

PANOLA COLLEGE

Residence Life Handbook

Fall and Spring 2023

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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 a greater 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 living near campus. In addition to offering three different types of housing our Residence Life Program also offers a fitness center, student center, 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) – Katy Chance

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 residents' 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 are here to help you!

Resident Coaches (RC)

RC's are the Panola College Assistant Coaches. RC's assist in special events and assignments. RC's make weekly rounds to help ensure the safety of our students and are CPR certified.

RESPECT FOR COLLEGE OFFICIALS

All residents are expected to respect the authority of Panola College officials, which includes the hall RA members. Failure to acknowledge a request from a college official will result in disciplinary action.

Chain of Command (Important Numbers)

- Contact your RA Monday – Thursday 8 am – 11 pm
- Any other time call the RA on duty **List is posted in the
Laundry Facilities
- RLC – Katy Chance office- 903-693-1176
- Campus Police Office- 903-693-1111

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,

immediately contact Campus Police.

GENERAL HOUSING POLICIES

Residency Requirements

- Residents must be enrolled in a minimum of 9 semester hours per semester (minimum of 1 semester hour per summer session). Exceptions to this policy must be made 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.
- Shot record must be admitted to Admissions.
- 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 on 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.
- Canceling residency for disciplinary reasons will result in an automatic forfeit of the deposit.

Room Assignments

- Room assignments are made on a "first come, first serve" basis based upon the date of completed application requirements including the receipt of the housing application, Medical insurance information or waiver, and shot records.
- Room and roommate assignments are made randomly 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, as well as to modify or reassign RH space.
- Improper or unauthorized room changes will result in disciplinary action and being moved back to the original room assignment.
- Requests for room/roommate changes should be made to the RLC in writing. Moves can be made for a \$25.00 charge per student. Room changes will only be made if space is available and students cannot reach an understanding with their roommate.
- If space is available, requests for private rooms will be considered by the RLC for an additional charge of a full room for a semester.

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, during which 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 student's account.

Satisfactory Attendance and Academic Progress Requirements for RL (Residence Life)

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 apply to all students residing in the RH:

- Enrolled with a minimum of 12 semester college hours. RL staff will determine the enrollment status of all residents. Exceptions can be made with approval from the RLC.

CHECK-IN/CHECK-OUT PROCEDURES

CHECK-IN PROCEDURES

Residents should report to the Res Life Office in the Charles C. Matthews Student Center 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 all paperwork and contracts 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 your liking. **(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. ***
- Move-In Orientation is MANDATORY. It will be held in the Q. M. Martin Auditorium on Move-In Day at 7pm. Orientation is considered a Mandatory Meeting; missing this meeting will result in the same disciplinary action. **This is due to change due to CDC restrictions.

****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 RLC at least 24 hours in advance. Signup sheets will be located in the Laundry Facilities.
- Remove ALL PERSONAL POSSESSIONS from your room.
- Place ALL TRASH and UNWANTED ITEMS in the 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 RLC will check your room for trash and damaged items and collect your room key. They will also check your room inventory form as to make certain that no damages occurred 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 **MUST** be prepared to leave at the check-out time unless they have written permission from the RLC.
- 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 **\$35 daily**. Students who plan to return after the Thanksgiving and Spring Break closings may leave their belongings in their rooms. 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.**

Summer Housing- Closed for Summer 2023

Summer housing is available during all 3 summer sessions (May Term, Summer 1 & 2). Students may be asked to move for May term or Summer housing. Students will have the opportunity to sign up for May Term Housing during the Mandatory Move-out Meeting. All Housing Rules apply during summer sessions however; fines will be doubled. Visitation hours are from 8am-8pm until Fall semester begins. Summer stays do not include a meal plan.

If you are interested in summer housing, please contact your RLC.

RESIDENCE HALL POLICIES

Inspection of Rooms

College employees have the right to enter residents' assigned rooms for the performance of legitimate functions, including but not limited to: maintenance, emergency situations, 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. Residence assistants 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 action. Students are not allowed to store items that do not belong to them. Random room inspections by authorized staff, Panola College police officer(s), or 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. *Residents my not block walkways or doorways during searches. Fines will be issued if necessary.*

Cleanliness/Hygiene

Panola College reserves the right to check dorm rooms at any time. All residents must maintain satisfactory sanitation and safety standards in their assigned room, suite, and common living areas. It is the student's responsibility to maintain their individual rooms. Trash must be taken to the dumpsters across from the Panola College Police Station. Trash cannot be left outside of the main doorway. All students are expected to uphold a standard of personal hygiene. Living as part of a community makes personal hygiene a necessity. If a complaint is made about a student's personal hygiene, RLC will assess and address the situation as respectfully as possible. Custodial services are provided for common areas such as corridors, lobbies, and bathrooms in Sharp Hall. Custodians are not expected to take out personal garbage accumulated in or outside a resident's room.

Damage Statement

Each resident is expected to use the Residence Halls and furnishings in a reasonable manner. Damages a resident cause will be their responsibility. An assessment will be made of the 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 replacement 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 the notification is made, whether they were notified at the time or check-out some other time. Following check-out, all due charges must be paid at the Business Office or a hold will be placed on student records until total payment is received.

Group Billing for Damages/Vandalism/Littering

Residents are collectively accountable for any special cleaning of or repair of damages to the hall or apartment occurring as a result of horseplay or vandalism. This includes billing for damages to an entire apartment or residence hall if these damages cannot be attributed to a specific resident. The office of Residence Life will determine the fines attributed to such loss or damages. Residents may receive verbal warnings before billing occurs. The total amount of damage/vandalism to date will vary per 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 \$75 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. Students found giving an RH key to any other person will be fined. This creates a security risk for all students living on campus. 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. **Students must produce their keys at check-out.**

Lock-Out

A student who is locked out of their room should first attempt to contact their RA if it is between the hours of 8 am and 11 pm. If they are unavailable or it is not within the aforementioned time frame, the student should contact the RA on-call as posted on the calendar. There will be a \$10 charge to gain access to their room. Each time a student is "locked out" the fine will be raised by \$5.

Mandatory Hall Meetings

Hall meetings will be scheduled throughout the semester to address specific issues. **These meetings are mandatory.** They will be treated as an official summons. The student is responsible for knowing all information presented in a hall meeting. Failure to attend a meeting will result in a \$100 fine. This includes all Mandatory videos released on the Remind app or Zoom meetings. Mandatory videos/zoom meetings will take the place of regular meetings due to CDC restrictions. They will contain important information pertaining to Move Out, Check In, and Room Reservations.

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 ensure 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. everyday.** 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 finals week.

****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.

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, nationality, sex, age, disability, veteran status, or genetic information. 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 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.

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 emotional support animal be allowed to reside in the campus residence; however, emotional support 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/emotional support 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 emotional support animals living in a campus residency environment.

Section I: Definitions

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 therapy animal is an animal specifically trained and certified to assist in a person's treatment process. These animals assist multiple patients and are commonly used in places such as retirement homes, hospitals, disaster areas, or on college campuses during stressful times such as finals week. These animals are neither service animals nor emotional support animals and are not allowed in on-campus housing.

Emotional Support animal:

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.

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 the 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 reasonable accommodation.

Section III: Emotional Support Animals

- A. Inquiries
- a. Requests for emotional support 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. emotional support animals may be denied or removed if:
 - i. The specific emotional support animal I would impose an undue financial and administrative burden or would fundamentally alter the nature of the residence halls and/or classroom.
 - ii. The specific emotional support 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 emotional support animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.
 - iv. The specific emotional support animal's handler violates our policy and acquires three-strikes under our three-strike discipline policy for animals on campus

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, emotional support animal, or recreational animal. Handler will be charged accordingly for any damages.
- 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. Litter boxes must be emptied daily. Litter must be changed on a weekly basis.
- g. Handler must observe housing and food service establishment guidelines. emotional support animals are not permitted in the dining hall or any other buildings on campus.
- h. All service/emotional support 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. This includes the

maintenance and cleanliness of the room. Litter must be cleaned daily. Shedding of hair must be cleaned up daily. Rooms with any kind of service animals are held to a higher standard.

- 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. The college asked that the room be sprayed by an exterminator every 3 months.
- l. The handler must abide by the 'three-strike' discipline process. Once acquired three-strikes the animal may be removed with the inability to return to campus in the future.

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.
- c. In the event an unauthorized animal is discovered in a college residence hall before proper approval, the handler will be immediately denied approval for the animal on campus.

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. Emotional support 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/emotional support 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/emotional support 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-tack, push pins or tacks only. Command strips, **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 the following hours:

Sunday-Thursday: Noon-11:00 p.m.

Friday-Saturday: Noon-Midnight

During these designated hours only, visitors may visit under 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 at least 18 years of age.

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/same 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 in their rooms between 1am- 10 am. Any overnight guest 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 18 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.

Residence Hall Entry

No one under the age of 18 may enter the Residence Halls. You must have a state-issued ID and a Panola College ID. This does not apply to family visitation.

Housing of Non-Residence Hall Students

Any Residence Life Student found allowing any person or persons to live in the Residence Halls will receive a fine of \$200 and may face immediate removal from the Residence Halls. Non-residents found living in the dorms will be charged with trespassing and issued a Criminal Trespass from the RH.

Babysitting

No babysitting in the Residence Halls whatsoever. Students will receive a fine of \$100.

PROHIBITED ACTIONS AND ITEMS

Appliances in Rooms: The possession of hot plates, popcorn poppers, broilers, deep fat fryers, incense, oil burners, SAGE, Lava lamps, toaster ovens, George Foreman grills, waffle makers, crock pots, halogen lamps, candles, electric frying pan and space heaters is expressly prohibited for fire safety reasons. Spray paint, water guns, Neff gun toys, water guns, skate boards and all other prohibited items can be found on pg.22-23. **However, AirFriers, Scentsies, are allowed however, combo Airfriers will not be allowed and considered a prohibited item. Hoverboards/Skateboards** Due to the risk of fire, hoverboards cannot not be kept in Panola College RH. Skateboards may be used on campus and can be kept in the residence halls.

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

Disorderly conduct, disregard for the physical well-being, rights, and property of others, disturbance of the peace, fighting or abusive behavior will not be tolerated. Roughhousing, running, throwing/bouncing/kicking of objects, and use of athletic equipment is not allowed inside the RH.

VERBAL ABUSE

Sometimes staff members must speak to residents and their guests 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 or requests of a College official or failure to heed an official summons of any College official issued in the performance of their duties will result in immediate disciplinary action. Meal plan will temporarily be shut down until student heeds summons.

Uncooperative Manner/Disorderly Conduct

A student is expected to comply with the reasonable 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 otherwise 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 way to respect 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, 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 defined as sufficiently severe, persistent or pervasive to the point 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 of legitimate nondiscriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

5. 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 Residence Life Coordinator (RLC) 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 RLC 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. The Student Welfare Policy of the Panola College prohibits discrimination, including harassment, against any

student on the basis of race, color, religion, gender, nationality, 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. All sexual assault cases will be turned over to Campus Police.

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 so 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 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 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 the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the 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. All cases will be turned over to Campus Police.

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. All cases will be turned over to Campus Police.

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 them of the situation.
- Administrative Services and Staff will begin a search of the 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.

Active Shooter

An active shooter is defined as one or more subjects who actively engage in killing or causing life-threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use the following suggested actions to help you plan a survival strategy.

Run. Hide. Fight.

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.

Run. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.

- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

Hide. If an evacuation is not possible, find a place to hide and:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

Fight. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improve weapons.
- Commit to your actions.

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

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. Panola College reserves the right to decide the severity of a case and whether or not it will be handled administratively or by Campus Police.

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. Empty bottles are not to be used as decoration.

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.

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.

PROHIBITED WEAPONS

A student shall not knowingly, intentionally, or recklessly go onto school property or to a school-sponsored activity with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the College. This prohibition shall not normally apply to school supplies such as pencils, compasses, scissors, and the like, unless those instruments are used in a menacing or threatening manner. Students found to be in violation of this policy shall be subject to appropriate disciplinary action, including suspension. Prohibited weapons include, but are not limited to:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
2. An illegal knife (knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger; Bowie knife; sword; spear).
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery of an explosive weapon).
4. A machine gun (any firearm that is capable of shooting more than two shots automatically without manual reloading, by a single function of the trigger).
5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches).
6. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force).

7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles).
8. Live ammunition.
9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being).
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance).
11. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk).
12. Fireworks.
13. Throwing stars and other martial arts weapons.

All weapons confiscated will be turned over to Campus Police.

PANOLA COLLEGE CAMPUS CARRY REGULATIONS

Definitions:

Handgun – any firearm that is designed, made, or adapted to be fired with one hand.

Concealed Handgun – the presence of a handgun is not openly discernible to the ordinary observation of a reasonable person.

1. Open carry of a handgun is NOT permitted by a license holder on Panola College owned or leased locations (including ALL buildings, driveways, streets, sidewalks, walkways, and parking areas of the institution) regardless of whether the handgun is holstered. Only licensed peace officers are authorized by law to open carry firearms on campus.
2. A license holder, under Chapter 411 of the Texas Government Code, may carry a concealed handgun while on Panola College owned or leased locations unless prohibited by state or federal law or by the exceptions described by the regulations.
3. A license holder will not be subject to prejudice for lawfully expressing the right to carry.
4. Panola College expects license holders to lawfully store the handgun when going to a place on campus where concealed carry is prohibited. *The college will not provide general storage.*
5. A license holder may be asked to show proof of license to a college police officer but no other college employee may ask to see the license.
6. A license holder may transport and store a concealed handgun in a locked, privately owned vehicle while on Panola College owned or leased locations.
7. A license holder who carries a concealed handgun on his or her person must secure the handgun in a holster that covers the trigger guard.
8. A license holder may not carry a handgun if he or she is intoxicated.
9. A license holder may not carry a handgun on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event.
10. A license holder may not carry a handgun into a polling location on campus.

11. A license holder may not intentionally, knowingly, or recklessly carry a handgun into the Sid B. Turner Memorial Chapel during a religious service.
12. The concealed carry of a handgun into formal disciplinary or appeals hearings is prohibited.
13. License holders who reside in or visit campus housing may carry a concealed handgun. Handguns must be either concealed on the license holder's person, stored in a locked vehicle, or stored in a locked safe inside the resident's room.
14. An employee of the college who is a license holder may store a handgun in a locked drawer in his or her assigned office.
15. These regulations will be enforced through the involvement of police in criminal infractions. Penalties may include a Class C citation and an offense report and/or arrest.
16. These regulations will be distributed widely to faculty, staff, and students through the college's website, The Pathfinder (student handbook), and faculty/staff handbooks.
17. Panola College will comply with the placement of required signage as described by Texas Government Code section 30.06.
18. An ad hoc committee appointed by the president may review these regulations based on requests filed by college departments.
19. The Panola College president may amend these rules as necessary for campus safety.

GENERAL HOUSING INFORMATION:

Cable Television

Basic Cable is provided in all residence halls.

Laundry

Washers and dryers are located in the Laundry Mat next to Sharp 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.

Safes

Panola College now provides safes for students to store any personal belongings. These safes are not to be used for the storage of any illegal substances. We reserve the right to open and check these safes at any time. Instructions on how to open these safes will be given at orientation. Please contact Campus Police for safe lockouts, beeping or break-ins.

Mail

Students residing in the RH have the option to receive a mailbox key at time of check-in. The Campus Post Office is located in the Panola College Laundry Facilities, and incoming mail is delivered Monday through Friday. Check your mail frequently. Mailbox keys are available upon request; if you would like to request a key please see the RLC in the Residence Life Office. Lost keys will result in a \$25 replacement fee. Packages can be picked up in the Res Life Office which is open from 9am to 5pm Monday-Thursday. On Fridays, the office will close at 12:30pm. If you have a package with perishables, you may contact RLC for a special pickup. Students must present their College ID to pick up. Packages will be given to who they are addressed to.

Mailing address:

Student Name

1109 West Panola St

Carthage, TX 75633

Maintenance Requests

Requests for needed maintenance should be submitted to the RL Staff through our online form. You can also notify the RLC of maintenance issues through the Remind app. 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. Students will be given notice of when maintenance requests will be completed. Maintenance and police cannot enter a student's room without accompaniment by an RA or notifying the RLC. They must notify the RLC that they will be going into the RLC's apartment or a student's room and must give a time window when they will need to be in the room. This protects the student, RLC, and maintenance worker.

Microwaves

Microwave ovens must 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 size of 4.6 cubic feet
- During extended holidays and between semesters, it is emptied and unplugged
- Is subject to inspection
- 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 includes 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 for the address of installation.

*****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 result in losing 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.

EVICTIONS

Residents may be evicted from housing if 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, including 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 by the College 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.

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

Indoor Water Fights

Indoor water fights are strictly prohibited. Water in indoor areas could cause damage to Panola College Property. Students involved in such activities will be charged according to our damage policy.

Outdoor Grills

No BBQ grills of any kind will be permitted on campus except **for** those provided by RL. If you need help

locating a grill, contact RL Staff. Be courteous—clean up grilling areas after you use them!

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 – 1:30 pm

Dinner: 7 days a week - 5:30 pm – 7:00 pm

Saturdays & Sundays

Brunch 11:00am- 1:30pm

Dinner 5:30pm- 7:00pm

Charlie’s Bistro:

Monday - Thursday: 7:30 am - 6:00 pm

Friday: 7:30 am - 6:00 pm

Saturday - Sunday: Closed

COMMON AREAS

Sharp Hall 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 24 hours, 7 days a week. Snacks are permitted in lobby areas. Individuals are expected to not leave 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 areas may result in a fine for all residents that share the area in question.

Vending Machines

Panola College is not responsible for money lost in vending machines. Please report losses to the Business Office so that 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. All cases will be turned over to and handled by Campus Police. 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.

Damage of Personal Property

Disciplinary action will vary depending on the severity of the situation. Any property that is determined to have been broken intentionally will incur a fine.

Room Changes/Requests

Panola College encourages students to respectfully communicate with their roommate about any issues they are having with them. If the issue cannot be worked out calmly and respectfully you may then contact the RLC about a room change. All room changes must be approved by the RLC. You may submit a verbal request at any time. You must have a valid reason for this room change. Any student requesting a room change must pay a \$25 fee to make the change.

Roommate Mediation

Roommate/suitemate conflicts often occur due to a lack of communication and a resistance to compromise. Most of these issues can be easily resolved through civil discussion. Here are a few easy steps to help you if you are in a conflict with your roommate/suitemate:

- Discuss the problem with staff; they will give advice on how to talk with roommate/suitemate.
- Address your concern(s) directly with roommate/suitemate.
- Staff will follow up with you. If problem persists, a mediation meeting will be 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, changes in room assignment may be considered.

There are certain rights one should be able to count on when living with others. When 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 RH 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 RH: 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 similar 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 tornadoes.

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 the college office, designee or police officer.
2. Police officers and designated monitors will evacuate all persons in campus buildings to designated tornado shelters on campus.

DESIGNATED TORNADO SHELTER AREAS

Restrooms of every building – away from glass.

Interior hallways – away from glass.

FINES FOR DISCIPLINARY, SANCTIONS, & DAMAGES

Alcohol –possession/consumption/intoxication

1st Offense - \$50

2nd Offense - \$75

3rd Offense - \$100

Assault/Fighting - All cases will be turned over to Campus Police.

1st Offense - \$150, 20 hours of community service, 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 complete Wellness screening

1st Offense \$50

2nd Offense \$100

3rd Offense \$200 Possibility of Removal from Campus

Disrespectful/ Offensive Behavior to College Staff

1st Offense \$50

2nd Offense \$100

3rd Offense \$200 Possibility of Removal from Campus

Drugs –paraphernalia - All cases will be turned over to Campus Police.

1st Offense - \$200 fine, 20 hours of community service, student placed on probation.

2nd Offense – Immediate removal

Drugs – possession

Immediate removal Forfeit deposit

Failure to Attend a Mandatory RH Meeting

1st Offense - \$100

2nd Offense - \$150

3rd Offense - Immediate removal

Failure to Download Remind

\$75 Fine, this download is MANDAROTY

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

Giving Key Away

1st Offense - \$50

2nd Offense - \$100

3rd Offense - Immediate removal

Improper room change

1st Offense - \$200

2nd Offense – Immediate removal

Obscene and Abusive Language

1st Offense - \$25

2nd Offense - \$50

3rd Offense - \$100

Harassment/Bullying/Threats – Depending on severity of case administration reserves the right on if campus Police will handle cases.

*Will be handled accordingly to severity, possible removal

1st Offense - \$100

2nd Offense - \$200, 15 hours community service

3rd Offense – Immediate removal

Littering

1st Offense - \$25

2nd Offense - \$50

3rd Offense - \$100

Excessive littering will double fines or is grounds for removal.

Lying

1st Offense - \$25

2nd Offense - \$50

3rd Offense - \$100

Noise

1st Offense - \$50

2nd Offense - \$100

3rd Offense – Immediate removal

Non-compliance

1st Offense - \$50

2nd Offense - \$100

3rd Offense – Immediate removal

Pet in Residence Hall

1st Offense - \$100

2nd Offense - \$200

3rd Offense - Immediate removal

Propping Doors

1st Offense - \$50

2nd Offense - \$100

3rd Offense – Immediate removal

Property Damage (Damages are charged by severity and are due to change with material cost)

Broken Window - \$200

Broken Door Frame -\$250

Broken Blinds - \$25

Damage to Furniture

Chair -\$35

Desk -\$200

Dresser -\$150

Shelf - \$100
Closet rack -\$50
Closet Mirror -\$50
Bathroom Mirror - \$100
Medicine Cabinet - \$50
Long Light Cover- 70
Small Light Cover- \$25
Cable- \$25

A/C Units will vary depending on damage

Wall damage will vary depending on damage.

Sexual Harassment - All cases will be turned over to Campus Police.

1st - \$250 fine, 20 hours community service

2nd – Immediate removal

Sexual Assault - All cases will be turned over to Campus Police.

1st Offense \$500 fine – Immediate removal

Stolen Property - All cases will be turned over to Campus Police.

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.

Trash

Trash must be taken to the nearest dumpster. Bags of trash are not to be left outside of rooms or placed in the larger trash cans outside. Trash bags that are left outside of the rooms for more than 24 hours will result in a fine of \$25 per bag.

Tobacco

1st Offense \$25

2nd Offense \$50

3rd Offense \$100

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

Unauthorized Entry

1st Offense - \$50

2nd Offense - \$100

3rd Offense - Immediate removal

This includes entering a student's suite or bedroom without consent or invitation, by force, or by misrepresentation (false pretense.) Invasion of privacy must be reported to the RLC, an RA, or the campus police.

Unauthorized Housing

\$200 fine and possible removal from campus.

Unauthorized Visitation

1st Offense - \$100

2nd Offense - \$200 and 10 Hours Community Service;

3rd Offense – Immediate removal

Weapons found on Campus

1st Offense- Lose possession of item and \$50 charge

2nd Offense- Immediate removal from R.H. and \$100 charge

Weapons

1st Offense - \$100 and confiscation of weapon for sale

2nd Offense – confiscation and 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 accumulation of incidents.

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



ACADEMIC AND DISCIPLINARY COMPLAINTS AND APPEALS

STUDENT RIGHTS AND RESPONSIBILITIES AND COMPLAINTS

Complaints- In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes Student complaints shall be filed in accordance with this policy, except as required by the policies listed below:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GOA]

Guiding Principles – Informal Process - The College District requires students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be required but shall not extend any dead- lines in this policy, except by mutual written consent.

Formal Process A student may initiate the formal process described below by timely filing a written Student Complaint/Appeal form located in The Pathfinder:

- All formal conferences shall be audio recorded.
- All complaint forms and appeal notices shall be filed electronically.
- All responses at Level One, Level Two, Level Three, and Level Four shall be sent electronically to the student's email address of record.

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.

Freedom from Retaliation - Neither the Board nor any College District employee shall unlawfully retaliate

against any student for bringing a concern or complaint.

Notice to Students – The College District shall inform students of this policy through appropriate College District publications.

General Provisions - Complaint forms and appeal notices shall be filed electronically.

Filing - Filings submitted electronically shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

Scheduling Conferences - If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

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

Representative - "Representative" shall mean any person who or organization that is 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.

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

Untimely Filings - All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within three 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.

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

Complaint and Appeal Forms - A Student Complaint/Appeal form, provided by the College District and located in The Pathfinder, must be filed. Copies of any documents that support the complaint should be attached to the Student Complaint/Appeal 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 or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One - A Student Complaint/Appeal form, provided by the College District and located in The Pathfinder, must be filed within five business days of official grade posting.[see academic calendar] A conference hearing the appeal will be held within three business days with the lowest level administrator who has the authority to remedy the alleged problem. This administrator may uphold or deny the complaint. If the complaint is not filed with the appropriate administrator, the receiving administrator 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 schedule a conference with the student within three days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Level Two - A student not satisfied at Level One may appeal to Level Two. Within three business days of the Level One disposition, the student shall sign and progress his or her Level One complaint/appeal by submitting his or her current Student Complaint/Appeal form to the director and/or dean of the department. After receiving progression of a Student Complaint/Appeal form, 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 dean or director must hold a conference within three business days of

receiving a signed appeal form.

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 dean or director shall provide a written response within three business days of holding the conference.

The dean or director may uphold or deny the complaint.

Level Three - A student not satisfied at Level Two may appeal to Level Three. Within three business days of the Level Two disposition, the student shall sign and progress his or her Level One complaint/appeal by submitting his or her current Student Complaint/Appeal form to the vice president of instruction.

After receiving progression of a Student Complaint/Appeal form, the Level Two administrator shall prepare and forward a record of the Level Two appeal to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two 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, Level Two, and attachments.
4. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

Within three business days, the vice president of instruction shall then call together the academic appeals and student complaint committee.

Academic Appeals and Student Complaint Committee - The chairperson of the academic appeals and student complaint committee shall be given the written Student Complaint/Appeal form used at Levels One and Two and shall set the time for the committee to hear the appeal. The hearing shall be conducted on the College District campus.

The committee shall decide whether an error was made in calculating the grade or whether the student is guilty or innocent of a charge, such as cheating or other course-related misbehavior, after hearing the information presented by the student and the director of the department/division involved. The decision shall be determined by a majority vote of the committee. The chairperson of the appeals committee shall inform the student and the vice president of instruction in writing as to the decision of the committee within three business days of Level Three disposition.

Level Four - A student not satisfied at Level Three may appeal to Level Four. Within three business days of the Level Three disposition, the student shall sign and progress his or her Level One complaint/appeal by submitting his or her current Student Complaint/Appeal form to the College President.

After receiving progression of a Student Complaint/Appeal form, the Level Three administrator shall prepare and forward a record of the Level Three appeal to the Level Four administrator. The student may request a copy of the Level Three record.

The Level Three 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, Level Two, Level Three, and attachments.
4. All other documents relied upon by the Level Three administrator in reaching the Level Three decision.

Within three business days, the College President shall hold a conference with the involved parties to discuss the appeal if a student is not satisfied at Level Three.

Within three business days of the conference, the College President may act to affirm, modify, remand, or reverse the decision. If no action is taken within three business days, the committee's decision shall 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 (**additional pages may be necessary**):

State **your desired remedy**:

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

Student Signature: _____

Student ID#: _____

Student Name Printed:

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