**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 types 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)**

1. Contact your RA Monday – Thursday 8 am – 10 pm
2. Any other time call the RA on duty as per the calendar provided
3. RLC - Katy Chance office- 903-693-1176 cell 903-692-3572
4. Campus Police Office (Ernie Davis) 903-693-1112 cell 903-754-1693

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 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:

1. 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
hours.

2. 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.

3. 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.

Back to top

CHECK-IN/CHECK-OUT PROCEDURES

CHECK-IN PROCEDURES

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

1. Upon arrival, meet with RL Staff.

2. Read and sign your Housing Contract to receive your room assignment and room key.

3. 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.

4. 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)

5. 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.

6. ***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:

1. Sign up for a time to check-out with your RA or RHS at least 24 hours in advance.

2. Remove ALL PERSONAL POSSESSIONS from your room.

3. Place ALL TRASH and UNWANTED ITEMS in the trash dumpster located outside the building.
4. Clean your room removing dirt and trash. Sweeping trash or unwanted items into the hall is not an acceptable form of cleaning your room.

5. 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.

6. Residents should be prepared to leave at the check-out time.

7. 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.

8. 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.**

RESIDENCE HALL POLICIES

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.

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.
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 $15 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.

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.

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 $5.00 charge to gain access to their room.

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.

**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 check-out time or the student must be notified afterword. 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.

**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). 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.

**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.

**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.

**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.
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.

Solicitation and Posting

Solicitation and posting of materials in any housing area is prohibited without prior approval of the RLC.

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.

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.

Projectiles

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

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, hooka or water pipe products, snuff, snus, clove, spit and smokeless tobacco, chew cigarettes, bidis, kretexs, and cigarillos.

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.
Mail

Any mail addressed to students will be sent to the College Bookstore and students will be notified of any incoming mail or packages received by the RLC office.

Mailing address:

Student Name

Panola College

1109 West Panola

Carthage, TX 75633

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.

Cable Television

Basic Cable is provided in all residence halls.

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.

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

Prank calls and fake 9-1-1 calls

These 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.

Guns

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.

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!

GENERAL HOUSING INFORMATION

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 12th 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.
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:** Monday – 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

**Snack Bar:**

- **Meal Exchange:** Monday – Thursday 11:00 am – 1:00 pm & 6:00 pm – 7:00 pm
- **Retail Sales:** Monday – Thursday 9:00 am – 1:00 pm

**Coffee Shop:**

- **Retail Sales:** Monday - Thursday 7:00 am - 2:00 pm

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.

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

47. Violation of College policy
48. Failure to complete payments for room and board
49. Disruptive or violent conduct
50. 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.

**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:

- 51. Complainant discusses problem with staff; staff gives tips on how to talk with roommate.
- 52. Complainant addresses concern(s) directly with the roommate/suitemate.
- 53. 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.
54. Staff will follow up on situation and revise roommate contract as needed.

55. 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.

**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.

**Back to top**

**DISCIPLINARY SANCTIONS & FINES**

**Alcohol** – possession/consumption/intoxication

1st Offense - $50 fine

2nd Offense - $100 fine

3rd Offense - $200 fine, Alcohol 101 class must be completed, any further offenses subject to suspension

**Drugs** – paraphernalia

1st Offense - $200 fine, and Drugs 101 class to be completed; student placed on probation.

2nd 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:**

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

2nd 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:**

1st Offense - $150 plus costs of materials and labor plus an additional 15%.

2nd Offense - Immediate removal plus above charges.

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

1st Offense - $100

2nd Offense - $150
3rd Offense - Immediate removal

**Obscene and Abusive Language:**
1st Offense - $50
2nd Offense - $75
3rd Offense - $100

**Propping Doors:**
1st Offense - $25
2nd Offense - $50
3rd Offense – $100, subject to removal

**Pet in Residence Hall:**
1st Offense - $100
2nd Offense - $200
3rd Offense - Immediate removal

**Stolen Property:**
1st Offense – fined commensurate of stolen property or $200, whichever is minimum, and put on probation
2nd Offense – Immediate removal

**Tampering:**
1st Offense - $50 *
2nd Offense - $100 *
3rd 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:**
1st Offense - $25
2nd Offense - $50
3rd Offense - $100 and subject to suspension

**Unauthorized Entry:**
1st Offense - $50
2nd Offense - $100
3rd Offense - Immediate removal
This includes a student’s improper entry into their own residence hall or room.

**Unauthorized Visitation:**

1st Offense - $100  
2nd Offense - $200  
3rd Offense – Immediate removal

**Littering:**

1st Offense - $25  
2nd Offense - $50  
3rd Offense - $100

Excessive littering will double fines or is grounds for removal.

**Noise:**

1st Offense - $25  
2nd Offense - $50  
3rd Offense – $100, subject to removal

**Improper room change:**

1st Offense - $200  
2nd Offense – Immediate removal

**Weapons:**

1st Offense - $100 and confiscation of weapon for sale  
2nd Offense – confiscation and immediate removal

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

1st Offense - $100  
2nd Offense - $200  
3rd Offense – Immediate removal

**Failing room check:**

1st Offense - $50  
2nd Offense - $100  
3rd 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.

DISCIPLINARY COMPLAINTS AND APPEALS

“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
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 ID#: ______________________

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: ____________________________________________  ID#: ____________________________
Progression of Student Grievance

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

<table>
<thead>
<tr>
<th>LEVEL I: Instructor/Employee</th>
<th>Received by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Student wishes to receive response letter</td>
<td>Student Initials: _________</td>
</tr>
<tr>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
<td>Date:</td>
</tr>
<tr>
<td>student has <strong>5 days</strong> to</td>
<td>Written Response sent by:</td>
<td>Date:</td>
</tr>
<tr>
<td>appeal to Level 2</td>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
</tr>
<tr>
<td>LEVEL 2: Department Chair/Division Dean</td>
<td>Received by:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>*Student wishes to receive response letter</td>
<td>Student Initials: _________</td>
</tr>
<tr>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
<td>Date:</td>
</tr>
<tr>
<td>student has <strong>3 days</strong> to</td>
<td>Written Response sent by:</td>
<td>Date:</td>
</tr>
<tr>
<td>appeal to Level 3</td>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
</tr>
<tr>
<td>LEVEL 3: Vice President /Appeals Committee</td>
<td>Received by:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>*Student wishes to receive response letter</td>
<td>Student Initials: _________</td>
</tr>
<tr>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
<td>Date:</td>
</tr>
<tr>
<td>student or faculty has <strong>3 days</strong> to</td>
<td>Written Response sent by:</td>
<td>Date:</td>
</tr>
<tr>
<td>appeal to Level 4</td>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
</tr>
<tr>
<td>LEVEL 4: College President</td>
<td>Received by:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>*Student wishes to receive response letter</td>
<td>Student Initials: _________</td>
</tr>
<tr>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
<td>Date:</td>
</tr>
<tr>
<td>No further appeal</td>
<td>Written Response sent by:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Via: ☐ email ☐ certified letter ☐ pickup</td>
</tr>
</tbody>
</table>

*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”.