

## **Guide to Residence Life**

Panola College offers a complete residence life program. This program gives each student an opportunity to be more engaged in the learning process and have more of a sense of community. Studies have shown that students who live on campus tend to have higher graduation rates, achieve greater academic success, are more involved in campus life, and tend to use campus resources more frequently than those not living near campus. Our Residence Life program not only offers three different styles of housing but also offers a fitness center, student center, game room, sand volleyball court, campus dining, and many educational opportunities. Our program enables student growth both academically and socially.

All residents are expected to adhere to all policies described in this Guide, the [College Catalog](#), and the [Pathfinder](#). Any additional information may be covered during mandatory residence hall meetings, postings, student email, or mailboxes.

### **Residence Life Coordinator (RLC)**

The RLC is responsible for the day-to-day operations of the residence life program and residence halls. The RLC is committed to establishing social and educational programs to support resident's transition to the college experience. The RLC has the authority to issue and carry out sanctions and disciplinary actions for any residence life violations.

### **Resident Assistants (RA's)**

RA's are students who assist the RHS in the day-to-day operations of the RH. RA's report directly to the RHS and are available to all students when a need arises. Get to know your RA's! They are your first contact in most situations and they are here to help you!

### **Chain of Command (Important Numbers)**

- Contact your RA Monday – Thursday 8 am – 10 pm
- Any other time call the RA on duty
- RLC – Katy Chance office- 903-693-1176 cell 903-692-3572
- Campus Police Office (Bryan Rickert) 903-693-1111 cell 903-754-0403

Once you have spoken with someone **do not** continue up the chain. The person you spoke with will know how to handle the situation. The RA is your first contact. If a situation is life threatening, then immediately contact Campus Police.

## **GENERAL HOUSING POLICIES**

### **Residency Requirements**

- Residents must be enrolled in a minimum of 12 semester hours per semester (minimum of 1 semester hour per summer session). Requests for exceptions to this policy must be made in writing to the RLC.
- Residents must complete the online [Housing Application](#) (paper version is available in the Residence Life Office). Proof of medical coverage must be provided with the application. Students choosing not to carry medical coverage must sign and return the [medical waiver](#) provided with the application.
- Residents must pay a deposit of \$200.

- Residents must provide shot records proving the student has the bacterial meningitis vaccination.
- Residents must make full payment or be on an approved payment plan prior to check-in.
- Residents must agree to abide by all policies and procedures outlined in this handbook and the [Pathfinder](#).
- The deposit refund is mailed to the student's address of record, and no on-the-spot refunds will be made. Failure to either reserve a room for the next semester or request a refund will result in the forfeit of the deposit.
- Leaving housing for disciplinary reasons will result in automatic forfeiture of the deposit.

### **Room Assignments**

- Room assignments are made on a first come first serve basis based upon the date of completed application process including receipt of: Housing application, \$200 deposit, Medical insurance information or [Waiver](#), and shot records.
- Roommate and room assignments are made on a random basis unless specific requests are made. The Residence Life Staff makes every effort to match roommates and suite mates based upon common interests indicated on the RH Application.
- The College reserves the right to refuse admission to anyone or modify or reassign RH space.
- Improper or unauthorized room changes may result in disciplinary action and being moved back to original room assignment.
- Requests for room/roommate changes should be made to the RLC in writing. Mediation will be attempted first, if no agreement can be reached and space is available moves can be made for a \$25.00 charge per student. No room changes will be made without mutual consent of both roommates.
- Requests for private rooms will be considered by the RLC for an additional charge of \$600 per semester only if space is available.

### **Room Reservations for Returning Students**

Room reservations for returning students are made during each semester. There will be a mandatory meeting for all residents near the end of the semester. At this time you will fill out your housing requests for the following semester. Not attending a mandatory housing meeting will result in a \$100 fine and a hold being placed on the students account.

### **Satisfactory Attendance and Academic Progress Requirements for RL**

The RL Department strives to provide a suitable environment for all residents during their stay on the Panola College campus. The purpose of this policy is to nurture residents and support their academic progress. The following academic and attendance requirements are for all students residing in the RH:

- Enrolled in a minimum of 12 semester college hours. RL staff will determine the enrollment status of all residents. All students not currently enrolled in the required number of hours will be required to move out of the Panola College RH within 24 hours.

- Attendance Requirement – all residents will be monitored to assure that they are making progress towards an education. At the end of the fifth, eighth, and tenth week of classes, the faculty will be required to submit a listing of students with excessive absenteeism (exceptions to this policy will be excused due to athletic competition, illness verified by medical doctor, or excused absence by a faculty member). This attendance report will be administered by the RLC. Students residing in RH who have poor attendance will be contacted and given a warning if it is their first offense. Students will be informed they are subject to removal from residence life at the College with one additional occurrence. Reports will be shared with the Financial Aid office and responsible scholarship donors.
- Any student who completes any long semester and has attained a 0.00 GPA will not be eligible to reside in the RH the following semester. These students will need to move out of the RH within 24 hours.

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## CHECK-IN/CHECK-OUT PROCEDURES

### CHECK-IN PROCEDURES

Residents should report to the Res Life Office in the Charles C. Matthews Student Center building during the established check-in times. Please follow the instructions below to insure a smooth and proper check-in:

- Upon arrival, meet with RL Staff.
- Read and sign your Housing Contract to receive your room assignment and room key.
- Go to the assigned room with Room Inventory Form and check the condition of the room. Fill out the Room Inventory Form; be sure to note ANY damaged or missing items. If you are in doubt about whether to list something, do it! You will be charged for unreported damage. Sign and return the Room Inventory Form to RL Staff.
- Move your personal possessions into your room. Without damaging the walls or furnishings, fix up your room to be comfortable and personal for you. **(See: Room Decoration and Construction Policy)**
- Meet your roommate/suitemates. Remember: Your ATTITUDE is the most important factor in whether you have a positive or negative experience living in a College RH.
- \*\*\*Furniture provided for use in private rooms or general lounge areas is not to be taken, borrowed, or exchanged from one room to another.\*\*\*

### \*\*CHECK-OUT PROCEDURES

You should check-out of your room no later than 24 hours after your last exam. If you are graduating, contact RL Staff for a check-out time. Check out procedure:

- Sign up for a time to check-out with your RA or RHS at least 24 hours in advance.
- Remove ALL PERSONAL POSSESSIONS from your room.
- Place ALL TRASH and UNWANTED ITEMS in the trash dumpster located outside the building.

- Clean your room removing dirt and trash. Sweeping trash or unwanted items into the hall is not an acceptable form of cleaning your room.
- At your check-out time, the RA or RHS will check your room for trash and damaged items and collect your room key. Also, they will check your room inventory form as to condition of room from check-in to check-out. If room conditions are not the same, your deposit may be forfeited and additional charges may be assessed to return the room to its original condition. This includes cleaning and removal of all personal items.
- Residents should be prepared to leave at the check-out time.
- Students not returning to the RH the next semester are required to remove all of their possessions. Items left in the room after check-out will immediately become property of Panola College.
- Failure to follow these guidelines will result in improper check-out fines.

### **Closing of the Residence Halls**

Each facility will close at the end of the semester and during the Thanksgiving, Christmas, and Spring Break periods. During closed periods, all residents must be out of the residence halls by posted times. Any resident found in the residence halls after the closing date and time, without written permission from the RLC, will forfeit his/her deposit and be charged a daily rate of \$30. Students who plan to return after the Thanksgiving and Spring Break closings may leave their belongings in the rooms without going through the complete check-out procedure. Any student planning to return for the next semester (i.e.

Christmas break) may leave their belongings but must unplug and empty refrigerators and turn in keys. **Panola College accepts no responsibility for belongings left in rooms.**

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### **RESIDENCE HALL POLICIES**

#### **Inspection of rooms**

College employees have the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to, maintenance, emergency situations, and possible violations of College policy or civil or criminal law, and to ensure the safety and sanitation standards are being observed. Illegal or unauthorized items may be confiscated, and appropriate citations may be issued to the residents involved. Inspections may take place at any time and without warning to the resident. Area coordinators will conduct health and safety inspections throughout the semester. The department of Residence Life retains the right to inspect closets, storage trunks, and refrigerators during any health and safety inspection. Any resident found in possession of another person's personal items will be subject to disciplinary actions. Students are not allowed to store items of any nature that do not belong to them. Random room inspections by authorized staff accompanied by Panola College staff or independent contractor will canine units may be conducted periodically to enforce the Panola College zero tolerance policy in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs, and related paraphernalia on campus.

#### **Damage Statement**

Each resident, in addition to the privileges and opportunities provided in the residence halls, is expected to use the Residence halls and furnishings in a reasonable manner. Damages a resident causes will be

his/her responsibility. An assessment will be made of any damages, and the cost will be billed to the student involved. Students must not attempt to make any repairs themselves. A list of estimated repair and replacements costs will be on file for review in the RLC's office. Students are expected to promptly pay any cost to the College as soon as notification is made, whether it is possible to make notice to the student at checkout time or the student must be notified after words. Following check-out, all charges due must be paid at the Business Office or a hold will be placed on student records until total payment is received. Any student, student organization, or group of students participating in activities that destroy, deface, or remove College property, or property of other students or visitors, will be held liable for full damages and will face disciplinary action.

### **Group Billing for Damages/Vandalism/Littering**

Residents are collectively accountable for any special cleaning required or repair of damages occurring as a result of horseplay or vandalism to the hall or apartment. This includes billing for damages to an entire apartment or residence hall if these damages cannot be attributed to a specific resident or until. The office of Residence Life will determine the amounts of such loss or damages. Residents will receive warnings in the form of hall meetings and letters before billing will occur. The total amount of damage/vandalism to date will be addressed to each warning. If those responsible come forward or if information is given that leads to the identification of those responsible, then the billing will be assessed to those individuals rather than to all the residents of the building. Residents are not permitted to make any repairs or alterations to their room or suite. All maintenance requests must be reported to the Residence Life Office for repair.

### **Key Policy and Procedures**

Each resident is provided a key to his/her RH room at check-in. A lost key will result in a \$50.00 replacement charge to the student. If a resident loses a key, he/she should report the missing room key to the RLC immediately. Residents are expected to carry their room key at all times in order to gain entrance into their room. Do not give your key to anyone else. It is strongly recommended that students lock their rooms at all times. To insure greater safety and security for residents, room keys cannot be duplicated outside of the College.

### **Lock-Out**

A student who is locked out of their room should first attempt to contact their RA if it is between 8 am and 10 pm. If they are unavailable or it is not within this time frame then the student should contact the RA on call posted on the calendar. There will be a \$10.00 charge to gain access to their room.

### **Mandatory Hall Meetings**

Hall meetings will be scheduled throughout the semester to address specific issues. **These meetings are mandatory.** They will be treated the same as an official summons. The student is responsible for all information presented in a hall meeting. Failure to attend this meeting will result in a \$100 fine.

### **Noise Policy**

Residents should observe CONSIDERATION HOURS at all times of the day. This includes keeping noise to a minimum while moving throughout the halls and stairwells so as not to disturb others. In order to insure that students have the opportunity to exercise their rights to study and sleep in their rooms. QUIET HOURS have been established campus-wide from 8:00 p.m. to 10:00 a.m. every day. During quiet hours, noise should be limited to a level that could not disturb the nearest neighbors' attempts to sleep or study. Twenty-four hour quiet hours will be observed during final exams weeks.

\*\*\*Music and noise should never be projected from the RH rooms to the outside of the building.

Stereos, TV's, musical instruments, and video games should be played at a volume that cannot be heard by the nearest neighbor. It is recommended that a headset be used with stereo equipment. This includes lobby areas: external speakers other than headphones will not be permitted on Lobby Computers.

### **Non-Discrimination, Equal Opportunity and Grievance Policy**

Consistent with a commitment to a stated policy of non-discrimination, the College provides RH and dining services without regard to race, color, religion, national origin, sex, age, handicap, veteran status, or genetic information. RH are, however, specifically designated for male or female occupancy. Facilities are provided without discrimination on the basis of disability, although not all RH and buildings have been modified to provide barrier-free access to students in wheelchairs. There are rooms designed to for students with disabilities, please contact the RLC for more information on accommodations. Considerable progress continues to be made in providing a campus that is virtually barrier-free. The faculty and staff maintain an open door policy for all individuals attending Panola College.

### **Pet Policy**

For hygienic and safety purposes **pets are not permitted** in Panola College Residence halls. This includes but is not limited to animals, reptiles, fish, insects, spiders, birds, and rodents.

### **Panola College**

#### **Animals on College Property**

Panola College seeks to uphold federal, state, and local laws and regulations; ensure the health and safety of its community; preserve the integrity of its grounds, buildings, and other property; and support a healthful educational environment that respects the rights of all individuals.

Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Individuals with documented disabilities residing on campus may request as an accommodation that a service or therapy animal be allowed to reside in the campus residence; however, therapy animals are not permitted anywhere outside of the individual's assigned living space except as otherwise provided by this policy.

All students requesting to have a service/therapy animal in the residence halls must initiate the approval process with the Disability Services Coordinator at Panola College for reasonable accommodations in residence halls. Reasonable documentation will be required for approval of the person's disability and that the accommodation is needed. The student must provide documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides support that alleviates at least one of the identified symptoms or effects of the existing disability. All students must comply with all requirements for approval by Disability Services.

Reasonable behavior is expected from the animals while on campus. If the animal exhibits unacceptable behavior, the handler is expected to employ the proper training techniques to correct the situation.

Consideration of others must be taken into account when providing for the maintenance and hygiene of service animals. Additionally, specific guidelines have been established concerning service and therapy animals living in a campus residency environment.

#### **Section I: Definitions**

##### **A. Handler:**

- a. A person with a disability using a service animal; a person who has received approval for a therapy animal accommodation; or a person in possession of an animal for recreation on campus.

##### **B. Service Animal:**

- a. Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.
- C. Therapy Animals:
  - a. An animal that works, provides assistance, or performs tasks for the benefit of an individual with a disability or provides emotional support or therapeutic benefits that alleviate one or more of the identified symptoms or effects of a person's disability; however, the animal is not required to be individually trained or certified to perform such task. Therapy animals include "emotional support animals" and "assistive animals" used to support individuals with mental disabilities. These animals may provide crime deterrent effects or emotional support, well-being or comfort.
- D. Recreational Animals:
  - a. A domestic animal used for sport, companionship, or other non-service/assistance functions. Recreational animals are not allowed inside college facilities.
- E. Unauthorized Animal:
  - a. Any animal not controlled by a leash or harness, unless the animal is a service animal and the handler is unable because of disability to use a leash or harness or if the leash or harness restricts the service animal to function appropriately as such. Also, any animal that exhibits violent, uncontrollable, aggressive, or unhealthy behavior, including service and therapy animals.

## **Section II: Service Animals**

- A. College Responsibility
  - a. Allow service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go. A handler may not be segregated from other similar members of the campus community, except where there is real danger to the animal. Exceptions to the exclusions will be reviewed on a case-by case basis.
  - b. Not to pet, feed, or deliberately startle/disturb a service animal.
  - c. Not to separate, or attempt to separate, service animals from their handlers.
  - d. Provide handlers living on campus with an area for relieving and grooming their animals.
- B. Inquiries
  - a. When it is not obvious what service an animal provides, the handler may be asked if the animal is a service animal required for a disability and/or what work or task the animal has been trained to perform. If a student's answers to the two inquiries permitted by the ADA do not provide the information necessary for the institution to make a decision that the animal is a service animal, the institution may require additional information.
  - b. If it is a disability and animal's duties are obvious, staff may not ask about the person's disability, require medical documentation, require certification of the dog's training, or ask that the dog demonstrate its ability to perform the work or task.
  - c. Use of animals other than dogs as service animals will be reviewed based on the inquiries and exceptions listed below and allowed by law.

C. Service Animal in Training

- a. Individuals who desire an accommodation for a service animal in training must also abide by all relevant provisions of this policy.
- b. An animal being trained to be a service animal will be treated as a fully trained animal when accompanied by a handler and identified as such.

D. Exceptions

- a. Service animals may be denied or removed if:
  - i. The animal is out of control and its handler does not take effective action to control it;
  - ii. The animal is not housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination);
  - iii. The animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable accommodation.

**Section III: Therapy Animals**

A. Inquiries

- a. Requests for therapy animals may be made by individuals with documented disabilities residing on campus or commuters taking classes on Panola College campuses.
- b. If the animal does not meet the definition of service animal, the resident must engage in a reasonable accommodation request with the Disability Services Coordinator.
- c. Residence Life or Disability Services may ask individuals who have disabilities that are not readily apparent or known to the college official to submit reliable documentation of a disability and their disability-related need for a therapy animal within the residence hall. The individual is not required to disclose medical information that is overly intrusive and invasive in order to receive an accommodation.
- d. A person qualifies for reasonable accommodation if:
  - i. The person has a documented disability;
  - ii. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and
  - iii. There is an identifiable relationship between the disability and the assistance the animal provides.

B. Exceptions

- a. Therapy animals may be denied or removed if:
  - i. The specific therapy animal would impose an undue financial and administrative burden or would fundamentally alter the nature of the residence halls and/or classroom.
  - ii. The specific therapy animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or
  - iii. The specific therapy animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

**Section IV: Handler or Owner Responsibility**

A. Authorized Animals

- a. Handlers must abide by all state laws, city ordinances related to animals in the city of Carthage, Marshall, or Center, and Panola College guidelines, including but not limited to:



- i. All animals in the city must have a valid license and tag issued if the city deems necessary. Annual renewal of the license and tag may be required annually.
    - ii. The handler is required to provide a collar or harness for the license and vaccination tags to be affixed. Handler shall see that the animal wears the collar and tags at all times.
  - b. Handler is liable for damages caused by the service animal, therapy animal, or recreational animal.
  - c. Handler is responsible for the care and supervision of a service animal, therapy animal, or recreational animal.
  - d. Handler must have full control of the animal at all times. Animals may not run at large; a leash or harness is required unless the handler is unable because of disability to use a leash or harness or it restricts the animal's ability to function appropriately.
  - e. Disturbing animal vocalization must be kept to an absolute minimum.
  - f. Handlers must relieve animals in designated locations designated behind the current campus laundry mat on the grass. All feces must be picked up and sealed in a sealed container and disposed of in an outdoor trash can.
  - g. Handler must observe housing and food service establishment guidelines. Therapy animals are not permitted in dining hall or any other buildings on campus.
  - h. All service/therapy animals must have an annual clean bill of health from a licensed veterinarian. Animal's cleanliness is mandatory in the campus environment.
  - i. Vaccinations must be current and based on a veterinarian's recommendations. Handler must provide evidence of updated vaccinations and licensure, where common and applicable to the type of animal registered. Evidence of such compliance must be provided to the Disability Services Coordinator annually.
  - j. Daily grooming and occasional baths (at a vet, pet care establishment, or a family home) should be undertaken to keep the service animal's odor to a minimum.
  - k. Parasite control is essential and adequate preventative measures must be taken. If a parasite problem develops, it must be dealt with immediately and in an effective manner. In the event a parasite problem is not eliminated by the handler, the college will exterminate the property and assess the handler the standard extermination fee.
- B. Unauthorized Animals
- a. In the event an unauthorized animal is discovered on or in college property, except residence halls, the College Police Department should be notified immediately. The responding officer may take appropriate action, up to and including ordering the handler or owner to remove the unauthorized animal from college property or by contacting the Carthage Animal Control Officer who will take possession of the animal and remove it from campus.
  - b. In the event an unauthorized animal is discovered in a college residence hall, the appropriate residence hall staff shall be notified immediately. The residence hall staff will attempt to contact the owner/handler of the unauthorized animal for removal. If the owner/handler cannot be contacted, the residence hall staff will contact the College Police Department for removal as indicated in this policy.

#### **Section V: Residence Life and Food Service Guidelines**

- A. Occupants of campus housing are not permitted to keep pets.

- B. Service animals are permitted to accompany the individual with a disability to all areas of the facility where persons are normally allowed to go.
- C. Therapy animals are not permitted anywhere outside of the individual's assigned living space or classrooms; exceptions may be made on a case-by-case basis from Residence Life or Disability Services.
- D. Service/therapy animals should be kept under control. Animals should always be on a leash except when in the student's room with the door closed unless the leash restricts the service animal's ability to function appropriately.
- E. Animal food should be kept in a covered storage container to deter pests.
- F. Animal's paws must be kept off tables, trays, and food service counters at all times.

### **Section VI: Information and Appeals**

Questions and concerns regarding the use of service/therapy animals on college property should be directed to the ADA Coordinator who serves as an advisor for procedures and access to programs and services.

### **Room Decoration and Construction Policy**

If you hang anything on the walls of your room, use materials that do not destroy paint or leave residue. Use sticky-putty/tack only. **Nails, glue, double-sided tape, and other permanent adhesives require considerable labor and repair in restoring a room to proper condition.** Room decorations which are considered offensive or abusive, or placing graffiti on walls or windows will result in disciplinary action. Panola College does not allow any wallpapering or any alteration of the existing décor. Expect to pay repair costs if your room has to be repainted. Appropriate window coverings are allowed.

### **Visitation Policy**

**Residents are not permitted to have visitors of the opposite gender in their rooms except during specified hours. The hours are: Sunday-Thursday: Noon-11:00 p.m.**

Friday-Saturday: Noon-Midnight

During these designated hours only, visitors may visit in the room by these guidelines:

- Students must meet their guest in the hall lobby and escort them at all times.
- Students will be responsible for their guest at all times and should make the guest aware of college policy.
- Students will be responsible for their visitors' actions.
- Visitors are expected to comply with Panola College and RH rules and regulations.
- Guests must be 18 years of age or above.

The RLC may suspend visitation privileges as needed. **During a time of Suspended Visitation, Visitation Fines will be DOUBLED.** Any student who permits a person of the opposite gender in his/her room in a RH of Panola College, other than at designated visitation days/times will be subject to disciplinary action. If the unauthorized visitor is also a student, both students will be subject to disciplinary action. .

- In any RH, crossing the threshold of the room door will be considered a visitation

violation, **no matter what the reason or length of stay**. In Sharp Hall, crossing the threshold of the Hall door of residents of the opposite gender will be considered a visitation violation.

- Fines and other disciplinary action may be assessed for behavior that violates additional college policies.
- Roommates should also take responsibility for behavior in their room. Students present at the time of an offense may all be included in the disciplinary action.
- Roommates should inform each other that a guest will be arriving for visitation.
- Residents may not have overnight visitors without written authorization from the RLC. Approved overnight guest must be of the same sex as the host and be at least 18 years old. The must be registered and approved by the RLC. Each guest will be limited to a maximum stay of two nights per semester and must observe the same rules and regulations of residents. There will be a \$30 fee per night for any overnight guest. A visitor registration form must be completed by the host, submitted to the RLC; payment made, and approved prior to any guest staying the night. Any overnight guest that has not been approved will be asked to leave campus immediately, and their host will be fined \$100. Residents must accompany the guest at all times. Mutual consent of roommates will be considered.
- All visitors in the lobby must be 17 years of age or older. Anyone younger must be accompanied by a parent (not including the resident) and must remain in the main lobby area. Residents with children are not allowed to keep their children in the RH. Baby-sitting in the Residence hall is not permitted.

**NOTE: Unauthorized Visitation has a zero-tolerance policy.**

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## **PROHIBITED ACTIONS AND ITEMS**

**Appliances in Rooms: The possession of hot plates, popcorn poppers, broilers, deep fat fryers, incense, toaster ovens, George Foreman grills, hot pots, halogen lamps, candles, electric frying pan and space heaters is expressly prohibited for fire safety reasons.** If any of these items are found in your possession, they will be removed and the student will receive a \$50 fine. Items may be collected when the student checks out of the RH. If you are unsure about an item, check with your RLC prior to moving in.

**CONDUCT:** No disorderly conduct, disregard for the physical well-being, rights, and property of others, disturbance of the peace, fighting or abusive behavior will be tolerated. Roughhousing, running, throwing/bouncing/kicking of objects, use of athletic equipment is not allowed inside the RH.

**RESIDENCE HALL STAFF:** Each residence hall has an area coordinator, resident director, or senior RA who manages the building and the hall staff of resident assistants. It's good to get to know your hall staff. Please treat them with courtesy and respect. They are trained throughout the semester to provide support to their assigned residents.

**RESPECT FOR COLLEGE OFFICIALS:** All residents are expected to respect the authority of Tyler Junior College officials, which includes the hall staff members. Failure to acknowledge a request from a College official will result in disciplinary action.

**VERBAL ABUSE:** Sometimes staff members must speak to residents and their guest to remind them of policies and procedures or to document policy violations. The staff members are doing their job and no resident should verbally abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Incidents of this nature will automatically be sent to the housing office and dealt with by the housing conduct officer. If a resident feels they have been verbally abused by a staff member they should contact the director of housing.

**NON-COMPLIANCE:** Failure to comply with reasonable directions and requests of a College official or failure to heed an official summons of any College officials' action in the performance of their duties will result in immediate disciplinary action.

**Uncooperative Manner/ Disorderly Conduct:** A student is expected to comply with the reason request of a College official. Examples of Uncooperative Manner would include, but are not limited to, refusal to open a room door, refusal to produce/show identification, giving false or misleading information, or failure to follow Residence Life emergency procedure directives.

**Lying:** Providing false information to College officials or Campus Police, lying in a disciplinary hearing, or lying to Residence Life Staff will result in disciplinary action. This can lead to removal from the residence halls and administrative fines.

**Public Behavior:** Because the RH environment is a community atmosphere, the rights of fellow residents should always be considered. For this reason, water fights, horseplay, shaving cream fights, or creating a mess in the RH or other public area is not permitted. Such behavior will be subject to disciplinary action.

**Privacy:** Every resident is entitled to privacy in his/her room. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a private room to engage in activities that violate State or Federal laws or College policies. The College reserves the right to enter a student's room for the following reasons:

- An occupant of the room may be ill, physically harmed or endangered
- College property is being damaged
- College policy or law is being violated
- Routine inspection for maintenance or housekeeping needs
- Random rooms selected for contraband search

Panola College personnel and RL staff are authorized to visit rooms at any time to check on conduct, hall closing, room checks, response to an emergency, response to an alleged violation, reasonable suspicion of a violation, if a College regulation is being violated, maintenance, and/or to reclaim College property. Periodic room inspections take place in the RH to check on safety concerns. No RL staff member will invade a student's privacy without first knocking and allowing the resident time to respond before entering into a private room.

**Threats/Harassment/ Bullying:** Any act or threat, including profane or abusive language, used for the purpose of harassing or submitting any member of the College to pain, discomfort, or indignity, whether in or on College property, is subject to disciplinary action. This includes racial, ethnic, or sexual harassment. It is the responsibility of the student to report any type of threat, bullying, or harassment to either Campus Police or the Residence Life Office

1. Sexual Harassment:

Unwelcome, sex or gender based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcomed sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

2. Discrimination:

Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities.

3. Discriminatory Harassment:

Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities.

4. Retaliatory Harassment:

Intentional action taken by an accused individual or allied third party, absent legitimate nondiscriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding. Sexual Harassment of a Student by another Student, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities.

### **Sexual Harassment of a Student by a Faculty/Staff Member**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when: - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or - Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities. While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

### **Sexual Assault Information**

If you have been sexually assaulted by another student or group of students and are considering College action, you are encouraged to discuss the matter with the Chief of Administrative Services Officer or the Panola College Chief of Police. This will allow you a chance to review the procedures should you decide to file a formal grievance through the College's disciplinary system. This discussion does not obligate you to pursue official action; however, the Administrative Services Officer or PC Chief of Police may be obligated to pursue an investigation and implement remedial actions to provide for the safety of the campus community. Charges may either be filed directly by you or by PC on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to

violations of the PC Code of Student Conduct regulations. Individuals could be subject to disciplinary action pending review by Panola College. Those students found responsible for violating the Code in this way could be suspended or expelled. Pursuant to PC disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during any meetings or hearings. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. Student Welfare Policy of the Panola College local, prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

### **Sexual Misconduct Offenses**

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

#### **1. Sexual Harassment**

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

#### **2. Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, which is without consent and/or by force. Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these 37 body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

#### **3. Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, which is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

#### **4. Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### **Bomb Threat**

Bomb threats usually occur by telephone. The caller has a message to deliver and has chosen the telephone as the medium for this communication. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the caller seriously.

#### **If you receive a bomb threat:**

- Elicit as much information as possible from the caller.
- When a threatening call is received, attempt to learn the following:
- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it? Did you place the bomb there?
- What does the person's voice sound like? (man, woman, child, accents, etc.)
- Were there any identifiable sounds in the background?
- Exact wording of the threat.
- Calmly notify others in the area.

#### **Immediately after the call:**

- Notify the campus police (903-693-1111) and Administrative Services (903-693-2000) or (911).
- Assemble the campus crisis team and inform of situation.
- Administrative Services and Staff will begin a search of building and grounds for suspicious items

#### **If a bomb is found, isolate the area:**

- Evacuate the area or the building.
- **DO NOT:** handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.
- Allow only emergency personnel to enter the area.
- Re-enter the building only after advised to do so by the campus police or Administrative Services.

**Propping Doors:** Exterior doors are locked to promote safety and limit access to RH by non-residents. These doors should not be propped open at any time. Any person found to be responsible for propping open a door will face disciplinary action. This applies to outer Apartment doors as well as Hallway/Stairwell doors in Sharp Hall.

**Projectiles:** Dropping objects from windows, dartboards, throwing balls, Frisbees, bouncing balls, water balloons or other such objects in the RH is not permitted.

**Windows:** Due to the security risks presented by open or unlocked windows, Residence hall windows should remain closed and locked at all times. In addition, open windows interfere with proper cooling and heating of the buildings. Windows should never be used for entering or exiting a building, except in an emergency.

**FIREWORKS/EXPLOSIVES:** Fireworks, firecrackers, explosives, ammunition, gunpowder, or any other related materials are not permitted in the residence halls or on PC property. Possession implies intent to use them.

**Guns of any kind are strictly prohibited- (Airsoft, BB, Water, etc.) Many of these look similar to real guns, therefore to eliminate any possible confusion which could endanger the welfare of our students we don't allow ANY type of guns on campus.**

**Hoverboards:** Due to the risk of fire, hoverboards cannot not be kept in Panola College residence halls.

**Outdoor Grills: No BBQ grills of any kind will be permitted on campus except those provided by RL. If you need help locating a grill, contact RL Staff. Be courteous—clean up grilling areas after you use them!**

**Illegal Drugs:** The College has a formal **Zero Tolerance** policy that forbids illegal drugs on campus. Any student possessing such chemicals faces disciplinary action. "Illegal drugs shall be defined as a substance or substances defined and regulated under provisions of Article 4476-14 or Article 4476-5 of *Vernon's Texas Civil Statutes*, except as may be allowed by said provisions and includes but is not limited to CNS depressants, CNS stimulants, hallucinogens, and other illegal drugs as PCP (angel dust)." The use or possession of drugs, hallucinatory agents, and paraphernalia is prohibited on College-controlled property and will subject the student to disciplinary action. The production, transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Also, students whose behavior is affected by the use of these items will be subject to disciplinary action. Disciplinary actions which may be considered include but are not limited to: referral to drug and alcohol counseling or rehabilitation programs, fines, community service, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Alcohol:** The possession, use, or advertising of any alcoholic beverage is not permitted on College-controlled property regardless of age. Possession of alcoholic beverages in an automobile on College-controlled property shall constitute a violation of this regulation. If it is believed you are intoxicated on campus you will be evaluated by Campus Police and possibly removed for medical treatment at your expense.

**Tobacco:** The College Campus is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products shall be prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned and operated by the College District.

Board Policy states: The use of all tobacco products and any electronic smoking or vapor emitting device shall be prohibited on all property owned or operated by the College District.

**Smoking:** Smoking shall not be permitted in any College building on or off campus. Smoking shall not be permitted in any building space leased by the College or used for College programs. Smoke is defined as: "a visible suspension of carbon or other particles in air" (synonyms: fumes, exhaust, gas, vapor, smog) Therefore the use of all smoking devices is prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks, and streets.

These policies prohibit the use of tobacco and smoking devices including but not limited to cigarettes, vapor cigarettes, e-cigarettes, cigars, hookah or water pipe products, snuff, snus, clove, spit and smokeless tobacco, chew cigarettes, bidis, kreteks, and cigarillos.



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#### **GENERAL HOUSING INFORMATION:**

**Cable Television:** Basic Cable is provided in all residence halls.

**Cleaning and Care:** Custodial service is provided for common areas such as corridors, lobbies, and bathrooms in Sharp Hall and the lobby of Rodeo Hall. It is the student's responsibility to maintain their individual rooms. All trash must be removed by students and placed in the dumpster. Custodians are not expected to take out personal garbage accumulated in or outside a resident's room.

**Laundry:** Washers and dryers are located in the Laundry Mat in the Rodeo Hall. Any communications related to the operation of the laundry facilities can be reported through the maintenance request system on the website. The laundry facilities are for residents only, any residents abusing this and allowing someone else in to the laundry facilities for use will lose the right to use the facility. Monetary fines and/or suspended privileges will be given to anyone abusing the laundry facilities. We are not responsible for clothes left unattended in the laundry mat. Items left over 24 hrs. will be discarded to the dumpsters.

**Mail:** All Students residing in the RH will receive a mailbox key at time of check-in. The Campus Post Office is located in the Student Center, and incoming mail is delivered Monday through Friday. Check your mail frequently. We will place notices for events, meetings, and other important updates in your boxes. Lost keys will result in a \$10 replacement fee.

Mailing address:

Student Name  
Panola College, Box #  
1109 West Panola  
Carthage, TX 75633

**Maintenance Requests:** Requests for needed maintenance should be submitted to the RL Staff through our online form ([http://legacy.panola.edu/residence\\_life/res\\_hall\\_maintenance\\_request.htm](http://legacy.panola.edu/residence_life/res_hall_maintenance_request.htm)). Emergency requests, involving imminent harm to person or property, should be reported in person to the RLC or the Student Success Office as soon as possible. Residence halls are professionally exterminated on a routine basis. Residents should contact the RL staff member if there is a continuing pest problem in a room.

**Microwaves:** Microwave ovens are required to be connected to a surge protector. This promotes fire prevention.

**Refrigerators:** A resident may have a refrigerator in his/her room provided the following requirements are met:

- Operated at 118 volts (+ or – 5%)
- Maximum 4.6 cubic feet
- During extended holidays and between semesters, it is emptied and unplugged
- Refrigerators are subject to inspection
- Refrigerators must be used in conjunction with a surge protector

**Solicitation and Posting:** Solicitation and posting of materials in any housing area is prohibited without

prior approval of the RLC.

**Telephones:** Each room does have a phone outlet but phone service is not provided. The student must contact the local phone company to have service installed in their room. All telephone service expenses are the resident's responsibility. AT&T (1-800-585-7928; anyone calling outside the US: 1-817-376-4200) is the service provider. . The rep will ask you the address of installation, please see the RLC for that address.

**\*\*\*Prank calls and fake 9-1-1 calls** are violations of College policy and of the laws of the State of Texas. It is unlawful for any person to use vulgar, profane, obscene, or indecent language over any telephone or to use the telephone with the intent to harass, annoy, torment, abuse, threaten, or intimidate another person. Violation of this law is punishable by a fine and/or imprisonment. Students receiving prank calls should notify the RLC who will work with Campus Police to trace the calls.

### **Cancellation of Housing Contract**

- Requests to cancel an application for housing must be received by RL Office in writing 30 days prior to the check-in date in order for the deposit to be refunded.
- Students who fail to claim a reserved room will forfeit their housing deposit and lose a campus housing assignment.
- After the 12<sup>th</sup> class day you will be responsible for the entire portion of room costs.

Requests for room [deposit refunds](#) for students who chose not to return to the RH must be completed online within 30 days from the end of the semester of residence. Deposit refunds will be made only after the resident has completed the proper check-out procedure.

**EVICTIONS:** Residents may be evicted from housing when they fail to meet enrollment or GPA requirements, fail to make financial payments, or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of eviction; re-enrollment in the College, payment of fees and clearance by the Residential Life Coordinator.

**Removal from a RH:** Residents can be removed from the RH through College action for the following reasons:

- Violation of College policy
- Failure to complete payments for room and board
- Disruptive or violent conduct
- Failure to adjust to community living

No refund of housing charges is made for removal under these conditions. If you are removed from housing, your deposit is forfeited. The College reserves the right to take action through the College disciplinary system and/or through legal channels in situations where the conduct of the student is detrimental to the basic mission of the College. Members of the College community include students, faculty, staff, and authorized campus visitors.

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### **DINING SERVICES**

Meal plan costs are included in the cost of student housing. The dining hall will begin service with the

evening meal prior to RH orientation and will end service when the RH are closed. Students who have scheduling conflicts with dining hall hours of operation can arrange for a “sack lunch” to be prepared for them. The dining hall offers this, and many other services to accommodate student needs. For additional information, please call 903-693-2015.

**Dining Hall Hours:**

Breakfast: M o n d a y – Friday	7:30 am – 9:00 am
Lunch: 7 days a week	11:00 am – 1:00 pm
Dinner: 7 days a week	5:30 pm – 6:30 pm

**Charlie’s Bistro**

Monday - Thursday: 7:30 a.m. - 7:00 p.m.  
Friday: 7:30 a.m. - 1:00 p.m.  
Saturday - Sunday: Closed

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**COMMON AREA**

**Bathrooms:** No personal belongings may be stored in the bathrooms. Any item left in the bathroom will be discarded daily.

**Lobby Areas:** All lobbies are open from 8:00am – 1:00am seven days a week. Snacks are permitted in lobby areas. Each person is expected to leave no remains or trash on the floor, furniture, or tables. Panola College furniture should be treated with care. Items should not be removed from the lobby areas. Personal belongings should not be left in the lobby areas. Students are encouraged to keep any public displays of affection to a minimum. Students may be asked to leave any building on campus and be disciplined for not abiding by this policy. Misuse or abuse of common area may result in a fine for all residents that share that area.

**Vending Machines:** Panola College is not responsible for money lost in vending machines. Please report losses to the Business Office so that the vending operators can be notified.

**Personal Property – Loss and Theft:** Residents are urged to report all losses and thefts to their RHS and Campus Police immediately. For the security of your belongings, it is to your benefit to lock your room when asleep or whenever you are not present. As stated on your Residence Contract, Panola College is NOT RESPONSIBLE OR LIABLE FOR LOSS, THEFT, OR DAMAGE TO PERSONAL POSSESSIONS OR ASSETS, INCLUDING MONEY. Panola College recommends that personal property insurance be purchased for any valuable items which the resident intends to keep in their assigned space.

- Keep your door locked.
- Ask who is at the door before you open it.
- Lock the door when you leave, even if your roommate is in. This way you are sure that you have your key and that your roommate is safe.
- If someone harasses you on the street or you think someone is following you, contact Campus Police.
- If you see someone wandering in the halls that doesn’t belong, call the RA or Campus Police and report it immediately. Don’t let the situation pass.

- If something serious happens, follow the chain of command until someone is reached IMMEDIATELY.

**Roommate Mediation:** Roommate/suitemate conflicts often occur due to a lack of communication between people and a resistance to compromise. Most of the issues that occur are ones that can be easily resolved if only the roommates/suitemates will talk to each other. Here are a few easy steps to help you if you are in a conflict with your roommate/suitemate:

- Complainant discusses problem with staff; staff gives tips on how to talk with roommate.
- Complainant addresses concern(s) directly with the roommate/suitemate.
- Staff follows up with complainant. If problem remains, mediation meeting is held between the parties involved and the staff. A roommate/suitemate contact may be formulated to help negotiate a compromise.
- Staff will follow up on situation and revise roommate contract as needed.
- Only after a staff member feels that the roommate/suitemate mediation process has been worked through may changes in room assignment be considered.

There are certain rights one should be able to count on when living with others. When some of these rights are not respected, conflict may arise.

**EMERGENCY EVACUATIONS/DRILLS:** In the event of an actual emergency (i.e. FIRE, TORNADO, etc.) or a periodic emergency drill, immediate compliance with the directives given by hall staff is required. Staff will be leaving the building with the residents, so it is very important that residents evacuate when they hear the alarm. All drills are performed in accordance with State Fire Codes and students and their guests are required to participate. These drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that every individual in the residence hall responds promptly in emergency situations. Failure to comply during drills or emergencies will result in immediate, serious disciplinary action.

**FIRE ALARMS/DRILLS:** Each residence hall is equipped with a fire alarm system which is monitored by Campus Police. For the protection and safety of the community, fire drills will be conducted periodically, sometimes unannounced, to ensure that proper fire alarm procedures are known and followed. All residents are to comply and cooperate when a fire drill is being conducted. When the fire alarms sound, all residents and visitors must immediately exit the building and go to the designated area for the building. They will be told when the building is declared “all clear” and can return to the building.

**FIRE PREVENTION:** For resident protection and in accordance with fire codes, the following are not permitted in the residence halls; candles, candle warmers, incense, potpourri burners, sterno cans, sparklers, etc. Combustible liquids of any type are not to be used or stored in the residence halls. Halogen lamps operate at a very high temperature and are a fire hazard. Only free-standing or desk lamps may be added to the rooms. Residents may not have any fireworks, explosives, ammunition, gunpowder, or any other related materials in residence halls. Possession of ammunition and fireworks implies intent to use them. Use of any of these items is dangerous and a safety hazard. **Severe Weather Procedures:** During severe weather alerts, residents are encouraged to monitor TV and radio reports and should take reasonable precautions. In the event of a tornado, all students should move immediately to the interior hallways/rooms on the lowest possible floor away from windows. Hall staff will try to communicate with students about severe weather threats; however, in a critical situation, time may not allow for room-by-room notification.

## **TORNADO WATCH:**

**Definition:** Weather conditions that could result in the formation of tornados.

The Police Department will monitor weather conditions with the use of a weather scanner and bulletins from the National Weather Services and will notify campus administration upon the issuance of a tornado watch.

## **TORNADO WARNING:**

**Definition:** A tornado has been spotted in the area or has been indicated by radar.

1. The Police Department will notify the college president (or representative) and the decision to evacuate will be made by that college office, designee or police officer.
2. Police officers and designated monitors will evacuate all persons in campus building to designated tornado shelters on campus.

## **DESIGNATED TORNADO SHELTER AREAS**

Restrooms of every building – away from glass

Interior hallways – away

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## **DISCIPLINARY SANCTIONS & FINES**

**Alcohol** –possession/consumption/intoxication

1<sup>st</sup> Offense - \$100 fine, 10 hours community service, and Alcohol 101 class to be completed

2<sup>nd</sup> Offense -\$200 fine, 20 hours community service, and student placed on probation

3<sup>rd</sup> Offense - Immediate removal

**Drugs** –paraphernalia

1<sup>st</sup> Offense - \$200 fine, 20 hours of community service, and Drugs 101 class to be completed; student placed on probation.

2<sup>nd</sup> Offense – Immediate removal

**Drugs** – possession

Immediate removal

Forfeit deposit

**Campus Police WILL be notified IMMEDIATELY of any violation of our Alcohol or Drug Policy**

**Assault/Fighting:**

1<sup>st</sup> Offense - \$150, 20 hours of community service, referral to a counselor, and placed on probation.\*

2<sup>nd</sup> Offense – Immediate removal

\*If a weapon is used you will be deemed a danger to others and immediately removed from housing.

**Destruction of Property/Vandalism:**

1<sup>st</sup> Offense - \$150 plus costs of materials and labor plus an additional 15%.

2<sup>nd</sup> Offense - Immediate removal plus above charges.

**Failure to Attend a Mandatory RH Meeting:**

1<sup>st</sup> Offense - \$100

2<sup>nd</sup> Offense - \$150

3<sup>rd</sup> Offense - Immediate removal

**Obscene and Abusive Language:**

1<sup>st</sup> Offense - \$100

2<sup>nd</sup> Offense - \$150

3<sup>rd</sup> Offense - Immediate removal

**Improper/Inappropriate Lobby Computer Usage:**

1<sup>st</sup> Offense - \$100

2<sup>nd</sup> Offense - \$200

3<sup>rd</sup> Offense - Immediate removal

This includes virus download or usage, pornography, software pirating or copying, or any similar offense regardless of severity. External speakers other than headphones are not permitted on lobby computers.

**Propping Doors:**

1<sup>st</sup> Offense - \$50

2<sup>nd</sup> Offense - \$100

3<sup>rd</sup> Offense – Immediate removal

**Pet in Residence Hall:**

1<sup>st</sup> Offense - \$100

2<sup>nd</sup> Offense - \$200

3<sup>rd</sup> Offense - Immediate removal

**Stolen Property:**

1<sup>st</sup> Offense – fined commensurate of stolen property or \$200, whichever is minimum and put on probation

2<sup>nd</sup> Offense – Immediate removal

**Tampering:**

1<sup>st</sup> Offense - \$50 \*

2<sup>nd</sup> Offense - \$100 \*

3<sup>rd</sup> Offense – Immediate removal

This applies to but is not limited to Fire alarms, extinguishers, emergency lights, and smoke alarms.

\* Fifteen percent above the amount of materials will be charged to the student for repair of damaged property.

**Inappropriate Use of Tobacco Products:** 1<sup>st</sup>

Offense - \$50

2<sup>nd</sup> Offense - \$100

3<sup>rd</sup> Offense - Immediate removal

**Unauthorized Entry:** 1<sup>st</sup>

Offense - \$50

2<sup>nd</sup> Offense - \$100

3<sup>rd</sup> Offense - Immediate removal

This includes a student's improper entry into their own residence hall or room.

**Unauthorized Visitation:** 1<sup>st</sup>

Offense - \$100;

2<sup>nd</sup> Offense - \$200 and 10 Hours Community Service;

3<sup>rd</sup> Offense – Immediate removal

**Littering:**

1<sup>st</sup> Offense - \$10 2<sup>nd</sup>

Offense - \$20 3<sup>rd</sup>

Offense - \$50

Excessive littering will double fines or is grounds for removal.

**Noise:**

1<sup>st</sup> Offense - \$50 2<sup>nd</sup>

Offense - \$100

3<sup>rd</sup> Offense – Immediate removal

**Improper room change:**

1<sup>st</sup> Offense - \$200

2<sup>nd</sup> Offense – Immediate removal

**Weapons:**

1<sup>st</sup> Offense - \$100 and confiscation of weapon for sale

2<sup>nd</sup> Offense – confiscation and immediate removal

**Failure to evacuate when fire alarm sounds:**

1<sup>st</sup> Offense - \$100

2<sup>nd</sup> Offense - \$200

3<sup>rd</sup> Offense – Immediate removal

**Failing room check:**

1<sup>st</sup> Offense - \$50

2<sup>nd</sup> Offense - \$100

3<sup>rd</sup> Offense – Immediate removal

This list is not exhaustive, and fines may be coupled with further disciplinary action including community service and/or developmental education seminars. In addition, probation and/or suspension may be recommended at any penalty phase. Students refusing to pay fines will have a hold placed on all records, registration blocked, and could be subject to a loss of housing privileges or other disciplinary action. At any time the RL staff reserves the right for immediate removal from the RH, based on the severity of the incident, or an accumulation of incident.

**Community Service hours not completed by the end of the semester will be translated into a monetary amount at the rate of \$10 per hour owed.**

## **ACADEMIC AND DISCIPLINARY COMPLAINTS AND APPEALS**

### **GUIDING PRINCIPLES: INFORMAL PROCESS**

The College District encourages students to discuss their concerns through informal conferences with the appropriate instructor or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional



rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

This policy shall apply to all student complaints except as provided below.

**EXCEPTIONS:** This policy shall not apply to:

1. Complaints for forced withdrawal from developmental courses in accordance with state law.
2. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability,  
or religion. [See FDE of the *Board Policy Manual*]
3. Complaints concerning retaliation relating to discrimination and harassment. [See FDE of the *Board Policy Manual*]
4. Complaints concerning a commissioned peace officer who is an employee of the College District.  
[See CHA of the *Board Policy Manual*]

Complaint forms may be filed by hand-delivery, fax, or U.S. mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

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

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

*“Representative” shall mean any person or organization designated by the student to represent the student in the complaint process.*

*The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College*

*District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.*

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

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the process. The student may appeal the dismissal by seeking review in writing within three business days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

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

Complaints under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

#### **FORMAL COMPLAINT/APPEALS PROCESS:**

##### **LEVEL 1: FILE A FORMAL COMPLAINT OR APPEAL WITH THE EMPLOYEE/INSTRUCTOR**

A student wishing to file a formal academic or disciplinary complaint or appeal shall use the form provided by the College District (Student Complaint/Appeal form). The form shall be filed with the instructor or employee involved no later than five days after the complaint or receipt of the disputed grade or discipline. If the complaint is not filed with the appropriate administrator/employee, the receiving administrator/employee must note the date and time the complaint form was received, and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student within three business days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student a written response within three business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

**LEVEL 2: APPEAL TO DEAN OR VICE-PRESIDENT OF STUDENT SERVICES:** If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the appropriate dean or Vice President to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within three business days of the date of the written Level One response or, if no response was received, within three business days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One appeal to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within three business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information presented at Level One. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within three business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**LEVEL 3: APPEAL TO APPEALS COMMITTEE:** If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request an appeal hearing from the appropriate vice president to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within three business days of the date of the written Level Two response or, if no response was received, within three business days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents presented at Level Two.

The Level Three administrator shall convene an appeals committee within three business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within three business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the appeals committee may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

The Appeals Committee shall consist of three instructors, one from each division (Academic, Technical, and Health Science) appointed biennially by the Vice President of Instruction, one administrator appointed by the College President, and one student appointed by the Vice President of Student Services. The chair will be designated by the Vice President of Instruction. The chairperson of the appeals committee shall be given the written appeal from LEVEL 1/LEVEL 2 and shall set the time for the committee to hear the appeal. The hearing shall be conducted on the College District campus and attended only by those persons authorized by the chair of the appeals committee.

**NOTICE:** The chair of the appeals committee shall notify the student of the date, time, and place for the hearing. The notification shall advise the student of his/her rights:

1. To have an advisor present at the hearing (the person may not present the case, question witnesses, or address the committee)
2. To call witnesses and request copies of evidence

3. To have the hearing tape recorded
4. To ask questions of each witness
5. In the case of Disciplinary appeal:
  - a. to have the complaint described in sufficient detail to enable the student to prepare a defense
  - b. to have the disciplinary sanction restated.

**PROCEDURE:** The appeals hearing shall proceed as follows:

1. The chair shall inform the student of his/her rights.
2. The chair shall read the student's request for formal review, and the appeal from the form used at LEVEL 2.
3. The designated official(s) shall present the College District's case.
4. The student shall present his or her appeal. No additional documents may be presented other than those used at Level 1 and Level 2 unless the student did not know they existed.
5. Either side may offer rebuttal and any member of the committee may ask questions.
6. The appeals committee will take the matter under advisement in closed session (without student and officials present)
7. The committee shall decide whether an error was made in calculating a grade or whether the student is guilty or innocent of a charge (such as cheating, or possession of drugs). The decision shall be determined by a majority vote of the committee and they may take the matter under advisement for 24 hours before rendering a decision.
8. The chair of the academic appeals committee shall inform the student and the appropriate Vice President in writing as to the decision of the committee. The Vice President will inform the involved employees of the decision.

**EVIDENCE:** Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the committee chair may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chair may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the College district shall be required to prove by a preponderance of the evidence that the charges are true. This is known as the greater weight of the credible evidence, not reasonable doubt as in criminal cases.

3. A student shall not be compelled to testify.
4. The appeals committee shall decide the issue to uphold or deny the student request solely on the basis of the evidence presented at the hearing.
5. A tape recording shall be made of the hearing. If needed for an appeal, transcripts will be made at the written request of the student or the College. The cost shall be borne by the one requesting the transcription.

**LEVEL 4: APPEAL TO THE COLLEGE PRESIDENT:** Within three business days of receiving notice of the committee's decision, either or both parties may petition in writing the College President (Level Four) to review the decision. The petition(s) shall state with particularity why the decision is believed to be incorrect or unfair. The College President will hold a conference with the involved parties to discuss the appeal.

Within five business days of receiving the petition, the College President may act to affirm, modify, remand, or reverse the decision. If no action is taken within five business days, the committee's decision will thereby be affirmed and final.



**Panola College**  
**STUDENT COMPLAINT/APPEAL FORM**

Today's Date: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Student email: \_\_\_\_\_@students.panola.edu

-----  
Date of Occurrence: \_\_\_\_\_

Type of Appeal:  Disciplinary sanction  
 Course (specify course or department) \_\_\_\_\_

Describe situation (may use additional pages):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State what remedy you are requesting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appeals at all levels will be limited to the information on this form and original attachments**

Student Signature: \_\_\_\_\_  
\_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

### Progression of Student Grievance

**Note: To persons handling this form, please ensure student response in shaded boxes at each level.**

LEVEL 1: Instructor/Employee	Received by:	Date:
Student has <b>5 days</b> to appeal to Level 2	<i>*Student wishes to receive response letter</i> Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup	Student Initials: _____ Date:
	Written Response sent by:	Date: Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup
	Student Response: ┆ Resolved <input type="checkbox"/> Progress to LEVEL 2	Student Initials: _____ Date:
LEVEL 2: Department Chair/Division Dean	Received by:	Date:
Student has <b>3 days</b> to appeal to Level 3	<i>*Student wishes to receive response letter</i> Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup	Student Initials: _____ Date:
	Written Response sent by:	Date: Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup
	Student Response: ┆ Resolved <input type="checkbox"/> Progress to LEVEL 3	Student Initials: _____ Date:
LEVEL 3: Vice President /Appeals Committee	Received by:	Date:
Student or faculty has <b>3 days</b> appeal to Level 4	<i>*Student wishes to receive response letter</i> Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup	Student Initials: _____ Date:
	Written Response sent by:	Date: Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup
	Student Response: ┆ Resolved <input type="checkbox"/> Progress to LEVEL 4	Student Initials: _____ Date:
LEVEL 4: College President	Received by:	Date:
No further appeal	<i>*Student wishes to receive response letter</i> Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup	Student Initials: _____ Date:
	Written Response sent by:	Date: Via: <input type="checkbox"/> email <input type="checkbox"/> certified letter <input type="checkbox"/> pickup

\*By initialing, the student agrees to the three day time frame from the date the letter is sent via email, or the date the certified letter is signed for.

Days shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero". The following day is "day one".