



## NORTH CENTRAL TEXAS COLLEGE

# *Student Handbook*

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**IMPORTANT NOTICE**

References in brackets and/or parentheses—such as [FFDAD (Local)]—are to the official North Central Texas College Board of Regents Policy Manual. This manual can be accessed through the NCTC website at [www.nctc.edu](http://www.nctc.edu).

Students should consult this manual for additional information regarding policies relating to students, conduct and rights and responsibilities.

**EQUAL OPPORTUNITY**

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and nonteaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, it is the policy of North Central Texas College not to discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. With regard to both students and staff, North Central Texas College will take positive actions to ensure that all persons are given an opportunity to share in the educational, employment and business activities of the College.

The NCTC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

**CAMPUS SECURITY STATISTICS**

The United States Department of Education Office of Post-Secondary Education Campus Security Statistics website provides a direct link to reported criminal offenses for over 6,000 colleges and universities throughout the United States. North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by reporting campus and local community crime data for the Cooke, Denton, and Montague county campuses through this website. The information contained in this website is updated each year during the months of October and November and is available for review by the public at any time. Visit the Campus Security Statistics website at [www.ope.ed.gov/security/Search.asp](http://www.ope.ed.gov/security/Search.asp) for information regarding campus and local community crime statistics for all North Central Texas College campuses. Contact the Vice-President of Student Services, Building 100, Room 113, 1525 West California Street, Gainesville, Texas, 76240, for additional information regarding campus and local community crime statistics.

**REGISTERED SEX OFFENDERS**

Information concerning registered sex offenders attending North Central Texas College can be found by going to our web site: [http://www.nctc.edu/Student\\_Services/Deanpage\\_stud\\_serv.html](http://www.nctc.edu/Student_Services/Deanpage_stud_serv.html)

**TITLE IX COORDINATOR**

The College President has appointed the Vice-President of Student Services to coordinate compliance with Title IX of the Education Amendments of 1972, as amended. The Vice-President's address is: North Central Texas College, 1525 W. California St., Gainesville, TX 76240. The Vice-President may be reached via telephone at 940-668-4241. For further information, refer to board policy FLDA (Exhibit).

*Published by the Office of the Vice-President of Student Services*

## **SECTION I**

### *Generally Speaking...*

The material contained in this Student Handbook supplements the material in the North Central Texas College's current general Catalog and the official Board of Regents Policy Manual. Answers to questions most frequently asked by students are included; however, students with questions not specifically addressed here or who seek more detailed information should refer to the official source publications.

#### **ACADEMIC ADVISING**

Academic advising is an essential element of NCTC's commitment to ensuring that students take the proper courses, in the proper sequence, to meet their educational objectives. NCTC counselors and faculty provide academic advising services for students.

The Admissions Office assigns faculty advisors to students based on the students' stated majors.

The Developmental Studies Department personnel advise students who have taken the THEA and who have not yet passed all sections. See the NCTC Catalog, page 27, for additional information.

#### **ACADEMIC SUPPORT CENTER**

The Academic Support Center provides a Math Lab and Writing Center for NCTC students. The Math Lab, located in Room 111 on the Gainesville Campus and Room 137 on the Corinth Campus, is a drop-in lab. Tutors circulate among students and answer questions as students work on their algebraic or mathematical problems. Unlike the Math Lab, the Writing Center, located in Room 111 on the Gainesville Campus and Room 138 on the Corinth Campus, is an appointment-only center. Students make an appointment to meet with a professional writing tutor who can assist them through all stages of the writing process. At the Bowie Campus, students request tutoring services through the Bowie Administrative Office.

In addition to the free math and writing tutoring services, the Academic Support Center houses computers for student use, and computer-assisted study aids are available for Developmental Math, College Algebra, and Calculus.

Refer to the NCTC Catalog, page 57, for more information.

#### **ACCIDENTS AND THEFTS**

All thefts, accidents and offenses that occur should be reported immediately. Any event or occurrence should be reported to the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth) or the Campus Dean (Bowie).

#### **ADMISSIONS**

Refer to the NCTC Catalog, pages 21-25, for additional information.

#### **ALCOHOL & CONTROLLED SUBSTANCE ABUSE**

North Central Texas College specifically prohibits the use, possession, sale or distribution of alcoholic beverages

and illegal drugs/narcotics/controlled substances on campus. Violators are subject to the following action(s):

- Adverse disciplinary action as described in the NCTC Policy & Procedures Manual (can be accessed on the NCTC website: [www.nctc.edu](http://www.nctc.edu)).
- Prosecution as provided by state statutes.

The risks of psychological and physiological damage associated with the use of illicit drugs and abuse of alcohol are great and include emotional disorders, impaired learning ability, severe physical pain, permanent brain damage and death. Information and confidential assistance in obtaining counseling, treatment, or rehabilitation is available to all students through the Counseling Center. Students with alcohol or drug abuse problems are encouraged to take advantage of this referral service.

[See Section II, FLB (Local) of the Board Policy Manual for additional information.]

#### **ATHLETICS**

North Central Texas College encourages the physical, social and emotional development of its students by sponsoring a program of intramural athletics to meet the desires and interests of the student body. A wide variety of intramural sports are offered for both men and women.

NCTC participates in the following intercollegiate athletics: women's tennis, women's volleyball, men's baseball and women's softball. The College is a member of the National Junior College Athletic Association (competing in the Northern Texas Junior College Athletic Conference). See the NCTC Catalog, page 62, for additional information.

#### **BOOKSTORE**

North Central Texas College operates bookstores on each of its campuses for the convenience of students. Required and supplementary textbooks, lab manuals, supplies, equipment, clothing, gift and novelty items, paperbacks, greeting cards, pharmaceutical products and other items are available for purchase. Normal hours\* of operation on the Gainesville and Corinth campus are:

Monday–Thursday .....7:45 am - 6:30 pm  
Friday.....7:45 am - 3:00 pm

The Bowie Campus Bookstore is open during registration and during posted times for book buy-back. Upon request, the Bowie Campus administrative offices will open the Bookstore for purchases. Refer to the NCTC Catalog, page 37, for

additional information.

\*Summer hours will be different. Since operation hours are subject to change, students are encouraged to consult the notice of current hours of operation posted at the front of each campus bookstore.

### Purchasing Textbooks

For expediency, students should present their enrollment schedules when purchasing textbooks. This will insure that the correct textbook for a particular course is purchased. Students should remember that no credit purchases are allowed at the bookstore and should be prepared to pay for all purchases with check, cash, MasterCard or VISA.

### Exchange Policy

To exchange textbooks, you must present your receipt. If you buy a defective new book, it should be returned IMMEDIATELY FOR AN EXCHANGE. A receipt MUST be presented!

### Textbook Refund Policy

Refunds will be given only if a cash receipt is presented. Textbook refunds will be given during the first 12 class days (or summer session equivalent) of each semester as per terms listed below:

1. A 100% refund on textbooks will be given IF CLASS DOES NOT MAKE, provided the book is not marked or damaged. To qualify for a refund, you must present sales receipt and Class Killed form (from the Registrar's Office) upon returning the book to the Bookstore within the first 12 class days.
2. New books must be clean and unmarked when returned, and a Drop Slip (from Registrar's Office) must be presented along with the sales receipt. If shrink wrap has been removed from books they are non-returnable.
3. Only 75% of a new book's original selling price will be refunded if the book is marked, dirty or otherwise damaged when returned. Severe damage may disqualify the book for any refund. Refund checks will be mailed.
4. Optional books are non-refundable.

### Book Buy-Back Policy

Students may sell their textbooks back to the Bookstore AT THE END OF THE SEMESTER for 50% of the original retail selling price if the books are going to be used by NCTC the following semester and additional stock is needed. Buy-Back will be conducted during the week of final exams, and cash will be given for books bought back as long as Buy-Back money is available. Dates and times for Buy-Back will be scheduled and posted prior to the end of each semester.

## CAMPUS LAW ENFORCEMENT

NCTC does not operate its own campus police department; therefore, the Vice-President of Student Services (Gainesville) works in conjunction with the Associate Dean of Student Services (Corinth) and the Campus Dean (Bowie) to ensure the safety and security of students. Administrators also work closely with community police departments regarding

any reported crimes at the college.

NCTC utilizes off-duty municipal police officers and county sheriff's deputies for on-site security services around the campuses. These professional, certified peace officers have full arrest powers while on the campus of North Central Texas College, and are authorized to take appropriate measures to ensure the health and safety of all members of the College community.

## CAMPUS SECURITY INFORMATION: REPORTING CRIMES AND EMERGENCIES

Custodial staff and security personnel maintain the security of the buildings by securing the locks and reporting any defective locks to the maintenance department for repair. Night administrators routinely check the buildings and the parking lots for defective lighting and report defects to the maintenance department. Defective equipment or other situations which affect security and safety are given high priority and are responded to immediately for the making of necessary repairs. (Refer also to Campus Security Act, page 147.)

## CAREER DEVELOPMENT SERVICES

Career development services are made available, on request, to students, alumni and employers. They may, for example, utilize the Career Library housed in the Counseling Center at each campus as a resource for career information. Requests for such services, as well as a more detailed description of available services and resources, should be directed to the Counseling Centers at the Gainesville, Corinth or Bowie campuses. Employers are encouraged to post job-opening announcements with the Counseling Center, located at the Gainesville campus. At Corinth, contact the Office of Student Services (Room 103).

A Career Library including CHOICES (computer program) is available in the Counseling Center on each campus. In addition, various personality profile instruments, career interest and aptitude assessments are resources that may be utilized by counselors and students as a part of the career exploration process. Professional counselors are available to administer, evaluate and interpret the assessment results. For more information, please contact any campus Counseling Center. Refer to the NCTC Catalog, page 18, for additional information.

## CHANGE OF ADDRESS

Any student whose home or local address is changed during a semester should correct his/her records in the Registrar's Office in Gainesville or Corinth, and the administrative offices at Bowie within SEVEN (7) days after the change. Official college notices sent to the student's address as listed in the Registrar's Office shall constitute full measure of responsibility on the part of the College in notifying a student of anything concerning his/her official status with the college.

International students must contact the International Student Advisor on the Gainesville campus to report a change of address. Failure to do so will result in the student falling out-of-status with U.S.C.I.S.

## CHANGE OF NAME

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

## CHECK CASHING

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled. Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks. A check of \$20 or less may be cashed at the Business Office or Bookstore. Proper identification is required. Your social security number, driver's license or other photo identification and date of birth will be requested on all checks. A \$20 charge will be made for any returned check. See the NCTC Catalog, page 48, for additional information.

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

## CLASS DAY

Refers to the number of calendar days NCTC normally meets for classes in any given semester, NOT the number of days a particular class meets. In other words, the twelfth class day of the fall semester refers to the twelfth actual day of the semester.

## COLLEGE DEBTS

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will not be allowed to withdraw completely from classes, receive an official transcript nor register for subsequent semesters until such indebtedness has been satisfied. Seriously delinquent accounts are turned over to an attorney for collection of all funds owed the college. Students whose past due accounts are forwarded for collection will also be responsible for legal fees and related costs. See the NCTC Catalog, page 48, for additional information.

## COLLEGE PREPARATORY COURSES (Developmental Studies)

North Central Texas College offers a number of courses in reading, writing and mathematics that are designed to help students acquire the skills necessary for success in college-level courses. The courses are widely offered in Texas community colleges. The policy statewide is that these courses will not transfer as college-level courses, nor will they count toward graduation at accredited Texas colleges and universities. It is important for all students to understand that such courses are designed to provide assistance in overcoming academic deficiencies that are likely to be a hindrance to the pursuit of a college degree. Attendance in College Preparatory Studies is mandatory when a student has not passed the THEA exam. After THREE hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies.

At SIX hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student will be DROPPED from all remaining courses for that semester. Specific courses are listed in the NCTC Catalog.

Refer to the NCTC Catalog, page 57, for additional information.

## Computer Access/Accounts

### Novell Network Accounts

All students are given Novell accounts each semester. Accounts are loaded one week plus one day after the end of late registration. Your account allows you to use all software installed on the network; however, all software is not available in all labs. Your account will also provide access to the Internet. Student accounts are deleted at the end of each long semester and at the end of Summer II. It is recommended that you save any files (on disc) you want to keep at the end of each semester.

You are responsible for all activity on your account. User accounts may NOT be shared under any circumstances. Allowing another person to use your account, whether they are a student or not, will result in your computer privileges being suspended for the remainder of the current semester. Your student account is for your personal use only. No business activity of any kind is allowed. Any use of college facilities for illegal activities is strictly prohibited. Please see NCTC Rules for Appropriate Use of Information Resources found on the college's website (click the "Notice" button on the main splash page, then click first link listed).

### E-Mail

E-mail accounts are not provided to students by the college. Students should acquire e-mail accounts through such commercial providers as hotmail.com and others.

## CONCURRENT ENROLLMENT AND DIVISION OF LIFELONG LEARNING

NCTC offers students wanting to earn continuing education units (CEUs), rather than regular college credit, the option of enrolling for this kind of credit in selected technical courses. The course content, schedule, instructor and completion requirements are exactly the same for CE students and semester-hour credit students. However, rather than earn a letter grade, the CE student will earn CEUs if the course is completed satisfactorily.

The cost of taking a technical credit course for CEU credit is:

- 1-2 semester hours..... \$97 Minimum + lab fees\*
- 3 or more semester hours..... \$46/hour + lab fees\*
- \*Plus any other applicable certification/miscellaneous fees.*

The benefit of taking a conventional semester-hour college credit course for continuing education purposes varies by student. For most people, this option offers another way to upgrade skills needed in the workplace. For others, it offers a way to gain new skills needed on the job. The concurrent enrollment option also offers an introductory experience in a given field for those who may wish to explore several career options.

The following guidelines have been established for concurrent enrollment courses:

1. Students choosing this option may enroll in these select courses without having to worry about taking the THEA placement exam. THEA requirements are waived for CE students obtaining CEU credit. However, THEA requirements are only waived for courses taken for CEUs. Students who take a combination of CEU and regular semester-hour credit courses are subject to THEA requirements.
2. Students receive a “satisfactory” (S) or “unsatisfactory” (U) rating for courses taken for CEU credit rather than a conventional letter grade. CEUs are awarded upon satisfactory completion and will be posted to student transcripts, but CEUs are not considered in calculating grade point averages.
3. Students successfully completing a course for CEUs may later apply to have the course counted for regular semester-hour college credit. If converted to college credit, the course may then be counted toward requirements for a certificate or degree. Students who wish to convert the course to college-credit are required to pass a course content exam. THEA requirements must be met, if applicable.
4. The registration process for students who take credit courses for CEUs is essentially identical to that for regular semester-hour credit courses. However, there are two exceptions: (1) the student declares on the registration form whether they wish to take a course for CEU credit or regular semester-hour credit; and (2) students enrolling for CEU credit must write down different course numbers, term codes and other identifiers on the registration form. (In the Schedule of Classes published each semester, the selected courses which may be taken for either CEU or regular semester-hour credit are marked with an asterisk (\*).

See the NCTC Catalog, pages 15-17, for additional information.

### CREDIT BY EXAMINATION

NCTC awards credit on the basis of local and national examinations, prior military experience, and professional certifications, subject to general limitations. A maximum of 18 semester hours of credit earned by examination—College Board Advanced Placement Program (AP), College Level Examination Program (CLEP) Subject Examinations, USAFI, DANTES, NCTC departmental exams, and professional certifications—may be applied toward the award of a degree or certificate at NCTC.

Courses completed in the Armed Forces, USAFI and DANTES will be evaluated and credit will be awarded based on the recommendation in ACE (American Council on Education) Guide to Evaluation of Educational experiences in the Armed Services. Such credit is not included in determining grade point averages and has the following restrictions:

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;

2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State law specifies that the degree requirement of 6 semester hours in American history and 6 semester hours in government may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student’s educational program.
5. Credit by examination may be attempted only once for any given course.
6. Students utilizing AP credit are required to do so at the beginning of their first long semester at NCTC.

Advanced placement and credit by examination/experience may be offered for the following:

1. Students who have completed police academies and have passed the Texas Certified Law Enforcement Officer Standards (TCLEOSE) Basic Peace Officer Licensing Examination may be granted credit for the following courses towards the Associate of Applied Science in Law Enforcement: CJS1342 Criminal Investigation and six (6) hours of Law Enforcement electives. Credit is awarded only when proper documentation is presented to the Law Enforcement Department.
2. Students who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.
3. Students who have extensive experience with computer software may take the Skills Assessment Manager’s version of the expert test for Microsoft Word, Excel, Access or PowerPoint. A student may be awarded credit for ITSC1321 Intro to Word Processing, ITSW1304 Intro to Spreadsheets, ITSW1307 Intro to Database, or ITSW1310 Presentation Media when proficiency has been demonstrated in each respective area of the Skills Assessment Manager’s version of the expert test.
4. For credit awarded for MSCE, MOUS, or similar certification courses, a list of equivalent courses is available through the Chair of the Business/Information Systems Department.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course. Documentation must include a syllabus or other documents that specify topics taught, learning outcomes and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all

outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

For new students, credit will be recorded at the end of their first semester of enrollment in which they earn credits through regular scheduled classes. Returning students will have their credit recorded as soon as official score reports are available. Students wishing to use test results for courses that are prerequisite to courses they wish to take are responsible for having official examination scores sent to the college in time to be processed by the admissions office.

NCTC sets the scores required for credit and the particular courses that may be challenged to receive credit. Testing and posting fees may be charged.

### Procedures/Requests for Advanced Placement And Credit by Examination/Experience

Students who believe that they already possess the knowledge and/skills taught in certain courses or programs offered by NCTC may challenge these for credit-by-examination/experience. Students should direct inquiries concerning courses that may be challenged by credit-by-examination to the campus Counseling and Testing Center, or the department involved. Refer to the NCTC Catalog, page 31, for additional information.

### CRIME AWARENESS PROGRAMS

#### Students

NCTC students are informed about campus policies and procedures during college orientation which is held prior to the Fall and Spring semesters. Additionally, orientation sessions are held in the residence hall at the beginning of each semester.

Periodically during the year information bulletins regarding safety are distributed on campus and in the residence hall. Students and staff are encouraged to watch for suspicious activity and to contact the Dean of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), or the Campus Dean (Bowie) when activities are noted. The following suggestions are provided in the spirit of crime prevention:

- Always lock your vehicle and place all valuable items in the trunk and out of sight.
- Engrave your personal identification number or drivers license number on all valuables. Record serial numbers and complete descriptions of your property and keep in a safe place.
- Always lock your residence hall room door, if you live on campus.
- Never keep large sums of money or valuable jewelry in your residence hall room. Keep all items of value out of sight.
- Never leave books or other items unattended.

### COURSE IDENTIFICATION NUMBER

A four-digit number designates courses at NCTC. The

first digit indicates the level at which the course is taught: 1 = freshman level, 2 = sophomore level. The second indicates the semester hour value of the course. The third and fourth digits are the distinguishing numbers of the course.

### COURSE LOAD

The number of semester hours for which a student is officially registered and enrolled is considered his/her course load.

### CURRICULUM

A stated list of courses that are required for completing a certificate, diploma or degree is the curriculum for a particular major.

### DROPPING COURSES

If the personal circumstances of students dictate that they need to reduce their academic loads, they should confer with a counselor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course, or "drop," at least by Friday of the 12th week of Fall or Spring semester, or a proportional number of weeks prior to the end of a summer session. Any drops after this will be made with the approval of the instructor and the Department Chair.

Requests for course drops may be submitted in person or online. All requests will only be honored if received by the last date to drop a course for the current semester. Students who submit a request online are required to contact the Registrar's Office in order to verify the request was received before the last date to drop for the current semester. **All requests received after the last date to drop will not be honored.**

It is the student's responsibility to initiate the action necessary to drop courses under the conditions outlined above. This requires the completion of a form available in the Registrar's Office in Gainesville and Corinth, and in the Administrative Office in Bowie. See the NCTC Catalog, page 43, for additional information.

### Medical Withdrawal

#### A. Policy

1. The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester in which courses are being taken.
2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive either an I or a W in each course for which they were registered.

#### B. Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in

- writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
2. The Registrar (or designated representative) shall:
    - a. review each request and its accompanying documentation.
    - b. make inquiries and seek recommendations from instructors of record and others as appropriate,
    - c. decide whether to approve or deny the request, and
    - d. inform both the student and the instructors of the decision in writing if the request is approved.

### Complete Withdrawal

If a student withdraws completely from the College on or prior to the course drop date deadline (as defined above), a final grade of "W" will be recorded for each course in which the student is enrolled. Should a student withdraw completely from the College after the course drop date deadline, a final grade will be recorded for each course in which the student is enrolled at the discretion of the appropriate dean with the advice and consultation of the instructor of record. Refer to the NCTC Catalog, pages 43-44, for additional information.

### Return of Federal Title IV Funds

North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and the rules of the college's Board of Regents.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes prior to completing 60% of the semester, a prorated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.
3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the college is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the

semester and this date will be used to determine how much aid must be returned.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. See the NCTC Catalog, page 54, for additional information.

### ELECTIVE

An elective course is one that is not specifically designated as a part of a curriculum. The course normally complements the major course of study in a specific discipline and is chosen by the student from among a number of such courses available in consultation with a faculty advisor. The number of electives in a program varies according to the specific major.

### EX-STUDENTS ASSOCIATION

Former NCTC students (including non-graduates) are encouraged to join the Ex-Students Association to stay in contact with former classmates, provide input in the future direction of the college and to stay informed about college programs, activities, students and personnel. Contact the NCTC Ex-Students Association Office at 940-668-4213, or e-mail the Executive Director at [dsharp@nctc.edu](mailto:dsharp@nctc.edu).

### FINANCIAL AID

North Central Texas College recognizes that many students who wish to attend college do not have the financial resources available to pay the cost of higher education. The Office of Financial Aid operates to assist students in obtaining the necessary resources from federal, state, and private sources to complete their educational goals.

A wide variety of scholarships also is available, most awarded through the NCTC Foundation. (Refer to "Scholarships.") Students must complete a scholarship application and return the completed form to the NCTC Foundation Office (Room 309 – Gainesville Campus), 1525 W. California, Gainesville, TX 76240. Deadline: Fall – April 15; Spring – October 15. For information call 940-668-4213.

To obtain financial assistance, the college requires all financial aid applicants to complete the current year application packet. This packet consists of two basic forms: the NCTC General Information Form and Application for Financial Assistance and the Free Application for Federal Student Aid (FAFSA). The NCTC application is required for all aid programs administered through the college regardless of eligibility criteria. The FAFSA is required for all need-based programs, including Federal Title IV grants, Federal Work-Study, and state grants. Some local scholarship funds also rely on data provided through the FAFSA.

The Office of Financial Aid strongly encourages all students to complete both the Federal and the NCTC application forms to be considered for all possible aid. Because availability of funds in most programs is limited, applications should be completed as early as possible each year beginning in January. Applications will be considered for remaining available aid on a first-come, first-served basis. Applications are not considered complete until all required forms are properly filled out and are in the Financial Aid Office.

In some cases, students may be required to submit supporting documentation to verify aid eligibility. Applications for these students will not be considered complete until the required supporting documentation is in the Office of Financial Aid. More information about the various aid programs available to NCTC students is in the general Catalog and The Student Guide to Federal Student Aid.

Students can call the Gainesville Office of Financial Aid for more information at 940-668-4242 or metro 817-430-0352. Students may contact the Corinth Financial Aid Office at 940-497-8002 or 940-498-6210. Refer to the NCTC Catalog, pages 51-54, for additional information.

## FOOD SERVICES

Great Western Dining Services, Inc., a private company, operates the College food service program on the Gainesville campus. A cafeteria and snack bar are operated Monday through Friday. All residence hall students are REQUIRED to be on a meal plan. (For more information refer to the college Catalog or the NCTC Residence Life Handbook.)

## FOOD & DRINK IN CLASSROOMS

Food and drink are not permitted in classrooms. The only exception is an approved, scheduled function that includes food as a part of the activity.

## FRESHMAN

The classification "freshman" refers to a student who has completed fewer than 30 semester credit hours.

## FULL-TIME STUDENT

A full-time student is enrolled for 12 or more semester hours during a regular long semester (fall or spring) or 6 or more hours during a summer semester.

## GRADES AND REPORTS

Grades are reported and made a part of the official record (filed in the Office of the Registrar) at the end of each semester. Refer to the NCTC Catalog, pages 41-42, for additional information.

### Incomplete Grades

If the work of a student is incomplete, a grade of "I" is reported, and the student is expected to remove the deficiency during the next Fall or Spring semester. A grade of "I" becomes a "F" if the student fails to complete course requirements by the end of the next Fall or Spring semester.

### System of Grading

The standing of a student in each course is expressed by

the following grades that are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

A = Excellent    B = Good    C = Average

D = Poor    F = Failure    W = Withdrew

I = Incomplete    P = Pass

IP = In Progress (developmental courses only)

A student's grade point average (GPA) is determined by dividing the total gradepoints earned by the total number of hours attempted. For example, a student who has completed 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

### Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms also are available in the Registrar's Office.) The forms must be completed by the student and returned to the instructor no later than Tuesday of the second week of school. The pass/fail option will not be extended beyond this date. ONCE YOUR DECISION IS MADE, YOU CANNOT CHANGE YOUR OPTION. It is not a good idea to select the pass/fail option if the course in which you are enrolled is to be included as a part of your college major and you expect to transfer that course to a senior college or university.

This is not meant to be an audit course. Performance requirements on the part of the student are the same regardless of the pass/fail option or the traditional A-B-C-D-F-system. Courses taken on a pass/fail basis do not earn grade points; however, failing grades will be counted in the student's grade point average.

### Scholastic Probation

A student's grades are reviewed on a semester-by-semester basis to determine if he/she is in good academic standing. A student will be placed on scholastic probation at the end of the Fall or Spring semester in which a minimum GPA of 2.0 is not attained.

Scholastic probation may be removed by earning a minimum GPA of 2.0 during the next Fall or Spring semester. If a student fails to earn a minimum 2.0 GPA during a semester in which he/she is on probation, he/she will be placed on academic suspension. If a student on scholastic probation withdraws from the college and applies for re-entry, he/she will be admitted on scholastic probation and must meet the same minimum requirements as stated above to be removed from scholastic probation.

### Scholastic Suspension

A probationary student who fails to meet the minimum standard necessary to remove his or her probation is placed on scholastic suspension and becomes ineligible to continue during the next Fall or Spring semester. A student who has been placed on scholastic suspension will be eligible for readmission after the lapse of a Fall or Spring semester.

You should note that a 2.0 cumulative GPA is required for graduation at NCTC. Students are expected to know if they have maintained the minimum standard and are ineligible to

continue college. An ineligible student who registers in the college will be subject to dismissal.

### Scholastic Suspension Appeal Process

The College has a provision for consideration of both North Central Texas College students and transfer students to enroll before their suspension period has elapsed. Students seeking admission while on academic suspension may appeal to the Admissions and Enrollment Management Committee by filing a letter of petition with the Director of Admissions, which must be received by the Monday prior to the first day of regular registration.

The letter of petition must explain any special or unusual circumstances that caused the student to be suspended other than simply failing to maintain grades. It must also explain how these circumstances have changed to increase the likelihood of academic success.

The Admission and Enrollment Management Committee will reach a decision regarding enrollment and may recommend or require a student to undergo testing, counseling, or enroll in specific courses and/or limit academic load. The Committee may also deny enrollment, in which case the student will be required to serve out the suspension prior to enrollment. Students allowed to enroll are automatically placed on probation.

### Student Grade Appeal

Any student who wishes to file a final grade appeal in any course, may do so according to the following procedure.

1. Collect all tests, papers, daily assignments, class notes and other relevant materials and request a conference with the instructor in question.
2. Present the case for grade appeal directly to the instructor.
3. If the student is not satisfied with the decision of the instructor, an appeal may then be made to the instructor's Department Chair or Program Coordinator (refer to listing in College Personnel section of the NCTC Catalog).
4. Students wishing to appeal a decision rendered by a Department Chair or Program Coordinator should do so to the Dean of Arts & Sciences, Dean of Advanced and Applied Technologies or Dean of Health Sciences, as appropriate.
5. If a student is not satisfied with the outcome of the meeting with the appropriate instructional dean, the student may request a meeting with the Vice President of Instruction.
6. No student grade appeal will be considered by any person in the above stated procedure unless each step in the procedure has been explicitly followed in the order outlined. Then and only then will the President of the College hear an appeal.
7. The grade appeal process must be initiated and completed within one calendar year of completion of the course.

## GRADUATE GUARANTEE PROGRAM

### Transfer Credit

North Central Texas College guarantees to its Associ-

ate of Arts and Associate of Science students who have met the requirements for the degree, beginning May, 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at North Central Texas College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file at North Central Texas College.
4. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction at North Central Texas College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, North Central Texas College will allow the student to take, within a one-year period from granting of a degree at North Central Texas College, tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

### Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by North Central Texas College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May 1992 or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum of 18 semester hours credit earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area

directly related to the area of program concentration as certified by the appropriate Department Chair.

4. Employment must begin within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against North Central Texas College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate Department Chair or Program Coordinator within 90 days of the graduate's initial employment. Refer to the NCTC Catalog, page 1, for additional information.

**GRADUATION/DEGREE REQUIREMENTS**

A student must have a cumulative GPA of at least 2.0 in the work presented for any degree. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 18 semester hours in residence for any degree or certificate. (Refer to NCTC Catalog for specific requirements for degrees and certificates).

**Application for Graduation**

Degrees and certificates are not awarded automatically. To be considered a candidate for a degree or certificate, the student must submit an application for graduation. The application may be obtained from the Registrar's Office and should be returned to the Business Office with a \$15.00 application/processing fee. When applying for more than one degree/certificate in the same semester, an additional \$5.00 fee per degree/certificate will be assessed. Deadlines for turning in graduation applications are March 1st (Spring) and October 1st (Fall). This fee is assessed to all degree candidates regardless of a student's participation in official commencement ceremonies.

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student who is within 12 hours of completing all requirements may participate in com-

mencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied while those applying for December graduation must meet all requirements by the end of the spring semester following the semester they applied.

North Central Texas College conducts formal commencement ceremonies in May and December each year. The College makes a special effort to give graduates and their guests a beautiful and memorable ceremony to mark this important milestone in their lives. The commencement ceremony is truly an event not to be missed. All graduates are required to participate. Participation in graduation is ceremonial and does not confer on a student any rights to a degree. Diplomas/Certificates are granted only after all degree requirements and financial obligations are satisfied. Caps and gowns may be purchased through the Bookstore. See the NCTC Catalog, page 47 for additional information.

**GRADUATION HONORS**

Graduation honors will be awarded for students with the following cumulative grade point averages. A minimum of 29 semester credit hours (earned by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony) will be required in order to be considered for graduation honors.

- 4.0 GPA..... Summa cum laude
- 3.90-3.99 GPA ..... Magna cum laude

**HOUSING (ON-CAMPUS)**

For all policies regarding student housing on campus, students are asked to consult the current Residence Life Handbook and the current NCTC Catalog. Questions about student housing may also be directed to the Office of the Vice-President of Student Services. Housing for students is available only on the Gainesville Campus. Refer to the NCTC Catalog, pages 57-59, for additional information.

**INTERNATIONAL STUDENTS**

International students are highly valued by North Central Texas College, and the multicultural influence they bring to the student body promotes a holistic educational experience for all members of the College community. Information provided below is current as of the publication of this catalog. The U.S. Citizenship and Immigration Services (formerly I.N.S.) and the Department of Education have developed policies and procedures for student and institutional compliance with national security measures originating in the Patriot Act of 2001. Contact the Registrar's Office at the Gainesville campus for information pertaining to developing international student policies.

**General Admission Requirements**

1. All admission records must be received in the Registrar's Office on the Gainesville campus at least 60 days prior to the first day of regular registration for the current semester. International students wishing to transfer from another institution of higher learning must have all required documentation on file in the

Registrar's Office on the Gainesville Campus at least 60 days prior to the first day of regular registration for the current semester.

2. All international students must meet TSI requirements.

### Specific Requirements

1. Evidence of proficiency in the English language is required and can be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 on the written exam or a minimum score of 197 on the computerized exam.
2. Submit official copies (in English) of complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects, and a description of the grading system.
3. Proof of sufficient financial support to remain enrolled at North Central Texas College to complete degree requirements. Proof of sufficient funds, in U.S. currency, can be a bank statement or a letter from the person responsible for providing the financial support. Students **MUST** submit an official affidavit of support.
4. All international students are required to take the Official THEA exam once they arrive in the U.S. and prior to registering for courses.
5. All international students will be required to complete at least 12 semester credit hours each Fall and Spring semester in order to remain in-status with U.S.C.I.S., (formerly I.N.S.). At least nine of the 12 semester credit hours must be courses with direct classroom attendance.
6. Students must submit a list of any dependents who will be accompanying the student to the United States.
7. Full-time international students must register for courses each semester directly with the International Student Advisor on the Gainesville Campus.
8. Full-time international students must first meet with the International Student Advisor on the Gainesville Campus prior to withdrawing from any courses.

**NOTE: The Form I-20 will not be issued until ALL requirements have been satisfied.**

### Specific Requirements for International Transfer Students

1. Transfer students from other colleges and universities must submit proof of sufficient financial support, in U.S. currency. This can be a bank statement or letter from the person responsible for providing financial support. Students must submit an official affidavit of support.
2. An official copy of all college transcripts must be submitted in place of high school transcripts.
3. A copy of the current I-20 must be submitted.

4. A letter from the International Student Advisor must be submitted stating that student is in good standing and is eligible to transfer. Students who are currently on suspension or whose cumulative GPA is below the 2.0 will be ineligible for admission to NCTC. F-1 students must also be in-status with U.S.C.I.S.
5. Students who are enrolled in an Intensive English program at another institution must provide a certificate of completion before full-time enrollment can be authorized.
6. Students must contact the International Student Advisor at their current institution in order to be released in the the SEVIS database.
7. Students must also provide NCTC with current mailing address in the United States as well as a current address in the student's home country.

### Specific Requirements: International Students Enrolling Concurrently

1. An official letter of approval for concurrent enrollment signed by the International Student Advisor from the host college must be on file in the Admissions Office for each semester the student seeks admissions to North Central Texas College. This letter must be received no later than 30 days prior to the day of regular registration for the given semester.
2. The letter for concurrent enrollment must contain the following information:
  - a. Official seal of the host college or university.
  - b. The semester for which concurrent enrollment is sought.
  - c. Signature of designated school official working with international students.
3. An official updated college transcript is to be submitted each semester that concurrent enrollment is sought.
4. Concurrently enrolled international students will not be allowed to enroll for more than eleven (11) semester hours at North Central Texas College.
5. No students will be considered for concurrent enrollment until all requirements have been met and submitted to the Registrar's Office at the Gainesville Campus. **ONLY.**

### Specific Requirements: Temporary and Permanent Resident Aliens

Temporary and Permanent Resident Aliens seeking admissions to North Central Texas College must present their resident alien card (green card) at the time of admission. Some visa holders may be eligible to pay resident tuition. Please contact the International Student Advisor on the Gainesville campus with any questions.

For more information contact:

International Admissions  
North Central Texas College  
1525 W. California St.  
Gainesville, TX 76240  
international@nctc.edu

## LIBRARY & LEARNING RESOURCE CENTERS

NCTC has a main library on the Gainesville campus and Learning Resource Centers on the Corinth and Bowie campuses. Students use the on-line catalog (Webcat) to identify materials and, if the item needed is on another campus, the student can request the item through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

Students can access many of the Library/LRCs resources on-line. In addition to traditional print resources, NCTC has an eBook collection and thousands of periodical titles (magazines, newspaper, journals, etc.) accessible from any computer on the college's intranet. For information on accessing resources remotely, students should contact their campus Library or LRC.

If a citation found in an on-line periodical database does not provide a link to the full text of the article, students should search the on-line catalog to see if the Library/LRC has a print subscription or has an archive of periodical titles on microfilm. Students can request photocopies of articles from the periodical collection or from the microfilm collection.

### Hours of Operation

Hours may vary by campus and between semesters. Students should consult the current hours posted at the entrance to the Library/LRC at each campus and on the Library/LRC website.

General Access Computer Labs are located in the Library/LRC at each campus. These labs generally open 30 minutes later and close 30 minutes earlier than the Library/LRC. A current NCTC student identification card is required to use these labs as well as to check library materials. See the NCTC Catalog, page 17, for additional information.

### Important Note:

A student's library record must be clear at the conclusion of each semester before transcripts of grades will be released or before he/she is allowed to re-enroll. At the end of the semester, a hold is placed on records of any student having an unpaid fine and/or a currently overdue book. Library/LRC circulation policy is posted on the Library/LRC website.

## LOST & FOUND SERVICES

Lost and found services are located in the Registrar's Office in Gainesville and Corinth. In Bowie, lost and found services are located in the Administrative Office.

## MAJOR

A student's major is the primary course of study with 24 to 36 semester hours in one subject area.

## ORIENTATION POLICY

College Orientation is REQUIRED for all first time college students. This non-credit course covers topics relating to THEA, study skills, test taking skills, academic and career planning, and college policies and procedures. Please refer to the Schedule of Classes for more information and dates/times,

or contact the Counseling Center at your campus. Check out the NCTC website for information about ON-LINE orientation. Refer to the NCTC Catalog, page 31, for additional information.

## PARKING REGULATIONS

1. Vehicles parked in spaces designated for "Handicapped" must display proper markings (window decals, cards, etc.).
2. Students may park in any parking space EXCEPT those marked for "College Vehicles," "Fire Lane," "Handicapped," "Reserved" and "Staff".
3. Vehicles parked outside of designated parking spaces and blocking driving lanes or otherwise creating hazards will be reported to the appropriate police department (Gainesville, Corinth or Bowie) and may be ticketed and towed away at the student owner's expense. All NCTC campuses are subject to all city traffic laws; therefore speeding, reckless driving, etc. on campus also will be reported.
4. Students in violation of these parking regulations are subject to disciplinary action.

## PART-TIME STUDENT

A student enrolled for fewer than 12 semester hours during a regular long-term (fall or spring) and fewer than 4 semester hours during a summer session is considered to be a part-time student.

## PAYMENTS FOR TUITION & FEES

Payment for tuition and fees may be made in person using cash, personal check, MasterCard, or Visa. Payment may also be made using MasterCard or Visa by accessing the College's on-line registration system at [www.nctc.edu](http://www.nctc.edu) (click on Admissions & Registration, then "Register Online").

## PICTURE IDENTIFICATION

Picture identification is required for all testing in the Testing Centers. Acceptable picture identification is a driver's license, military ID card, NCTC picture ID, passport or Texas Department of Public Safety ID. Some testing requires a driver's license or other official card, which includes date of birth. All students MUST present an official and current NCTC ID Card when accessing Library and Computer Lab services.

## PLACEMENT SERVICES

North Central Texas College provides Placement Services through the ACCESS Program office on the Gainesville campus. Services are provided throughout the service area of Cooke, Denton, and Montague counties.

The Counseling Center assists in the coordination job listings with area businesses; seeks available job placements in the service area; assists students with preparing for interviews; assists with resume preparation; advises on appropriate dress for interviews; notifies students of available jobs on campus and in the community; participates in Job Fairs; makes presentations in the classrooms regarding job skills and available job

listings; provides follow up with job placements; and assists students in job placement.

In Corinth, current job openings are posted on a bulletin board located in the student commons area and in a folder located in the library. Students, alumni and employers may contact the Gainesville Campus Counseling Center at 940-668-4216. See the NCTC Catalog, page 55, for additional information.

#### PREREQUISITE

A course that must be satisfied prior to taking a higher level course is a prerequisite.

#### QUICK THEA & COMPASS TESTING

The Quick THEA test is identical to the regularly scheduled THEA test, except that approved colleges administer it—independent of the regularly scheduled six THEA Test dates. NCTC offers the Quick THEA numerous times during the year. The same fee applies to both the regular THEA and the Quick THEA. The non-refundable Quick THEA fee must be paid when a student registers to take the test.

COMPASS is a computerized test that can be used at NCTC as an alternative to the THEA Test for initial testing purposes. The COMPASS will be offered to students who have missed the THEA or Quick THEA and who are attempting to register during a regular or late registration period. Sections of the COMPASS that are passed will satisfy corresponding requirements of the THEA and Quick THEA tests.

Contact the counseling center at any campus for information regarding THEA, Quick THEA, and COMPASS test dates, times, and fee schedules. Advance reservations are required. Refer to the NCTC Catalog, pages 27-31, for additional information.

#### REFUND SCHEDULE

Refer to the NCTC Catalog, page 38, for additional information.

#### SCHOLARSHIPS

Scholarship programs administered by North Central Texas College and the NCTC Foundation are generally awarded on the basis of academic achievement and/or financial need. (Refer also to "Financial Aid.") The deadlines for submitting NCTC Foundation Scholarship Applications are April 15 for the Fall Semester and October 15 for the Spring Semester. For information concerning the application process, please contact the NCTC Foundation Office at 940-668-4213 or the Financial Aid Office at 940-668-4242 Gainesville, 940-497-8002 Corinth, and 940-872-4002 Bowie. See the NCTC Catalog, page 54, for additional information.

#### SEMESTER CREDIT HOUR

A semester credit hour is determined by the number of hours a class is taught during a regular week. (Example: ENGL 1301 meets three hours per week and is a three-semester credit

hour class). Lab hours are calculated on a ratio basis. (Example: PHED 1118 meets three hours per week and receives one semester credit hour.

#### SEXUAL HARASSMENT

##### Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, student, or group of employees or students that would not occur but for their sex, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or academic decisions.

##### Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.

##### Complaint Procedure

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the dean or immediate supervisor, in accordance with the District's grievance policy [see DGBA(L) or FLD(L)]. However, no procedure or step in that policy shall have the effect of requiring the employee or student alleging such harassment to present the matter to a person who is the subject of the complaint. For more information, refer to NCTC Board Policy Manual (accessible on-line at [www.nctc.edu](http://www.nctc.edu)).

#### SMOKING POLICY

Because of the rising concern over the health hazards associated with smoking and related harmful effects of "secondary" smoke and chewing tobacco, North Central Texas College has established a Tobacco-Free Policy in all campus buildings. College officials recognize that enforcement of this policy will rely upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers for its success.

Ash receptacles are typically located at the entrance to campus buildings, providing smokers a place to extinguish smoking materials. Smoking and non-smoking entrances are identified on the Corinth Campus.

Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses.

## SPECIAL ACCOMMODATIONS (DISABILITY SUPPORT SERVICES)

### ACCESS

This acronym stands for: Accommodations, Consultation, Counseling and Educational Support Services. The ACCESS Department provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents).

#### Students with Disabilities:

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, and career counseling. Furthermore, the ACCESS Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

To obtain disability support services, students must:

- be accepted for admission to NCTC;
- meet with an ACCESS Counselor for an intake session;
- provide documentation from a certified professional in the medical field, psychological field, or educational field, indicating the presence of a physical or mental impairment, which substantially limits one or more major life activities.

#### Types of Accommodations:

After assessing your documentation, the ACCESS Counselors will determine the most appropriate accommodations for you.

Accommodations might include:

- Sign Language Interpreters
- Readers and Scribes for Tests
- Extra Time on Tests
- Alternate Testing Environment
- Electronic Tests/Texts
- Notetaker Services
- Registration Assistance
- Adaptive Technology Services

Students who are in technical areas of study and/or are special populations students:

#### Networks Program:

This program facilitates access to technical education and training and provides support services for students pursuing technical areas of study. Services include:

- Career Assessment: Students will be assessed to determine their abilities and interest to assist them in selecting their career choice.
- Tutors: Educational tutors may be available to assist students who need additional help comprehending concepts in their area of study or who need help with study skills.
- Referrals: The ACCESS Counselors will work with other NCTC support services and community or-

ganizations to refer participants to the appropriate programs or services.

- Childcare Assistance: Supplemental monetary assistance is available to students who qualify.

#### Eligibility Requirements:

1. Students must be enrolled in a technical area of study or in a non-traditional career program.
2. Students must present documentation that shows financial need.
3. Students must complete an intake session with an ACCESS Counselor.
4. Students must complete a Childcare Assistance Application for the Networks project and provide all requested documentation.

#### Inter-Agency Cooperation

The ACCESS department also assists students in networking with local and state agencies that provide information resources and services to persons with a wide array of challenges. These departments include, but are not limited to, the Texas Rehabilitation Commission, Texas Commission for the Blind, Texas Commission for the Deaf, and county Mental Health/Mental Retardation (MHMR) offices. Contact an ACCESS counselor for referral to these and other agencies.

#### ACCESS Department Contacts:

The ACCESS Department Coordinator is located on the Corinth Campus in Room 120 and can be reached at 940-498-6207. The ACCESS Department Specialist is located on the Gainesville Campus in Room 111 and can be reached at 940-668-7731, Ext. 4377. See the NCTC Catalog, page 56, for additional information.

## STUDENT ACTIVITIES

The College administration welcomes input from students regarding its student activities programs. NCTC strives to be responsive to practical suggestions for expansion of existing programs or implementation of new ones within the framework of budgetary limitations, available staff and physical facilities. Refer to the NCTC Catalog, pages 59-62, for additional information.

## STUDENT HEALTH SERVICES

Because such a large number of North Central Texas College students commute, no student health service such as an infirmary is currently available on any campus. However, each campus is only minutes away from a variety of health care facilities in the communities served by NCTC. Students who live on campus are urged to secure the services of a local physician to see in case of emergency. Also, students living in the Residence Hall are urged to inform the Residence Hall Manager and the Office of the Vice-President of Student Services of any medical conditions such as diabetes, epilepsy, etc., so that appropriate steps may be taken in case of an emergency. Moreover, such students are urged to inform these persons of any family physician or family member who should be contacted in emergency situations.

**STUDENT ORGANIZATIONS**

Student clubs and organizations are sanctioned by the college administration according to the belief that each renders a particular service to the college and to the student body. No effort is made to dictate inflexible rules or procedures or to manipulate decisions regarding activities or projects, but the college expects all student organizations to conduct their affairs in a manner appropriate to proper codes of conduct and in accordance with institutional policies and regulations.

All student group-sponsored activities on the college campus are to be sponsored by one of the recognized clubs or organizations and its advisors.

Club promotions, fund-raisers and activities involving the public must be cleared through the Vice-President of Students or the Director of Student Life.

New clubs and organizations are required to petition the Vice-President of Student Services for official recognition.

Specific questions regarding Student Activities and Organizations should be made to the Vice-President of Student Services or the Director of Student Life at 940-668-4240 or kbrown@nctc.edu

See the NCTC Catalog, pages 59-62, for additional information.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACTS, PUBLIC LAW 102-542**

This Act requires an institution to collect certain statistics concerning the occurrence on campus of the following criminal offenses that have been reported to the Vice-President of Student Services.

North Central Texas College's annual campus security reports are posted on the NCTC website and are available for the general public to review. It can be accessed at <http://ope.ed.gov/security>.

Institutions are also required to publish graduation rates for all students and varsity athletes.

For students who began college, Fall 2002:  
 All degree seeking students..... 5.3%  
 Intercollegiate athletes..... 60%

Additional information regarding annual completion rates that are broken down by race and sex may be obtained by individual request from the Office of the Registrar.

**STUDENT ROLE & PARTICIPATION IN INSTITUTIONAL DECISION MAKING**

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways, which include but are not limited to voting membership on the President's Council on Excellence, employee search/selection committees, and many Standing Committees of the college.

In addition, student input is actively encouraged and sought on a system-wide basis from such student organizations

as the Student Government, Student Nursing Association and others. At both the Corinth and Bowie campuses, members of Student Advisory Committees provide input on issues of specific interest and importance to both students and the administrative leadership at those sites.

Finally, students may—either individually or collectively—bring issues before the Instructional Council, President's Cabinet, or other administrative bodies of the college at any time by complying with the appropriate process for requesting that they be placed on the agenda.

**TEXAS SUCCESS INITIATIVE (TSI)**

The Texas Education Code, Section 51.403(e), authorizes the Texas Higher Education Coordinating Board to establish guidelines and reporting requirements. The purpose of Chapter 4, Subchapter C, is to implement the Texas Success Initiative for Texas public institutions of higher education. This includes assessing the academic skills of each entering undergraduate student prior to enrollment of the student. Students must be deemed college ready before proceeding to college-level course work.

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under these rules to improve individualized programs to ensure the success of students in higher education.

Students may be exempt from the TSI if they:

1. Meet qualifying standards on the ACT, SAT, TAAS, or, after Fall 2004, the exit-level TAKS. Scores are good for five and three years, respectively, and are as follows:
  - ACT - Composite 23 with a minimum of 19 on both the English and Math sections
  - SAT - Combined 1070 with a minimum of 500 on both the Verbal and Math sections
  - TAAS - 1770 Writing, 86 TLI Math, and 89 TLI Reading
  - Exit-Level TAKS - 2200 Math and English/ Language Arts with a writing subscore of 3.
2. Graduated with an associate or baccalaureate degree from a Texas public institution.
3. Transfer to NCTC from a private or independent institution of higher education or an accredited out-of-state institution and have satisfactorily completed college-level coursework as determined by NCTC.
4. Have attended any institution and have been determined to have met readiness standards by that institution.
5. Attend full-time at a private or out-of-state institution of higher education and wish to transfer credits back

to that same institution; they do not seek a degree or certificate from NCTC. Students in this category may enroll at NCTC for one semester only and must sign a waiver.

6. Enroll in a Level-One certificate program (42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
7. Currently serve on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment.
8. Were honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States either on or after August 1, 1990.
9. Are not seeking a degree or Level-Two certificate (more than 42 semester credit hours or the equivalent).

Students in the categories mentioned above (5, 6, 7, 8, and 9) must sign a waiver before enrollment.

North Central Texas College administers the THEA exam (see Quick THEA/COMPASS Testing) during a short period of time prior to the beginning of a semester's registration schedule. This is in addition to the six normally scheduled THEA examinations held across the state throughout the year. All students should contact the Counseling Office at either the Gainesville, Corinth, or Bowie campuses to obtain information about dates and times of THEA testing. Refer to the NCTC Catalog, pages 27-31, for additional information.

### TESTING SERVICES

In addition to academic assessment tests, NCTC Counseling & Testing Center personnel also administer other types of tests to students on a request basis and for a nominal fee. Such tests can be scheduled at the student's convenience. Examples of tests available are: achievement, aptitude, personal interest inventories, personality profiles, reading, study skills, advanced standing examinations and so on. Test results are confidential and interpretations of scores are used only for counseling purposes. Testing services are available at all campuses and are scheduled by appointment only. See the NCTC Catalog, page 56, for additional information.

### TRIO PROGRAM

The TRIO Program at North Central Texas College is designed to provide students an equal opportunity to develop their talents and to achieve their academic and career goals. Funded through United States Department of Education grant, this TRIO Student Support Services program is available for students at the Corinth campus who meet specific eligibility requirements. To be accepted into the program, students must have an academic need and meet at least one of the following criteria:

- the student is economically disadvantaged (as determined by federal guidelines).

- the student is a First Generation college student (neither parent has a 4-year college degree).
- the student has a documented disability.

The goal of this program is to work closely with all student services offices on campus to provide comprehensive support for students who are eligible. Services provided by the TRIO Program are as follows: tutoring, academic advising, career counseling, personal counseling, mentoring, tuition assistance, financial aid information, and cultural enrichment activities.

Students may request an application by contacting the TRIO Program at the following number or address:

TRIO Program Office  
1500 N. Corinth Street  
Corinth, TX 76208  
940-498-6214

### TUTORING

Tutoring is available to students who need assistance with their coursework. Please contact any campus Student Success Center for more information. (See Learning Center.)

### VETERAN SERVICES

NCTC, in conjunction with the U.S. Department of Education and Veteran's Administration, provides an Office of Veteran Services. Staffing the office are personnel trained in VA law, regulations and procedures to help each qualified veteran or eligible dependent with questions and/or claims related to eligibility, educational benefits, and tutorial assistance. Veteran Services is housed in the Financial Aid Office on both the Gainesville and Corinth Campus; contact the Director of Financial Aid at 940-668-4242 or Financial Aid Office in Corinth at 940-498-6294 for more information. Refer to the NCTC Catalog, page 55, for additional information.

### VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services also are available to assist the handicapped or disabled student to become employable. Application for such service should be made to: Texas Rehabilitation Commission, Sherman Field Office, Sherman Exchange Building, 2009 Texoma Pkwy. Suite #1, Sherman, TX 75090-2619. (800) 247-3675. See the NCTC Catalog, page 56, for additional related information.

### VOTER REGISTRATION

Voter registration cards are made available at the start of each semester through the Vice-President of Student Services office (Gainesville) and the Admissions/Registrar's Offices in Gainesville, Corinth and Bowie. NCTC students are encouraged to vote as part of their civic duty.

## SECTION II

### *Related Policy References*

**IMPORTANT NOTICE:** Students should consult the official NCTC Board Policy Manual (which can be accessed on the NCTC website at <http://www.nctc.edu>) for additional information regarding policies relating to students, conduct and rights and responsibilities. Official policies are frequently revised and updated; therefore, the wording of some of the policies cited below may not correspond precisely with that found in the most current edition of the NCTC Board Policy Manual. They are included here as a guide and for informational purposes only and should not be considered “official.”

#### **TRANSPORTATION MANAGEMENT** [See CJ (Local)]

##### **Modes of Transportation**

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

##### **Driver Requirements**

A driver who is transporting students in College District-owned or leased - vehicles must:

1. Be an employee or currently enrolled student of the College District who has been approved by the Director or Dean of Administrative Services or the President to operate College District vehicles based upon the employer or enrolled student having an acceptable driving record.
2. Hold a current, valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.

##### **Safety Standards**

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

##### **Driver Fatigue**

A driver shall not drive for more than three consecutive hours without taking a fifteen-minute break or relief from driving by changing drivers.

#### **HEALTH REQUIREMENTS AND SERVICES: COMMUNICABLE DISEASES** [See FDAD (Local)]

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College shall comply with all pertinent status regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain

the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

#### **SOLICITATIONS [See FI (Local)]**

All fund-raising activities carried on by College-sanctioned clubs and organizations must be cleared and approved in advance by the Vice-President of Student Services. Normally, solicitation of monetary contributions among students, faculty, administration, or staff is strictly forbidden on campus.

#### **SECURITY AND RETENTION OF STUDENT RECORDS [See FJ (Local)]**

The Director of Admissions and Registrar is designated as primary custodian of student records and is responsible for the security of all student records.

Student grade transcripts shall be maintained in a secure vault area with access limited to authorized personnel only. Duplicate copies of grade transcripts shall be made on a regular basis and stored in an off-site facility.

The retention and disposal of related student records shall be consistent with the approved record retention schedule on file in the Office of Admissions and Registrar. The record retention schedule shall be reviewed periodically and updated to accommodate local needs and changing governmental requirements.

##### **Types and Locations Of Records**

Each record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data.
2. Standardized test data, including intelligence, aptitude, interest personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records. (Kept separate from academic

- records).
7. Copies of correspondence with parents and others concerned with the student.
  8. Records transferred from secondary schools and other post-secondary institutions the student has been enrolled in.
  9. Records pertaining to participation in student activities including awards or recognition by the College.
  10. Information relating to student participation in special programs.
  11. Records of tuition and fees paid and outstanding.
  12. Other records that may contribute to understanding of the student.
  13. Financial aid records.
  14. Records of scholastic disciplinary actions.
  15. Job placement records.
  16. Scholarships or other financial awards.
  17. Academic awards or recognition by the College.

## Directory Information

Directory information may be released to the general public without the written consent of the student. A student may request that all of any of the general information be withheld from the public by making a written request to the Office of Admissions and Registrar during the first twelve days of the fall or spring semester, or the first four class days of a summer session. This request to withhold information shall apply only to the current enrollment period. The following is considered to be directory information:

1. Name, address, and telephone number
2. Degree(s) earned and date.
3. Major field of study and academic classification
4. Dates of attendance.
5. Number of semester hours in progress and attained to date.
6. Previous high school and college attended.
7. Weight and height of members of athletic teams.

Directory information shall be released to any individual or organization that files a written request with the Director of Admissions and Registrar or designee.

## Access By School Officials

For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, as well as attorneys, consultants, and independent contractors who are retained by the District. "School Officials" are deemed to have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions or the student's case; compiling statistical data; or investigating or evaluating programs.

## Custodians of Records

The custodians of records are as follows:

1. Academic Records:
  - a. Admissions records and documents, transcripts and permanent records of grades earned, hours completed - Director of Admissions and Registrar.
  - b. Adult vocational and avocation (non-credit)

program records, community records - Dean of Lifelong Learning.

2. Student Affairs Records - Vice-President of Student Services, Associate Dean of Student Services (Corinth), and Director of Counseling/Testing.
3. Financial Records - Vice-President of Financial Services and Director of Student Financial Aid.

Address for the custodians of records shall be included in the Annual Notice of Students Rights under 20 U.S.C. 1232g.

## Records Not Accessible to Students

The following information is not accessible to students:

1. Financial information submitted by their parents.
2. Confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their right of inspection and review.
3. Educational records containing information about more than one student, in which case the institution shall permit access only to that part of the record, which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and used only for the purposes for which they were collected.

## Review of Record

Any student who desires to review his record may do so upon request to the appropriate office immediately responsible for the record. A student may be required to complete a "Request for Review of Student Record" form.

## Procedure to Amend Records

Any student who desires to challenge the accuracy of his/her record should follow the procedure outlined below:

1. Information Review: Follow the procedure as outlined for REVIEW OF RECORD. The custodian of the record shall summarize action taken on "Request for Review of Student Record" form and shall sign and date the form. Within 15 school days of the record custodian's receipt of a request to amend records, the District shall notify in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.
2. Formal Review: If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President of Instruction shall chair and appoint a committee to hear challenges concerning academic records. The Vice-President of Student Services shall chair and appoint a committee to hear challenges concerning non-academic records.

The student shall be notified in advance of the date, time, and place of the hearing. The chairman, a person who is not responsible for the contested records, shall conduct the hearing. Members of the hearing committee shall not have a direct interest in the outcome of the hearing. The student shall be given a full and fair opportunity to present evidence and may be assisted or represented at the hearing, at his own

expense. The student shall be notified of the decision in writing within fifteen school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If after the hearing the request is refused, the student shall be given a copy of this policy and the opportunity to within thirty school days, place in the record a statement commenting on the information and/or setting forth any reason for disagreeing with the District's decision.

**STUDENT ACTIVITIES [See FK (Local)]**

**Off-Campus Speakers/Entertainers**

Any organization wishing to invite a speaker or outside entertainer to campus who is not a member of the College community must contact and receive prior approval from the Vice-President of Student Services or Associate Dean of Student Services (Corinth).

**Scheduling Events**

A student activities calendar of all college campus activities is maintained in the Office of the Vice-President of Student Services at each campus. It is necessary that all events and activities of the various campus student organizations/ clubs be approved and cleared in advance to prevent any conflict in activities or in the use of facilities.

Activities that are planned for the college facilities should be scheduled at least two weeks in advance. A faculty or staff sponsor must be present at all activities. Students must remember that all functions on campus are subject to applicable laws and regulations prohibiting alcoholic beverages, drugs, firearms, and so on. Students should remember also that all such functions and events must terminate by midnight, with any variations to be approved in writing by the Vice-President of Student Services.

**Admission Fees**

When any student organization sponsors a campus function for which an admission fee shall be charged, the proposed fee must be cleared in advance through the Vice-President of Student Services. Faculty-staff sponsors must be present at such functions to oversee the collection of admission fees.

**STUDENT ACTIVITIES: STUDENT PUBLICATIONS [See FKA (Local)]**

**Posters/Announcements**

College organizations may use the bulletin board in the Snack Bar and Activities Center areas for posting notices, posters, and the like. Posting of such announcements, posters, flyers, and the like, in other locations on campus must be approved in advance by the Vice-President of Student Services. In addition, materials are subject to the following restrictions:

1. Persons desiring to post an announcement, poster, and the like, must have it initialed "approved" and dated in the office of the Vice-President of Student Services.
2. Announcements, flyers, and the like shall not exceed a size of 8-1/2" x 11", and posters may not exceed

24" x 24".

3. Such materials may be posted only in approved locations in each building on campus. Student organizations may check with the Vice-President of Student Services to determine these locations. No announcement or poster is to be placed on any general glass or wall space; however, with approval of the responsible faculty or staff member, they may be placed inside office windows or on doors (such as the bookstore, Registrar's Office, etc.)
4. Posters, announcements, flyers, notices, and the like may remain up for various periods of time in advance of the event they concern (usually a week to 10 days). All shall be removed immediately after the event by an organizational representative. Repeated failure to remove them may jeopardize the organization's right to post any future notices.

**Student Publications**

All College-published and financed student publications are required to conform explicitly to the canons of responsible journalism (such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo).

The College reserves the right to insure free and responsible media through the educational process.

**Petitions, Handbills and Literature**

Each petition, handbill, or piece of literature shall identify the person or organization distributing it. No person or organization may publicly distribute on District property one or more petitions, handbills, or pieces of literature that are obscene or libelous, or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

**Signs**

For the purposes of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for nonpermissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or location designated by the Vice-President of Student Services or Associate Dean of Student Services (Corinth). No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Deposit in the Vice-President of Student Services or Associate Dean of Student Services (Corinth) office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Vice-President of Student Services or Associate Dean of Student Services (Corinth), on a

form prescribed by the College President, containing the following information:

- a. The name of the student or organization; and, if an organization, the name of its advisor.
  - b. The proposed general location for posting the sign.
  - c. The length of time the sign shall be posted.
  - d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.
3. Place the date of posting on each sign posted.

A sign may not be attached to:

1. A shrub or plant.
2. A tree, except by string to its trunk.
3. A permanent sign installed for another purpose.
4. A fence or chain or its supporting structure.
5. A brick, concrete, or masonry structure.
6. A statue, monument, or similar structure.

A sign may not be posted:

1. On or adjacent to a fire hydrant.
2. On or between a curb and sidewalk.
3. In a College building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted. No person may remove a sign posted or attached in accordance with this section without permission from the Vice-President of Student Services or Associate Dean of Student Services (Corinth), the student, or the registered student organization.

### Non-Permissible Signs

No student or registered student organization may post or carry a sign that:

1. Involves nonpermissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Vice-President of Student Services.

### STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS [See FKC (Local)]

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 Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth) or the Bowie Campus Dean.

### Registration Required

A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective College-wide.

Any student group seeking to use College facilities shall

apply to the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), or the Bowie Dean. The College may require payment for use of District facilities in accordance with Board policy. (See GF)

Each registered student organization has the responsibility to abide by the policies and procedures of the College and local, state and federal laws. Registration does not imply approval of the College of the activities of the registered organization.

### Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.
3. It has an advisor who is a member of the faculty or staff.
4. It is not under disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College policies, procedure, rules, and regulations, and with local state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the District.

### Application

A group shall apply for recognition as a registered student organization on an official College form. The completed form shall include:

1. The name and mailing address of the proposed organization.
2. The names and signatures of its officers, members, and its advisor.
3. A general description of its purposes.
4. Tentative plans of procedure.
5. Financial structure, dues, if any, and the like.
6. Method of initiation (shall be approved in advance by Vice-President of Student Services).
7. Proposed constitution, bylaws, or equivalent general outline of the organization's structure, purposes, or operation.

The Vice-President of Student Services shall recommend approval or rejection of the application.

### Rejection of Application

If the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), or the Bowie Dean does not approve the application for registration, he/she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the President.

The President may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the President, who will then take final action. The President's decision may be appealed to the Board.

**Rights and Duties**

A registered organization shall be entitled to sponsor or present a public performance on College property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that violates the policy on use of College facilities and/or the policy on student discipline and penalties.

**Loss of Registration**

A registered student organization may have its registered status cancelled by the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), or the Bowie Dean if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights/duties of organizations set forth herein.

A student organization whose registered status has been cancelled may appeal to the President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may apply for re-registration not less than four months following the date of such cancellation.

**Violations**

Violations of College policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The President shall require registered student organizations to furnish to the Vice-President of Students at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, each registered student organization or group must file with the Dean of Students an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the College.

No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may apply for re-registration not less than six months following the date of such revocation.

**Organization Officers**

Each organization shall submit a list of officers and members to the Office of the Vice-President of Student Services at the beginning of each academic year.

**Use of College Name**

The name of North Central Texas College may be used by campus organizations for any event on or off campus ONLY when:

1. The event has been cleared and approved in advance by the Vice-President of Student Services.

2. The organization's faculty/staff sponsors have full knowledge and approval of the event.

**Faculty/Staff Sponsors**

All student organizations/clubs must have active faculty-staff sponsors who serve as advisors and guides, who help the group to achieve its purposes and who are versed in College policies affecting such groups. Such sponsors accept this role with the understanding that they will:

1. Attend all social functions sponsored by the group.
2. Give counsel and guidance when necessary and when asked and take care not to interfere with or unduly influence organizational plans, policies or activities.
3. Keep themselves informed of the group's activities.

**STUDENT RIGHTS & RESPONSIBILITIES:**

**STUDENT CONDUCT**

[See FLB (Local)]

**Definitions**

Definitions to be used in this policy shall be as follows:

1. "Vice-President of Student Services" shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the College.
2. A "student" shall mean one who is currently enrolled in the College. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he/she is on the campus of any component institution.

**Responsibility**

Each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct.

**Specific Conduct Regulations/Restrictions**

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 (see policies FLBA, et seq.), the following types of behavior shall be prohibited:

1. Alcoholic or Intoxicating Beverages: Possession or consumption of alcoholic beverages on campus. [See FLBE] North Central Texas College student organizations are NOT allowed to serve/have alcoholic beverages at their off campus events. Misconduct occurring at events where alcoholic beverages are served may result in revocation of the organization's charter and/or disciplinary action against the individual students involved.
2. Campus Dress: Students shall not wear clothing that materially and substantially interferes with normal school operations. Official sponsors/advisors may establish and enforce regulations for dress and grooming in regard to attendance at college-sponsored extracurricular activities. Such regulations shall be printed and distributed and/or formally announced to participating students at the beginning of a semester or in advance of activities.

3. Cell Phone Policy: Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor's discretion. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test. Cheating at North Central Texas College is not tolerated and may result in expulsion.
4. Cheating: See Scholastic Dishonesty.
5. Checks: Students will be notified by certified letter, return receipt requested, of a check to the college returned for "insufficient funds." If the check is not redeemed within 24 hours of receipt of the notice, the student will be dropped from the rolls. Generally, there will be a charge assessed for all returned checks, and checks shall not be accepted from students who have given bad checks previously.
6. Children in Classes and Unaccompanied Children: Minor children of North Central Texas College students are not permitted to attend class with their parents. Furthermore, minor children may not be unaccompanied at any location or property where North Central Texas College classes are taught. If a minor child is brought to the NCTC campus or any location where NCTC classes are taught, the child must be accompanied by an adult at all times. For their safety and welfare, unaccompanied children on the NCTC campus will be escorted to the Office of Student Services and the parents or guardians will be summoned to pick them up immediately.
7. Controlled Dangerous Substances (Narcotics/Drugs): The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus. Violators will be subject to criminal prosecution and to immediate expulsion from the college. [See FLBE]
8. Destruction of College Property: Students who deface or damage college property will be required to pay the full cost of all damages, and such students may be subject to disciplinary action. Persons committing acts of vandalism are subject to criminal prosecution.
9. Debts: The college is not responsible for any debts contracted by individuals enrolled in the college or by college-sponsored student organizations. The college does expect such individuals and organizations to properly and promptly discharge their financial obligations. Failure to do so could result in disciplinary action against individual students or revocation of organizational charter. (Refer also to "Payment of Accounts".)
10. Disorderly Assembly: It is expressly forbidden for any group of students to gather in such a manner as to incite riot, do violence to any person or property, disrupt the functions of the college, or interfere with teaching, research, administration, or the college's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See FLBH]
11. Falsification of Records: Any student who has been determined to have intentionally falsified official college records shall be subject to immediate suspension or expulsion.
12. Firearms/Fireworks/Explosives: The possession on campus of firearms, fireworks, or explosives by students (or any unauthorized visitor) is strictly prohibited. Any student violating this rule may be suspended or expelled from the college and shall be subject to criminal prosecution.
13. Gambling: Gambling in any form is prohibited on campus. Gambling is also an offense punishable under state and federal law.
14. Hazing: Hazing in any form is prohibited by the college. Moreover, college-sponsored student organizations that allow hazing as part of their initiation rites (or for any other reason) may have their charters revoked. [See FLBC]
15. Parking And Traffic: The college may require that students register and obtain a parking permit/sticker for motor vehicles brought to campus. Students are expected to observe the various restricted parking areas on campus. Spaces marked Staff Faculty, College Vehicle, Reserved, Fire Lane, Loading Zones, etc., are strictly off limits to student vehicles. Parking spaces marked for Handicapped are restricted solely to those for whom they are intended. Violators can expect to have their vehicles towed away and are subject to fines under state law. Speed limits for parking lots and access drives on campus are 20 miles per hour, and students should exercise extreme caution at all times because of the large amount of pedestrian traffic in these areas. Recklessness, speeding, and the like may result in disciplinary action.
16. Payment of Accounts: Debts incurred by students to the college are expected to be discharged promptly. Failure to settle such accounts within a reasonable time and/or according to established terms may result in cancellation of the student's enrollment or in the placing of a hold on the student's official record. Such a hold may result in the failure of a student to receive grades, a diploma, obtain an official transcript or re-enroll. Even in cases of suspension from the college the student is still required to discharge the indebtedness or be subject to civil action through the courts.
17. Petitions: The circulation of any petition on college property must have the prior approval of the Dean of Student Services. [See FKA(Local)]
18. Physical Violence: The threat or commission of physical violence or the use of abusive or obscene language against any member of the college community is expressly prohibited. Student violators are subject to disciplinary action including possible suspension or expulsion from the college.
19. Publications (Anonymous): Any student or students who publish, circulate or aid in circulating anonymous publications on campus jeopardize their enrollment in the college. [See FKA (Local)]
20. Scholastic Dishonesty: 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.

21. Tobacco: Tobacco is strictly prohibited in all college classrooms and laboratories, in the library and in any other areas where "No Smoking" signs are posted. Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses.
22. Solicitation: No commercial enterprise will be allowed to operate on campus without prior clearance and approval from the Vice-President of Student Services. Solicitation from outside agents, organizations, salesmen, etc., is rarely permitted. Students are warned not to sign anything an agent or salesman offers until all the fine print has been read, and students are urged to check on all such persons in the Office of the Vice-President of Student Services.
23. Stealing: Any student who takes the property of another without right, authority, or prior permission is guilty of stealing. Stealing is a crime, and thieves are subject to criminal prosecution.
24. Unauthorized Entry: Any student who makes unauthorized entry is subject to disciplinary action, and nonstudents may be prosecuted for trespassing and/or breaking and entering. Unauthorized possession of keys to college buildings/facilities also is strictly prohibited.
25. Unauthorized Holidays: "Walkouts" or unauthorized holidays are not allowed. In most cases excused absences will be allowed for College-related or college-sponsored activities (such as field trips, attending organizational conventions, etc.) with prior approval from the department chair and instructional dean. Persistent, unjustified absences from classes or labo-

ratories will be considered sufficient cause for college officials to drop a student from its rolls. (For more detailed information regarding attendance regulations, refer to the College Catalog.)

26. Unauthorized Possession of Examinations: Any student who illegally obtains, is found in possession of, copies or sells a copy of an examination/test before the test is given will be subject to disciplinary action.
27. Unlawful Display of Flags: Under state law (Texas Penal Code 24.09) it is unlawful to display, hoist, raise or place certain flags, standards, colors or ensigns upon or over state college property. Such unlawful action constitutes a misdemeanor; therefore, North Central Texas College students are advised to obtain a copy of the law before displaying certain flags on campus.
28. Violation of Housing Regulations: The violation of any of the regulations governing student conduct in College housing may subject the student in question to appropriate disciplinary action, including removal from college housing and/or suspension or expulsion from the college. These rules and regulations governing student conduct in college-owned housing are published and distributed by the Office of the Dean of Student Services.
29. Weapons: [See FLBF(Local)]

### Discipline

Any student violating this policy shall be subject to discipline, including suspension in accordance with College policies.

### STUDENT CONDUCT: ALCOHOL AND DRUG USE [See FLBE (Local)]

The use of intoxicating beverages shall be prohibited on campus. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

The possession of alcoholic beverages or drugs is sufficient cause for denying any person entrance to a College function. It is also sufficient cause for the removal of any person from a College function.

A person under the influence of an alcoholic beverage or drug is not to be admitted to a College function. If one is inadvertently admitted, he/she is to be removed when his/her condition is observed.

This policy is to be enforced by properly deputized law enforcement officers and/or authorized College personnel.

### Prohibitions

No student shall possess, use, transmit, or attempt to possess, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-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 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 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.

NOTICE: Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### STUDENT COMPLAINTS:

#### SEXUAL HARASSMENT

[See FLBF (LOCAL)]

### Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student or a District employee.

*What is the College District policy concerning sexual misconduct?*

The College District forbids employee conduct constituting sexual harassment of students. The College District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a College District employee.

*What is sexual harassment?*

Sexual harassment of a student by an employee includes any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

*What laws address sexual harassment of students?*

Sexual harassment or abuse of students by College District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

*What will the College District do when it learns of sexual harassment of a student?*

When a college administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

*What do I do if I have been sexually harassed at college?*

A student who has a complaint alleging sexual harassment by other student (s) or sexual harassment by an employee may request a conference with the appropriate administrator or designee, or the College Districts Title IX coordinator. The conference will be scheduled and held as soon as possible, but within seven calendar days. The appropriate administrator or the Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the College District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director  
Office of Civil Rights, Region VI  
1999 Bryan Street, Suite 2600  
Dallas, Texas 75201  
Telephone: (214) 880-2459  
Fax: (214) 880-3082 • TDD: (214) 880-2456

*Who is the Title IX coordinator and how do I contact that person?*

The Title IX coordinator for the College District is:

Vice-President of Student Services  
1525 W. California Street  
Gainesville, Texas 76240  
Telephone: (940) 668-4240

The Title IX coordinator is a College employee who has the responsibility to assure College District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The College District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the appropriate administrator or Title IX coordinator. The student may be accompanied by an advisor throughout the complaint process.

*Will my complaint be confidential?*

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

*What if I am not satisfied with the College District's resolution of my complaint?*

If the student is not satisfied with the College District's initial response to the complaint, he or she has seven calendar days to request a conference with the College President or designee, which will schedule and hold a conference. Prior to or at the conference, the student must submit a written complaint that contains a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or student (s) signature; and the date of the conference with the appropriate administrator.

If the student considers the resolution unsatisfactory, he or she may request that the Board of Regents hear the complaint at its next regular meeting, in accordance with policy

BD (Local). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

**STUDENT CONDUCT:  
WEAPONS [See FLBF (Local)]**

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the District. Penal Code 46.03 (a)

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made and adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Penal Code 46.03 (s), 46.01 (3)
2. An illegal knife (hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear). Penal Code 46.03 (a), 46.01 (6)
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such as loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01 (2)
4. A machine-gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01 (9)
5. A short-barrel firearm (rifle with a barrel less than 16 inches or a shotgun with a barrel of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01 (10)
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Penal Code 46.01 (11)
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01 (8)
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01 (12)
9. A chemical-dispensing device (other than a small chemical dispenser sold commercially for personal protection), that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. Penal Code 46.01 (4)
10. A zip gun ( a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smoothbore or rifled-bore barrel by

using the energy generated by an explosion or burning substance). Penal Code 46.01 (16)

11. A club (an instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). Penal Code 46.01 (1), Penal Code 46.05 (a)

**STUDENT CONDUCT:  
DISRUPTIONS [See FLBH (Local)]**

**Disorderly Conduct**

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building to such an extent that the employees, officers, and other persons, including visitors, having business with the District are denied entrance into, exit from, or free passage in such building.

**Violations**

Any student participating in a violation of this policy may be subject to suspension or expulsion from the College. In such situation, the President or his/her designated representatives have the responsibility to determine when conditions cited above prevail, and they will have the authority to take such steps as deemed necessary and reasonable to quell or prevent such disruption.

**STUDENT RIGHTS & RESPONSIBILITIES:  
STUDENT COMPLAINTS [FLD (Local)]**

**Exclusions**

Student complaints regarding discipline and sexual ha-

assment are covered by separate procedures. [See FMA and FLDA, respectively]

### Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

### Representation

The student may be represented at any level of the complaint.

### Discussion of Complaint

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chair at Level One. If the complaint involves a grade received, the student shall collect all tests, papers, daily assignments, class notes and other relevant material prior to the conference with the instructor in question.

**Level One** – A student who has a complaint shall request a conference with the department chair, or counselor, whichever would be most appropriate for the occasion, who shall schedule and hold a conference with the student.

**Level Two** – If the outcome of the conference with the department chair or counselor is not to the student's satisfaction, the student has 15 calendar days to request a conference with the appropriate instructional dean, Associate Dean of Student Services (Corinth), or Vice-President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman or student services counselor.

**Level Three** – If the outcome of the conference with the vice-president is not to the student's satisfaction, the student has 15 calendar days to request a conference with the Vice President of Instruction, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice-president.

**Level Four** – If the outcome of the conference with the Vice President of Instruction is not to the student's satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Three and the date of the conference with the vice-president.

**Level Five** – If the outcome of the conference with the College President or designee is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the Board of Regents meeting agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

**Closed Meeting** – If the complaint involves or relates to an employee, it shall be heard by the Board in a closed meeting unless the employee requests it to be public.

## DISCIPLINE & PENALTIES [FM (Local)]

### Disciplinary Actions

Following are the types of disciplinary actions which may be invoked against students who are considered to be in violation of any of the College policies or regulations:

1. Reprimand – A verbal or written warning to the student following the commission of a minor rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Probation – The placing of a student on notice that continued infraction of regulations may result in the consideration of suspension or expulsion from the College. Such probation may include social and behavioral restrictions upon the student in question. Probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct.
3. Suspension – Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
4. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.
5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or in the course. [See Scholastic Dishonesty FLB(Local)] The instructor shall make a written report of the incident and of the planned action to his Department Chair. The Department Chair shall report the incident and action to appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Vice-President of Student Services shall be notified, and the action shall be taken through that office.

The five disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infraction or misconduct of a minor nature may lead to more severe disciplinary actions. When the Vice-President of Student Services (herein referred to as the "Vice-President") receives information that a student has allegedly violated a College policy or administrative rule, the Vice-President shall inves-

tigate the alleged violation. After completing a preliminary investigation, the Vice-President may:

1. Dismiss the allegation.
2. Summon the student for a conference. At this point the Vice-President shall notify the student of the right to be represented by a person of his/her own choice. If the student wishes to be assisted by a representative, the conference shall be postponed up to forty-eight hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or the representative if necessary, the Vice-President shall:
  - a. Dismiss the allegation.
  - b. Determine whether there is a preponderance of evidence that the student is guilty of alleged misconduct and proceed accordingly.
3. Decide upon and notify the student in writing of the appropriate disciplinary action. Prior to the commencement of suspension/expulsion, explain the appeal procedures to the Student Services Advisory Committee.

#### IMMEDIATE DISCIPLINARY ACTION

The Vice-President of Student Services, Campus Provost, Campus Dean or the President may take immediate disciplinary action, including suspension against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Any student who fails to comply with the official and proper order of a duly designated College official, acting within the scope of his employment, will be subject to immediate suspension from the College. If immediate disciplinary action is taken, the student shall be summoned to a conference with the Vice-President of Student Services who shall proceed accordingly.

#### SUSPENDED OR EXPELLED STUDENTS

No former student who has been suspended or expelled for disciplinary reasons from the College shall be permitted on any campus or other facilities of the College during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Students who are suspended or expelled may be asked to vacate the campus premises immediately, particularly in cases where a duly authorized administrative official can show due cause to believe that such action is necessary to protect life, health and/or property or to maintain reasonable order.

#### DISCIPLINARY RECORD

The College shall maintain for every student who has been charged with serious misconduct at the College, a permanent written disciplinary record that shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential, and the contents shall not be revealed except upon request of the student or in accordance

with applicable state or federal laws. The disciplinary record is normally retained for five years following the student's graduation or termination from the College. Probationary letters may be removed upon written request of the student after terms of the probation have been completed.

#### DISCIPLINE AND PENALTIES: DISCIPLINE HEARING PROCEDURE [FMA (Local)]

In cases in which the accused student is subject to suspension or expulsion, the student may appeal the decision of the Vice-President of Student Services to the Student Services Advisory Committee. No other disciplinary action may be appealed to the committee.

#### Notice

The Vice-President of Student Services (herein referred to as the "Vice-President") shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than three class days after the date of the letter.

The notice shall be in writing, shall state the time and place of the hearing, and shall state the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The notice shall also state the potential punishment.

#### Hearing Committee

The Student Services Advisory Committee shall provide the student a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Committee.
3. Right to a representative or legal counsel.
4. Opportunity to testify and to present evidence and witnesses in his defense.
5. Opportunity to examine the evidence presented by the College administration and to question the administration's witnesses.
6. Right to challenge the impartiality of the members of the committee. Impartiality is defined as a person who has no personal stake in the outcome of the proceedings and who is not a witness to the events.
7. Right to make a record of the hearing at his own expense.

#### Failure to Comply With Notice

The Vice-President may suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter of notice or, at the discretion of the Vice-President, the Vice-President may advise the Student Services Advisory Committee to proceed with the hearing in the student's absence.

#### Decision

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges and

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shall set forth findings of facts in support of the charges. Decisions shall be rendered only on the preponderance of evidence presented. The penalty shall also be stated in the decision. The Vice-President shall administer the penalty, if any.

**Appeal**

The College President, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the hearing committee and upon review, affirm, modify, or reverse the lower decision. The College President shall notify the student of his decision in writing within fifteen days of receiving the application for review.

<b>EXHIBIT A</b>	
<b>ALCOHOL</b>	<b>CRIME &amp; PENALTY</b>
Consumption or possession by a minor. (Sec. 106.04 and 106.05)	Misdemeanor 1st violation .....\$25 to \$200 fine. 2nd offense.....Not less than \$500.
Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)	Misdemeanor.....\$100 to \$500 fine.
Public intoxication. (Texas Penal Code, Sec. 42.02)	Class C Misdemeanor.....Up to \$500 fine.
<b>OTHER DRUGS</b>	<b>CRIME &amp; PENALTY</b>
Drug possession.	Varies according to placement of the drug on schedules and in possession .....Up to \$10,000 fine and 5 to 99 years in jail.
Penalties for drug possession are governed by the Texas Health & Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.	