NCTC

STUDENT HANDBOOK

2026-2027









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NORTH CENTRAL TEXAS COLLEGE

ACCREDITATION STATEMENT

North Central Texas College is accredited by The Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates of Completion. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of North Central Texas College.

MISSION STATEMENT

North Central Texas College is committed to transforming lives and strengthening our communities through accessible, high-quality education, and training.

VISION

NCTC envisions a future where students thrive, connections are made, and communities benefit from strong educational partnerships with purpose. We will continue to redefine what is possible by connecting people and ideas, while working to build stronger communities for generations to come.

VALUES

Opportunity
We create and expand access to education and career advancement.

Community
We build and support strong regional relationships that uplift people and places.

Student Empowerment
We support learners in achieving their goals with tools, guidance, and encouragement.

Learning
We provide structured, guided pathways to help students earn degrees, credentials, transfer opportunities, and career success.

Engagement & Enrichment
We foster belonging and relationships that strengthen the college experience.

Innovation
We embrace new tools, technology, and ideas to prepare students for the future.

STUDENT HANDBOOK

The NCTC Student Handbook contains information about student rights, responsibilities, services, resources, extra-curricular activities, and other information required by policy and/or that students need to be successful during the academic year.

The NCTC Academic Catalog serves as a resource for current and prospective students looking for information on academic programs and policies.

References in brackets and/or parentheses—such as [FFDAD (Local)]—are to the official NCTC Board Policy Manual (https://pol.tasb.org/home/index/335). The College reserves the right to update, revise and promulgate these and other policies at any time. The NCTC Board Policy Manual is frequently revised and updated. Although every effort is made to keep the NCTC Student Handbook updated, it may not correspond precisely to the most current edition of the NCTC Board Policy Manual. In case of conflict between the NCTC Board Policy Manual and the NCTC Student Handbook, the NCTC Board Policy Manual shall prevail. Final interpretation of these policies remains with the College.

Last Updated: September 2026

Questions and concerns may be addressed to:

Amy Klohn,
Director of Student Affairs
1525 West California St.
Gainesville, TX 76240
aklohn@nctc.edu, (940) 498-6416

Melinda Carroll
Vice Chancellor of Student Affairs
1525 West California St.
Gainesville, TX 76240
mcarroll@nctc.edu, (940) 668-3315

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. North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by providing a Daily Crime Report, National Campus Safety and Security information can be found here: https://ope.ed.gov/campussafety/#/

CIVIL RIGHTS

North Central Texas College is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, veteran status, genetic information, or any other legally protected status in its educational programs, activities, admissions, employment practices, or access to and treatment in College services. The College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the Age Discrimination Act of 1975, the Carl D. Perkins Career and Technical Education Act, and all other applicable federal and state laws. Career and Technical Education programs, services, and activities are offered without regard to race, color, national origin, sex, age, disability, or other protected status, and the College provides equal access and opportunity for all, including members of special populations. Questions regarding compliance with federal civil rights laws may be directed to the appropriate College compliance officer. The Title IX Coordinator can be reached at (940) 498-6245/rdelrio@nctc.edu. For more information or to request accommodation services for students, contact Yvonne Sandmann/ ysandmann@nctc.edu. For persons who are deaf, hard of hearing, or have speech impairments, please contact Yvonne Sandmann/ ysandmann@nctc.edu. Upon request, the North Central Texas College catalog can be converted to an accessible format for vision or print-oriented disabilities.

INDIVIDUALS WITH DISABILITIES

NCTC complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), the Americans With Disabilities Act of 1990, and 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.

TITLE IX COORDINATOR

The NCTC Board approves the appointment of a Title IX Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended. Policies related to Title IX can be found in the FA(Legal) and FLB(Local) sections of the NCTC Board Policy.

Questions and concerns may be addressed to:
Dr. Roxanne Del Rio
TITLE IX Coordinator
rdelrio@nctc.edu, (940) 498-6245

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, sex, gender, 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.

ACADEMIC INFORMATION

DEFINITIONS

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 Preparatory Classes
Students who do not meet minimum passing standards for any section of the TSI Assessment, TSIA2, or other alternative tests will need to enroll in remediation for that area. Students need to enroll in at least one area of remediation each semester until all remediation has been completed or retesting on the TSIA2 has placed a student at college-level. If more than one subject area of remediation is required, students can be enrolled in more than one preparatory class in the same semester as well as any eligible college-level courses.

Regular and punctual attendance is expected of students enrolled in all classes, both preparatory and college-level and instructors have the right to drop any student from a course in which the student has excessive absences. Students must complete all required preparatory courses with a "C or better" before proceeding to college-level course work in that subject area. Students that have not passed a portion of the TSI Assessment or TSIA2 may be enrolled in an integrated course that includes a credit, college-level course paired with preparatory, developmental support. Students are expected to attend and participate in both parts of the integrated course and must successfully complete the credit portion of the course in order to satisfy TSI requirements in that content area.

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.

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.

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 phone and/or NCTC email address and then contacted by a Counseling/ Advisor/Success Coach 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 Success Coach/Advisor. The number of electives in a program varies according to the specific major.

Full-Time Student
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.

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

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

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).

Transferability
The acceptance of credit courses taken at NCTC toward a specific major and degree at another higher education institution. See Graduation: Transfer Credit or Reverse Transfer for more information.

CREDITS

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 Academic 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.

EXCUSED ABSENCES

A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day and in order for the student to participate in required military service to which the student is called, including travel for that purpose.

Religious Holy Days
A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation.

NCTC is required to accommodate students' religious observances or practices. This includes flexible scheduling, flexible deadlines, voluntary substitutions, modification of grooming requirements and other practices, policies or procedures. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete classwork from which the student is excused within a reasonable time after the absence.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Chancellor of the institution or their designee. The student and the instructor shall abide by the decision of the Chancellor or their designee.

Required Military Service
"Required military service" includes required service in the Armed Forces of the United States, the National Guard or the Texas State Guard.

If a student withdraws from NCTC because they are called into active military service, the college will, at the student's option:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material.

Education Code 51.9111; [See Board Policy FC - Attendance (LEGAL)]

DROPPING/WITHDRAWING

Dropping a course is done before the official date of record each semester. Removing a course from your schedule on or after the official date of record is no longer considered a drop, but is instead a withdrawal and will result in a "W" on your transcript. The official date of record for all semesters, including 8-week, minimesters and Summer terms, are listed in the official NCTC Academic Calendar.

*Consult the current Academic Calendar on the Drop/Withdrawal webpage for important dates and deadlines and also review the 6 Drop Policy information below to determine if you will exceed your allowable number of course withdrawals or "W's".

How to Drop a Course
To drop a course, a student can do any of the following. Be sure to check the Refund Schedule as well!

- Go to MyNCTC and drop the course through the Add/Drop menu
- Visit the Mane Stop or Advising Office in person or through the virtual line to request a drop
- Email advising@nctc.edu with the request (include your full name, NCTC Student ID and course(s) name/section number)

For a course to be eligible for a drop it must be requested before the official date of record. If dropping a course, it is always best to visit with an advisor first, as well as the Financial Aid Office if you receive any type of grants, loans or veteran educational benefits to discuss how this drop will impact your future graduation date or eligible aid.

How to Withdraw from a Course
To withdraw from a course on or after the official date of record and before the withdrawal deadline stated in the Academic Calendar a student can do any of the following. Be sure to check the Refund Schedule as well.

- Go to MyNCTC and submit the Course Withdrawal Request on the Student Services tab
- Email registrar@nctc.edu if you are unable to access the online course withdrawal form through MyNCTC (include your full name, NCTC Student ID number and course(s) name/section number)

If withdrawing from a course it is always best to visit with an advisor first, as well as the Financial Aid Office if you receive any type of grants, loans or veteran educational benefits to discuss how this withdrawal will impact your future graduation date or eligible aid.

Online Requests
Online withdrawal forms are located in MyNCTC and will be processed within 24 - 48 business hours. 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 Registrar's Office for confirmation. The student is responsible for verifying the email was received by the Registrar's Office prior to the last day to withdraw.

It is the student's responsibility to officially withdraw from any course they do not wish to attend. Any student who stops attending classes and who does not officially withdraw may be assigned a final grade of "F" as well as potentially have to make payment back to Financial Aid due to not attending or completing the course successfully.

6 Drop Limit-S.B. 1231 Legislation
(Note: the 6 drop limit applies to students WITHDRAWING from classes and receiving a "W" on their transcript, does not apply to students who drop classes before the Official Date of Record)

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 NCTC 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.

Dual Credit Students
Dual Credit students must complete the Dual Credit Withdrawal form and submit it to the Dual Credit Office. All requests are then processed through the Registrar's Office.

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 withdrawal 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 the Request for Course Withdrawal form located in the NCTC Student Portal through MyNCTC.

Grading Practices 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.

Grading System
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	F=Failure
B=Good	I=Incomplete
C=Average	W=Withdrew
D=Poor	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 coursework. 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, the professor 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 Points**	**F = 0 (zero) 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 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 NCTC, 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. Students on Probation are also added to the Academic Reset Canvas course which offers informational modules regarding campus resources, success strategies, advising/coaching guidance, and more!

A student will remain on Academic Probation if the student's semester GPA exceeds 2.0but the cumulative GPA is below 2.0. If at any time a student's cumulative GPA is above 2.0, then the student will subsequently be released from Academic Probation.

A student on Academic 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 thereforeMUST earn a 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 be placed on Academic Suspension status if his or 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 the student's term GPA for that Fall, Spring, or Summer semester is also below 2.0

A student placed on Academic Suspension is required to sit out the next semester in which they 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 have other obligations to meet during their appealed semester, such as participating in College Success seminars and utilizing Career Services.

A student on Academic Suspension is notified of this status through Canvas communication, NCTC student and personal email, as well as a notation on the transcript and on the student's MyNCTC dashboard.

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 the student's account and must meet with an advisor/coach in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status when the student 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.

A student who is coming to NCTC on Academic Suspension from another college or university (as noted on the student's official transcript) will be required to submit an appeal to the NCTC Admissions Office 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 GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Suspension status.

Permanent Academic Suspension
NCTC does not permanently suspend students for poor academic performance.

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. Complete and sign the Academic Appeal Form (the final page of this handbook) and submit the form and everything listed in step 1 to the instructor to begin the appeal process.
3. If not satisfied with the decision of the instructor, the student has 10 business days to appeal via email or letter to the instructor's Division Chair or Program Coordinator (see listing in College Personnel section of the NCTC Academic Catalog). All tests, assignments, class notes and other relevant materials collected in step 1 must be presented to the Division Chair or Program Coordinator.
4. If not satisfied with the decision of the Division Chair or Program Coordinator, the student has 10 business days to appeal via email or letter to the Academic Appeal Committee (contact information provided by the Division Chair or Program Coordinator). All tests, assignments, class notes and other relevant materials collected in step 1, above, must be presented to the Committee.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined above. The grade appeal process must be initiated by the end of the sixth week of the next long semester. Grade appeals after the deadline will not be considered. For more information on the student course grade complaint process view the Board Policy FLDB (Local).

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.
4. Return of Federal Title IV funds will be returned 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 in writing if they owe funds back to the school or to the U.S. Department of Education. Students who owe an overpayment back to the U.S. Department of Education 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 Academic Catalog for additional information.

GRADUATION

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 the 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 for Instruction and Provost at NCTC within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, NCTC 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 their employer to be lacking in technical job skills identified as exit competencies for their specific degree program, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by NCTC 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 NCTC system, with a minimum 75 percent of credits earned at NCTC 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 NCTC 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 NCTC 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 or certificate. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 15 semester hours in residence for any degree or certificate. (Refer to NCTC Academic Catalog for specific requirements for degrees and certificates).

Reverse Transfer

A student can finish an associate degree at NCTC after transferring to a university. Credits earned at a four-year college or university are 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 they intend to graduate, or be identified as expected to graduate by the Graduation Office. Students identified by this process will be notified by mail or email regarding their award. The application can be found by logging into mynctc.edu. Graduation Applications are applicable to the academic year in which they are submitted.

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. This will ensure the desired name is printed on the diploma as well as the correct address to mail the diploma. Graduation applications received after the deadline will be processed, but the student's name may 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.

North Central Texas College reserves the right to confer degrees and/or certificates for current or former students who have met all completion requirements but have not applied for graduation. If you do not have a current graduation application on file, you will not receive an electronic or physical credential, as we need to verify your correct address and diploma name. To update your information please contact the Graduation Office.

Commencement
NCTC certifies graduates three times a year; in the fall, spring, and summer semesters. NCTC 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 Graduation 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 have 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 have regalia. Regalia information will be sent to the graduate in their graduation information packet. NCTC 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. Credentials will be automatically issued and sent to the mailing address utilized on the graduation application.

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*

Additional Honors Recognized during the Graduation Ceremony:

- Phi Theta Kappa International Honor Society - Members have completed at least 12 hours of coursework toward an associate degree with a cumulative GPA of
- 3.5 or higher.
- Honors Program Graduate - Students have completed 12 hours of honors credit.
- Honors Program Participant - Students have completed 3-11 hours of honors credit.

Catalog Restrictions
Students may graduate under any approved degree plan from: (1) the catalog in effect at the time of first enrollment at NCTC, (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 five 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.

ALUMNI ASSOCIATION

Former NCTC students (including non-graduates) are encouraged to join the Alumni Association to stay in contact with former classmates, provide input in the future direction of the College, stay in touch through the Alumni Experience on the NCTC App, become an ambassador of NCTC, have the opportunity to have an alumni spotlight feature and to stay informed about college programs, virtual and in-person activities, students and personnel.

Contact the NCTC Alumni Association Office at 940-668-4213, or go to alumni.nctc.edu.

STUDENT RECORDS

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

The 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 the 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.
- 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 pertaining to student complaints.
- Attendance record.
- 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.
- 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 the 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:

- Name, address, telephone number
- Student email
- Date and place of birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of athletes
- Enrollment status (full or part-time, etc.)
- Degrees and awards received
- Dates of attendance
- Previous high school and college attended
- Grade level

Directory information shall be released to any individual or organization that files a written request with the Registrar or designee and cannot include student identification numbers or social security numbers.

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:

- Academic Records:
  - Admissions records and documents, transcripts and permanent records of grades earned, hours completed - Registrar
  - Adult vocational and avocation (non-credit) program records, community records - Dean of Continuing Education
- Student Affairs Records - Vice Chancellor of Student Affairs and Executive Director of Student Affairs or designee
- Financial Records – Vice Chancellor of Fiscal Affairs and Director of 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:

- Financial information submitted by their parents.
- Confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their right of inspection and review.
- 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.
- 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 and Provost shall chair and appoint a committee to hear challenges concerning academic records. The Vice Chancellor of Administrative Affairs shall chair and appoint a committee to hear challenges concerning non-academic records.

3. 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 RIGHTS CONCERNING EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

Right to Review Records

NCTC students have the right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

Right to Correct Errors

NCTC students have the right to request that an amendment be added to their educational records if they believe the records are inaccurate or misleading. They should provide this request to the Registrar, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. The Registrar will notify the student of their judgment to amend and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Right to Disclose Information

NCTC students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

Right to File Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by North Central Texas College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA complaints can be located at:
Family Policy Compliance Office
U.S Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-4605

PAYING FOR COLLEGE

In addition to the resources below, please refer to the NCTC Academic Catalog to learn more about tuition and fees, charges for room and board, and additional information about paying for college.

BUSINESS OFFICE

Payment for Tuition and Fees

Payment for tuition and fees may be made in person using cash, personal check, or credit card. A payment can also be made or a payment plan can be set up by accessing the College's on-line registration system (MyNCTC) at www.NCTC.edu. Online payments can be made using a bank draft or credit card.

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

College Debts

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will have a hold placed on their accounts. Because of the hold, they may 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 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 Academic Catalog for additional information.

CHILDCARE REIMBURSEMENT PROGRAM

he Perkins Grant Assistance Programs provide financial support for NCTC students in Career and Technical Education or Health Sciences programs. Perkins eligible students that meet grant requirements can receive support for expenses such as childcare, course materials or transportation to internships/clinicals. Funding is provided from the Perkins Basic Grant.

For information, please contact: Angela Redeker at aredeker@nctc.edu.

FINANCIAL AID

North Central Texas College recognizes that many students may not have the financial resources 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®. 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.

Eligible Undocumented students who are also recipients of DACA wishing to be considered for financial assistance or a work-study position need to complete a TASFA Application.

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. Both FAFSA® and TASFA applications are available to students beginning October 1st 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®/TASFA ap-

plications are not considered complete until all required supporting documentation is in the student's financial aid file. Late or incomplete FAFSA®/TASFA applications will be processed and considered for a late award. Students who will be using Financial Aid to pay enrollment expenses at the time of registration must have a completed FAFSA®/TASFA application by the semester priority deadline; May 1st for fall, October 1st for spring, and March 1st for summer.

Students with late or incomplete FAFSA®/TASFA applications need to set up payment plans or pay for classes in full at the time of registration.

North Central Texas College Foundation Office offers a wide variety of scholarships each year to eligible students. See *Scholarships* for more information.

For more information, refer to Financial Aid in the Student Services section of the NCTC Academic Catalog for more information or contact the Financial Aid offices on the Gainesville Campus at (940) 668-4242 or the Corinth Campus at 940-498-6294.

Work on Campus/Work-Study
Students who are eligible for Financial Aid can work on campus part-time through the Federal Work-Study (FWS) or Texas College Work-Study (CWS) programs. College Work-Study students are eligible to earn up to the amount listed on his/her award letter. Jobs are available at multiple campus locations and currently pay $15.00 an hour. View the current job listings and find out more by visiting the Financial Aid: Work Study site.

SCHOLARSHIPS

The North Central Texas College Foundation awards more than 650 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. Additional scholarships are available through various college departments, student organizations, faculty associations, and other sources.

How to Apply
Students may complete an online scholarship application located on the college webpage at nctc.edu/scholarships. Students who are new to NCTC will need to apply for admission before being able to complete a scholarship application. Current students may access the scholarship application through their OneLogin and find the "myscholarships" app.

When to Apply
Summer & Fall semesters: The scholarship application will open February 1 and close April 1 for HIGH SCHOOL STUDENTS and SUMMER SEMESTER and close June 1 for NEW AND RETURNING STUDENTS. Spring semester: The scholarship application will open on September 1 and close on October 15 for all students. Scholarship applications are archived each December so students must reapply each year for the NCTC Foundation Scholarships beginning in February. For more information, please call the Foundation Office at (940) 668-4213.

VOCATIONAL REHABILITATION

The Texas Workforce Solutions (TWS)/Vocational Rehabilitation Services Division offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TWS counselor. Examples of such conditions include emotional and mental health disabilities, hearing impairments, learning and developmental disabilities, and physical disabilities such as brain or spinal cord injuries, etc. Other services also are available to assist students with disabilities to become employable. Application for such service should be made to: Texas Workforce Solutions (TWS)/Vocational Rehabilitation Services Division at 512-936-6400 or locally at 940-384-7904.

STUDENT SERVICES & CAMPUS RESOURCES

BOOKS AND SUPPLIES

The costs of books and supplies depend upon the specific courses a student takes. Book and material costs vary widely from course to course; some are relatively inexpensive and some are not. Nursing students, for example, will pay higher prices for their highly technical books and related supplies, such as clinical uniforms, than a student taking mostly academic transfer courses such as English and History.

Students needing an accurate estimate of book costs, based on the specific courses they will take, should contact the Bookstore on their campus. For some courses, an additional fee for specialized books and/or course materials may be automatically charged to a student's account.

NOTE: NCTC bookstores are operated by Texas Book Company. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the texasbook.com virtual store site.

On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC Bookstore website at nctc.bncollege.com for hours of operation and www.nctc.edu for additional information.

"A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." —Texas Education Code Sec.51.9705

COMPUTER LABS & PRINT STATIONS

Computer Access/Accounts

Students are provided computer/network accounts each semester. Accounts are created during the week before classes begin. If a student wants to retain files in the H: drive beyond the end of the semester, it is recommended the files be saved to a flash/USB drive.

Computer Labs

The locations of the computer labs are listed below and are maintained by the Library with the exception of the Graham Campus. Hours for those computer labs are the same as the NCTC Library website. Students may be requested to present identification to use the Lab and must present their Student ID to check out library materials.

Print Stations

Students receive 300 prints each semester and can utilize these prints within any NCTC computer or the black & white print stations. If a print station is not working properly contact Information Technology Services (ITS) Support. To print:

1. Log into any library computer or quick print station using your NetID and password.
2. Open your document and click print. A GoPrint window will appear. (This keeps track of how many prints you have left.)
3. Select the document you wish to print and click "release and print."
4. To cancel a print job, select the document you wish to remove and click "cancel jobs."

General Access	Computer Lab	Print Stations
Bowie	Library	In the Library General Access Computer Lab
Corinth	Room 357	1. 1st floor to the right of the library entrance door 2. 2nd floor in between office 208 and 210 3. 3rd floor center of building across from suite 300
Flower Mound	Library	Second Floor Student Lounge between Rooms 203 and 204
Denton	N/A	4. First Floor in lounge near Mulberry Street 5. Second Floor in lounge near Mulberry Street
Gainesville	Library	Health Science Center first & second floor main hallway Student Success Computer Labs (100 & 1400 buildings) Residents may utilize the computers in Bonner Hall
Graham	D1 & Health Science Center	D Wing, Room 1 – Computer Lab Health Science Center Computer Lab Student Center

NEW STUDENT ORIENTATION POLICY

The NCTC Completion Center offers New Student Introduction Sessions throughout the year. The introduction sessions cover general information, tools, and strategies for first semester students at NCTC. The NCTC Expect Success Introduction Sessions help students start the semester with a game plan to success! This is a one-time (optional) 2-hour interactive session that reviews frequently asked questions, and connects students to NCTC's campus, staff, and support resources.

The First Year Experience (NCTC 1001) is a required orientation course for all first-time NCTC students, including former Dual Credit and Early Admission students (who have earned 9 credit hours or less).

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 1001 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.

- The First Year Experience (NCTC 1001) class is a required orientation course, taken by all NCTC students within their first year of attending NCTC.
- The purpose is to give students helpful information about resources, student portals, and students' success skills that will benefit them during their time at NCTC.
- This course is 4 weeks long. Students can expect to spend about an hour each week working on the FYE course.
- *Important: the course has assignments with deadlines and grades, and is a Pass/Fail non-credit course.*
- All course work is done in Canvas, and there will be a few face-to-face meet and greet events that are optional.
- There is no cost for the course, and the e-book is included in the course material.

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 success coaches provide academic advising services to all new, returning and potential students throughout each semester—not just during registration!

The following students are required to meet with an advisor or success coach 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.
- Students who are not TSI (Texas Success Initiative) complete in one or more areas and therefore are required to enroll in preparatory or integrated coursework.
- Students who need to have transfer credits applied from another institution in order to meet prerequisites for NCTC courses.
- Students on Academic Suspension who have an approved appeal.
- Students who qualify for online course registration are not required to see an Advisor or Success Coach, however, it is highly recommended for students who have questions or need information about important issues such as course sequencing, prerequisites, choosing or changing a major, transferability of courses or degrees, etc. to meet with an advisor.

Contact us!

- Students may schedule an appointment with their assigned Advisor/Success Coach. Contact information can be found here: https://www.nctc.edu/advising.
- During business hours, sign into the NCTC Virtual Advising Line
- TEXT: (940) 580-1687 or EMAIL: advising@nctc.edu
- Log into CANVAS to access the ALL NCTC STUDENTS-ADVISING group (only for students already enrolled)

INTERNATIONAL STUDENTS

International Students are encouraged to study at NCTC. We welcome the diverse student experience and appreciate the wealth of culture our students share with others about their culture. Eligible international students can also participate in Optional Practical Training (OPT). OPT is an option available to F-1 students for employment directly related to their major post-completion of a degree or certificate.

For more information about the enrollment process or OPT please contact:
North Central Texas College International Admissions at international@nctc.edu or (940) 498-6429.

CHANGE OF ADDRESS, NAME AND/OR CONTACT INFORMATION

An Official photo ID will be required to make changes to a student record. Each individual student at NCTC is responsible for seeing that their records are kept accurate and up to date. If, after registration, a student changes their name, address, telephone number, social security number, or any other personally identifiable information, the Admissions/Registrar's Office should be notified as soon as possible. Students who receive financial aid should also be sure that their mailing address is up to date in the Office of Financial Aid. North Central Texas College is not responsible for financial aid award checks, grades, or other documents/correspondence not received because of their failure to notify the Registrar of address changes.

Change of Address
Any student whose home or local address is changed during a semester should correct their records in the Office of Admissions within seven days after the change has been made. Submit a change of address to the Admissions/Mane Stop by emailing the request to change along with a photo ID to Admissions@nctc.edu. No changes will be made if the identity of the individual cannot be validated.

International students must report address changes to the international student office within 10 days. Please contact the international office at international@nctc.edu or (940) 498-6429. Failure to report address changes could 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 any other reasons should correct records immediately in the Admissions/Mane Stop Office or at admissions@nctc.edu. Students may change their preferred name and contact information by filling out the maintenance request form and emailing it to Admissions along with a picture of their photo ID. No changes will be made if the identity of the individual cannot be validated.

Change of Email and Phone Number
Any student who would like to change their personal email address or phone number can do so through their MyNCTC.

1. Login and click on the Student Services Tab
2. Click on "Update My Contact Information" on the left-hand side of the page.

Once a request has been submitted you will be notified within 3-5 business days that the change has been made.

CAREER SERVICES

NCTC Career Services Center is dedicated to equipping students for career preparedness. Career Coaches, along with multiple career development platforms, are available to assist students with Career/Education Exploration, Job Search Skills, Employability Skills Development, Resume/Portfolio Development, Interview Skills and Professional Preparation. The Career Services Center seeks to assist students in developing the skills employers seek and support their career attainment and success. To make an appointment with a Career Coach use the appointment booking link located in the "Career Services Staff" section by your major.

Career Services website provides students with access to career related resources and online platforms that offer employment and internship search, resume and portfolio building, professional skill development, career exploration, and more!

Optional or Curricular Practical Training (OPT) may be available for F-1 students for employment directly related to their major. See *International Students* for contact information.

Contact us! careerservices@nctc.edu **|** Text: (940) 202-7184 **|** Call: (940) 498-6259

Aspire to Be Hired
North Central Texas College's Quality Enhancement Plan (QEP), Aspire to Be Hired, focuses on employability skill development for students through evidence-based training modules embedded into curriculum and structured support opportunities. The program provides students increased marketability and preparedness through building awareness of the importance and impact of employability skills, improved ability to articulate these skill sets and opportunities to apply professional skills and knowledge. The overall goal is to remove barriers and reduce the skills gap for long-term student success.

These program goals will be met by instructing and training students in the following employability skills: ethical decision making, problem solving, teamwork/collaboration, critical thinking, leadership, interpersonal skills/professionalism, emotional intelligence, social responsibility and career planning/management.

Aspire to be Hired will be implemented in the following programs/pathways: Industrial/Engineering Technologies (Electrical Tech, Engineering Tech, HVAC, Industrial Mechanics, Machining, Welding); CITE: Computer info systems and technology; Cyber Security, Database Management; Game Design & Application Programming; Networking Technology; Public Admin & Management: Accounting, Business Management, Criminal Justice; Cosmetology & Esthetics; Health Science: LVN, A.D.N., Rad Tech, Surg Tech, Fire Science, EMT, Allied Health, Agriculture Management, Equine Science, Horticulture, and Child Development.

Technical Program Faculty
Students enrolled in Career & Technical and Health Science programs may network with program 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.

COMMUNICATION

Student Email accounts are the official form of communication between NCTC and students. Emails are provided by NCTC and can be accessed via one.login. After logging into one.login click on "Office 365" and locate "Outlook."

If you are unable to activate your account by the first day of classes, contact the IT Help Desk at 940-668-4284. Students are highly encouraged to check their NCTC email on a regular basis for important information. Examples of notices sent to the student email are the location to access 1098Ts, academic standing, financial aid status, and official summons.

Text messaging can be used by authorized college officials to relay information about cancellations, admissions, academic requirements or deadlines, registration information, financial aid, and other matters that are time-sensitive and necessary for student success. A student opts into text messaging by providing their mobile number as stated on their application for admissions. If you would like to opt out of all text messaging, please send a request to Admissions@nctc.edu with a copy of your photo ID. Understand that this may result in missing important information that is sent to students through text messages.

CAFETERIA

Food services are provided by Great Western Dining Services, Inc., a private company, on the Gainesville campus. The cafeteria and snack bar are operated Monday through Friday. All residence hall students are required to have a meal plan and may use the services at either campus. For more information, refer to the NCTC Academic Catalog or the NCTC Residence Life Handbook.

NCTC Contact for Great Western Dining Services: Sandy Otto at sotto@nctc.edu or (940) 668-7731, ext. 4230.

FOOD PANTRY & GIVING/SHARING SHELVES

NCTC is addressing food insecurity among its students with a vision of partnership and community building. Students, faculty or staff experiencing food insecurity may access the Food Pantry at the Gainesville campus and the Giving/Sharing Shelves on each of our campuses.

*For hours of operation, visit https://www.nctc.edu/lions/food-pantry/.

Campus | Location
Bowie Giving Shelf | East Side Back Hallway
*Corinth Giving Shelf | Third Floor Room 355
Flower Mound Giving Shelf | First Floor
Denton Giving Shelf | First Floor Near Side Stairwell
*Gainesville Food Pantry | Student Union (Must present an NCTC Student ID)
Graham Sharing Shelf | Main Lobby

LIBRARY

The North Central Texas College (NCTC) Library system consists of four physical libraries on the Bowie, Corinth and Flower Mound campuses, as well as the Mary Josephine Cox Library on the Gainesville campus. Students attending the Graham campus are served by the Bowie Campus Library and librarians on the Corinth campus are available to help students at the Denton campus. All students can access many of the NCTC Library resources online through the MyNCTC portal. In addition to periodical databases (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 a librarian at an NCTC campus library or ask a librarian.

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

- 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 between the campuses
- Interlibrary Loan and TexShare Card program
- General Access Computer Labs available through each campus library* See *Computer Labs* for more information
- Instructor-requested classroom library instruction and student-requested individualized instruction on databases, citations and general research topics
- Library tutorial located on Canvas learning management system
- Research assistance from professional librarians, including citation help
- Ask-a-Librarian service for online research help
- Upswing service for “face-to-face” remote sessions
- Online subject guides
- Special collections such as Graphic Novels and the Genealogical collection
- Photocopiers and DVD players and monitors are available to students for In-Library Use Only within the campus libraries.

Students may be requested to present identification to use the Lab and must present their student ID to check out library materials (See *Student ID card*). For assistance or questions with any of these services, students may contact a librarian.

Hours of Operation

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

RESIDENCE LIFE (ON-CAMPUS HOUSING)

Three residence halls are located on the Gainesville campus. Student-athletes are required to live on campus, unless prior arrangements have been approved by the Athletic Department. Rooms are available for non-athletes on a limited and first come, first serve basis. The Housing Application is available in MyNCTC. For additional information regarding the Residence Halls see On-Campus Housing Services and Charges for Room and Board in the NCTC Academic Catalog.

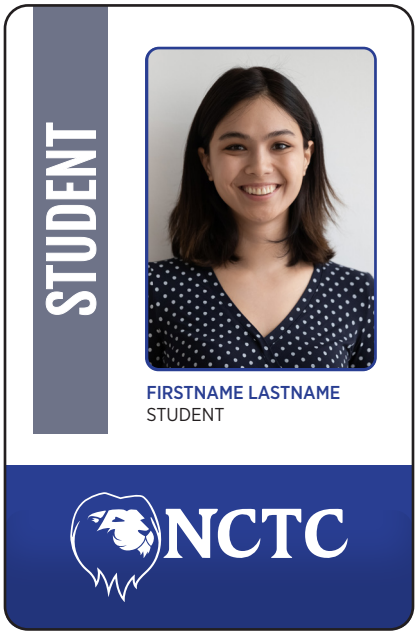
Questions about student housing may be directed to Residence Life at housing@nctc.edu or 940-668-4259.

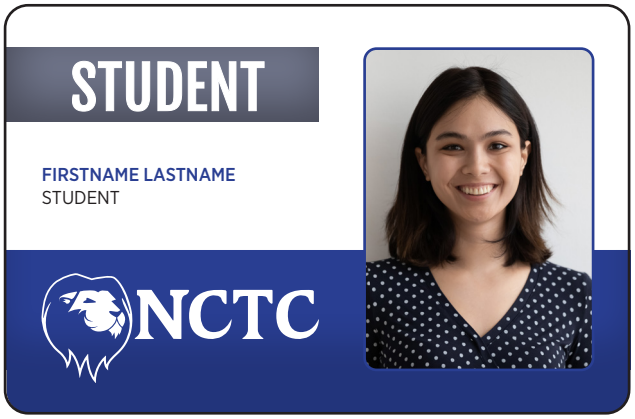
STUDENT ID CARDS

A student photo ID card is issued to all students registered in credit courses, through the Business Office. Please visit the Business Office on each campus to obtain your student ID card.

All students MUST present an official and current NCTC ID Card when accessing Library and Computer Lab services. There is a $20.00 replacement fee for all lost or stolen student ID cards.

Lending this card to anyone subjects the holder to disciplinary action and forfeiture of the ID card. The ID card can also be used at local businesses participating in the Student Discount program.





STUDENTS WITH DISABILITIES

The Office for Students with Disabilities (OSD) provides support services and academic advising for students with documented disabilities. 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 provide 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 licensed 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
- Notetaker Services
- Registration Assistance
- Adaptive Technology Services

Other Resources Provided by OSD:

- Career Assessment: Students will be assessed to determine their abilities and interest to assist them in selecting their career choice.
- Referrals: The OSD Counselors will work with other NCTC support services and community organizations to refer participants to the appropriate programs or services.
- 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 Workforce Solutions/Vocational Rehabilitation Services Division.

For students on the Corinth, Flower Mound, and Denton campuses or at Champions Circle, contact:

Lisa Smith, *Student Service Adcisor - OSD*
Corinth Campus, Room 160
(940) 498-6207 | lsmith@nctc.edu

For students on the Bowie, Gainesville, or Graham campuses, contact:

Yvonne Sandmann, *Student Services Manager - OSD*
Gainesville Campus, Room 127
(940) 668-3300

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 NCTC 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.

Students 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 / Emotional Support 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 the Office for Students with Disabilities (OSD) for more information about service and assistance animals.

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.

The Testing Center exists to support the integrity of the testing process by creating an environment conducive to productive testing, providing great customer service by accommodating students and collaborating with faculty, administrators, other colleges and universities and working with testing vendors and national organizations to keep abreast of best practices.

The Office of Testing Services serves as the center for administering tests, including:
- College Level Examination Program (CLEP) tests for course credit
- High school equivalency tests of the General Educational Development (GED®) program
- Ability to Benefit (ATB)
- The statewide TSIA2 Assessment to determine placement in college courses
- Technical program assessment exams (e.g. TEAS) *HESI testing information is sent after signing up for an information session.
- Makeup exams or proctored exams required for online courses

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.

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.

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 TSIA2:

- Students who have graduated with an Associate's degree or higher from an accredited TSAI 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 www.naces.org/members.
- Any student wishing to enroll in a certificate program of one year or less. Level I certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours. However, students are not exempt from TSI if they take courses that are not included in the Level I certificate.
- 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. A list of equivalent NCTC courses is provided in the Transfer section.
- Students who successfully complete a college preparatory course under Texas Education Code, Section 28.014, are exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
- Students who have previously attended any Texas Public Institution and had been determined to have met readiness standards by that institution.
- Students with the following scores: (Partial Exemptions available on tests taken on or after April 2004)
- First Responders: Students who are certified emergency medical technicians and employed more than 20 hours per week by a political subdivision; employed more than 20 hours per week as fire protection personnel; or elected, appointed, or employed more than 20 hours per week as a qualifying peace officer, as specified in 19 TAC §4.52(b)(7)–(9), are exempt from the TSIA2.

ACT
Test taken prior to 02/15/2023: 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. Test taken on or after 02/15/2023: English + Reading equals 40 (combined), Math equals 22.

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 the
11th-grade year, a score of 2000 on Reading and 2000 on Writing, or 4000 if the score is combined; EOC Algebra II - taken during the 11th-grade year, a score of 4000.

GED: A minimum score of 165 on Mathematical Reasoning and a minimum score of 165 on Reasoning through Language Arts. Scores are valid for 5 years.

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

An accepted TSIA2 placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

Placement Testing
The NCTC Office of Testing Services offers the statewide TSIA2 (Texas Success Initiative Assessment) for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSIA2 must be made by contacting the Office of Testing Services at your preferred campus. An application to NCTC must be on file as well as completion of the required Pre-Assessment Activity (PAA) prior to scheduling the TSIA2 at NCTC. Current testing fees are located on the NCTC Testing Center website. The statewide TSIA2 is computer-based and untimed. 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 TSIA2 will be prohibited from enrolling in the following courses:
TSIA2-passing score on English Language Arts Reading, or passing score on READING from previously accepted placement tests are required to enroll in ANTH 2346, ANTH 2351, ENGL 1301, ENGL 1302, HIST 1301, HIST 1302, HIST 2301, HIST 2321, HIST 2322, HUMA 1301, GOVT 2305, GOVT 2306, PHIL 1301, PHIL 2303, PHIL 2306, PSYC 2301, PSYC 2314, PSYC 2319, PSYC 2320, PSYC 2330, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2326 and any sophomore-level Literature course.

TSIA2-passing score on English Language Arts Reading, or passing score on WRITING from previously accepted placement tests are required to enroll in ENGL 1301, ENGL 1302, ENGL 2311, or any sophomore-level Literature course.

TSIA2 or previously accepted placement tests passing scores are required to enroll in ANY eligible college-level Math.

1. If a student passed the previous version of the TSI Math test then that score is valid for 5 years and retesting on the new TSIA2 is not required. If their previous TSI scores are not passing then they can be placed in the appropriate NCBM-paired course based on their intended major/pathway OR retest on the Math portion of the new TSIA2.
2. If a student passed the Reading portion of the previous TSI test but NOT the Writing, they ARE eligible to take any TSI Reading-only liable course (listed above). However, they are NOT able to take ENGL 1301 until they test and pass the TSIA2 English Language Arts and Reading (ELAR) section since ENGL requires TSI college readiness in both Reading and Writing, which can now only be earned by passing the new TSIA2 ELAR section.
    a. A student cannot use their previous TSI multiple choice score in Writing and combine it with the essay section of the new TSIA2 ELAR, or vice versa. The TSIA2 ELAR section must be taken in its entirety.
3. If a student passed the Writing portion of the previous TSI but NOT the Reading, they are NOT eligible to take any Reading or Writing TSI liable courses until they test and pass the TSIA2 English Language Arts and Reading (ELAR) in its entirety.

Additionally, students with an approved ACT or SAT Math score can enroll directly into the following courses:

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

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 or SAT Math scores must be on file with the NCTC Admissions Office for advisors to verify eligibility and assist with enrollment. Students who have either of these approved test scores from a previous institution must submit their scores either on an official transcript or official score report.

TRIO PROGRAMS

Student Support Services (TRIO SSS) and Talent Search are federal TRIO programs funded by the U.S. Department of Education designed to motivate and support eligible students in their pursuit of a college degree. TRIO Student Support Services program is available for students on the Corinth, Flower Mound and Gainesville campuses who are currently enrolled or have been accepted to NCTC. The Talent Search program serves Lewisville High School and middle schools in that district.

TRIO's goal is to develop and equip our scholars with the skills, experiences and academic practices that assist them in achieving their educational goals. TRIO is dedicated to providing a supportive environment that encourages student success by providing one-on-one tutoring, academic advising, course selection and enrollment, career counseling, personal counseling, financial literacy support, transfer assistance, educational workshops, and cultural enrichment activities. All student support services are free to eligible NCTC students.

Student must meet at least one of the following eligibility requirements:

- Meet federal income guidelines
- Identify as a first-generation college student (neither parent has received a 4-year college degree); OR
- Have a documented disability

Students may apply online or contact the TRIO SSS program staff through the NCTC TRIO SSS website for more information.

NCTC TRIO PROGRAMS | TRIOSSS@nctc.edu | TRIOTS@nctc.edu

TRANSFER SERVICES

The NCTC Office of Advising and Completion Resources serves as a resource center to students preparing for transfer to other Texas public institutions. The office provides a focal point for information concerning programs, resources and services to ensure a smooth transition to four-year colleges and universities. Students can start by visiting the NCTC Transfer Center website to access Transfer Guides for major universities, the Transfer Events calendar, as well as Academic Pathways that outline the suggested courses students need to take for their intended college majors.

It is always recommended to visit with your assigned NCTC advisor to review transfer degree plans and materials, as well as receive assistance with choosing a major, academic course selection and the transfer application process. See *Academic Advising* for contact information.

TUTORING

The Student Success Center is designed to help all NCTC students develop tools to achieve their academic goals. Students must be enrolled in an NCTC course to request a session with a tutor. Call 940-668-4209 for information about tutoring at all 6 campuses and the Champions Circle instructional site.

The Center connects students to free tutoring that includes a Writing Center, Math Lab, Study Groups and Online Tutoring during posted hours. Students are limited to one Writing Center session per day. Hours and services vary by academic term and campus location. Walk-Ins are welcomed, no appointment is required. To schedule a session, find the "Tutoring" link in One Login.

MILITARY AND VETERAN SERVICES

Military and Veteran students may face unique challenges and barriers when transitioning from military life to college or civilian life. The goal of NCTC is to provide services to the Military, Veteran students and their families as they prepare for higher education.

The Admission and Financial Aid teams provide information to service members, Veterans, and eligible family members available about college enrollment through graduation.

The Financial Aid team works with the Veterans Administration, Texas Veterans Commission and U.S. Department of Education to assist student Military, Veterans, and their dependents with applying for and receiving applicable educational benefits. For additional information regarding Hazlewood, Veteran Educational Benefit Services, Military Tuition Assistance (TA), and Benefit payments for All Chapters see the NCTC Academic Catalog or contact the Financial Aid Office at: students on the Bowie, Gainesville and Graham Campuses: (940) 668-4242 or Denton County Campuses: (940) 498-6294.

A Veteran Lounge is located on the Corinth Campus Room 188 to provide our Veteran Students a place to relax and study. The Veteran lounge is equipped with computer stations, printers, and supplies. For more information concerning the Veteran Lounge please contact the Executive Director of Student Affairs or designee at 940.498.6245.

Upon notice from a student required to participate in required military service, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in required military service to which the student is called, including travel associated with the service.

Military Withdrawal
If a student withdraws from NCTC because they are called into active military service, the college will, at the student's option:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Refer to the NCTC Academic Catalog to obtain additional information regarding Armed Force Credit, Experiential Credit, Credit by Examination, or Military Credit.

PREGNANT AND PARENTING STUDENTS – TITLE IX

Title IX provides for equal educational opportunities for pregnant and parenting students. It prohibits educational institutions from discriminating against pregnant students based on marital status and prohibits discrimination against a student because of pregnancy, childbirth, false pregnancy, or recovery from related conditions. Additionally, Title IX also provides protections for parents that are raising a child during the immediate postpartum period.

Education Code Section 51.982

Protections for Pregnant and Parenting Students

An institution of higher education may not require a pregnant or parenting student, solely because of the student's status as a pregnant or parenting student or due to issues related to the student's pregnancy or parenting, to:

1. Take a leave of absence or withdraw from the student's degree or certificate program;
2. Limit the student's studies;
3. Participate in an alternative program;
4. Change the student's major, degree, or certificate program; or
5. Refrain from joining or cease participating in any course, activity, or program at the institution.

An institution of higher education shall, for reasons related to a student's pregnancy, childbirth, or any resulting medical status or condition:

1. Excuse the student's absence;
2. Allow the student to make up missed assignments or assessments;
3. Allow the student additional time to complete assignments in the same manner as the institution allows for a student with a temporary medical condition; and
4. Provide the student with access to instructional materials and video recordings of lectures for classes for which the student has an excused absence to the same extent that instructional materials and video recordings of lectures are made available to any other student with an excused absence.

An institution of higher education shall allow a pregnant or parenting student to:

1. Take a leave of absence; and
2. If in good academic standing at the time the student takes a leave of absence, return to the student's degree or certificate program in good academic standing without being required to reapply for admission.

The duration for a leave of absence will be dependent on doctor recommendations for the time of the release. If you believe you may need to take a leave of absence, please contact the liaison (studentparents@nctc.edu).

To request Pregnancy and/or Parenting-related services, please email studentparents@nctc.edu.
For more informationm please visit: https://www.nctc.edu/lions/title-ix/pregnant-parenting-students/

Reasonable Accommodations

An institution of higher education shall provide reasonable accommodations to a pregnant student, including accommodations that:

1. Would be provided to a student with a temporary medical condition; or
2. Are related to the health and safety of the student and the student's unborn child, such as allowing the student to maintain a safe distance from substances, areas, and activities known to be hazardous to pregnant women or unborn children.

Reasonable accommodations vary for each individual student based on one's unique needs and circumstances, however examples of reasonable accommodations may include: accessible seating, frequent restroom breaks, ability to have food and drink in the classroom, ability to be part of a priority registration period if one is offered.

Requesting Services

To request Pregnancy and/or Parenting related services, please please email studentparents@nctc.edu
At the time of your appointment, please be sure to bring any necessary documentation with you. This may include the child's birth certificate, a doctor's note, and/or a copy of a certified court order.

For more information, please visit: https://www.nctc.edu/lions/title-ix/pregnant-parenting-students/

HEALTH & WELLNESS

ALCOHOL AND CONTROLLED SUBSTANCE ABUSE

The NCTC Awareness Team has developed educational, intervention, and awareness programs to train faculty, staff, and students in the detection, prevention, awareness, understanding, and reporting of alcohol and substance abuse.

NCTC 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 & Advising email counseling@nctc.edu.

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 conduct related information]

Students are not permitted to

- Possess or consume alcohol while under the age of 21, be intoxicated due to alcohol while under the age of 21, or engage in other conduct violating the Student Code of Conduct.
- Drive while under the influence of alcohol or any other drug.
- Possess or use a controlled substance, marijuana, or a prescription drug in a manner prohibited.
- Grow, produce, or distribute a controlled substance, marijuana, or a prescription drug, except as expressly permitted by law and University policy.

Engaging in misconduct may result in a referral to the Executive Director of Student Affairs or designee Office. Students found responsible for the misconduct are assigned sanctions, which can include probation and educational referrals designed to assist and educate students. Serious or repeated misconduct can result in removal from the residence halls, suspension, and expulsion from NCTC.

CARES/BEHAVIORAL INTERVENTION TEAM

The NCTC Behavioral Intervention Team or CARES (Campus Assessment Response Evaluation Services) addresses behavior that may be disruptive, harmful, or pose a threat to the health and safety of the NCTC community-such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm.

All students have the ability to report concerning behavior that could impact their own safety or the safety of another NCTC student by completing the CARES Reporting/Referral Form at www.nctc.edu/advising/cares/. Reports may be made anonymously. If any student feels that there is an immediate threat to his or her own safety or welfare (or to another student), please call 911 immediately.

If you need to report or request assistance related to sexual harassment, misconduct, or assault, please visit our Title IX page. Call 911 immediately if your safety is in immediate danger. For additional resources see *Mental & Physical Health*.

In situations where serious mental and/or emotional health issues may arise, the CARE Team will meet to review the seriousness of the situation and determine appropriate next steps. The listed emergency contact for a student may be contacted if deemed appropriate by the CARES Team. Additionally, a student may be required to complete a comprehensive mental status exam with an off-campus treatment provider. The purpose of this requirement is to determine if a student can function safely and effectively in the college environment, and may be a condition for continued or future enrollment at NCTC. Any related costs for the mental status exam are the responsibility of the student. A student may be prohibited from being on campus and/or taking classes until the assessment has been completed by the student and received and reviewed by the CARES Team and recommendations made.

MENTAL & PHYSICAL HEALTH

NCTC Counseling & Wellness (https://www.nctc.edu/lions/counseling/) offers a variety of services addressing mental wellness. Personal counseling services that are primarily intended for emotional/adjustment problems addressed in a limited number of sessions are available for currently enrolled students. Students needing longer-term or more intensive levels of care will receive community referrals that are more appropriately suited to address their needs. Counseling & Wellness also facilitates a variety of groups, trainings, and awareness activities on campus. Additionally, Counseling & Wellness staff work with students regarding campus and community referrals to address student needs. Many of these referrals can be found at https://www.nctc.edu/lions/community-resources/.

TimelyCare, a virtual wellbeing platform, is available to currently enrolled NCTC students 24/7 at no cost. Through TimelyCare, students have access to on-demand mental health support, scheduled counseling sessions, anonymous community message boards, self-care content, and access to psychiatric services through appropriate referral. Students may visit www.timelycare.com/nctc to create an account or download the TimelyCare app from their app store. To create an account, students will use their NCTC student email address and date of birth.



The NCTC Counseling & Wellness Office maintains several web pages with content related to safety, health and wellness. Please visit Community Resources, Wellness, TimelyCare and several Tools to Thrive within the Office of Counseling information. Students can also send a non-emergency message to counseling@nctc.edu during NCTC Business hours for questions regarding counseling services and resources.

SUICIDE THREAT RESPONSE POLICY

Suicide is a leading cause of death among college-aged students (Center for Disease Control (“CDC”), 2016; Suicide Prevention Resource Center, 2014). Hence, NCTC 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 administrative regulation 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 is an intentional or deliberate behavior causing injury or attempted injury to oneself, but non- suicidal.

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

Reporting Responsibilities

Reporting Responsibilities 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 You may also use the colleges reporting system: www.nctc.edu/advising/cares/. Reports may be made anonymously.

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 Responsibilities 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. You may also use the colleges reporting system: www.nctc.edu/advising/cares/. Reports may be made anonymously.

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:
    - Review all reports, documents and pertinent information;
      Interview and consult with pertinent parties;
    - Assess immediate and on-going risks;
      If applicable, deploy counselors to provide emotional support for faculty, staff and students affected by the incident;
    - Determine on-going assessments, support services, class reductions, enrollment status, involuntary or voluntary withdrawals and/or conditions for reentry (continued enrollment) or re-enrollment.

Re-entry After Suicide Attempt
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 evaluation 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.

<u>Withdrawal from College</u>
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 may obtain an evaluation or release from a licensed mental health professional or private practitioner with appropriate credentials at his or her own expense.

<u>Standards of Self-welfare and Conditions for Reentry or Reenrollment</u>
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 re-enrollment 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:
    - Ongoing assessments with a College counselor;
    - Ongoing assessments with an outside mental health professional or practitioner at the student's own expense;
    - Participation in educational and prevention workshops or seminars, on or off campus;
    - Agreement to consistently take any medications as prescribed by a mental/medical professional or

practitioner; and/or

- Other support and prevention programs as determined by the Behavioral Intervention Team, appropriate College counselor, or private practitioner

4. 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 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 & 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 an annual basis.

STUDENT INVOLVEMENT

STUDENT ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION MAKING

The NCTC Board of Regents 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 – and many committees of the college. Finally, students may – either individually or collectively – bring issues before the Instructional Council, the Chancellor'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 systemwide basis from such student organizations as the Student Government Association, 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.

ATHLETICS

Each athletic program provides an opportunity for student-athletes to pursue academic success, physical and emotional well-being and social development. Specifically, NCTC student-athletes pursue academic excellence, participate in well-organized sports activities, promote a positive public image for the college and advance their personal and professional objectives.

The Chancellor has ultimate responsibility for and the administrative and fiscal control over the institution's intercollegiate athletic programs as well as supervisory oversight of the athletics program through the Director of Athletics.

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 Academic Catalog for additional information or visit the Athletics Website. Scholarships are available and students considering participation in the NCTC intercollegiate athletics program should contact the Athletic Director, Van Hedrick at vhedrick@nctc.edu or (940) 668-4286, for additional information.

STUDENT LIFE

A variety of departments, groups and committees across the NCTC district contribute to Student Life by providing student engagement opportunities which foster a positive collegiate environment for NCTC students on all campuses.

The 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 for students to make friends, build their resume and gain new skills. These opportunities range from student organizations, affinity groups, honor societies, volunteer opportunities, to special events and everything in between. It's all aimed at making #LifeatNCTC enjoyable, memorable and beneficial to all students. Connect with other students by downloading The NCTC App.

The College Administration welcomes input from students regarding student activities and programming. NCTC strives to be responsive to practical suggestions for expansion of existing programs or implementation of new programs within the framework of budgetary limitations, available staff and physical facilities. Contact us at studentlife@nctc.edu or (940) 380-2530!

VISUAL AND PERFORMING ARTS

http://performingarts.nctc.edu

Drama - Drama students perform in multiple musicals and plays each semester. NCTC has both acting and stagecraft courses, so students can learn to work on stage or backstage.

Throughout the year, productions may hold open auditions where all students and the community are welcome to participate. Join the Mailing List to find out about upcoming opportunities.

Music - Band and Choir at NCTC is open to all students with interest and experience, by audition. You do not need to be a "music major" to be a member of the group! Music Scholarships are also available to all qualified students whether they are music majors or not. Award amounts vary from $100 to full tuition reimbursement. See our website for more information.

College Singers is an auditioned group of about 40 students, devoted to the rehearsal, study, and performance of a wide variety of vocal literature. Concerts are themed around standard literature, pop, Broadway, folk, and more! Choir rehearsals take place at the Gainesville Campus. Visit https://www.nctc.edu/music for more information.

The College Ensemble, which is limited to 12 singers, is auditioned from the College Singers and also performs a wide variety of literature. This smaller group was created in order to facilitate travel, as they represent NCTC at special events in our area. Visit https://www.nctc.edu/music for more information.

The Wind Ensemble is devoted to the rehearsal, study, and performance of important band literature with musical understanding and artistic intent. Students in the course rehearse and perform with North Central Texas Winds, a "hybrid" college/community band, consisting of college students, band directors, and professional musicians from across the region. Band rehearsals meet in Denton, and auditions are required to join the ensemble. Visit https://www.nctc.edu/music/band for more information.

The Jazz Band performs a varied repertoire, including big band swing and contemporary jazz, through concerts on campus and at other venues. Band rehearsals take place at the downtown NCTC Denton Campus. Visit https://www.nctc.edu/music/band for more information.

Visual Arts - The Visual Arts department teaches a foundation in the arts. Art and non-art majors looking to expand their skills and understanding learn the language and process of making art.

HONOR SOCIETIES

Honor Societies aim to recognize students who have excelled in a variety of circumstances. Honor societies invite students to join based on academic excellence, or to those who have shown impressive leadership, service, and overall character. Joining honor societies are great opportunities for students to boost their resume, scholarship applications as well as their personal and professional skills. NCTC has four honor societies: Lambda Nu, Phi Theta Kappa, National Society of Leadership and Success, and La Sociedad Honoraria de la Lengua Española. Should they meet the requirements, students can participate in as many honor societies as they want.

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 address other matters concerning the general welfare of the students and the College. Membership is free. All students of NCTC are members of SGA and are encouraged

to become involved; each student organization is required to attend SGA meetings in person or virtually in order to request funding and be more informed. Students are encouraged to fill out their Concerns and Compliments to provide input on their experience at NCTC. Contact sga@nctc.edu for information on SGA meeting dates and times.

STUDENT ORGANIZATIONS

Student clubs and organizations are authorized by the college administration according to the belief that each renders a particular service to the college and to the student body.

All student organization sponsored activities on the college campus are to be sponsored by one of the recognized clubs or organizations and its advisors. New student organizations must submit a petition for approval and recognition.

Club promotions, fund-raisers and activities involving the public must be cleared through the Division of Student Affairs.

Student Organizations Policies

An organization in which membership is limited to students, staff and faculty may become a registered student organization by complying with the registration procedures established by the Vice Chancellor of Student Affairs.

Failure to comply with these policies and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of a student's or registered student organization's approved status, use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It submits a student organization registration form and files a constitution for the organization with the Vice Chancellor of Student Affairs.
3. It complies with applicable Board policies.
4. It has at least one active NCTC faculty/staff advisor who provides guidance to the organization and its members to help achieve its purpose. The Student Organization Advisor must be 21 years of age or older and cannot be a student at NCTC.
5. It is not under a disciplinary penalty prohibiting registration.
6. It conducts its affairs in accordance with The College policies, procedures, rules, and regulations, as well as with local, state, and federal laws.
7. Its membership is limited only to students, staff, and faculty of the College.
8. The College shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

Registration Documents Required

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

At the beginning of each semester, student organizations are required to provide the office a student organization application, activity approval form and a constitution. The application contains 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.)

The first activity approval form should contain all of the student organization's meeting dates, time, and location.

A sample constitution is available online and can be used as a guide to create the student organization's governing document which includes the organization's mission and structure.

The forms and contact information can be found online via nctc.edu/student-groups.

Rejection of Application
The College reserves the right to deny an application. If the Vice Chancellor of Students Affairs does not approve the application for registration, they shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the Chancellor. The Chancellor may take one of the following actions:
1. Affirm the Vice Chancellor of Students Affairs' decision.
2. Reverse the Vice Chancellor of Students Affairs' decision.
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the Chancellor, who shall then take final action.

Loss of Registration
Upon written notice, a student organization's registered status may be revoked by the Vice Chancellor of Student Affairs if the organization:

1. No longer meets the eligibility requirements; or
2. Violates College District policies and procedures or local, state, or federal law.

A student organization whose registered status has been revoked may appeal to the Chancellor, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College District-wide.

Student Organization Activities
Registration does not imply approval of the College of the activities of the registered organization. An activity approval form must be submitted for all activities, events, and fundraisers at least 14 days in advance. A registered organization shall be entitled to sponsor or present a public performance, off-campus speaker/entertainer on College property in accordance with the rules and regulations governing such use.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. 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 (See *Student Activity Policies*) and/or the policy on student discipline and penalties.

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures.

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

The organization can advertise, promote, or represent that an event or activity is associated with the College District, use the name of North Central Texas College and any official NCTC logos on or off campus, or represent that visual or auditory materials are sponsored by the College District ONLY when:

1. The event has been cleared and approved in advance via an activity approval form
2. The organization's advisors have full knowledge and approval of the activity and
3. The material (printed or electronic) has been approved by Marketing to coincide with NCTC's Branding Guidelines.

Violations
In addition to the revocation of registered status, violations of Student Organization rules, College District policies and procedures or local, state, or federal law may subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

INTERFERENCE WITH EXPRESSION

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

NCTC is committed to fostering a learning environment where free inquiry and expression are encouraged. The College expects that students engaging in expressive activities will demonstrate respect for the safety of persons and property, respect for those who may disagree with their message, and compliance with College policies and applicable local, state, and federal laws. Expressive activities that are unlawful or that materially and substantially disrupt the regular operations of the College are not tolerated.

The purpose of this policy is to protect the expressive rights of persons guaranteed by the United States Constitution and of the state of Texas by:

1. recognizing freedom of speech and assembly as central to the mission of North Central Texas College; and

2. ensuring that students enrolled at and employees of the College District may assemble peaceably on the campuses of the College for expressive activities, including to listen to or observe the expressive activities of others.

The College further recognizes that freedom of speech and freedom of assembly are fundamental rights under the First Amendment and Texas Education Code and are central to the mission of institutions of higher education. Freedom of expression is of critical importance and requires the College to ensure free, robust, and uninhibited debate and deliberations by the College's students.

The College's students may assemble peaceably and engage in expressive activities in the outdoor common areas of the College's campuses without prior permission, subject to reasonable, time, place, and manner restrictions. Time, place, and manner restrictions, consistent with legal requirements, regarding use of College property and facilities for expressive activities by students are found in Policies FLA (LOCAL), DGC (LOCAL), and GD (LOCAL); however, Free Speech Zones are specifically described as follows:

1. Denton Campus: Front Lobby
2. Corinth Campus: Flag Poles
3. Flower Mound Campus: Flag Poles
4. Bowie Campus: Flag Poles
5. Graham Campus: Flag Poles
6. Gainesville Campus: Front Outside Area of the #600 Building

Members of the College student community may invite speakers to speak on campus with the following reason-able restrictions, adopted under Texas SB 2972:

NCTC prohibits:

1. use of a device to amplify sound while engaging in expressive activities on campus during class hours that:
    a. intimidates others;
    b. interferes with campus operations; or
    c. interferes with an institution's employee's or peace officer's lawful performance of a duty;
2. engaging in expressive activities during the last two weeks of a semester or term:
    a. in the common outdoor areas of the institution's campus in a manner that materially and substantially disrupts the functioning of the institution;
    b. by inviting speakers to speak on campus:
    c. by using a device to amplify sound; or
    d. by using drums or other percussive instruments;
3. camping or erecting tents or other living accommodations on campus;
4. wearing a disguise or other means of concealing a person's identity while engaging in expressive activities on campus with the intent to:
    a. obstruct the enforcement of the institution's rules or the law by avoiding identification;
    b. intimidate others; or
    c. interfere with the institution's employee's or peace officer's lawful performance of a duty;
5. lowering the institution's United States or Texas flag with the intent to raise the flag of another nation or a flag representing an organization or group of people; and
6. engaging in expressive activities on campus between the hours of 10 p.m. and 8 a.m.

This policy does not apply to official College events, programs, and activities.

Definitions
Expressive Activities means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.
The term does not include:

(A) commercial speech;
(B) defamation;
(C) unlawful harassment;
(D) incitement to imminent unlawful activity;
(E) obscenity; or
(F) threats to engage in unlawful activity.

"Members of the college community" or "member(s) of the District community" means enrolled students, official student organizations, employee organizations, and faculty or staff.

An "employee organization" is an organization composed only of College District faculty and/or staff or an employee professional organization.

A "student organization" is an officially approved organization composed only of enrolled NCTC college students.

A "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of handheld sign; and "posting" shall be defined as any means used for displaying a sign.

STUDENT ACTIVITY POLICIES

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 Vice Chancellor of Student Affairs or designee. An NCTC college administrator or faculty/staff advisor must be present at such functions to oversee the collection of admission fees.

Campus Visitors Rules
Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus hinders or threatens the normal function of the campus, visitors will be asked to leave the campus. If this is not done, they will be escorted off campus premises by law enforcement officials. Violators may be prosecuted under Texas law. The following acts are considered but not limited to violations of College policy and/or state and local law.

1. Destroying or defacing property
2. Disruptive Behavior and/or disturbing the peace (inside or outside of buildings)
3. Conduct Unbecoming
4. Posting or carrying unauthorized signs, posters, leaflets, etc
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. Attempting to organize or promote any unauthorized organizations or activities
10. Violating any NCTC regulations

Scheduling Events
A calendar of Student Life events and activities is maintained by the Vice Chancellor of Student Affairs or designee. It is necessary that all events and activities of the student organizations/clubs be approved and cleared in advance to prevent any conflicts involving activities and/or 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, etc. Students should remember that all such functions and events must terminate by midnight, with any variations to be approved in writing by the Vice Chancellor of Student Affairs or designee.

Student Publications Posters/Announcements
Students must obtain prior approval to post notices, posters and other approved materials through the Division of Student Affairs, or appropriate campus Director's office.
Approved digital announcements can be made by contacting Marketing via their marcom system, marcom.nctc.edu or by emailing studentlife@nctc.edu. In addition, materials are subject to the following restrictions:

1. Announcements, flyers and the like shall not exceed a size of 8-1/2" x 11" and posters may not exceed 24" x 36".
2. 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 an office space.
3. 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.
4. TV Monitor announcements may be requested through marketing.

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.

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 in FLA (LOCAL), a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the Vice Chancellor of Student Affairs or designee. No object other than a sign may be posted on District property.

A student or registered student 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 occurred.

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.

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.

Non-Permissible Signs
No student or registered student organization may distribute materials if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute non-permissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

SOLICITATIONS

[See FI (Local)]
All fund-raising activities by College-sanctioned student clubs and organizations must be cleared and approved in advance through an activity approval form.
Non-student organizations must schedule activities through the appropriate Campus Director.
Generally, solicitation of monetary contributions by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation.

TRANSPORTATION MANAGEMENT

Travel arrangements for student groups shall be made in accordance with administrative regulations. [See CJ (Local)]

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

- Be an employee or currently enrolled student of the College District who has been approved by the Vice Chancellor of Administrative Affairs or the Chancellor to operate College District vehicles based upon the employer or enrolled student having an acceptable driving record.
- 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.
- 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.
- Shall not drive for more than three consecutive hours without taking a fifteen-minute break or relief from driving by changing drivers.

VOTER REGISTRATION

Students may register to vote through the Texas Secretary of State website. NCTC students are encouraged to vote as part of their civic duty and can visit NCTC's Vote with Pride website to learn more about the voting process within Cooke, Denton, Wise and Montague counties.

NCTC APPS

ALERTUS MOBILE APP

This application allows users to pick which campus(es) to receive LionALERTS (emergency notifications) about, gives direct access to the NCTC public safety number, allows users to request help, report a suspicious person and much more. It is available for IOS and Android devices.

1. Download the free Alertus app in your device's app store
2. Enter the Organization Code: NCTC
3. Enter your NCTC email address
4. Submit
   (See LionALERTS)

ONE LOGIN

Onelogin gives access to all applications within the portal without an additional login page for each app. The goal is to roll out services that are compatible with Onelogin so that a central location that is safe to access and convenient for the entire college community.

Current Apps within One Login include:

- Canvas (Access to Online/Hybrid Courses)
- Canvas Support
- MyNCTC
- NCTC Scholarship Application (See *Scholarships*)
- Official NCTC App, (See Below)
- Office 365 (and access to Student Email)
- TimelyCare, (See Below)
- Upswing Tutoring
- Career Lion
- NCTC Parking Portal

OFFICIAL NCTC APP

Access Campus Resources: Quickly find links to academic advising, student services, and more.

Stay Informed: Receive timely updates about events, deadlines, and announcements.

Connect to Your Classes: Check schedules, grades, and course information effortlessly.

The NCTC Mobile App is available for download on iOS and Android devices. Just search for "NCTC" in your app store and start exploring!

TIMELYCARE

NCTC's TimelyCare provides 24/7 medical and mental telehealth care at NO COST for current students and part-time employees.

1. Download TimelyCare (no spaces) from the Apple App Store or Google Play
2. Input your school email and information
3. Create your free account.
   You're ready to start a visit!

Visit NCTC's TimelyCare page for more information or call (833) 4-TIMELY for 24/7 assistance from a TimelyCare representative!

STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT CONDUCT

North Central Texas College is an academic community committed to education, learning, discovery, and service in a caring and safe environment. All students assume obligations to conduct their performance and behavior in ways that are reflective of the college's mission and values.

All students have rights and responsibilities. The Student Code of Conduct addresses, reduces and prevents behavior that undermines academic success and detracts from the educational mission of NCTC.

AMNESTY FOR GOOD SAMARITANS

NCTC encourages students to offer assistance to other students in need, both on and off campus. When a student seeks medical assistance for another student or witnesses an action involving violations of federal, state or local laws including Title IX sexual misconduct; students will receive amnesty from disciplinary action for any related Student Code of Conduct violation for assisting and reporting incidents. This policy exists for students who are hesitant to offer assistance to other students for fear of being disciplined for policy violations themselves.

An example of a Good Samaritan situation may include a student at an off-campus party who is drinking alcohol in violation of the law or the Student Code of Conduct. If this person learns of a sexual assault at this party and comes forward or otherwise requests assistance for a victim while at the party, the person reporting the incident, along with the victim/complainant or others who report the situation, will not be held responsible by NCTC for an alcohol policy violation. NCTC policy acknowledges that it is more important to seek help immediately for the individual(s) in danger, rather than worry about the effect of potential disciplinary or Student Code of Conduct violations.

STUDENT CONDUCT REGULATIONS/RESTRICTIONS

Student Conduct [See FLB (Local)]
Definitions to be used in this policy shall be as follows:

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.

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.

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.

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.

College District shall mean North Central Texas College, including all campuses and properties owned, leased, or controlled by the College District. [See AB(LOCAL)]

College District Community shall mean any student, faculty member, staff, visitor, volunteer, or other person employed by the College District.

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.

Complainant/Victim 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.

Faculty Member shall mean any person employed by the College District, full time, part time or contractually, to conduct classroom, laboratory, or clinical instruction.

Hearing shall mean an informal or formal conduct proceeding conducted by a hearing body pursuant to the Student Code of Conduct.

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]

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.

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.

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 they are 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.

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.

Respondent shall mean someone alleged to have been involved in an incident of prohibited conduct under Title IX.

Authority

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 Chancellor or designee to conduct appeal reviews.

Responsibility
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;
8. Cooperate with and assist the College District staff in maintaining safety, order and discipline.

STUDENT CODE OF CONDUCT

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

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

Violations of the Student Code of Conduct shall include aiding, abetting, conspiring, soliciting, inciting of, committing, or attempting to commit the following activities/behaviors.

Academic Misconduct
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.

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.

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.

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.

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).

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.

All matters of Academic Misconduct are addressed through the Office of the Provost/Vice Chancellor of Instruction.

Academic Misconduct Sanctions

The Provost/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:
    a. Requiring the student to resubmit the assignment(s) in question;
    b. Reducing or lowering the grade or score on the specified assignments, projects, papers, programs, labs), or examinations;
    c. Assigning a failing grade (no credit) on the specified assignments, projects, papers, programs, labs, or examinations;
    d. Reducing or lowering the grade or score for the course;
    e. 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
    f. Applying other academic penalties as outlined in the instructor's syllabus.

Academic misconduct violations, which may warrant non-academic 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 Executive Director of Student Affairs or designee or designee for disciplinary action through the appropriate student conduct process.

All violations involving academic misconduct, regardless of severity, shall be forwarded to the Executive Director of Student Affairs or designee 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 Misconduct

Please report any of the following violations to www.nctc.edu/advising/cares/. Reports may be submitted anonymously.

<u>Alcohol</u>

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
2. any other College District property or premises.
3. 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.

4. Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication.
5. 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.
6. Violation of other College District policy while under the influence of alcohol.
7. Other violations of any College District alcohol and drug policies.

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.

Discrimination

Unfair or unlawful treatment of another person or group on the basis of race, color, religion, gender, age, national origin, disability, sex, gender 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.

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.

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.

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.

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.

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.

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.

Prohibited Gambling

Gambling generally means risking money or another item of value on an uncertain outcome with the expectation of receiving money or something of value.

The following activities are prohibited:

- Betting money or items of value on sporting events, card games, dice games, esports, or other contests.
- Operating betting pools, bookmaking activities, or wagering systems.
- Collecting, holding, transferring, or distributing wagers or gambling proceeds.
- Using College funds, accounts, equipment, or technology to organize, promote, or conduct gambling.
- Pressuring, threatening, intimidating, or harassing another person to place a wager or repay a gambling debt.
- Using student organizations, residence halls, College events, or fundraising activities to facilitate unauthorized gambling.
- Wagering on animal fighting or other activities involving animal cruelty.

These institutional restrictions apply even when a participant believes an activity may be legally permissible elsewhere.

Harassment/Bullying (Non-Sexual 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.

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.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.

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 Chancellor of Administrative Affairs or designee is prohibited. “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.

Prohibited Animal Cruelty

Animal cruelty includes abuse, neglect, abandonment, or other conduct that causes unjustified injury, distress, or suffering to an animal.

Prohibited conduct includes:

- Hitting, kicking, torturing, poisoning, or otherwise intentionally harming an animal.
- Failing to provide adequate food, water, shelter, sanitary conditions, or necessary veterinary care for an animal in one’s custody.
- Abandoning an animal on College property or during a College-sponsored activity.
- Organizing, promoting, facilitating, or participating in animal fighting.
- Using an animal in hazing, initiation activities, pranks, demonstrations, or entertainment that causes injury or unreasonable distress.
- Directing threats or harmful conduct toward a service animal, assistance animal, or other animal.
- Directing, encouraging, or assisting another person in committing these acts.

Approved instruction involving animals, veterinary care, pest management, and wildlife management must follow applicable law, humane practices, and College authorization. Approval does not excuse animal cruelty.

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.

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.

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

Possession or sale of stolen property

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.

Texas Women's Privacy Act - Restroom and Changing Facility Use

In accordance with the Texas Women's Privacy Act (Senate Bill 8, effective December 4, 2025), North Central Texas College (NCTC) designates multiple-occupancy restrooms, locker rooms, changing rooms, and shower rooms for use based on biological sex, as required by Texas law.

Students are expected to use multiple-occupancy facilities designated for their biological sex. Failure to comply with this requirement may result in disciplinary action in accordance with applicable NCTC policies and student conduct procedures and may also result in fines and/or penalties against NCTC.

Single-occupancy restrooms may be available for private use at some NCTC locations.

Exceptions permitted by law include circumstances involving individuals with disabilities or individuals requiring assistance, young children and children under nine who accompanied by an adult, custodial, maintenance, or inspection activities, medical or other emergencies, law-enforcement purposes, and other limited circumstances authorized by law.

Students who have questions regarding facility access or who need assistance identifying an appropriate single-occupancy facility should contact Student Affairs.

Sexual Misconduct
See Sexual Misconduct and Title IX [See FFDA (LOCAL)]

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.

Smoking and Tobacco
Use, sale, or distribution of tobacco products, including chewing tobacco, vapors, or other smokeless (e-cigarettes) products on College District premises.

Technology Misuse
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.

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.

Weapons and Devices

1. Use, possession, or sale of any gun as prohibited by federal, state and local laws, rules and regulations. Possession, distribution, sale, or use of firearms, location- restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures. [See CHF]
2. 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.
3. For Conceal Carry information see [CHF (LOCAL)]

Other Violations

1. 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.
2. Violation of any federal, state, or local laws, ordinances, rules, or regulations.

ALCOHOL AND DRUG USE

[See FLBE (Local)]

Students are responsible for conforming their behavior to federal, state, and local law, and to the college's policy on alcohol, tobacco, and drugs. If you witness any violations, please report: www.nctc.edu/advising/cares/. Reports may be made anonymously.

Harm to persons or damage to either private or college property arising from the actions of intoxicated individuals on the premises of the college will be the full and sole responsibility of such individuals.

a. The consumption or possession of alcoholic beverages or possession of empty containers is prohibited on college property or at any college-sponsored event or activity, regardless of the student's age.
b. On campus, it is a violation to be in the presence or possession of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
c. Off campus, it is a violation to drink underage. It is also a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes the manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification (on or off campus) and/or possessing a fake ID.

d. Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community.

e. The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal drug (e.g., prescription drugs, marijuana, cocaine) or drug-related paraphernalia (including hookahs) is strictly prohibited.

f. The possession or presence of any amount of a controlled substance is prohibited on or off campus. This includes but is not limited to the presence of marijuana smoke or odor, small "roaches," or residue found in baggies, pipes, or other paraphernalia. The possession or presence of marijuana or other controlled sub stances is strictly prohibited.

g. Possession or use of any herb or drug used for hallucination or intoxication is prohibited. This includes any relatively new drugs such as K2, Salvia, and other synthetic marijuana or drug variants even if not yet banned by law.

h. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of college properties.

i. Any student (regardless of age) or student organization found supplying or in possession of alcohol at college sponsored off-campus events will be subject to disciplinary sanctions.

j. Any student leader who promotes or supplies alcohol or other controlled substances will be subject to disciplinary actions.

Examples of promoting alcohol/controlled substances include advertising parties either verbally or with flyers and inviting or driving underage students to parties where alcohol is present.

Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness or drug use may result in suspension or dismissal. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.

Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is strictly prohibited.

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.

Additional Penalties
Penalties under NCTC Administrative Process

Alcohol or Drug Possession	Fine
1st violation	$100
2nd violation	$200
3rd violation	$300 & possible expulsion

Texas State Law
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.

ALCOHOL	CRIME & PENALTY
Consumption or possession by a minor. (Sec. 106.04 and 106.05)	Misdemeanor 1st violation: $25 to $200 fine. 2nd offense: Not less than $500.
Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)	Misdemeanor: $100 to $500 fine.
Public intoxication. (Texas Penal Code, Sec. 42.02)	Class C Misdemeanor: Up to $500 fine.
OTHER DRUGS	**CRIME & PENALTY**
Drug possession	Varies according to placement of the drug on schedules and in possession: Up to $10,000 fine and 5 to 99 years in jail.

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.

Paraphernalia
The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation
Students who violate this policy shall be subject to appropriate disciplinary action. A student found violating this policy or law will be immediately reported to the NCTC Department of Public Safety and may be subject to appropriate disciplinary action [see Discipline and Penalties FM (Local)] as well as any penalties issued in accordance with Texas state law. In addition, college officials may refer any evidence of illegal and prohibited activities to the proper governmental authorities for review and potential prosecution.

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.

DISCIPLINARY ACTIONS

A student shall be subject to disciplinary action, up to and including expulsion, 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. [See FLB (Local)]

Discipline and Penalties
See [FM (Local)]

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.

Non-Academic Disciplinary Sanctions
The Executive Director of Student Affairs or designee 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 Executive Director 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 Executive Director of Student Affairs or designee. A student receiving disciplinary expulsion shall have the action noted in his or her permanent record.

The non-academic 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 non-academic disciplinary sanction by the required deadline, a hold may be placed on the student's record.

Immediate Disciplinary Action
The Executive Director of 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. (See *Hearing Forums and Formats* or [FMA (LOCAL)]

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 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 a 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 HEARING PROCEDURES

Discipline and Penalties: [See FMA (Local)]

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 Executive Director of Student Affairs or designee at (940) 668-4207 within a reasonable time following an alleged incident by completing a Student Incident Report at https://www.nctc.edu/cares.

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 non-academic incidents, which may result in nonacademic sanctions, the allegations must be submitted to the Executive Director of Student Affairs or designee through one of the following:

- NCTC Department of Public Safety

- A written and signed statement
- A Student Incident Report form
- A verifiable electronic source
- Another law enforcement agency

For academic dishonesty cases, the incident must be submitted in writing by a faculty member on the College District's Academic Dishonesty Report form to the appropriate Department Chair. A copy of the form may be provided to the student.

For reports of sex discrimination or sexual harassment see *Sexual Misconduct and Title IX*.

Investigation of Alleged Violations
Within ten College District business days from receipt of the written report of the allegations, the Executive Director of 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 Executive Director 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 Executive Director 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 Executive Director of Student Affairs or designee determines the allegation warrants disciplinary action, they shall provide the accused student a written charge notice. The notice shall include:

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

Information Session
At the information session, the Executive Director 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 three College District business days after completion of the information session. The rights and responsibilities of a student include:

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.

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

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.

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 Executive Director of Student Affairs or designee shall:

1. Schedule a formal hearing with the accused student no sooner than three 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 three 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.

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 the 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. The accused student may present evidence and witnesses (separately). 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. Follow-up questions directed to the accused student by the hearing body.
7. Hearing body provides closing statement.
8. Accused student may provide a closing statement. This may be waived by the accused student.
9. Hearing body closes hearing.
10. Accused student and any parties except the hearing body shall be dismissed.
11. 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.

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.

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 except in a Title IX Hearing (subject to federal guidelines.;
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.

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 Administrative 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 except in a Title IX Case (subject to federal guidelines);
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;
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.

Interim Disciplinary Action
The Executive Director of 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 Executive Director of Student Affairs or designee. In cases where the Executive Director of Student Affairs or designee presided over the first level hearing, the appeal request may be filed with the Student Conduct Committee (Appellate Body) through the Office of the Executive Director of Student Affairs 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.

Pending Appeal
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.

Grounds 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 Student Conduct Committee (Appellate Board) 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 Student Conduct Committee (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 Student Conduct Committee (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. The accused student and respondent or complainant (if applicable) shall have the opportunity to bring an adviser.

Appellate Decision
If the Student Conduct Committee (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 Student Conduct Committee (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 Executive Director 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 Student Conduct Committee (Appellate Body), a student expelled from the College District shall have the right to submit a written petition for NCTC's 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 Student Conduct Committee (Appellate Body) shall forward all evidence considered during the hearing, and the digest of the hearing, if applicable, to the Chancellor.

The Chancellor may hold a conference within ten College District business days after the expulsion review request is filed if they determine 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 Student Conduct Committee (Appellate Body). The College Chancellor may set reasonable time limits for the conference.

The 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 Chancellor may consider the evidence included in the student's petition, provided during the conference and forwarded by the Student Conduct Committee (Appellate Body) chairperson. The Chancellor may act to affirm, modify, remand, or reverse the decision of the Student Conduct Committee (Appellate Body).

The 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 Chancellor shall be final.

SEXUAL MISCONDUCT AND TITLE IX

North Central Texas College (NCTC) is committed to providing an environment where all members of the College community can live, learn, and work free from sexual misconduct. This commitment reflects NCTC's values of trust, care, and respect.

NCTC prohibits sexual misconduct, including sexual harassment, sexual violence, rape, acquaintance rape, sexual assault, domestic violence, dating or relationship violence, sexual exploitation, sexual manipulation, stalking, and gender-based harassment. Prohibited conduct also includes quid pro quo harassment, unwelcome conduct of a sexual nature that creates a hostile environment, retaliation, and complicity in sexual misconduct. Such conduct is a serious violation of the College's standards of conduct and will not be tolerated. [See FFDA (LOCAL)]

NCTC will respond to reports of sexual misconduct, offer appropriate supportive measures, and investigate and address allegations in accordance with applicable College policies, procedures, and legal requirements. Supportive measures may be available regardless of whether a formal complaint is filed.

To maintain compliance with Title IX and other applicable laws and regulations, the College District may adopt temporary rules, policies, or procedures pending approval by the College District's Board of Regents.

Report sexual misconduct through the NCTC CARES reporting system: https://www.nctc.edu/advising/cares/. Reports may be submitted anonymously.

For more information Add.visit: www.nctc.edu/lions/title-ix/ (omit and current rules and procedures), or contact NCTC TITLE IX Director/Coordinator: Dr. Roxanne Del Rio at (940) 498-6245 or rdelrio@nctc.edu.

Definitions and Behaviors

SEXUAL MISCONDUCT

See Sexual Misconduct and Title IX [See FFDA (LOCAL)]

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 who are unable to give consent due to but not limited to being: under the influence of alcohol, drugs, prescribed medications or other substances; 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, co-curricular, or employment action.
6. Any violation of Title IX regulations or federal, state, or local laws.

COMPLICITY
Complicity is any act that serves the purpose or intent to aid, abet, facilitate, promote, support or encourage the commission of an act prohibited in this policy.

GENDER-BASED HARASSMENT
whether verbal, non-verbal, graphic or electronic, including:

- Unwelcome or unwarranted conduct or behavior based on the person's gender, the person's expression of characteristics perceived as stereotypical for the person's gender, or the person's failure to conform to gender stereotypes
- Conduct that is so severe, persistent, or pervasive that the conduct limits or denies a person's ability to fully participate in or benefit from the educational, extracurricular, co-curricular or employment activities or programs of the College District
- Offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property regardless of the complainant's or the respondent's actual or perceived sexual orientation or gender identity

HOSTILE ENVIRONMENT
Any conduct or threat of a sexual nature where such conduct is severe, persistent or pervasive in intimidating or interfering with another person's ability to participate in or benefit from the educational, extracurricular, co-curricular or employment activities or programs of the College District, or which adversely impacts the College District's educational, extracurricular, co-curricular or employment environment.

INCAPACITATE
Any act of sexual nature that occurs where consent is unable to be given due to being:

- Under the influence of alcohol, drugs, prescribed medications or other substance, or where such substance has rendered a person physically or mentally incapable of communication or making decisions about consent to acts of a sexual nature
- Sleep, unconscious, incapacitated or intermittent unconsciousness; underage; or impaired due to mental, developmental or physical disability
- Permanently or temporarily impaired due to mental, developmental or physical disability
- Forced through the use of physical violence, threats, intimidation, or coercion
- Under the legal age to give consent

RETALIATION
Retaliation against a person for the good faith reporting of Prohibited Conduct, including persons serving as a witness or otherwise participating in the complaint, investigatory, hearing or appeal process, or any portions thereof. This also includes but is not limited to threats, rumor spreading, physical/verbal assaults, ostracism, destruction of property, and/or unjustified employment or educational punishments.

Any student, faculty, and staff who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX Director/Coordinator, the Chancellor, or another employee. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Alternatively, a student may submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct: https://www.nctc.edu/cares.

SEXUAL ABUSE
Any conduct of a sexual nature perpetrated against a person under the legal age to give consent or person with a developmental or intellectual disability, including but not limited molestation, statutory rape, sexual exploitation, and child sexual abuse.

SEXUAL HARASSMENT
Sexual Harassment By Employee: Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

Sexual Harassment By Others: Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

SEXUAL ASSAULT
Causing or threatening to cause bodily harm to another person or any physical sexual act(s) against another person without affirmative consent or when the person is incapable of giving consent. This includes forcible and non-forcible rape or sexual intercourse, date rape, acquaintance rape, Domestic violence, and Intimate Partner Violence.

Rape is any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant/victim, including the attempts or assaults to commit rape.

SEXUAL EXPLOITATION
Sexual Exploitation is any behavior or attempted behavior of sexual nature, including:

- Causing the incapacitation of another person through physical or mental assaults, alcohol, drugs or any other means
- Exploiting, photographing, recording, distributing, displaying or viewing activity of a sexual nature, allowing third parties to view sexual activity, or other acts of Sexual Exploitation, regardless of medium, where there is a reasonable expectation of privacy or where consent was not authorized by all parties involved
- Prostituting another person
- Observing or allowing a third party to observe the intimate parts of oneself or of another person where there is a reasonable expectation of privacy or where consent was not authorized by all parties involved, or other acts of voyeurism
- Knowingly exposing another person to a sexually transmitted disease without the other person's knowledge

SEXUAL AND GENDER-BASED DISCRIMINATION
Conduct that limits or denies a person's ability to fully participate in or obtain employment or educational opportunities, programs or services because of person's sex or gender identity, including but not limited to:

- Refusing or limiting transgender or gender nonconforming persons full participation in or access to education-

al, extracurricular, co-curricular or employment activities, programs or services of the College District;

- Refusing or limiting transgender or gender nonconforming persons equal access to facilities, rooms, offices, bathrooms or other College District properties; and,
- Refusing or limiting any other persons full participation in educational, extracurricular, co-curricular or employment activities and programs, or equal access to facilities, rooms, offices, bathrooms or other College District properties based on the person's sex.

SEXUAL VIOLENCE

Any physical sexual act perpetrated against a person's will (unwanted, unwarranted or unwilling), or where a person is incapable of giving consent, regardless if in a romantic or intimate relationship, including but not limited to acts that cause or threaten to cause bodily harm (e.g. sexual assault, sexual battery, sexual abuse, and sexual coercion, Domestic Violence, Dating or Intimate Partner Violence, or the act of having or attempting to have sexual contact with another person or group without consent, including but not limited:

- Touching or fondling another person's body (clothed or unclothed) by another person with any part of the body or any object in a sexual manner
- Penetration of another person's body (clothed or unclothed) by another person with any part of the body or any object in a sexual manner
- Causing or attempting to cause another person to touch one's own or another's body in a sexual manner
- Intentional exposure of one's genitals to another person
- "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the compliant/victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- "Domestic violence" means violence committed by:
  - A current or former spouse or intimate partner of the complainant/victim;
  - A person with whom the complainant/victim shares a child in common;
  - A person who is cohabitating with, or has cohabitated with,
  - The complainant/victim as a spouse or intimate partner;
  - Any other member of the complainant/victim's family as defined by state law;
  - Any other current or former member of the complainant/victim's household as defined by state law;
  - A person in a dating relationship with the complainant/victim as defined by state law; or
  - Any other person who acts against the complainant/victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs
- Domestic or family violence is any intimidation, assault, violence or the threat of violence, including sexual violence, against another person family or household member
- Statutory rape which is non-forcible sexual intercourse with a person under the legal age to give consent
- Sodomy which is the oral or anal intercourse with another person without that person's consent
- Any other intentional sexual contact with another person

STALKING

Any repeated and unwanted or unwelcome behavior, attention or contact, verbal, non-verbal or electronic, regardless if in a romantic or intimate relationship, which would cause another person to feel fear, suffer emotional or psychological stress, or intimidates or interferes with another person's ability to participate in or benefit from the educational, extracurricular, co-curricular or employment activities or programs of the College District.

How do I report a Title IX Sexual Misconduct/Harassment Violation? Individuals are encouraged to submit violations using the college's reporting system: www.nctc.edu/advising/cares/ . You may remain anonymous when you submit the report.

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, the college administrator will immediately report the matter to the Title IX Director/Coordinator. The Title IX Director/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?
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 Director/Coordinator as soon as reasonably possible.

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 DIRECTOR/COORDINATOR: Dr. Roxanne Del Rio at (940) 498-6245 or rdelrio@nctc.edu.

What is the role of the Title IX Director/Coordinator?
The Board approves the appointment of a Title IX Director/Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended. Selected policies related to Title IX can be found in the FA(Legal) and FLB(Local) sections of Board Policy.

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

The College District has adopted complaint procedures for handling Sexual Harassment/Title IX complaints, which may be obtained from the appropriate administrator or Title IX Director/Coordinator.

Who is the Title IX Coordinator?
The Title IX Coordinator is Dr. Roxanne Del Rio, and she can be contacted at (940) 498-6245 or rdelrio@nctc.edu.

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.

SAFETY AND SECURITY

REPORTING CRIMES AND EMERGENCIES

The NCTC Department of Public Safety can be reached for each campus by calling 940-668-4270, 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 NCTC Department of Public Safety in a timely manner.

To report a crime or an emergency at any North Central Texas College campus, dial extension 4270 from any NCTC phone, or dial (940) 668-4270 from any phone outside the College system. If assistance is required from another Police Department, the NCTC Department of Public Safety will contact the appropriate agency. If a sexual assault or domestic violence situation should occur, officers on the scene will offer the complainant/victim a variety of services.

Additional information can be found at the NCTC Department of Public Safety website: https://www.nctc.edu/campus-safety/index.html.

MEDICAL EMERGENCIES

In a medical emergency, dial 911, regardless if the victim requested it or not. Send someone to meet responding personnel at the building entrance and guide them to the emergency location. If possible, one person should remain with the patient until EMS arrives. Allow the paramedics to determine whether or not the victim needs further medical treatment. They may refuse to be transported to the hospital or obtain medical care after the paramedics arrive. If there is doubt about whether or not to call 911, call. Notify the NCTC Police Department when possible.

Some reasons for calling 911 include: chest pains, shortness of breath, medical care, vision problems, extreme burns with swelling/pain, vomiting blood with severe headaches, head injuries, deep cuts, stomach pains that last more than 30 minutes, confusion or trouble speaking, broken bones, seizures or any other incident that has the potential to worsen and may become life threatening.

ACCIDENTS AND THEFTS

All thefts, accidents and offenses should be reported immediately to the NCTC Department of Public Safety.

CAMPUS SECURITY INFORMATION

Police and security personnel maintain the security of the buildings by securing the locks and reporting any defective locks to the Maintenance Department for repair. Police and security personnel 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.

CRIME AWARENESS PROGRAMS

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 residence halls 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 Department of Public Safety 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 driver license number on all valuables.
- Record serial numbers and complete descriptions of your property and keep in a safe place.
- Never leave books or other items unattended.
- 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.

EMERGENCY NOTIFICATIONS

The LionALERT emergency notification system has automatic enrollment. Students are prompted to update their cell phone numbers or choose to opt-out each semester in MyNCTC These alert notifications include emergencies, events that could impact safety, and campus closures at all locations. Depending on the situation, there are many modes NCTC has available to send alerts and notifications, which include:

- Text and Email
- Computer Desktop Alerts
- ADA Friendly Emergency Beacons w/ Visual and Audio Broadcast
- Twitter: @LionALERT

NCTC locations cover a large portion of the North Central Texas region and many students, faculty, and staff commute between these campuses; therefore, alert texts go to all LionALERT recipients.

Students who initially opted out may opt back in by emailing a request to itssupport@nctc.edu and including their full name and Student ID Number.

LOST AND FOUND SERVICES

Lost and found services are located in the NCTC Department of Public Safety on the Corinth, Denton, Gainesville, and Flower Mound campuses and the Mane Stop on the Bowie and Graham campuses.

PARKING REGULATIONS

- Parking Permits are required for all campuses and can be obtained by visiting nctc.edu/parking. There is no cost for a parking permit.
- Vehicles parked in spaces designated for “Disabled Parking” must display proper markings (window decals, cards, etc.).
- Students may park in any parking space EXCEPT those marked for “College Vehicles,” “Fire Lane,” “Disabled” “Reserved” and “Staff”.
- 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 owner’s expense. All NCTC campuses are subject to all city traffic laws; therefore speeding, reckless driving, etc. on campus also will be reported.
- Students in violation of these parking regulations are subject to disciplinary action.

*The parking permits allow students 24/7 access to the NCTC Denton parking garage.

STUDENT RIGHT TO KNOW & 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 NCTC Department of Public Safety.

North Central Texas College's annual campus security reports are posted on the NCTC Department of Public Safety website, https://www.nctc.edu/campus-safety/campus-crime-info, and are available for the general public to review.

CAMPUS SECURITY STATISTICS

The United States Department of Education Office of Postsecondary 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 Counties and Graham campus. North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by providing a daily Crime report here: https://my.nctc.edu/ICS/icsfs/NCTC_Crime_Log-087dfb2d-cea1-497d-bee6-32e4970ae3f.pdf?target=99604121-c181-4c31-ad1c-b7de76209a73

National Campus Safety and Security information can be found here: https://ope.ed.gov/campussafety/#/

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 provides the following website available to the college community to search by name and location: https://publicsite.dps.texas.gov/SexOffenderRegistry.

This information is also accessible from the NCTC Department of Public Safety website https://www.nctc.edu/campus-safety/campus-crime-info.

STUDENT COMPLAINTS

STUDENT COMPLAINTS

[See Board Policy FLD (Local)]

NCTC provides students with a procedure for resolving complaints against NCTC faculty, staff, and the College where no other formal process for resolution of complaints has been established.

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.

- Complaints related to Student Conduct (Disciplinary Decisions) are addressed through the Student Conduct process.
  [See *FMA*: Discipline and Penalties: Discipline Procedure and
  FLD: Student Rights and Responsibilities: Student Complaints]
- Complaints related to Academic Misconduct are addressed through the Academic Misconduct process.
  [See *FMA*: Discipline and Penalties: Discipline Procedure and
  [See *FLD*: Student Rights and Responsibilities: Student Complaints]
- Complaints concerning grades are addressed through the Course Grade Complaint process.
  [See *FLDB*: Student Complaints: Course Grade Complaints]
- Complaints regarding ADA Compliance are addressed through the ADA Complaint process.
  [See *FFDA*: Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence]
- Complaints regarding Sexual Harassment are addressed through the Title IX process.
  [See *FFDA*: Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence]
- Complaints regarding alleged discrimination or harassment based on race, color, gender, national origin, disability, age, or religion are addressed through the Division of Administrative Affairs.
  [See *FFDB*: Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics]
- Complaints concerning retaliation related to discrimination and harassment are addressed through the Division of Administrative Affairs.
  [See *FFDB*: Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics]
- Complaints concerning a commissioned peace officer who is an employee of the College District are addressed through Division of Administrative Affairs.
  [See *CHA*: Site Management: Security]

For complaints not referenced above, follow the steps outlined below. The purpose of this policy is to secure, at the first possible level, prompt and equitable resolution of student complaints.

Discussion of Complaint

The College District encourages students to discuss their concerns with the appropriate instructor for academic issues or other campus administrators who have the authority to address their 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 writ-

ten consent. A student may initiate an informal process by verbal, electronic communication, hand-delivered correspondence, or U.S. Mail but shall not extend any deadlines in this policy, except by mutual written consent. In most circumstances, a student's complaints are resolved. If a student did not receive the relief requested, the student is asked to follow the Formal Resolution Process with the Division Chair or Student Affairs designee.

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.

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

GENERAL PROVISIONS

Complaint forms and appeal notices may be filed by hand delivery, electronic communication, including email 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 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.

Complaint and Appeal Forms under this policy shall be submitted in writing on a form provided by the College District. Students may access the Complaint Form and Appeal Form on the NCTC website and the Executive Director of Student Affairs or designee Office.

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 the complaint 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 Executive Director of Student Affairs or designee 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.

Documentation 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 for Instruction and Provost, 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.

Documentation 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 Three 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.

Documentation 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.

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.

For assistance in navigating the NCTC Complaint Policy, please contact the Executive Director of Student Affairs or designee at 940-668-4207.

If a complaint cannot be resolved internally through NCTC's established procedures, and the student resides in an NC-SARA state, they may file a complaint with the NC-SARA portal agency after exhausting all institutional avenues. More information about the process for filing a complaint under NC-SARA can be found at NC-SARA's website.

