

# NORTH CENTRAL TEXAS COLLEGE STUDENT HANDBOOK 2018-2019

## 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.

**CIVIL RIGHTS :** In compliance with Title VI of the Civil Rights Act of 1964 (P.L.88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 92-256), North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status. For further information and assistance, contact the Vice Chancellor of Administrative Affairs 940.668.3338.

**RIGHTS OF INDIVIDUALS WITH DISABILITIES :** North Central Texas College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), the Americans With Disabilities Act of 1990, and with the ADA Amendments Act (ADAAA) of 2009 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability. For further information and assistance, contact the Office for Students with Disabilities (OSD) at 940.668.4209.

## 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 non-teaching 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 reporting campus and local community crime data for the Cooke, Denton, and Montague county campuses through North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by Student Services web site:  
<http://www.nctc.edu/StudentServices.aspx>.

## Title IX Coordinator

The Board approves the appointment of a Title IX Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended. Any related Title IX issues or complaints should be directed to Dr. O. John Maduko, Vice Chancellor of Student Affairs. Selected policies related to Title IX can be found in the FA(Legal), and FLB(Local) sections of Board Policy.

## TITLE IX COORDINATOR

Dr. O. John Maduko, M.D.  
Vice Chancellor of Student Affairs  
1525 West California Street  
Gainesville, TX 76240  
(940) 668-4206  
Fax: (940) 668-6049  
[omaduko@nctc.edu](mailto:omaduko@nctc.edu)

## Section I

### Academic Advising

Academic advising is an essential element of NCTC's commitment to ensuring that students take the proper courses, in the proper sequence, in order to meet their educational and career goals. NCTC advisors and counselors provide academic advising services to all new, returning, and potential students.

The following students are required to meet with an advisor or counselor in order to register for courses:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC full or part-time) or continuing students who have earned 30 credit hours

- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a Certificate program
- Students who need to have transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Students who qualify for on-line course registration are not required to see an advisor or counselor; however, it is highly recommended for students who have questions or need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Center	Corinth Counseling (940) 498-6410
Center	Gainesville Counseling (940) 668-4216
Center	Flower Mound Counseling (972) 899-8411
Center	Bowie Counseling (940) 872-4002, ext. 5212
Center	Graham Counseling (940) 521-7101

### Accidents and Thefts

All thefts, accidents and offenses that occur should be reported immediately to the NCTC Police Department.

### Alcohol and 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 determined by NCTC within accepted policy.
- 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 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 Athletics in the NCTC Catalog for additional information.

### Bookstore

NCTC bookstores are operated by Follett Higher Education Group. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the eFollett.com virtual store site. On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at [www.nctc.edu](http://www.nctc.edu) and [www.efollett.com](http://www.efollett.com) for hours of operation and other pertinent information.

### Campus Law Enforcement

Police Officers and Security Officers can be reached for each campus by calling the number below and selecting the appropriate number from the automated system. For medical emergencies always dial 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the North Central Texas College Police Department in a timely manner.

To report a crime or an emergency at any North Central Texas College campus, dial extension 4270 from any North Central Texas College phone, or dial (940) 668 - 4270 from any phone outside the college system. Officers are available at this telephone number twenty-four hours a day to answer all calls. If assistance is required from another Police Department, North Central Texas College Police Officers will contact the appropriate agency. If a sexual assault or domestic violence situation should occur, officers on the scene will offer the victim a variety of services.

Additional information can be found at the Police Department website, [www.nctc.edu/Police.aspx](http://www.nctc.edu/Police.aspx).

Call

Send SMS

Call from mobile

Add to Skype

You'll need Skype CreditFree via Skype

### Campus Security Information: Reporting Crimes and Emergencies

Security personnel, night administrators, and the custodial staff 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.

### CARES/Behavioral Intervention Team

The NCTC Behavioral Intervention Team or CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful, or may pose a threat to the health and/or safety of the NCTC community. These behaviors include: stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-injurious behavior. Students have the ability to report concerning behavior by clicking the NCTC CARES Team logo posted on MyNCTC, completing the CARES Reporting/Referral Form or by sending an e-mail to CARESTeam@nctc.edu. If a student is in immediate danger concerned parties should call 911 as soon as soon as possible.

### Change of Address

Any student whose home or local address is changed during a semester should correct his/her records in the Office of Admission and Registrar within seven days after the change. Official college notices sent to the student's address as listed in the Office of Admission and Registrar.

International students should 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. Proper identification is required. Student ID, driver's license or other photo identification and date of birth will be requested on all checks.

### Childcare Reimbursement Program

The Childcare Reimbursement Program, funded through the Perkins Basic Grant Program, provides childcare support services for NCTC students pursuing a career in a technical field of study to help them complete their career plans.

#### **Students who wish to become eligible for Childcare Assistance need to:**

- Declare technical degree
- Establish financial need
  - Ex: Pell Grant recipient, SNAP recipient, W2, etc
- Complete a CRP Application and provide all necessary documentation  
For additional information please contact (940) 668-3300 or (940) 498-6207.

### Class Day

Class Day commonly 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.

### College Debts

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will have a hold placed on their accounts when they withdraw completely from classes. Because of the hold, they will not be able to 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. Refer to the NCTC Catalog 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. These 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 increasing academic proficiency. Attendance in College Preparatory Studies is mandatory when a student has not passed the TSI Assessment or previous placement exam. After one week of absenteeism, a student may be warned by the College Prep instructor. After two weeks of absenteeism, a student will receive a final warning regarding attendance from the College Prep instructor. After missing a third week of class, a student may be dropped from his/her College Preparatory class. If the student is dropped from a required College Preparatory class twice for non-attendance, a hold will be placed on the student so that the student cannot enroll in any other courses except the required remediation. Students must complete all required courses in a College Preparatory area with a "C or better" before proceeding to college-level course work in that area.

### **Computer Access/Accounts**

Students are provided computer/network accounts each semester. Accounts are created during the week before classes begin. It is recommended that any files a student wants to retain should be saved to a flash/USB drive before the end of each semester.

Students are responsible for all activity on their accounts. User accounts may not be shared under any circumstances. Sharing accounts or sharing network login information is not allowed and will result in suspension of computer privileges for the remainder of the current semester. Student accounts are for personal use only. Use of college facilities for illegal activities is strictly prohibited.

### **Social Networks**

Students should refrain from posting physical threats or derogatory comments about students, coaches, faculty, staff or the NCTC administration. Threats of physical violence are a violation of NCTC board policy FLB-Student Conduct. Violators may be reported to the police. Students found to be in violation of the policy or face disciplinary action.

### **Concurrent Enrollment and Lifelong Learning**

NCTC offers students wanting to earn continuing education units (CEUs), rather than regular college credit, the option of enrolling for a selection of credit options for 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 earning a letter grade, the CE student will earn CEUs if the course is completed satisfactorily.

### **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. See the institutional catalog for more in-depth information.

### **Awarding Experiential Credit**

North Central Texas College offers credit for experiential learning towards Level I and Level II Certificates and Associate of Applied Science career/technical degree. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Military personnel, veterans, and adult learners may also be eligible to receive experiential credit based upon appropriate documentation and institutional guidelines. All credit granted for experience must be supported by official and verifiable documentation.

### **Procedures/Requests for Advanced Placement and Credit by Examination/Experience**

Refer to the NCTC Catalog sections regarding AP, CLEP, and IB scores required for awarding course credit, or see the following section for additional information on earning experiential credit.

### **Crime Awareness Programs**

#### **Students**

NCTC students are informed about campus policies and procedures during the First Year Experience course

(NCTC 1101) or Transfer Orientation. Additionally, students residing on campus in the dorms receive orientation sessions on the Gainesville Campus 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 NCTC Police Department when such 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 number indicates the semester hour value of the course. The third and fourth digits are the distinguishing numbers of the course as delineated by the Texas Higher Education Coordinating Board.

### Course Load

A course load refers to the number of semester hours for which a student is officially registered and enrolled. At North Central Texas College, a full-time student is defined as one who is enrolled for a minimum of 12 semester credit hours in Fall, Spring, or combined Summer semesters.

### Curriculum

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

### Dropping/Withdrawing Courses

Dropping a class is done on or before the official date of record each semester. Please note a drop after the official date of record it is no longer considered a drop but a withdrawal. The official date of record is cited in NCTC's Academic Calendar.

To drop a course a student can:

- Go to MyNCTC and drop the course
- Visit the Admissions/Registrar's Office in person to fill out a drop form
- Meet with an advisor and fill out a drop form

Remedial courses cannot be dropped online. A student must come to the Admissions/Registrar's Office in person to drop a remedial course.

If a student receives financial aid, they should contact that department before withdrawing.

All withdrawals must be processed online, in person, faxed and/or postmarked on or before the official date of record. Requests should include student ID number, full name, course information (please include course ID and section number-example ENGL1301 123), and a signature. If the request is not signed or does not include all information, it may not be processed.

### Online Requests

If the Admissions/Registrar's Office should receive the form via e-mail, the form will be processed within 24 hours and the student should receive an email confirmation that the withdrawal has been processed. If the student does not receive an email, it is the student's responsibility to contact the Admission's office for confirmation. The student is responsible for verifying that the email was received by the Admissions/Registrar's Office prior to the last day to withdrawal.

It is the **student's responsibility** to officially withdraw from any class they do not wish to attend. Students who stop attending classes and who do not officially withdraw may be assigned a final grade of "F".

### Dual Credit Students

Dual Credit students must fill out the Petition to Withdraw for Dual Credit students form and submit it to the Admissions office.

### 6 Drop Limit-S.B. 1231 Legislation

Section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North central Texas College Dual Credit and Early Enrollment program are waived from this requirement until they graduate from high school.

Based on this law, any Texas Public institution of higher education may not permit students to withdraw more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college-level courses withdrawn after the official date of record are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an

appropriate college official that one of the following events occurred to the student during the semester or summer session:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. The active duty service as a member of the Texas National Guard or the armed forces of the United State of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the college official.

#### **Medical Withdrawal**

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 a week prior to final exam. Students who receive medical withdrawals after the last day to withdraw without receiving a grade will receive either an I or a W in each course for which they were registered.

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. The documentation will be sent to the appropriate deans of the subject areas involved within the appeal. If the appeal involves multiple disciplines, then the request will be sent to the deans to discuss collaboratively providing a recommendation to the Office of the Registrar. The Deans will be responsible for the validation of documentation. The Registrar will inform the student and instructor of the decision in writing if the request is approved

#### **Complete Withdrawal**

If a student withdraws completely from NCTC prior to the course withdraw deadline, a final grade of "W" will be recorded for each course in which the student is enrolled. It is the student's responsibility to officially withdraw from any classes they do not wish to attend or cannot, for any reason, complete. This requires the completion of a form available in the Admission Office at Gainesville, Corinth, Flower Mound, Graham, and/or Bowie campus.

#### **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 Return of Title IV Aid Policy in the NCTC Catalog for additional information.

### Early Alert

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Instructors may refer students to this program if they are missing assignments, failing tests, excessively absent, or have personal circumstances impacting academic performance. If submitted as an Early Alert, the student will be notified via your NCTC e-mail address and then contacted by a Counseling/Advisor or to discuss possible strategies for completing the course successfully.

### 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.

### Email

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. A student's email address is their Network Account @ student.nctc.edu and password is their Student ID number. If a student is unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information. Examples of notices sent to the student email are the location to access 1098Ts, academic standing, and financial aid status.

### 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 go to [www.nctc.edu/StudentPages/AlumniFriends.aspx](http://www.nctc.edu/StudentPages/AlumniFriends.aspx).

### Financial Aid

North Central Texas College recognizes that many students may not have the financial resources available to pay the cost of higher education. The NCTC Financial Aid Office

is available to assist students in applying for various federal, state, and institutional funding sources. All students wishing to be considered for financial assistance must complete a Free Application for Federal Student Aid or FAFSA at the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA application is used to determine a student's eligibility for all need-based programs, including Federal Title IV grants, Federal Work-Study, Federal Student Loan Program, as well as state grants and some institutional scholarships.

Some sources of Financial Aid are limited and will be distributed to students based on a first-come-first-service basis. Therefore the NCTC Financial Aid Office encourages students to apply early. The FAFSA application is available to students beginning in January of each year. In some cases, a student may be required to verify eligibility for aid by submitting supporting documents, such as tax returns. FAFSA applications will not be considered complete until all required supporting documentation is in the student's financial aid file. Late or incomplete FAFSA applications will be processed as time allows.

Students who require Financial Aid to pay enrollment expenses at the time of registration must have a completed FAFSA application no later than June 1st for fall, November 1st for spring, and April 1st for summer. Students with late or incomplete FAFSA applications will be expected to pay cash for tuition, fees, and books at the time of registration.

North Central Texas College Foundation Office offers a wide variety of scholarships each year to eligible students. An NCTC Scholarship Application can be completed online at [http://www.nctc.edu/Student\\_Services/FinAid/scholarships.html](http://www.nctc.edu/Student_Services/FinAid/scholarships.html).

Paper applications can be obtained by calling the NCTC Financial Aid Office or the NCTC Foundation Office. Deadlines for scholarship applications are: April 15th for fall awards and October 15th for Spring Awards. For more information call 940-668-4213.

Refer to Financial Aid in the Student Services section of the NCTC Catalog for more information or you may contact the Gainesville Campus Financial Aid Office at 940-668-4242. Students may also contact the Corinth Campus Financial Aid Office at 940-498-6294, or the Flower Mound Financial Aid Office at 972-899-8422.

### Food Services

Great Western Dining Services, Inc., a private company, operates the College food service program on the Gainesville campus. The 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.)

### Full-Time Student and Part-Time

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

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

### Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online by accessing the NCTC Student Portal through MyNCTC.

### System of Grading

The standing of a student in each course is expressed by the following grades which 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	I–Incomplete
W–Withdraw		P–Pass

*Disclaimer: Some departments and programs do not accept a grade of "D" as a passing grade.*

### Incomplete Grades

A grade of "I" signifies incomplete course work. The intent of an "I" is to allow a student to complete a course when unforeseen circumstances hinder the student from being able to complete the course during the regular semester. The student must follow the following procedures:

1. To receive an "I" in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Incomplete Grade form to the final grade roll.
3. It is the student's responsibility to comply prior to the end of the next long semester, or the grade will revert to "F".
4. Instructors who wish to issue a grade of "I" must submit the Incomplete Grade form with the appropriate documentation to the Department Chair or Program Coordinator for approval. Once an incomplete is

finished, the instructor must submit a Petition of Change of Grade form for final approval.

### 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. These forms must be completed by the student and instructor and returned to the Registrar's Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. Once the pass/fail option is processed, no changes will be permitted to the student's academic record. It is not recommended to select the pass/fail option if the course in which the option is applied should be included as a part of the college major and expected 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.

### Grade Points

Letter grades are assigned numerical values, or "grade points", as follows per semester hour:

A = 4 grade points	B = 3 grade points
C = 2 grade points	D = 1 grade point
F = 0 grade points	

Courses with a grade of "P", "W", or "I" are not assigned grade point values and are not considered in computing grade point average (GPA). When a course is repeated, the higher grade earned is included in the computation of the GPA.

A student's GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

### Minimum Grades for Good Standing

All students enrolled in credit courses at North Central Texas College, whether on a full-time or part-time basis, must maintain a minimum cumulative grade point average of 2.0 to remain in good standing.

### Academic Probation

A student whose cumulative GPA is less than 2.0 at the end of a Fall, Spring, or Summer semester for which the student is enrolled will be placed on Academic Probation.

A student on Probation is notified of this status through NCTC e-mail, and a notation on the transcript.

A student who is placed on Academic Probation status, and whose cumulative GPA remains below 2.0 at the end of the next Fall, Spring, or Summer semester in which the student is enrolled, but whose term GPA for that Fall, Spring, or Summer is at least 2.0, will remain on Probation status. In this case, that student will not progress to Suspension status as long as he/she is achieving a Fall, Spring, or Summer term GPA of at least 2.0, therefore showing satisfactory academic progress towards improving the cumulative GPA. Students be advised, a cumulative GPA of at least 2.0 is required for graduation from NCTC.

A student on Suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions office of NCTC in order to be eligible for enrollment. If approved for enrollment, this student will automatically be placed on Academic Probation status at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Suspension status.

### **Academic Suspension**

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall, Spring, or Summer semester in which the student is enrolled, AND his/her term GPA for that Fall, Spring, or Summer semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and CANVAS e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester, such as attending College Success seminars.

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

### **Academic Suspension - Permanent Suspension**

NCTC does not permanently suspend students for poor academic performance.

#### **Student Grade Appeal**

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Collect all tests, assignments, class notes and other relevant materials and request a conference in writing with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.
2. Present the case for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 10 calendar days to appeal in writing to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 10 calendar days to appeal in writing to the appropriate Dean of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the Dean of Instruction, the student has 10 calendar days to appeal in writing to the Vice Chancellor of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice Chancellor of Instruction and Student Services.
6. If not satisfied with the decision of the Vice Chancellor of Instruction and Student Affairs, the student has 15 calendar days to appeal in writing to the Chancellor of the College. All tests, assignments, class notes and other relevant materials must be presented to the Chancellor.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed by the end of the next long semester. Grade appeals after the deadline will not be considered. For more information students can consult Board Policy FLD(Local).

## Graduate Guarantee Program

### **Transfer Credit**

NCTC guarantees to its Associate 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:

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.

1. 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.
2. Transferability refers to courses in a written transfer/degree plan filed in a student's file at North Central Texas College.
3. 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 Chancellor 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 75 percent of credits 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 commence 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 within 90 days of the graduate's initial employment.

### **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).

**Reverse Transfer**

A student can finish an associate degree at NCTC after transferring to an university. Credits earned at a four-year college or university is evaluated to determine if the credits taken will fulfill requirements for an associate degree.

**Application for Graduation**

To ensure consideration as a candidate for a degree or certificate, a student should submit an application for graduation at the beginning of the semester of degree or certificate, or be identified as expected to graduate by the Office of Admissions and Registrar. Students identified by this process will be notified by mail or email regarding their award. The application may be obtained from and should be returned to the Office of Admissions and Registrar.

Deadlines for submitting graduation applications are: May graduation – March 15; December graduation – October 15. All graduating students are encouraged to submit a graduation application, regardless of intent to participate in the ceremony to ensure the desired name is printed on the diploma as well as the correct address of mailing the diploma. Graduation applications received after the deadline will be processed, but the student's name will not be published in the graduation program.

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student within 12 hours of finishing a credential may participate in May commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

**Commencement**

North Central Texas College certifies graduates three times a year; in the fall, spring and summer semesters. North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Students are encouraged to participate in spring or fall commencement ceremonies after applying to graduate. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met; therefore, participation in the graduation ceremony does not confer on a student any rights to a degree. NCTC makes a special effort to give graduates and their families a beautiful and memorable ceremony to mark this important milestone in their lives.

There is no fee to participate in the commencement exercises; however, the student must purchase the required cap and gown from the NCTC campus bookstore in order to participate in the ceremony.

North Central Texas College reserves the right to post degrees and/or certificates for current or former students who have met completion requirements but have not

applied for graduation. Diplomas will be automatically issued and sent to the mailing address on file.

**Graduation Honors**

Graduation honors will be awarded for students with the following cumulative grade point averages 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. A minimum of 29 hours (earned at NCTC 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

**Catalog Restrictions**

Students may graduate under any approved degree plan from: (1) the catalog in effect at the time of first enrollment at North Central Texas College, (2) the current catalog, or (3) a subsequent catalog in effect during enrollment as long as the program of study is still offered. In addition to this, the catalog may not be more than 5 years old and enrollment must have occurred during that year and earned college credit for work completed. The options above only apply provided the student meets the requirements not later than five years from the date of the catalog selected.

**Housing (On-Campus)**

Bonner and Hays Halls located in Gainesville, TX are provided for our student athletes.

Questions about student housing may also be directed to the Resident Life Office: 940.668. 4259.

**International Students**

International Students are encouraged to study at NCTC.

We Welcome the diverse student experience and appreciated the wealth of culture our students share with others about their culture.

For more information about studying at NCTC please contact:

International Admissions (for All Campuses)  
North Central Texas College  
1500 North Corinth Street Suite 101  
Corinth, Texas 76208  
(940) 498-6429  
international@nctc.edu

**Library**

The primary library for North Central Texas College (NCTC) is the Mary Josephine Cox Library on the Gainesville campus. Additional campus libraries currently

operate on the Bowie, Corinth, and Flower Mound campuses. Students attending the Graham campus are serviced by the Bowie Campus Library.

Hours of operation may vary by campus and between semesters. Students should consult the current hours posted at the library entrance at each campus and on the Library website.

All students can access many of NCTC Libraries' resources online through the MyNCTC portal. In addition to periodical databases (containing magazines, newspapers, journals, etc.), the libraries also provide access to electronic books, maps, legal forms, and other electronic information. For information on accessing resources remotely, students should contact their campus library.

All students have access to a variety of services and resources through NCTC Libraries:

- Over 45,000 materials (both print and media) available across four campus libraries
- 24/7 access to electronic information sources
- Intra-campus loan service, allowing borrowing across campuses via courier
- General Access Computer Labs available through each campus library\*
- Special collections such as Graphic Novels and the Genealogical collection.
- Interlibrary Loan and TexShare Card program
- Ask-a-Librarian service
- Research assistance from professional librarians
- Citation help both online and in-person
- Online subject guides
- Photocopiers and DVD players and monitors are available to students for In-Library Use Only within the campus libraries.

For assistance or questions with any of these services, students should contact their campus library.

\*On the Corinth campus, the computer lab is located outside the library in Room 366; the computer lab on the Graham campus is separate from and not maintained by the NCTC Libraries.

### **Hours of Operation**

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

General Access Computer Labs are available on each campus; the hours are posted on the NCTC Library website. Students may be requested to present identification to use the Lab and must present their student I.D. to check out library materials.

### **Lost and Found Services**

Lost and found services are located in the Campus Security Office of each campus.

### **Orientation Policy**

First Year Experience (NCTC 1101), previously known as College 101/New Student Orientation, is required of all first-time NCTC students, including former Dual Credit and Early Admission students. The goal of the First Year Experience course is to equip new students with information about college-level expectations and knowledge of the NCTC resources which can help them have a more successful college experience. First-time college students are required to enroll in and complete NCTC 1101 during their first year of enrollment (prior to completing 15 credit hours).

Transfer students are required to complete an online Transfer Orientation through the MyNCTC student portal prior to their first semester of enrollment at NCTC.

### **Parking Regulations**

1. Vehicles parked in spaces designated for "Disabled Parking" must display proper markings (window decals, cards, etc.).
2. Students may park in any parking space EXCEPT those marked for "College Vehicles," "Fire Lane," "Disabled" "Reserved" and "Staff".
3. Vehicles parked outside of designated parking spaces and blocking driving lanes or otherwise creating hazards will be reported to the North Central Texas College Police Department 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.

### **Payments for Tuition and 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).

### Picture Identification

NCTC provides photo student ID cards through the Business Office. Please visit the Business Office on each campus to obtain your photo student ID card.

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 and the DCTA transportation service on the Corinth Campus. There is a \$20.00 replacement fee for all lost or stolen photo ID cards.

### Food Insecurity:

According to the latest USDA report, 14.3% of Texas households (one in seven) experienced food insecurity in the years 2014-2016. Texas was one of just fifteen states with higher food insecurity than the nation during this period. In raw numbers, 1.4 million Texas households were food insecure, more than almost any other state. Food can be accessed on the various campuses:

#### Gainesville Campus

- Campus Safety Office - Student Union
- Mobile Food Pantry 1st Saturday of month

#### Corinth Campus

- Dean of Student Affairs Office Room 351
- Mobile Food Pantry last Friday of every month

#### Flower Mound

TBA

#### Bowie

- Counseling Office

#### Graham

- Counseling Office

Please Contact the Dean of Students Office 940.498.6245 or [rdelrio@nctc.edu](mailto:rdelrio@nctc.edu) for more information

### Career Services

North Central Texas College provides career-related services to students at all campuses. Please contact:

Career Services Center  
Corinth Campus - Pinnell Square  
1404 North Corinth St, Suite 309  
Corinth, TX 76208-5408

#### **Technical Program Faculty**

Students enrolled in technical education programs (criminal justice, nursing, cosmetology, drafting, surgical technology, office systems technology, equine science, business management, computer information technology, agricultural science, radiology technology, petroleum technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty members are also available to assist students in contacting prospective employers for internship and employment opportunities.

#### **Counseling Center**

The counselors and advisors of this office provide the academic advising students need in order to formalize education and/or vocational objectives, understand the college admissions process, research college majors and transferability of coursework, and assist with resolving personal problems which are impacting a student's academic performance.

As its name implies, this office also serves as the center for administering tests, including the American College TEST (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Education Development (GED) program, the statewide TSI Assessment to determine placement in college courses, and makeup tests or proctored exams required for online courses.

Personal counseling is available to students on a limited basis with referral to community and private resources when appropriate.

#### **Job Search Resources**

Job postings can be viewed online under the "Student Employment" link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results.

### Prerequisite

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

## Scholarships

The North Central Texas College Foundation awards more than 350 scholarships per semester. These scholarships are made possible by generous contributions of individuals, corporations and private foundations to assist students in reaching their educational goals. The Foundation's scholarships are generally awarded on the basis of academic achievement, financial need, community involvement and leadership. Each scholarship has different award criteria based on the terms identified by the donor, thus opening the door for scholarships for a wide variety of students. Additional scholarships are also available through various college departments, student organizations, faculty association, and other sources.

Students may complete an on-line scholarship application located on the college webpage at [www.nctc.edu](http://www.nctc.edu). To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth Campus; or the Counseling Office at the Bowie Campus. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

Students must reapply each year for the NCTC Foundation Scholarships. For more information please call the Foundation Office at (940)668-4213.

## 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

NCTC forbids conduct constituting sexual harassment. Further, NCTC forbids any student, employee or third party from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student, College District employee or third party.

To ensure compliance with Title IX regulations and other laws, rules, regulations applicable to sexual harassment, gender-based harassment and any form of sexual misconduct and retaliation, NCTC has enacted rules, policies and/or procedures.

### Definition

#### Statement of Non-discrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

### **Prohibited Conduct**

#### **Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

#### **Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

- Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

#### **Retaliation**

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

- Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **Complaint Procedure**

A student who believes he or she has been or is being subjected to any form of sexual discrimination, sexual harassment or retaliation should report the matter to:

#### **TITLE IX COORDINATOR**

Dr. O. John Maduko, M.D.

Vice Chancellor of Student Affairs  
 1525 West California Street  
 Gainesville, TX 76240  
 (940) 668-4206  
 Fax: (940) 668-6049  
 omaduko@nctc.edu

For more information and current rules and procedures, contact the Title IX Coordinator or see FFDB(Local) in Board Policy.

To ensure compliance with Title IX regulations and other laws, rules, regulations applicable to sexual harassment, gender-based harassment and any form of sexual misconduct, including retaliation and complicity, NCTC may enact temporary rules, policies and/or procedures.

### Special Accommodations (Office for Students with Disabilities)

The Office for Students with Disabilities (OSD) office provides support services and academic advising for students with disabilities and students who are classified as special populations (i.e. single parents). Your path to academic success at NCTC may hold some unexpected challenges. The OSD will serve you if you qualify for disability accommodations as defined by the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

Support services for students with disabilities include academic advising, assistance with class registration, and may include appropriate and reasonable accommodations, personal counseling, academic advising, and career counseling. Furthermore, OSD advisors work with students to encourage self-advocacy and promote empowerment. The advisors 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 OSD Advisor 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, an OSD Advisor 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

### 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 OSD Counselors will work with other NCTC support services and community organizations to refer participants to the appropriate programs or services.
- Childcare Assistance: Supplemental monetary assistance is available to students who qualify.

### Inter-Agency Cooperation

The OSD 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 Department of Assistive and Rehabilitative Services (DARS) offices. Contact an OSD counselor for referral to these and other agencies.

### OSD Department Contacts

The OSD Coordinator for the Corinth and Flower Mound campuses is located on the Corinth Campus in Room 170 and can be reached at 940-498-6207.

The OSD Advisor for Bowie, Gainesville and Graham campuses is located on the Gainesville Campus in Room 110 and can be reached at 940-668-4321.

### Service Animals

#### Service Animals

According to the Americans with Disabilities Act, a service animal is defined as "dogs that are trained to do work or perform tasks for people with disabilities."

Texas law parallels the Americans with Disabilities Act with rights and protections for service animals. Texas law provides that service animals must be trained by organizations that generally are recognized as reputable and competent by agencies involved in the rehabilitation of people with disabilities.

Requirements for service animals and their owners at North Central Texas College include:

1. Dogs must be licensed in accordance with city regulations and wear a valid vaccination tag.
2. Any other animals that are trained for service to a person with a disability must have vaccinations appropriate for that type of animal.
3. Animals must be in good health.
4. Any service animals occupying NCTC housing must have an annual clean bill of health from a licensed veterinarian.
5. Animals must be on a leash at all times.
6. The owner of the service animal must be in full control of the animal at all times.
7. The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.

The service animal owner is responsible for the appropriate management of his or her animal in all NCTC facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from NCTC facilities.

#### **Service with Service/Assistance Animals**

Students with disabilities desiring to use a service animal on campus must contact the Office for Students with Disabilities (OSD) to register as a student requesting to use a service animal. OSD will assist the student in determining any additional accommodations appropriate to the functional limitations of his or her disability, if needed.

A student with a disability who uses a service animal and who resides in campus-owned housing is required to alert Residential Life of the animal's status.

#### **Etiquette with Service/Assistance Animals**

- Allow a service animal to accompany the owner at all times and everywhere on campus except where service animals specifically are prohibited.
- Do not pet a service animal: petting a service animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or

food at an unexpected time may cause the animal to become ill.

- Do not deliberately startle a service animal.
- Do not separate or attempt to separate an owner/handler from her or his service animal.

#### **Companion/Therapy Animals**

A pet can be considered a companion or therapy animal. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a trained service animal that is always with its owner. Thus, a therapy animal is not covered by laws protecting service animals and giving rights to service animals.

Contact OSD for more information about service and assistance animals.

#### **Student Activities**

The Office of Student Life team is responsible for providing student activities which fosters a positive collegiate environment for NCTC students on all campuses.

The overall collegiate learning experience, involves much more than just what happens in the classroom. Social interaction is an important part of that experience. At NCTC, we are working hard to provide an array of opportunities to all students on all campuses which includes Bowie, Corinth, Flower Mound, Gainesville and Graham and to come together in a social setting with their classmates and other members of the college community. These opportunities range from student organizations to special events and everything in between. It's all aimed at making #LifeatNCTC enjoyable, memorable and beneficial to all students.

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.

For additional information please contact the Student Life Office at (940) 668-3330 or (940) 498-6246.

#### **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.

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

submit a petition for approval and recognition through the Student Life Office.

Club promotions, fund-raisers and activities involving the public must be cleared through the Student Life Office.

For inquiries or additional information, please contact the Student Life Office at (940) 668-7731 (ext. 3330) or (940) 498-6246.

#### SGA (Student Government Association)

NCTC Student Government Association (SGA) works to promote good will and unity among the students, effectively represent student needs and concerns, and handle other matters concerning the general welfare of the students and the College. All students of NCTC are members of SGA. Membership is free. All student are encouraged to become involved.

SGA Meeting Dates: Please contact [sga@nctc.edu](mailto:sga@nctc.edu) for information on meeting dates and times.

Contact the Dean of Student Affairs with questions or concerns: [rdelrio@nctc.edu](mailto:rdelrio@nctc.edu) or 940.498.6245.

#### 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 Chancellor of Instruction and Student Affairs and/or NCTC Police Department.

North Central Texas College's annual campus security reports are posted on the NCTC Police Department website [www.nctc.edu/Police.aspx](http://www.nctc.edu/Police.aspx) and are available for the general public to review. It can also be accessed at <http://ope.ed.gov/security/Search.asp>

#### Registered Sex Offenders Notification

In accordance with the Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working on college campuses, the North Central Texas College in

providing the following website available to the college community to search by name and location:  
[https://records.txdps.state.tx.us/dps\\_web/Portal/index.aspx](https://records.txdps.state.tx.us/dps_web/Portal/index.aspx).

This information is also accessible from the NCTC Police Department website [www.nctc.edu/Police.aspx](http://www.nctc.edu/Police.aspx).

#### Student Role and 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 representational groups, employee search/selection committees, and many committees of the college. 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. 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. Members of Student Advisory Committees provide input on issues of specific interest and importance to both students and the administrative leadership.

#### Suicide Threat Response Policy

##### Policy Statement

Suicide is a leading cause of death among college-aged students (Center for Disease Control ("CDC"), 2016; Suicide Prevention Resource Center, 2014). Hence, the North Central Texas College District ("College") is committed to the welfare and safety of its students, college community, and the integrity of the learning environment, while balancing the needs and rights of the student.

The purpose of this policy is to protect and support the emotional and behavioral health and well-being of students by establishing procedures, programs, training, and education to prevent, assess the risk of, intervene in, and respond to self-harming and suicidal behavior.

##### Definitions

**Re-enrollment.** Refers to a student that has voluntarily or involuntarily withdrawn from the College (and all classes) due a medical or mental health emergency (e.g., suicide attempt or hospitalization for suicidal or self-harming behaviors), and seeks to re-enroll at the College in the upcoming or subsequent semester.

**Re-entry.** Refers to a student that is currently enrolled in classes but has been unable to attend classes for a temporary period of time due to a medical or mental health emergency (e.g., suicide attempt or hospitalization for suicidal or self-harming behaviors), and seeks to return to current semester classes after the medical or mental health emergency.

**Self-harm.** Self-harm is an intentional or deliberate behavior causing injury or attempted injury to oneself, but non-suicidal.

**Suicide.** Suicide is deliberately terminating one's own life or death caused by self-directed injurious behavior with an intent to die as a result of the behavior (CDC, 2016).

**Suicide Attempt.** A suicide attempt is a failure in attempting to deliberately take one's own life or a non-fatal self-directed potentially injurious behavior with an intent to die as a result of the behavior (CDC, 2016).

**Suicidal Behaviors.** Suicidal Behaviors are behaviors which include thoughts of ending one's own life (ideation), plans and formulation of specific methods or strategies for suicide, and attempts to engage in taking one's own life.

**Suicidal Ideation.** Suicidal Ideation is fantasizing, thinking about, considering, or planning a deliberate behavior or action with the intent to end one's own life.

### **Reporting Responsibility of Employees**

College employees observing any behavior or obtaining information regarding a student's expressions, threats, plans or attempts related to suicide or self-harming behaviors are expected to immediately report the matter to Campus Police or contact 911.

If the employee observes or receives first-hand information (directly from a student exhibiting suicidal or self-harming behaviors) the employee must immediately call 911 and share the student's name, description, details of the matter, and the student's location and/or destination (if known) with law enforcement personnel. If possible, College employees should attempt to maintain visual contact with the student until law enforcement arrives.

All suicidal expressions, threats, and/or attempts should be taken seriously. No attempt to independently evaluate the validity or imminence of the suicidal ideation should be made, except by law enforcement or a designated official from the NCTC Counseling Office.

### **Reporting Responsibility of Students**

Students observing or obtaining information regarding a student's expressions, threats, plans or attempts related to suicide or self-harming behaviors should immediately report the matter to Campus Police or contact 911, and also obtain assistance from the nearest College employee.

If a student observes or receives first-hand information regarding a student exhibiting suicidal or self-harming behaviors, the individual should immediately call 911 and share the student's name, description, details of the matter, and the student's location and/or destination (if known).

### **Reporting to and Communications with Others**

The College Chief of Police, in consultation with the appropriate College officials, will determine the appropriate College official responsible for any and all communications regarding the incident to other faculty, staff, students or other parties.

To the extent permitted by law, the College will make every effort to respect the privacy of its students, employees, and third parties.

Employees seeking personal or emotional support due to the incident should contact the Director of Human Resources for assistance.

Students seeking personal or emotional support due to the incident should contact a campus counselor through NCTC Counseling Services.

### **Parental Notification**

In situations where a student is assessed at-risk for suicide or self-harming behaviors, the student's parent, guardian and/or emergency contact listed with the College may be informed, as provided by law, by campus police or

appropriate College official, given there is no further risk of harm due to parental or guardian notification.

### **Consultation with Outside Agencies**

When appropriate, campus police and appropriate College officials may communicate and collaborate with outside law enforcement agencies, medical facilities and/or mental health professionals during any stage of risk assessments.

### **Procedures**

Upon receipt of notification of a credible report of suicidal behavior, campus police will take immediate action to assess the risk of suicide, and take the appropriate preventative actions as determined by campus police, which may include, but are not limited to:

1. Involving and consulting with a College counselor;
2. Involuntary or voluntary transport and admittance of the student to a mental health facility for evaluation and assessment;
3. Requesting a counselor be present for faculty, staff and students affected by the incident for mental and emotional support; and/or
4. Referring the incident to the Behavioral Intervention Team to:
  - a. Review all reports, documents, and pertinent information;
  - b. Interview and consult with pertinent parties;
  - c. Assess immediate and on-going risks;
  - d. If applicable, deploy counselors to provide emotional support for faculty, staff and students affected by the incident;
  - e. Determine on-going assessments, support services, class reductions, enrollment status, involuntary or voluntary withdrawals, and/or conditions for re-entry (continued enrollment) or re-enrollment.

### **Re-entry After Suicide Attempt or Hospitalization**

For students seeking re-entry to the College after a suicide attempt, or hospitalization due to suicidal or self-harming behaviors, the Behavioral Intervention Team or appropriate College counselor will meet with the student to discuss a return to classes and the student's ability to succeed in the college environment.

The student may be required to provide an assessment or release to return to College upon discharge from a licensed mental health professional or private practitioner with appropriate credentials. If, after reviewing the documentation provided by the student's mental health professional or private practitioner, the College requires additional information regarding the:

1. Student's ability to return to the College and successfully participate in the educational environment;
2. Student's risk of causing danger to themselves or others; and
3. Support services and/or on-going assessments for the student's success,

The College may ask the student to sign an authorization allowing the Behavioral Intervention Team to communicate with the student's mental health professional or private practitioner for purposes of making an individualized and objective assessment of the student's ability to participate in the educational program.

The College's individualized and objective assessment will take into account the nature, duration, and severity of the risk of a student's direct threat to the health and safety of self or others; the probability that the potentially threatening injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk of a student's direct threat to the health and safety of self or others. If the Behavioral Intervention Team determines there is a direct threat to the health and safety of self or others, the College will determine whether the student is currently qualified for the educational program and may deny re-entry to the College on this basis.

#### **Withdrawal from College**

A student may decide to voluntarily withdraw from the College if the withdrawal is in the best interest of the student's well-being and safety; however, an assessment or release from a licensed mental health professional or private practitioner with appropriate credentials may be required prior to the student's re-enrollment.

The student can obtain an assessment or release from a licensed mental health professional or private practitioner with appropriate credentials at his or her own expense.

#### **Standards of Self-welfare and Conditions for Re-entry or Reenrollment**

The Behavioral Intervention Team, after consultation with the appropriate College officials, licensed mental health professional or practitioner, and/or parents or guardians, may:

1. Deny re-entry or re-enrollment, specifying the period of denial, the reason for the denial, and conditions for review of reenrollment after the denial period expiration;
2. Approve re-entry or re-enrollment without conditions; or
3. Approve re-entry or re-enrollment, and set forth standards of self-welfare and conditions for re-entry or re-enrollment, including, but not limited to:

- a. Ongoing assessments with a College counselor;
- b. Ongoing assessments with an outside mental health professional or practitioner at the student's own expense;
- c. Participation in educational and prevention workshops or seminars, on or off campus;
- d. Agreement to consistently take any medications as prescribed by a mental/medical professional or practitioner; and/or
- e. Other support and prevention programs as determined by the Behavioral Intervention Team, appropriate College counselor, or private practitioner

Failure or refusal to adhere to the standards of self-welfare and conditions for re-entry or re-enrollment may result in an immediate involuntary withdrawal from the college.

#### **Appeal**

A student who is dissatisfied with the decision of the Behavioral Intervention Team has five calendar days to appeal, in writing, to the College Chancellor or designee. Any subsequent decision of the College Chancellor or designee is final.

#### **Refunds and Academic Encumbrances**

Refunds and academic encumbrances shall be handled in accordance with College policies governing exemptions and waivers due to an approved hardship or other good cause.

#### **Confidentiality and Records Maintenance**

All records associated with reported incidents are maintained in accordance with College Policies and do not appear as part of the student's academic record unless otherwise provided by law.

Any records associated with assessments may be protected by federal and state laws regarding confidentiality.

#### **Education, Awareness Programs and Training**

The College Chancellor or designee shall appoint a committee to develop educational, intervention and awareness programs as well establish training for faculty, staff and students in the detection, prevention, awareness, understanding and reporting of suicidal and self-harming behaviors. This committee shall also review applicable college policies and procedures to ensure they meet the needs of the students and college community on annual basis.

## 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.

The following students are exempt from TSI:

- Students who have graduated with an Associate’s degree or higher from an accredited institution within the U.S.
- Students who earned a degree outside the U.S. must submit transcripts accompanied by a general evaluation completed by an accredited service. The evaluation must verify their degree to be the equivalent of an associate degree or higher earned at an accredited institution within the U.S. A list of accredited evaluation services may be found at the following link - [www.naces.org/members.htm](http://www.naces.org/members.htm).
- Any student wishing to enroll in a certificate program. Such "Level One" certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours.
- Students who are serving on active duty as a member of the U.S. armed forces, or serve as a member of a reserve component of the U.S. armed forces, or National Guard for at least three years preceding enrollment. All TSI rules apply when the student is discharged from the military.
- Students who were honorably discharged, released or retired from active duty as a member of the U.S. armed forces, the Texas National Guard, on or after August 1, 1990.
- Students who transfer from private or out-of-state institutions may use transferred

courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. List of equivalent NCTC courses are listed in the Transfer section.

- Students with the following scores: (Partial Exemptions available on tests taken on or after April 2004)

ACT – Composite score of 23; at least 19 on both English and/or Math portions. Note that scores must have been earned in one sitting within the past five years.

SAT – New SAT: 530 on Math and 480 on EBRW (Evidenced Based Reading and Writing), no composite score. Old SAT: composite score of 1070 and at least 500 on critical reading and/or 500 on math for tests taken after April 1995. Note that scores must have been earned in one sitting. Other scores apply to SAT tests taken before April 1995.

TAKS - For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale score of 2200 on the English Language Arts section with a writing subsection score of 3.

STAAR End-Of-Course (EOC): (End of Course Exam) English III – taken during 11th grade year, score of 2000 on Reading and 2000 on Writing, or 4000 if score is combined; EOC Algebra II – taken during 11th grade year, scores of 4000.

\*These rules are subject to change by the Texas Legislature.

An accepted TSI placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

### Testing Services Center

The mission of NCTC Testing Services is to provide high-quality testing services that adhere to the professional standards and guidelines to meet the needs of students, faculty, and community members.

For students who miss classroom tests, or who need to schedule on-campus exam per the requirements of an online or VCT (Virtual College of Texas) course, makeup exams are administered by the Testing

Center on an appointment basis only. It is the student's responsibility to schedule a testing appointment in advance and to notify their instructor of the date, time, and campus at which they plan to test. A student should contact the Testing Center in order to make appointment and to verify that the instructor has provided a copy of the exam to the Testing Center. Students must present a valid photo ID in order to test at any NCTC campus.

Current and former NCTC students that require an exam to be proctored for another program or college are welcome to contact the Testing Center at the Gainesville Campus (940-668-4216) to determine if they qualify for this service or to receive referrals to other testing facilities. NCTC does not proctor or facilitate exams for non-NCTC students.

### Placement Testing

The NCTC Testing Center offers the statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment must be made by contacting the Testing Center at your preferred campus. An application with NCTC must be on file as well as completion of the required Pre-Assessment Activity (PAA) prior to scheduling a TSI test at NCTC. Current TSI Assessment testing fees are \$25 for all sections, or \$10 per section. The statewide TSI Assessment is computer based, untimed, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet minimum standards/passing scores in one or more sections of the TSI Assessment test will be prohibited from enrolling in the following courses:

**READING:** passing score required to enroll in HIST 1301, HIST 1302, HIST 2301, GOVT 2305, GOVT 2306, PHIL 1301, PHIL 2303, PHIL 2306, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 1306, and any sophomore level Literature course.

**WRITING:** passing score required to enroll in ENGL 1301, ENGL 1302, or any sophomore level Literature course.

**MATH:** NCTC minimum passing score required to enroll in ANY eligible college-level Math.

Additionally, any student who is already TSI Complete/College Ready in Math based on exemptions, completion of coursework, or placement test scores is eligible to take the Accuplacer College Math Test (CMT) at any of our NCTC Testing Centers on an appointment

basis (testing fees may apply). Students who are TSI Complete/College Ready in Math may take the Accuplacer College Math Test to determine if they can proceed directly into one or more of the courses listed below, and therefore be exempted from a pre-requisite. The ACT and SAT Math scores outlined below may also exempt students from pre-requisite coursework for the specified courses.

-With an ACT Math score of 28 or higher, an SAT Math score of 640 or higher, or an Accuplacer College Math Test score of 80 or higher, Math TSI Complete/College Ready students can enroll directly into:

- CHEM 1411 (General Chemistry I)
- MATH 1316 (Trigonometry)
- MATH 1325 (Business Calculus)
- MATH 2412 (Pre-Calculus)

-With an Accuplacer College Math Test score of 96 or higher, Math TSI Complete/College Ready students can enroll directly into:

- MATH 2413 (Calculus I)
- PHYS 1401 (General Physics I)
- PHYS 2425 (University/Engineering Physics I)-*with concurrent enrollment in MATH 2413*

Students meeting one or more of the above listed exemptions must meet with an advisor in order to enroll in any of these courses; ACT, SAT, or Accuplacer College Math Test scores must be on file with the NCTC Admissions Office for advisors to verify eligibility and assist with enrollment. Students who have taken the Accuplacer College Math Test at another institution must submit their scores either on an official transcript or in a sealed envelope.

### TRIO Student Support Services

TRIO Student Support Services 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, TRIO Student Support Services programs are available for students on Bowie, Corinth, Flower Mound, Gainesville and Graham campuses 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 Student Support Services staff supports students as they increase academic proficiency and work towards credentials and/or transfer. This program works closely with student service offices at NCTC to provide comprehensive support for TRIO students through tutoring, academic advising, class registration, career counseling, personal counseling, financial literacy support, and cultural enrichment activities

Students may request an application by contacting TRIO Student Support Services:

Nancy Zamora

Program Coordinator

Corinth Campus, Room 170

(940) 498-6214 • (940) 498-6212

[nzamora@nctc.edu](mailto:nzamora@nctc.edu)

Camilia Dunn

TRIO Coach/Advisor

Corinth and Flower Mound Campuses

(940) 498-6214 • [cdunn@nctc.edu](mailto:cdunn@nctc.edu)

Scott Pulte

TRIO Coach/Advisor

Gainesville Campus, Room 112

(940) 668-7731, ext. 4905 • [spulte@nctc.edu](mailto:spulte@nctc.edu)

Terrie J. Moss

TRIO Coach/Advisor

Bowie and Graham Campuses

(940) 872-4002 • [tmoss@nctc.edu](mailto:tmoss@nctc.edu)

### Tobacco Policy

North Central Texas College is committed to providing a safe and healthy environment for its employees, students, and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. More information can be found at [www.nctc.edu/TobaccoFree.aspx](http://www.nctc.edu/TobaccoFree.aspx).

### Tutoring

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

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to free tutoring that includes a Writing Center as well as a Math Lab. NCTC offers online tutoring for students who are not able to attend offices during posted hours or on NCTC campuses.

### Veteran Services

NCTC Financial Aid Office works with the U.S. Department of Education and Veteran's Administration, to provide Veteran Services to our Veteran Students who are eligible to receive educational benefits.

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.

A Veteran Lounge is located on the Corinth Campus Room 188 to provide our Veteran Students a place to study. For more information concerning the Veteran Lounge please contact the Dean of Student Affairs at 940.498.6245.

### Vocational Rehabilitation

The Texas Department of Assistive and Rehabilitative (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are physical limitations, 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 Department of Assistive Rehabilitative - (DARS). For more information, contact 1-800-687-6544.

### Voter Registration

Voter registration cards are made available at the start of each semester through the Dean of Student Affairs Office and the Admissions Offices. NCTC students are encouraged to vote as part of their civic duty.

## Section II

### Related Policy References

Students should consult the official NCTC Board Policy Manual (which can be accessed on the NCTC website or at <http://pol.tasb.org/Home/Index/335>) 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 Vice Chancellor of Operations or the Chancellor 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.

### ***Solicitations***

[See FI (Local)]

All fund-raising activities by College-sanctioned student clubs and organizations must be cleared and approved in advance through the Student Life Office.

Departments and NCTC non-student organizations must schedule activities through the appropriate campus director.

Generally, 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:

- Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
- All achievement records, as determined by tests, recorded grades, and teacher evaluations.
- Attendance record.
- Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
- Disciplinary records, including scholastic disciplinary actions.
- Copies of correspondence with parents and others concerned with the student.
- Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
- Records pertaining to participation in student activities including academic awards or recognition by the College District.
- Information relating to student participation in special programs.
- Records of tuition and fees paid and outstanding.
- Financial aid records.
- Job placement records.
- Scholarships or other financial awards.
- Records pertaining to student complaints.
- Other records that may contribute to understanding of the student.

**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, telephone number;
2. Student email
3. Date and place of birth;
4. Participation in officially recognized activities and sports;
5. Major field of study;
6. Weight and height of athletes;
7. Enrollment status (full-, part-time, etc.);
8. Degrees and awards received;
9. Dates of attendance;
10. Previous high school and college attended;
11. Grade level.

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 Chancellor of Student Affairs, Dean of Student Affairs, and Director of Counseling.
3. Financial Records – Vice Chancellor 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 Chancellor of Instruction shall chair and appoint a committee to hear challenges concerning academic records. The Vice Chancellor of Student Affairs 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**

Inviting a speaker or outside entertainer to NCTC requires prior approval from the appropriate office below:

#### **NCTC students, and student clubs and organizations**

Student Life Office: (940) 668-7731 (ext. 3330) or Office of Student Affairs (940) 498.6245

#### **Campus Visitors Rules**

Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus quest hinders or threatens the normal function of the campus, he/she will be asked to leave the campus, and, if this is not done, he/she will be escorted off campus premise by local law enforcement officials. Violators may be prosecuted under Texas law. The following acts are considered violation of College policy or state and local law.

1. Destroying or defacing property.
2. Disrupting classes or campus activities.
3. Posting or carrying unauthorized signs, posters, leaflets, etc.

4. Disturbing the peace (inside or outside of buildings).
5. Blocking a public passageway.
6. Possessing or being under the influence of any illegal drug or intoxicating beverage.
7. Driving recklessly or in any way endangering the health and well being of others.
8. Loitering (on campus for no apparent purpose or reason).
9. Speaking or behaving in any way that might be considered abusive or indecent.
10. Attempting to organize or promote any unauthorized organizations or activities.
11. Violating any NCTC regulations.

#### **Scheduling Events**

A student activities calendar of student life events and activities is maintained in the Office of Student Life. 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. 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 Provost or designee.

#### **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 by the Provost or designee. An NCTC college administrator or faculty/staff advisor must be present at such functions to oversee the collection of admission fees.

#### **Student Activities: Student Publications**

[See FKA (Local)]

#### **Posters/Announcements**

Students must obtain prior approval to post notices, posters, and other approved materials through the Student Life Office (Gainesville and Corinth Campuses) or appropriate campus director's office at the Bowie, Flower Mound, and Graham campuses. 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 by the appropriate campus office listed above.

2. Announcements, flyers, and the like shall not exceed a size of 8-1/2" x 11", and posters may not exceed 24" x 36".
3. Such materials may be posted only in approved locations in each building on campus. No announcement or poster is to be placed on any general glass, window 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.)
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 student 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.

It is the policy of North Central Texas College not to participate in, directly or indirectly, (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. In the absence of recognition, organizations may not reserve College facilities.

While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

1. Use College facilities to raise funds through admissions, fees, contributions, donations, or sale materials or services to benefit a political party, campaign, or candidate.
2. Use College facilities for planning or participating in the operational process of a political campaign.
3. Use organization or College funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use organization or College funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.

#### **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 non-permissible 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 College Chancellor or designee. 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. Provide the Dean of Students Office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Dean of Students 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 appropriate college administrator, 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 non-permissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Provost or designee.

### **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 Provost or designee.

### **Registration Required**

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

At the beginning of each semester, registered student organizations are required to provide the Student Life Office 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.

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.

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 through the Office of Student Life).
7. Proposed constitution, bylaws, or equivalent general outline of the organization's structure, purposes, or operation.

The College reserves the right to deny an application.

### **Rejection of Application**

Denial of an application to registered a student club can request a review of the decision by the Dean of Students.

The Dean of Students may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Advise the student to file a formal appeal through the Student Complaint process; see Board Policy FLD (Local).

**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 if it:

1. No longer meets the eligibility requirements.
2. Violates the rights/duties of organizations.
3. Violates the Student Code of Conduct or other college policy.

A student organization whose registered status has been cancelled may appeal to the Dean of Students, who may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Advise the student to file a formal appeal through the Student Complaint process; see Board Policy FLD (Local).

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**

Student clubs and organizations violating the Student Code of Conduct, student club rules and/or college policy shall be subject disciplinary action and sanctions, up to and including revocation of registration as a student organization.

**Organization Officers**

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

**Use of College Name**

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

1. The event has been cleared and approved in advance by the Provost or designee.
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 facilitators to help the organization achieve its purposes.

**Student Rights and Responsibilities: Student Conduct**

[See FLB (Local)]

**Definitions**

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

1. An "accused student" shall mean any student or student organization formally charged with an alleged violation of the Student Code of Conduct and/or College District policies.
2. An "adviser" shall mean any person the accused student or victim/complainant chooses to assist him or her throughout the student conduct process. The adviser shall not represent or speak on behalf of the accused student or victim/complainant.
3. An "appellate body" shall mean any person, persons, or committee authorized by the Vice Chancellor of Student Affairs or designee or as provided for in College District policy to conduct a review of hearing proceedings or to make decisions regarding such proceedings as prescribed in this policy.
4. A "charge" shall mean an allegation of a violation of the Student Code of Conduct or College District policies that occurs once the Vice Chancellor of Student Affairs or designee determines there is sufficient information to hold a hearing to determine whether the student has violated the Student Code of Conduct or College District policies.
5. The "College District" shall mean North Central Texas College, including all campuses and properties owned, leased, or controlled by the College District. [See AB(LOCAL)]
6. The "College District Community" shall mean any student, faculty member, staff, visitor, volunteer, or other person employed by the College District.
7. A "College District-Sponsored Activity" shall mean any activity, event, function, program, or service on or off College District properties that is organized, sponsored, supervised, or directly initiated by the College District, including its employees on behalf of the College District or registered student organizations.
8. A "complainant" shall mean any person submitting information indicating that a student allegedly violated the Student Code of Conduct or College District policies where the incident is covered under Title IX regulations or involves an alleged act of violence or harassment, including, but not limited to, sexual

misconduct, harassment, endangerment, stalking, or hazing.

9. A “faculty member” shall mean any person employed by the College District, full time, part time or contractually, to conduct classroom, laboratory, or clinical instruction.
10. A “hearing” shall mean an informal or formal conduct proceeding conducted by a hearing body pursuant to the Student Code of Conduct.
11. A “hearing body” shall mean any person, persons, or committee authorized by the Vice Chancellor of Student Affairs or designee, or as provided for in College District policy, to conduct hearings, make decisions regarding whether a student has violated the Student Code of Conduct, and render sanctions as prescribed in this code. [See FMA]
12. “On campus” and “premises” shall mean any and all campuses, buildings, facilities, land, grounds, parking lots, and adjacent sidewalks and streets that are owned, leased, or controlled by the College District.
13. A “policy” shall mean any written statement governing the operations of the College District that has been approved and adopted by the Board or as found in the course catalog, student handbook, college housing rules, and other written requirements of departments, student organizations, and clubs.
14. A “student” shall mean any person currently enrolled in or taking any course in the College District, including non-credit bearing, certificate, professional, life-long learning, or distance education courses. “Student” also includes and encompasses student organizations. 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 or she is on the premises of any component institution or any person not enrolled in the College District but continues to have a relationship with the College District if the student has not completed the course or program in which the student was enrolled.
15. A “student organization” shall mean a student club, society, group, or sports team approved, registered, or recognized or going through the process to be recognized through student life, an academic unit, or other administrative department. The term “student” shall also include student organizations.
16. A “victim” shall mean any person submitting information indicating a student allegedly violated the Student Code of Conduct or College District policies where the incident is covered under Title IX regulations or involves an alleged act of violence or harassment, including, but not limited to, sexual misconduct, harassment, endangerment, stalking, and/or hazing.

### **Responsibility**

The Board shall have the overall authority, governance, and responsibility for providing a Student Code of Conduct and student conduct system in the interest, welfare, and safety of the College District community.

The College Chancellor shall be responsible for implementing procedures for maintaining student discipline and investigating alleged conduct violations. The College Chancellor may delegate this responsibility to the Vice Chancellor of Student Affairs or designee.

Hearing bodies shall be authorized by the Vice Chancellor of Student Affairs or designee to conduct informal and formal disciplinary proceedings.

Appellate bodies shall be authorized by the College Chancellor or designee to conduct appeal reviews.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

### **Specific Conduct Regulations/Restrictions**

Violations of the Student Code of Conduct shall include aiding, abetting, conspiring, soliciting, inciting of, or attempting to commit the following:

1. **Academic Dishonesty:**
  - a. **Cheating:**

- (1) Copying from or reviewing another student's examination prior to or during the examination.
- (2) Copying from another student's paper, laboratory report, presentation, computer program, or other assignment.
- (3) Using or possessing unauthorized notes, books, test materials, electronic devices, or other aids in any academic exercise or activity.
- (4) Submitting the same paper, report, or other assignment for more than one course without the expressed permission of the faculty member.
- (5) Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- (6) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a paper, another assignment, or test, whether it has been administered or not.
- (7) The unauthorized transporting or removal, in whole or in part, of the contents of a test, whether it has been administered or not.
- (8) Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- (9) Bribing another person to obtain a test or information about a test, whether it has been administered or not.

**b. Plagiarism:**

- (1) Appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it into one's own written work.
- (2) Copying or using the ideas, writings, paraphrases, data, reports, graphic designs, or computer codes of published or unpublished work of another person without appropriate citation or acknowledgments.
- (3) Reproducing or using the ideas, materials, works, paraphrases, data, reports, graphic designs, or computer codes prepared by another person or agency without authorization, permission or acknowledgment.

**c. Collusion:** Unauthorized collaboration with another person in preparing written work for fulfillment of course requirements including a presentation, laboratory report, quiz, homework, take-home examination, project, or other work

expected to be completed as an individual or independently.

**d. Academic Falsification:**

- (1) Providing false, altered, or fabricated information or documentation in the context of an academic assignment, examination, or obligation, such as creating a false source for an assignment or citing a source one did not use.
- (2) Altering grades on an assignment, examination, laboratory report, quiz, or other academic work and submitting such to a faculty member or College District employee.
- (3) Using false or altered information, data, or identification in the context of an academic obligation.

**e. Intellectual Property Dishonesty:**

- (1) Altering, removing, or defacing College District library or educational materials.
- (2) Selling, electronically posting, publishing, or distributing course lecture notes, handouts, recordings, or other materials or information from the faculty member of the course without the expressed permission of the faculty member.
- (3) Removing or intentionally damaging the academic property of a faculty member or another student, including projects, books, papers, notes, laboratory assignments, clinical forms, or electronic hardware or software.
- (4) Obtaining or using the password of a faculty member or another student to access course hardware or software.
- (5) Taking credit on a group assignment when one did not contribute toward completion of the assignment.
- (6) Violating the ethical standards of practices in professional programs (i.e., health sciences, nursing, emergency medical assistance, and the like).

**f. Academic Dishonesty Facilitation:**

Assisting any person in the commission of academic misconduct, including but not limited to:

- (1) Aiding, abetting, or attempting to commit an academic misconduct violation.
- (2) Allowing another student to copy or use one's answers during an examination or in the completion of an assignment.

- (3) Taking, completing, or attempting to take an examination or complete assignment for another student.
- (4) Listing another student on a group assignment when the student did not contribute in any manner toward completion of the assignment.

## 2. Nonacademic Misconduct:

### a. Alcohol:

- (1) Intent to or the actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, in classroom buildings, residence halls, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, parking lots, or any other College District property or premises.
- (2) Intent to or the actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, at any College District-sponsored activity, on or off campus.
- (3) Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication.
- (4) Possession, display, sale, or use of alcohol paraphernalia or devices designed for the excessive consumption of alcohol such as funnels, beer bongs, vaporizers, and the like.
- (5) Violation of other College District policy while under the influence of alcohol.
- (6) Other violations of any College District alcohol and drug policies.

**b. Conduct Unbecoming:** Behavior or actions, on or off campus, that demonstrate indecency, contempt for the generally accepted values, or disrespect for the normal standards of the College District and its community.

**c. Discrimination:** Unfair or unlawful treatment of another person or group on the basis of race, color, religion, gender, age, national origin, disability, sex or any other basis prohibited by law that adversely affects the student, including but not limited to, a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; the intent to substantially or unreasonably interfere with the student's academic performance; or adversely affects the student's educational or co-curricular opportunities.

### d. Disruptive Behavior:

- (1) Behavior of a boisterous, disorderly, lewd, indecent, or tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) Behavior that disrupts, disturbs, impairs, obstructs, or impedes the orderly processes, business, or functions of the College District or members of its community, including the role of an employee carrying out the normal or orderly processes and functions of his or her job.
- (6) Behavior that disrupts, disturbs, impairs, obstructs, or impedes the orderly processes, business, or functions of the classroom, laboratory, clinical site, educational lab, or other academic setting.
- (7) Behavior that impedes or interferes with the role of a faculty member to carry out the normal or orderly processes and functions of his or her job in an educational setting.
- (8) Unauthorized campus demonstrations or participation in a campus demonstration that disrupts the normal operations of the College District.
- (9) Engaging in any conduct that College District officials reasonably believe will substantially disrupt the College District program or incite violence.

### e. Drugs:

- (1) The use or possession of an illegal drug or controlled substance as defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBE, unless under the direction of a physician.
- (2) The use or possession of prescription drugs or medications belonging to another person.

- (3) The misuse or abuse of prescription drugs or medications.
- (4) Being under the influence of an illegal drug, controlled substance, or other prohibited substances described in FLBE(LOCAL).
- (5) The manufacture, transmission, or sale of an illegal drug, controlled substance, prescription drug or medication, or other prohibited substances described in FLBE(LOCAL).
- (6) The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any illegal drug.

**f. Endangerment:**

- (1) Physical harm to or forceful behavior toward another person or group.
- (2) Threatening another person.
- (3) Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- (4) Behavior that endangers or threatens the welfare, safety, well-being, or physical or mental health of another person or group.
- (5) Interference with the ability of another person or group to move about in a manner free from harm and considered lawful or reasonable within the College District community.
- (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 College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

**g. Failure to Comply:**

- (1) Failure to comply with a request or directive of any law enforcement official or College District personnel in the performance of his or her duties.
- (2) Failure to comply with a notice, request, directive, or sanction from a student conduct hearing or appellate body.

- (3) Failure to comply with College District rules and procedures for the registration and recognition of student organizations, use of College District facilities or space, and public assembly.
- (4) Failure to provide identification when requested to do so by College District personnel.

**h. Falsification/Fraud/Misrepresentation:**

- (1) Providing false, fraudulent, or misleading information, documents, or materials to any law enforcement official, hearing, or appellate body, or College District employee.
- (2) Reproduction, alteration, forgery, or inappropriate use of another person, group of College District documents, keys, codes, electronic access devices, or property.
- (3) Misrepresentation of another person’s identity including misuse of another person’s identification. This also includes allowing another person to use one’s identification information.
- (4) Acting on or pretending to act on behalf of another person, group, or the College District without expressed consent or authorization.
- (5) Any other acts of falsification, misrepresentation, fraud, or false testimony.

**i. Fire and Safety:**

- (1) Setting an unauthorized fire on College District property or premises.
- (2) Making false accusations or reporting, or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
- (3) Unlawfully removing, damaging, tampering, or using fire safety or emergency equipment.
- (4) Unlawful or inappropriate activation of fire safety or emergency equipment.
- (5) Failure to evacuate a College District facility or building following a fire alarm sound or notification.
- (6) Use or possession of fireworks, incendiary devices, or explosives on College District property or premises.

**j. Gambling:**

- (1) Raffles where a person or group has paid, including donations, with a promise or communication to win or receive an item of value for such purchase or donation.

(2) Hosting, coordinating, advertising, or participating in casino nights or sporting event bracket pools.

(3) Other activities that violate College District policy, or federal, state, or local laws regarding gambling.

**k. Harassment/Bullying (nonsexual misconduct):**

(1) Behavior, not of a sexual nature, whether verbal, non-verbal, physical, written, or electronic that places another person or group in reasonable fear of physical or mental harm or creates an intimidating, hostile or threatening environment, or prevents another person or group from normal participation in work, academic, co-curricular programs, living or other activities, including but not limited to, stalking, bullying, cyber-stalking, cyber-bullying, and harassment.

(2) Aiding, abetting, assisting with, attempting, or supporting of, whether passive or active, the action of harassment or bullying.

**l. Hazing:**

Any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

(1) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(2) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

(3) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

(4) Any activity that intimidates or threatens the student with ostracism; subjects the student to extreme mental stress, shame, or humiliation;

adversely affects the mental health or dignity of the student; discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

(5) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of federal, state, or local laws; rules; or regulations.

**m. Pets and Animals:** Bringing any animal into or on any College District property or premise, including parking lots, except for an authorized service animal being used pursuant to College District policy and federal, state, or local laws, or as explicitly authorized by the vice president of student services or designee. "Service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

**n. Recreational Mobility and Transportation:**

(1) Operation or use of skateboards, skates, bicycles, or motorized vehicles inside of any College District buildings, including residence halls.

(2) Operation or use of motorized vehicles on walkways, sidewalks, lawns, or grass.

**o. Postings/Promotions/Solicitation:**

(1) Solicitation (i.e., passing or handing out flyers/promotional material, and the like) on College District premises without prior approval from the appropriate College District official. This includes, but is not limited to, the disbursement of any forms of promotional or informational material on College District premises or objects (e.g., motor vehicles) on such premises.

(2) Posting of flyers, posters, banners, cards, or any promotional/informational material on College District property, including but not limited to, the exterior and interior of College District housing facilities, buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, display cases, vending machines, doors, classrooms, departmental and unauthorized bulletin boards, railings, elevators, bathrooms, and art/sculptures.

(3) Use of chalk or powder-like substance on the sidewalks, grass, exterior or interior of any College District facility or any public area.

(4) Use of "A" signs or free standing signs in public areas, sidewalks, grass, or the exterior of any College District building without prior approval from the appropriate College District official.

**p. Property Misuse:**

(1) Intentionally, knowingly, or negligently defacing, damaging or destroying College District property or property owned by others, including acts of vandalism.

(2) Gaining access or attempting to gain entry to College District facilities or property without authorization.

(3) Possession, use, or duplication of College District keys, access cards, or other material used to gain access to College District facilities without authorization.

(4) Propping open exterior or interior doors to the residence halls or other College District facility or room for the purpose of unauthorized entry or that may allow unauthorized entry.

(5) Use of College District property for activities prohibited by federal, state, or local laws.

**q. Retaliation:**

(1) Retaliation against another person or group as a result of filing a complaint or involvement in the alleged misconduct.

(2) Retaliation against a hearing body or appellate body that is of disciplinary proceedings.

**r. Sexual Misconduct:**

(1) Any unwarranted or unwelcome sexual act that occurs against another person or group.

(2) Any sexual act that occurs against another person or group that is unable to give consent due to but not limited to being: under the influence of alcohol, drugs, prescribed medications or other substance; unconscious or incapacitated; underage; or impaired due to mental, developmental, or physical disability.

(3) Behavior that is lewd, obscene, or indecent, including but not limited to, the display or depiction of sexual organs or acts that would reasonably be offensive to others. This also includes any form of electronic communications.

(4) Behaviors of a sexual nature that create a hostile, intimidating, or offensive environment for another person or group including unwanted, unwelcome, inappropriate sexual or gender-based behaviors, actions, pictures, photos, or comments. This also includes any form of electronic communications.

(5) Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that occurs when submission to or rejection of such behavior results in adverse educational, cocurricular, or employment action.

(6) Any violation of College District Policies regarding sexual misconduct and/or Title IX regulations or federal, state, or local laws.

**s. Smoking and Tobacco:** Use, sale, or distribution of tobacco products, including chewing tobacco, vapors, or other smokeless products on College District premises.

**t. Technology Misuse:**

(1) Allowing another person to use one's College District username and password.

(2) Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.

(3) Attempting to alter, destroy, or disable College District technology resources, including but not limited to, computers and related equipment, College District data, the data of others, or other networks connected to the College District's system.

(4) Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.

(5) Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

(6) Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.

(7) Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

(8) Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.

(9) Unauthorized copying or distribution of computer software or data.

(10) Unauthorized use of College District computer resources for commercial purposes or personal financial or other gain. This includes, but is not limited to, advertising a product or service on personal web pages, spam, unsolicited electronic communications, fundraising or advertising on behalf of unsanctioned non-College District organizations, publicizing of unsanctioned non-College District activities, the reselling of College District resources to any non-College District individuals or organizations, and the unauthorized use of the College District's name or logos.

(11) Use of the College District's network for any of these purposes, even if the user is using his or her own personal computer, constitutes an offense.

(12) Unauthorized distribution of copyrighted materials, including but not limited to, unauthorized peer-to-peer file sharing. Unauthorized distribution is a violation whether the user is using his or her own personal computer or the College District's information technology system for the unauthorized distributions.

(13) Any other violation of policies, rules, or agreements signed by the student regarding the use of technology resources.

**u. Theft:**

(1) Removal of property from another person, group or the College District without expressed consent or permission.

(2) Possession or sale of stolen property.

**v. Weapons:**

(1) Use, possession, or sale of any gun as prohibited by federal, state, and local laws, rules, and regulations.

(2) Use, possession, or sale of any other weapon, including but not limited to, incendiary devices, razors, chains, unlawful knives, martial arts throwing stars, or instruments designed to expel a projectile with the use of pressurized air, such as a BB gun.

(3) Use of any object, including school or College District supplies, used in a way that threatens or inflicts bodily injury on another person or group.

**w. Shared Responsibility and Guests:**

(1) Aiding, abetting, conspiring, soliciting, inciting of, or attempting to commit any violation of the Student Code of Conduct, College District policies, or federal, state, or local laws.

(2) Students shall be responsible, where applicable, for any behavior of their guests violating any College District policy or Student Code of Conduct rule.

(3) Children shall not be allowed in classrooms while classrooms are in session.

(4) Children shall not be allowed in or at high-risk areas, including but not limited to, laboratories, clinical sites, or construction sites.

(5) Children shall not be left unattended while the parent or guardian is attending class or conducting any business on College District premises.

**3. Other Violations:**

a. Violation of any College District policy or written rules governing student behavior, including but not limited to, academic/administrative units, residence halls, athletic teams, and student organizations.

b. Violation of any federal, state, or local laws, ordinances, rules, or regulations.

**Discipline**

A student shall be subject to disciplinary action, up to and including suspension, in accordance with the Student Code of Conduct, if the student is found responsible for violating this policy:

- While on College District premises;
- While attending a College District activity; or
- While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

**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 FFD (LOCAL)]

### **Sexual Harassment**

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

The College District forbids conduct constituting sexual violence (rape, acquaintance rape, interpersonal violence)

or sexual harassment (unwanted and unwelcome behaviors of a sexual nature).

To ensure compliance with Title IX regulations and other laws, rules, regulations applicable to sexual harassment, gender-based harassment and any form of sexual misconduct, including retaliation and complicity, the College District may enact temporary rules, policies and/or procedures, pending College District Board of Regents approval.

For more information and current rules and procedures, contact the College District:

#### **TITLE IX COORDINATOR**

Dr. O. John Maduko, M.D.  
Vice Chancellor of Student Affairs  
1525 West California Street  
Gainesville, TX 76240  
(940) 668-4206  
Fax: (940) 668-6049  
omaduko@nctc.edu

#### **What is sexual harassment?**

Sexual harassment 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 students to engage in sexual behavior in exchange for grades or other school-related benefit.

#### **What laws address sexual harassment of students?**

Sexual harassment 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 immediately report the matter to the Title IX Coordinator. The Title IX Coordinator will take prompt action to address the complaint and remedy the situation.

#### **What do I do if I have been sexually assaulted, sexually harassed or aware of someone else being harassed?**

A student who has a complaint alleging sexual harassment by another student, employee or third party should immediately report the matter to the:

#### **TITLE IX COORDINATOR**

**TITLE IX COORDINATOR**

Dr. O. John Maduko, M.D.  
 Vice Chancellor of Student Affairs  
 1525 West California Street  
 Gainesville, TX 76240  
 (940) 668-4206  
 Fax: (940) 668-6049  
 omaduko@nctc.edu

If a student has been a victim of sexual assault or sexual violence, the student should contact 911 immediately and report the matter to the Title IX Coordinator as soon as reasonably possible.

**What is the role of the Title IX Coordinator?**

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.

**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?**

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

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(214) 880-2459  
 Fax: (214) 880-3082 • TDD: (214) 880-2456(214)  
 880-2456

Call

Send SMS

Call from mobile

Add to Skype

You'll need Skype CreditFree via Skype

**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 state law, Board policy, Texas Education Code or 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), except as purusant to state law, Texas Education Code, Board policy. 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 Rights and Responsibilities: Student Complaints**

[FLD (Local)]

**Exclusions**

Student complaints regarding student discipline (FMA and FLDA), ADA compliance (FFDA) and sexual harassment (FFDB) are covered by separate (FFDB) Board policies.

**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**

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

The College District shall inform students of this policy through appropriate College District publications.

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

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

Complaint forms and appeal notices may be filed by hand-delivery, electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the appropriate administrator or designee by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student’s absence.

At Levels One, Two, Three, and Four “response” shall mean a written communication to the student from the appropriate administrator or designee. Responses may be hand-delivered, sent by electronic communication to the student’s e-mail address of record, or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

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

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

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

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

### **LEVEL ONE**

Complaint forms must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the

decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem. In cases involving academic or educational matters (i.e., classroom, course, lab, clinical, and the like), the student must file the complaint with the faculty member prior to filing a complaint form with the lowest level administrator, except under circumstances where the allegation involves harassment, retaliation, discrimination, or other forms of misconduct where the student may be more comfortable filing a complaint with the first level administrator, or as protected by federal, state, or local law.

In most circumstances, students shall file Level One complaints with the department chairperson or student services supervisor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

### **LEVEL TWO**

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the academic dean or dean of students to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the

Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level Two record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **LEVEL THREE**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the Vice Chancellor of Instruction, the Vice Chancellor of Student Affairs, or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Three record shall include:

1. The Level One record.

2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

### **LEVEL FOUR**

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the College Chancellor or designee.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The Level Three administrator shall provide the Level Four administrator the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Four record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The Level Four administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Three, except that if at the Level Four conference the administration intends to rely on evidence

not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the conference. The Level Four administrator may set reasonable time limits for the conference.

The Level Four administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Four administrator shall consider the Level One, Two, and Three record, information provided at the Level Four conference, and any other relevant documents or information the Level Four administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, Level Three, and Level Four conferences, if any, shall be maintained with the Level One, Level Two, Level Three, and Level Four records.

## Discipline and 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:

#### **ACADEMIC MISCONDUCT PENALTIES**

The Vice Chancellor of Instruction or designee shall have the authority to invoke one or more of the following penalties for incidents involving academic misconduct:

1. Academic Reprimand – A verbal or written notice warning to the student that academic misconduct has occurred.
2. Academic Penalty – Academic penalties, which may include:
3. Requiring the student to resubmit the assignment(s) in question;
4. Reducing or lowering the grade or score on the specified assignments, projects, papers, programs, labs), or examinations;
5. Assigning a failing grade (no credit) on the specified assignments, projects, papers, programs, labs, or examinations;
6. Reducing or lowering the grade or score for the course;
7. Assigning a failing grade (no credit) for the course and possible removal of the student from the course/class as determined by the faculty member or other academic official; and
8. Applying other academic penalties as outlined in the instructor's syllabus.

Academic misconduct violations, which may warrant nonacademic or disciplinary sanctions, including but not limited to, removal from the course/class, probation, service hours, suspension, or other disciplinary sanctions listed in the Student Code of Conduct shall be forwarded to the Vice Chancellor of Student Affairs or designee for disciplinary action through the appropriate student conduct process.

All violations involving academic misconduct, regardless of severity, shall be forwarded to the Vice Chancellor of Student Affairs or designee for College District recordkeeping and reporting purposes.

In cases involving academic misconduct, the hearing body shall consult with the appropriate faculty member or academic official during the sanctioning phase to determine the appropriate sanctions for the student.

#### **NON-ACADEMIC DISCIPLINARY SANCTIONS**

The Vice Chancellor of Student Affairs or designee shall have the authority to impose the following nonacademic disciplinary sanctions, or combination of sanctions (with or without appropriate modifications) for incidents where there is a violation of the Student Code of Conduct, applicable College District policies or regulations, and/or violation of federal, state, and local laws, rules, regulations, and ordinances:

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. Service Hours – Completion of tasks under the supervision of a College District department or outside agency.
3. Educational Activities – Attendance at educational programs, including but not limited to, interviews with appropriate officials, essays, a letter of apology, work assignments, plagiarism workshop, academic integrity seminar, planning and implementing educational programs, or other educational activities.
4. Counseling Assessment – Referral for assessment through a counselor or at a professional counseling center for alcohol or drug dependence, general mental health, or other counseling issues.
5. Loss of Privileges – Denial of specified privileges for a specified period of time.
6. Restitution – Compensation for loss, damages, or injury. This may take the form of appropriate service, monetary remuneration, or material replacement.
7. Stop Order – Withholding of diplomas, transcripts, or other records for a definite period of time or until specified conditions are met. A stop order shall be placed on a student who has unfinished business with a College District official or department. A stop order

prohibits a student from the following: obtaining transcripts, obtaining a diploma, receiving funds, registering for classes, and attending classes. The stop order shall only be lifted if the student corrects or rectifies the matter that initiated the stop order to begin with.

8. Contact Restrictions – Restrictions regarding contact with a specified person or group.
9. College Housing Relocation – Change or reassignment of room or residence hall.
10. College Housing Exclusion – Temporary or permanent forced withdrawal from the College District residence halls.
11. Probation – A period of time during which any further violation of the Student Code of Conduct may result in more serious sanctions being imposed, including suspension or expulsion from the College District. Such probation may include social and behavioral restrictions including, but not limited to, removal from academic courses, participation in student activities, representation of the College District on athletic teams or other student leadership positions, entrance into residence halls or other areas of the campus, or contact with another specified person.
12. Suspension – Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met, after which the student is eligible to return. Conditions for readmission may be specified and suspension may exceed the one semester minimum. During the period of suspension, the student shall not be permitted on College District property without the prior written approval of the Vice Chancellor of Student Affairs or designee.
13. Expulsion – Permanent forced withdrawal from the College District. The student shall not be permitted on College District property without the prior written approval of the Vice Chancellor of Student Affairs or designee. A student receiving disciplinary expulsion shall have the action noted in his or her permanent record.

The nonacademic disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infractions or misconduct of a minor nature may lead to more severe disciplinary actions. Certain disciplinary sanctions may result in a financial cost to the student.

If a student fails to complete a nonacademic disciplinary sanction by the required deadline, a hold may be placed on the student's record.

#### Immediate Disciplinary Action

The Vice Chancellor of Instruction and Student Affairs or designee may take immediate disciplinary action, including

suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

An information session and hearing must be scheduled and conducted in accordance with the normal hearing procedures.

#### 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 Chancellor 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 District shall maintain for every student who has been charged with misconduct at the College District, a written disciplinary record that reflects 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. The contents of such record shall not be revealed except upon request of the student or in accordance with applicable federal or state laws.

A student's disciplinary record shall normally be retained for five years following the student's graduation or withdrawal from the College District.

A student may submit a request to expunge or remove a disciplinary record upon graduation for minor violations prior to the five- year record retention requirement. Disciplinary records involving sanctions of suspension, or expulsion shall not be considered for expungement or removal prior to the retention date.

#### Discipline and Penalties: Discipline Hearing Procedure

##### **FILING A REPORT OF ALLEGED MISCONDUCT**

Any member of the College District community or law enforcement agency may file a report alleging violation of College District policies, including the rules for student conduct [see FLB], committed by a student to the Dean of Student Affairs 940.498.6245 or by completing a Critical Incident Report: [https://cm.maxient.com/reportingform.php?NorthCentralTX&layout\\_id=5](https://cm.maxient.com/reportingform.php?NorthCentralTX&layout_id=5) or visit: <http://www.nctc.edu/cares-team/> click on "Student Misconduct".

Vice Chancellor of Student Affairs or designee within a reasonable time following an alleged incident. Complainants are encouraged to file as soon as possible after the date of the alleged violation. Failure to do so may impact the investigation.

For nonacademic incidents, which may result in nonacademic sanctions, the allegations must be submitted to the Vice Chancellor of Student Affairs or designee through:

1. The College District Campus Police Department;
2. A written and signed statement;
3. A Student Incident Report form;
4. A verifiable electronic source; or
5. Another law enforcement agency.

For academic dishonesty cases, the incident must be submitted in writing on the College District's Academic Dishonesty Report form.

### **INVESTIGATION OF ALLEGED VIOLATIONS**

Within ten College District business days from receipt of the written report of the allegations, the Vice Chancellor of Instruction and Student Affairs or designee shall investigate the matter, as necessary, and determine whether the allegations warrant disciplinary action.

If an allegation is insufficient for formal charges, the Vice Chancellor of Student Affairs or designee shall dismiss the allegation and shall provide the appropriate parties with written notice that the allegation of misconduct made against the student was unsubstantiated and the reason for this determination.

If the allegation is deemed to have merit, the Vice Chancellor of Student Affairs or designee may take disciplinary action by providing a notice of the charges to the accused student.

### **NOTICE OF CHARGE**

If the Vice Chancellor of Instruction and Student Affairs or designee determines the allegation warrants disciplinary action, he or she shall provide the accused student a written charge notice. The notice shall include:

1. The alleged violation or violations;
2. The source of the information for the alleged violation;
3. A summary of the alleged incident;
4. A specific charge from the College District's Student Conduct Code; and
5. An invitation to an information session.

### **INFORMATION SESSION**

The information session shall be held within five College District business days following the date of the charge

notice. If the accused student fails to attend the information session, a hearing may be scheduled in the student's absence.

At the information session, the Vice Chancellor of Student Affairs or designee shall provide the student with his or her rights and responsibilities under the Student Conduct Code, and if applicable, schedule a time for a hearing no sooner than five College District business days after completion of the information session.

The rights and responsibilities of a student include the following:

1. Accept responsibility for the alleged violations as is, waive the right to a formal hearing, and opt for an informal hearing (summary resolution) and immediate decision at the time of the information session; or
2. Not accept responsibility, and thus, choose a formal hearing.

### **BURDEN OF PROOF**

The burden of proof in determining whether the accused student is responsible or not responsible for violation of the Student Conduct Code rests with the College District in proving such violation occurred by the accused student.

The standard of proof used in determining responsibility is a preponderance of the evidence. Thus, for a student to be found responsible for a violation, the evidence must indicate it is more likely than not that the violation occurred.

### **INFORMAL HEARING (SUMMARY RESOLUTION)**

If the student chooses an informal hearing, the hearing body may dispose of the matter through a summary resolution of mutual consent of the parties involved, if applicable, and issue the appropriate sanctions as outlined in the student code of conduct. Informal hearings shall not be recorded, and the written decision of the hearing body stands as the official record of the hearing. In this circumstance, the accused student can only appeal in cases where it is believed the sanctions are disproportionate to the violation.

### **FORMAL HEARING**

If the student chooses a formal hearing, the Vice Chancellor of Instruction or Student Affairs or designee shall:

1. Schedule a formal hearing with the accused student no sooner than five College District business days after completion of the information session. The student may waive this right, and submit a written request to have an earlier hearing date; and
2. Provide the accused student notice of the hearing date at least five College District business days prior to the date of the hearing. Failure of the accused student to be present at the hearing without prior notification shall

result in the hearing being held in the accused student's absence.

Formal hearings shall be audio recorded, and the recording shall serve as the official record of the hearing.

When possible, the formal hearing shall be presented in the following order:

1. Hearing body presents the formal charges, alleged violations, and summary of the incident resulting in the charges.
2. Opening statement by the hearing body.
3. Opening statement by the accused student. This may be waived by the accused student.
4. Questions directed to the accused student by the hearing body.
5. Hearing body presents evidence and witnesses (separately), followed by questioning of those witnesses by the hearing body and accused student. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
6. Accused student presents evidence and witnesses (separately), followed by questioning of those witnesses by the accused student and hearing body. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
7. Follow-up questions directed to the accused student by the hearing body.
8. Hearing body provides closing statement.
9. Accused student provides closing statement. This may be waived by the accused student.
10. Hearing body closes hearing.
11. Accused student and any parties except the hearing body shall be dismissed.
12. Hearing body deliberates and makes decision. In cases involving academic misconduct, the hearing body shall consult with the appropriate faculty member or academic official during the sanctioning phase to determine the appropriate sanctions for the student.

The hearing body shall provide the student with a final decision, in writing, within five College District business days from the date of the hearing. The hearing body reserves the right to extend the deadline if further deliberation is necessary due to the complexity of the case or other factors which unavoidably delay the decision. The accused student must be notified of the extension.

#### **STUDENT RIGHTS**

A student charged with an alleged violation of the Student Conduct Code shall have the right to the following:

1. Receive written notice of the specific charges, violations, and the allegations upon which the charges are being filed by the hearing body;
2. Receive a fair and impartial hearing;
3. Seek assistance and support from an adviser at one's own choice and expense. The adviser shall be permitted to accompany the accused to the hearing, but shall not speak for or on behalf of the accused;
4. Review all relevant information regarding the charges against the accused student;
5. Present supporting evidence and witnesses on his or her own behalf. A witness shall only be allowed to speak to the incident in question. The accused student shall be responsible for arranging for any witnesses to speak on his or her behalf;
6. Question witnesses in accordance with the formal hearing procedures;
7. Refrain from providing self-incriminating testimony. This right shall not be afforded to a student organization;
8. If found responsible, request a copy of the impact statement submitted by the victim or complainant, as applicable;
9. Receive a copy of the final decision in writing; and
10. Appeal the decision within the specified criteria for appeal.

#### **VICTIM OR COMPLAINANT RIGHTS**

Alleged victim or complainant rights apply to cases of violence or harassment, including, but not limited to, sexual misconduct, harassment, endangerment, stalking, or hazing. The victim or complainant shall have the right to the following:

1. Attend an information session to review the charges against the accused student, relevant information related to the case, and obtain information regarding the conduct process;
2. Request that his or her name not be disclosed to the accused student or that no investigation or disciplinary action be pursued to address sexual violence. The Vice Chancellor of Student Affairs or designee may move forward with an investigation and hearing if it is determined that doing so meets the College District's Title IX obligation;
3. Be informed of the available hearing options under the Student Conduct Code;
4. Seek assistance and support from an adviser at one's own choice and expense. The adviser shall be

permitted to accompany the victim or complainant, but shall not be permitted to speak for or on behalf of the victim or complainant;

5. Have his or her unrelated past behavior excluded from the hearing as determined by the hearing body so long as fundamental due process rights of the accused student are upheld;
6. Request to testify in a separate room from the accused student so long as fundamental due process rights of the accused student are upheld;
7. Request to be present throughout the entirety of the hearing, or portions thereof. The hearing body reserves the right to make the final decision on this request;
8. Question the accused student and witnesses through the process of posing the questions through the hearing body as intermediate;
9. Submit a written impact statement to the hearing body, which shall only be used during the sanctioning phase, if applicable. The accused student has the right to request a copy of the impact statement, if found responsible;
10. Receive notification of the hearing outcome and final decision so long as the notification does not violate the rights of the accused student; and
11. Appeal the decision of the hearing body under the same criteria as the accused student.

The Vice Chancellor of Instruction and Student Affairs or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

An information session and hearing must be scheduled and conducted in accordance with the normal hearing procedures.

### **APPEALS**

The accused student and victim or complainant (if applicable) shall have the right to file a request for an appeal of the first-level decision to the Vice Chancellor of Student Affairs or designee. In cases where the Vice Chancellor of Student Affairs presided over the first level hearing, the appeal request may be filed with the College Chancellor or designee.

An appeal shall not be a rehearing of the case, but rather a review of the official record, evidence, and documents used by the first-level hearing body, except in cases where new evidence is made available.

The burden of proof rests with the accused to prove that an appeal is warranted.

The request for appeal must be filed within ten College District business days from the date of the decision letter. Failure to submit an appeal request by the deadline shall result in forfeiture of the right to appeal, and the first-level decision shall stand as the final decision.

Once an appeal request has been filed, the sanctions, except in the case of an interim suspension, shall be temporarily postponed pending the final outcome of the appeal process.

### **GROUND FOR APPEAL**

The grounds for filing an appeal shall be limited to the following:

1. Due process rights were violated, which substantially impacted the decision of the first-level hearing body;
2. New evidence not available at the time of the hearing has been discovered that could have altered the decision by the first-level hearing body;
3. The decision reached was NOT based on a preponderance of the evidence that it was more likely than not that there was violation of the Student Conduct Code; or
4. The sanctions imposed were disproportionate or not appropriate for the violation.

### **APPEAL REQUEST REVIEW**

Upon receipt of an appeal request, the Vice Chancellor of Student Affairs or designee shall determine whether there is sufficient cause to grant the appeal solely based on the written appeal request and official record of the first-level hearing.

If the appellate body determines that there are insufficient grounds for an appeal, it shall deny the appeal request, thus upholding the first-level decision and sanctions. The final written decision must be sent to the accused within ten College District business days of receipt of the appeal request.

If the appellate body determines that there is sufficient cause for an appeal, it shall grant an appeal, and, if applicable, schedule an appeal hearing with the accused student and witnesses within seven College District business days of receipt of the written appeal request. If a hearing is scheduled, the appeal hearing shall be conducted in a fair and impartial manner and audio recorded. The accused student and victim or complainant (if applicable) shall have the opportunity to bring an adviser.

### **APPELLATE DECISION**

If the appellate body determines that there are sufficient grounds for an appeal, it may decide, with rationale, one of the following:

1. Modify the first-level decision or sanctions, including, but not limited to, the reduction, removal, or reversal of specific violations, charges, or sanctions;
2. Reverse the first-level decision; or
3. In cases where new evidence has become available or due process rights were substantially violated, remand the decision back to the original hearing body for review, given the new evidence or due process violation correction.

The appellate body must provide a copy of the final appeal decision in writing to the accused student within ten College District business days of its decision.

In cases involving suspension, the Vice Chancellor of Student Affairs or designee shall provide the College Chancellor with a notice of the suspension or expulsion. This decision shall be final.

#### **EXPULSION REVIEW BY COLLEGE DISTRICT ADMINISTRATION**

Within ten College District business days of receiving notice from the appellate body, a student expelled from the College District shall have the right to submit a written petition for the College Chancellor to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the appellate body shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College Chancellor.

The College Chancellor may hold a conference within ten College District business days after the expulsion review request is filed if he or she determines that there is sufficient cause for review.

At the conference, if applicable, the student may provide information concerning any documents or information relied on by the appellate body. The College Chancellor may set reasonable time limits for the conference. The conference shall be audio recorded.

The College Chancellor shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College Chancellor may consider the evidence included in the student's petition, provided during the conference, and forwarded by the appellate body's chairperson. The College Chancellor may act to affirm, modify, remand, or reverse the decision of the appellate body.

The College Chancellor reserves the right to extend the time frame for any portion of the expulsion review process due to the complexity of the case or other factors that unavoidably delay the decision.

The decision of the College Chancellor shall be final.

#### **Notice**

##### **NOTICE OF CHARGE**

If the Vice Chancellor of Student Affairs or designee determines the allegation warrants disciplinary action, he or she shall provide the accused student a written charge notice. The notice shall include:

1. The alleged violation or violations;
2. The source of the information for the alleged violation;
3. A summary of the alleged incident;
4. A specific charge from the College District's Student Conduct Code; and
5. An invitation to an information session.

##### **INFORMATION SESSION**

The information session shall be held within five College District business days following the date of the charge notice. If the accused student fails to attend the information session, a hearing may be scheduled in the student's absence.

At the information session, the Vice Chancellor of Student Affairs or designee shall provide the student with his or her rights and responsibilities under the Student Conduct Code, and if applicable, schedule a time for a hearing no sooner than five College District business days after completion of the information session.

The rights and responsibilities of a student include the following:

1. Accept responsibility for the alleged violations as is, waive the right to a formal hearing, and opt for an informal hearing (summary resolution) and immediate decision at the time of the information session; or
2. Not accept responsibility, and thus, choose a formal hearing.

#### **Hearing Forums and Formats**

##### **INFORMAL HEARING (SUMMARY RESOLUTION)**

If the student chooses an informal hearing, the hearing body may dispose of the matter through a summary resolution of mutual consent of the parties involved, if applicable, and issue the appropriate sanctions as outlined in the student code of conduct. Informal hearings shall not be recorded, and the written decision of the hearing body stands as the official record of the hearing. In this circumstance, the accused student can only appeal in cases where it is believed the sanctions are disproportionate to the violation.

##### **FORMAL HEARING**

If the student chooses a formal hearing, the Vice Chancellor of Student Affairs or designee shall:

1. Schedule a formal hearing with the accused student no sooner than five College District business days after completion of the information session. The student may waive this right, and submit a written request to have an earlier hearing date; and
2. Provide the accused student notice of the hearing date at least five College District business days prior to the date of the hearing. Failure of the accused student to be present at the hearing without prior notification shall result in the hearing being held in the accused student's absence.

Formal hearings shall be audio recorded, and the recording shall serve as the official record of the hearing.

When possible, the formal hearing shall be presented in the following order:

1. Hearing body presents the formal charges, alleged violations, and summary of the incident resulting in the charges.
2. Opening statement by the hearing body.
3. Opening statement by the accused student. This may be waived by the accused student.
4. Questions directed to the accused student by the hearing body.
5. Hearing body presents evidence and witnesses (separately), followed by questioning of those witnesses by the hearing body and accused student. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
6. Accused student presents evidence and witnesses (separately), followed by questioning of those witnesses by the accused student and hearing body. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
7. Follow-up questions directed to the accused student by the hearing body.
8. Hearing body provides closing statement.
9. Accused student provides closing statement. This may be waived by the accused student.
10. Hearing body closes hearing.
11. Accused student and any parties except the hearing body shall be dismissed.
12. Hearing body deliberates and makes decision. In cases involving academic misconduct, the hearing body shall consult with the appropriate faculty member or

academic official during the sanctioning phase to determine the appropriate sanctions for the student.

The hearing body shall provide the student with a final decision, in writing, within five College District business days from the date of the hearing. The hearing body reserves the right to extend the deadline if further deliberation is necessary due to the complexity of the case or other factors which unavoidably delay the decision. The accused student must be notified of the extension.

### 1. **Decision**

The hearing body shall provide the student with a final decision, in writing, within five College District business days from the date of the hearing. The hearing body reserves the right to extend the deadline if further deliberation is necessary due to the complexity of the case or other factors which unavoidably delay the decision. The accused student must be notified of the extension.

## **Appeal**

### **APPEALS**

The accused student and victim or complainant (if applicable) shall have the right to file a request for an appeal of the first-level decision to the Vice Chancellor of Student Affairs or designee. In cases where the Vice Chancellor of Student Affairs presided over the first level hearing, the appeal request may be filed with the College Chancellor designee.

An appeal shall not be a rehearing of the case, but rather a review of the official record, evidence, and documents used by the first-level hearing body, except in cases where new evidence is made available.

The burden of proof rests with the accused to prove that an appeal is warranted.

The request for appeal must be filed within ten College District business days from the date of the decision letter. Failure to submit an appeal request by the deadline shall result in forfeiture of the right to appeal, and the first-level decision shall stand as the final decision.

Once an appeal request has been filed, the sanctions, except in the case of an interim suspension, shall be temporarily postponed pending the final outcome of the appeal process.

### **GROUND FOR APPEAL**

The grounds for filing an appeal shall be limited to the following:

1. Due process rights were violated, which substantially impacted the decision of the first-level hearing body;

2. New evidence not available at the time of the hearing has been discovered that could have altered the decision by the first-level hearing body;
3. The decision reached was NOT based on a preponderance of the evidence that it was more likely than not that there was violation of the Student Conduct Code; or
4. The sanctions imposed were disproportionate or not appropriate for the violation.

**APPEAL REQUEST REVIEW**

Upon receipt of an appeal request, the Vice Chancellor of Student Affairs or designee shall determine whether there is sufficient cause to grant the appeal solely based on the written appeal request and official record of the first-level hearing.

If the appellate body determines that there are insufficient grounds for an appeal, it shall deny the appeal request, thus upholding the first-level decision and sanctions. The final written decision must be sent to the accused within ten College District business days of receipt of the appeal request.

If the appellate body determines that there is sufficient cause for an appeal, it shall grant an appeal, and, if applicable, schedule an appeal hearing with the accused student and witnesses within seven College District business days of receipt of the written appeal request. If a hearing is scheduled, the appeal hearing shall be conducted in a fair and impartial manner and audio recorded. The accused student and victim or complainant (if applicable) shall have the opportunity to bring an adviser.

**APPELLATE DECISION**

If the appellate body determines that there are sufficient grounds for an appeal, it may decide, with rationale, one of the following:

1. Modify the first-level decision or sanctions, including, but not limited to, the reduction, removal, or reversal of specific violations, charges, or sanctions;
2. Reverse the first-level decision; or
3. In cases where new evidence has become available or due process rights were substantially violated, remand the decision back to the original hearing body for review, given the new evidence or due process violation correction.

The appellate body must provide a copy of the final appeal decision in writing to the accused student within ten College District business days of its decision.

In cases involving suspension, the Vice Chancellor of Student Affairs or designee shall provide the College Chancellor with a notice of the suspension or expulsion. This decision shall be final.

**Exhibit A**

**ALCOHOL**

Consumption or possession by a minor. (Sec. 106.04 and 106.05)

Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)

Public intoxication. (Texas Penal Code, Sec. 42.02)

**OTHER DRUGS**

Drug possession

**CRIME & PENALTY**

Misdemeanor 1st violation: \$25 to \$200 fine.  
2nd offense: Not less than \$500.

Misdemeanor: \$100 to \$500 fine.

Class C Misdemeanor: Up to \$500 fine.

**CRIME & PENALTY**

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.

This 2018-2019 Student Handbook has been prepared by the Division of Student Affairs. The College reserves the right to update, revise, and promulgate these and other policies at any time. Final interpretation of these policies remains with the College. Every effort is made to keep this website updated.

Questions and concerns may be addressed to the Dean of Student Affairs Office:

Dr. Roxanne Del Rio  
Dean of Students Affairs  
1500 N. Corinth St.  
Corinth, TX 76208  
940.498.6245  
rdelrio@nctc.edu