls (Brachman, Colby, Foster, Waits, Wiggins, sorority and fraternity halls) that have loftable beds, and lofting equipment is available through the hall office. Lofted beds must be dismantled before check-out time and equipment returned to designated areas.

Residence Hall Telephones

Campus telephones are located at the hall desk, outside the main entrance to the residence hall. The office telephone is primarily for business, but the lobby telephone is available for personal use with the exception of long-distance calls. The outside telephone is for security and local calls. Since the entire community shares these telephones, they should be used for brief conversations only. Students should be aware that tampering with telephones is considered an act of vandalism, which can result in disciplinary action.

Students will have one land line connection in their room and may choose to bring a phone to use that land line.

Student Room Telephones and Cable Television

TCU Connect, www.telecom.tcu.edu, provides local telephone dial tone and cable television services to every room. Phone features include direct campus dialing, free local calls, and 1+ long distance calls billed at 5 cents a minute. If you would like to utilize the long distance, please call 817-257-4357 and we will issue a personal billing number (PBN). All charges are billed to the student's TCU account.

For TCU's cable TV (CATV) service you will need a Digital TV with a QAM tuner and a standard coaxial cable to connect your television. If you have a TV without a QAM tuner you will need a converter box with a QAM tuner. Cable TV (CATV) cost is included in your housing fee. For additional information and a complete listing of channels, please visit www.telecom.tcu.edu .

Note: To add a TiVo DVR, you must go to the TiVo website. TCU is your CATV provider; select the correct zip code (76129) to align with compatible TiVo programming. TCU Connect does not support or troubleshoot TiVo or DVR devices.

Vandalism/Damage Charges

Charges for vandalism, damages to facilities or furnishings, or failure to follow established procedures in regard to University property are noted on the Inventory Form completed at the time of check in and check out of a room.

LIVING IN YOUR RESIDENCE HALL

Appliances

Since the electrical wiring and outlets in student rooms do not allow for extensive use of electrical appliances, there are certain appliances that are not allowed as use poses health, electrical, or fire risk.

Refrigerators, freezers, and microwaves are not permitted since TCU provides one MicroFridge unit per room (except in the campus apartments).

Appliances prohibited in the residence halls and commons include: hot plate, toaster, crock pot, toaster oven, lava lamps, rice cookers, electric frying pan, deep fryer, automatic coffee makers, kettles, ceiling fan, window fan, air conditioner, space heater and halogen lamps.

Appliances prohibited in the campus apartments are: toaster oven, lava lamps, electric frying pan, deep fryer, ceiling fan, window fan, air conditioner, space heater and halogen lamps.

Bicycles and Motorcycles

For safety reasons, motorcycles may not be brought into residence halls or student rooms. Bicycle racks are provided outside each hall. Though space is limited, you may store your bicycle in your room. It must not interfere with entry and exits, and may not block any windows. Bicycle hooks may not be installed in student rooms. Illegally parked bicycles and motorcycles may be impounded. At the end of the school year, the TCU Police will impound abandoned bicycles.

Cooking and Food

Cooking should be done in the residence hall kitchen and not in your room. However, with small refrigerators and some approved appliances permitted in student rooms, students should be mindful that the presence of food in a room can contribute to the problem of roaches and ants. Do not leave food out in the open or unpackaged. When you throw something away, you should put it in the large, lined containers in the hallways where it will be removed daily. Food should not be disposed of by placing food in the drains of sinks. This causes the drains to stop up and creates an unnecessary and expensive maintenance charge. Students will be held responsible for these unnecessary charges.

Elevators

Each student should act responsibly while using elevators. Failing to do so could result in disciplinary action with possible fines.

Energy

It is very important that you do your part in helping keep our energy costs down as much as possible. Please

make a conscious effort to turn off lights and other electrical equipment when not in use.

Extension Cords

Because many residence hall fires occur as a result of poor wiring on appliances and overloaded “lamp cord” type extension cords inside individual rooms, only heavy-duty extension cords are allowed. These may be purchased at most hardware stores. Furthermore, extension cords with built-in circuit breakers are strongly recommended. Extension cords may not be run under carpets or looped over curtains or bedspreads. Since overloads will cause tripped circuit breakers or blown fuses, both of which interrupt service and could cause a fire, only four approved appliances are allowed per outlet.

Heating and Cooling

Most residence halls have individual room controls for heating and air conditioning. Heating and cooling of residence halls except Colby are controlled from a central location on campus. Use moderation when adjusting your thermostat and be aware that your thermostat may control more than one room. It is important that windows not be opened or vents blocked as this can upset the balance in several rooms. Keeping your blinds and drapes closed will help significantly in keeping your room cool. If your room is too hot or too cold, contact your hall staff. When problems are reported, be specific about the problem.

Open Flames

With the safety of students in mind, it is prohibited to have any device that has an open flame in a student room (this includes but is not limited to any candles (with or without the wick) or incense.. If these are found, resident is subject to fine and further disciplinary action.

Personal Property

While we hope your stay at the University is free of any misfortune, you should be aware of the University’s policy on loss, theft or damage of your property. The University is not responsible for loss, theft, or damage of your belongings. For your protection, make sure that your parents/guardians’ homeowner’s insurance policy covers your personal items in case of loss, damage, theft, or water or fire damage both while on campus as well as in transit between home and campus. If your parents/guardian’ homeowner’s policy does not cover your property, we recommend you purchase property insurance for your room. Remember that the security of your room is your responsibility. You may find it helpful to take the following precautions:

1. Make a list of all your personal property including identifying serial number and the manufacturer.

2. Record the numbers of all credit cards and banking accounts. Also, keep the addresses of these companies and banks so you can notify them if your cards are lost or stolen.

3. Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room.

4. Consider leaving family heirlooms or other valuable items at home.

5. Keep all windows locked at all times.

6. Keep your room door locked at all times.

7. Keep your valuables and clothes off the floors to avoid water damage, especially between the fall and spring semesters.

8. In the event you are a victim of a theft, notify both a hall staff member and TCU Police immediately.

Room Fresheners

To have the best living environment possible, we recognize that each person may have different levels of tolerance for smells in a room. Scentsy and other type room fresheners are permitted. Please note that these should have approval from all roommates before use. If there is not roommate approval, then they are become not permitted for use. Please note that candles and incense is not permitted.

Safety, Health, and Maintenance Checks

During each semester, hall staff will visit each student room to be sure that no safety violations exist. These safety checks are announced. These staff members will look for such violations as overloaded outlets, improper use of extension cords, and use of prohibited appliances. They will also look for any University policy violations, unsanitary conditions, or extremely dirty rooms. If violations are found, you will be asked to correct the problem within a specific period of time and you may be subjected to disciplinary action. All prohibited items will be immediately confiscated from your room. You will have two weeks to claim any confiscated item and remove it from the residence hall. Your room will also be evaluated for repair and maintenance needs. The purpose of these checks is to guarantee the health, safety, and proper maintenance of the community.

Smoke Detectors

All residence halls except Colby have hard-wired smoke detectors. In Colby, detectors are cleaned and checked annually, but these detectors occasionally require replacement of batteries. A slight “beeping” sound from the unit indicates a weak battery. In such cases, notify your RA, CRA or HD of the problem. Do not try to service these detectors yourself. Under no circumstances are you to remove the battery. Tampering with any piece of fire safety

equipment is a violation of TCU Code of Student Conduct.

HOUSING PROCEDURES

All Hall Meeting

At the beginning of each semester, there will be a mandatory welcome meeting of residence hall students at which time residence hall and University policies will be explained. Attendance is required and roll will be taken. Absence from this meeting will result in disciplinary actions, which may include a fine of \$50. Failure to pay the fine for not attending will result in a HOLD being placed on the TCU student account, which will prevent registration for classes. Check your individual hall for advertising that details specific location and time.

Consolidation

If you find yourself without a roommate after the semester starts (and you are not a first semester freshman) and all students desiring housing have been assigned, you will be given the option of either consolidating with another resident or keeping your room as a private at the additional rental rate. When a resident prefers consolidation to paying the single room rate, the Hall Director will contact him or her with directions for the consolidation process as well as the availability of spaces. When possible, the student will be allowed to choose where and with whom to live or may elect to have the Hall Director make the consolidation assignment. The Campus Housing License states that “the University reserves the right to make changes in assignments when considered necessary by the Department.” A student’s signature on a consolidation form constitutes a written agreement between the student and Housing & Residence Life.

Room Changes

Room and roommate assignments are made for the academic year. Room changes are made only when deemed necessary by the Hall Director. If you have a problem with your current assignment, we encourage you to first discuss this with your RA, CRA, or HD.

Room Reservation Process

Remember, all TCU students must live on campus for their first two (2) years.

In October, on-campus residents are notified about how to change their room assignment, if desired, for the spring semester. Off-campus students should contact Housing & Residence Life regarding availability of spring housing.

During the spring semester, on-campus residents who desire to live on campus for the following academic year are given the opportunity to self-assign to a room.

Current residents who do not make reservations during the published signup period lose their priority and may sign up on a Wait List which will be used only after all new students have been assigned rooms. There is no guarantee of a space for Wait List students.

Housing is for the entire academic year. Remember that you are entering into a binding agreement and you will be held to the terms of the Campus Housing License. To view the license, please refer to the HRL website at <http://www.housing.tcu.edu/>. Housing information will be communicated via your TCU e-mail account and my.tcu.edu.

Administrative Inspection

Every effort will be made to protect the rights of students; however, University officials reserve the right to enter and inspect residence hall rooms, when necessary, to protect and maintain the property of the University, preserve the health and safety of its students, or to maintain discipline. These procedures are as followed:

1. Every effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry.

2. When a violation of University regulations or criminal or civil law is suspected, a student's room may be entered and inspected after a student has signed an Administrative Inspection Consent or after approval is granted by the Dean, Associate Dean, Assistant Dean of Campus Life or the Vice Chancellor for Student Affairs. The student, if available, will be advised of the suspicion and allowed to be present at the time of the entry and search. An additional witness to the entry and search is required. This witness will be a professional staff person.

3. In emergency situations where danger to life, health, safety or property is reasonably feared, or if there is substantial evidence that violation of University regulations is in progress and that delay in securing an Administrative Inspection Consent will lead to destruction or withholding of evidence, a room may be entered without written permission of designated Student Affairs staff. In such cases, a witness must accompany the University representative conducting the inspection.

4. Articles found in residence hall rooms, which are in violation of University policies, or civil or criminal law will be confiscated and removed from the room. A receipt acknowledging the administrative inspection and any confiscated items will be presented to the student. This includes safes that students refuse to open at the time of inspection.

Signs and Banners

Inside the residence halls, TCU residents may not place signs, posters, and banners (including flags) in residence hall windows and on the outside of room doors.

Banners can be placed inside residence hall rooms. The following requirements must be met to post signs, posters, and banners.

Signs and banners may not be offensive or demeaning to individuals who reside in the room, suite, or apartment. Signs and banners may not contain vulgar language or symbols; and may not contain obscenities.

Specific regulations are:

1. No signs or banners may be placed that block or hinder emergency access to or exit from a residence hall or pose a safety hazard (e.g., electricity attached).

2. Signs may cover no more than 50% of a residence hall wall; banners may not cover any part of a hallway.

3. Signs must be completely removed by the resident upon vacating the room.

Outside the residence halls, specific regulations are:

1. Banners must be made with permanent paint and securely fastened to the building or be removed in inclement weather.

2. Banners that indicate occupants of a building support or oppose any particular or specific act (i.e., XYZ Hall supports....) must be approved by the governing body of that hall in accordance with the above guidelines.

3. Signs, posters, and banners in residence hall windows are not permitted to identify the resident(s) of the room including first and/or last name, phone number, room number, or other identifying information.

Appropriate members of the Division of Student Affairs may grant exceptions to the policy for Special University events.

Singles/Private Rooms

All first semester freshmen will be assigned roommates. When space permits, double rooms may be used as private accommodations. The rental charge for private accommodations is approximately one and one-half times the stated rate for double occupancy of a particular residence hall room. Single room priority, for both built single rooms and double rooms used for private accommodations, will be determined by the Assistant Director of Administration. Singles are more likely available for spring semesters. A student's signature on a consolidation form indicating a preference for a single room (and agreement to pay the greater cost) constitutes a written agreement between the student and Housing & Residence Life.

Residence Hall Regulations

Learning to live in a community with others is an important part of your educational experience at TCU. Acting responsibly and respectfully is our goal for every residential student. The Code of Student Conduct, which

appears in the TCU Student Handbook, provides behavioral standards for all students.

Community Standards

Non-Smoking Policy

Smoking is not allowed in residence halls/campus apartments. Smoking must take place at least twenty (20) feet away from an entrance/exit to a building. Violators are subject to disciplinary action.

Overnight Guests

Occasional overnight guests of the same gender are allowed in your room if they do not create an inconvenience for your roommate or other residents. If your guest will be staying for more than two days, you must obtain approval from your Hall Director. As a general rule, guests are not permitted to remain longer than five days. Regardless of the length of stay, you should inform the hall staff of any guest. You are responsible for your guest observing hall and University regulations. No sleeping in hallways or lounges is permitted by guests and/or residents.

Quiet Hours

A “Quiet Hours” rule is in effect in all residence halls from 10:00 p.m. until 10:00 a.m. However, residents are expected to respect the needs of others to sleep or study in the hall at all times. Conversing, listening to radios, stereos, television, and playing of music must be held to a low noise level in all student rooms and hallways.

Pets

The only pets that are allowed in the residence halls/campus apartments are fish. Fish aquariums are not to exceed 10 gallons in capacity. All other pets or animals are prohibited for health purposes. Having an unauthorized pet in the residence hall will subject the resident to disciplinary action and immediate removal of the pet by the resident or local Animal Control Officer or Humane Society. Any charges made by Animal Control Officers or Humane Society will be the responsibility of the resident. Repeat violations could subject the student to removal from the residence hall. “Visiting” pets are not permitted in residence halls.

Visitation

You may have members of the opposite gender visit you in your residence hall room during certain hours of the day. All visitors must be escorted by their hosts in all areas of the building. Visitation hours are posted in each hall and the Housing & Residence Life Office website. Visitors under the age of 17 are not permitted overnight in the residence halls, unless permission is granted by the

Housing & Residence Life Office.

Visitation policies for the Fraternity and Sorority chapters are set by each organization. The chapter is responsible for informing members and residents of the specific policy. Fraternity and Sorority Life staff supports and assists chapters in enforcing their policies. Violations of the visitation policy will result in disciplinary action, which may include removal from the hall or suspension of visitation privileges. Non-residents who violate visitation may be prohibited from returning to the hall.

Safety, Security And Emergencies

Accidents and Other Illnesses

During the normal, academic year, the clinic hours are 9 a.m. to 5 p.m., Monday through Friday. Check in by 4:30 p.m. is requested. The Health Center is closed on weekends and holidays. If there is an accident or health-related incident, contact your hall staff immediately, or call 817-257-7777 for emergency assistance.

Emergency Calls

In most instances, calling TCU Police (817-257-7777) in an emergency is the most appropriate approach.

Procedures for Student Housing Evacuations

Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants are required to leave the building and may not return until permitted by TCU Police or fire officials. A complete floor-by-floor, room-by-room check will be made of the building by Housing & Residence Life or Fraternity and Sorority Life Staff, TCU Police and/or fire officials whenever possible. Occupants must remain outside the building during this check. Any individual who fails to evacuate a building after a fire alarm has sounded will be subject to appropriate disciplinary action and may be charged a fine of \$100. Remembering that smoke, not heat or flames, is the major cause of casualties in residence hall fires;

Know these procedures in the case of an evacuation:

1. Leave the building immediately upon hearing the fire alarm sound. Under normal conditions, all students are expected to evacuate from the residence halls in less than 3 minutes. All occupants must leave the building and may not return unless told to do so by Texas Christian University Police officers or fire officials.
2. Learn the locations of all exits nearest to your room. Do not assume your regular exit is closest or safest.
3. If possible, wear shoes and dress appropriately for the weather conditions.
4. When you leave your room, close the door.
5. If smoke is present, crawl low to the floor or stay in your

room (see #9 below).

6. Only use stairways; never use an elevator.
7. Warn fellow neighbors by knocking on doors as you quickly make your way to the nearest exit. Once outside, go to the building collection area at least 150 feet away from the building.
8. If you cannot leave your room for any reason:
 - a. block all openings with wet towels;
 - b. call TCU Police (817-257-7777) or 911 and advise the dispatcher of your location;
 - c. stay close to the window holding a wet towel to your face;
 - d. do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the window.
9. Any individual who fails to evacuate a building after a fire alarm has sounded will be subject to appropriate disciplinary action and may be charged a fine of at least \$100.

Fire Safety

A fire in a residence hall can endanger the lives of hundreds of people and destroy thousands of dollars worth of property. Fire safety should not be taken for granted. Every member of the campus has a responsibility to help prevent fires. Every student should be aware of potential fire hazards and know proper emergency procedures and phone numbers. The leading fire hazards in a residence hall include open flames (such as candles), decorations, trash, flammable liquids, halogen lamps, small extension cords, and appliances. False alarms are also one of the greatest hazards. They create a mood of apathy, which leads to slow reactions in the case of a real fire. Please take the necessary precautions to insure that your room does not have fire hazards. Keep your room as uncluttered as possible. Use your appliances carefully. Report opened fire doors, blocked exits, and accumulated trash to your hall staff.

Your residence hall is equipped with several fire safety features with which you should be familiar. Fire alarms and smoke detectors are located throughout the building. Know where these are located and how they operate. Every hall has an escape plan for every resident, which will be discussed at your All Hall Welcome Meeting during the first week of each semester. A fire drill will be held early in the semester to practice your escape procedures. Fire doors are located throughout the building and should be kept closed at all times. Instructions for what to do in case of a fire will be discussed each semester to familiarize you with procedures to follow in case of a fire.

Other Emergency Procedures

Emergency situations in residence halls can be dangerous to life and property of the residents. Therefore, various precautions are taken to insure that all students

know what to do when an emergency situation arises. You are required to participate in ALL evacuation or emergency drills, fire or otherwise. Failure to participate will result in disciplinary action and possible fine.

Outside Doors

Since the residence hall is a community, everyone shares the responsibility for security of the building and residents. All doors are locked 24 hours a day. You must use your ID card to enter your hall. You should be aware that tampering with the security of a residence hall, such as propping doors open, affects the safety of all residents and is taken very seriously. Disciplinary action can result from such violations. Phones are provided at the front entrance of each residence hall to enable visitors to call the resident they are visiting. Do not allow anyone to enter the residence hall with you unless you know them personally.

Personal Safety and Security

TCU shares many of the same concerns as other urban institutions. Students should take precautions to assure protection of their person and property. It is your responsibility to protect yourself and your possessions in your room. Remember to lock your door and windows when you leave, even if only for a short time.

Solicitation

No salespersons, student or otherwise, are permitted to contact residents personally in the halls for commercial purposes. If a vendor bothers you, please notify the hall office and your hall staff at once. Campus organizations are permitted to sell in the hall lobbies with approval of the Hall Director, but they may not contact residents individually on a room-to-room basis. Use of the intercom to advertise such activities are not permitted. Recruitment by any campus organization is prohibited in the residence halls. All flyers or announcements by approved campus organizations must be brought to Housing & Residence Life, Ground Floor of Samuelson Hall in the Campus Commons or the Fraternity and Sorority Life Office, First Floor BLUU, for distribution in residence halls. No business enterprises may be operated from a residential room.

Suspicious Persons

If you notice someone in your hall that does not belong, is behaving in a suspicious manner, or both, please contact a hall staff member immediately. If no one is available, or the person is displaying dangerous or threatening behavior, call TCU Police immediately (817-257-7777). Do not confront the person yourself.

Tornadoes

Texas is subject to tornadoes, particularly (though not exclusively) from March through September. The University has designated shelter areas on campus and has educated staff on appropriate procedures. Each residence hall office is equipped with emergency Weather Service radio equipment. Your Hall Director will explain the tornado alert signal and will direct you to the designated shelter in your hall in the event of a tornado sighting. When the tornado alert signal sounds, you should:

1. Move quickly and quietly to the designated area without running or talking.
2. Keep calm and listen for instructions.
3. Take one of the following positions:
 - a. sitting with head between knees and hands covering head, or
 - b. kneeling with hands covering head.
4. Stay in the designated area until the official "clear" is given.

Important Phone Numbers

Campus Police 817-257-7930
Emergency Number 817-257-7777

Hall Offices

Campus Apartments	817-257-7891
Carter Hall	817-257-7773
Brachman/Wiggins Hall	817-257-7877
Clark Hall	817-257-7879
Colby Hall	817-257-7881
Foster Hall	817-257-7875
Grand Marc	817-201-9426
King Hall	817-257-7883
Milton Daniel Hall	817-257-7885
Moncrief Hall	817-257-7204
Samuelson Hall	817-257-7773
Sherley Hall	817-257-7889
Waits Hall	817-257-7893
Wright Hall	817-257-7883

HALL DIRECTOR _____

RA/CRA _____

Fraternity and Sorority Life	817-257-7281
Housing & Residence Life	817-257-7865
ID Card Center	817-257-7856

Dining Services

TCU Dining Services is managed by the Sodexo Corporation. All residents are required to have a meal plan. All resident dining plans will rollover from Fall to Spring. All plans (except Silver) require acceptance of Off-Campus Advantage to use Frog Bucks at local participating restaurants. To review all the available plan options, please visit <http://www.housing.tcu.edu/>.



CODE OF STUDENT CONDUCT

When students enter Texas Christian University, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the mission, philosophy and objectives of Texas Christian University. Student conduct, therefore, is not considered in isolation within the college community but as an integral part of the education process. This Code of Student Conduct outlines student behaviors specifically prohibited at TCU, but is not exhaustive. Any conduct may be considered inappropriate and prohibited if it is inconsistent with the University's mission, vision, or core values. Members of the TCU community are committed to personal and academic integrity, respect, honesty, compassion, and recognizing the inherent worth and dignity of all persons. TCU does not tolerate behavior that contradicts these values. All students are expected to know and abide by this Code of Student Conduct.

1. Definitions

1.1 University

Texas Christian University

1.2 Student

All students are subject to the terms and conditions outlined in the Code of Student Conduct, including the procedures and disciplinary measures set forth herein. The term "student" includes all persons who:

1. Are registered for one or more courses, either credit or non-credit, at TCU;
2. Withdraw, transfer, or graduate after an alleged violation of this policy, even if the disciplinary process is not complete or the University does not learn of the conduct before the student has permanently left the University; or
3. Have a continuing relationship with the University.

1.3 University community

University community includes anyone who has a legitimate role on campus including students, faculty, staff, and family members of the aforementioned people. The university community also includes vendors, contractors and members of the surrounding community who are on campus to participate in educational, cultural, or athletic events sponsored by the University and open to the public.

1.4 Code of Student Conduct ("Code")

The Code of Student Conduct is the rule structure that outlines the rights and responsibilities of Texas Christian University students. It also contains the procedures for filing a complaint of student misconduct, the disciplinary process for alleged student misconduct, and possible disciplinary sanctions for student misconduct.

1.5 University Discipline Officer

The University Discipline Officer is the Student Affairs staff member empowered to provide overall direction for the University student discipline system. The University

Discipline Officer is also empowered to receive and adjudicate non-academic Code violations as a Hearing Officer.

1.6 Hearing Officer

Student Affairs staff member empowered to receive and adjudicate non-academic Code violations including and under the general direction of the University Discipline Officer.

1.7 Discipline panel

A group of at least three faculty/staff members including one panel chairperson, operating under the auspices of the Student Conduct and Grievance Committee, empowered to receive and adjudicate non-academic policy violations or an appeal of a decision made by the University Discipline Officer.

1.8 Peer Discipline Board (PDB)

A discipline panel of students living in residence halls and Greek houses empowered to adjudicate alcohol and community standards violations, in addition to hearing appeals of alcohol violations issued in a residence hall or Greek house. The PDB can issue a Letter of Warning in addition to other educational and community service sanctions. The PDB can recommend a more severe sanction to the University Discipline Officer, or his/her designee.

1.9 Student Conduct and Grievance Committee

Committee that considers matters of policy on problems referred by Student Affairs staff.

1.10 May will be used in the permissive sense.

1.11 Shall will be used in the imperative sense.

2. Discipline Authority

The Dean of Campus Life will serve as or designate the University Discipline Officer and appoint all Hearing Officers.

2.1 Mediation

Neutral, third party mediation is available for student-to-student conflicts in most cases where the primary policy violation involves conflicts between the two parties. Me-

diation requires the approval of the University Discipline Officer, or his/her designee. Mediators are identified by Campus Life - Dean's Office. Mediation is offered as an alternative to the formal discipline process. Both parties must agree to negotiate in good faith in order for mediation to be a viable option. The complaining party has the right to end the mediation process at any time and begin the formal state of the complaint process. Agreements reached through mediation shall be final. Failure to reach a mutually acceptable resolution or failure to participate in the mediation process in good faith may result in the case being returned to the Hearing Officer for formal adjudication through the disciplinary process. In cases involving an allegation of sexual assault, mediation will not be allowed under any circumstances.

3. Prohibited Conduct

3.1 Jurisdiction

This Code applies to student conduct which occurs on University premises, as well as off-campus student conduct which, in TCU's judgment, involves or adversely affects TCU or members of the University Community and/or the pursuit of its objectives.

This Code applies to all conduct by a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at TCU. In addition, TCU continues to have authority to administer the Code with respect to any conduct by a student, even if the student graduates, withdraws, transfers, takes leave, or is otherwise absent from TCU during or prior to completion of the disciplinary process, and even if TCU does not learn of such conduct until after the student graduates, withdraws, transfers, takes leave, or is otherwise absent from TCU.

3.2 General Rules and Regulations

The following conduct is prohibited and subject to the disciplinary sanctions outlined in Section 5.

3.2.1 Infliction of bodily or emotional harm

Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or otherwise, and including the threat of, or action taken in, retaliation for reporting allegations of student misconduct. Examples of prohibited behavior under this Section include, but are not limited to: assault, sexual misconduct (which includes all nonconsensual sexual contact, sexual assault, sexual violence, sexual harassment, sexual exploitation, stalking and any other conduct of a sexual nature, undertaken without mutual consent or which has the purpose or effect of threatening or intimidating a person), verbal harassment, and biased related incidents. Sexual misconduct is a particularly grievous offense and may result in suspension or expulsion.

3.2.2 Hazing

Intentional, knowing, or reckless act occurring on or off-campus, by one person alone or in conjunction 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, developing group cohesion, training, or maintaining membership in any organization whose members are, or include, students at Texas Christian University. A person commits an offense if he/she engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has first-hand knowledge of planning of a specific hazing event or has firsthand knowledge that a specific hazing event has occurred and fails to report that knowledge in writing to appropriate university officials. Specific examples include, but are not limited to:

- a. physical brutality such as paddling, whipping, beating, striking, branding, electrical shocking, placing of a harmful substance on the body, or similar activities;
- b. physical activities that put students at risk such as sleep deprivation, exposure to the elements, confinement in a small or darkened space, and calisthenics;
- c. forced consumption of a substance such as food, liquid, alcoholic beverages, drugs, or other substances that may affect the student's mental or physical health;
- d. activities that intimidate or threaten a student with ostracism;
- e. activities that subject a student to extreme mental stress, shame, or humiliation;
- f. activities that affect the mental health or dignity of the student including, but not limited to, compelling a student to: perform acts of personal servitude, participate in treasure hunts, road trips, scavenger hunts;
- g. activities that jeopardize students' ability to fulfill academic requirements by requiring such things as late work sessions, deprive students of ample study time, or prevent class or study session attendance;
- h. activities that induce, cause, or require a student to perform an act violating the Texas Penal Code or the Code of Student Conduct.

3.2.3 Destruction of property

Actual or threatened damage to or destruction of or property of others, whether done intentionally or otherwise. This includes using sports equipment (including bicycles and roller skates/blades/boards) in unauthorized areas.

3.2.4 Weapons or dangerous devices

Use, storage, or possession of weapons or dangerous devices including, but not limited to, firearms, ammunition,

martial arts devices, knives, sling shots, air powered guns, blow guns, fireworks, or flammable liquid. Possession of a weapon or threat of use of a weapon may result in immediate expulsion in addition to the filing of criminal charges.

3.2.5 Tampering with Safety Equipment and Arson

Use of equipment designed for safety or security in a manner inconsistent with the intended use of the equipment or intentional or unintentional use of flame or heat in a dangerous manner. Violators of this policy may also face criminal charges. This includes but is not limited to:

- a. the activation of a smoke detector in a non-emergency situation whether done intentionally or by failure to exercise reasonable care;
- b. discharging a fire extinguisher in a non-emergency situation;
- c. tampering with or activating a building alarm in a non-emergency setting;
- d. setting fires inside a building and on campus;
- e. non-emergency or prank use of emergency telephones.

3.2.6 Dishonest Conduct

Dishonest conduct, including, but not limited to:

- a. knowingly reporting a false emergency including improper use of emergency notification equipment;
- b. knowingly making a false accusation of misconduct;
- c. giving false information in any discipline proceeding;
- d. misuse or falsification of University documents, forms, records, or Identification cards by actions such as forgery, alteration, or improper transfer;
- e. submission to a University official of information known by the submitter to be false;
- f. failure to notify the University of new mailing address and telephone number;
- g. failure to meet financial obligations to the University, giving a worthless check, or both;
- h. possession of a false identification card or possession of another's identification card

3.2.7 Theft/unauthorized use of property

Theft or attempted theft, or the unauthorized use or possession of University property or services, or the property of others.

3.2.8 Unauthorized or abusive use of computer equipment, programs, or data

Use of computer equipment, programs, or data in a manner that violates the intended use of the equipment, the confidentiality of the information, or the integrity of the com-

puter system's security including, but not limited to:

- a. unauthorized reproduction of software or use of illegally obtained software (individuals who violate U.S. copyright law and software licensing agreements may be subject to criminal or civil action by the owner of the copyright);
- b. unauthorized use of computing resources or use of computing resources for unauthorized purposes;
- c. transporting copies of University programs, records or data to another person or computer site without written authorization
- d. providing unauthorized security passwords to another person or using another's password or attempting to breach the security of another user's account or deprive another user of access to their University's computing resources;
- e. using the University's computing resources for personal or financial gain;
- f. attempting to destroy or modify programs, records or data belonging to the University or another user.

3.2.9 Failure to comply with University authority

Failure to comply with directives of authorized University officials, identified as such, in the performance of their duties including, but not limited to, University Police officers, Residence Hall Directors, Assistant Hall Director, and Resident Assistants. Failure to comply with directives includes, but is not limited to:

- a. failure to identify oneself when so requested;
- b. failure to arrange and/or attend a meeting when so requested;
- c. violation of a disciplinary sanction.

3.2.10 Drugs

Use, production, distribution, sale or possession of drugs in a manner prohibited under Texas Law. Possession of drug paraphernalia is considered the same as possession of drugs. Being where drugs and/or drug paraphernalia are present is also considered the same as possession of drugs.

- a. failing a non-incident motivated drug screen one time will result in mandatory drug education counseling and/or required drug treatment;
- b. drug use or possession or a second failed drug screen will result in at least a one-year disciplinary probation sanction, 80 hours of community service, drug education counseling or drug treatment, and random drug testing during the term of the probation. Additionally, residence hall eviction will be considered, especially if the incident occurred in a University facility or during a University sponsored event;
- c. additional violations of the drug policy may result in suspension for at least one academic year. Readmission to the University will occur only after the suspended

student provides proof of drug counseling and/or treatment from a licensed counselor or certified treatment program;

d. using drugs and/or alcohol to intentionally incapacitate another person will result in at least a one-year suspension;

e. sale or distribution of drugs will result in immediate expulsion from the University.

Parents may be notified of any illegal drug policy violation. Fort Worth police may also be contacted for drug violations.

3.2.11 Alcohol

Use, production, distribution, sale or possession of alcohol in a manner prohibited under Texas law or which includes any of the following conduct:

a. use of alcohol by anyone under 21 years of age or providing alcohol to someone who is under 21 years of age;

b. use of alcohol anywhere other than in a residence hall room or other specifically designated area for use;

c. being in a room where alcohol is present while underage unless it is your room and your roommate is 21 years of age;

d. behavior that evidences underage consumption and/or intoxication on campus, including but not limited to staggered walking, slurred speech, or alcohol on breath;

e. possession of kegs or similar bulk quantity containers. Individuals who bring a keg or similar prohibited container to the campus are subject to a \$500 fine, removal from all University residence halls, and appropriate disciplinary action. Any organization that allows a keg or similar prohibited container, serves alcohol, or allows alcohol to be served at a University facility is subject to a \$1000 fine;

f. possession of containers designed for alcoholic beverages while underage.

The first alcohol violation in an academic year will result in an alcohol assessment, a required educational workshop, and a \$150 fine.

The second alcohol violation in an academic year will result in a \$225 fine, a letter home to student's parents or guardians, an additional alcohol assessment, completion of an educational workshop designed for repeat offenders, 45 hours of community service, and compliance with any recommendations made by Alcohol and Drug Education Center.

The third alcohol violation in an academic year will result in a \$300 fine, a letter home to students' parents or guardians, further alcohol assessment, one year of disciplinary probation, possible expulsion from University housing, 60 hours of community service and compliance with any recommendations made by the Alcohol and Drug Education Center.

3.2.12 Unauthorized presence

Unauthorized entrance to or presence in or on University premises. This includes unauthorized possession or use of a university key or I.D. card.

3.2.13 Disorderly conduct

Disorderly conduct that interferes with or obstructs University-authorized activities, including teaching, research, administration, or other activities conducted, sponsored, or permitted by the University. Disorderly conduct includes, but is not limited to:

a. causing a nuisance with noise by talking, yelling, singing, playing a musical instrument, a radio or stereo, etc., sufficiently loud to disturb other members of the University community;

b. lewd, indecent, or obscene conduct.

3.2.14 Violation of local, state, or federal criminal offenses.

Violation of any criminal offense under federal, state, or municipal law.

3.2.15 Violation of other published or announced university rules or regulations

Including rules governing residential living, student organizations, traffic regulations, recreational activities, or athletic events.

3.3 Residential Living Rules

In addition to the rules listed in section 3.2, the following rules apply specifically to University housing.

3.3.1 Building security

Activities that jeopardize building security for any or all residents are expressly prohibited. These acts include, but are not limited to:

a. first floor windows that are not closed and locked at all times;

b. possession of another student's key to a residence hall room or Chapter house;

c. tampering with locks and doors;

d. propping doors at any time, especially outside exit doors and doors designed as fire barriers;

e. climbing in or out of residence hall windows as well as climbing around on the exterior of the building.

f. providing access to persons who are not authorized to be in the residence hall.

3.3.2 Community safety

Behaviors that endanger the well-being of any or all residents are strictly prohibited. These include, but are not limited to:

a. use of fireworks, bottle rockets or other explosive or propelling devices;

- b. possession of all weapons, guns, other propelling devices and ammunition;
- c. misuse of, or tampering with firefighting equipment, including the inappropriate sounding of fire or smoke alarms, is prohibited;
- d. failure to evacuate a building during an alarm;
- e. throwing or discharging any item, including water, from windows;
- f. using a candle, oil lamp or any other device that has an open flame or incense in a student room;
- g. the use of any electric room decoration not approved by hall staff;
- h. using an unapproved electrical appliance (Refer to Housing and Residence Life website for approved items);;
- i. possession of a refrigerator greater than 4.3 cubic feet, a refrigerator that uses more than 3 amps of electricity, or possession of more than one refrigerator in a room;
- j. placing wires or antennas outside of the resident room.
- k. hookah pipes are prohibited in residence hall rooms.

3.3.3 Community standards

Students are expected to adhere to a standard of behavior that allows others to live comfortably in the environment. Specifically the following behaviors, among others, are prohibited:

- a. causing excessive noise, especially during the “Quiet hours” period which is in effect from 10 p.m. to 10 am;
- b. violating posted residence hall visitation policy;
- c. failure of the host to escort any guests;
- d. failure to register any social events or organization meeting in the residence hall with the Residence Hall Director;
- e. keeping or bringing pets or other animals (except fish or assistive animals) inside a residence hall;
- smoking in any residence hall;
- g. door to door solicitation for any purposes.

3.3.4 Facility damage

Acts that harm or otherwise negatively affect the appearance of residence hall building exteriors, interiors, or furnishings, by failing to exercise reasonable care or in specific acts of vandalism, are prohibited. The following behaviors, among others, are prohibited:

- a. causing damage to residence hall rooms or common areas is prohibited. The cost of repair will be charged to the responsible party(ies). If the individual(s) responsible cannot be identified, the charges will be prorated among all community members;

- b. moving public area furniture to student rooms;
- c. damaging, altering, or disassembling University furnishings;
- d. improperly disposing of trash or discarding trash in the hallways
- e. posting unapproved signs and notices. All signs must be approved by the Hall Director or the Housing & Residence Life Office and then only in approved areas;
- f. participating sporting activities (i.e. golf, basketball, skate boarding, roller blading, etc.) in hall corridors, lounges, or student rooms;
- g. painting student rooms without proper authorization or failing to follow the paint policy agreements. Students will be charged the actual cost of restoring the room to proper condition;
- h. placing carpet greater than 10 square feet on existing carpet without written approval from the Office of Residential Services.
- i. failing to remove carpet from a room upon check-out
- j. mounting televisions or other items to doors or walls.

3.4 Academic misconduct

Any act that violates the academic integrity of the institution is considered academic misconduct. The procedures used to resolve suspected acts of academic misconduct are available in the offices of Academic Deans and Campus Life - Dean’s Office. Specific examples include, but are not limited to:

3.4.1 Cheating

- a. Copying from another student’s test paper, laboratory report, other report, or computer files and listings;
- b. using, during any academic exercise, material and/or devices not authorized by the person in charge of the test;
- c. collaborating with or seeking aid from another student during a test or laboratory without permission;
- d. knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release;
- e. substituting for another student or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.

3.4.2 Plagiarism

The appropriation, theft, purchase or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own submitted for credit. Appropriation includes the quoting or paraphrasing

of another's work without giving credit therefore.

3.4.3 Collusion

The unauthorized collaboration with another in preparing work offered for credit.

3.4.4 Abuse of resource materials

Mutilating, destroying, concealing, or stealing such material.

3.4.5 Computer misuse

Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased or operated by TCU or any of its academic units for the purpose of affecting the academic standing of a student.

3.4.6. Fabrication and falsification

Unauthorized alteration or invention of any information or citation in an academic exercise.

- a. Falsification involves altering information for use in any academic exercise.
- b. Fabrication involves inventing or counterfeiting information for use in any academic exercise.

3.4.7 Multiple submission

The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

3.4.8 Complicity in academic misconduct

Helping another to commit an act of academic misconduct.

3.4.9 Bearing False Witness

Knowingly and falsely accusing another student of academic misconduct.

4. Violation of Law and University Discipline

University disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of the Code without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

5. Non-Academic Hearing Process

5.1. Complaints, Notice, and Hearings

5.1.1 Any member of the University community may make a complaint against any student for misconduct which violates the Code. Allegations should be directed

to the appropriate Hearing Officer. Complaints involving alcohol violations or community standards violations in or around a university residence hall should be directed to a Residence Life staff member and in or around a chapter house should be directed to a Fraternity/Sorority Affairs staff member. All other complaints of misconduct involving students should be directed to the University Discipline Officer or Campus Life - Dean's Office. If any confusion exists as to whom a complaint should be directed, it should be directed to the University Discipline Officer or Campus Life - Dean's Office. Complaints involving discrimination or harassment can also be directed to the Assistant Vice Chancellor for Student Affairs or the University Sexual Harassment Officer. Complaints of misconduct in violation of this Code should be submitted as soon as possible after the event takes place and under most circumstances should be submitted within one calendar year. Failure to timely submit a complaint may hinder the University's ability to effectively investigate and take disciplinary action against the accused student.

5.1.2 Notice to students under this section, including notice advising of a complaint, scheduling a panel hearing as described in this section, and notifying a student of the outcome of his or hearing and any sanctions imposed, if applicable, may be made in writing by regular mail, email or hand delivered letter. E-mail communication is an official communication for the University. The official Registrar's "local address" will be used for mailing purposes during the academic year and both the "local address" and "home address" will be used during holidays, and summers, or after a student is permanently absent from the University.

5.1.3 Upon receipt of a complaint, the Hearing Officer may initiate an investigation to determine if the complaint has merit and/or if it can be resolved through a process of mediation acceptable to the University Discipline Officer and with the mutual consent of both parties. Written notice of all complaints of alleged behavior in violation of the Code shall be given to the accused student within fourteen (14) days of the receipt of the complaint by a Hearing Officer with a request to schedule an investigatory interview. Should a student fail to respond to a written request by a Hearing Officer to schedule an investigatory interview, the Hearing Officer may, at his or her discretion, take one or more of the following actions:

- a. Request the University Discipline Officer or his/her designee place a hold on the student's academic records, which will prevent the student from adding or dropping courses, as well as pre-registration, pending their participation in the investigation.
- b. schedule a meeting with a Hearing Officer or a panel hearing with a discipline panel.

Investigations and resolutions of complaints will be undertaken in a prompt manner. Complaints alleging sexual misconduct will be resolved within 60 days from the date the complaint is received by the Hearing Officer, unless circumstances require additional time.

5.1.4 The accused student has the right to a formal hearing before a discipline panel (excluding alcohol and community standards violations). However, at the Hearing Officer's discretion, the accused student may opt in writing to waive their right to a discipline panel hearing and instead, have the matter decided administratively by a Hearing Officer. In such cases, the accused student waives the right to some procedural guarantees provided by the formal disciplinary process with a discipline panel hearing. In the first investigatory meeting with the accused student, if the informal administrative process is an option, the Hearing Officer will ask the student if they want to proceed through the informal administrative process or the formal disciplinary process with a discipline panel. The student retains the right to appeal in either case. If a student elects the informal administrative process, the Hearing Officer will investigate the allegations, determine if the student has violated the Code, and advise the student of the outcome at a subsequent meeting.

5.1.5 Although procedural requirements in the disciplinary process are not as formal as those existing in a court of law, the following procedures generally apply:

a. The accused student may have a person present to advise him or her in all discipline interviews, meetings and/or hearings. The advisor may only counsel the student but cannot actively participate in the interview or hearing, unless clarification is needed as determined by a Hearing Officer or the hearing panel chairperson, as applicable.

b. At the discretion of the Hearing Officer or panel chairperson, as applicable, certain witnesses may also have one advisor present at a witness interview with the Hearing Officer or at a discipline panel hearing during the witness' interview. Generally, these witnesses are alleged victims of the misconduct and may be reasonably distressed by the discipline process. The advisor of the witnesses may not actively participate in the process and may only speak to the witness.

c. Administrative meetings with a Hearing Officer and discipline panel hearings before a discipline panel are restricted to those directly involved in the proceeding. Admission of any person to the meeting and/or hearing shall be at the discretion of the Hearing Officer and/or panel chairperson. The Hearing Officer and/or panel chairperson may take reasonable measures to ensure an orderly process, including removal of persons who impede or disrupt proceedings.

d. In the informal administrative process, the accused student may submit a written statement, and may ask witnesses to speak to the Hearing Officer on the accused's behalf before the Hearing Officer determines the outcome of the complaint. In the formal discipline process, the accused student may submit a written statement, may invite witness to attend the panel hearing on the accused's behalf, may ask questions of witnesses called by themselves or others at the discretion of the panel chairperson, and will be notified of witnesses to be called. In order to ensure the orderly administration of the hearing process, the investigating Hearing Officer should be notified at least 24 hours prior to a scheduled hearing of any witnesses the accused student plans to ask to attend. The University may present witnesses as well as question those presented by the accused student. "Character witnesses" will not be permitted unless they have information directly related to the Code charges under consideration.

e. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Hearing Officer or discipline panel at the discretion of the Hearing Officer or panel chairperson, respectively, for example, signed witness statements are admissible in the event that the witness may not be physically present at the panel hearing.

f. All procedural questions are subject to the final decision of the Hearing Officer or panel chairperson, as applicable.

g. University notification of the time and location of a formal discipline panel hearing will be given to the accused student no fewer than seven (7) calendar days prior to the hearing. Should a student accused of violating the Code fail to attend his or her discipline panel hearing, the case may be heard and decided in his or her absence.

h. In the instance of the informal administrative process the Hearing Officer shall determine whether the student has violated each section of the Code which the student is accused of violating. Should the student be found in violation of one or more sections of the Code, the Hearing Officer will determine the appropriate educational discipline sanction to be imposed against the student. After a formal hearing before a discipline panel, the discipline panel, in closed session, shall determine by majority vote whether the student has violated each section of the Code which the student is accused of violating. Should the student be found in violation of one or more sections of the Code, the discipline panel will then deliberate and decide upon an appropriate educational discipline sanction to be imposed against the student. In the event of a panel hearing, the existence of a current sanction will not be shared with the panel until such time as a finding that the student is in violation of the Code has been made.

i. The accused student will be notified in writing of the outcome of his or her panel hearing within fourteen (14)

days following the conclusion of the hearing. At the discretion of the panel chairperson, the student may be notified verbally of the panel hearing outcome prior to the receipt of written notification. In cases alleging sexual harassment, the complaining party will also be notified of the outcome. The University may disclose to a harassed student the sanctions imposed upon a student found to have engaged in harassment so long as the sanctions directly relate to the harassed student. A student found to have violated the Code may appeal the outcome of any hearing under the terms and procedures to be followed for appeals, as set forth in 5.4 below. A party complaining of sexual harassment may also appeal the outcome of a hearing under the procedures to be followed for appeals, as set forth in 5.4 below.

j. The Hearing Officer's or discipline panel's determination of "in violation" or "not in violation" of the Code shall be determined based on the "greater weight of the information," that is to say, whether it is more likely than not that the accused student violated the Code.

5.1.6 Alcohol violations are not determined using the same procedures as other code violations. Alcohol violations occurring in a University residence hall or fraternity/sorority chapter house are handled by a Hall Director or Fraternity/Sorority Affairs staff member. All other alcohol violations on campus are handled by TCU police. Appeals of alcohol violations issued in a residence hall or fraternity/sorority housing will be handled by the Peer Discipline Board. Appeals of alcohol violations issued by TCU Police will be handled by the University Discipline Officer or his/her designee. Sanctions may be imposed as set forth in this Handbook.

5.1.7 Students are not permitted to record investigatory interviews. Administrative meetings before a Hearing Officer or hearings before a discipline panel will only be tape recorded if the accused student submits a written request 24 hours prior to the hearing and in such cases will be recorded by the University. Discipline panel deliberations will not be recorded. The recording shall be the property of the University. The accused student may obtain a transcript or audio tape of the recording at his/her own expense.

5.1.8 Except in the case of a student charged with failing to comply with University authority, no student may be found to have violated the Code solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered.

5.1.9 The University Discipline Officer may approve deviations to a discipline proceeding as long as it does not alter the fundamental fairness of the hearing. In cases of sexual misconduct and/or sexual assault, TCU reserves the right to

modify its disciplinary processes, including providing the victims a right to appeal disciplinary panel decisions.

5.1.10 In the event a student against whom a complaint of misconduct in violation of the Code of Student Conduct withdraws, transfers or graduates from the University while an investigation is pending or before a hearing has been conducted, a notice may be sent to the accused student stating that a complaint of misconduct in violation of the Code of Student Conduct has been made against him or her, that an investigation has been or will be conducted, and that a formal disciplinary hearing may be held. If it is determined that a hearing will be held, the accused student will be informed of the time and place of the hearing. The accused student may respond in one of three ways: (1) return to campus for a hearing, (2) waive the right to give testimony personally, thereby acknowledging that the hearing may proceed in his or her absence, or (3) waive the right to appear and send in a written, signed statement to be presented on his or her behalf at the hearing. Failure of the accused to respond will be considered a waiver of the right to appear. While an investigation is pending or prior to the time of a hearing, a notation may be placed on the transcript of the accused stating that a disciplinary investigation and/or hearing is pending. The disciplinary proceeding must be resolved before the accused student may re-enroll. If the discipline imposed on the student would have been expulsion but for the fact that the student left the University, it may be a part of the student's permanent academic record.

5.2. Sanctions

Nothing in this Code of Student Conduct is intended to limit or diminish the authority of Academic Deans or other University officials from appropriately addressing conduct by a student or students which is inappropriate, disruptive, or which constitutes misconduct.

5.2.1 In each case in which a discipline body (discipline panel or in the case of the administrative process, a Hearing Officer) determines that a student has violated the Code, they may then determine and impose sanctions. In the case of a panel hearing, a majority vote is necessary for the imposition of one or more sanctions. A Hearing Officer conducting the informal administrative process may individually assign sanctions.

5.2.2 Under the direction of the University Discipline Officer, she or he, other Hearing Officers, and discipline panels may issue various sanctions including: Warning, Disciplinary Probation, Residence Hall eviction, Restitution, Suspension, Suspension in Abeyance, and Expulsion, described below. They may also issue other or additional sanctions designed to enhance the educational impact of the process on the student. Sanctions such as community service,

letters of apology, assessment by mental health professionals, restriction or revocation of privileges, and educational assignments, such as writing a paper, are some examples of additional appropriate sanctions.

5.2.3 Warning

Warning is written notice that the student was found to be in violation of the Code and that further violation of the Code may result in more severe disciplinary sanctions.

The existence of a prior Warning may be used to influence future sanction decisions for only one calendar year from the date of the issuance of the Warning.

5.2.4 Disciplinary Probation

Disciplinary probation is a sanction given for a specified period of time and serves as a severe sanction. During the period of Disciplinary Probation, the student is no longer considered in good standing with the University and may have some student privileges revoked. Should a student be found in violation of the Code during the probation period, a more severe disciplinary sanction is likely. This includes, but is not limited to, residence hall eviction, suspension, suspension in abeyance, or expulsion.

5.2.5 Suspension

Suspension is a sanction by which a student is involuntarily separated from the University for a period of one semester to four academic years. At the end of the sanction term, the student is eligible for re-enrollment pending the submission of appropriate paperwork and completion of any other sanction terms.

5.2.6 Suspension in abeyance

Suspension in abeyance is a sanction by which a student is involuntarily separated from the University for a period of one semester to four academic years. However, the student is permitted to remain in classes during the period of the suspension unless he or she is found in violation of another Code section during the period of the suspension. Should this happen, the suspension shall be activated immediately and remain in place for whatever amount of time remains on the original sanction. The student will additionally face new sanctions associated with the immediate university violation.

5.2.7 Expulsion

Expulsion is a sanction by which a student is involuntarily separated from the University permanently.

5.2.8 Restitution

Restitution is a sanction that requires the student to make monetary reimbursement for damages to, destruction of, or misappropriation of University property or services, or the property of any person.

5.2.9 Residence Hall Eviction

Residence Hall Eviction is a sanction that requires the student to move to a new residence hall or removes the student from all residence halls. For purposes of this sanction, a “residence hall” includes any residential facility where a student has a housing license to reside.

5.2.10 More than one sanction may be imposed for any single violation.

5.2.11 Other than expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. However, in the University’s discretion, if a student who has been reported for a suspected violation of the Code withdraws, transfers or graduates from the University before a hearing is conducted, a notation may be made on, or affixed to the student’s transcript, indicating that the student withdrew, transferred or graduated while a disciplinary proceeding was pending. Within a maximum of five years from the date of an individual’s termination for the University, a routine destruction of his or her disciplinary records may be accomplished.

5.2.12 Hearing outcomes may be released only to University offices, University faculty or staff (with an educational need to know), or to victims of sexual assault or other acts of violence.

5.3 Interim Suspension

In certain circumstances, the Vice Chancellor for Student Affairs, or a designee, may impose a University or residence-hall suspension prior to the hearing.

5.3.1 Interim suspension may be imposed only:

- a. to ensure the safety and well-being of members of the University community or preservation of University property;
- b. to ensure the student’s own physical or emotional safety and well-being; or
- c. if the student poses a threat of physical disruption of, or interference with, the normal operations of the University.

5.3.2 During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice Chancellor for Student Affairs or designee or investigating hearing officer may determine to be appropriate.

5.3.3 The student may request, in writing, an appeal of the interim suspension to the Vice Chancellor for Student Affairs, within three working days of imposition of the suspension. An appeal hearing will be conducted without undue delay by the Vice Chancellor for Student Affairs or designee.

5.4 Appeals

5.4.1 A student found in violation of a section of the Code by either a Hearing Officer or discipline panel may appeal the hearing decision. An appeal, except appeals of alcohol violations, must be in writing and received in the Campus Life – Dean’s Office within five business days of the date of the letter notifying the student of the outcome of his or her hearing.

a. Appeals of decisions made by a Hearing Officer other than the University Discipline Officer will be heard by the University Discipline Officer.

b. Appeals of decisions made by the University Discipline Officer shall be heard by a discipline panel.

c. Appeals of decisions made by a discipline panel will be heard by the Vice Chancellor for Student Affairs.

5.4.2 Except as required to explain the existence of new information, an appeal shall be limited to review of the verbatim record or hearing notes of the initial hearing and supporting documents for one or more for the following purposes:

a. to determine whether the original process was conducted in conformity with prescribed measures.

b. to determine whether the decision reached regarding the accused student was supported by a greater weight of the information.

c. to determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.

d. to consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing. If the appeal officer accepts the validity of new information, the original hearing board will be reconvened.

5.4.3 Following a review of the relevant information, the appeal officer or panel may either uphold the prior decision or alter it, in total or part, at his or her discretion. The appeal officer or panel may, upon review of the sanction(s) imposed, reduce, affirm, or increase the severity of sanction(s).

6. Interpretation and Revision

6.1 Any question of interpretation regarding the non-academic misconduct portion of the Code of Student Conduct shall be referred to the Vice Chancellor for Student Affairs or to his/her designee for final determination.

6.2 Any question of interpretation regarding the academic misconduct portion of the Student Code of Conduct shall be referred to the Vice Chancellor of Academic Affairs or to his/her designee for final determination.

6.3 The Code shall be reviewed at least every five years under the direction of the Dean of Campus Life office.



BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of this document is to enumerate the essential provisions of the student's rights and freedoms, together with the corresponding responsibilities which the student assumes while enrolled at Texas Christian University. It is understood by all persons concerned that the rights and responsibilities enumerated herein are to be exercised within the framework of the philosophies and objectives of the University.

Section I

Freedom of Access to Higher Education

- A. The University shall be open to all applicants regardless of race, religion, sex, age or national origin who are qualified according to its admission requirements.
- B. The appropriate facilities and services of the University shall be available to its enrolled students.
- C. Each student has the responsibility to meet all of his/her financial obligations to the University.
- D. Each student has the responsibility to observe the regulations of the University.

Section II

Classroom Expression

- A. Any student who is in good standing with the University has the right to register for and attend any class (course) for which he/she has met the prerequisites as stated in the official University catalog and which is open to further enrollment.
- B. Freedom of discussion and expression of views relevant to a course shall be protected.
- C. Students are responsible for meeting the stated requirements of any class for which they are enrolled.
- D. Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated class requirements.

Section III

Student Records

- A. The confidential status of student records including information about student views, beliefs and political association shall be protected. The term "confidential" means the ethical, moral, and legal responsibility not to divulge information of a personal nature that has been obtained in the course of a professional relationship except:
 - 1. When necessary to prevent an individual's serious injury to him/herself and/or to another person;
 - 2. For use by members of the faculty and administration when necessary to carry on the internal operations of the University;
 - 3. When a parent or guardian has legal access to such records;
 - 4. When ordered by a court of competent jurisdiction to release such information.
- B. No entry may be made on a student's official transcript without notification to the student.
- C. Access to the University record (which includes a list of those who have had access to the records) is guaranteed to each student, subject only to applicable state and federal laws and reasonable University regulations as to time, place, and supervision.
- D. Entries relating to student's race and religion may be solicited but shall not become part of the student's official transcript.
- E. Within a maximum of five years from the date of an individual's termination from the University, a routine destruction of his/her disciplinary records shall be accomplished.
- F. The student has the responsibility to give full, accurate and complete information for all official records required by the University.



UNIVERSITY JUDICIAL SYSTEM

Preamble

This Judicial System is intended to provide an orderly system for adjudication of disputes arising under the Bill of Rights and for the just resolution of grievances based on actions of University employees or groups recognized by the University. A grievance is defined as any dispute or difference concerning the interpretation or enforcement of any provision of University regulation, policies procedures or state or federal law.

I. Boards of Original Jurisdiction

A. The University committees enumerated below shall serve as quasi-judicial boards of original jurisdiction.

1. The Student Organizations Committee shall hear cases involving student organizations officially recognized or approved by the Committee. It shall have the authority to delegate responsibility for judicial hearings to other student groups (such as the Panhellenic Council, the Interfraternity Council, etc.) but no dispute (case) handled by one of these groups can be appealed to the University Court until a ruling has been made by the Student Organizations Committee itself. Cases may be brought by University staff members, officers of student organizations under the jurisdiction of the Committee, or by individual students who charge that their rights have been violated by such organizations.

2. The Student Publications Committee shall hear cases involving University sponsored student publications, e.g., The Daily Skiff and Image. Cases may be brought by University staff members, student editors or editors or writers and individual students who think their rights have been violated by the press. The Committee shall also hear cases involving controversy over such questions as compliance with the Canons of Responsible Journalism and FCC Regulations and the standards of taste in the University community.

3. The Public Presentations Committee shall hear cases regarding controversies in the areas of speakers, films, theatre, dance and art exhibitions to be presented by student organizations. Judgments concerning the appropriateness of a presentation (as defined in the Student Bill of Rights) will be made by this committee. Cases may be brought by University staff members, by student organizations that sponsor public presentations, or by individual students who charge their rights are violated by such presentations.

4. The Academic Appeals Committee shall hear cases brought to it by students who are appealing a specific

grade, or who have been accused of cheating on examinations, plagiarism, or other academic dishonesty. Controversies in this area may only be brought to the Committee after regular channels of the department and college have been used.

5. The Traffic Appeals Committee shall hear cases involving disputes over the enforcement of University traffic regulations. Cases may be brought by students, faculty or administrators.

6. The Student Conduct and Grievance Committee hears appeals from individual students who have been disciplined by Campus Life - Dean's Office. It also may have discipline cases referred directly to it by Campus Life - Dean's Office.

7. The Student Conduct and Grievance Committee shall hear cases brought to it by students when such cases do not fall within the jurisdiction of the other quasi-judicial committees listed above. Individuals are expected to resolve grievances informally whenever possible, before appealing to this committee.

B. All quasi-judicial committees must have both student and faculty members.

II. University Court

A. The Court shall have the authority to hear appeals from the quasi-judicial committees listed herein, only under conditions when:

(1) the dispute involves an alleged violation of the Bill of Student Rights; and (2) the board of original jurisdiction made procedural errors. If new evidence has become available since the original hearing, the case shall be referred back to the board of original jurisdiction. The Court itself will, by majority vote, determine which cases it will hear.

B. Under conditions when a case will be heard by the University Court, the Court shall have injunctive power to stay, for a maximum of 10 school days or until a University

Court hearing can be held, whichever comes sooner, implementation of policies and decisions of University committees, administrative officers, faculty members and student organizations which may violate the Student Bill of Rights.

C. In cases of dispute over jurisdiction, the Court will determine which quasi-judicial committee will have authority over a particular case.

D. The Court shall be composed of four faculty members appointed by the faculty senate, four students appointed by the president of the House of Student Representatives with the approval of the House and three administrators appointed by the Chancellor.

E. Members shall be appointed in April for terms beginning in June and ending in May. Temporary appointments may be made by the respective bodies for summer if regular appointees are not able to serve.

F. The Court shall be free to select its own chairperson.

G. The University Court shall annually review and report to the ratifying bodies upon the quasi-judicial procedures and functions of the University Committees.

H. Records of University Court proceedings shall be kept on file for at least five years as a guide for precedent; however, the confidentiality of participants must be protected by the administrator to whom the records are entrusted.

III. The Chancellor

A. Because the ultimate institutional responsibility has been delegated to the Chancellor by the Board of Trustees, he/she retains the right to reverse any decision of the University Judicial System. The Chancellor may delegate this authority to an appropriate vice chancellor.

IV. Judicial Procedures

A. Each quasi-judicial committee and the University Court shall determine its own hearing procedures, provided these procedures meet accepted “fair play” standards.

B. Each quasi-judicial committee and the University Court must observe rules of procedure which include the following “fair play” rights:

1. The right to be informed in writing of the charges and the possible punishment.

2. The right to have at least three school days in which to prepare a defense to refute the charges.

3. The right to a hearing which should elicit information from both sides. If possible, the accused shall be able to face his accuser(s) and have the right to be advised by legal or other counsel.

4. The right to be furnished a list of names of accusers and witnesses and a statement of facts they testified to, if the accused does not face his accusers. However, because of the close proximity in which students live and interact on campus, it is sometimes necessary to protect the anonymity of a witness or accuser. In such cases the Dean of Campus Life may verify the identity of a witness and accept a written statement from him/her without revealing the name of the witness or accuser to the accused.

5. The right to present oral or written testimony.

6. The right to remain silent about any incident in which he is a suspect. No form of harassment shall be used by an institutional representative to coerce admissions of guilt.

7. The right to be advised in writing of the results of the hearing.

8. The right to receive a transcript or tape recording of the proceedings, at the individual’s own expense, provided this is requested 24 hours before the hearing.

V. Student Affairs

A. Campus Expression

1. Students shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately by orderly means.

2. Students have the right to be interviewed on campus for any position for which they meet the qualifications specified by any prospective employer permitted to recruit on campus by the University.

3. Student organizations officially recognized by the University shall be allowed to invite and hear speakers of their choosing. Speaker presentations shall be conducted in a manner consistent with an academic community and consistent with the philosophy and objectives of Texas Christian University. Student organizations have the right to present “entertainment” productions. (As used in this document, entertainment refers to films, theatre, dance, music and art exhibitions.) All productions shall be conducted in a manner consistent with an academic community and consistent with the philosophy and objectives of Texas Christian University.

B. Campus Organizations

1. Organizations consistent with the philosophies and objectives of TCU shall be recognized by the University Committee on Student Organizations for any lawful purpose upon submission of a constitution and a list of current officers. Membership lists are confidential and solely for the use of the organization except that they may be solicited for internal use by the University Committee on Student Organizations. Campus organizations, including those affiliated with an extramural organization, shall be open to qualified students without respect to race, creed or national origin. Religious qualifications may be required by organizations whose aims are primarily sectarian.

2. Campus organizations shall have use of appropriate University facilities for their group activities, subject to such regulations as are required for scheduling meeting times, places and payment of any required fees.

3. No individual, group or organization may use the University name without the expressed authorization of the University except to identify University affiliation. University approval or disapproval of any organization's policy may not be stated or implied by that organization.

C. Student Communication Media

1. The student communication media shall be free of censorship. The editor and managers shall be free to develop their own editorial policies and methods of news coverage within the framework of the philosophies and objectives of the University. (The term "censorship" in reference to student communications media means any attempt to threaten or coerce any editor, manager, or staff member of a student-run publication or broadcast station in order to prevent the dissemination of any factual account or the expression of any opinion, or generally, to hinder the free flow of ideas.)

2. The editorial freedom entails a responsibility to observe the Canons of Responsible Journalism and applicable regulations of the Federal Communications Commission, to avoid the publication of libelous and other unlawful statements and to show regard for the standards of taste of the University.

D. Student Governance

1. The role and responsibilities of recognized governing bodies composed primarily of students shall be delineated in the constitutions and by-laws of the respective organizations. Actions of student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures.

2. In the formulation of University policy, students are entitled to a participatory function.

E. Student Rooms and Property

1. Students have the right to be free from unreasonable search and seizure by University personnel and during the process of search and/or seizure the safety of personal effects will be protected.

2. A student's room shall not be occupied during the term of a housing contract by anyone other than the student without written consent from the student.

3. The student, by moving into a University residence hall, acknowledges his responsibility to abide by the terms of the housing contract.

VI. Disciplinary Sanctions

A. University disciplinary sanctions shall be imposed upon a student only in accordance with the provisions of a written officially adopted and published Code of Student Conduct.

B. When charged with a violation of The Code of Student Conduct, students shall have procedural "fair play" rights.

C. Students formally charged with violating University regulations shall be informed of their "fair play" rights in writing.

D. Students shall have the right to appeal any disciplinary sanction within the provisions of the University judicial system.

E. Students are responsible for answering honestly any questions posed to them in disciplinary hearings unless the individual claims the right to remain silent on the basis of possible self-incrimination.

VII. Equal Opportunity

No student shall be denied equal opportunity on account of race, creed, religion, sex, age or national origin.

VIII. Unenumerated Rights and Responsibilities

The preceding enumeration of rights and responsibilities shall not be construed to be all-inclusive for students in their capacity as members of the student body or as citizens of the community at large.

IX. Judicial System

Any controversies which may arise in connection with rights and responsibilities of students outlined in this document shall be adjudicated according to the University Judicial System.

X. Amendments

Amendments to the Bill of Rights and Responsibilities may be proposed only by the House of Student Representatives, the Faculty Senate or the TCU Chancellor. When proposed, amendments shall be referred to a special committee by a majority vote of the House of Student Representatives or the Faculty Senate, or at the request of the Chancellor. The Committee shall consist of three members appointed by the President of the House of Student Representatives, three members appointed by the Chairman of the Faculty Senate and three members appointed by the Chancellor. When the Committee recommends an amendment to the Bill of Student Rights and Responsibilities, it will require an affirmative vote of a majority of the Texas Christian University

students voting in a campus-wide election and a majority of the faculty voting in a faculty election, upon recommendations by a majority of the House of Student Representatives and the Faculty Senate, and by approval of the Chancellor.

XI. Ratification

Ratification of this statement shall be by affirmative vote of a majority of the Texas Christian University students voting in a campus-wide election and a majority of the faculty voting in a faculty election, upon recommendation by a majority of the Student House of Representatives and the Faculty Senate, and by approval of the Chancellor.



TCU

TCU OFFICIAL ACADEMIC CALENDAR 2012-2013

Fall Semester 2012

Registration	Sun, Aug 19
First Classes Meet	8:00 am Mon, Aug 20
Labor Day Holiday	Mon, Sept 3
<i>Fall Recess</i>	
Classes Recess	10:00 pm, Fri, Oct 5
Classes Resume	8:00 am, Wed, Oct 10
<i>Thanksgiving Holiday</i>	
Classes Recess	10:00 pm, Tues, Nov 20
Classes Resume	8:00 am, Mon, Nov 26
Last Day of Class	Wed, Dec 5
Study Days	Thu, Dec 6 – Fri, Dec 7
Final Examinations	Mon, Dec 10 – Fri, Dec 14
Commencement	Sat, Dec 15

Intercession 2012-2013

First Class Day	Wed, Dec 26
Last Class Day	Sat, Jan 12

Spring Semester 2013

Registration	Sun, Jan 13
First Classes Meet	Mon, Jan 14
Martin Luther King, Jr. Holiday	Mon, Jan 21
<i>Spring Recess</i>	
Classes Recess	10:00 pm, Fri, Mar 8
Classes Resume	8:00 am, Mon, Mar 18
<i>Good Friday Holiday</i>	
Classes Recess	10:00 pm, Thu, Mar 28
Classes Resume	8:00 am, Mon, April 1
<i>Last Day of Class</i>	Wed, May 1
Study Days	Thu, May 2 – Fri, May 3
Final Examinations	Mon, May 6 – Fri, May 10
Commencement	Sat, May 11

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THE PROVISIONS OF THIS HANDBOOK DO NOT CONSTITUTE A CONTRACT, EXPRESS OR IMPLIED,
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THE PROVISIONS OF THE HANDBOOK ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Updated August 20, 2012