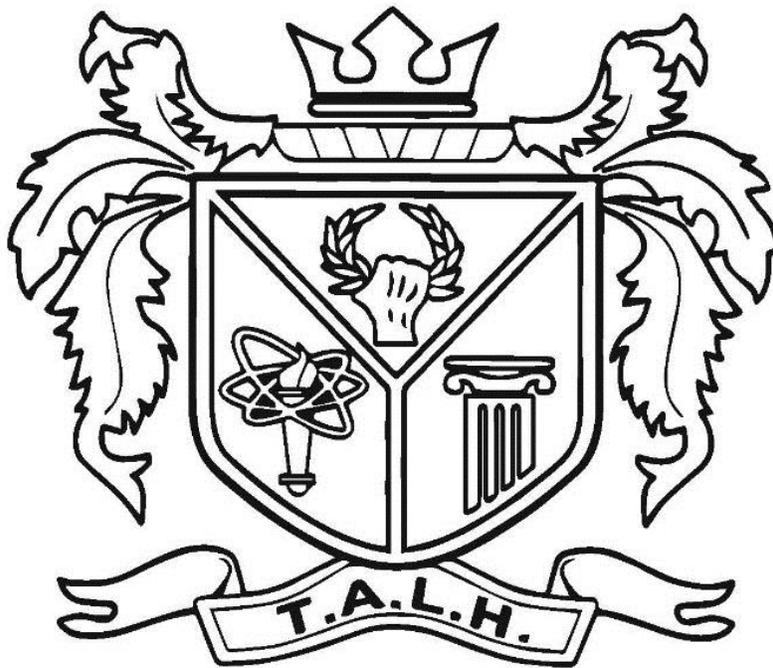




TEXAS ACADEMY OF
LEADERSHIP IN THE HUMANITIES
LAMAR UNIVERSITY

"Developing the Heart and Mind"



2019-2020
Student Handbook

Mission Statement

The Texas Academy of Leadership in the Humanities (TALH) is a residential honors program for gifted and talented Texas high school-aged students who seek to develop their full potential as citizens and who show special interest and aptitude for study in the Humanities. TALH objectives are

1. to provide an enriched college academic environment for gifted and talented high school-aged students, and
2. to provide opportunities for leadership development through volunteerism, organizational participation, tutoring, and other forms of campus and community service.



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

| We Are LU®

Lamar University is an equal opportunity/affirmative action educational institution and employers. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age, handicap or national origin, consistent with the Assurance of Compliance with title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of these regulations may be referred to the Office of the President.

NUMBER at (409) 880-8311. Non-emergencies, please contact TALH Security at (409) 880-8482. The TALH Security and Lamar University Police will handle your emergency immediately and contact the TALH administration.

**Texas Academy of Leadership in the Humanities
P. O. Box 10062
Beaumont, TX 77710**

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 TALH FAX (409) 839-2991
 TALH Security Office (409) 880-8482
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 TALH website..... www.lamar.edu/texasacademy
 Lamar University website..... www.lamar.edu
 Lamar University Shuttle Service..... universitypolice.lamar.edu/shuttle/index.html

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LAMAR UNIVERSITY

Cardinal One Card Office..... (409) 880-2236
 Cardinal Village (409) 880-8550
 Morris Hall Front Desk..... (409) 880-7761
 Career and Testing Center(409) 880-8878
 Cashier’s Office (409) 880-8390
 Financial Aid..... (409) 880-8450
 Health Center (409) 880-8466
 Parking Office (409) 880-8696
 Police Department (non-emergency)..... (409) 880-8305
 Post Office (409) 880-8485
 Registrar..... (409) 880-2113
 Transcript (Lamar)(409) 880-8985

LAMAR UNIVERSITY CAMPUS SECURITY (Emergency Only)(409) 880-8311

- **For increased student safety, Lamar University has installed emergency telephones in key points around the campus.**
- **To summon the police from the emergency telephone, lift the receiver and push the button on the telephone.**

Note: This Handbook generally explains the process for successful enrollment, attendance, and graduation from the Texas Academy of Leadership in the Humanities. The handbook is not intended to cover every possible scenario encountered by our students as they participate in TALH.

Dear Parents,

As a TALH community member, your student is leaving the relative security of family and high school to take on the challenges offered by college course work and residence hall living. You cannot help but wonder how your student will fare.

TALH staff shares your concern for your student's well-being. We want to assist you in helping your student overcome any difficulties that may arise. Please feel free to contact us if you have any questions, suggestions, or concerns. We protect the confidentiality of students and parents/guardians. We will keep you informed of your student's progress and of TALH events. It is not always possible, however, for us to be aware of what individual students are experiencing. We depend on you to communicate with us and to encourage your student to do the same.

We think the best possible relationship TALH staff and parents/guardians can have is a partnership – a shared relationship to help the student succeed academically and mature into a responsible, caring young adult. Please remember that you are welcome at TALH at any time. Your visits mean a great deal to your student. We look forward to getting to know you better in the coming year.

Sincerely,

TALH Staff

IMPORTANT NOTE

All academy programs and services are dependent on the level of funding from the Texas Legislature. The academy reserves the right to make adjustments to program components (including course offerings) to respond to changes in funding.

Dear Students:

Welcome to the Texas Academy of Leadership in the Humanities (TALH)! This unique living-learning opportunity is designed to accelerate your education and personal growth. **TALH offers you more freedom and more responsibility than is offered in a traditional high school, but less freedom and more supervision than is offered to most college students.** At TALH, you will be presented with challenges and given support in facing those challenges. In the end, therefore, your TALH experience depends on you.

It is important, therefore, that you realize **your membership in the TALH community is a privilege, not a right.** This privilege was initially granted to you by the Administration Office on the basis of the selection committee's judgment of your past performance and of your potential to benefit from and contribute to TALH. You must earn continued scholarship in the TALH community through your performance and behavior, both in and out of the classroom. **At the end of your first year, TALH will review both your academic performance and your contribution to student life and make a decision about whether or not to invite you for a second year.** Factors which will be considered include, but are not limited to, the following: your GPA, your individual course grades, your disciplinary record, and your contributions to the community.

As a TALH student, you are required to follow Lamar University, Texas State University System (TSUS), and TALH regulations as well as all local, state, and federal laws. In addition, students are subject to the rules and regulations stipulated in the Cardinal Village housing contract. All policies are applicable for the entire duration of your participation as a TALH student including off-campus day, overnight, weekend travel, and holiday periods.

It is your responsibility to become familiar with all of these policies and procedures outlined in the following documents:

Lamar Code of Student Conduct – available online (<https://www.lamar.edu/students/academic-support/code-of-conduct.html>).

Title IX Sexual Misconduct Policy – available online (<https://www.lamar.edu/titleix/index.html>)

University Calendar - available online (<http://events.lamar.edu/index.html>)

Lamar University Housing Contract – available online <https://www.lamar.edu/residence-life/files/documents/housing-contract-19-20.pdf>

Lamar University Housing and Residence Life Handbook – available online (<https://www.lamar.edu/residence-life/resources/residence-life-handbook.html>)

TALH Student Handbook - A copy of the handbook has been emailed to parents and students.

These documents are intended to function as a guide for general information. Policies and procedures are established at the legislative, Texas State University System (TSUS), Lamar University, and TALH administrative levels. However, TALH is a dynamic organization, and because needs and expectations change, TALH policies and procedures are subject to change and Lamar University and TSUS reserves the right to revise its policies and procedures, as well as the contents of this handbook in whole or in part at any time. Changes to our policies and procedures will be posted on the university website. It is your responsibility to remain informed of all applicable changes affecting your participation in TALH.

A residential academic program for minors presents its own set of challenges. Every effort has been made to develop a reasonable and just system of regulations, policies, and procedures that promotes the positive growth of individual students while guaranteeing a respectful and secure learning and living environment for all students enrolled in the Academy. **Therefore, violations of any Lamar University, TSUS, and/or TALH regulations OR any local, state, or federal law may be grounds for disciplinary action, up to and including, dismissal from the TALH program.**

Before you can move into the hall and/or begin classes, you and your parent(s)/guardian(s) must sign the Agreement to Abide by Policies Form included at the end of this handbook. We strongly recommend you read this handbook carefully before you sign the agreement.

The provisions in this handbook do not constitute a contract, expressed or implied, between any applicant or student and Lamar University or the Texas State University System. The provisions of this handbook are subject to change at any time, without prior notice, to keep policies in compliance with State, Federal laws and the rules and regulations and policies of Lamar University, and the Texas State University System. In the event of any conflict between the policies and procedures of this handbook and those of the Texas State University System Rules and Regulations, the Rules and Regulations shall prevail and control.

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INTRODUCTION TO THE PROGRAM

History

The Texas Academy of Leadership in the Humanities was created by the Legislature of the State of Texas (S.B. 1554) in 1993 to offer intellectually advanced, mature high school-aged students in the state the opportunity to pursue the ideals of academic excellence, ethical leadership, and community service within the context of a rigorous university setting. All students admitted to the unique residential program receive full-tuition scholarships for 15 credit hours per semester from the State of Texas. TALH operates as an early college entrance program under the auspices of the Board of Regents of the Texas State University System. In its capacity as a special-purpose school district, the Academy has been authorized to confer its own diploma at graduation. While some TALH students remain at Lamar University after their graduation from TALH, others continue their college education elsewhere.

Philosophy

Education is similar to a sacred pursuit – an endeavor to understand who we are and who we have an obligation to become. The discovery of new knowledge and the engagement of the imagination promote the moral advancement of the individual and the civil society whose advancement human beings are charged to promote. At the foundation of the Texas Academy’s mission is a logical connection between education, service, and leadership. Central to the TALH philosophy is an understanding of the classical concept of *humanitas* – a Latin word with a range of meanings from “human nature” to “compassion” to “civilization” – an ideal championed by Renaissance thinkers wishing to incorporate the fullest sense of what it means to be human into a sweeping program for individual and societal reform. TALH embraces the ideal of the liberal arts education – the study of those arts and sciences, literally, “worthy of a free man.” Freedom, democracy, and the responsibilities of democratic citizens are guiding principles of life at the Academy. TALH affirms a fundamental relation between education – the study of the humanities, essentially including the experience of art – and moral growth, and thus the focus of the program is both the individual and the society.

Expectations

Because of the extraordinary opportunities offered them, TALH students are expected to be fully engaged in all aspects of the program. Failure to meet academic, behavior, attendance, and/or service learning components of the program is an indication that the student may not be ready for the advanced responsibilities required of a successful TALH student.

In determining a student’s place within the Academy, the administration will consider that student’s academic, behavior, and involvement within the program. Throughout the year and, particularly, at the end of a semester, the administration will review the status of students. Those students who are not functioning successfully within the expectations of the TALH community, may not thrive because of academic concerns or personal level of maturity, or may have a serious negative impact on others in the community. In each case, the administration will review the student’s situation and arrive at a determination of what is best for the student and the community. The administration reserves the right to ask a student to withdraw or not to extend an invitation for a second year when a student’s performance and/or behavior has demonstrated an inability or an unwillingness to function successfully and cooperatively with the academic, behavior, service learning, leadership training, and/or community expectations.

ACADEMIC AFFAIRS

Academic Integrity

TALH was created by the Texas Legislature to give academically advanced Texas students the opportunity to experience the rigors of a university classroom while pursuing a variety of extracurricular programs promoting leadership development. As a residential honors program under legislative auspices, TALH holds its students to the highest standards of excellence, intellectual and moral, in and outside the classroom. TALH exhorts its students to be exemplary on all counts.

Students are specifically warned against all forms of cheating and plagiarism. The *Lamar University Student Handbook* (<http://students.lamar.edu/student-handbook.html>) states:

“Any student found guilty of dishonesty in any phrase of academic work will be subject to disciplinary action.... The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.”

One aspect of the handbook’s definition of cheating is “purchasing, or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm.” Plagiarism is defined as “the appropriation and the unacknowledged incorporation of another’s work or ideas into one’s own offered for credit.”

Students seeking guidance to avoid plagiarism may consult with the course instructor, recent handbooks such *The Little, Brown Handbook*, and the *MLA Handbook for Writers of Research Papers*, consultants in the Writing Center, and websites such as <https://deanofstudents.utexas.edu/conduct/academicintegrity.php> from the University of Texas or <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> from Indiana University. *Faculty members in the Department of English and Modern Languages investigate all cases of suspected plagiarism.* Pursuant to Chapter VI, Section 5.36 of the Texas State University System, the following Disciplinary Procedures for Academic Dishonesty have been established:

- (1) **Academic Process:** All academic dishonesty cases may first be considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean, and eventually, the Provost (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, and opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case shall refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.
- (2) **Disciplinary Process.** In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action as he/she deems appropriate. No disciplinary action shall become effective against the student until the student has received procedural due process under Chapter VI, *Subsection 5.6* and following except as provided under *Subsection 5.15* of the *Texas State University System Board of Regents Rules and Regulations*.

Acts of academic dishonesty will remain on a student’s educational record for the duration of his/her enrollment at TALH. Procedures concerning disciplinary consequences for academic dishonesty are specifically identified in the *Lamar University Student Handbook* and include the possibility of immediate dismissal from TALH.

Academic Probation

One of the main goals of the TALH experience is academic success. TALH academic probation is designed to focus effort on reaching this goal. A student may be placed on academic probation for one of the following reasons:

1. Failure to maintain a 3.0 semester GPA in any fall or spring semester;
2. Progress report(s) that indicate poor academic performance (less than a “C”);
3. Excessive absences (more than 3 unexcused per semester); or
4. “D” or “F” in any course regardless of overall GPA.

Parents will be notified when a student is placed on academic probation. NOTE: Mini sessions and summer sessions may not be used to eliminate TALH academic probation status.

While on TALH academic probation, a student:

- Must sign and abide by the TALH Academic Probation Contract;
- Must attend study hall Monday through Thursday at the designated time;
- Must meet weekly with the Counselor for an academic conference;
- May be removed from leadership office in TALH organizations at TALH advisor discretion;
- May be required to meet weekly with the Student Services Coordinator;
- Participation in TALH-sponsored field trips is at the discretion of the Director.

Students who do not maintain a cumulative or semester GPA of 3.0 risk dismissal from the program.

Academic Recognition

Students whose semester GPA is a minimum 3.50 are included on the Dean's List of the College of Arts and Sciences. Students with a 4.0 GPA are included on the President's List. Any student whose academic record includes an "I" (incomplete) is ineligible for Dean's and/or President's List consideration until the course requirements have been met and the grade officially recorded.

Adding and Dropping Courses

TALH students may not drop a required course. Any change in a student's course load and schedule requires written approval of the TALH Director. Student must complete a TALH Student Drop Request form available from the Counselor, get written parental approval, and obtain written approval of the TALH Director. After approvals are obtained, the Counselor will complete a Lamar University drop form for the student to process. Students who drop a course may be required to pay all tuition and fees for the course. Students are responsible for the total costs of any repeated course. Students whose transcripts show dropped or repeated courses are at risk of being denied admission to prestigious universities or of being less competitive for academic scholarships. Students are responsible for knowing appropriate deadlines as published on the Lamar University website.

Pursuant to Education Code §51.907, Lamar University, along with all other Texas public institutions of higher education (including two-year institutions), may not permit an undergraduate student to drop a total of more than six courses, including any course a transfer student has dropped at another public institution of higher education in Texas, unless the student can show good cause for dropping more than that number, including but not limited to a documented showing of the following:

- a) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- b) the student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- c) the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
- d) the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
- e) the change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
- f) other good cause as determined by the institution of higher education.

Forms for requesting a good cause exception to the six-drop rule are available from academic advisors or the Office of the Registrar.

Attendance

TALH is a Texas legislative program and TALH funding is contingent on demonstrated attendance. Although professors may have absentee policies, TALH **requires** students to attend all classes. Regular and punctual attendance is required of all TALH students, regardless of a course instructor's specific attendance policy. Faculty members are requested to submit attendance reports to TALH administration. However, since this is a university and professors are not required to produce progress reports, TALH cannot guarantee 100% response. Students not attending classes risk disciplinary consequences, the loss of scholarships, and removal from the program. **All absences must be reported in writing by the student to Mrs. Colichia within three (3) class days of the absence. Absences not reported to Mrs. Colichia within 3 class days will be recorded as UNEXCUSED.**

In case of severe illness, all students are requested to report to the Health Center for treatment. If a student misses class because of severe illness, he/she must present a dated health center pass to Mrs. Colichia within three (3) class days to

avoid disciplinary action. **Excessive and/or UNEXCUSED absences will be referred for disciplinary action and may result in dismissal from the program.**

Calculation of TALH/Lamar GPA

Students receive a given number of points for each letter grade (A=4, B=3, C=2, D=1, F=0). The grade point average is not weighted. The GPA is based on a 4.0 scale and is calculated by dividing the total number of grade points earned by the total number of semester hours attempted. The TALH GPA is based on your Lamar GPA. For example:

COURSE	SEMESTER GRADE	CREDIT HOURS	GRADE POINTS
Biology 1407	A	4	16
History 1302	B	3	9
English 1301	A	3	12
Political Science 2301	A	3	12
German 2312	B	<u>3</u>	<u>9</u>
TOTAL		16	58

Thus, 58 divided by 16 = 3.625 GPA (LU and TALH)

Counseling Services

The Texas Academy of Leadership in the Humanities offers a counseling program for enrolled students. The Counseling Office is responsible for a variety of functions, including academic advising, college counseling, and identifying student development issues. The Counselor informs students of academic and scholarship opportunities. Another important function of the Counselor is to provide crisis intervention as necessary and cooperatively develop a plan to avoid future crises of like kind.

- **Course Selection**

Students must complete courses required for TALH graduation before choosing electives. Electives should be chosen from the remaining requirements of the Lamar University core curriculum. **Political science and economics courses may only be taken during the fall and spring semesters of the final year.** All courses, including electives, must be taken in standard format – that is, none can be taken online or by correspondence. Exceptions to this requirement will be considered on a case-by-case basis.

- **Student Development**

First semester TALH students meet with the Counselor in regularly scheduled monthly meetings. This is important because students sometimes experience problems with homesickness and adjustment to college life. If a student's problems require extra assistance, he/she is referred to Lamar University's Student Health Center. In addition to working closely with the Counselor, TALH students are encouraged to attend a series of Academic Enhancement Workshops designed to ease their transition to Lamar University.

- **College Advising and Applications**

Please refer to College Advising and Applications as follows in this section.

Disability Resource Center

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communication building, room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with the DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at <https://www.lamar.edu/disability-resource-center/>.

Electives

The Core Curriculum, along with a student's TALH graduation course requirements, constitutes a student's principal academic focus at TALH. Courses used to fulfill the elective requirement are selected from the Core Curriculum.

Grade Reports

Grade Reports are not mailed by Lamar University. Students may check grades at www.lamar.edu. Click on [LU Connect](#) located in the black bar near the top of the page. You will be re-directed to the LU Portal. Click [Self-Service Banner](#). Enter your student identification number in the User ID field. This is the “L” number provided in your acceptance letter sent from the Lamar Admissions Office. Enter your PIN (personal identification number). The first time you login you are required to reset your PIN to a six-digit number of your choosing.

Lamar University Honors College

Entering students who meet requirements may be eligible to apply for membership in the Reaud Honors College and, if accepted, may enroll in honors courses. Students with a semester GPA of 3.5 after their first semester at TALH are also eligible to apply for membership in the Reaud Honors College and, if accepted, may enroll in honors courses. Students who fail to maintain a 3.2 average risk dismissal from the Reaud Honors College and in such cases, continued participation is at the discretion of the Dean of the Reaud Honors College

Progress Reports

Progress reports are solicited periodically from professors during the semester. Since this is a university and professors are not required to produce progress reports, TALH cannot guarantee 100% response. We will notify parents immediately if we receive an unsatisfactory progress reports (2 or more absences and/or grades lower than “C”). Parents should communicate regularly with their child regarding attendance and grades. With student permission, parents should also access their student’s LU Learn (Blackboard) account to view course progress and grades IF the faculty member utilizes the LU Learn (Blackboard) system. LU Learn (Blackboard) is an integrated set of web-based tools for course management and delivery. It is accessible through LU Learn, <https://luonline.blackboard.com/>. Parents must obtain their student’s password in order to access the student’s LU Learn (Blackboard) account.

Ranking

TALH does not rank its students. Since our student body is composed of high academic achievers from high schools all over the state of Texas, we feel that to rank them against one another would not give an accurate representation of how they would match up with their scholastic peers had they remained in their home high schools. The grade point average is a measure of the student’s overall academic performance and is used in the determination of academic standing, rank in class, eligibility for graduation, program eligibility and honors eligibility.

Registration and Course Schedule

TALH students take Lamar courses and are thus integrated into the academic life of the institution. This allows students a real-world experience of college that prepares them to exercise the freedom and accompanying responsibilities demanded of adult university students.

Lamar University's General Education Core Curriculum satisfies the criteria for compliance with the mandates of the Texas State Senate and the rules, recommendations and statement of the Texas Higher Education Coordinating Board found in Chapter 4 B §4.28-4.31. The curriculum (see Appendix) spans the humanities and sciences and provides an interdisciplinary foundation to pursue intellectual inquiry, make critical evaluation of the findings, and communicate those findings in the classroom and the broader academic environment. The Academy uses core curriculum courses whenever possible to fulfill TALH graduation requirements. After TALH evaluates student transcripts, the Counselor registers students for their first semester course load.

Students are integrally involved in the course selection process in subsequent semesters as a learning experience. Students are highly encouraged to take the Honors sections of courses for which they are eligible. After the first semester of attendance at the Academy, students are advised by the TALH administration before registering for classes. Students are strongly encouraged to discuss their class options with their parents. Advising forms must be signed by the Director. After students complete the advising process, they will select their class times and the administration will complete the registration process. **All courses, including electives, must be taken in standard format – that is, none can be taken online or by correspondence.** Exception to this requirement will be considered on a case-by-case basis.

Registration for elective courses requires approval of the Director. Electives should first be chosen from the remaining requirements of the Lamar University core curriculum. See Appendix for Lamar University Core Curriculum.

Retaking Courses

TALH students may retake courses for credit with the approval of the TALH Director. **All courses, including electives, must be taken in standard format – that is, none can be taken online or by correspondence.** Exception to this requirement will be considered on a case-by-case basis. **All costs of a repeated course will be the responsibility of the student.** Lamar University’s Course Repetition/Grade Replacement Policy is in effect as follows:

- Students will have one chance to replace a grade for a course. If a student repeats a course, the official grade is the higher one, although all grades remain on the transcript. A grade, once earned and entered on a student's transcript, cannot be removed;
- The repetition of a Lamar course at another institution will not replace a grade in the GPA calculation of the Lamar University course. Any further grades earned by repetition of the same course will be used in calculating Lamar University's GPA. Eligibility for all Lamar University honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar University;
- Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The chair of the department offering the course will determine what constitutes a more advanced course. Before registering to repeat a course for grade replacement, a student must receive written approval from the TALH Counselor and Director.

Standards

With written permission from the Director, a student may take a minimum of twelve (12) hours and a maximum of eighteen (18) hours during the fall and spring semesters; exceptions may be granted to the maximum at the discretion of the Director. The State of Texas pays tuition costs for up to fifteen (15) credit hours per fall/spring semester. The student is responsible for the cost of additional hours.

No courses may be taken during mini-sessions and/or summer sessions without the written approval of the Director. If approved by the Director, TALH students may take up to a TOTAL of six (6) credit hours (8 if courses are lab sciences) during the summer; exceptions may be granted to the maximum at the discretion of the Director. While credit for summer courses taken at other universities and colleges may be accepted, the grades earned at those institutions are not figured into the student's Lamar or TALH GPAs. TALH does not pay for summer or mini-sessions' tuition, fees, or books.

All courses, including electives, mini-sessions, summer sessions or taken at other universities and colleges, must be taken in standard format – that is, none can be taken online or by correspondence. Exception to this requirement will be considered on a case-by-case basis.

Superior academic performance is expected of TALH students. TALH uses the Lamar University 4.0 grading scale and students must maintain a minimum 3.0 semester and cumulative grade point average (GPA) to avoid placement on TALH academic probation. Students who are placed on TALH academic probation and who fail to improve their GPA within the stipulated time may be dismissed from the Academy.

Study Hall

All TALH students may attend study hall. Parents may request their student attend study hall. All first-semester TALH students are required to attend study hall until they earn a GPA of at least 3.0. Study hall is designed to help TALH students develop the habits they need to be successful in a university academic environment.

Any absence from scheduled study hall requires the written approval of the Director or Student Services Coordinator. All requests to miss study hall must be submitted in writing 24 hours in advance by a parent; requests to miss study hall should be limited, and students will be required to make up the absence within 48 hours. Although students in study hall will be required to complete eight hours of supervised studying every week, it is important to remember that a student will likely need to spend additional time studying independently to be academically successful in his or her courses. Locations and specific times will be announced at the beginning of the fall and spring semesters.

All tardiness and unexcused absences from study hall will be referred to the Student Services Coordinator for disciplinary action, which may include attendance at a study hall at 8:00 a.m. in the TALH office.

Textbooks

Students are responsible for purchasing or renting their textbooks. Textbooks may be purchased or rented at bookstores on or around campus and are available from online sites. Students should verify class number and section prior to purchase.

Tutorial Assistance

In order to facilitate a successful transition from high school to a more challenging Lamar University course load, TALH strongly recommends that students take full advantage of the support systems. Students should schedule regular meetings with their professors. In addition, the Student Advising and Retention Services (STARS) Department (409-880-7205) (<https://www.lamar.edu/student-tutoring-and-retention/about-us/index.html>) offers individual and small group tutoring for any student. Lamar University also offers a free writing lab, mathematics lab, and language lab to support academic success. Scheduling and payment of private tutors are the responsibility of the student. In the event that a

student continues to have problems with a class, he/she should notify the TALH Counselor *immediately* for further assistance.

Valedictorian

For the graduating Class of 2020, TALH will recognize a valedictorian and salutatorian based on the Lamar University cumulative grade point average of the Fall 2018, Spring 2019, and Fall 2019 semesters only among those students eligible for consideration. Eligibility for valedictorian and salutatorian status will be determined by the number of Lamar University courses taken, **with a minimum of 45 Lamar credit hours during the Fall 2018, Spring 2019, and Fall 2019 semesters only. Courses must be completed by the end of the fall semester before graduation with no class drops for consideration. Students must also have exemplary previous high school records to be eligible for consideration.** Summer courses may not be used in calculating GPA and credit hours for valedictorian and salutatorian recognition. Any student who drops a course will not be eligible for valedictorian or salutatorian recognition. **Exceptions may be made at the discretion of the Director.**

If case of a tie for valedictorian, the Director will appoint a special committee of Lamar University academic administrators to decide the recipient of the State of Texas Highest Ranking Graduate Scholarship. In addition to Lamar University academic performance, the committee will consider dropped courses, the number of courses taken, the difficulty of courses (level, prerequisites, etc.), and the number of honors courses completed.

NOTE: Unless otherwise noted in the 2020-2021 TALH Student Handbook, requirements for the Class of 2021 will remain the same as for the Class of 2020. TALH reserves the right to amend the requirements for valedictorian and salutatorian recognition for the Class of 2021 if TALH determines such change(s) are necessary.

Withdrawal

Students who wish to withdraw from TALH during the academic year or choose not to return at the end of the first academic year, must meet with the Director to complete the withdrawal process. Students who withdraw from TALH may not enroll in Lamar University until they have graduated from high school.

Students who withdraw from TALH may not attend TALH sponsored events unless approved in writing by the Director.

NOTE: The TALH administration will review each student's academic and disciplinary record at the end of each semester. We reserve the right to make decisions about whether a student continues at TALH, depending on individual circumstances.

COLLEGE ADVISING AND APPLICATIONS

Applications

The most competitive Texas universities recommend completed applications be submitted early in the fall semester of the year prior to requested admission. TALH students who plan to continue their education at Lamar University must submit a new application. Scholarship applications will not be considered until acceptance is received.

College Admissions Tests (PSAT, SAT and ACT)

The Class of 2021 is required to take the PSAT exam during their first semester at the Academy. The exam is scheduled for Wednesday, October 16, 2019. This is the exam used to identify National Merit Semi-Finalists, essentially all of whom become National Merit Finalists which may qualify them for scholarships. PSAT preparation workshops will be held in early fall.

Although the SAT or the ACT is a requirement for admissions consideration at TALH, students are strongly urged to retake the exam in the spring of their first year in attendance and no later than the fall of their final year. Registration materials are available online (SAT: www.collegeboard.com or ACT: www.act.org). Students are advised to register for an ACT or SAT that is administered on the Lamar University campus, if available. Students are reminded to send a college admission test report to TALH and the college/university of their choice.

College Counseling

Because TALH students are among a select group of high school-aged students enrolled in an accelerated program, they are required to think early about their college majors and college choices. As early as their first semester, students must begin thinking about college majors and areas of interest. The Counselor can assist students in not only choosing colleges and universities that offer their program of interest, but also identifying scholarships and financial aid that might serve to assist students in funding their educations.

All state universities in Texas are required to accept transfer credits from Lamar's core curriculum. **Completion of LU core requirements will satisfy core requirements at all Texas public institutions.** Please note that enrollment in TALH is not a guarantee of acceptance; students must meet the admissions criteria (grades, service, etc.) of the institution of their choice. Given the selectivity and variety of competitive colleges in the United States, students and their parents interested in admissions to out-of-state or private institutions are strongly urged to begin the process of discussing college options and scholarship opportunities with the TALH Counselor as soon as possible after entering the Academy. **The Class of 2020 is strongly encouraged to begin investigating their college choices and initiate their application process as soon as possible.**

College Entrance Examination Board (CEEB) Code

The CEEB is required when students register for standardized tests such as the ACT and SAT. The TALH CEEB code is 440533.

Courses

Coursework is evaluated for weight and content. Students whose transcripts show dropped or repeated courses are at risk of being denied admission to prestigious universities or of being less competitive for academic scholarships. More than the recommended course credits in mathematics, science, and languages will strengthen an applicant's consideration.

Essays

Students are strongly urged to make their college application essays as polished as possible. This includes a well-developed, multi-paragraphed format. TALH students are strongly urged to write their application essays during the summer before their graduation year.

Letters of Recommendation

Letters of recommendation are integral to a student's college application, especially at highly selective colleges and universities. Letters of recommendation are not automatic. Students are respectfully reminded to show their gratitude to the recommender. **Students are advised to request recommendations from those Lamar University faculty and TALH administrators most familiar with their character, academic achievement, and integrity of volunteer spirit, leadership skills, and those personal qualities that distinguish them as unique individuals.** Students must provide for a minimum two-week response to their request. Students should personally ask the recommender BEFORE filling out the request forms. Forms for requesting letters from TALH administration are available in the forms section of the TALH website (www.lamar.edu/texasacademy) and must be accompanied by the student's current résumé **AND** a self-addressed, stamped envelope for each request. Request forms are turned in to the recommender.

Résumé

A student's college application may include a formal, typed résumé. Résumés must include four (4) years of academics, honors, offices, and service activities. Since the résumé takes the place of a personal interview, students are strongly urged to make theirs as polished and comprehensive as possible. **The Class of 2020 is required to submit their résumés to the TALH Director and Counselor no later than September 15 of the academic year.** For information on the recommended format for a résumé, please see the Counselor.

Test Scores

All admissions test scores must be reported directly from the College Board or ACT.

Transcripts

A student's official Lamar University academic transcript is required for application to another college and may be ordered in person (112 Wimberly), by mail to Transcript Production, P. O. Box 10010, Beaumont, TX 77710 or online at <http://students.lamar.edu/registration/transcripts.html>. Students are allowed five (5) Lamar transcripts per long semester at no charge. Each Lamar transcript exceeding five (5) transcripts per long semester will cost \$5 each. Lamar transcripts ordered through Credentials Inc. will cost \$2.60. Processing time is 24 hours.

A student's official TALH transcript is additionally required for college application and is available through the TALH office. Processing time is 48 hours. TALH transcripts may be ordered by emailing texas.academy@lamar.edu with the following information:

- 1) Student Name
- 2) Lamar Student Identification Number
- 3) Date of Birth
- 4) Name and complete mailing address where you would like the transcript mailed.
- 5) Include any additional information such as a personal application ID number given to you by a school or an ApplyTexas ID.

Official TALH transcripts WILL NOT be given to students. Official TALH transcripts must be mailed by TALH office directly to institution. Unofficial copies of a student's Lamar University and TALH transcripts are also available.

TEXAS ACADEMY LEADERSHIP and HUMANITIES PROGRAMS

Community Service Program – Humanities and Ethics in Leadership Program (H.E.L.P)

H.E.L.P. is the program that coordinates all community service activities for TALH. Community service is a vital form of leadership and is intended to take students from the world of ideas into the world of action – from their curricular and extracurricular experiences in the humanities into the community to practice their altruistic responsibilities as citizens of a free society. Students are required to perform a minimum of two hours of service a week. Students are required to submit the H.E.L.P. Service Performance Record form each Monday at the Community Meeting. The administration strongly urges students to undertake a community service project that helps the neediest community members, and with whose purpose and objectives they personally identify. A list of Beaumont metropolitan area and Lamar community service organizations with contact person and telephone numbers will be provided to every student. Students are required to begin their service commitment by a deadline to be announced during Fall Orientation. Beyond continued enrollment in TALH, documented community service is crucial in a student's college application. Failure to report an accurate service hours record will be referred for disciplinary action. Students who do not fulfill the program's service-learning component may face disciplinary action and any such failure may result in the withholding of an invitation to return for a second year at the Academy. **Students are required to select a service project and submit information by August 29, 2019. Students who fail to perform their service risk disciplinary action and this will be reflected in letters of recommendation. Community service begins September 3, 2019.**

Ethical Issues/Futurism

The Ethical Issues and Futurism projects ask students to work collaboratively outside of their formal academic courses to consider the most pressing issues in our society today, and to propose solutions to those dilemmas. The Ethical Issues and Futurism programs each spring semester are an integral part of the TALH experience and provide students with the opportunity to learn and practice the skills of leadership.

Humanities at the Texas Academy

The Texas Academy of Leadership in the Humanities is a residential *liberal arts* program for advanced high school-aged students whose interests lean toward the traditional *humanities*. The liberal arts were originally those disciplines whose study was worthy of a free man; they included math and abstract science. Today, it might be more helpful to think of them as those disciplines whose study makes us free – liberates us for active participation in a democratic society and instructs us concerning our corollary altruistic responsibilities in that society. The humanities are those fields of study whose perspective and purpose involve *human constructs*. Traditionally, those fields include literature, music, philosophy, and history. In addition to Lamar courses, TALH students attend the TALH Humanities Seminar as scheduled and attendance is mandatory.

STUDENT AFFAIRS

The Academy's student services component endeavors to support the development and success of Academy students in four main directions: community, cultural/social development, residence life, and discipline.

Communication

TALH believes that open communication among the administration, faculty, students, and parents is integral to student success. TALH supports this philosophy with monthly newsletters, the TALH website, press releases, and other publications, and prompt access to all administrators. Parents are strongly encouraged to communicate with the administration on a regular basis.

Students are also strongly encouraged to take advantage of the accessibility of the TALH administration. This accessibility is one of the greatest assets of the program – the opportunity to benefit from individual attention from the entire administration. Students should observe general office etiquette and make an appointment for an extended meeting with an administrator.

Students are strongly encouraged to visit the office daily to review notices and announcements. **Students are asked to check their email messages daily. Please inform Mrs. Colichia (cindy.colichia@lamar.edu) immediately of any address, email or telephone number changes.**

Community

TALH considers itself a community based on its mission statement: to provide an enriched environment for its gifted and talented students and to provide opportunities for personal and leadership development through volunteerism, community service, and social skills.

Given the unique design of the program, certain policies and procedures have been instituted after approval by the TSUS Board of Regents. These policies and procedures are in place for the safety, security, and well-being of the minors in residence. TALH requires that a parent, legal guardian, or responsible adult family member who lives in Texas serve as a contact for permission, emergencies, and routine correspondence—regardless of your age, your emancipation from or relationship with your parents or guardians, or your financial independence from your parents or guardians.

Any violation of Lamar University or TALH policies will be reported to the Director and Student Services Coordinator for disciplinary review.

A TALH student shall conduct himself/herself at all times in a manner that shall reflect credibility and honor on the Texas Academy of Leadership in the Humanities. Each student is expected to be fully acquainted with all published Academy and Lamar University policies, copies of which are available online. The Academy holds each student responsible for compliance with these published policies. Students are expected to comply with federal, state, and local laws; any student who violates any provision of those laws is subject to Academy and Lamar University sanctions notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus, which is likely to have a serious, adverse effect on the Academy and Lamar University community.

TALH STUDENT ORGANIZATIONS

Cultural/Social Development

As active participants in Lamar University's intellectual life, TALH students enjoy access to the complete offerings of a major university – seminars, distinguished lecturers, forums in the fine arts and the humanities, research and lab facilities, professional societies, and mentors. Students also enjoy a full calendar of cultural and social events. These events include TALH dances, activities, and lectures as well as recitals, concerts, plays, and various other performances each year. The Academy's focus on the humanities is diverse and designed to develop positive self-image, self-confidence, and beneficial social skills. Students are expected to dress and behave appropriately for the event. Failure to comply may result in suspension of privileges.

Lamar University Student Government Association

The TALH President is eligible to serve as a representative in the Lamar University Student Government Association (SGA). This representative serves for the fall and spring semesters. This representative is responsible for attending the SGA meetings and reporting all SGA activities in TALH Community Meetings.

Mentor Program

In order to support its students' success, TALH facilitates a mentor program. The mentor program pairs an individual student with a Lamar University faculty mentor. The university faculty mentor cannot be a graduate student. This mentorship is regarded by the Academy as critically important to the achievement of the full mission of TALH. Students are strongly encouraged to meet with their mentors regularly. What does a mentor do for you?

- Guides you with mutual trust and understanding;
- Develops the self-confidence needed for growth;
- Inspires you in difficult times;
- Helps you set realistic goals;
- Encourages responsible behavior;
- Motivates, encourages, and advises you for success;
- Helps you expand your horizons;
- Assists you during a crisis or turning point;
- Boosts your self-esteem;
- Broadens your contacts on campus and in the community;
- Supports your career and educational goals.

Mentors will remain paired with the same student(s) for the two-year TALH program.

Student Leadership

In order to support effective leadership and provide opportunity for leadership and social skills development, TALH students are strongly encouraged to commit to only one major leadership position per academic year.

TALH Community Meeting

Attendance is mandatory and absent students will be referred for disciplinary review. The TALH Community Meeting is the weekly student forum for presentation of information regarding TALH activities, discussion of events and issues, and small group meetings for planning purposes. A time is designated for the weekly TALH Community Meeting at the beginning of each term and attendance is required for all students. The TALH Student Government President presides over the weekly meeting. The President will distribute an agenda identifying all administrative and TALH community issues for consideration to all TALH members at the beginning of the meeting. Following consideration of all administrative agenda items, the president will lead TALH students in a discussion of agenda items as needed. The TALH Student Government Secretary calls roll.

TALH Student Government

In keeping with the mission statement of the program, TALH offers leadership training through active student government. TALH Student Government offices are President, Vice President, and Secretary. Elections and responsibilities of each office are delineated in the approved TALH student constitution (See Constitution in APPENDIX). All members of the student government must be in good standing and maintain a 3.0 GPA. The Student Services Coordinator serves as advisor and must be present for all official meetings. Ideas for new events are always welcome by this organization in order to meet the needs of the students.

The TALH Student Government serves as a model for leadership training and a key element in community building. Active student government is strongly supported by the Academy and students may propose activities to the Director through the President and advisor.

TALH Student Organization Travel

Due to the academic nature and purpose of TALH, club travel is not recommended especially when it conflicts with classes. Club travel is a rare occurrence and therefore the following are important regarding any club travel and trips.

- **Missing Classes**

Missing class to attend a conference or competition is a privilege and will only be considered for student in their second semester or above. Any student planning to participate in club travel must not be on academic probation with TALH or Lamar University. In addition, any TALH student that has been placed on disciplinary restriction is not permitted to travel. If this is a club event, students will need to declare this event with the TALH Student Service Coordinator at the beginning of each academic year to begin the approval process. If the request to miss class is approved in writing by both the Student Service Coordinator and the Director, it is the responsibility of the student to notify and work out any details with the professors of the classes that will be missed. TALH will not issue an excuse form to students nor consider this absence as an official TALH/Lamar University absence. It is up to each individual professor whether or not he/she will allow the student to miss class. Students are required to abide by the guidelines as per provided by the professors.

- **Missing Exams or Other Major Assignments**

If a conference or competition takes place during an exam or other major assignment, affected students are not permitted to attend the event. Furthermore, no request can be made to a professor to change a date of an exam or major assignment to accommodate a trip. Any request of this nature will result in the cancellation of the trip and future trips for that club for a duration determined by the Student Service Coordinator and approved by the Director.

- **Closed Weekends and University Holidays**

There can be no official club travel over closed weekends or University holidays. TALH will not sponsor club travel or trips in any way during closed weekends or University Holidays. TALH funding, equipment, vehicles, or staff for travel over these breaks are not available. Trips must be scheduled during times when TALH is in session.

- **Travel Distances**

The TALH Van is available for use for club travel. However, due to time constraints, staff availability, and safety concerns, the TALH van is only available for travel within a 5 hour radius of Beaumont. This should allow students to travel to major destinations, such as Houston, Austin, Dallas, San Antonio, etc. Alternative transportation for trips longer than 5 hours will have to be arranged (public transportation, bus, train, airplane, etc.) at the expense of the club.

Other TALH Organizations

The Academy is cognizant of the importance of extracurricular involvement because educational research reveals that students who are involved inside and outside of the classroom are more likely to attain their educational goals. To support the development of its students, TALH offers a variety of extracurricular activities designed to fulfill current students' interests and goals. All officers in TALH organizations must be in good standing and earn and maintain a 3.0 GPA. TALH students also have the opportunity to further their leadership skills by organizing and operating their own special interest clubs and organizations. Students wishing to begin a new club should schedule an appointment with the Student Services Coordinator to review Lamar University and Academy requirements regarding proposed purpose and activities.

Student clubs must have the written approval of the Director, have an Academy advisor (TALH administrator) and hold their meetings as scheduled. First year students are strongly encouraged to meet their first semester academic goals before proposing a new club or organization. All activities must follow Lamar Code of Student Conduct and be approved in writing by the Director.

For TALH students and administrators alike, scheduling convenient club meet times is of the utmost importance. Students holding leadership posts in TALH clubs should convene in the first week of each semester to determine the club schedule for the term.

Some requirements for official TALH clubs:

- Official meetings will take place every **two weeks**.
- TALH Clubs must have an advisor (a TALH administrator) present at official meetings.
- Clubs should provide the Student Services Coordinator the names of students holding executive roles
- Clubs are required to designate one Junior, where applicable, a representative in the club's leadership
- Clubs should clearly define goals or objectives and have them prepared and available for their advisor and club members at the first meeting of the semester.
- In the first week of the semester, clubs should provide their advisor a list of probable topics to be covered at each meeting during that semester.

At official club meetings an appointed club representative:

- Must record attendance using the TALH Club Meeting form (advisors should maintain copies of each meeting's form as attendance will be a factor when considering student eligibility for club events or travel)
- On the TALH Club Meeting form, clubs should record: general notes on discussions, presentations, guest speakers, etc.

In addition, any club travel must follow the guidelines of the Academy and Lamar University.

All trips must be planned and approved in writing by the Director at the beginning (first 4 weeks) of each semester.

Only official clubs that meet club requirements and guidelines are eligible for budget allocation as approved by the Director.

TALH RESIDENCE LIFE AND CODE OF BEHAVIOR

TALH and Lamar University are communities of individuals from diverse geographical, cultural, racial, and ethnic backgrounds. Members of the TALH community are individually and collectively responsible for their behavior and accountable for their actions. Each individual must take the initiative and responsibility for his/her own learning and awareness of the differences, which exist within the community, avoiding actions that diminish others. This concept is termed, "Responsible Freedom." Our community will not tolerate verbal or written abuse, threats, intimidation, violence, disrespect, intolerance, or other forms of harassment against its members (see Hazing/Bullying on pg. 27). We cannot accept ignorance, stress, or anger as an excuse, reason, or rationale for such behavior.

Because TALH is comprised of a unique population of minors residing away from home, extra precautions have been established to facilitate the transition from high school to Lamar University and to provide a more secure living environment. Any interference with the security measures in place for students' safety is considered behavior unbecoming a TALH student and may result in suspension or dismissal from the program. Students who cause damage to property are responsible for all repair costs to damaged property.

Appropriate Hygiene and Appearance

TALH students' appearance should reflect an awareness of their privileged status as recipients of State of Texas legislative scholarships. Students are always expected to maintain a neat appearance and to dress appropriately for any specific occasion.

Standard hygiene is defined as conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness. Students are expected to demonstrate maturity and good judgment, even in matters of appearance and self-expressions. Students must follow accepted rules of hygiene.

Students and parents are reminded that the special privilege of being a TALH student is accompanied by special responsibilities.

Automobiles and Other Motor Vehicles

TALH students can have an automobile while enrolled in the program. A parking registration tag must be purchased from the Parking Office in the lobby of the Wimberly Building. Students are required to follow all parking regulations, including display of parking tag and use of designated parking lots. All TALH students must register their vehicles in the TALH office. Students are not allowed to park in the reserved parking spaces next to the TALH office. Students may not drive their own vehicles to TALH sponsored-field trips. They must attend field trips in TALH/LU approved vehicles.

Bicycles, Skateboards, and Roller Blades

Students can have a bicycle, skateboard, and roller blades while enrolled in the program. Students are encouraged to register their bicycle with the Lamar University Police Department. The use of bicycles, skateboards, and roller blades is not allowed in any Lamar University building or prohibited areas of Cardinal Village.

Cleaning

TALH expects and requires students to maintain their rooms free of garbage or debris that is unsightly, unsanitary, or malodorous; determination of these conditions is at the discretion of TALH staff. Cardinal Village (CV) management suggests that the residents spray the tub and shower area once a week with a solution of bleach and water to facilitate cleaning.

Further, TALH students are expected to maintain their room in an orderly manner so as not to disrupt free movement in the room. Disregard of these requirements constitutes a potential public health threat, and students in violation of this policy risk disciplinary action if they fail to observe the noted standards within 24 hours of a warning by TALH or Cardinal Village community assistant staff. Resident Assistants and/or TALH staff conduct weekly health and safety inspections of student rooms. TALH staff, on occasion, may conduct unannounced room inspections. Apartment garbage and debris must be disposed of as directed in the lease agreement.

Closed Weekends

TALH recognizes the benefits of positive family involvement in a student's academic and personal success. TALH has a "closed weekend" policy to support the close and beneficial relationship between students and their families.

On a closed weekend (ordinarily once a month), students must vacate the residence hall by 4:00 p.m. Friday afternoon. The Student Services Coordinator will confirm closed weekend plans with parents. Students may not return to the residence hall until after 2:00 p.m. Sunday afternoon.

Communications (cell phone & email)

The TALH administration uses email as our primary method of communication. Lamar University will provide all students with an LU email account. Instructions are available at www.lamar.edu. Select "[LU Connect](#)" located in the black bar near the top of the page. You will be re-directed to the LU Portal where you will select STUDENTS. The STUDENTS section will have an icon that reads LU EMAIL. Select the LU EMAIL icon and follow the directions. TALH students may use this account alone or in conjunction with another email account. **However, students are required to activate and check daily their Lamar email account or forward the emails to their personal non-Lamar email accounts.** All Lamar University communication (including financial aid, housing and EMERGENCY ALERTS) will be sent to the students' LU email addresses. Email is our primary method of communication with students. Students are reminded to inform TALH staff immediately of cell phone or email address changes.

Community Damages (Residence Life)

If the identity of the person responsible for damages cannot be determined after investigation, the Housing & Residence Life (H&RL) director or his/her designee may prorate the cost to repair the damages and administrative fees among all or any of the residents, as is deemed fair by the H&RL director/University. Students are strongly urged to report any

violation involving Cardinal Village damages to the RA staff, with the names of those responsible; TALH and Cardinal Village will make every effort to maintain the confidentiality of students who report an incident.

Community Responsibilities

Students admitted to TALH present records of academic achievement, along with demonstrated maturity and a capacity to accept and exercise responsibility that distinguishes them from their peers. As TALH students, in all aspects of their life, they are held to these standards. Unique and significant responsibilities are required of students in residential academic programs like TALH. The student body constitutes a special community that does not end at the final class of the academic day. Indeed, the program has an identity beyond the classroom that is in some ways more important than its identity as an exclusively academic institution. TALH students are accordingly charged to uphold the ideals of the program as an academic and a residential program.

The reputation that develops from TALH students' attitude and behavior ultimately enhances the value of the individual student's TALH experience. For this reason, each member of the TALH community should be motivated to hold one another accountable to the standards that have been set. Working to develop personal integrity and responding to other students' development will aid not only in individual success at TALH, but personal growth as well. Altruism and civility are among the principal concepts that inform the TALH mission and students are expected to uphold the highest standards of conduct in the residence hall, classroom, campus, and the wider community.

Computers/Network Use

Computers can be valuable tools in the educational process and TALH expects students to use computers in a manner that is consistent with the ideals of the program and the educational mission of Lamar University. Parents are responsible for the installation of safeguards against access to inappropriate sites. Students are asked to use computers – their own or anyone else's – responsibly and ethically.

- **Acceptable Use**

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

- **Unacceptable Use**

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university's Sexual Harassment Policy. See <https://www.lamar.edu/titleix/index.html>.

Conduct Unbecoming of a TALH Student

Membership in the TALH community is a privilege. With this honor comes the responsibility to help safeguard the value of a TALH diploma by acting in a manner which maintains and enhances the positive reputation of the academy. You are expected to conduct yourself in ways that reflect positively on you, your family, your fellow students, TALH staff and alumni, the academy, and Lamar University. Behavior which in the judgment of the TALH staff, may be considered "conduct unbecoming of a TALH student" will result in disciplinary action. Staff will confront students in regard to their actions, speech and dress when deemed necessary.

Contacting TALH Administration

The TALH administration supports our community with an open door policy. If you have concerns, please contact them during regular office hours (8:00 a.m. – 11:45 a.m. AND 1:00 p.m. – 4:45 p.m. M-F) at the numbers listed at the front of this handbook. TALH administrators are not available during the lunch hour (noon – 1:00 p.m.). In case of an emergency

after hours, please call the TALH Security Office (409) 880-8482 or the Lamar University Police Department at (409) 880-8311 (**EMERGENCY ONLY**). The offices will contact the TALH administration.

Courtesy Hours

TALH students are expected to uphold and practice the ideals of civility and courtesy. Students are expected to be especially attentive to these ideals while living in the close quarters of the residence hall community. To promote consideration for the rights of others, Courtesy Hours are in effect twenty-four (24) hours a day. Students are required to comply promptly and politely with any request to observe Courtesy Hours – that is, accommodation whenever a student is asked to lower his/her stereo, voice, etc.

Curfew

TALH supports strong academic performance and student safety through the establishment of a curfew that corresponds to the City of Beaumont minor curfew ordinance. Students are required to be in their apartment with the front door closed at curfew. After curfew (Sunday-Thursday), student activity in the halls or outside the building will be referred for disciplinary action. Students may not leave their apartment/building after curfew without written permission and/or accompaniment of the TALH staff. Students are strongly urged to complete group study/projects prior to curfew. Curfew extends to the use of laundry facilities and food delivery.

Curfew hours are 11:00 p.m. to 6:00 a.m. Sunday through Thursday and 12:00 a.m. to 6:00 a.m. Friday and Saturday.

Students may visit other same-gender TALH student apartments (never independents' rooms or halls) before curfew. Students are strongly cautioned that to stand in the open doorway of an apartment belonging to a TALH student of the opposite gender is not allowed and may result in disciplinary action.

On Friday and Saturday nights, students are expected to be in their apartment for curfew check. After the RA completes curfew check, a student may visit a same gender TALH student apartment on same floor. The student must check out by informing the TALH security office (409-880-8482) when going to another TALH student apartment after curfew and then check back in with the TALH security office no later than 2:00 a.m. when returning to his/her room.

For privacy and security, visitation to a TALH student's room is carefully protected. For specific details, please refer to "Visitation" in this section of the Handbook.

Curfew Checks and Procedures

TALH Resident Assistants (RAs) conduct curfew check beginning at 11:00 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday. **Students must be in their own room for room check and are required to remain in their rooms until the RA has completed his/her rounds.** This procedure typically takes 15-30 minutes, as room checks also allow RAs to visit and communicate with students. CAs are required to make visible contact with each student. Students are expected to be appropriately dressed for curfew check.

Students must remain in their rooms following room checks Sunday through Thursday nights. TALH CAs and TALH administration will conduct a health and safety check every week.

Any violation of curfew constitutes a serious disciplinary infraction that will be reported to the Director, Assistant Director, and Student Services Coordinator.

Students who arrive late and thus violate curfew are expected to report to the TALH Security Office and notify TALH staff immediately. In case of emergency, students expecting to arrive late should call the TALH Security Office or a TALH Community Assistant to report their location and anticipated time of arrival.

If a student is absent from his/her residence hall room 30 minutes after curfew, TALH administration is called. TALH administration then calls the student's parents to notify them. If the parents are unable to explain the student's absence, TALH administration notifies the Lamar University Police Department.

Day Trips

For safety reasons, TALH students are required to request permission to leave Jefferson County for day trips, even if they plan on returning to Morris Hall, Building 9 before curfew (this includes students who live in Hardin County and Orange County). Students from Hardin County and Orange County may request blanket permission from the Student Services Coordinator or Director to travel to and from home daily. Day trip requests should be submitted to the Student Services Coordinator at least two days prior to the travel date. The Student Services Coordinator will confirm travel plans with the student's parents/guardians. In case of emergency, the student should notify the TALH Office as quickly as possible to arrange for approved travel.

Emergency Alert System

LUPD uses an emergency alert system to notify the LU community of emergency situations, inclement weather closures, and other important public safety information. Alerts are sent to the contact information saved in your Self-Service Banner account. [Learn how to update your Self-Service Banner](#) (PDF). It is imperative that every student, faculty, and staff member receives these emergency notifications. So, it's **very** important that you keep this information up-to-date. More information may be found at <http://universitypolice.lamar.edu/services/index.html>.

Employment

Student jobs are not expressly prohibited for TALH students; however, we strongly discourage students from holding any job that jeopardizes their discharge of both academic and extracurricular responsibilities of the program. All student employment must be approved in writing and in advance by the Director. Students may not work any shifts that will make them late to or absent from mandatory meetings, classes, curfew, or other required TALH events. Students are specifically prohibited from working in any establishment expressly noted under heading "Alcohol and Illegal Drugs." Students will lose the privilege of working if their semester GPA falls below 3.0.

End of Term

TALH students are required to vacate their apartment within 24 hours of their last final exam. Students are strongly encouraged to check the Lamar University calendar and their course syllabi to plan for their end of term departure. Additionally, students are expected to notify the TALH Office of their date of departure. Students are strongly urged to take their valuables with them when they leave the dorm for end of term or extended holidays. Students are required to comply with specific checkout procedures as established.

Hurricane Evacuation

In case of a hurricane evacuation, TALH staff will inform students and parents of evacuation plans via email. Students and parents are reminded to inform the TALH staff immediately of any email changes. Parents without email access must give the TALH administration current and viable telephone numbers for immediate contact. (See Connect-ED)

In the Event of an Emergency

TALH is in full compliance with Lamar University's evacuation plan as approved by Emergency Management, local, state, and federal agencies. (See Connect-ED)

Live Safe

Live Safe is a direct connection to the Lamar University Police Department. Report tips, contact emergency officials and request someone to watch you walk from point A to point B to ensure you arrive safely. Download the app now <https://www.lamar.edu/apps/live-safe.html>.

Music Practice

Students are not allowed to play any loud musical instruments in their TALH apartment. Practice rooms are available in the Mary Morgan Moore Department of Music.

Off-Limits and Restricted Areas

Certain areas on and near campus have been designated as restricted in order to ensure the safety and security of students. Students are:

- Not allowed to be in an area west of University Drive, north of Lavaca, east of Rolfe Christopher, or south of Florida after 8:00 p.m. TALH always urges students to behave responsibly and strongly recommends that students leave this area before dusk (even if this is prior to 8:00 pm.);
- Not allowed in restricted areas in the residence hall (e.g. an empty student apartment, custodial closet, roof, closed stairwell, etc.);
- **Not allowed in independents' (Non-TALH student) rooms or apartments (on or off-campus);**
- Not allowed in opposite sex halls, rooms, and/or apartments in the Cardinal Village complex
- Not allowed in other residence halls on campus;
- Not allowed in any public area of the Cardinal Village complex during hours when they are not open. Any public areas are off limits after TALH curfew. Any public areas may be placed temporarily off limits at any time at the discretion of TALH;
- Not allowed in off-campus residences.

- Not allowed in the TAGS building when it is closed (before 8:00 a.m. or after 5:00 p.m., Monday – Friday and weekends) without prior permission from a TALH administrator. Students attending evening study hall are not to enter TAGS building prior to study hall monitor arriving.

Overnight Absence from Campus and Weekend Travel

All students are required to be in the residence hall Sunday through Thursday night from 11:00 p.m. until 6:00 a.m., but TALH permits students to leave the campus for weekend travel with enough prior notice and signature on file from a parent/guardian.

TALH considers student safety a critical responsibility and strictly enforces its weekend travel policy. Parental cooperation is crucial to support this goal. A Weekend Travel Request form or email must be submitted to the Student Services Coordinator no later than 4:00 p.m. Wednesday afternoon prior to the requested absence. TALH accepts parent/guardian signed requests via conventional mail, fax, and email.

The Student Services Coordinator or other designated TALH staff member will confirm each student departure with a parent by 4:00 p.m. on the Thursday prior to requested absence. Parents who do not receive confirmation from TALH by 4:00 p.m. on Thursday should call to confirm that student is on travel list. If we do not receive a verbal confirmation by this deadline, the weekend travel pass is considered void and the student is expected to remain on campus. A final travel report identifying students leaving campus is prepared for the TALH administration on Thursday afternoon. All departing students must sign out on the weekend travel sheet in the front office. Students who are checked out on an overnight/weekend pass are not allowed to return to the dorm until the term of the pass expires. TALH considers failure to comply with this rule a serious safety risk and this infraction will be treated as a major infraction.

Overnight Guests Procedures

TALH students can host one guest of the same gender per resident during a week for one night only. Guest nights are limited to weekends or holidays. Guests should be no younger than 13 years of age or older than 18 years of age. "Trading" hosts to extend the guest's stay is not permitted. Due to privacy issues, parents are not allowed to stay in rooms overnight.

Students must submit both the TALH Overnight Guest form and Cardinal Village Overnight Guest Registration form (available on the TALH website) for an overnight guest no later than one week in advance of the arrival of their guest. A copy of the visitor driver's license or school-issued photo ID must accompany this request. The requesting student's parents, roommate, and roommate's parents must approve of the overnight visitation. Approved visitors must comply with all rules and regulations. Students should submit the TALH Overnight Guest form to the Student Services Coordinator and the Cardinal Village Guest Registration form to the Morris Hall front desk.

Guests are required to register at the TALH Office and must be accompanied by their host when in Morris Hall. If at any time a guest fails to observe TALH policies, the host student should notify TALH staff **immediately** to avert personal disciplinary action; the host student failing to provide **immediate** notification may incur disciplinary action.

Posting Signs

Students are required to obtain approval from the TALH and Cardinal Village staffs before posting signs in Cardinal Village public areas (e.g., lobby, stairwells, etc.). Other signs must be approved by TALH and the Setzer Center before posting on campus.

Quiet Hours

In keeping with the academic goals and standards of students residing on campus, quiet hours will be maintained from 10:00 p.m. to 8:00 a.m. in each residence hall. Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours may not be in effect, residents are always expected to maintain reasonable volume levels, including hallway noise and slamming doors. Students are asked that noise not be heard outside of the room two doors down in any direction.

Residents with noise complaints are encouraged to contact the residents making the noise and request the occupants lower their volume. If the problem is not resolved, the resident should contact a Housing and Residence Life staff member to report the problem. During finals week, extended quiet hours are observed to better facilitate a study atmosphere. Some residence halls may enforce daily 24-hour quiet hours during finals to enhance the academic environment of that building.

No percussive or electronically amplified musical instruments may be played in University Housing except for scheduled student activities in common areas organized and approved by the university and/or the Department of Housing and Residence Life.

When quiet hours are in effect, the corridors and breezeways are only open to through traffic. Loitering, socializing, and/or phone conversations within the corridors and breezeways during quiet hours is prohibited. Residents who do not adhere to quiet and courtesy hours may be subject to a fine or student conduct action up to and including eviction from University Housing. Below are examples of what consequences may accompany noise violations. Each incidence is addressed on an individual basis.

Residence Hall

TALH students will be issued apartment keys upon check in. **TALH administration requires students to take their keys and Cardinal Village Residence Hall cards with them whenever they leave their rooms and to lock their room and apartment doors when in or out of their residence. NOTE: Apartment doors lock automatically. Cardinal Village will assess a charge to reopen your room.**

Cardinal Village Residence Hall cards allow students to enter the gates of Cardinal Village between 6:00 a.m. and curfew. In the event of card loss or theft, the student must contact the Cardinal Village office immediately.

Because TALH students are minors, security is increased in Morris Hall, Building 9.

TALH students are subject to the rules and policies outlined in the lease insofar as they do not supersede TALH/TSUS policy governing the residence of minors on the Lamar University campus. In the event of a conflict between the lease agreement and the TALH/TSUS policy, the TSUS policy prevails and governs. (For further clarification, please refer to your lease.) These include, but are not limited to:

Prohibited Items and Materials

- Decals and stickers (except for security ID stickers) because of damage to painted walls, windows, and other surfaces;
- Construction barriers, street signs, newspaper machines, etc. because these constitute stolen property;
- Darts, dart boards, and liquid-filled furniture because of potential damage to the facilities;
- Dangerous substances and chemicals including, but not limited to, automobile batteries, gasoline, acids and other dangerous chemicals;
- Firearms, fireworks, and dangerous weapons because of the potential danger to other students. This includes, but is not limited to, pistols, rifles, BB guns, paint pellet guns, hand billies, numb chucks, switchblades, explosives and dangerous chemicals;
- Major appliances (such as washers, dryers, dishwashers, etc.) because of electrical and plumbing problems;
- Aerials, masts and other short-wave radio transmitting equipment because of FCC interference regulations and safety precautions;
- Live-cut Christmas trees because they constitute a fire hazard;
- Drug paraphernalia because they are associated with the use of illegal substances. This includes, but is not limited to bongs, hash pipes, blow tubes and water pipes. If prohibited items are observed in an apartment, the items will be confiscated, and disciplinary action may be initiated;
- Motorcycles, motor scooters, mopeds, or other internal combustion engines inside or adjacent to units or buildings;
- Some small appliances, such as radios, televisions, irons, refrigerators not exceeding four cubic feet and microwaves not exceeding 600 watts are permitted. Space heaters, halogen lamps, and other heating devices present a fire hazard and are prohibited. Tenant should check with Cardinal Village regarding permissibility of other small appliances;
- Extension cords and multi outlet plugs present a fire hazard and are prohibited. Power cords and surge protectors are recommended for all electronics.

Prohibited Behaviors

- POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES OR ANY OTHER SUBSTANCE IN CARDINAL VILLAGE IS PROHIBITED AT ALL TIMES. Tenants who do not comply with Lamar University Alcohol Policy may be subject to a fine of \$100.00 per offense or disciplinary action up to and including eviction;
- No percussive or electronically amplified musical instruments may be played on the premises except for scheduled student activities in common areas organized by the University, Cardinal Village management or staff. Non-electronically amplified acoustic instruments may be played in the Premises or in CARDINAL VILLAGE a level that does not annoy or interfere with the quiet enjoyment of the other Tenants;
- No incense or other odor producing items shall be used in or about the Premises. It is understood by Tenant that offensive noises and odors are expressly prohibited;
- Driveways, sidewalks, courts, halls, entry passages, stairs and other public areas shall not be obstructed at any time. Bicycles may be parked or stored only in the areas provided for bicycle parking. Bicycles may not be chained to any exterior railings, trees, light poles, or any other structure. Bicycles may be removed from such areas by Cardinal Village and a \$50.00 removal fee will be charged to the owner of the bicycle. Cardinal Village shall not be liable for damage or loss of any bicycles;
- Tenants will not be permitted to construct lofts, waterbeds, wall partitions, or any similar structure without the written consent of the Cardinal Village, which consent may be withheld in the sole discretion of Cardinal Village;
- Windows and doors shall not be obstructed. The use of foil and other similar materials over windows is not permitted. Window screens must remain permanently in place to fulfill their purpose and to avoid loss. If Tenant removes or damages the window screen, a charge of \$50.00 will be imposed for each offense. Any Tenant throwing, placing or hanging anything, out of their window will be subject to immediate eviction;
- No furniture is to be removed from public areas and tenantable units. Removal of such will be considered disorderly conduct or theft and the person or persons responsible may incur charges for replacement, fines or other disciplinary actions;
- Locks may not be altered, changed or added by tenants under any circumstances. Keys and Electronic Access Cards are the property of Cardinal Village and must be returned to Cardinal Village at the end of Tenant's occupancy. Duplication of keys is prohibited. Charges of \$25.00 per key will be made for each key that is damaged. Charges of \$50.00 will be made for each lost or damaged Electronic Access Card. Charges of \$150.00 will be made to re-key the entire apartment due to a lost key. Cardinal Village may, from time to time and without prior notice, change locks on an apartment for security purposes. Tenants will be instructed to exchange keys at the leasing office. In the event of any missing apartment keys, the responsible tenant shall pay for the lock change of the entire apartment. Tenants who are locked out of their room will be charged a \$5.00 lock-out fee prior to 10:00pm. Tenants who are locked out of their room after 10:00pm will be charged \$25.00 fee;
- No recreational or sporting games in any form are permitted in the buildings, breezeways, balconies or parking lots;
- No storage for unwanted furniture is available. Tenants will be held responsible for furniture returned to its original position prior to checkout. No furniture may leave the premises at any time;
- CARDINAL VILLAGE is a 100% smoke free facility. Tenants who do not adhere to the no smoking policy may be subject to a fine of \$200.00 per offense and disciplinary action up to and including eviction;
- Baby-sitting is not allowed in CARDINAL VILLAGE. Section 21 of the Lease Agreement, Use of Premises, prohibits any commercial or business activity within the apartment units. The exception to this is that Cardinal Village residents who are parents may have their children visit them in the units;
- The use, sale, or distribution of illicit drugs will not be tolerated. Residents or guests caught using or soliciting drugs will be turned over to the criminal or university authority. Residents or guests caught or suspected of using drugs will face disciplinary action including the possibility of eviction. Contraband inspection services utilizing contraband detection canines will be conducted on an unannounced basis. Communal areas, individual rooms and automobiles shall be subject to inspection;
- Gambling is prohibited in CARDINAL VILLAGE or Cardinal Village grounds;

- Hazing by any club, group, organization or individual is strictly forbidden by State law. Hazing includes “any act that injures, degrades, disgraces, any fellow student or person.” Pledging activities are prohibited;
- All signs, posters or other items must be approved by Cardinal Village and the Office of Student Organizations before they may be posted in any public area. Approved materials must be posted in approved areas and it is the responsibility of the organization to follow-up after material has been distributed for debris left on Cardinal Village property;
- Laundry facilities are for residents’ use only;
- Throwing, dropping, or hanging any and all objects from windows and balconies in Cardinal Village constitutes a danger to other tenants and the facilities and is expressly prohibited. Tenants that throw, drop or suspend any objects, including but not limited to Frisbees, balls, paper gliders, etc., will be subject to immediate eviction;
- Parking in non-designated areas;
- Non-compliance with QUIET HOURS AND COURTESY HOURS as posted. This includes, but is not limited to, the swimming pool, spa, barbeque grill area, sun deck, and volleyball court;
- Parties without prior approval;

TALH Supplemental Policy

- Smoking, having any open flame, or burning incense;
- Possession of any flammable or potentially explosive materials;
- Tampering with windows, smoke detectors, fire pull stations, etc.;
- Running, playing ball, rollerblading, skateboarding, riding any type of scooter or engaging in other traditionally “outdoor” activities or sporting activity while inside the building is considered a safety hazard and will be subject to disciplinary action.
- Any other behavior as listed under “Unauthorized Behavior” in Discipline Section of the TALH Handbook;
- Using “emergency” exits unless there is an emergency or official fire or tornado drill; Using an emergency door for non-emergency purposes is a misdemeanor, subject to a fine and TALH disciplinary action;
- Propping open a fire door. This is a serious violation and will be referred for disciplinary action;
- Opening, entering, or exiting from Morris Hall, Building 9 through any opening other than designated doors is strictly prohibited and will be referred for TALH disciplinary action;
- Failure to lock the bedroom and corridor door when exiting the premises;
- Possession of tobacco products, drugs, alcoholic or any other controlled substances or other inappropriate material or paraphernalia (such as bottles, ashtrays, indecent or violent publications) or materials that promote such inappropriate behavior is prohibited;
- It is the responsibility of the tenant to clean and maintain his/her apartment in a timely, safe, and sanitary condition;
- Appropriate attire/dress must always be worn.
- Students must always keep their apartment door locked and are required to lock both their bedroom and apartment when they leave;
- All trash and refuse must be placed in the designated dumpsters and not left in the apartments, common areas, or litter receptacles located around the grounds.

Residence Life

Education at TALH extends beyond the classroom. With its diverse student body – drawn from all geographic, ethnic, religious, and social backgrounds – Academy students come to value differences. The vibrant individuals who make up the community each contribute their unique perspectives to the whole; they become a community of learners inside and outside of the classroom.

It is the Academy’s identity as a residential honors program that most broadly fulfills its focus on the humanities. In order to engage in meaningful discussions in and outside of seminars and classrooms, it is important that students know and respect each other. Living in community forges friendship, encourages reciprocal respect, and teaches social skills. In residence hall living, students are given limited freedoms and measured responsibilities to prepare them for the full range of freedoms and responsibilities that will be theirs as adult citizens in a free society.

Students live on campus in the gated Cardinal Village residence complex which offers two bedroom/single bath suites. MORRIS HALL, Building 9 is fully secured for the safety of the students with additional sets of alarmed hall gates and separate locks on individual bedroom doors. In addition, each floor is equipped with a security camera system. The Academy also employs specially trained security officers. Each room is equipped with smoke detectors, fire alarms, cable, and Ethernet connections. Health and safety rules are firmly enforced. Failure to comply with policies and procedures will be referred for disciplinary action and may result in removal from the program. The Director and Student Services Coordinator are on call 24 hours a day, 7 days a week.

Resident Assistants (RAs)

Resident Assistants are TALH staff members whose responsibilities include supporting and assisting students in the residence hall, as well as enforcing all TALH and Lamar University policies pertaining to residential life in the Morris Hall complex.

Room Changes

Room change requests are typically requests for a roommate change, and this option should only be considered a last resort after conflict resolution, consultation with a RA and mediation by TALH administrators have been fully exhausted as possible solutions. **Room changes are authorized only at semester end. Exceptions may be made on a case-by-case basis.**

Room Entry

Lamar University, TALH, and Morris Hall reserve the right to enter rooms for inspection, cleaning, or maintenance at reasonable times. Cardinal Village and TALH staff routinely enter student rooms during Thanksgiving, semester, and spring breaks to ensure compliance with maintenance and safety standards. Access to student rooms is not independently granted to friends, relatives, or other students by Cardinal Village or TALH staff.

In emergencies, the supervisory entities (Lamar University, TALH, and Cardinal Village) reserve the right to enter rooms without notice when an imminent danger to life, safety, health, or property is reasonably determined. With approval by the Director, his/her designee, or the Lamar University Police Department, a room may be entered when there is reasonable cause to believe a violation of Lamar University/TALH rules and regulations has occurred or is taking place.

Room Furnishings

In general, each resident is provided with a private bedroom with a locking door. Suites consist of two private bedrooms and a common living area and a shared bathroom.

Each bedroom contains:

- An extra-long twin bed with a headboard;
- Dresser drawers;
- Limited closet space with full-length mirrored closet doors;
- A computer desk;
- A desk chair; and
- Window blinds.

The shared living area and bathroom are furnished with:

- A couch;
- A side chair;
- A coffee table;
- An end table;
- A mini refrigerator;
- A microwave;
- A shower rod;
- A medicine cabinet with vanity.

Free laundry facilities (washer and dryer) are in each residence hall.

TALH considers the following items essential:

- REQUIRED: Cell phone
- Alarm clock (and a 2nd alarm clock with battery backup)
- Desk or floor lamp (non-halogen)

- Backpack
- Warm coat, sweater, etc.
- Raincoat and umbrella
- School supplies
- Dress clothes
- Sheets, blankets, pillow, bedspread, towels, shower curtain, bathmat, etc.
- Toiletries
- Laundry supplies
- Graphing calculator, dictionary, and thesaurus

The following items can be useful:

- Personal computer, printer, flash drives
- Power strip with surge protector
- Bicycle

Room Searches

Lamar University, TALH, and Cardinal Village may conduct the search of a room in the residence hall to determine compliance with Lamar University Code of Student Conduct and federal, state, and local laws, and may obtain evidence during the search, when there is reasonable cause to believe that a violation of such rules, regulations, or laws have occurred. This evidence may be used by law enforcement personnel in the prosecution of criminal or civil crimes.

- The TALH Director, the Vice President of Student Engagement, or his/her designee will determine the existence of probable cause.
- The designated administrator must give authorization “verbal or written” before a search can be conducted. The search will include the designated administrators and other University officials as appropriate; it will occur no later than 48 hours after the designated administrator has determined reasonable cause.

In extraordinary circumstances outside law enforcement agencies acting under a legal warrant are empowered to conduct room searches.

Roommate

TALH seriously endeavors to pair students with complementary and compatible roommates. Sharing an apartment with another student can provide a uniquely enriching education that promotes both mutual growth and enjoyment. Living with a new roommate in close quarters is a new experience for most students. Both students should be guided by several important principles: mutual respect, consideration, tolerance, and an ongoing commitment to civil, open communication.

TALH suggests that students answer the following questions with their roommates:

- When do I prefer to go to bed?
- At what times do I prefer to study?
- What, if anything, may I borrow and what would you prefer be left alone?
- When may I have guests in our room?
- How will I know if I’ve done something to upset you?
- What are any concerns you have about me as your roommate?

Roommate Rights

Each student possesses the following rights as a roommate. Similarly, every TALH student should diligently work to be the type of roommate whose attitude and conduct effectively ensure these rights.

- The right to have personal privacy.
- The right to study free from undue interference.
- The right to sleep with as little disturbance as possible.
- The right to live in a clean, orderly living space.
- The right to refuse a request without feeling guilty or selfish.
- The right to expect that roommates will respect each other’s personal belongings.
- The right to host guests provided they respect the rights of the roommate.

- The right to be free of physical, sexual, and emotional harassment.
- The right to have one's race, gender, religion, sexual orientation given the same respect anyone would desire.
- The right to speak openly, but courteously.
- The right to be treated with consideration and kindness.
- The right to enter the apartment whenever desired, unless other provisions are mutually decided.
- The right to expect that the roommate will not violate Lamar University, TALH, or Cardinal Village policies in the room.
- The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable, when any roommate feels it is necessary, to involve a TALH administrator or staff member in such a discussion.

The noted rights constitute a suggestion by Lamar University/TALH to assist students in creating and maintaining a congenial living environment. TALH expects each student in the program to respect the rights of his/her roommate, but Lamar University and TALH are not responsible for a student's noncompliance.

Sanitation

TALH students share the responsibility of maintaining clean and safe public areas with other students in the residence hall. Students must dispose of trash in the designated Cardinal Village dumpster. Failure to comply will result in disciplinary action and a referral to Cardinal Village for fines and penalties.

Vacation Periods

When Lamar University closes for Thanksgiving, semester, and spring breaks, students are required beforehand to complete certain tasks in their room for safety and sanitary reasons. Students are required to accomplish the required tasks and formally checkout with their CL; students failing to do this are subject to fines and/or disciplinary action. Students must vacate their apartments in accordance with established vacation periods. Students are not permitted in the residence hall during vacation periods.

For some long weekends (Thanksgiving and Easter) all TALH students must vacate the residence hall for the entire long weekend. Students are required to vacate the residence hall by 4:00 p.m. the day the weekend begins (ex. Thursday afternoon for a Friday holiday) and may return to the residence hall after 2:00 p.m. the day before classes resume. Long weekends will take the place of closed weekends during applicable months. See Academic Calendar, Appendix for closed weekend dates.

Visitation

Security for students is central to TALH residence life. Because the students are minors and often living away from home for the first time, extra precautionary measures have been established for the students' safety and privacy. No one of the opposite sex may be in a TALH student's room or apartment.

- A TALH student's family, including siblings, may visit his/her room only when accompanied by a parent/guardian and the TALH student. In order to protect the rights and privacy of roommate, family members must first check in with the Student Services Coordinator in the TALH office before visiting the TALH student in his/her room.
- No independent (non-TALH student) may enter a TALH's student's room, apartment, or hallway.
- Before entering a student's room or hallway, all visitors must first provide driver's license with a photograph to the Cardinal Village Front Desk. Cardinal Village staff will return the ID when the visitor leaves the complex.
- No visitors are allowed during Quiet Hours or after curfew.
- Parents are not allowed to stay overnight in the student's room.

If enrollment in TALH necessitates a "mixed floor" of female and male students, every precaution will be taken to protect the privacy of the residents of that floor.

While it may occasionally be necessary for TALH or Lamar University staff to speak with students in their rooms, TALH appreciates the potential sensitivity of any meeting between a student and administrator/faculty member in the context of a student's private room. Accordingly, such visitations are limited to official TALH business. Students are strongly urged to report any impropriety or appearance of impropriety on the part of an administrator/ faculty member to the Director of TALH. Sexual misconduct should be reported immediately to the Title IX coordinator. More information is available: <https://www.lamar.edu/titleix/reporting-sexual-misconduct.html>.

In order to promote a positive community environment, TALH students may visit the homes of Lamar University personnel in groups only. Special circumstances must be approved in writing in advance by the TALH Director.

TALH students are:

- Not allowed in independents' (non-TALH students') rooms or apartments (on or off-campus);
- Not allowed in other residence halls on campus;
- Not allowed in any public area of the Cardinal Village complex during hours when they are not open; any public areas are off limits after TALH curfew. Any public areas may be placed temporarily off limits at any time at the discretion of TALH;
- Not allowed in off-campus residences without parental permission on file with the administration;
- Not allowed in Resident Assistants' rooms.
- Not allowed in the TAGS building when it is closed (before 8:00 a.m. or after 5:00 p.m. M-F and weekends) without prior permission from a TALH administrator. Students attending evening study hall are not to enter TAGS building prior to study hall monitor arriving.

Withdrawal

If a student is withdrawn or dismissed from the Academy for academic or disciplinary reasons, the student's parent/guardian may be responsible for the remaining balance due on the residence hall and meal plan contracts.

CAMPUS LIFE

Emergency

In the event of a health emergency, 911 should be called (409-880-8311 on campus). Morris Hall Front Desk and TALH staff should be contacted if possible. For any non-emergency, students should call the Lamar University Police Department at 409-880-8307 (on campus).

Family Emergency

Parents and students should contact the TALH administration in the case of the death or serious injury of an immediate family member (i.e., parent/guardian, sibling, or grandparent). TALH will notify all appropriate faculty members of the emergency. A Weekend Travel Request form, available at the TALH office, must be completed and signed by a parent/guardian before a student is permitted to leave campus.

Health Insurance

All TALH students are required to have health insurance for the duration of their enrollment. Proof of insurance must be provided prior to arrival at TALH. Lamar University offers an academic health plan (approximately \$2,812 annually). For more information and/or to apply, please visit <https://lamar.myahpcare.com/> or call the Lamar University Student Health Center at (409) 880-8466. The Student Health Center no longer files commercial insurance claims except Academic Health Plans, which is the Student Health Insurance Plan offered at Lamar University and LIT, and Tricare, a military insurance plan. If you do not have one of these two insurances, the Student Health Center can provide you with a statement which you can use to file a claim on your insurance.

Lamar University Identification Card/Meal Card (Cardinal One Card)

The Cardinal One card is issued to students at Lamar University to serve a dual purpose: as student identification (ID) and as a debit card for the disbursement of student financial aid. If a student/non-student is caught misusing the card for identification purposes, the card may be confiscated by the Police or other appropriate university personnel and the student may be subject to disciplinary action by the Student Engagement Office. Misuse of the card includes but is not limited to: using the card to enter a University dorm or event that the student/non-student is not eligible to enter, loaning the card to someone else, or altering the card in any manner. Confiscation of the card will not affect any remaining cash balance in the student's account.

New students are requested to return to the Lamar University campus to take the photo for the Cardinal One Card (ID card) during the summer prior to entry into the TALH program. Students will receive the card in the mail in approximately 2-3 weeks after taking photo. Students must have the Cardinal One Card in order to use their meal plan on campus. **Students are always required to carry the card with them while on campus and to present the card to Lamar University and TALH officials upon request. Students are not allowed to loan their ID cards or borrow another student's ID card.** The Cardinal One Card is the University ID Card, Meal Plan, and Debit Card for One Account. This card is used to receive financial aid and any Lamar University refunds. **Students must activate their Lamar University email account and check it regularly in order to receive Lamar University financial information**

from Cardinal One Card and the Lamar University Financial Aid Office. Lost Cardinal One Cards must be replaced immediately. Replacement cards are issued for a fee in the Wimberly Student Services Building, Room 116.

It is strongly recommended that TALH students also have a second type of photo ID, (i.e. Texas Driver's License or Department of Public Safety ID) for banking/check cashing purposes.

Mail Delivery

The University Mail Center, located in the Carl Parker Building, room 101, is a full service federal postal facility. Federal mail is delivered twice daily at 6:00 a.m. and 7:30 a.m. The University Mail Center is the official drop-off/pick-up point for all federal and express courier mail/parcels. Other independent couriers deliver parcels, next day air, and second day air based on their delivery policies.

Mail boxes are in the main lobby of the University Mail Center facility. **Mail boxes are available for rent for a fee of \$15 per year.** Mail box rental fees are paid in the Cashier's Office, located in the Wimberly Student Services building. **BOX RENTAL FEES ARE NON-REFUNDABLE.** When renewing your mail box rental, please bring your payment receipt to the Mail Center window sales clerk to update yearly records. The Mail Center is closed on weekends and federal holidays.

All TALH students are strongly encouraged to rent a post office box at the beginning of the year. No mail can be delivered to TALH students at Cardinal Village or through the TALH post office box.

Meal Plan

The Cardinal One Card also serves as a student's meal card and it must be presented in order to eat in the Dining Hall. Students are required to purchase a Lamar University Food Services meal plan. The choice of meal plan option is up to the student and his/her parents/guardians. Good nutrition is key to success, in academics as well as physical and emotional health. Students and parents/guardians are strongly urged to review the meal plan options carefully before selecting one.

Medical Leave of Absence

Students with medical problems requiring an extended absence from the residence hall may request a medical leave of absence from TALH. This request requires the written authorization of a parent/guardian and the approval of the Director of TALH prior to departure from the residence hall. In an emergency, parents/guardians may request a medical leave on a student's behalf.

Student Health Center

Students who become ill or are injured during the day, excluding emergencies, may independently visit the Lamar University Health (<http://students.lamar.edu/student-engagement/student-health-center/index.html>) (phone: 409-880-8466). The Health Center hours are 8:00 a.m. – 5:00 p.m., Monday through Thursday; 8:00 - 3:00 p.m., Friday. If a health problem occurs when the Health Center is closed, the student should contact the Student Services Coordinator.

Students and their parents are expected to immediately report any medical conditions and/or medications as they are diagnosed and/or prescribed in order to update the student's medical information.

The office visit starts at \$10.00 and increases in price as procedures, lab orders, and medications are added. There is a price list in each room. The provider can let you know what each item costs, so please ask during your visit. Charges will be billed to your student account. Lamar does not file on any insurance except TriCare and the Academic Health Plan. There will be a statement available on the Patient Portal that will have all the necessary information for filing on your health insurance. Some health plans support online filing, eliminating the need for printing and mailing a claim.

OFFICE CONDUCT

Courtesy

Key to successful leadership is the development of certain interpersonal skills that affirm each individual. The TALH administration is committed to modeling these types of courteous behaviors and TALH students are expected to conduct themselves in a like manner. Rudeness, discourtesy, and disrespect are not acceptable.

Meeting with Administrators

Administrators are available for appointments during regular office hours. While the administrators' priority is always the welfare of TALH students, professional priorities may mandate that a student will have to wait to speak to a particular administrator. Students are requested to respect the schedules of others and inquire if a specific administrator is available. Making an appointment is the most efficient way to arrange a meeting.

At times, professional development may mandate that some/all administrators are absent from the offices. The offices will be closed.

Office Procedures

- Students are not allowed to use the TALH copy machine. Student copies may be made at the Library and Setzer Student Center.
- Please do not go behind the administrators' desks in the TALH offices or use any of their equipment, materials, and supplies.
- The office telephones (including the FAX) are not to be used by students.
- Meetings are held in the administrators' offices or the TALH Lounge (Rm 101). Please keep the noise level down in the offices and in the TALH Lounge.

GENERAL BEHAVIOR

Alcoholic Beverages and Illegal Drugs

TALH promotes and endeavors to ensure an alcohol-free, drug-free community. Possession and use of alcohol are prohibited; nor are students permitted to be in possession of empty alcohol containers. The purchase, possession, distribution or use of controlled drugs or drug paraphernalia is prohibited. The abuse of any other chemical substance is prohibited.

TALH's interpretation of "possession" is broad: A student in the same room or car or other similar place in which alcohol, empty alcohol containers, illegal drugs, or drug paraphernalia have been found is considered to be in "possession," whether or not he/she is using alcohol or drugs. Students are not permitted to be in any establishment in which alcohol is the primary form of refreshment or entertainment (e.g., a bar), an establishment in which the sale or distribution of alcohol is the primary business (e.g., a liquor store), or an establishment in which the sale of drug paraphernalia is the primary business (e.g., a "head shop").

TALH students and parents should understand that TALH/Lamar University has a zero-tolerance policy on illegal substance use and will not compromise on this issue. It is strongly urged that students/parents carefully consider this issue prior to enrolling in the program. Students and parents are strongly urged to consult the *Lamar University Student Handbook* for further details.

Events

Only TALH students are permitted to attend TALH functions. Dances are the only exception; students are limited to one guest with the permission of the Student Services Coordinator or Director.

Field Trips

In keeping with its mission, TALH endeavors to provide a wide range of cultural, artistic, and social opportunities to enrich the students' academic experience. Upcoming field trips are posted on the monthly calendars and announced at weekly TALH Community Meetings. Sign-up sheets will be posted by the Student Services Coordinator. Unless otherwise stated, any associated costs of field trips are the responsibility of the participating students. Students on probation or with disciplinary issues may not be allowed to participate in field trips. Students may not drive their own vehicles to TALH sponsored-field trips. They must attend field trips in TALH/LU approved vehicles.

Parents/Guardians are required to sign a "Waiver of Liability" form before a student will be permitted to participate in field trips. In addition, parents/guardians must complete emergency contact and "Medical Information" forms.

These forms remain on file in the TALH office. Academy administrators carry a copy of these documents during field trips.

Field Trip Conduct

TALH students are expected to conduct themselves in a manner consistent with Lamar University's mission as an educational institution. As listed in the *Lamar University Student Handbook*, conduct prohibited includes but is not limited to the following:

Campus disruptive activities or disorderly conduct on Lamar University-owned or controlled property or at a Lamar University-sponsored or supervised function that inhibit or interfere with the educational responsibility of the Lamar University community or the Lamar University's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened or the reputation of TALH is jeopardized or impugned. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.

Free Time

For many students, the transition from high school to college includes more free time than they are accustomed. The Academy strongly urges students to use that time prudently: in study, meaningful service, exercise and enrichment events and activities. The administration recognizes the vital importance of developing good people/social skills; activities to promote respectful and confident interaction with others are regularly scheduled.

Harassment

Lamar University and TALH endeavor to create and maintain an environment conducive to the ideals that govern the institution's educational mission. Students are expected to accept diversity, to affirm the dignity of every human being, and to promote an intellectual and social environment that encourages the free and civil discovery and dissemination of knowledge. Fundamental responsibilities speak to an individual's basic right to freedom of speech, and any expression of sexism, racism, hatred, intimidation, and prejudice is inconsistent with Lamar University's ideals and objectives.

Lamar University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote a safe learning environment, the university has a special responsibility to build a diverse community, instill a global perspective in its students, and nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals based on race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or gender expression is inconsistent with the purposes of the university.

Persons at Lamar University will not be deprived of their civil rights on the campus or in connection with a university-sponsored activity. Persons who harass or discriminate against another person are subject to disciplinary sanctions up to and including removal from the university.

Hazing/Bullying

Hazing means any intentional, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm, or which adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code or Code of Student Conduct.

Personal Hazing Offense: A person commits an offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- intentionally, knowingly, or recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate official of the institution.

Language

TALH students are expected to exemplify the highest standards of courtesy and respect for the Lamar University community. Use of obscene, vulgar, abusive, indecent, discriminatory, and/or disrespectful language/comments by TALH students toward any member of faculty, staff or fellow student is prohibited. See “Non-Compliance” in this handbook, Lamar University Code of Student Conduct, and the Food Service Contract.

Non-Compliance

Students are expected to cooperate with TALH and Lamar University staff who are acting in the performance of their duties. Students risk disciplinary action should they:

- Fail to heed an official summons or comply with instructions or requests from a TALH or Lamar University official, including all residence hall staff, acting in the performance of his/her duties;
- Fail to schedule or appear for a disciplinary appointment with a TALH or Lamar University staff member, after being so notified;
- Be uncooperative or use offensive language when interacting with a TALH or Lamar University staff member;
- Attempt to evade a TALH or Lamar University staff member who is trying to contact him/her; or
- Fail to follow proper procedures as defined in the TALH and Lamar University Handbooks.

Public Displays of Affection (PDA)

TALH expects students to conduct themselves in a manner that reasonable adults would find appropriate and inoffensive (e.g., hand-holding, a brief kiss, or a friendly hug is acceptable). Students are always expected to be respectful of others and to comply promptly with any person’s request to cease a public display of affection.

Required Attendance

While TALH offers several discretionary events and activities, there are also events and activities that are central to the growth of the community. Attendance is mandatory. These include, but are not limited to:

- Weekly Community Meetings
- Futurism
- Humanities
- Ethical Issues
- Think Tanks
- Retreats
- Graduation
- Other meetings as deemed mandatory by the Administration

Students are reminded that enrollment in TALH allows students more “out of class” time than is traditionally available to high school-aged students and therefore extracurricular meetings should not pose a hardship.

Sexual Misconduct

The Texas State University System and Lamar University are committed to creating and maintaining educational communities in which each individual is respected, appreciated and valued. Lamar University diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels in academia. Lamar University’s focus on tolerance, openness, and respect is key in providing every member of our community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct.

Sexual Misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex.

Lamar University is firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual Misconduct is a form of sex discrimination and will not be tolerated. Lamar University promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Lamar University will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects. See *Title IX Sexual Misconduct Policy*.

Lamar University offers multiple ways to report sexual misconduct. Please choose the method that is most comfortable for you.

Report to the Title IX Coordinator

Jeff Bell
Director of Human Resources
1030 Jim Gilligan Way
Beaumont, TX 77705
Phone: 409-880-8375 or 409-880-2215
titleix@lamar.edu or jeffrey.bell@lamar.edu

**Report to the Lamar University
Police Department**

211 Redbird Lane
Beaumont, TX 77705
Phone: 409-880-8311
Email: dept_ludisp@lamar.edu

Make a Confidential Report to the Student Health Center

If you would like to speak with someone about a report and have it remain **confidential**, you may do so with a counselor at the **Student Health Center**.

Student Health Center
857 East Virginia
Beaumont, TX 77705
Phone: 409-880-8466
dept_healthcenter@lamar.edu

Make an Anonymous Report If you prefer to file an **anonymous** report, complete this online form (https://cm.maxient.com/reportingform.php?LamarUniv&layout_id=0)

TALH Student Lounge

The TALH Student Lounge is a privilege for current TALH students only.

- Students should be mindful of PDA (Public Display of Affection) rules when socializing in the lounge.
- Students are encouraged to use the TALH Lounge for study and quiet socialization.
- Messages and signs addressed to the TALH community should demonstrate respect for the full community.
- Sleeping in the Lounge is not permitted.
- Shoes must be worn at all times.
- The TALH Student Lounge may be closed at times for meetings and/or classes.

It is the responsibility of the students to maintain the Lounge in neat and sanitary conditions. Failure to dispose of trash and/or food may result in suspension of use. TALH students are asked to visit the TALH Office once a day to check for announcements.

Theft

Theft is prohibited by federal, state, and local law, and students are referred to the *Lamar University Student Handbook* for additional information.

TALH recommends that parents of students obtain personal property insurance and that students not bring valuables to campus, that they always lock their room.

Tobacco Products

Texas State Law prohibits the possession or use of tobacco products by minors and Lamar University is a smoke-free, tobacco-free, and electronic cigarette-free campus. TALH further prohibits the possession or use of tobacco products for TALH students who are eighteen (18) years of age or older.

Vandalism

Vandalism is prohibited. Vandalism is the willful, malicious, or careless actions which result in damage or defacement of student possessions, rooms, furniture, any part of the residence hall, or property of any kind belonging to or located on the Lamar University campus.

Violations of Law

Any acts, which constitute a violation of federal, state, civil or criminal laws or city ordinances, except for minor traffic violations, will result in TALH disciplinary action. TALH disciplinary action is not contingent upon, and may precede, legal action.

Violations of TALH/University Policy

Acts which constitute a violation of Lamar University policy include but are not limited to the following:

- Committing an act that would constitute an offense under appropriate federal, state, or municipal law.
- Violating any published university policy, including policies or contracts relating to residential living in university-owned or operated facilities.
- Failing to comply with the direction of a university official acting in the performance of his or her duties, including an official summons to the office of an administrative official at a designated time.
- Furnishing false information to the university or giving false testimony or evidence at a disciplinary or other administrative proceeding.
- Issuing a check to the university without sufficient funds or otherwise failing to meet financial obligations to the university.
- Endangering the health or safety of other persons, including, for example, throwing an object, without authorization, in or from university facilities.
- Misusing fire extinguishers or other safety equipment on university-owned or controlled property.
- Interfering or disrupting university teaching, research, or other activity, including administrative disciplinary or public service activities.
- Endangering the physical or mental health or safety of any person or intentionally or recklessly causing injury to any person.
- Possession of or use of university keys without authorization.
- Engaging in or submitting to hazing (see [Hazing Policy](#)), including hazing associated with an initiation by an organization using dangerous, harmful, or degrading acts.
- Violating published university policies on the possession or use of alcoholic beverages.
 - Underage drinking of alcoholic beverages, driving under the influence of alcohol, and/or public intoxication is prohibited.
 - The consumption of any alcoholic beverage in public places on the campus is prohibited except where specifically authorized by the University. All buildings, lobbies, walkways, and grounds of the campus are, for the purpose of this rule considered to be public places. Alcoholic beverages are not permitted in any residence hall.
 - Any violation of published university policies regarding the possession and/or use of alcoholic beverages will result with disciplinary actions.
- Gambling on university property.
- Possessing, using, selling, or distributing any illegal drug, controlled substance, and/or drug paraphernalia as defined by Texas Law.
- Possessing or using ammunition, firearm(s), illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on university property (see, TSUS Policies, Chapter VII, paragraph 4).
- Possessing, igniting, or detonating an explosive device, firework, or flammable object on university-owned or controlled property that could damage a person or property.

- Stealing, destroying, defacing, damaging, vandalizing, or misusing university property or property belonging to another person.
- Forging, altering, or misusing university documents, forms, records, identification cards, or admission records.
- Violating a published university policy governing residence life or breaching a Residence Life contract.
- Advocating, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law. Advocating means addressing an individual or group for imminent action and steering it to such action, as opposed to abstractly espousing the moral propriety of such action.
- Entering university buildings or facilities or using university equipment or resources without authorization.
- Failing to maintain a current official mailing address in the Registrar's Office or giving a false or fictitious address to a university official.
- Initiating, communicating, or circulating a false report of a present, past, or future bombing, fire offense, or other emergency that would cause action by an agency organized to deal with emergencies, placing a person in fear of imminent serious bodily injury; or presenting or interrupting the occupation of a building, room, vehicle, other mode of conveyance.
- Harassing or threatening (by any means) to take unlawful action against any person, causing or intending to cause annoyance or alarm (see Student Handbook Discrimination, Harassment, [Sexual Misconduct](#), and Denial of Civil Rights Policy).
- Engaging in disorderly conduct on property owned or controlled by the university, or at a university function, that interferes with the university's programs or activities.
- Using authority granted by state law, system rule, or university policy to deprive a person of his or her civil rights.
- Engaging in or making life-threatening gestures that endanger others or disrupts the learning environment.
- Violating any published university policy relating to computer resources, electronic network facilities, or the internet.
- Violating the university's [Policy on Sexual Misconduct](#), including engaging in, but not limited to:
 - dating violence
 - family (domestic violence)
 - retaliation
 - sexual assault
 - sexual exploitation
 - sexual harassment
 - sexual intimidation
 - sexual violence
 - stalking
- Possessing and/or using, without authorization according to university policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.
- Campus disruptive activities. Disruptive activity means:
 - Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the university;
 - Seizing control of an area of a campus, any building, or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or
 - Disrupting and/or preventing or attempting to prevent, by force or violence or the threat of force or violence, any lawful assembly authorized by the university administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.
 - Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the university shall adhere to the following rules and regulations: No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the university campus. Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.
- Attempting to commit any of these prohibited acts.

DISCIPLINARY SYSTEM

Parents/Guardians will be contacted when students are written up for infractions of policy. Parents/Guardians will be kept informed of any judicial proceedings or sanctions as they occur.

Discipline Philosophy

TALH endeavors to develop a positive personal discipline in each student and, at the same time, foster the ideals of community responsibility. The rules set forth in this handbook were established by the governing board of the Academy to support academic success, personal development, leadership training, and safety. They are intended to serve as a guideline rather than an inclusive listing. TALH students are expected to demonstrate maturity and responsibility during their enrollment in the Academy and conduct themselves in a manner consistent with that privilege. Those students who find the rules do not support their personal goals are strongly urged to seek educational opportunities elsewhere.

TALH believes that a person is responsible for his/her own behavior – not society, not the environment, not the past – but each person now. We support this concept of personal responsibility as it leads to personal welfare and the common good of the community. TALH believes in pro-active rather than reactive discipline. The goal is not to punish but to reinforce that the student is responsible for his/her own behavior and that those actions frequently impact a wider community.

In some instances, infractions within the TALH Code of Behavior intersect with Lamar University's Code of Behavior. In those instances, the discipline becomes a joint action by both the Academy and Lamar University, with Lamar University taking priority.

All discipline issues are overseen by the Student Services Coordinator and Assistant Director under the direction of the Director.

Students selected for the Texas Academy of Leadership in the Humanities are expected to practice self-discipline and to assume a shared responsibility for ensuring the development of a safe, comfortable, and harmonious living-learning community in Cardinal Village. We make every effort to assist students in managing their behavior by educating them about policies, addressing them about policy violations, and issuing consequences for violations. TALH staff members strive to encourage and support positive behavior. **Those students who repeatedly violate minor policies or violate Level III, IV or zero-tolerance policies are viewed as not being ready for the TALH experience and may be dismissed.** Throughout the disciplinary process, TALH staff takes great care to ensure that students receive due process.

Any member of the University may file a written complaint of alleged violation to the TALH Student Services Coordinator (or designee, i.e. Resident Assistants). Depending on the circumstances relative to the situation, alleged violations will be addressed through an informal discipline meeting, a formal discipline meeting, or referral to the Academy's Director.

Sanctions

The Texas Academy of Leadership in the Humanities seeks to develop future leaders from today's gifted and talented students. Central to leadership is the recognition that a harmonious and civil society is created through rules and policy that serve both the individual and common good. The Academy supports a proactive disciplinary system, which may include:

- **Conduct Warning:** A formal notice that a student's actions are not acceptable and that subsequent infractions will result in more severe action.
- **Conduct Probation:** A formal contract that a student's actions are of such seriousness that any further repeat may result in removal from the program.
- **Demerits:** TALH uses four successive levels of infractions, ranging from minor to dismissible actions. The demerits' value follows the section.
- **Restitution:** Student will make reparation for damages he/she caused if necessary.
- **Penalty/Fine:** Student will be responsible for paying charges set for offense if applicable.
- **Counseling:** Student will report to administrator or Counselor as specified in disciplinary contract.
- **Restriction of Access:** Student is limited in his/her access to specified areas of campus for a given period.

- Educational Projects: Assignment of a task which is proactive in nature and appropriate for the infraction (i.e. a letter of apology for offensive behavior). Failure to complete the assigned task as specified may result in further disciplinary action.
- Community Service: Student will complete some type of service useful to TALH or the Lamar University. Failure to complete the assigned task as specified may result in further disciplinary action.
- Interim Suspension: In the event that personal safety or the continued security of the TALH community is in question due to a student's behavior, that student will be turned over to the parents/guardians until a formal hearing is held.
- Suspension or Dismissal: In the event of a serious violation that jeopardizes the safety/security of a student or the community or in the case of violation of the "Zero Tolerance" policy, a student may be suspended or dismissed from the program. The student then has 48 hours for checkout from the residence hall."

*** In the case of the need to protect the health, safety, life, or property of the members of the TALH community or to prevent the disruption of the educational process, the Academy reserves the right to ask the student to move out of Cardinal Village immediately, and/or to withdraw the student from classes. The student may be "trespassed," which means he/she is not allowed to enter Cardinal Village, the TALH Office/Lounge, or to attend any TALH functions. Police are called if a dismissed student violates trespass.**

Confidentiality

All student disciplinary action is considered confidential by TALH Administration. Attempts to discover another student's sanctions or repetitive speculation regarding another student's disciplinary status is disrespectful toward the student and detrimental to the TALH community

Filing and Disposition of Complaints

Step I:

Any resident of the halls, any student or any university faculty or staff member may file a complaint against a TALH student for an alleged violation. The complaint may be submitted by a formal letter or completion of a TALH Complaint Form. The complaint shall set forth the following:

- The name of the student(s) in violation;
- The address of the student(s) in violation;
- The date, time, and location of the complaint;
- The date of the alleged violation;
- A concise statement of the regulation violated;
- A concise statement of the underlying facts which constitute the violation;
- The name and address of the complaining individual;
- The names and addresses of all witnesses.

When the complaint is complete, it shall be presented to the TALH administrator, who will note the date the complaint was filed. **NOTE: If the TALH student is reported for a Title IX violation, the report should be made directly to the Title IX Coordinator.**

Step II

After a complaint is filed, a TALH administrator shall examine the complaint to determine if the complaint fails to state a sufficient basis of violation of the regulation set forth in the complaint. If it does not state a sufficient basis, it shall be referred back to the complainant for more information or shall be dismissed. If there is a sufficient basis of violation, the TALH administration will proceed to Step III.

Step III

The TALH administrator shall determine if the violation:

- Is a minor infraction (Level I, II, or other minor violations). See *italicized* violations under Unauthorized Behavior or
- Is a major infraction (Level III or IV)

Step IV

Upon receipt of the complaint, the TALH administrator shall notify the following:

- The Director of TALH by written memo within one (1) working day of receipt of the complaint. Written notification will follow within (5) working days which shall include copies of the incident report or complaint letter and a copy of the “Notice of Hearing” form of “Notice of Infraction” form.
- An Associate Provost/Vice President of Student Engagement, through office contact or by telephone if the infraction is a violation of residence hall/Lamar University policy.

Step V

In the case of a Level I or II complaint, the TALH administrator shall notify the student charged by completing a “**Notification of Infraction**” form. This form shall contain the following information:

- The name and residence of the student who allegedly violated a TALH or Lamar University regulation.
- The specific rules or regulations violated and the date, time, and location of the alleged infraction.
- The specific sanction(s) for the offense, including demerits.
- Instructions on how to request a hearing if the student feels that they were not responsible for the violation.
- The signature of the TALH administrator and date.

Level I and II decisions may not be appealed.

In the case of a Level III or IV complaint, the designated TALH administrator shall notify the student charged by completing the “**Notice of Hearing**” form and “**Student Plea**” form. The “**Notice of Hearing**” form shall contain the following information:

- Name and residence of the students who has allegedly violated a TALH or Lamar University regulation.
- The specific rules or regulations violated.
- The date of the hearing, which shall occur within five-ten working days after the official complaint. This date of hearing shall be delivered to the student charged and/or summons to appear to all witnesses named, as soon as possible.
- A list of authorized sanctions.
- The signature of the designate TALH administrator and the date.

Step VI

A formal discipline hearing shall be held to determine if the student is responsible, not responsible or responsible with extenuating circumstances. The following hearing procedures are required of all hearing officers:

- The designated TALH administrator will determine that all individuals who have been summoned are present. Students may have present with them an advisor plus their parent. Such advisor and/or parent may advise the student but may not otherwise participate in the hearing.
- The student is informed of his/her rights which include the right to:
 1. Bring witnesses and submit evidence;
 2. Have an advisor and/or parent present to provide advice;
 3. Have a hearing;
 4. Appeal the results of the hearing.
- The student is asked if he/she has any questions about his/her rights.
- The charge is read aloud.
- The student is informed of the minimum and maximum sanctions for each charge.
- The student enters a plea of:
 1. **Not Responsible:** If the student pleads not responsible, the questioning will commence. The designated TALH administrator shall listen to or read pertinent material and testimony from witnesses or evidence pertaining to the alleged violation. The student charged shall then be allowed to present to the designated TALH Administrator any pertinent material, evidence, or testimony relevant to his/her case. Each of the parties shall then be allowed the opportunity for rebuttal and summarization with the student charged having the final statement.
 2. **Responsible:** If the student pleads responsible the student charged will be provided with an opportunity to make a statement.
 3. **Responsible with extenuating circumstances:** If the student charged pleads responsible with extenuating circumstances, he/she will be provided the opportunity to present evidence of mitigating circumstances. If the student charged wishes to present witnesses, this is the time. Other students charged, if any, may appear, one at a time.

- The designated TALH administrator will then reconvene the hearing, read his/her decision, and impose sanctions if appropriate.
- If the student is found in violation, the Hearing Officer may impose one or a combination of the following sanctions: warning, demerits, educational tasks, service project, fine, restitution, and/or behavioral probation. In cases of Level III, IV or zero tolerance/contract violations that constitute threats to the safety and welfare of the student/community, the Hearing Officer may recommend suspension or dismissal from the program. **This recommendation is referred to the TALH Director.**
- The student is informed of his/her right to appeal and provided with a **“Request for Appeal”** form.
- The designated TALH administrator shall prepare a record of the hearing including date, brief summary of the incident, and any appropriate sanctions imposed.

Step VII

The designated TALH administrator shall file appropriate documentation in the student’s disciplinary file and permanent file in the TALH office.

Step VIII

A copy of “The Hearing Record” form will be sent to the Director of TALH for filing and/or review.

JUDICIAL APPEALS

Appeal Procedure and Due Process

Any student found in violation of a Level III, IV, or zero tolerance violations by the TALH administrator shall be advised at the conclusion of the hearing of the right to appeal the decision. Student is given a **“Request for Appeal”** form. Appeals of the TALH administrator’s decision will be made to the TALH Director.

Filing an Appeal

The student must initiate the appeal to the Director of the TALH program. The student must submit a **“Request for Appeal”** form to the TALH Director within 5 working days after receiving notice of the decision from the designated TALH administrator/hearing officer.

Grounds for Appeal

When a sanction has been imposed for conduct that is a Level I or II, a verbal or written warning, or probation, the decision of the hearing officer or hearing panel is final. When a sanction has been imposed for conduct that is a Level III, IV, or zero tolerance violation of TALH or Lamar University Code of Student Conduct, an appeal may be considered if it is based upon one or more of the following conditions.

- whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present information.
- whether or not the sanctions levied were appropriate to the offense.
- whether or not the finding was supported by the information.
- whether or not new evidence is introduced that was not available at the time of the hearing.

Appeal Procedures

Upon receiving a **“Request for Appeal”** form from a student, the Director of TALH (or his/her designee) shall secure all records, information and findings pertaining to the proceedings against the student if they have not been filed prior to the request. The Director of TALH shall turn over all records to the Provost and the Chair of the TALH Board of Appeals.

The Board shall meet within five (5) class days of the receipt of the appeal. If the Board finds sufficient grounds for appeal, it shall set a time and date for a hearing of the appeal and notify all the parties concerned. The Board of Appeals may determine that the appeal is invalid for failure to comply with the procedures listed in this section (Grounds for Appeal) and return the records to the Director of TALH with a written explanation of their decision not to consider the appeal. In cases of insufficient grounds for appeal, the student’s appeal is denied and the initial sanction(s) stand. There are no further appeals in these cases.

After hearing an appeal, the TALH Board of Appeals shall submit the **“Appeal Panel Recommendation”** form to the Director of TALH. Upon the receipt of the **“Appeal Panel Recommendation,”** the Director of TALH shall consider the recommendation and make a final decision regarding the student’s appeal and inform the student of the said decision.

The TALH Director shall set forth whether the initial decision is affirmed, reversed, increased in severity, or remanded with instruction. Adequate records, including the "**Director's Decision**" form, of the appeal shall be kept on file in the office of the Director of TALH. **The institutional decision by the Director is final and may not be appealed.**

TALH Board of Appeals

The Board of Appeals is made up of three individuals from the Lamar University faculty and/or staff. Board members are appointed by the Provost for a one-year term.

DEMERIT SYSTEM

100 Point System

TALH uses a 100-point system as part of the Disciplinary System. Points are assigned for policy violations. *The number of points assigned is based on the nature of the violation.* (See "Unauthorized Behaviors.") TALH Administration reserves the right to determine the level and assess appropriate point values.

Some policies are so important that violating them is automatically 100 points. Students who accumulate 100 points are likely dismissed from the Academy. Points accumulated the first year are not carried over into the second year. Although points may not be carried over from one year to the next, prior violations can be considered by the TALH administrator in determining the points to assign a student in the case of a subsequent violation.

Be aware that all Academy students will be held accountable for abiding by all policies until May 13, 2020. Students in their last year who accumulate 100 points or are involved in a serious policy violation will be disciplined – even if it is at the end of the year. Disciplinary measures may include, but are not limited to, inability to participate in the graduation ceremony and dismissal. Class of 2020 students who accumulate 80 points will be able to participate in the graduation ceremony at the discretion of the TALH Director. Class of 2021 students who have accumulated 80 points may lose the opportunity to return to TALH or be subject to return under a behavioral contract.

Any point value a student may accumulate will be reset to zero at the end of each academic year. Some returning students may be conditionally readmitted with a behavior agreement based on the previous year.

50+ Parent/Guardian Conference & Behavioral Agreement

If a student accumulates 50 or more points, his/her parents/guardians must have a conference with the TALH administrator. This conference must be scheduled within five (5) working days following the accumulation of 50+ points. After talking with the student and his/her parents/guardians, the TALH administrator will work with the student to design an individualized Behavior Agreement. Once a student has reached 50 points, such an agreement is required to remain at TALH.

UNAUTHORIZED BEHAVIOR

Every community finds it necessary to establish policies and procedures for the safety of its members. As a member of TALH and a Lamar University student, you are expected to be a mature, responsible citizen of our community. To protect your rights and the rights of others, various policies and regulations were created. These regulations are outlined in the University Code of Conduct, TSUS regulations, the Morris Hall/Food Service Contract and the TALH Handbook.

The following list is an attempt to specify consequences for more obvious types of violations and should not be considered all-inclusive without flexibility in individual circumstances. Behavior may fall under several categories and in these cases, the TALH Administration reserves the right to determine the level and assess appropriate demerits. The Administration also reserves the right to determine disciplinary level for violations of policy not listed. Parents will be notified of any disciplinary infractions for which their student has been found responsible. TALH administration will also inform parents of any infractions that are considered illegal, including the use and possession of tobacco products. **There are no appeals for italicized violations.**

LEVEL I (maximum of 30 points may be assigned)

- *Missing or arriving late to mandatory TALH/LU functions (classes, meetings, Humanities Seminar, study hall, etc.).*
- *Noise violations.*
- *Late (30 minutes or less) for room check.*
- *Field trip policy violations.*

- Profanity, rude behavior, vulgar, indecent, or obscene language, expressions and actions, whether non-verbal, verbal, or written.
- Failure to meet room inspection standards within 24 hours of warning.

LEVEL II (maximum of 50 points may be assigned)

- Unauthorized access; roofs, opposite sex halls, atriums, climbing wall, etc.
- Furniture removal.
- Failure to comply.
- Fraudulent use of identification card.
- Pet policy violations.
- Unauthorized day trips out of Jefferson County.
- Unauthorized activities in the hall: rollerblading, bikes, other sporting activities, etc.
- Safety and security violations: incense, candles, open flames, unauthorized electrical appliances, failure to evacuate, possession of combustible materials, etc.

LEVEL III (maximum of 100 points may be attained)

- Public displays of affection.
- Possession or use of tobacco products. Tobacco products includes cigarettes, cigars, blunts, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes or any other items containing or classified as such.
- Possession of prohibited items as outlined in the housing contract and TALH/Lamar University contract
- Late (30 minutes or more) for room check.
- Inappropriate behavior towards TALH/Lamar University staff: rudeness, obscenities, muttering, online blogs, etc.
- Disorderly conduct – as defined in the Housing Contract.
- Unauthorized use of Lamar University facilities: tapping coaxial cable or phone lines, running data lines, etc.
- Hitting, punching, wrestling, pushing, slapping, biting, or other actions, which may be construed as fighting. prohibited.
- Violation of computer policy.
- Solicitation: selling, running a business, etc.
- Dishonesty – lying, deception, misrepresentation, etc.
- Violation of TALH academic or behavior probation.
- Unauthorized visitation.
- Entering or exiting the building via a non-designed entrance or exit: windows, side doors after hours, etc.
- Obstruction of Judicial Proceedings.
- Academic Dishonesty: Plagiarism, cheating on tests, etc.
- Excessive absences.
- Three Level I and II policy violations in 30 days: (cumulative violations which did not result in the awarding of points at the time of the incident, but which have developed into a noticeable trend: quiet hours, trash, documented warnings, etc.)

LEVEL IV (100 points) These may result in suspension from TALH and Lamar University.

- Interference or disruption of the educational mission of Lamar University: inappropriate behavior in class, in Lamar University offices, etc.
- Safety and security violations: incendiary devices, possessing firearms or prohibited weapons, fireworks or lasers, arson, propping outside doors, tampering with fire alarms or other safety equipment or systems, etc.
- Curfew violations (See "Curfew Policy").
- Activities that endanger the lives of self or others.
- Vacation and closed weekend policy violations.
- Objects thrown into or from balconies, windows, etc.
- Vandalism – willful & malicious destruction/defacing of property.
- Falsification of TALH/LU documents.
- Harassing or threatening (by any means) to take unlawful action against any person, causing or intending to cause annoyance or alarm (see Student Handbook Discrimination, Harassment, [Sexual Misconduct](#), and Denial of Civil Rights Policy).
- Violent hostility.

- Providing false information to or about Lamar University faculty and staff.
- Conduct unbecoming a TALH student.

ZERO-TOLERANCE POLICIES – Zero-tolerance means that certain actions will absolutely not be tolerated under any circumstances and violations will result in an immediate dismissal review by the TALH Director.

- Possession and/or use of alcohol, illegal drugs or drug paraphernalia (See “Alcoholic Beverages and Illegal Drugs”)
- Acts that could constitute felonies or serious misdemeanors
- Repeated violation of policies

Students who repeatedly violate minor policies or violate Level III, IV or zero-tolerance policies are viewed as not being ready for the TALH experience and may be dismissed.

OTHER (points can vary according to incident)

- Aiding & Abetting: Assisting or encouraging others in the violation of rules and regulations. Student is found equally responsible for the violation.
- Guests: Residents may receive a sanction appropriate to the violation(s) of their guests.

DISCRETIONARY REVIEW

The Vice President of Student Engagement, the Provost, the President, or the Board of Regents may, on their initiative, review any disciplinary case, and upon such review may approve, reject, or modify the lower decision, or may remand the decision to the hearing officer or hearing panel for presentation of additional evidence and reconsideration of the decision.

Lamar University Code of Student Conduct

1.00 General Provisions

1.01 Applicability

Students shall conduct themselves in a manner consistent with the university's mission as an educational institution. Students who conduct themselves in a manner that violates this Code of Student Conduct may be subject to disciplinary penalties. This Code of Student Conduct, hereafter also referred to as this code, is applicable to any student currently enrolled; enrolled in the previous semester/session and eligible to enroll in the next consecutive semester/ session; or newly or readmitted and eligible to enroll in the next semester/session. A student who withdraws from school is subject to disciplinary action for any conduct that occurred while the student met the aforementioned criteria. Students involved in misconduct that would subject them to disciplinary action while not enrolled may be required to appear before the Dean of Students or designee before being readmitted to the university. This code is adopted pursuant to authority granted by The Texas State University System Board of Regents.

1.02 Awareness of Policies

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of Lamar University and of The Texas State University System, copies of which shall be available to each student for review online. The university will hold each student responsible for compliance with these published policies. A violation occurring off campus while participating in a university-sponsored program may be as if the violation occurred on campus. Students are also expected to comply with all federal and state laws. Any student who violates any provision of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities. This principle extends to conduct off campus that is likely to have an adverse effect on the university or the educational process.

1.03 Definitions

1. *Disciplinary action* means proceeding under [Section 3.00](#).
2. *Designee* refers to the individual charged with an administrative responsibility to be performed in the absence of the staff member originally charged with responsibility. All individuals, including the President, may have a designee act on his or her behalf.
3. *Hazing* means those activities defined in Section 37.151-37.157 of the Texas Education Code.
4. *Complainant* refers to the person making a complaint of sexual misconduct.
5. *Respondent* refers to the person accused of sexual misconduct.
6. *Hearing* refers to a formal meeting between a hearing officer and a student.
7. *Hearing officer* means that person appointed by the Vice President for Student Engagement to determine in a hearing whether or not this code has been violated.
8. *Hearing panel* is composed of the hearing officer, students, and faculty and/or staff and may be assembled to determine in a hearing whether or not this code has been violated.
9. *Notice* means correspondence sent by mail addressed to a student at the local address, as shown on university records; or personally delivered to the address; or sent electronically from a Texas State University System email to the student's email address.
10. *Preponderance of the evidence* means whether it is more likely than not. In finding responsibility of the respondent under this standard of proof, the hearing panel/conduct officer must be convinced, based solely upon the information presented in the course of the hearing, that the conduct alleged is more likely than not to have occurred.
11. *Record* means all documents, forms, copies, reports, statements, recordings, or other information.
12. *University policy* means any provision of the Board of Regents Rules and Regulations, order, or any official university policy/procedure statement, rule, or regulation of the university.
13. *University official* means a person who has been given the responsibility and authority by the appropriate agency or person, including regents, officers, faculty, and administrative staff.
14. *University property* means property owned, controlled, or occupied by the university.
15. *VPSE* means the Vice President for Student Engagement.

2.00 Prohibited Conduct

Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing an act that would constitute an offense under appropriate federal, state, or municipal law.
2. Violating any published university policy, including policies or contracts relating to residential living in university-owned or operated facilities.
3. Failing to comply with the direction of a university official acting in the performance of his or her duties, including an official summons to the office of an administrative official at a designated time.
4. Furnishing false testimony or other evidence at a campus disciplinary or other administrative proceeding.
5. Issuing a check to the university without sufficient funds or otherwise failing to meet financial obligations to the university.
6. Endangering the health or safety of other persons, including, for example, throwing an object, without authorization, in or from university facilities.
7. Misusing fire extinguishers or other safety equipment on university-owned or controlled property.
8. Interfering or disrupting university teaching, research, or other activity, including administrative disciplinary or public service activities.
9. Endangering the physical or mental health or safety of any person or intentionally or recklessly causing injury to any person.
10. Possession of or use of university keys without authorization.
11. Engaging in or submitting to hazing (see [Hazing Policy](#)), including hazing associated with an initiation by an organization using dangerous, harmful, or degrading acts.
12. Violating published university policies on the possession or use of alcoholic beverages.
 1. Underage drinking of alcoholic beverages, driving under the influence of alcohol, and/or public intoxication is prohibited.
 2. The consumption of any alcoholic beverage in public places on the campus is prohibited except where specifically authorized by the University. All buildings, lobbies, walkways, and grounds of the campus are, for the purpose of this rule considered to be public places. Alcoholic beverages are not permitted in any residence hall.
 3. Any violation of published university policies regarding the possession and/or use of alcoholic beverages will result with disciplinary actions.
13. Gambling on university property.
14. Possessing, using, selling, or distributing any illegal drug, controlled substance, and/or drug paraphernalia as defined by Texas Law.
15. Possessing or using ammunition, firearm(s), illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on university property (see, TSUS Policies, Chapter VII, paragraph 4).
16. Possessing, igniting, or detonating an explosive device, firework, or flammable object on university-owned or controlled property that could damage a person or property.
17. Stealing, destroying, defacing, damaging, vandalizing, or misusing university property or property belonging to another person.
18. Forging, altering, or misusing university documents, forms, records, identification cards, or admission records.
19. Violating a published university policy governing residence life or breaching a Residence Life contract.
20. Advocating, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law. Advocating means addressing an individual or group for imminent action and steering it to such action, as opposed to abstractly espousing the moral propriety of such action.
21. Entering university buildings or facilities or using university equipment or resources without authorization.
22. Failing to maintain a current official mailing address in the Registrar's Office or giving a false or fictitious address to a university official.
23. Initiating, communicating, or circulating a false report of a present, past, or future bombing, fire offense, or other emergency that would cause action by an agency organized to deal with emergencies, placing a person in fear of imminent serious bodily injury; or presenting or interrupting the occupation of a building, room, vehicle, other mode of conveyance.
24. Harassing or threatening (by any means) to take unlawful action against any person, causing or intending to cause annoyance or alarm (see Student Handbook Discrimination, Harassment, [Sexual Misconduct](#), and Denial of Civil Rights Policy).
25. Engaging in disorderly conduct on property owned or controlled by the university, or at a university function, that interferes with the university's programs or activities.
26. Using authority granted by state law, system rule, or university policy to deprive a person of his or her civil rights.

27. Engaging in or making life-threatening gestures that endanger others or disrupts the learning environment.
28. Violating any published university policy relating to computer resources, electronic network facilities, or the internet.
29. Violating the university's [Policy on Sexual Misconduct](#), including engaging in, but not limited to:
 1. dating violence
 2. family (domestic violence)
 3. retaliation
 4. sexual assault
 5. sexual exploitation
 6. sexual harassment
 7. sexual intimidation
 8. sexual violence
 9. stalking
30. Possessing and/or using, without authorization according to university policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.
31. Campus disruptive activities. Disruptive activity means:
 1. Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the university;
 2. Seizing control of an area of a campus, any building, or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or
 3. Disrupting and/or preventing or attempting to prevent, by force or violence or the threat of force or violence, any lawful assembly authorized by the university administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.
 4. Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the university shall adhere to the following rules and regulations: No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the university campus. Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.
32. Attempting to commit any of these prohibited acts.

2.01 Medical Amnesty Protocol

1. The Lamar University **Medical Amnesty Protocol** ensures that a student's safety and health comes first in cases of underage possession and/or consumption of alcohol and/or illicit drugs use. The Dean of Students Office and Housing and Residence Life will not pursue conduct action if:
 1. The intoxicated student reports the incident, and/or
 2. If the intoxicated or other student(s) involved is actively seeking medical and/or health assistance from a university official or medical provider.
2. This Protocol applies only to the LU Code of Student Conduct, Housing and Residence Life Handbook, LU Student Organizations Handbook, Greek Life: Fraternity and Sorority Life policies, and any other applicable Texas State University System and Lamar University regulations, rules and policies. This Protocol does not exempt students from being charged criminally by any law enforcement agency. Lamar University students cannot be covered under the Protocol if one of the following conditions is met:
 1. An intoxicated student and/or other students involved allegedly committed any other violation(s) of the student code of conduct (i.e., sexual misconduct, assault, vandalism, dealing drugs, furnishing alcohol to minors, etc.) during the incident in which they are seeking amnesty.
 2. An intoxicated student and/or other students involved have been previously found responsible for possession of alcohol and/or drugs.
 3. An intoxicated student and/or other students involved have already been covered by the Medical Amnesty Protocol for a previous underage possession and/or consumption of alcohol charge while a student at Lamar University.
3. The Dean of Students Office will decide on a case by case basis if conduct action will be pursued for those seeking assistance for others on more than one occasion.

3.00 Administration of Student Conduct

3.01 Authorization to Adjudicate Conduction Violations

Under the direction of the Vice President for Student Engagement, the Dean of Students or designee shall be primarily responsible for the administration of the Student Conduct process. The Director of Residence Life or designee will work closely with the Dean of Students in resolving minor disciplinary problems resulting from the alleged violation of regulations involving residence hall residents.

3.02 Disciplinary Procedures

1. **Investigation:** The Dean of Students or designee will investigate information that a student may have violated a university policy. During the investigation, the Dean of Students or designee will give the student an opportunity to explain the incident, unless the student is unavailable. The Dean of Students or designee may conduct an investigation and make an administrative determination in the absence of a student if the student does not respond within the time period specified in any notice to the student. The Dean of Students or designee may place a registration hold, preventing a student from registering for additional courses, until the student responds to a summons or a decision is finalized.
2. **Administrative Review:** If the Dean of Students or designee concludes, based on the preponderance of evidence, that the student has violated the Code of Student Conduct, the Dean of Students or designee will determine an appropriate disciplinary penalty.
 1. The Dean of Students or designee will discuss the findings and determination of an appropriate penalty with the student, if the student is available. In cases where the Dean of Students or designee determines that the allegations against the accused student are true but the only sanction assessed is a warning, the student may not request a hearing. For sanctions other than warnings, the Dean of Students or designee will give the student an opportunity to either accept or reject the Dean of Students' or designee's decision.
 2. If the student accepts the Dean of Students' or designee's decision, the student shall so indicate in writing and waive his or her rights to a hearing. The designee may then assess the disciplinary penalty.
 3. If the student does not accept the Dean of Students' or designee's decision, the Dean of Students or designee will initiate the hearing procedure.
 4. In cases of sexual misconduct, the complainant will have the same right to request a hearing or appeal a decision as the respondent. The complainant will be afforded the same rights as the respondent, including the ability to attend the hearing and present relevant information.

3.03 Disciplinary Penalties

1. **Sanctions:** Mitigating or aggravating factors in assessing the proper level of discipline may include, but not be limited to: the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university community; and the likelihood that the behavior will recur. The following penalties comprise the range of official university actions that may be taken when, based on the preponderance of the evidence, a student is determined to have engaged in prohibited conduct. These penalties are not exclusive and may be imposed with other sanctions.
 1. Warning: A written notice to the student that a violation of a published university policy has occurred and that the continuation of such conduct or actions could result in further disciplinary action.
 2. Restricted privileges: Denial or restriction of one or more university privileges granted to students. These may be, but are not limited to: parking privileges; dining facility privileges; visitation privileges; use of the recreational sports center; use of university computers, computer facilities, or systems; and participation in athletics or other extracurricular activities. Loss or restriction of privileges does not entitle a student to a refund of fees, paid or due.
 3. Special project: The requirement that the student complete a special project; for example, writing an essay or attending a special class or lecture.
 4. Restitution: Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.
 5. Cancellation of residence hall contract.
 6. Disciplinary probation: An indication that the student is not in good standing, and that his/her continued enrollment is conditioned upon adherence to published university policies. Probation automatically restricts the following privileges:

1. A student on disciplinary probation is ineligible to be elected or hold any executive office of any student organization recognized by Lamar University; and
 2. A student on disciplinary probation may not represent the university in any special or honorary role.
 7. Withholding an official transcript or degree.
 8. Cancellation of pre-registered courses, prohibition against readmission, or restriction from pre-registration.
 9. Denial or non-recognition of a degree.
 10. Loss of or ineligibility for a student grant or loan.
 11. Suspension: Separation from the university for a definite term during which the student shall not be permitted to earn university credit at Lamar University, be on university-owned property, participate in any university activity, or use any university service.
 12. Expulsion: Permanent separation from the university. A student who has been suspended or expelled from any Texas State University System institution shall be ineligible to enroll at any other system institution during the period of suspension or expulsion. The registrar of each institution is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. In addition to Lamar University, the Texas State University System includes Texas State University, Lamar State College - Port Arthur, Lamar State College - Orange, Lamar Institute of Technology, Sam Houston State University, Sul Ross State University, and Sul Ross State University Rio Grande College.
2. **Recording of Penalties:** The penalties provided in Subsections [3.03.1.8](#), [3.03.1.9](#), [3.03.1.11](#), and [3.03.1.12](#) can be noted on the student's permanent transcript. Any record of penalty, except for expulsion, not noted on the transcript shall be expunged no later than five years after the penalty is assessed.
 3. **Finality of Penalties:** No penalty shall take effect until disciplinary action becomes final. Disciplinary action becomes final when:
 1. during administrative disposition:
 1. upon acceptance by the student of the designee's decision if the only sanction is a warning; or
 2. upon notification to the student of the decision of the designee and the expiration of the time in which to file a notice of appeal to the Vice President for Student Engagement.
 2. in the event of a hearing:
 1. the sanction assessed is a warning or probation; or
 2. upon notification to the student of the decision of the hearing panel and the expiration of the time in which to file a notice of appeal to the Vice President for Student Engagement.
 3. in the event of review by the Vice President for Student Engagement:
 1. upon notification to the student of the decision of the Vice President for Student Engagement.

3.04 Interim Disciplinary Action

1. The President or Vice President for Student Engagement or their designee may take immediate interim disciplinary action, including suspension, pending a hearing, against a student for allegedly violating a university policy when the student's continuing presence constitutes:
 1. a danger to persons or property;
 2. or an ongoing threat of disrupting the academic process.
2. The university official involved shall notify the student of the interim disciplinary action by the most expeditious means available. Thereafter, the Dean of Students or designee may offer the student an opportunity to have an administrative review or to immediately initiate the hearing procedures provided in this code. If the latter option is chosen, a hearing shall be held no later than 12 class days after the temporary disciplinary action was taken. In the event that the interim disciplinary action includes suspension, the university official involved shall, as soon as possible, notify the President of Lamar University and the Vice Chancellor and General Counsel of the Texas State University System of such action.

3.05 Hearings

1. **Hearing Panel:** At the beginning of each fall semester, the Vice President for Student Engagement will appoint an at-large hearing panel composed of faculty, staff, and student members. Student members must be in good academic and disciplinary standing. The hearing panel shall be the Dean of Students, two student members, and a faculty and/or staff member, hereafter collectively referred to as the hearing panel. The panel shall be scheduled to serve based on availability and scheduling constraints. If two student members are not able or willing to hear a case, the Dean of Students or designee may appoint new members to the panel so that every

case may be heard within a reasonable time period. During hearings, new appointments, whether appointed for one hearing or the remainder of the current academic year, shall have all the qualifications, authority and responsibilities of a panel member appointed at the beginning of the fall semester. The Dean of Students or designees will serve as the hearing officer and shall preside over the disciplinary hearing.

2. **Students' Rights:** Each student who requests a hearing or who is given an interim disciplinary sanction shall be afforded:
 1. **Notice:** Written notification at least five class days before the hearing specifying:
 1. the university policy alleged to have been violated;
 2. a summary of the facts alleged to constitute the violation;
 3. the date, time, and location of the hearing;
 4. the names of expected witnesses;
 5. a description of other evidence that the designee will present at the hearing;
 6. notification if the designee intends to use legal counsel for other than advisory purposes as provided in [Subsection 3.05.2.3](#); and
 7. a statement that the student must provide a list of witnesses and a summary of their expected testimony to the Dean of Students or designee at least 48 hours before the hearing.
 2. **Hearing:** This is an opportunity for the respondent and complainant to attend the hearing and present relevant evidence. If the respondent or complainant fails to attend, the hearing may proceed. The student may present his or her own response to the charges and may produce either oral information or written affidavits of witnesses on his or her behalf.
 3. **Representative:** This is an opportunity for the student to have an advisor or counsel present at meetings with the designee during hearings. The student will provide the representative at his or her expense. The university is not obligated to arrange for or provide a representative. In addition, the student may also have parents or a legal guardian present.
 1. To the extent that the designee uses legal counsel for other than advisory purposes during the hearing, the student shall be afforded the same opportunity. The designee will notify the student of the designee's intent to use legal counsel when providing the notification described in [Subsection 3.05.2.1](#).
 2. The student's representative may not address the panel, question witnesses or the designee, or participate in the hearing except to offer advice and counsel to the student.
 4. **Challenge to Impartiality:** This is an opportunity for the student to challenge the impartiality of the hearing officer or a member of the hearing panel. This challenge must be made at any time before the introduction of information or other evidence. The person challenged will be the sole judge as to whether he or she can serve with fairness and objectivity. If the person challenged chooses not to serve and an alternate is not readily available, the designee may appoint a special replacement for that case.
3. **Notification of Evidence:** At least 48 hours before the hearing, the designee will provide the student/respondent and complainant with the names of witnesses, summaries of information, documents, and other evidence to be presented at the hearing.
4. **Burden of Proof:** The designee has the burden of going forward with the information on the violation by the preponderance of the evidence.
5. **Questioning Witnesses:** The designee, the student/respondent, the hearing officer, and members of the hearing panel may question witnesses regarding relevant matters.
6. **Recording:** The hearing, with the exception of the panel's deliberation, will be recorded. If the student/respondent, the complainant (if sexual misconduct), or the designee desires to appeal the panel's findings, a copy of the hearing recording and records presented at the hearing will be forwarded to the Vice President for Student Engagement. The student/respondent and/or complainant (if sexual misconduct) may request to listen to the recording prior to writing an appeal.
7. **Postponement:** The designee may postpone a hearing for good cause. A request for postponement must be filed with the Dean of Students at least 24 hours before the hearing.
8. **Hearing Officer:** The hearing officer will determine the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing.
9. **Attendance:** Upon the request of the student/respondent or the designee, or upon his or her own initiative, the hearing officer may issue a written request for a witness to appear and testify or to produce documents at a hearing. Requests shall be personally delivered, sent by certified mail, or sent from a TSUS email address to the witness' designated university email account or personal email account. Students who are requested to appear at hearings are expected to comply.
10. **Confidentiality:** During the hearing, only the members of the hearing panel, the designee and his/her counsel, the student/respondent and his/her advisor, the complainant (if sexual misconduct) and his/her advisor, the student's parents or legal guardians, and the witness currently testifying will be allowed in the hearing room.

After testifying, a witness may not remain in the hearing room. All persons present at the hearing shall treat matters discussed with confidence.

11. **Relevant Evidence:** Legal rules of evidence shall not apply to hearings. Any relevant information shall be admitted if it is credible and is the sort that reasonable people would rely upon in the conduct of their affairs.
12. **Not Compelled to Testify:** The respondent may not be compelled to speak against himself or herself.
13. **Procedural Rules:**
 1. The hearing officer will invite all parties entitled to be present into the hearing room.
 2. The hearing officer will read a statement of confidentiality.
 3. The hearing officer will state the university policy alleged to have been violated.
 4. The designee will present evidence of the student's violation of the policy.
 5. The student may present his/her own defense against the charges.
 6. The hearing officer and/or hearing panel may question the witness(es).
 7. Both parties may present rebuttal evidence.
 8. Both parties may present brief summations.
 9. The hearing officer will dismiss both parties and the hearing panel will deliberate and determine, by a majority vote, whether the respondent has violated a university policy. Deliberations are not recorded. If the panel finds that the student/respondent did violate a university policy, it will assess the penalty. The hearing officer shall report in writing the panel's findings and the penalty, if any, to be assessed.
 10. The hearing officer will send the panel's report to the VPSE, with copies to the student and to the designee. If the student is found to have violated a university policy, and if a disciplinary penalty has been assessed, the hearing officer will inform the student of his/her right to appeal to the VPSE.

4.0 Appeals

4.01 Vice President for Student Affairs (VPSE)

In cases in which the sanction assessed is a verbal or written warning or probation, the decision of the hearing officer or hearing panel is final. In cases in which the sanction assessed is beyond a warning or probation, either the student/respondent or complainant may appeal to the VPSE based on:

1. whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present information.
2. whether or not the sanctions levied were appropriate to the offense.
3. whether or not the finding was supported by the information.
4. whether or not new evidence is introduced that was not available at the time of the hearing.

An appeal is not a rehearing of the original case. The VPSE's review will focus on arguments addressing the basis, listed above, of the appeal.

4.02 Notice

Either party appealing to the VPSE must give written notice to the Dean of Students no later than five business days after the hearing officer or hearing panel's decision. All supporting documentation, when appropriate or requested, shall be filed with the VPSE no later than five business days after notice of appeal is given. Both parties, at the discretion of the VPSE, may submit oral or written statements to support their positions.

4.03 Action

Upon appeal, the VPSE will review the materials presented at the hearing and may require the parties to submit written material or oral statements. The VPSE shall respond to the appeal within ten business days after all the documentation is received and all testimony is reviewed. The VPSE may postpone a decision for good cause.

1. If the student is required to appear in person before the VPSE, the student may have a representative present as provided in [Subsection 3.05.2.3](#).
2. The VPSE may approve, reject, or modify the decision of the hearing panel or may require that the committee reopen the hearing to hear additional evidence or to reconsider the decision.
3. The VPSE will inform the student/respondent, complainant (if sexual misconduct), and the hearing officer of his/her decision in writing. The VPSE's decision is final except for the discretionary review described below. The

Dean of Students will prepare the decision of the appeal by the VPSE and send to the student/respondent and complainant (if sexual misconduct).

4.04 Discretionary Review

The VPSE, the President, or the Board of Regents may, on their initiative, review any disciplinary case, and upon such review may approve, reject, or modify the lower decision, or may remand the decision to the hearing officer or hearing panel for presentation of additional evidence and reconsideration of the decision.

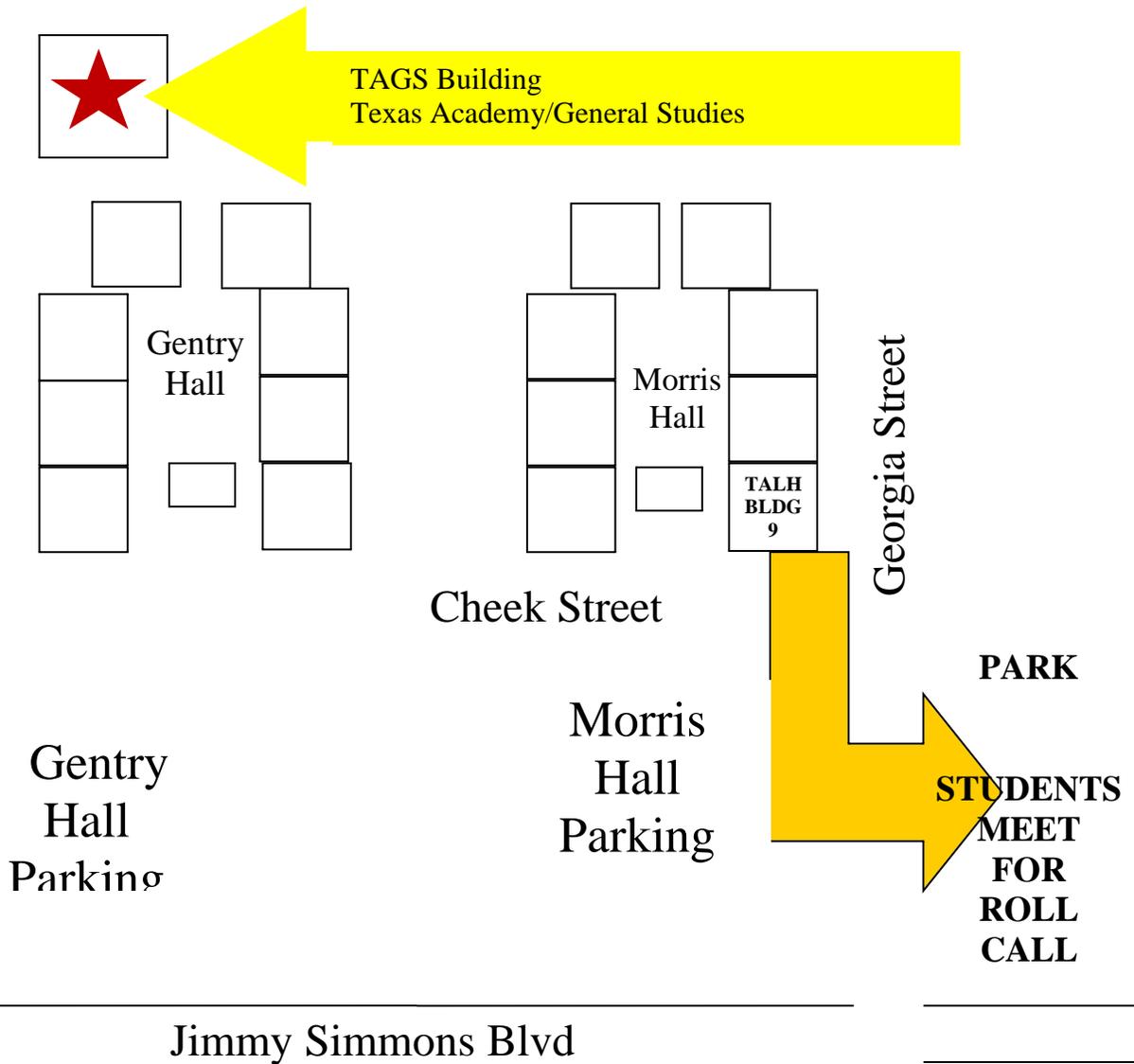
APPENDIX

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**MORRIS HALL
Fire Evacuation Procedure**

In Case of Fire call LU Police at (409) 880-8311

1. Feel the door for heat. If there is not heat, place a damp towel across your nose and mouth.
2. Close your bedroom and hallway door.
3. Evacuate the door quickly and calmly.
4. Use the stairs only.
5. Exit the building through the fire gates located on the Cheek Street entrance.
6. Proceed across Georgia Street to the small park and stand with the TALH students.
7. Your TALH RA will take roll. If a student is missing, inform the CL.
8. DO NOT REENTER the building until the fire or police departments give the all clear.
9. If the door is hot, soak a towel and place it against the bottom of your door. Go to the bedroom and open your blinds to signal for help. DO NOT OPEN THE WINDOW. If you are on the first floor and are trapped, exit your room from the window and proceed to the roll call point.



**The Constitution of the Texas Academy of Leadership in the Humanities
(rev. Spring 2004)**

Article One: The Cabinet

The cabinet is a body composed of four members: the President, Vice-President, Secretary, and Treasurer. The President and Vice-President must be second year students while the Secretary and Treasurer positions are open to all. The cabinet shall request a faculty/staff advisor each year from academy administrators. All cabinet positions shall serve for one year unless removed as described below by Article Four. Duties of the positions are as follows:

A. The President

1. To serve as a figurehead to represent the academy at all necessary functions;
2. To preside over the weekly meetings and to keep the student body updated on decisions and activities;
3. To deliver a copy of successful senate and cabinet proposals to the Director, communicating their necessity and purpose;
4. To communicate to the governing body the acceptance or reasons for rejection of proposals;
5. To ensure that all accepted proposals are carried out.

The President is allowed to submit proposals to the senate; however, the President will have no vote nor apply any given political powers to pass a proposal.

B. The Vice-President

1. To serve as the senate chair and to fulfill the duties stated in Article Two;
2. To serve as an advisor to the President.

C. The Secretary

1. To produce accurate minutes for all weekly and cabinet meetings;
2. To serve as an advisor to the President.

D. The Treasurer

1. To work directly with the senate to allocate funds and plan fundraisers;
2. To maintain and provide an accurate record of funds and expenditures;
3. To establish and head fundraising committees for student government;
4. To serve as an advisor to the President.

Article Two: The Senate

The senate is a body composed of six senators; three first-year representatives elected by first-year students, and three second-year representatives elected by second-year students. The senate will choose a staff advisor from among academy staff. Each senate position will be for a term of one year, unless removed under Article Four. All senators will be in equal standing and will conduct meetings according to *Robert's Rules* (modified is acceptable). All proposals must pass the senate with a majority vote. The senate duties are as follows:

1. To prepare paperwork for proposals to the administration;
2. To assist committees for special events; and
3. To represent the student body and its concerns.

The Vice-President shall serve as the senate chair and shall be responsible for the following senate duties:

1. To mediate discussion;
2. The Vice-President is allowed to submit proposals to the senate, but the Vice-President will have no vote; and
3. Should the need for a tie-breaking vote within the senate arise, it shall be delegated to the Vice-President.

Article Three: The Elections

Students are eligible to run for the TALH student government provided they (1) have a 3.0 semester GPA (or satisfactory progress reports for first semester candidates), (2) have not committed any major behavior violations as determined by the Director, and (3) are verifiably active in a current service project. Students running for office must submit their intention to run for office one week before the candidates of that particular office will be announced. The Presidential elections will be held within the last 30 calendar days of the academic year with the Vice-Presidential election occurring one week after the election of President. Cabinet (Secretary and Treasurer) elections will be held within the first 30 calendar days of the subsequent academic year, with senate elections held the following week.

At least one week before Election Day, candidates will submit speeches of 1-3 minutes to be approved by administration. Speeches may not contain derogatory or other improper content. Candidates will deliver speeches immediately prior to elections. Ballots will be collected by the Administrative Associate Senior (or an administrator appointed by the Director) and counted in the presence of 2 TALH students.

In the event that a student does not arrive before speeches have begun, the student forfeits the right to run or vote in that election. Mitigating circumstances may warrant a late speech or vote, with permission of the TALH Director. In the event of a tie, the candidates who earn the most votes will continue the procedure in run-off elections(s) to be held as soon as possible, decided by the Director. If a candidate does not win in one election, he/she may run for a position in the election held the following week. Senate elections will follow the same procedure as above.

No one may hold more than one student government position at any given time except the Vice-President who may become Acting President during a mid-year election due to a vacated post.

Article Four: Resignations and Vacated Positions

Any officer who fails to maintain the established standards of election or is found responsible of being derelict in his/her duties (missing meetings, failure to cooperate, discourteous behavior) or of committing Level III or IV violations shall be referred for review. Any TALH administrator may request or require a resignation when deemed necessary. Any position which is vacated for any reason will be filled within two community meetings by the aforementioned election process. Should the President vacate his/her position, the Vice-President shall assume his/her duties for the interim.

Article Five: Amendments

Amendments to the Constitution may be proposed by the senate or by a cabinet member. Then the amendment must pass the senate by a majority vote. It must then be approved by a two-thirds majority vote of the student body, upon which time it shall be reviewed by the Director. The Director will communicate the acceptance or rejection of the amendment to the President who will then communicate the same to the student body.

Article Six: The Final Authority of the Director of the Academy

The Director of the Texas Academy retains the final rights to abrogate any proposal or amendment which student government has successfully passed.

Lamar University

Components of the General Education Core Curriculum¹

Communication - three semester hours: ENGL 1301 and three semester hours from COMM 1315, COMM 1321, DSDE 1371, FREN 1311, SPAN 1311

Mathematics - three semester hours from MATH 1314, MATH 1316, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 1414, MATH 2311, MATH 2312, MATH 2413, MATH 2414

Life and Physical Sciences – six semester hours from BIOL 1308, BIOL 1315, BIOL 1406, BIOL 1407, BIOL 2306, BIOL 2401, BIOL 2402, CHEM 1306, CHEM 1308, CHEM 1311, CHEM 1312, GEOL 1390, GEOL 1403, GEOL 1404, PHYS 1305, PHYS 1307, PHYS 1311, PHYS 1401, PHYS 1402, PHYS 1405, PHYS 1407, PHYS 1411, PHYS 2425, PHYS 2426, SPSC 1301, SPSC 1401

Language, Philosophy and Culture – three semester hours from ENGL 2300, ENGL 2310, ENGL 2320, ENGL 2322, ENGL 2326, ENGL 2331, ENGL 2371, ENGL 2376, PHIL 1370, PHIL 2306

Creative Arts – three semester hours from ARTS 1301, ARTS 1303, COMM 1375, DANC 2304, MUSI 1306, MUSI 1310, PHIL 1330, THEA 1310

American History – six semester hours from HIST 1301, HIST 1302, HIST 2301

Government/Political Science – six semester hours from POLS 2301, POLS 2302

Social and Behavioral Sciences – three semester hours from ECON 1301, ECON 2301, ECON 2302, INEN 2373, PSYC 2301, SOCI 1301

Additionally, students must complete one of the three following component area options:

Component Area Option I – three semester hours from ENGL 1302, ENGL 1374, two semester hour lab sciences from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1405, PHYS 1407, PHYS 1411, PHYS 2425, PHYS 2426, SPSC 1401 and one semester hour flex course from MATH 1414, MATH 2413, MATH 2414, LIBR 1101, HNRS 2160, LMAR 1101

Component Area Option II – three semester hours from ENGL 1302 and three semester hours from MATH 1316, MATH 1325, MATH 1342, MATH 1350, MATH 1414, MATH 2305, MATH 2310, MATH 2312, MATH 2413, MATH 2414, MATH 3370, BUAL 2310, INEN 2301, PSYC 2317

Component Area Option III - three semester hours from MATH 1316, MATH 1325, MATH 1342, MATH 1350, MATH 1414, MATH 2305, MATH 2310, MATH 2312, MATH 2413, MATH 2414, MATH 3370, BUAL 2310, INEN 2301, PSYC 2317, two semester hour lab sciences from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1405, PHYS 1407, PHYS 1411, PHYS 2425, PHYS 2426, SPSC 1401 and one semester hour flex course from MATH 1414, MATH 2413, MATH 2414, LIBR 1101, HNRS 2160, LMAR 1101

Notes:

1. Students should consult their major advisor for recommended or required core courses and prerequisite courses, including Texas Success Initiative requirements.

2. Business majors must complete ECON 2301 and 2302 to satisfy degree requirements.

Concealed Handgun Policy

I. Statement of Purpose:

Lamar University, a component of the Texas State University System, hereby establishes the Concealed Handgun Policy pursuant to Senate Bill 11 (also known as “Campus Carry”) [84th Texas Legislature].

II. Scope:

This policy applies to all students, employees, and visitors licensed to carry a handgun under Texas law on the Lamar University campus or premises.

III. Definitions

- About the Person: A license holder may carry a handgun in a manner such that it must be close enough to the license holder that he or she can grasp it without materially changing position.
- Athletic Event: An athletic event taking place between or among different high school, collegiate, and professional teams or university-sponsored sporting clubs.
- Board of Regents: The ten member Board of Regents for The Texas State University System.
- Campus: All land and buildings owned or leased by Lamar University [Texas Government Code §411.2031(a)(1)]
- Concealed Handgun: A handgun, the presence of which is not openly discernible to the ordinary observation of a reasonable person.
- Handgun: Any firearm designed, made, or adapted to be fired with one hand. [Texas Penal Code, § 46.01]
- License Holder: A person licensed to carry a handgun under Texas law. [Texas Government Code, Ch. 411, Subchapter H]
- Premises: A building or portion of a building owned or leased by Lamar University. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. [Texas Penal Code §46.035(f)(3)]
- Texas Academy of Leadership in the Humanities: A residential honors program on the campus of Lamar University for gifted and talented Texas high-school aged students.

IV. Policy Statement:

Lamar University is committed to maintaining a welcoming and safe educational environment for students, employees, and visitors and adopts this policy in compliance with Senate Bill 11 (84th Texas Legislature) which authorizes license holders to possess concealed handguns on university campuses or premises.

Effective August 1, 2016, a license holder may carry a concealed handgun on or about the license holder’s person while on Lamar University’s campus, except in areas specifically restricted by this policy and law. ***The “open carry” of handguns on Lamar University’s campus or premises is against the law.***

V. Places and Events Where Concealed Handguns Are Prohibited (Gun-Free Zones):

Lamar University prohibits students, employees, visitors and guests from carrying concealed handguns on the following premises and at the following events:

1. Cardinal Village residence hall rooms housing students enrolled in the Texas Academy for Leadership in the Humanities (currently in Morris Hall), and related Academy offices and meeting rooms located in Cardinal Village and the Center for College Readiness Building. License holders who reside in other Cardinal Village Residence Halls, including non-Academy students residing in Morris Hall rooms, are allowed to possess concealed handguns; however, a gun safe, approved by Lamar University Police Department, must be provided by the resident in rooms leased to and occupied by those licensed to carry a handgun. If the handgun is not on or about the person, it must be stored in the gun safe.

2. University-designated health and mental health counseling facilities to include the Lamar University Student Health Center and the Psychology Department Counseling Clinic.
3. University-designated disciplinary/personnel facilities to include the Student Disciplinary Hearing Office and Employee Hearing Office.
4. Lamar University premises associated with high school, collegiate, professional, and interscholastic events.
5. Lamar University premises associated with governmental meetings, as well as the Lamar University's Police Department.
6. At the discretion of the President, other Lamar University premises associated with temporary events involving safety considerations (e.g., election sites) and/or areas in which federal or state law, licensing or contract requirements prohibit the carry of handguns.

VI. Notice:

Oral or written notice must be given as to where license holders may not carry a concealed handgun. Notice that is given on a card or document must contain the following language:

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Alternatively, notice may be posted on a sign at the entrance of an area in which the carrying of a concealed handgun is forbidden ("gun-free zone"). The sign must conform to the requirements of the *Penal Code*, in format and content, as follows:

1.
 1. Include the above italicized language in both English and Spanish;
 2. Use contrasting colors, block letters, at least 1 inch in height; and
 3. Be displayed in a conspicuous manner clearly visible to the public.

VII. Enforcement:

A license holder commits a criminal offense if the licensee carries a partially or wholly visible handgun, regardless of whether the handgun is holstered, on or about the licensee's person, and intentionally or knowingly displays the handgun in plain view of another person:

1.
 1. On the campus or premises of Lamar University
 2. On any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of Lamar University

Any individual who observes violations of this policy should report the matter to the Lamar University Police (or call 409-880-8311). Violation of this policy may result in one or more of the following:

1.
 1. Individuals (including students, employees, or visitors) may be excluded from Lamar's campus and premises.
 2. Individuals (including students, employees, or visitors) may be referred to law enforcement for arrest and prosecution.
 3. Students may be subject to discipline up to and including expulsion.
 4. Employees may be subject to discipline up to and including termination.

VIII. Amendment:

In accordance with SB 11, the President or officer may amend the provisions of this policy as necessary for campus safety. Such amendment shall be subject to review by the Board of Regents in accordance with the Texas State University System Rules and Regulations.

IX. Effective Date:

This policy is effective August 1, 2016.

X. Responsible Parties:

- Office of the President
- Lamar University Police

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Texas Academy of Leadership in the Humanities Weekend Travel Request

All students are required to be in the residence hall Sunday through Thursday night from 11:00 p.m. until 6:00 a.m., but TALH permits students to leave the campus for weekend travel with sufficient prior notice and signature on file from a parental/guardian.

TALH considers student safety a critical responsibility and strictly enforces its weekend travel policy. Parental cooperation is crucial to support this goal. **This form or an email containing the equivalent information must be submitted to the Student Services Coordinator no later than 4:00 p.m. Wednesday afternoon prior to the requested absence.** This form must be submitted to the Student Services Coordinator, Mr. Bruce Hodge via email (bruce.hodge@lamar.edu) from a registered parent or guardian email address. If your email address changes, please contact Mrs. Colichia at (409) 880-2377. TALH will email a confirmation of your child's weekend travel plans by Thursday afternoon. You do not need to call to confirm your child's travel plans. If you have not received a confirmation email by Friday morning, or if you receive a confirmation email you did not expect, please call (409-839-2993) or email Mr. Hodge. A final travel report identifying students leaving campus is prepared for the TALH administration by Friday morning. All department students must sign out on the weekend travel sheet in Mr. Hodge's office.

NOTE: This form is not required for CLOSED WEEKENDS, SEMESTER BREAKS, or SPRING BREAK.

I hereby grant permission for my child, _____
(please print first and last name)

to travel for the weekend. The date of departure is _____
(month/day/year)

The date of return is _____
(month/day/year)

Parent/Guardian Signature

Daytime Phone Number

Evening or Cell Phone Number

NOTE: In the event of a change of plans, the student must notify a TALH administrator and the CA and abide by all rules and regulations.

Destination of my child:

Responsible Party

Address

City, State, Zip

Telephone Number

DEADLINE: 4:00 p.m. Wednesday
NO EXCEPTIONS, PLEASE

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AGREEMENT TO ABIDE BY POLICIES 2019-2020

Texas Academy of Leadership in the Humanities ★ Lamar University

This is to certify that we have received a copy of the *TALH Student Handbook, 2019-2020*. We have carefully read, fully understand, and agree to abide by the policies and procedures outlined in the handbook. In addition, we agree to abide by the policies and procedures outlined in the Cardinal Village Lease, the Lamar University Code of Student Conduct, and the *Lamar University Student Handbook*. We understand that policies may be subject to changes throughout the year and that it is our responsibility to be aware of the printed updates supplied to us.

We are aware that students may be dismissed if they fail to meet the required academic standards as determined by the Director of TALH. We are aware that students may be dismissed if they violate a major policy or repeatedly violate minor policies as determined by the Director of TALH.

We understand that students are accepted into the TALH program for one academic year only. We understand that, at the end of the first year, the TALH administration will review the academic and disciplinary record of each student and decide whether or not to re-admit the student for a second academic year.

Student Name (please print): _____

Student Signature: _____

Parent/Legal Guardian Name (please print): _____

Parent/Legal Guardian Signature: _____

Date: _____

PLEASE SIGN AND RETURN TO:

CINDY COLICHIA

TALH

P. O. BOX 10062

BEAUMONT, TX 77710

Or email to: cindy.colichia@lamar.edu