STUDENT RIGHTS & RESPONSIBILITIES
2001 - 2002

WELCOME
Dear Student:

The faculty and staff of Amarillo College welcome you! We are proud that you have given us the opportunity to serve your educational needs. This Student Rights and Responsibilities bulletin provides important information that we hope will make your college experience sound and gratifying.

Contained within the following pages are those major policies and regulations which directly affect the students at Amarillo College. It is very important that you take the time to familiarize yourself with the information since it deals with your “rights” and your “responsibilities” as an AC student.

In this bulletin we have tried to present the information in a concise format. If after your personal review of this material, you have questions regarding student-related policies, please contact personnel in the Student Services Office in Room 206 of the College Union Building. Also, your advisor or counselor will attempt to assist you with any problems you may encounter in regard to understanding these policies and regulations.

In closing, I would like to again welcome you to Amarillo College and assure you that we are all interested in your growth and educational progress. Please let us know if we can assist you in any way as you continue your journey down this wonderful pathway of higher education.

Sincerely,

J. R. Couser
Dean of Student Services

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GENERAL INFORMATION

Mission
   Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area.

Goals
I. Maximize student access
II. Guide students toward educational success
III. Provide quality general education
IV. Provide quality transfer education
V. Provide quality technical education
VI. Provide quality workforce development opportunities
VII. Promote employee professional growth and equity
VIII. Manage institutional resources effectively and efficiently
IX. Develop alternative resources for the institution  
X. Serve as a community enrichment resource  

**Accreditation**  
Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; (404)679-4501) to award associate of arts degrees, associate of science degrees, associate of applied science degrees, and certificates of completion.

**Equal Opportunity Policy**  
Amarillo College is an equal opportunity Community College. It is the policy of Amarillo College not to discriminate on the basis of sex, disability, race, color, age, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Age Discrimination Act of 1978. Amarillo College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Director of Personnel Services, Amarillo College, P. O. Box 447, Amarillo, Texas 79178.

**Confidentiality and Access To Students’ Records (FERPA)**  
The Family Educational Rights and Privacy Act of 1974 was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.  
Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Dean of Student Services Office. This office also maintains a Directory of Education Records which lists all education records maintained on students by the institution.  
Questions concerning the Family Educational Rights and Privacy Act may be referred to the Student Services Office, located in Room 206 of the College Union Building.

Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student’s knowledge and consent, or where required by law.  
Directory information within a student’s record which may be released upon request at the discretion of the College includes a student’s name, address, telephone number, dates of attendance, major field of study, degrees, certificates, and awards received. If a student does not wish for this public information to be released, he/she is responsible for notifying the Registrar’s Office, located in the Student Service Center, in writing by the 12th class day each regular semesters and by the 4th class day the summer term.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA by contacting:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Changes in Student Information**  
Students are responsible for keeping the College informed of changes in their current address, name, or other pertinent information. All changes should be presented in writing to the Assistance Center, located in the Student Service Center on the Washington Street Campus, or to the Student Services Counter at the West, Moore County and ATC campuses. A change of address may affect the student’s residency status, thus affecting a student’s tuition rate. Any communication mailed to the address on record is considered to have been properly delivered to the student.

**Financial Obligations to the College**  
Students incurring financial obligations to the College as a result of unpaid loans, insufficient checks, unpaid parking/library fines, or other obligations may have administrative or disciplinary action taken against them by the College, such as withholding transcripts, or denial of re-enrollment until the debt is paid or the check is redeemed.

**Identification Cards**  
I. D. cards are available to all Amarillo College students for a materials charge of $2.00. The I.D. cards will have their student number printed on the front along with a bar code of their Social Security number.  
Students are requested to retain their I.D. for their entire time of continuous enrollment at Amarillo
College, and to use their I.D. card when using campus services. Replacement for lost or destroyed I.D. cards is $2.00 per card.

**New Student Orientation**

Amarillo College provides a New Student Orientation program to promote student success. The orientation is required for all new-to-college students who take eight or more hours, or who will reach the eight (or more) hour status in a given semester. Orientation is open to all interested students. Reservations for New Student Orientation may be made by calling the Student Activities Office, 371-5303, Amarillo Technical Center Student Services, 335-4214, or Moore County Campus, 934-7220.

**Representation: Student Government Association**

The Student Government Association (SGA) is a group of AC students who are elected by fellow students to represent the student body in all matters to the Board of Regents, the administration and the faculty, and to develop student programming to enhance the learning atmosphere. Through involvement in SGA, students have the opportunity to learn and develop in a creative, intellectual, cultural, and social setting. The SGA makes recommendations regarding student interests and policies through the Director of Student Activities and the Dean of Student Services.

Membership is composed of returning Student Government Association members as well as 30 representatives elected by the student body in the fall and 9 Campus Council representatives. The Association elects its own officers each spring. Students may call upon the elected representatives to voice their concerns or ideas at any time. Inquiries may be made in the Student Government Office, located in the Basement of the College Union Building.

**Services for Students with Disabilities**

Accessibility Services provides and coordinates services for Amarillo College students who have documented disabilities. The primary purpose of these services is to ensure equal access for participation in academic programs and activities. Accessibility Services offers academic support and advising, professional tutoring, arrangements for placement test and class test administration, assistance with obtaining recorded books and materials from Recording for the Blind and Dyslexic, coordination of interpreters, activities with college academic and service areas and with state disability-related agencies. Accessibility Services does not provide diagnostic tests or evaluation, personal care aides, or a specific learning-disability program.

Amarillo College students must apply for services with the Coordinator of ACCESSIBILITY Services. Students must provide a copy of documentation for each disability for which the coordinator is expected to provide services. Services provided will be based on need and appropriateness for each individual. To allow time to provide the coordination of services, new students must apply for services at least 30 days prior to the beginning of the semester of enrollment. For continuing students, the deadline is two weeks. Services will not begin until proper documentation is received and processed. However, applications will continue to be processed after the deadline. Students with temporary disabilities may also qualify for services.

The Office of Disability Services is located in the Student Service Center, Room 125, telephone 371-5436. Deaf students may contact the Coordinator by calling TDD 371-5997.

**Voter Registration**

Amarillo College encourages good citizenship practices for students. A voter registration card may be obtained from the Student Services Office, CUB 206.

**Police Department**

Amarillo College strives to maintain a safe and secure environment in which to work and study. Amarillo College Police Department Officers are the emergency medical response unit on campus and are peace officers with the power of arrest.

Amarillo College complies with the Student Right to Know and Campus Security Act (see information included in this section).

Amarillo College understands the concerns of parents and students and accepts the responsibility to employ security measures and implement policies to ensure that all students at the College are as safe as possible from any threat to their safety or well-being.

**Police Department Services**

- Enforcement of laws and college policies, rules, and regulations.
- First responders in the event of accident or illness providing minor first aid and arranging additional care as appropriate.
- Timely notification to the campus community and the general public of crimes or situations of a violent
or threatening nature which may cause danger to students or employees.

- Safety lighting inside buildings and on the grounds.
- Security and access to campus facilities.
- Motorist assists
- Security escorts
- Lost and found
- Information
- Daily log of reported crimes

**Reporting Crimes and Emergencies**

24-Hour Phone Number: 371-5163 (for all Amarillo campuses)

**Location:**
- Washington Street Campus, Durrett Hall, Room 111-A
- Amarillo Technical Center, Administration Building, Room 1
- Moore County Campus: 911 (non-emergency, call 934-7220)

The Amarillo College Police Department encourages the prompt and accurate reporting of all crimes and emergency situations. Crimes or emergency situations occurring on any of the Amarillo campuses or at off-campus events sponsored by the college should be reported to the Amarillo College Police Department as noted above. AC Police Officers will respond to the crime or emergency, conduct an investigation, and file appropriate reports. At the Moore County Campus, Dumas Police Department officers will respond to the situation, conduct an investigation, and send a copy of the report to the AC Police Department.

**Safety Tips**

- Become familiar with the campus, especially the areas you frequent.
- Avoid walking alone, particularly after dark. Ask for a security escort by calling extension 5163.
- Avoid short cuts if they are not the safest routes.
- Be aware of your surroundings.
- Avoid deserted areas.
- Have a “game plan” as to how you would defend yourself.
- Walk with confidence and determination.
- Dress for mobility.
- Carry personal belongings in a backpack or similar container that enables your arms and hands to be free.
- Do not get close to a vehicle which stops near you.
- Visually inspect the interior of your vehicle before entering.
- Lock your doors immediately when you enter your car.
- Alter your route of travel so that it is not predictable.
- Never pick up hitchhikers.
- Register, engrave, mark or photograph your valuables.
- Never leave your personal property unsecured or unattended.
- Be aware of suspicious persons or activities. Report suspicious behavior to college personnel or to the AC Police Department, or the Moore County Campus Offices at the numbers above.

**Safety on Dates**

- Avoid the use of mind-altering chemicals and alcohol.
- End the date immediately if the person you are with becomes drunk, uses illegal drugs, or mistreats you.
- Be firm and definite when you say, “No!”
- Call someone to get you. Do not accept a ride from someone you do not know.

**Campus Security Act**

In order to comply with the Campus Security Act, Amarillo College makes the following information available to students regarding the incidence of certain crimes on campus.

In keeping with the legislation, Amarillo College’s Police Department has been given the responsibility of assisting victims of both violent and nonviolent sexual crimes on campus. Victim’s assistance in the form of counseling, medical referral, and legal assistance can be obtained through the Police Department. Any form of unwanted sexual activity should be reported to the Police Department or the Dean of Student Services Office. Further information on sexual crime on campus is available from the Police Department, the Dean of Student Services Office, and the Registrar’s Office.

**Reportable Criminal Offense Statistics**

Criminal offense statistics for AC may be obtained at
ACADEMIC INFORMATION

Student Responsibility
Students are responsible for knowing and understanding Amarillo College’s requirements relating to registration and academic standards. Students are encouraged to meet regularly with their academic advisors and to contact the Registrar’s Office with questions about academic procedures, policy, or regulations.

Academic Grievances
A student who has a grievance concerning a course in which he or she is enrolled should make an appeal in the following order to the:
1. Instructor
2. Department chair
3. Division chair
4. Vice President/Dean of Instruction
5. College President

Semester Load
The minimum semester load for full-time status in a fall semester, spring semester, or summer term is 12 credit hours. Students who wish to enroll in more than 18 hours must have advisor approval.

Adding a Course
To add a course, students must consult with their academic advisor. A course may only be added with advisor approval. If additional tuition and fees are required, payment should be made at the WSC Assistance Center or the Student Services Counter at the other campuses. No add transaction is official until the signed forms are submitted and applicable tuition and fees are paid.

Dropping a Course
A grade of “W” will be given for student-initiated drops or withdrawals which are submitted on or before the last day to drop in any given semester.
A student may not drop to a lower class level (excluding modified physical education classes) after published deadlines. See the Class Schedule or check with the Advising and Counseling Center, your academic advisor, or the Assistance Center.

It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of “F” in the course. The student may obtain a withdrawal form from his academic advisor, the Advising and Counseling Center, or the Assistance Center.
No drop or withdrawal will be completed by telephone. No drop or withdrawal is official until the signed forms are submitted.

Changing from Credit to Audit Status
Students who are enrolled for credit may change to audit status no later than the withdrawal deadline for each semester or term. Permission of the instructor is required. The election to change to audit status will be irreversible. No credit will be awarded and a grade of “AU” (audit) will be assigned.

Withdrawing from the College
Students who wish to withdraw from all courses must contact the Advising and Counseling Center, located in the Student Service Center, or a counselor at the West, Moore County or ATC campus.

Tuition/Fee Refunds
If a class does not materialize and is canceled by the College, 100 percent of all tuition and fees charged for the class will be refunded. Students who officially withdraw from Amarillo College prior to the first day of classes will be refunded 100 percent of their mandatory tuition and fees less a $15 matriculation fee. Students who officially withdraw from Amarillo College after the first class day will have their tuition and mandatory fees refunded on a prorated basis according to the refund schedule found in the Amarillo College Class Schedule.

Attendance Policy
Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with the requirements of the course as established by the instructor. Students will not be withdrawn from a class by the instructor for lack of attendance. However, the letter grade assigned may
reflect poor attendance.

**Religious Holy Days**

In accordance with Texas Education Code 51.911, Amarillo College shall allow an excused absence to students for the observance of a “Religious Holy Day”* if the following criteria are met:

1. Each instructor of each class the student has scheduled on the date of the religious holy day(s) to be observed is notified in writing with personal delivery by the student, and receipt of the notification acknowledged and dated by the instructor; or by certified mail, return receipt requested, addressed to the instructor of each class from which the student will be absent on said date for observance of a religious holy day(s); and

2. The written notification is delivered as described above, not later than the 15th day after the first day of the semester during which the religious holy day(s) is to be observed.

*”Religious Days” means a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code of the State of Texas.

**Grading Practices and Reports**

Faculty members must inform their students in writing at the start of the semester of the following:

1. The grading policy.

2. The procedure for determining grades and course averages.

3. The attendance policy.

A student may request current grade information at any time from his/her instructors. Students’ semester grades in all courses are filed in the Registrar’s Office; these are the official records of the College. A final grade will be reported at the close of each semester. A grade once earned and recorded cannot be removed. If a student repeats a course, however, the last grade earned is the one counted toward fulfillment of degree requirements. For further information regarding Amarillo College grading practices and reports, refer to the Amarillo College General Catalog.

**Academic Probation**

**Placement on Academic Probation**

A student whose semester grade-point average falls below a 2.0 at Amarillo College will be placed on academic probation.

**Conditions While on Academic Probation**

�� A student on probation is required to meet with an academic advisor or counselor to review his or her academic progress or attend a one hour probation seminar, AChoice.

�� A student receiving Veteran’s Administration benefits who fails to maintain a 2.0 cumulative grade point average after earning 31 credit hours, or is placed on academic suspension, will be reported to the VA as making unsatisfactory progress.

**Removal from Academic Probation**

A student will be removed from academic probation when a 2.0 grade-point average or better has been earned on all work attempted at Amarillo College during the semester that the student is on probation.

**Academic Suspension**

**Placement on Academic Suspension**

�� A student on probation who fails to bring his/her semester grade-point average up to a minimum of 2.0 will be suspended through the next regular semester.

�� In extenuating circumstances, a student who is on suspension from Amarillo College or any other college may petition the Dean of Instruction to be reinstated. Such enrollment will be contingent upon the student’s participation in the Suspension-Waiver Program.

**Removal from Academic Suspension**

Academic suspension is effective for at least one regular semester. After the suspension period, the student is eligible for readmission to Amarillo College on academic probation.

**Graduation**

A complete description of graduation requirements are stated in the College Catalog. Briefly, the requirements are as follows:

1. Completion of degree or certificate requirements with a 2.0 grade point average.

2. Discharge of all financial obligations to the College.
3. Graduation application completed according to specific dates listed in the College catalog.
4. Meeting all TASP requirements.

**Graduation Rates**
Graduation/Completion and Transfer-out Rates for Amarillo College are available on the College web site at www.actx.edu/grs.htm or a printed copy may be obtained by calling 806/371-5300.

**Commencement**
Graduation exercises are held annually in May to honor students who successfully complete a program of study. All graduating students are encouraged to participate. Academic attire will be worn.

**STUDENT CONDUCT AND RESPONSIBILITIES**

**Student Code of Conduct**
Amarillo College expects a high standard of conduct from its students. Students are expected to comply with the law, respect proper constitutional authority, and obey College policies, rules and regulations. Unacceptable conduct is defined as an action or behavior that is contrary to the best interest of a fellow student or students, the faculty or staff, the College, or the teaching/learning process. Policies, standards, rules, and regulations apply to students attending College activities whether the activity takes place on or off campus. Students failing to perform according to established standards may be subject to disciplinary action.

Each student shall be responsible for becoming knowledgeable of the contents and provisions of College policies, rules, and regulations concerning student conduct. In some cases, individual programs may have approved policies for student conduct which also apply to student conduct in those programs.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.
   “Cheating on a test” shall include:
   a. Copying from another student’s test paper.
   b. Using test materials not authorized by the person administering the test.
   c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
   d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
   e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
   f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
   g. Bribing another person to obtain an unadministered test or information about an unadministered test.

   “Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

   “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

2. Violations of the penal Statutes of Texas, or of the United States, occurring on College property or in connection with College-sponsored activities may also constitute violations of the College’s rules and regulations when such violations affect the educational process and goals of the College.

3. Obstruction or disruption of any authorized College operation or activity. Disorderly conduct shall include any verbal or physical abuse, intimidation, or the subjection of another person to inappropriate, abusive, threatening, or demeaning actions.

4. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

5. The illegal use, possession, transmissions, and/or sale of drugs or narcotics, as those terms are defined by the Texas Controlled Substances Act.


7. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate disciplinary action.
8. Failure to comply with a directive from a College administrator, faculty member, or Police Officer.
9. Falsification of admission forms or alteration of student records.
10. Unauthorized solicitation.
11. Using tobacco or tobacco products inside any College building.
12. Possession of firearms or any type of weapon unless special authorization has been approved by the administration.
13. Holding rallies, demonstrations, or any other form of public gathering without prior approval of the Dean of Student Services Office, or conducting an activity that causes College officials to interrupt their scheduled duties to intervene, supervise, or observe activities in the interest of maintaining order.
14. Exhibiting behavior that gives reasonable cause to question, in the opinion of the College, whether the student is able to satisfactorily function in institutional programs or institutional activities in which the student is engaged.
15. Interference with teaching, research, administration, or the College’s subsidiary responsibilities through “disorderly conduct” or disruptive behavior.”
16. Failure to pay a debt to the College or writing an “insufficient funds” check to the College.
17. Disorderly conduct which shall include any verbal or physical abuse, intimidation or the subjection of another person to inappropriate, abusive, threatening or demeaning actions on property owned or controlled by the College or at College-sponsored functions. Students who behave in a disorderly fashion may be required to leave the premises, withdraw from a club or organization, or withdraw from the College.
18. Dressing in a manner which does not observe health and safety regulations and appropriateness to a learning environment. Students shall be informed of special dress requirements for any particular course or program. Students failing to comply with such requirements may be subject to disciplinary action. In cases where a student’s dress or hygiene interferes with learning, the appropriate College official shall conduct initial counseling with the student.
19. Damaging or destroying College property.
20. Sexual assault or harassment which includes any unwanted sexual advances or contact. Violation of such may result in disciplinary action as well as prosecution under state, federal, or local laws.
21. Unauthorized access, reconfiguration, modification, copying or misuse of College or other students’ computer files, including inappropriate use of e-mail, data or software. Violation may lead to disciplinary action.

**Student Conduct/Disciplinary Procedures**

Any student violating the student conduct policy shall be subject to disciplinary action, including suspension, in accordance with College policy. The principles of due process apply in all student conduct disciplinary cases at Amarillo College. These procedures have been instituted to protect the rights of the students and the rights of the College.

**Alleged Violations**

A student may be summoned to appear in connection with an alleged violation of any disciplinary or traffic-related regulation.

A student may be placed on disciplinary probation without a hearing for failure to comply without good cause to a letter or summons. The College may also elect to proceed with a formal hearing.

Alleged student violations of College policies, rules, or regulations may be reported by students, College personnel, or any other person who witnesses or has knowledge of such alleged violations. Where possible, the accused student will be informed of the alleged violation and its disciplinary consequences by the College official responsible for maintenance of the appropriate policy, rule, or regulation.

**Preliminary Hearing**

The Dean of Student Services Office shall be notified in writing of the alleged violation. The Department Officer will then conduct a preliminary hearing with the student to review the allegations along with the relative facts and evidence. In some cases the preliminary hearing may be extended for continued review to interview witnesses and to gather additional information. Based upon the findings of the preliminary hearing, the Department Officer will either dismiss the allegations or present the student with formal charges.

If, in the opinion of the Department Officer, formal charges are warranted, the student has the right to waive a formal hearing in writing, and accept an administrative disposition of the case by the Department Officer.

**Emergency Suspension or Withdrawal**
The Dean of Student Services, Vice President/Dean of Instruction, or the College President may take immediate disciplinary action, including suspension, pending a hearing against a student for policy violations if the continuing presence of the student poses a danger to persons or property or poses an ongoing threat of disrupting the academic process.

**Formal Hearing Officer**
In cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by the Deportment Officer.

**Formal Hearing**
If formal charges are filed against the student, the Deportment Officer will conduct a formal hearing. The student will be notified in writing three days prior to the hearing. The student may review the charges and evidence against him or her prior to the hearing. Legal counsel may be present at a hearing only with the prior consent of the College. If counsel is present, the counsel may not participate in the hearing or present the student’s case, but only advise the student of his or her rights.

During the formal hearing, the student may admit guilt or deny the formal charges. In the formal hearing, the student is entitled to present his or her case, to present witnesses who may provide substantiating evidence, and be confronted by witnesses against him or her.

**Decision in Hearing**
Based upon the findings of the formal hearing, the Deportment Officer will determine the student’s guilt or innocence. The student will be notified in writing of the outcome of the hearing.

**Penalties**
If the student is found guilty, the Deportment Officer shall render a decision as to the penalty which may be imposed upon the student. The penalties include:

1. Reprimand.
2. Curtailment of privileges.
3. Disciplinary probation.
4. Students who are guilty of cheating, plagiarism, or academic dishonesty may be excluded from classes with a grade of “F” or, in flagrant cases, may be suspended from the College after the appropriate hearing.
5. Termination of student employment.
7. Restitution.
8. Prosecution under federal law, state law, or city ordinances.
9. Repeated violations of the Amarillo College Code of Conduct may lead to permanent suspension from the institution.

**Suspended Students**
No students who have been suspended for disciplinary reasons from the College shall be permitted on any campus or other facilities of the College during the period of suspension without the prior written approval of the Dean of Student Services.

**Appeals Board**
Students who wish to appeal the Deportment Officer’s decision must submit a written letter of appeal to the Dean of Student Services within seven calendar days. Appeals will be reviewed based upon the following criteria:

1. The severity of the penalty.
2. Adherence to disciplinary policies and procedures of the College.

The Dean of Student Services will conduct an appeal hearing and render a decision in writing.

**Appeal to President**
Any student disciplined pursuant to this policy may, within 15 days of receiving notice of the decision from the Dean of Student Services, petition in writing the College President to review the decision. The student’s petition will state with particularity why the decision is believed to be incorrect or unfair. The College President may choose to allow oral argument on the petition, in which case the parties will be provided notice of the date, time, and place of the review within five days of the receipt of the appeal request.

The College President will notify the student, in writing, of the results of the review.
Disciplinary Record

Amarillo College will maintain an official disciplinary record for any Amarillo College student who has been assessed a disciplinary penalty. This record will reflect the nature and disposition of the charge, the penalty assessed, and other pertinent information. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential; the contents shall not be revealed except upon request of the student or in accordance with applicable state or federal laws.

Interrogations and Searches

College officials have a limited right to search students or their property when such search would be in the interest of the overall welfare of other students, or when necessary to preserve the good order and discipline of the College. If no search warrant is obtained:

1. any prohibited item within “plain view” is subject to seizure.
2. dormitory rooms may be searched if probable cause exists, and only if exigent circumstances justify not obtaining a search warrant.

Areas such as lockers and desks which are owned and controlled by the College may be searched by College officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of “fishing expeditions” shall be prohibited.

Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal College disciplinary proceedings against the student.

The above policies shall not apply in the event that law enforcement authorities are involved in a search. College searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

STUDENT COMPLAINTS

General

Students have the right to be heard in matters where they have general grievances and for which there is no other approved grievance or review process (see section on Academic Grievances under ACADEMIC INFORMATION). All student grievances, whether general or academic, will be considered in keeping with the policies stated below without discrimination on the basis of race, color, national origin, sex, age, religion, or disability.

The College is committed to providing quality service and to giving a fair hearing to student complaints through the provisions of the General and the Academic Grievance policy.

The aggrieved student must first discuss the grievance with the immediate supervisor of the area in which the alleged wrong occurred, with the objective of arriving at a satisfactory resolution of the complaint. If the complaint is not resolved to the student’s satisfaction, the student may contact the Department Officer with the objective of reaching a reasonable solution. If a satisfactory resolution is still not reached, the student may appeal within five days to the supervisor of the person with whom the student has a grievance. The supervisor then has 10 days to render a written decision.

If the student still believes the grievance has not been resolved, a written appeal may be made to the Dean of Student Services within seven working days. A written decision to the student will be rendered by the Dean within 10 days. Personnel in the Dean of Student Services Office will be available to counsel students who have questions concerning the General or Academic Grievance Procedures.

Discrimination

Any student who believes that he or she has been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel may informally discuss the complaint with the Department Officer with the objective of reaching a reasonable solution. The Department Officer shall advise the student of his or her options in the situation and notify the Director of Personnel Services (Affirmative Action Officer) of the College.

If the aggrieved student believes the complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 working days of the date of the informal discussion to the Dean of Student Services Office. The Department Officer shall ensure that the aggrieved student’s rights to appropriate due process procedures are honored. If a hearing is held, the Director of Personnel Services and the Department Officer shall conduct the hearing. The Director of Personnel Services and the Department Officer will consult with the College legal counsel and render a decision, in writing, on the complaint within ten working days. If this decision is not to the student’s satisfaction, he or she may appeal the decision to the Dean of Student Services within ten working days of the receipt of the written decision.
Sexual Harassment of Students

A student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Deportment Officer in accordance with the procedures in the College’s complaints policy. However, no procedure or step in that policy shall have the effect of requiring the student alleging harassment to present the matter to a person who is the subject of the complaint. Nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out.

Violation

Any student or employee who violates this policy will be subject to disciplinary action, which can result in termination of employment or studies; in some cases, sexual harassment may be susceptible to prosecution under criminal law.

Behavior

Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or job applicant, particularly when one or more of the following circumstances is present.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

In determining whether alleged behavior constitutes sexual harassment, Amarillo College will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

TRAFFIC INFORMATION

Parking

The College has certain designated parking areas for students who have authorized permits. General traffic regulations of the state and city are applicable on campus. At registration, students will receive Police Department brochures which contain detailed regulations and explain reserved areas, lots requiring student permits, and open parking lots. Students should read the regulations carefully. Every vehicle the student operates (except motorcycles) must have a permit if the student intends to park on lots reserved for students. Permits are free during registration and the first week of classes. Following the first week of classes a permit may be purchased for $1.00. Fines will be imposed on those who violate College traffic regulations, and students are responsible for any violation committed by the driver of a car registered to their permit.

Students who receive three or more parking citations during any semester will be contacted by the Dean of Student Services Office. If parking citations are not paid and problems resolved, repeat violators may have their vehicle impounded and/or lose on-campus parking privileges.

Questions regarding parking can be directed to the Police Department, 371-5163, located in Room 111, Durrett Hall.

Traffic Citation Appeal Procedure for Students

Students appealing traffic citations must complete an appeal form (available from the Dean of Student Services Office, CUB 206) include a copy of the citation, and submit to the Dean’s Office within seven days of the ticket date. An appeals committee consisting of students and College employees will meet on a regular basis to review traffic citation appeals. Failure to submit an appeal within the prescribed seven-day period voids the right to appeal.

CAMPUS PROCEDURES

Distribution of Materials on Campus

Before beginning distribution of petitions, handbills, signs, or pieces of literature, students or registered student organizations, individuals, or groups must submit to the Student Services Office a copy of such materials for
distribution approval. Copies of signed petitions must be submitted to the Student Services Office following circulation.

**Participation in Political Activities**

Before a representative or speaker for any political group may speak on campus, the representative must be invited by a recognized student organization. The student organization must be one which has been established in accordance with Amarillo College policy and which has been approved by the Dean of Student Services Office.

Time and location will be scheduled by the Student Services Office.

Recognized political party representatives who wish to contact students may have a table set up in the lobby of the College Union Building after being registered by the Dean of Student Services.

Political party representatives wishing to place posters or announcements on the campus must use the bulletin boards of the College. The placing of posters must be governed by the same policy which applies to distribution of other printed materials such as posters and handouts.

The Dean of Student Services Office shall require two working days advance notice from the recognized student organization(s) for participation in politics to determine final approval or disapproval of the event.

**Inclement Weather**

The President of Amarillo College makes the decision to cancel or delay classes. The announcement is made first to radio station KGNR and KACV in Amarillo. Announcements will be made in a timely fashion by local television and radio stations.

When classes are in session, and the forecast is for extremely hazardous road conditions, the President may elect to dismiss classes prior to their normal ending times to avoid detaining students and personnel on campus.

**Student and Community Use of College Facilities**

**Conduct on College Premises**

Amarillo College property, facilities, and personnel are primarily dedicated to use and access by College faculty, staff, and enrolled students. They are also available to citizens of the community who have legitimate business at the College. "Legitimate business" is defined as activities reasonably related to enrollment, employment, or contractual relation with the College or the seeking thereof; and persons on College property at the invitation of the College.

The College may limit community access to property, facilities, and personnel if that access is believed to be disruptive to the normal and orderly functioning of the College’s operations, or is deemed inappropriate to the College’s purposes. In addition, but not in lieu of definitions of “disruption” and “disruptive behavior,” the term “disruptive” means any activity calculated or otherwise which has the effect of disturbing students, faculty, or staff in the performance of their studies, activities, or jobs. The College reserves the right to establish reasonable conditions regarding the access of any person to the College’s property, facilities, and personnel. Any individual or group activity considered by the College to be disruptive to the orderly functioning of the College may result in access limitations being prescribed by the President or designee.

Any person who has no legitimate business interest at the College, and/or is disruptive to the normal and orderly functioning of the College’s operations as defined above, is an undesirable person and may be ejected from College property upon his or her refusal to leave peaceably on request. Identification may be required of any person on the College property at any time, and inquiry may be made of said person as to his or her reason for being on College property.

In addition to the criminal penalties as allowed by law, any student who refuses to identify himself or herself fully in accordance with College policy may be subject to discipline, including suspension.

**Minor Children and Pets on Campus**

From time to time, classes and activities are offered at Amarillo College for minor children and pets. On these occasions, they are invited to avail themselves of these opportunities. At other times, however, students are cautioned that minor children and pets are not permitted to remain unattended on campus or to attend classes with students.

**Student Clubs and Organizations**

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Dean of Student Services. Regulations governing clubs and organizations are located in the Office of Student Activities.

Membership is governed by the constitution and bylaws of each organization, subject to the following limitations:

1. Membership shall be confined to students of the College and to persons officially connected with the College.
2. Any student who is placed on academic probation shall be considered on social probation as well, and the student shall participate in organizational activities only to the extent of attending regular meetings. The student shall not hold any office, either elective or appointive, nor serve on committees. A minimum of 2.0 grade point average is required of all members unless higher standards are stipulated by the club or organization constitution.

HEALTH INFORMATION

Communicable Diseases
Students and their children with communicable diseases including but not limited to Chicken Pox, Scarlet Fever, Active Tuberculosis, Measles, and Influenza should exercise care not to infect College students or staff with their illnesses. This can best be done by following medical recommendations concerning quarantine. Ill children should not be brought to College classes. Further information concerning these issues can be obtained by contacting the Police Department at 371-5163.

Immunizations
Amarillo College recommends that students entering this institution be fully vaccinated prior to enrollment and preventative vaccinations be taken when required. The consequences of not being fully immunized for diphtheria, rubella, mumps, tetanus and poliomyelitis are severe. An outbreak of any of these diseases can have a devastating impact on the campus community. Immunization is an integral part of preventative health care.

All students majoring in health-care related fields must provide documented proof that they have been fully immunized prior to admission to the program. Students in Allied Health and Nursing programs should consult with the program chair regarding mandatory immunization requirements.

For additional information, contact a family physician, the county health department, or the Immunization Department of the Texas Department of Health.

Student Health Insurance
Amarillo College does not provide health insurance for students. However, information from various insurance carriers is kept on file in the Dean of Student Services Office for students to review for individual purchase.

AIDS Policy for Amarillo College

Description
AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), and positive HIV antibody status are now recognized as nationwide health concerns. Amarillo College adopts the position that the campus community should understand and be prepared to deal with these serious problems.

Amarillo College believes that, at the present time, education is the primary weapon available to prevent the spread of the disease. In keeping with this belief, the College will conduct ongoing educational programs in response to demand from students and the community. The College will make available to students, on request, the educational pamphlet on HIV infection developed by the Texas Department of Health, and will continue to monitor current research and information regarding AIDS. Any College actions will be taken only after reviewing the most recent data and securing medical and legal advice.

This policy is a statement of how Amarillo College will respond to students who test positive for antibodies to HIV (Human Immunodeficiency Virus) or who have AIDS or AIDS Related Complex (ARC). Further, the policy establishes a mechanism for dealing with AIDS-related situations which may arise. Any administrative concerns associated with AIDS should be directed to the Dean of Student Services.

Admission and Continued Enrollment
The existence of AIDS, AIDS Related Complex, or a positive HIV antibody test will not be a factor in the admission of prospective students or the continued enrollment of current students.

Referral
Amarillo College will furnish referral to the Bi-City County Health Department medical personnel to deal with information on AIDS, AIDS Related Complex, or positive HIV tests given by students. The Coordinator of Accessibility Services will serve as an AIDS counselor who will work with students who wish to reveal their status with regard to the infection. The Coordinator of Accessibility Services will also work with students who have concerns about the presence of a person with AIDS, ARC, or positive antibody test in the educational setting.

Amarillo College’s Accessibility Services Office will furnish referral to students requesting testing for HIV antibodies to the Bi-City County Health Department, community agencies, or laboratory facilities. Amarillo College strongly recommends that persons about to undergo testing participate in some form of pre- and post-test counseling.
Medical Procedure
The College will take necessary universal precautionary steps to ensure the safety of all individuals participating in laboratory experiments, clinic experiences in community health care settings, and college-related activities for the handling of blood, blood products, and bodily fluids. The departments of the College responsible for such experiments, clinical experiences, and activities will verify that their precautions are consistent with Texas Public Health Service and American Hospital Association, or equivalent, guidelines. Staff development for involved departments will be provided to ensure compliance.

Removal from Institution
As stated above, a determination may be made about the advisability of a student with HIV infection continuing in the classroom setting. Each such case will be considered on an individual basis by the Dean of Student Services Office in conjunction with College legal counsel, appropriate medical counsel, the student’s private physician, and the parent or guardian of the student should the student be a minor.

Child Care Center
The determination of whether an AIDS-infected child shall be permitted to attend the College Child Care Center shall be made on a case-by-case basis by College personnel, after consultation with a team composed of the child’s parent or guardian, appropriate health personnel, and the child’s physician. The final decision will be made by College personnel with particular attention paid to minimizing the exposure of other children to blood, body fluids, or behavior which may warrant a more restrictive environment.

Additional Information on AIDS
For those desiring further information, brochures on AIDS, ARC, and HIV infection are available in the Dean of Student Services Office, Police Department, Student Activities Center, and the Registrar’s Office.

THE AMARILLO COLLEGE
ALCOHOL AND DRUG ABUSE EDUCATION/PREVENTION PROGRAM
Amarillo College recognizes contemporary problems pertaining to the use and abuse of drugs and alcohol, and has established a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The College is also committed to informing both students and employees about the serious health risks associated with the use of illicit drugs and the abuse of alcohol.

Alcohol
The use of intoxicating beverages shall be prohibited on all College property, excluding private residences and commercial leases. The use of intoxicating beverages shall be prohibited at all College-sponsored activities. However, with the prior consent of the Board, the provisions herein may be waived. State law shall be strictly enforced at all times on all property controlled by the College in regard to the possession and consumption of alcoholic beverages.

Controlled Substances
No student shall possess, use, transmit, attempt to possess, or be under the influence of (legal intoxication not required) any of the following substances on College premises, during any College term, or off College premises at a College-sponsored activity, function, or event:
1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Exception
A student who uses a drug authorized by, and according to the directions of, a licensed physician through a prescription specifically for that student’s use shall not be considered to have violated this rule.

Violation
Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling, rehabilitation programs, student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for
prosecution.

**Student Assistance Program**

Education has been, and will continue to be, the primary focus of the College’s efforts. Providing honest, factual information through organized educational programs will assist individuals in making reasoned decisions regarding the use of chemical substances. This includes information about illegal substances and their effects, and about the establishment of responsible drinking behavior for those who choose to use alcoholic beverages. STARS (Students to Accept Responsibility Safely), a student organization of Amarillo College, has assumed responsibility for disseminating this information.

Assistance is available to students who may have chemical abuse problems. This assistance provides education, counseling, and/or referral to a rehabilitation resource. Recognition and referral for diagnosis/treatment is made by the Director of Advising and Counseling, or his/her designee, to existing outside resource and service agencies.

**Procedures for Utilization of the Student Assistance Program**

**Voluntary**

Students wanting confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problem may self-refer for that assistance by making an appointment with the Director of Advising and Counseling located in the Student Service Center, or by calling 371-5440.

Faculty, staff, or other students may wish to counsel a student to seek assistance through a voluntary referral to the Director of Advising and Counseling if a perceived problem with alcohol or substance abuse exists.

Students who counsel with the Director of Advising and Counseling may have the opportunity to schedule a screening session with a mental health professional contracted with the College through the Student Assistance Program. The cost of the initial screening session will be borne by the College.

No record regarding the contact with the Director of Advising and Counseling, the referral to an outside agency, or actions taken as an outcome of that referral will be entered as part of the student’s permanent record.

**Self-Referral**

A student who is disruptive of the academic process, or ordinary functions of the College, and/or who is verbally or physically abusive to students, faculty, or staff, and who exhibits symptoms which suggest the possibility of alcohol or drug-related causes of this behavior, may receive a referral to the Director of Advising and Counseling and the Office of the Dean of Student Services.

The Director of Advising and Counseling will meet with the student, and if in the opinion of the Director of Advising and Counseling should circumstances so indicate, discuss with the student the possibilities for self-referral to seek assistance for any problem of alcohol or drug abuse which may exist. The student will choose whether to seek this assistance which shall be on the same basis as a “voluntary referral” described above.

Should the student choose to seek assistance, the College may consider this action as a mitigating circumstance in the deliberations regarding the student’s status at the institution due to the alleged violation of the Code of Conduct. The student will complete a self-referral form during the session with the release of the recommendations of the mental health professional conducting the screening to Amarillo College if the student wishes to make such recommendations available to Amarillo College. Amarillo College will pay for the initial screening session.

Amarillo College may proceed simultaneously with disciplinary action and the Student Assistance Program Referral if the student has violated the Amarillo College Student Code of Conduct as published in this document, which specifically prohibits the possession or use of drugs or alcohol.

Referral forms may be requested from the Director of Advising and Counseling.

**Substance Abuse Prevention Program**

Amarillo College is totally committed to providing a learning and working environment that is free of any alcohol or drug abuse. Through the use of communication and training, the Substance Abuse Prevention Program is designed to enlighten students and employees as to the personal and community risks of alcohol and drug abuse and to provide the necessary procedure when violation of the Amarillo College Substance Abuse Policy occurs.

**Health Risks Associated with Substance Abuse**

Alcohol abuse can lead to alcoholism, premature death, and complications of the brain, heart, liver, and other body organs. It is a prime contributor to suicide, homicide, motor vehicle deaths, and other so-called “accidental cause” deaths. Alcohol interferes with psychological functions, disrupts occupational effectiveness, and is involved in most cases of child abuse and interpersonal difficulties.

Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose
or withdrawal, seizures, heart problems, infections, liver disease, and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia, and psychosis).

**Legal Sanction**
Local, State, and Federal laws have been passed to govern the use of alcohol and drugs. All College students and employees are subject to those laws. Since the laws may change from time to time, it is the responsibility of each student and employee to stay abreast of these changes and to abide by all laws currently in effect. A list of applicable laws is available for information purposes from the Dean of Student Services or the Police Department.

**Resources Available**
In addition to the Employee and Student Assistance Programs, there are other resources available to anyone who needs assistance in dealing with a substance abuse problem. These resources include counseling, treatment, and rehabilitation opportunities. Students or employees who have an alcohol or substance abuse problem are encouraged to seek immediate assistance. A complete documentation as to legal sanctions and health risks is available in the Lynn Library Reserve Desk, Dean of Student Services Office, the Student Activities Office, the Advising and Counseling Center, and the Police Department. Questions concerning the policy should be referred to the Dean of Student Services Office, CUB 206, or by calling 371-5300.

**TESTING INFORMATION - TEXAS ACADEMIC SKILLS PROGRAM (TASP)**
The Texas Academic Skills Program (TASP) was established in 1987 by TEC Code 51.306. The TASP program is designed to ensure that students have the academic skills necessary for effective performance in college-level course work. The TASP test is a diagnostic assessment for skills in reading, writing, and mathematics.

**Summary of TASP Requirements**
- Each student, unless otherwise exempt, who enters Amarillo College to complete a Level-Two certificate or an Associate degree must be tested for reading, writing, and mathematics skills prior to enrolling in any college-level coursework. Students enrolling in a TASP-Waived certificate program must adhere to the testing requirements dictated by each program before enrolling.
- A student who has not been tested may enroll in coursework only under specific circumstances. See the AC Developmental Education Plan for details (available from your advisor). The costs of the TASP Test or state-approved alternative tests shall be borne by the student. Amarillo College does not charge students for site costs.
- A high school student who is attempting college-level coursework shall take a test for TASP purposes while enrolled in high school, unless otherwise exempt.
  - A high school student who enrolls in dual credit courses or is concurrently enrolled in both high school and college courses must take a test for TASP purposes prior to enrolling in college-level coursework.
  - High school students who enroll in TASP-Waived certificates must have passed all sections of the exit-level TAAS test and take the appropriate Amarillo College test(s) for placement.
  - High school students who fail to achieve the minimum passing standard may not be required to take developmental classes while in high school, and the student may not take college level classes related to portions of the test that have not been passed.
  - Test sections passed while a student is in high school are valid for a period of five years. If such scores are still valid upon first college enrollment, the scores remain active.
  - Blind students must take a test approved for TASP purposes with appropriate accommodations.
  - Deaf students shall take the Standard Achievement Test. All other provisions of these rules apply to deaf students.
  - Blind and/or deaf students should see the Accessibility Coordinator for more information.
  - Texas students who enroll in Amarillo College distance education courses are subject to all TASP requirements.
  - Out-of-state students who enroll in Amarillo College distance education courses are not subject to TASP requirements unless they are seeking a degree or a Level-Two certificate.

**TASP Exemptions and Exceptions**
Students who fit one of the following categories are EXEMPT from TASP requirements:
1. Earned at least three semester hours of college-level credit prior to September 1989. (Permanent Exemption)
2. Earned within the last five years, and in a single sitting, a composite score of 23 or higher on the ACT test, with individual English and Math scores of at least 19. (Permanent Exemption)
3. Earned within the last five years, and in a single sitting, a composite score of 1070 or higher on the recentered SAT test, with individual Verbal and Math scores of at least 500. (Permanent Exemption)

4. Earned within the last three years, and on the first attempt, the following minimum scores on the TAAS test: Writing scale score 1770, Reading TLI 89, Math TLI 86. NOTE: Regardless of TASP exemption based on TAAS scores, Amarillo College requires these students to score 23 or higher on the Amarillo College Math Placement Test before enrolling in any college-level math course.

5. Possess a Bachelor’s degree from an accredited institution of higher education. (Permanent Exemption)

6. Within the last two years, graduated from an accredited high school with a recommended or advanced curriculum and a minimum GPA of 3.15 on a 4.0 scale. (Permanent Exemption)

7. Be stationed in Texas serving on active duty as a member of the armed forces of the United States. (Semester Exemption)

8. Be a non-degree or non-certificate-seeking student 55 years of age or older by the first day of a semester. Students in this category, who seek college credit for enrichment purposes only, will be required to sign a statement of understanding of TASP requirements. Should students in this category decide to seek a degree or non-waived certificate, they will be subject to the TASP testing requirement specified above for non-exempt students. (Semester Exemption)

9. Enroll on a temporary or transient basis, not seeking a degree or Level-Two certificate (43-59 semester credit hours), and also enrolled in or graduated from a private or independent institution of higher education or an out-of-state institution. (Semester Exemption)

10. Enroll in a Level-One certificate program, a program of 42 or fewer semester credit hours. (Permanent Exemption unless major is changed to a TASP-liable degree/certificate.)

11. Be a citizen of a country other than the United States, not seeking a degree or Level-Two certificate. (Permanent exemption) NOTE: Students will be required to meet prerequisites for all courses and must take a reading test for proper placement. All students are encouraged to meet with an advisor before testing.

12. A student who has been diagnosed as having dyslexia or a related disorder or a specific learning disability in mathematics who takes a test for TASP purposes and completes the developmental program prescribed by the college will be required to retake the TASP test once, but will not be referred to an additional developmental course or other developmental program or precluded from enrolling in an upper-division course or graduating because of the student’s performance on the test.
Amarillo College does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its educational programs, activities, or employment policies.