

# ADMISSIONS & RECORDS

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## Safety and Emergency Information



### Campus Police

The Campus Police offices are located in the West Instructional Services Center. To contact the Campus Police by phone, dial (254) 298-8291. Officers are on duty or on-call 24/7.

### Leopard Alert Emergency Notification System

Leopard Alert is an emergency notification system that allows Temple College to quickly communicate health and safety-related emergency information through text message, voice message, or email. To sign up for Leopard Alert please go to <http://www.templejc.edu/Campus/LeopardAlert/SignUp.aspx>.

### Emergency Plan

It is the policy of Temple College that all crime and other emergencies be immediately reported to the Campus Police. In the case of crime, fire, or medical emergency, contact the police, fire department, or medical assistance directly by dialing "911." A call to any administrator or the switchboard operator who contacts the Campus Police office will constitute notification to the administration. An administrator who knows of any incident of crime, accident, or emergency is to make sure the information gets to the Campus Police office.

During the times when classes are in session and on Fridays, the buildings are open with classrooms and commons areas being unlocked. Certain offices, labs, etc. are unlocked only during the time they are occupied. When the buildings are closed, a Campus Police Officer will patrol the campus, check to assure doors are locked and keep unauthorized persons off the campus. Adequate security is provided at athletic events.

The campus police have the authority to confront, identify, retain, and control the actions of persons on the campus whom they feel might be in violation of the law or campus regulation. The relationship and cooperation between the Campus Police Office and the Temple Police Department is excellent.

Temple College uses various means to inform students and employees about campus security procedures and practices and encourages students and employees to be responsible for their own security and the security of others. Information is disseminated through the Personnel Handbook, the Student Handbook, as well as the Family and Student Orientation and Information Session.

### Presence in Unauthorized Areas

At times, parts of the College campus become "off limits" to students. When offices are closed or buildings are locked, no attempt should be made to enter such premises.

### Surveillance Camera Use

Temple College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive safety and security plan is the utilization of video surveillance cameras. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property at Temple College. To ensure the safety and security of employees, learners, and visitors to our campus and centers, Temple College has determined that the use of video surveillance cameras is necessary. These video surveillance cameras are not a guarantee of safety, but such use is designed to help improve safety and security by deterring acts of theft, violence, and other criminal

activity, and increasing the likelihood that perpetrators of these acts will be identified.

## **Weapons on Campus**

Weapons are prohibited on campus (buildings, streets, parking lots, etc.) even with a permit. Weapons possession is the illegal possession or control of an item designated as a “weapon” by ordinance, statute, or case law.

## **Unattended Children and Children on Campus**

Unattended children are not allowed at any college location at any time. Children are not permitted in classes. Students with business to be transacted at a college office should supervise their children at all times. College personnel are not allowed to supervise unattended children on campus.

## **Lost & Found**

Any item found on or near Temple College property should be turned into the Campus Police. The Campus Police office is located in the Campus Police Department located behind the University Apartment Complex.

Students attempting to claim a lost item will be expected to provide a reasonably accurate description to assure that the rightful owner receives the property.

## **Selling and Solicitation**

The selling of goods or services, taking orders for goods or services, or soliciting funds for any purpose is prohibited on campus unless proper authorization has been secured from the Vice President, Administrative Services.

## **Alcohol and Drugs**

The possession, use, distribution, or sale of alcoholic beverages, illegal drugs or controlled substances in accordance with 21 USC § 812 - Schedules of Controlled Substances, except on bona fide prescription, on the campus or at any college activity is cause for disciplinary action. This also is true of a student who comes on campus or to a college activity while under the influence of any of these substances. Violations will result in disciplinary action, up to and including, suspension. Temple College has an educational program for all employees and students on the dangers of drug abuse. The College also offers assistance to employees and students in overcoming drug abuse.

## **Tobacco Use**

In order to provide our students, employees, and visitors with a healthier, cleaner, and safer learning and working environment, effective June 1, 2013, Temple College is a Tobacco-Free institution. No tobacco use is permitted in any college facility, in any college vehicle, or on any college property; this includes all buildings, grounds, and sidewalks. This also includes the use of electronic (smokeless) cigarettes. The one exception to this policy is that tobacco use will still be permitted inside the enclosed portion of personal vehicles only.

Any person in the College community is encouraged to facilitate the implementation of this policy. Any student who sees an individual who is not in compliance with the College’s Tobacco policy may refer the issue to a Temple College employee to address. First time offenders are simply asked to comply with the Tobacco Use policy. Repeat offending students are referred to the Director, Student & Enrollment Services or appropriate center designee and may be subject to discipline under the Disciplinary Proceedings policy. Repeat offending employees may be subject to the progressive discipline process outlined under the Discipline, Suspension, and Discharge policy.

## **Hazing**

The following is a summary of Texas Education Code Chapter 37, subchapter F. (§§ 37.151-157) which prohibits hazing in Texas public or private high schools. Texas Education Code §51.936 applies what is outlined in Chapter 37, subchapter F to institutions of higher education. This summary of Chapter 37 is provided as required

by § 51.936(d).

The Education Code defines hazing as “any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.” The statute contains a list of conduct which constitutes hazing. Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failure to report in writing his/her knowledge to the Director, Student & Enrollment Services. Any person reporting a specific hazing incident to the Director, Student & Enrollment Services or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious. The state law does not limit or affect an educational institution’s right to enforce its own penalties against hazing.

## Harassment

Temple College is committed to the principles of equal opportunity and non-discrimination. Each student and employee has the right to work and be educated without discrimination on the basis of gender, race, color, handicap, age, religion, sexual orientation or national and ethnic origin. Harassment of students or employees on the basis of race contributes to a hostile work or learning environment. Temple College unequivocally condemns racist behavior in all forms. The appropriate vice president has the primary responsibility for responding to an accusation or complaint of racial harassment and will inform the student of complaint, investigation, and resolution procedures during the initial meeting.

## Sexual Harassment

Students are asked to complete the course “Preventing Sexual Harassment” which is internet-based and can be accessed through the Temple College web page at [www.templejc.edu/shtraining](http://www.templejc.edu/shtraining). The student must click on the hyperlink HR and proceed to Preventing Sexual Harassment, Student Section. The course takes approximately one hour to complete, and a certificate can be printed upon completion and passing of the course.

It is the policy of the College that sexual harassment of students or employees at the College is unacceptable and will not be tolerated. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal, physical, or suggestive conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment, position advancement, or academic advancement/achievement; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile, or demeaning employment or educational environment

Examples of sexual harassment include, but are not limited to:

1. Suggestive or obscene letters, notes, invitations;
2. Sexually demeaning comments, epithets, slurs or jokes;
3. Impeding or blocking movements in a sexually suggestive manner; and/or
4. Threats or insinuations of seeking sexual favors where if the favor is not granted, the person making the threat seeks reprisals by withholding support for promotions or conducts poor performance reviews

## Reporting of Sexual Harassment

Any student who feels he/she is a victim of sexual harassment by any instructor, administrator, supervisor, other employee, student, or any other person in connection with activities at the College should initiate the complaint by bringing the matter to the immediate attention of the appropriate department chair. The complaint can be done verbally (informal) or written (formal). The department chair, in turn must immediately report the complaint to the Vice President, Educational Services. If the student is uncomfortable, for any reason, in bringing such matter to the attention of the department chair or if the student is unsure as to where the complaint is to be initiated, the student should immediately report the incident to the Vice President, Educational Services. If no other person is available or deemed suitable by the student for receiving the complaint, the student may submit a complaint in writing to the President of the College. However, no student alleging such harassment must present the matter to the person who is the subject of the complaint. The Vice President, Educational Services

will begin an investigation after receipt of the student's complaint. All reasonable action will be taken to assure the complainant and those testifying on behalf of the complainant will not suffer any form of retaliation as a result of their activities.

## Sanctions

A student having been found to have engaged in and charged with sexual harassment against an employee of the College or another student is subject to the following sanctions:

1. Reprimand - This may take the form of a written and/or oral admonition from the Vice President, Educational Services.
2. Disciplinary probation - This indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Suspension from the College - Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being enrolled in or from registering for any credit or noncredit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.
4. Not Eligible for Re-Admission - This penalty is equal to suspension or, in some cases, expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.
5. Expulsion from the College - Expulsion is permanent severance from the College.

## False Report of Sexual Harassment

Any student who intentionally or maliciously files a false report of sexual harassment against another student or college employee is subject to

1. Reprimand - This may take the form of a written and/or oral admonition from the VPES.
2. Disciplinary probation - This indicates that further violations may result suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Suspension from the College - Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.
4. Not Eligible for Re-Admission - This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.
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