Tarrant County College
SUCCESS WITHIN REACH.

STUDENT HANDBOOK
2016-2017

Tarrant County College
is a Leader College.

Additional general information available at
www.tccd.edu
I am pleased that you have chosen Tarrant County College (TCC) as the first step on your path to achieving your education and career goals. When you enrolled at TCC, you did more than sign up for classes. You gained access to all of the resources necessary for successfully navigating your road to success. Academic advising, career planning, financial aid, services for veterans, and student organizations are but a few examples of what is available.

This handbook is your guide to planning and navigating through TCC, and ultimately arriving at your desired destination. During this journey you will have constant encouragement from committed faculty, competent advisors and caring employees who are dedicated to helping you fulfill your educational dreams.

I hope you will take full advantage of all that TCC has to offer.

I wish you much success.

Sincerely,

Dr. L. Joy Gates Black
Vice Chancellor for Academic Affairs and Student Success

Sincerely,

L. Joy Gates Black, Ed.D
Vice Chancellor for Academic Affairs and Student Success
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## Directory of Student Services

### Advising and Counseling Centers

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building, Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Northeast Campus</td>
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<td>817-515-6661</td>
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<td>817-515-7788</td>
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<tr>
<td>Southeast Campus</td>
<td>ESEC Building, Rm 2110 A</td>
<td>817-515-3590</td>
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<td>817-515-1055</td>
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### Career Services/Counseling/Planning

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<td>NSTU Building, Rm 1629</td>
<td>817-515-6333 (Video Phone: 682-334-5533)</td>
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<td>WTCS Building, Rm 1124 A</td>
<td>817-515-7733 (Video Phone: 682-200-1408)</td>
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<td>South Campus</td>
<td>SSTU Building, Rm 1327</td>
<td>817-515-4554 (Video Phone: 682-200-1344)</td>
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<td>Southeast Campus</td>
<td>ESED Building, Rm 2302 A</td>
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## Intramural Activities

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<td>SHPE Building, Rm 1229 A</td>
<td>817-515-4542</td>
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<tr>
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<td>ESEB Wing</td>
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## Library Services

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<td>J. Ardis Bell Library</td>
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<td>Walsh Library</td>
<td>817-515-7725</td>
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<tr>
<td>South Campus</td>
<td>Jenkins Garrett Library</td>
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## Registrar Offices

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<td>Phone</td>
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<tr>
<td>Northeast Campus</td>
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### Student Activities

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<td>Trinity River Campus</td>
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### Vice President for Academic Affairs

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<tr>
<td>TCC Connect</td>
<td>SLIB Building 2211 B</td>
<td>817-515-4075</td>
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### Vice President for Student Development Services

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<td>TCC Connect</td>
<td>SLIB Building 2222 A</td>
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Glossary

**Colleague ID**
The automated student information system assigns every student a random number called the **Colleague ID**. The Colleague ID is used for all internal printed materials, provides additional protection of students’ privacy, and is required to identify students’ permanent records.

**Course Load**
Number of credit hours for which a student is registered.

A student enrolled for 12 or more semester hours during the fall or spring term is considered a full-time student. No student will be permitted to enroll for six academic courses or for more than 18 hours without permission of the Vice President for Academic Affairs.

A student enrolled for six semester hours during the summer term is considered a full-time student. No student will be permitted to enroll for more than eight semester hours without the permission of the Vice President for Academic Affairs.

The College District reserves the right to limit the course load of any student to ensure student success.

**Degree Audit**
The **Degree Audit** enables students to track their progress towards a degree or certificate by identifying academic/degree requirements, tracking remaining courses to degree completion, providing visual progress, and enhancing advising visits.

**FTIC (First Time In College) Student**
A FTIC student is a student attending college for the first time.

**Student**
All persons taking courses at the College District, either full-time or part-time, credit or noncredit seeking, certificate, associate, technical, professional studies, or attending an educational program sponsored by the College District. Persons who withdraw from the College District after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College District or who have been notified of their acceptance for admission are considered students.

**Student Code of Conduct**
The guidelines for appropriate student behavior and outline of student discipline procedures.

**TSI-A (Texas Success Initiative Assessment)**
The state-mandated testing component designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.
REQUIREMENTS FOR FTIC STUDENTS

The following section outlines requirements for FTIC (First Time In College) students attending Tarrant County College. Failure to comply with these requirements may affect a student’s ability to register for courses in future semesters. To ensure a student’s success, students must complete the following steps prior to enrollment:

- Complete an online application
- Submit paperwork required by the Registrar’s Office
- Attend New Student Group Advisement
- Participate in the Pre-Assessment Activity (PAA), if necessary
- Complete the Texas Success Initiative (TSI) Assessment, if necessary
- Meet with an Academic Advisor
- Attend New Student Orientation

All FTIC students are required to meet with an advisor two times during their first semester.

Advising Requirement

In an effort to partner in a student’s success, all FTIC students are required to meet with an academic or career and technical advisor two (2) times a semester for their first year or until they have completed all developmental coursework (if applicable). These advising sessions are designed to assist students with academic and career planning.

Assessment/Placement Testing
(www.tccd.edu/Student_Services/Testing.html)

Testing Centers on each campus administer the Texas Success Initiative - Assessment (TSI-A) to determine a student’s readiness for college-level courses. In addition, they provide testing for English skills for non-native speakers and a variety of placement tests needed to support registration and advisement. Students should contact their campus Testing Center for additional information about testing schedules and fees. Testing appointments may be required. Test scores are usually available immediately following testing. Academic advisors can assist students with score interpretation.

All students, regardless of TSI status, will be required to submit appropriate test scores before enrolling in college-level courses. Successful completion of prerequisite courses may substitute for placement test scores. Additional information is available at the campus Advising and Counseling Center. Scores required for placement into college-level math courses may be higher than those required to achieve TSI complete status. Additional information is available at the campus Advising and Counseling Center or at the math department on any campus.

ESOL coursework can satisfy required developmental education in writing and in reading, if student exit scores verify readiness.

Developmental Studies

Students who score below specified levels of the TSI Assessment will be required to enroll in developmental studies until C or higher grades are earned in developmental courses or until the student passes a retest in the same skill area. FTIC students assessed as needing remediation in any
developmental skill area is required to be continuously enrolled in at least one required developmental course until all of the required developmental courses are complete. All students must have an Academic Success Plan by the end of their first term. More information about the Academic Success Plan is available in campus Advising and Counseling Centers. Tarrant County College considers the provision of a comprehensive program of developmental studies to be an integral part of its mission. Mandatory placement testing in the basic skills of mathematics, writing, and reading identifies students who are performing below college level; a range of developmental courses in each of the three areas allows students to address and correct their deficiencies. Developmental courses do not transfer as college credit to other colleges and universities, do not count as credit toward graduation requirements, and are not included in the calculation of the grade point average.

**New Student Group Advisement (NSGA)**

NSGA is a group advising session that provides information for FTIC students regarding:

- TCCD policies and requirements
- WebAdvisor & MyTCC
- New Student Orientation
- Degree and certificate offerings
- Building the best schedule
- Free student resources
- Testing information

**Students cannot take the assessment test (if required) or enroll until this requirement is fulfilled.**

**New Student Orientation (NSOR-0100)**

Tarrant County College is committed to supporting students in meeting their educational goals by requiring all FTIC students to complete New Student Orientation. Offered as a one-time four-hour interactive session, NSOR-0100 is designed to prepare students for successful entry into the college environment and connect FTIC students to the college campus, faculty, staff and support resources. All FTIC students are required to register for a session, which is generally held the week prior to the beginning of the 16-week semester.

**Student Transition to College Success Course (STSC-0100)**

Tarrant County College is committed to supporting students in meeting their educational goals by requiring a learning skills course (STSC-0111) for all FTIC students. Transition to College Success is a non-degree credit, one-hour course required for those students with at least one area of TSI liability. It is intended to be taken during a student’s first term in college. TSI-liable students who do not register for STSC-0111 in their first term will have a hold placed on their registration for future terms. TSI exempt students are not required to take the Student Transition to College Success Course.
STUDENT SERVICES

Tarrant County College does not discriminate on the basis of race, color, national origin, sexual orientation, religion, gender, physical or mental disability, veteran status, or age in its programs and activities and provides equal access to the services and other programs at the College District. All services provided by Student Development Services to students comply with this policy. Personal, academic, or vocational counseling, guidance, or placement services are provided to all students without regard to disability.

Advising & Counseling
(www.tccd.edu/Student_Services/Advisement.html)

Various circumstances can inhibit academic performance. The mission of the Advising and Counseling Centers is to provide professional advising and counseling services to support our diverse student population in achieving educational, career and life goals. There are primarily three types of services offered: success coaching, advising, and counseling. Success coaches are available to provide First Time in College (FTIC) students with support in completing the registration process and transition into college. Success coaches connect students to campus resources and assist them throughout their first year by offering workshops that will increase students’ successes.

Academic advisors are available to assist students in the selection of coursework for specific degrees and educational objectives. Academic advisors are also available to assist students who are undecided about their academic direction and can provide information, identify appropriate options to consider, and make referrals for additional assistance.

As one portion of TCCD’s advisement program, counselors, academic advisors, and faculty advisors assist students with their programs of study. To comply with regulations of the Texas Success Initiative, all FTIC students must participate in the testing and advisement process. Online Advising for e-Learning students is available six days a week. Students can chat and receive responses to questions within 24 hours.

Counselors specialize in assisting students in coping with personal problems such as anxiety, depression, or other issues. They can also help students investigate strategies to achieve academic success through developing effective study habits, enhancing communication skills, minimizing test anxiety, improving time management, and exploring opportunities for the further development of critical and independent thinking.

Career Services
(www.tccd.edu/Student_Services/Career/Planning.html)

The Office of Career Services assists students and alumni in locating employment compatible with their professional needs and educational objectives. Current and former students seeking full-time, part-time, or temporary employment are encouraged to use the service for:

- My Plan Career Assessment
- Information regarding career exploration, employment trends, and salary needs
- Résumé and cover letter assistance
- Mock interviews
- Job search assistance including current job openings (both part-time and full-time, on- and off-campus)
- Information regarding on-campus job fairs, employment recruitment, and employment interviews
- Workshops on career-related topics
- Career development assistance

**Disability Support Services (DSS)**
(www.tccd.edu/Student_Services/Disability_Support.html)

In compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, Disability Support Services provides equal access to College programs, services and activities for qualified students with disabilities.

Requests for an accommodation are reviewed on a case-by-case basis, and are determined based on disability, and the documentation provided.

**Service Animals on Campus**

If deemed a required accommodation, service animals (trained service dogs only) are allowed to accompany students or prospective students on campus, in classrooms, in college service areas, and on college sponsored trips. Service animals must always be under the control of their owner and must never be left unattended on campus or in automobiles. Students needing to bring a service animal on campus must provide appropriate documentation for review and approval by Disability Support Services (DSS). For additional information and eligibility requirements regarding Service Animals, see the DSS Procedures Manual which can be accessed by visiting the Disability Support Services web page as listed above.

**Financial Aid**
(www.tccd.edu/financialaid)

There are many financial aid programs for students taking credit courses at TCCD, including grants, scholarships, college work-study and loans. The application used to determine eligibility for most financial aid programs is the Free Application for Federal Student Aid (FAFSA).

FAFSA applications are normally available in January. Students are encouraged to apply for financial aid as soon as possible after the availability date, since funds for programs are limited and application delays are sometimes incurred because of data verification regulations. A student may apply electronically at www.fafsa.gov.

A priority funding deadline of May 1 has been established for supplemental grant funding that is available. All required applications must be submitted at least three weeks prior to the beginning of a registration period for funds to be available prior to classes beginning. If this is not the case, the student must be prepared to pay with personal funds. The Free Application for Federal Student Aid (FAFSA) is required to apply for financial aid.

**Health Services**
(http://www.tccd.edu/Student_Services/Health/index.html)

An integral part of Health Services is to promote a balanced lifestyle that will enhance the collegiate experience. Each TCCD campus provides a Health Center staffed by Registered Nurses who provide first aid and emergency care for students. Opportunities for health education, health counseling, and referral
information to an appropriate healthcare agency or provider are available. Students are encouraged to use the campus health center which provides confidential services free of charge. NOTE: Students are financially responsible for any health services needed outside of the campus health center, such as ambulance transport or physician visit.

**HIV, Bacterial Meningitis and Other Communicable Diseases**

TCCD bases decisions involving persons who have communicable diseases on current and well-informed medical judgments concerning the risks of transmitting the illness to others. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

The Health Services Center located on each campus provides an educational pamphlet developed by the Texas Department of State Health Services which includes information on how to prevent transmission of HIV infection, HIV Counseling, Testing, and State laws relating to the transmission of HIV.

The Health Services Center located on each campus provides information on the symptoms, transmission, and vaccination against Bacterial Meningitis, including the risks and possible side effects of vaccination.

TCCD Health Services will comply with all public health reporting requirements to the local public health authorities.

For more information on HIV, Bacterial Meningitis, and other communicable diseases, visit the Health Services Center on your campus. You may also call any of the TCCD Health Services Centers using the phone numbers provided at the front of this handbook.

**Learning Centers**  
([www.tccd.edu/Student_Services/Labs.html](http://www.tccd.edu/Student_Services/Labs.html))

Learning Centers provide tutoring and computer-based learning resources to support and enhance classroom instruction.

A large selection of software titles is provided to cover a wide range of academic subjects. Little or no computer knowledge is needed to benefit from these programs. Word processing programs and other applications also are available for personal use and for assistance with the completion of class assignments. Centers also provide access to materials supporting the instructional television (ITV) courses.

Tutors are available in several subject areas. Students should contact their campus Learning Center for additional information.

**Library Services**  
([http://library.tccd.edu/](http://library.tccd.edu/))

TCCD libraries provide access to information in print and electronic format as well as serve as a place to study. Professional librarians are available to provide assistance for on-site and electronic resources. A current TCCD I.D. card is required to access library resources.
Access to databases, e-books, websites, and the library online catalog are available at all campus libraries. Wireless Internet access is also available in all the campus libraries. Printers and photocopy machines are available.

The library collections include magazines, journals, newspapers, literary criticism and other print and non-print materials to support instruction. During the fall and spring semesters, circulating books may be checked out for a period of three weeks, and for summer terms for two weeks. The circulation/reserve desks maintain materials that faculty have placed on reserve for students. Most of the libraries also provide audio/visual equipment. The TCCD libraries participate in the TexShare Program that allows students to obtain TexShare cards for access to resources at other Texas college and public libraries.

For more specific information and for campus library hours, contact the campus libraries or view the campus library Web pages.

Registrar’s Office
(www.tccd.edu/Admissions/Registrar_Contact.html)

The Registrar's Office provides a variety of services to students. Most services are also available online through WebAdvisor. The campus Registrar’s Office can provide more information on the following:

- Admission and readmission to the College District
- Academic Fresh Start
- Registration assistance and information about credit and noncredit courses
- Information about academic policies and procedures
- Unofficial transcripts and requests for official transcripts
- Student records information and updates
- Assistance with course withdrawals
- Verification of enrollment
- Certification for Department of Veterans Affairs education benefits
- Residency determination and eligibility for tuition waivers and exemptions

A TCCD I.D., driver's license, or other photo identification is required for most in-office business transactions. TCCD I.D. can be obtained through each campus Copy Center.

Student Activities
(www.tccd.edu/Student_Services/Student_Activities.html)

The Office of Student Development Services provides opportunities for co-curricular learning activities and campus involvement. Through a Student Activities/Student Life program, students have the opportunity to participate in events and activities that are designed to encourage campus engagement along with personal, educational, and professional growth.

The following programs and opportunities are available through the Student Activities/Student Life offices:

- Student Clubs and Organizations
- Student Leadership Academy
- Student Leadership Retreat
- Guest Lecturers and Performers
Campus Activities and Programs

Student organizations provide an opportunity for students to fulfill a variety of interests; a list of organizations and a calendar of events and activities can be found at Campus Student Activities Offices. Any group of students wishing to meet on behalf of a common interest may seek organization status by consulting with the Director of Student Development Services to review the policies and procedures for forming a student organization.

Student Publications

http://collegian.tccd.edu/

The TCC Collegian serves all campuses within the TCC District and is circulated weekly except for holidays, examination periods, and summer vacations. The TCC Collegian publishes stories about news on the campuses, student activities, College policies affecting students, student interests, special classroom projects, and local events and issues. Local and national advertising is accepted.

Articles are written by student staff members and by students enrolled in college-level reporting classes as they participate in their weekly laboratories. Student staff members are experienced journalism students who apply for positions in the Student Publications Office, Northeast Campus, NCAB 1124-A. The editor-in-chief is selected by the Districtwide Student Publications Board.

All students are encouraged to participate in the publications program by submitting letters to the editor, story ideas or news tips to the Student Publications Office on Northeast Campus, NCAB 1124-A, in person; by writing The Collegian, Tarrant County College, 828 W. Harwood Road, Hurst, Texas 76054 or emailing collegian.editor@tccd.edu. Students are also invited to call the editorial staff at 817-515-6391 or the advertising staff at 817-515-6323.

Testing Centers

(www.tccd.edu/Student_Services/Testing.html)

The Testing Center on each campus administers the Texas Success Initiative (TSI-A) Assessment, a computer based placement test that measures writing, reading, and mathematics skills. Information on TSI-A is available in the campus Testing Centers.

Testing Centers also administer the College District’s program of credit-by examination/experience (CBE) and College Level Examination Program (CLEP). The Testing Centers also interpret test scores for advanced placement (AP) and administer a computer-proficiency placement test.

Students should contact the campus Testing Center for additional information and appointments.

Transfer Centers

(http://www.tccd.edu/Student_Services/Transfer_Resources/index.html)

Transfer Centers are available on each campus to help students plan for transfer to four-year institutions. TCCD staff members provide information regarding admissions requirements, programs of study, transferability of courses, and scholarships. In addition, representatives from various colleges and universities visit the TCCD Campus Transfer Centers on a consistent basis to meet with students who need assistance with the transfer process.
Services for Active Military, Reservists, and Veterans
(www.tccd.edu/Student_Services/Veterans_and_Military.html)

Tarrant County College is approved by the Texas Veterans Commission to participate as a District in veterans’ educational programs under one facility code, located at 1500 Houston Street, Fort Worth, Texas 76102. Certification for Department of Veterans Affairs (DVA) educational assistance benefits are processed at the District Office. Applications for benefits should be submitted prior to registration. The Department of Veterans Affairs and the College District require that veterans qualifying under Chapters 30, 35, 1606 and 1607 must enroll for 12 semester hours in a regular semester and four semester hours each six-week summer term in order to be eligible for full-time benefits. Veterans qualifying under Chapter 33, Post-9/11/2001 are certified based on rate of pursuit and must enroll in at least 51 percent of the hours required to be full-time students in order to receive their monthly housing allowance.

A veterans’ advocate is available in each Financial Aid Office to provide information about College programs and services and, as needed, to provide liaison with other college offices. Also, counseling services are available on each campus.

State regulations provide financial and academic options to National Guard members and reservists who are called into active service after the beginning of a semester:

- Withdrawal from courses with grade of W and complete refund of tuition
- Receive an Incomplete (I) grade for the semester’s coursework with a contract to complete at a specified date in the future
- Receive an appropriate grade (as determined by each instructor) if a substantial amount of coursework has been completed

State regulations do not provide any option to refund tuition of students in the active military whose duties require extended absences from classes.

Withdrawal For Active Military Service

The College District may require reasonable proof of the fact and duration of a student’s military assignment.

Active military members who incur temporary or intermittent absences due to their military assignment will be allowed to complete assignments and examinations within a reasonable time following the absence(s); excused absence(s) are allowed for up to 25 percent of the total class meetings or the contact hour equivalent.

Students who must withdraw from the College District to perform active military service as a member of the United States Armed Forces or the Texas National Guard must be accorded certain accommodations except when that service is solely to perform one or more training exercises as a member of the Texas National Guard.

For any academic term that begins after the date a student described above is released from active military service, but not later than the first anniversary of that date, the College District from which the student
withdraw shall readmit the student, without requiring reapplication if the student is otherwise eligible to register for classes. On readmission of the student under this subsection, the College District shall:

1. Provide to the student any financial assistance previously provided before the student’s withdrawal if the student meets current eligibility requirements for the assistance other than a requirement of continuous enrollment; and

2. Allow the student the same academic status as before the student’s withdrawal, including any course credit awarded to the student by the College District.

**BUSINESS SERVICES**

(www.tccd.edu/Student_Services/Costs_and_Payments/Business_Services_Contact.html)

Business Services handles all financial transactions including collection and accounting of all tuition and fees, traffic violations, and returned checks. Business Services also coordinates Lost and Found and vending machine services on campus. Payroll checks for student assistants and work-study students are distributed from Business Services on the 15th and last working days of each month.

**Payment Information**

(http://www.tccd.edu/Student_Services/Costs_and_Payments/Payment_Methods.html)

For the convenience of our students, several payment methods are available:

1. Credit Cards: Accessing the website allows for payment by major credit card.

2. Campus Business Services Office: Payment by cash or check can be made at any campus Business Services Office.

3. FACTS Payment Plan: TCCD has contracted with Nelnet Business Solutions to provide students several convenient payment plan options. These payment plan options are in line with the provisions of Section 54.007 of the Texas Education Code. Students should enroll online by connecting to the e-cashier website through the TCCD website. The cost of the program is a $25 per term nonrefundable FACTS Enrollment Fee. There is a $30 returned payment fee.

4. Third Party Sponsors: If tuition is to be paid by an agency or company, a voucher from the agency or company must be submitted to the Business Services Office one week prior to registering for classes. If a third-party sponsor has not paid the student’s sponsored tuition invoice by the end of the next term, the unpaid tuition invoice will be moved to the student’s account. The student will be responsible for the unpaid balance, which may be subject to collections.

A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make FULL payment prior to the end of the semester or term may be denied credit for the work done that semester or term. It is the student’s responsibility to be aware that tuition payment is due at the time of registration for classes. Failure to pay tuition or to make payment arrangements by the deadline may result in students being dropped from their courses. Students should not assume that a course will be automatically dropped for nonpayment. Students are responsible for dropping any course in which they do not wish to be enrolled.
NOTICE: Failure to make full payment prior to the end of the term/quarter may result in transcript denial. Delinquent installment contracts, unpaid returned checks, and financial aid chargebacks will be sent to a third party agency for collection. The student will be responsible for all collection costs and attorney fees. TCCD will not accept checks as a form of payment for past due balances.

**Refund of Tuition and Fees**
(www.tccd.edu/Student_Services/Costs_and_Payments/Refunds.html)

Students officially dropping and/or withdrawing, or dropped at the discretion of the instructor, during a regular 16-week session are eligible for a refund of tuition according to the following schedule:

- Prior to the first calendar class day.................................................................100%
- During the first 15 calendar class days .............................................................70%
- During the 16th through 20th calendar class days ............................................25%
- After the 20th calendar class day................................................................None

Students officially dropping and/or withdrawing, or dropped at the discretion of the instructor, from a regular 6-week summer session are eligible for a refund of tuition and fees according to the following schedule:

- Prior to the first calendar class day ...................................................................100%
- During the first five calendar class days.........................................................70%
- During the sixth and seventh calendar class days ..........................................25%
- After the seventh calendar class day .................................................................None

For non-regular semester-length courses, students should contact the campus Business Services Office for refund schedules.

Refund of tuition is subject to change by legislative and/or TCCD Board of Trustees action without notice.

- Refunds are generated automatically on the student’s account upon withdrawal.
- Refunds will be made to the credit card used for payment, provided the refund is processed within 90 days of payment.
- Refunds for credit cards after 90 days of payment, along with refunds for cash and check payments, will be processed using the student’s TCCD Choice Card refund preference.
- A refund may take approximately four to six weeks to process.
- IMPORTANT NOTE: Financial Aid students withdrawing before the 60 percent refund point in the term may be required to repay funds unearned due to requirements for the return of Title IV funds.
- Refund percentages are calculated/based on invoiced amounts, not payments made.
- Tuition for noncredit courses will be based on anticipated cost.
- Refund policy on noncredit courses is listed in the Community and Industry Education catalog.
- Students must be cautioned that there will be at least a 30 percent penalty for partial and/or complete withdrawals after the session begins.

**TCCD Choice Card**
• Eligible financial aid students and/or students between the ages of 16-54 are mailed a TCCD Choice card with instructions on choosing their preferred refund method for future financial aid or course refunds.
• Students who have opted for the installment payment plan and are dropping classes and/or withdrawing are responsible for the full payment of the promissory note. Refunds will be applied to any balance due on the note.

Lost and Found
(http://www.tccd.edu/Student_Services/Costs_and_Payments/Business_Services_Contact.html)

The Business Services Office on each campus maintains the Lost and Found for abandoned and unclaimed personal property. The Business Services offices dispose of any items not claimed at the end of each semester.

STUDENT/ACADEMIC RECORDS

Student and academic records follow specific guidelines. Additional information regarding student academic records may be found in the College District Catalog.

Access to Student Records/Family Educational Rights and Privacy Act
(http://www.tccd.edu/Student_Services/Records/FERPA.html)

The Family Educational Rights and Privacy Act of 1974 (PL93-380), or FERPA, provides that all records pertaining to a student which are maintained by the College District must be open to inspection by the student and may not be made available to any other person, except parents/guardians who can prove that a student is a legal dependent for tax purposes, without the written authorization of the student. The Act further provides that certain portions of the student record are deemed directory information, and under some circumstances may be released without the student's written permission. Directory information includes name, current address and telephone number, major, dates of attendance, degrees and awards received and dates granted, most recent educational institution(s) attended, and eligibility and participation in officially recognized activities and sports. Directory information may be released without student consent unless a written request not to release is filed with the Registrar's Office. The request may be canceled only upon receipt of the student's written authorization.

Requests for release of student information or verification of enrollment should be directed to the Registrar's Office.

Additional information concerning FERPA may be obtained from the Registrar's Office or the TCCD Board Policy Manual.

Access to Student Conduct Record(s)/Family Educational Rights and Privacy Act

All student Conduct Records are maintained by the Vice President for Student Development Services or designee. See Board Policy FM(LOCAL) for more details. The following guidelines apply:

1. All disciplinary records shall be maintained for a period of no less than seven years from the date of the most recent incident or activity;
2. Incidents resulting in a finding of no violation or the withdrawal of all alleged violation(s) will be maintained for a period of seven years;
3. Incidents resulting in sanctions of probation will be maintained for a period of seven years from the date of the student's/organization’s probationary period ends or from the date of the most recent incident or activity;
4. If an individual receives any additional sanctions during the record storage period, records of all cases will be retained until there is a period of not less than seven years following the most recent sanction;
5. If a student/organization is separated from the College District, complete records of the proceedings and all pertinent documents, including records of all cases, shall be maintained;
6. A student’s academic transcript will indicate any action which prohibits readmission as long as the prohibition is in effect. This means that once a sanction of suspension or expulsion has been removed by expiration or action of the Vice President for Student Development Services, the notation will be removed from the academic transcript;
7. Disciplinary files involving withholding official College records (registration, transcripts, diplomas, etc.) may be maintained indefinitely. When the student has fulfilled all obligations under the Student Code of Conduct to release the hold, the file will be maintained according to the disciplinary sanction applied; and
8. Files pertaining to the issuance of a no-communication/contact/no-trespass order may be maintained indefinitely. Should the no-communication/contact/no-trespass order be revoked, the record will be maintained for a period of not less than seven years from the date the restriction is lifted and in accordance with any disciplinary sanctions applied.

Change of Name
(www.tccd.edu/Student_Services/Records/Record_Change.html)

Students are required to use their legal name for all student records. Any change of name should be reported to the Registrar's Office immediately. An official document supporting the name change (i.e., marriage license, adoption decree, divorce decree, Social Security card, or valid driver's license) is required.

Student Address
(www.tccd.edu/Student_Services/Records/Record_Change.html)

Students who change their home address or mailing address are expected to notify the College District of this change immediately using WebAdvisor, or by contacting the campus Registrar's Office. Documentation may be required.

Use of Student Number

A student number is required to identify students’ permanent records. The automated student information system assigns every student a random number called the Colleague ID. The Colleague ID is used for all internal printed materials and provides additional protection of students’ privacy. Students are urged to become familiar with their Colleague ID and to use it when communicating with College offices.

Students are requested to provide their Social Security Number to the College District for maintenance of their student records. This allows the College District to meet federal and state reporting requirements, enables communication with financial aid providers and service agencies, and substantially eases transfer of information between TCCD and other colleges and universities. Students who do not provide their Social Security Number may risk loss of services and benefits, and may encounter delays when transferring from or to other institutions. The College District makes every effort to protect students’
Social Security Numbers from disclosure. Questions about the College District’s use of Social Security Numbers should be directed to the Assistant Director of Records and Reports.

Right to an Academic Fresh Start
(http://www.tccd.edu/Student_Services/Records/Fresh_Start.html)

Under the provisions of the Texas Education Code, Section 931, a Texas resident applying for admission/reactivation to the College District or to any specialized admission program is entitled to elect to have all academic coursework that was earned 10 or more years prior to the requested enrollment date ignored for enrollment purposes and GPA computation. The applicant must complete the Right to an Academic Fresh Start Agreement with the campus Registrar’s Office or the Office of Admissions Services prior to registration, confirming the decision to enroll under the Academic Fresh Start statute. An applicant who makes the decision to apply under this statute may not receive any course credit for courses taken at any college or university 10 or more years prior to the starting date of semester of enrollment.

Students who were awarded Academic Fresh Start through another Texas public college or university may request TCCD recognition of that agreement by completing a Right to an Academic Fresh Start agreement and presenting an official transcript from the awarding institution showing the beginning Academic Fresh Start semester.

An applicant who chooses to exercise the Right to an Academic Fresh Start must meet all TCCD admission/reactivation requirements and must submit official transcripts from all colleges or universities attended for credit courses.

The Right to an Academic Fresh Start can be rescinded by the student through a request made to the campus Registrar’s Office or the Office of Admissions Services.

Course Load

A student enrolled for 12 or more semester hours during the fall or spring semester is considered a full-time student. Special sessions of less than term length comprise a proportionate share of full-time or part-time enrollment. Students enrolled in a special session should consult the campus Registrar to determine how special terms might affect their enrollment.

Twelve hours constitute a full-time course load during a 16 week session. No student will be permitted to enroll for six academic courses or for more than 18 semester hours without permission of the Vice President for Academic Affairs. The College District reserves the right to limit the course load of any student.

The allowed student course load during each six-week session of the summer term is seven semester hours. The maximum load, with permission of the Vice President for Academic Affairs, shall not exceed eight semester hours for one six-week session. The maximum credit that a student can earn during the entire summer term shall not exceed the number of weeks of the student’s summer enrollment, up to 17 semester hours. The Maymester is considered part of the summer term.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student and community activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. A good rule to remember is that two hours of preparation outside class are necessary for each hour of class time.
Calculating Grade Point Average (GPA)
(www.tccd.edu/Student_Services/Records/Grades.html)

The grading system used at Tarrant County College follows:

- A (excellent), B (good), C (average), D (passing)*, F (failure),
- I (incomplete), W (approved withdrawal), CR (credit)
- NC (noncredit), AU (audit), WA (audit withdrawal)

*Grade of D is not considered passing in developmental courses.

The grade point average (GPA) is found by dividing the total number of grade points by the total number of semester hours attempted. Grades of CR, NC, W, I, AU, or WA or grades earned for work in developmental courses do not affect the grade point average.

- A: 4 points per semester hour
- B: 3 points per semester hour
- C: 2 points per semester hour
- D: 1 point per semester hour
- F: 0 points per semester hour

Texas Common Course Numbers
(www.tccns.org)

The Texas Common Course Numbering System (TCCNS) is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

Credit by Examination/Experience
(http://www.tccd.edu/Student_Services/Testing/Credit_by_Exam.html)

Students who believe that they already possess the knowledge and/or skills taught in certain courses or programs offered by the College District may challenge these for credit-by-examination or experience. A request to challenge a course for credit may be based on superior high school achievement in the subject, non-traditional education, and/or appropriate work or other learning experiences. Credit-by-examination is not available in all courses offered by the College District. Credit awarded through credit-by-examination/experience does not satisfy residency requirement toward graduation. Students should direct inquiries concerning courses that may be challenged for credit-by-examination to the campus Testing Center and/or the department involved.

The successful completion of any credit-by-examination or experience will result in a grade of credit (CR), which will not affect the grade point average. A student must be enrolled at least one full term at TCCD and be enrolled at TCCD during the semester for which credit is posted on the permanent record.
A posting fee of $25 per course is charged to record the course on the student’s permanent transcript. Students may apply a maximum of 18 hours of credit toward any TCCD degree in any combination of credit-by-examination/experience.

Testing and/or posting fees are charged in accordance with schedules set by TCCD policy and/or commercial testing agencies.

**Academic Status**
(http://www.tccd.edu/Student_Services/Records/Academic_Status.html)

Academic standing is based on a student’s Grade Point Average (GPA) and determines students’ eligibility for many benefits and whether they may continue their enrollment. It is the responsibility of the student to determine whether they are on good standing, probation, suspension or dismissal. At the end of each semester, an academic standing is determined based on grades earned for that semester. See **POLICY EGA [LOCAL]**.

**Good Standing:** Cumulative GPA of 2.0 or higher.

**Academic Probation:** A student who fails to maintain a cumulative GPA of 2.0 or higher is placed on Academic Probation. The student may continue to enroll while on probation as long as a 2.0 term GPA is earned.

**Academic Suspension I:** Students on academic probation who become ineligible to re-enroll are suspended from the College District for not less than one long term (the next fall or spring term; to include summer). Or, they may opt for an Academic Recovery program, in which case students may re-enroll with limited coursework, commit to sessions with an on-campus counselor, and will develop an action plan.

After students have served the first suspension, they may continue to re-enroll by maintaining a Semester GPA of 2.0 or greater. Returning Suspension I students must consult with an on-campus counselor and remain on Suspension I until cumulative GPA reaches “good standing” status.

**Academic Suspension II:** Students who do not meet the required standard for a second time and incur a second academic suspension will be suspended for a period of one long semester (including summer). Prior to readmission, a student must consult with an on-campus counselor to obtain permission for readmission and have records reactivated by campus Registrar. Conditions of readmission may include special requirements or restrictions. After counseling, the student may be readmitted, but remains on Suspension II until cumulative GPA improves to “good standing.”

**Academic Dismissal:** Students readmitted after their second suspension must maintain a term GPA of 2.0 or higher or be placed on Academic Dismissal. Students on Academic Dismissal must remain out of TCCD for a minimum one calendar year (12 months). At the end of their initial dismissal period, students can petition for readmission through the Registrar’s Office and will be directed through appropriate campus channels for review. Conditions of readmission may include special requirements or restrictions.

Returning Academic Dismissal students must a) first visit with campus Vice President for Academic Affairs for readmission, b) consult with an on-campus counselor for development of Academic Recovery plan, and c) visit with campus Registrar for reactivation.
Students Transferring to TCCD Following Suspension

Students who have been placed on Academic Suspension or Dismissal by another college or university must meet the same criteria as TCCD students. Depending on the circumstances of the suspension, the counselor, Registrar, or Vice President for Academic Affairs may require an interview and/or may direct the applicant for additional review through campus channels. Conditions of admission may include special requirements or restrictions.

Attendance/Absence

Regular and punctual class attendance is expected at Tarrant County College. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor.

Students absent on official school business and those observing a religious holy day are entitled to make up school work missed. In all other cases, the instructor will judge whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss his absence with the instructor immediately on returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not make up work missed according to the agreement with the instructor, they forfeit their rights for further makeup of that work. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, either the student or the instructor may request a ruling from the Campus President or his or her designee. See POLICY FC [Local] for more information.

Students who stop attending class for any reason should officially withdraw from the class on WebAdvisor. Failure to officially withdraw may result in a failing grade for the course.

Class attendance and participation are essential to student success. The following attendance guidelines apply:

1. A student in an on-campus course missing a cumulative of 15 percent of the class meetings and not keeping up with the course assignments may be dropped at the discretion of the instructor.

2. A student in an online course is required to successfully complete the online course orientation and actively participate in the course as described in the Instructor’s Course Requirements (ICRs). A student not meeting these requirements may be dropped at the discretion of the instructor.

Also see Services for Active Military, Reservists, and Veterans and Religious Holy Days.

Degree Audit (Degree Plan)
(wa.tccd.edu)

A degree audit is an outline to guide students in the completion of an associate degree or a certificate of completion. Undeclared majors should contact a counselor in the Advising and Counseling Center for assistance in making career choices and/or selecting a college major. The degree audit assists the student in three ways:
1. The degree audit aids the student in choosing required and elective courses. An advisor or faculty member in the student's major area can work with the student in the selection of courses.

2. The degree audit not only guides a student in the completion of a certificate or an associate degree, but also aids transition from TCCD to a four-year college or university.

3. The degree audit enables a student to complete coursework for a specific degree or certificate of completion.

All TCCD degrees and certificates are available online at WebAdvisor; students can determine how their TCCD and transfer courses meet requirements for any TCCD degree or certificate. The online TCCD degree audit includes coursework transferred from another regionally accredited college or university. If coursework is not appearing, complete an online Transcript Evaluation Request form at WebAdvisor.

Core Curriculum
(www.tccd.edu/Courses_and_Programs/Core_Curriculum.html)

In order to provide a solid foundation for students’ education and to make transfer between colleges and universities as smooth and seamless as possible, each state supported institution of higher education in Texas has adopted a core curriculum. Through the Texas Core Curriculum, students gain knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for learning.

1. Critical Thinking Skills to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
3. Empirical and Quantitative Skills to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Teamwork to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. Social Responsibility to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6. Personal Responsibility to include the ability to connect choices, actions, and consequences to ethical decision-making.

Components of the core curriculum can be transferred in a block from Tarrant County College to another Texas public college or university to be substituted for the corresponding core curriculum of the receiving institution.

TCCD designates core curriculum courses completed by a student on the official transcript. If a student satisfies all component areas, the statement “Texas Core Curriculum Completed (Month/Year)” will appear on the transcript. Students who transfer without completing the core curriculum receive academic credit for each of the courses they successfully completed in the TCCD core curriculum.

The Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Science in Engineering degrees include courses drawn from the core curriculum. A student concurrently enrolled at more than one institution of higher education should follow the core curriculum requirements in effect for the institution at which the student is classified as degree-seeking.
Tarrant County College District has established the 42-semester-credit-hour core curriculum listed in the Catalog.

**Transcript Evaluation**
(www.tccd.edu/Admissions/Transcript_Evaluation.html)

Students who are working toward a TCCD associate degree or Certificate of Completion require a transcript evaluation. Evaluations should be requested online only after all required transcripts are on file.

Students who have completed coursework through a foreign college or university may request an evaluation through International Admissions. Students who have received the International Baccalaureate Diploma may be eligible to receive up to 24 hours of transfer credit for courses completed with a minimum grade of 4.0. An official transcript must be submitted to the District Admissions Services Office.

Students transferring to TCCD can expect that approved academic courses earned at any Texas public institution will be accepted in transfer at Tarrant County College. Students who dispute a transfer decision made by TCCD should contact the District Admissions Services Office to request a review of the coursework involved.

Students planning to transfer TCCD coursework to another college or university are advised to contact the transfer institution to determine its transfer policy. TCCD has established transfer agreements with all area colleges and universities. Campus Advising and Counseling Centers maintain course transfer information provided by area institutions. (See Transfer Resources)

**Drop/Withdrawal From One or More Courses**
(www.tccd.edu/Admissions/Registration/Withdrawals.html)

Students considering drop/withdrawal should first consider the impact (if applicable) on financial aid, veterans’ benefits, third party sponsorships, and/or other entitlements.

A student may withdraw from a course or from the College District with a grade of W any time on or before the end of the 12th class week in the fall or spring 16-week session. Courses dropped before the Official Day of Record (census date) of the courses are deleted from the student’s enrollment, do not earn any grade, and do not appear on the student’s transcript. Courses dropped after the Official Day of Record will receive a grade and will appear on the student’s transcript. However, a student whose first college enrollment occurred in Fall 2007 or later may not drop more than six courses during their cumulative enrollment at any Texas public college or university (see Drop Six Regulation on following page).

A student enrolled in special session courses should be advised of the withdrawal deadline by the instructor or contact the campus Registrar.

A student may withdraw from one or more courses prior to the withdrawal date through WebAdvisor or by contacting the campus Registrar's Office in person. A student who withdraws online is responsible for verifying that the electronic drop processing was completed by printing a copy of the unofficial transcript or student schedule showing the grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.
A student unable to withdraw in person or electronically may mail or fax a letter to the campus Registrar specifying the class or classes for which withdrawal is requested. The letter must include the student's name, ID number, date, and class information along with the student's signature. If mailed, the request for withdrawal must be postmarked on or before the last day to drop a class, or if faxed, the date shown on the fax confirmation must be on or before the last day to drop a class.

**Drop Six Regulation**
(www.tccd.edu/Admissions/Registration/Withdrawals/Drop_Six_Rule.html)

Section 51.907 of the Texas Education Code, enacted by the State of Texas, Spring 2007, applies to students who enroll in a Texas public institution of higher education as a first-time freshman in Fall 2007 or later.

The College District may not permit a student to drop more than six courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons and that for that reason the student could not satisfactorily complete the course:

1. The student, a member of the student’s family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition.

2. The student becomes responsible for the care of a sick, injured, or needy person.

3. There is a death in the student’s family or of a non-family member of equally important relationship.

4. The student or a member of the student’s family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the Armed Forces of the United States.

5. There is a change of the student’s work schedule that is beyond the student’s control.

6. The course is dropped while the student is still in high school.

7. The College District determines that there is other good cause for the student to drop the course.

Students may request a Drop Exception in person at the office of the Vice President for Student Development Services or online through WebAdvisor. Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent terms and may incur other enrollment limitations or requirements.

TCCD students liable under this legislation who plan to attend another Texas public college or university should determine that institution’s policies and penalties for dropping courses and for approving Drop Exceptions.
Repeating a Course
(www.tccd.edu/Admissions/Registration/Repeats.html)

Only courses specifically designated in the current College catalog as repeatable for credit may be taken more than two times.

All courses that receive assigned grades appear as part of the student's permanent academic record. When courses are repeated, both grades are included in the GPA for courses taken and repeated prior to fall 1996; only the latest grade is included in the GPA when a course was repeated between fall 1996 and summer 2003. Effective with the fall 2003 semester, when a course is repeated, only the highest grade earned is used to calculate the student's cumulative grade point average.

Grade Review and Change of Grade

Students may petition for review of a grade within 30 calendar days after the first class day of the next long session by following these procedures:

1. The student must inform the instructor and the department chairperson in writing of the reason for review of grade.

2. The instructor should then examine the records and submit his/her recommendations through administrative channels to the campus Vice President for Academic Affairs who will make the final decision regarding the grade and notify the student. If the instructor recommends not changing the grade, it should be explained in a memorandum. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. In all cases, copies of the student's written appeal, attendance records, and grade report (with legend) must be attached. The process of review of grade must be completed within 30 calendar days after receipt by the instructor of the written appeal.

3. If the instructor is no longer employed, the department chairperson will then examine the instructor's records, make a recommendation, and send the recommendation through the proper channels to the campus Vice President for Academic Affairs who will notify the student of the decision.

Transcripts
(www.tccd.edu/Student_Services/Records/Transcript_Requests.html)

The transcript of college work is an official copy of the student's permanent record bearing the College District seal and designated signature. A student may request a transcript online through WebAdvisor, in person at the campus Registrar's Office, by fax or by mail. All outstanding debts to the College District must be paid to the Business Services Office before the student's record will be released.

Unless a transcript is requested in person, the student should allow a period of one week for delivery of the transcript after the request has been submitted or after the close of a session for which grades are being requested.

If students desire official transcripts of work completed at other institutions, they must request those transcripts from the original institutions.
Recognition of Outstanding Academic Achievement

**Dean's List:** The Dean’s List is composed of those students who have completed 12 or more college-level semester hours of work for the semester with a grade point average of 3.5 or higher.

**Honors List:** The Honors List is composed of those students who have completed 12 or more college-level semester hours for the semester and with a grade point average of 3.0 to 3.49.

**Merit List:** The Merit List is composed of students who have completed fewer than 12 college-level semester hours in each of two consecutive semesters and whose enrollment totals no fewer than 18 hours for the two semesters, and whose grade point average for the two semesters is 3.5 or higher.

**CAMPUS POLICE REGULATIONS**
For police call 817-515-8911.
For medical emergencies call 817-515-8911.

**Tarrant County College Police Department**
([www.tccd.edu/TCC_Police.html](http://www.tccd.edu/TCC_Police.html))

The Tarrant County College Police Department is staffed with commissioned Texas Peace Officers, as well as certified tele-communicators and security guards. Report criminal activity and non-life-threatening emergencies to the Police Department by calling the central dispatcher at 817-515-8911 or 5-8911 from a campus phone. These numbers are answered 24 hours daily. Provide the dispatcher with name and physical address, campus building, room number, etc. and a brief description of the situation.

For life-threatening episodes such as heart attack, unconsciousness, and uncontrolled bleeding, call 9-911 immediately so that medical instructions can be provided if necessary. Also, notify campus police so that emergency responders can be directed to the exact location of the emergency site and an available campus nurse can be summoned and transported for assistance.

**Motor Vehicle Permit**
([http://www.tccd.edu/Student_Services/Parking/index.html](http://www.tccd.edu/Student_Services/Parking/index.html))

Adequate parking is available at each campus. Each student who parks a car on campus will be required to obtain a parking permit. Temporary parking permits are available at each campus Police Department. Permit numbers are recorded by student ID number.

Persons who have obtained disabled permits from the Texas Department of Transportation are not required to have a student permit to park in parking areas designated for the disabled.

Permits must be hung from the rearview mirror with the permit front number-side facing the window. Temporary permits are placed on the lower right corner (passenger side) of the front window or placed on the dashboard on the passenger side where they can be read through the window. Permits are valid on all campuses until their expiration date.

Students are restricted to parking between white-painted (striped) parking lines. Safe and courteous driving is required. Parking and traffic regulations are set forth in detail in the Campus Motor Vehicle Regulations brochure, which is issued when permits are obtained.
Permits may be obtained in the fall and spring terms through the campus Police Departments from 8 a.m.-5 p.m., Monday-Friday, and from the Business Services Offices from 5 p.m.-7 p.m., Monday-Thursday. During summer terms, permits can be obtained from the campus Police Departments from 7:30 a.m.-6 p.m., Monday-Thursday, and from the Business Services Offices from 6 p.m.-7 p.m., Monday-Thursday.

**Permanent Parking Permits**
Students receive the first parking permit at no cost after registration for credit or noncredit classes. A permit is valid until the expiration date printed on the front and should be kept until the expiration date to avoid a $5 permit replacement fee.

Credit and noncredit permits are valid on all campuses; however students attending the Trinity River Campus must have the parking permit stamped at the TRC Police Department to park in the parking garage (student must be enrolled in at least one class at TRC to be eligible for the stamp).

Documentation required to obtain a parking permit includes:

- Valid driver’s license
- TCCD student schedule and fee statement (available on WebAdvisor after registration and payment of course fees)
- Student ID number

**Temporary Parking Permits**
A temporary permit may be issued if a student fails to bring the permanent parking permit to campus. It is usually valid for one day only; however, it can be valid for a longer period of time if the student’s vehicle is in the shop for repairs.

**Community & Industry Education Students**
Permits for noncredit students (community and industry education and senior education) are issued by the Business Services’ Office on each campus.

Searches of students and their property shall be conducted in accordance with administrative procedures established by the Chancellor or designee POLICY FLC [LOCAL/LEGAL]).

**Campus Evacuation Plan**
When evacuation of a building is necessary due to a fire, bomb threat, hazardous materials accident or other emergency evacuations, an alarm system is activated or orders to evacuate are given.

1. **Immediately evacuate the building** through the doorways marked by the nearest exit signs. Evacuate the building in an orderly manner, without running or crowding. A disorganized evacuation can result in confusion, injury and property damage.

2. **Be familiar with the location of primary and alternate exits and the various evacuation routes available.** Floor plans with escape routes, alternate escape routes, and exit locations are posted throughout the buildings.

3. **Do not use elevators.** Evacuate premises via the nearest stairwell or grade level exit.

4. **Evacuate immediately.** Resist the temptation to locate personal belongings or asking for details about the situation. Remember, things can be replaced--people cannot.
5. **Assist individuals with a disability** or others who may need help.

6. Fire alarms and smoke detectors are to alert building occupants. If smoke or fire is detected, **call the campus police from a campus phone at 5-8911 or 817-515-8911 from an outside phone.** Whenever possible, activate the nearest fire alarm and close the door upon leaving a room.

7. **Proceed to a predetermined assembly area.** A head count or roll call is necessary to account for all personnel.

**Severe Weather Evacuation Plan**

When tornados or other severe weather threatens the campus, all persons must take shelter. The following procedures are to be followed:

1. The city where each campus is located will activate a severe weather siren. Sound of the siren is the signal to take shelter immediately.

2. The safest place to take shelter from severe weather or tornados is inside a building, in a room or hallway, clear of glass doors and windows. Lie face down, head covered, along an interior wall or hallway. When possible get under heavy furniture as protection from falling debris.

3. Assist individuals with a disability as needed.

4. The Police Department will use a public address system to instruct people outside to immediately take shelter inside a building. Each building has diagrams posted on walls showing the exits. The blue areas on the diagrams indicate the safest area of the building to congregate during severe weather.

5. When campus police officers are present, follow their instructions. No discussion is necessary during an emergency situation.

**Safety Policy Statement**

It is the policy of the Tarrant County College District to provide and maintain a safe and healthful environment free of injuries and other impairments to the health of students. In the interest of accident prevention, the Tarrant County College District supports a formal safety program designed to reduce accidents and injuries.

Each student is responsible for taking a serious interest in safety, cooperating with College officials, complying with safety regulations of the College District, reporting immediately any injury incurred or unsafe condition observed, and practicing safety at all times. Students who fail to follow safety regulations may be withdrawn from their course(s).

**Sex Offender Registration**

Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Chapter 62, code of Criminal Procedure, who is a student at a public institution of higher education shall report that fact to the TCCD Police Department.
The offender shall provide the TCCD Police Department or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure Section 62.02(b).

State law prohibits some sex offenders on parole or probation from going within 1,000 feet of an area where “children normally gather.” The frequent presence of children on TCCD campuses requires that sex offenders on parole or probation check with their parole or probation officers to learn if they fall under this prohibition. Those who do fall under the prohibition may take Distance Learning classes, but only if presence on campus is not required.

**Smoking Violations**

Violators of the **Student Conduct Tobacco Use FLBD (LOCAL)** may be subject to a $5 fee for the first offense, increased to a $10 fee for each additional offense during each school year, September-August.

**Other Violations and Fees**

**Moving Violations**

- Reckless Driving Fee: $10
- Driving Wrong Way Fee: $10
- Failed to Yield to Pedestrian/Vehicle Fee: $10
- Excessive Speed Fee: $10
- Failed to Stop Fee: $10
- Speed Too Fast for Conditions Fee: $10
- Exhibition of Speed/ Acceleration Fee: $10

**Parking Violations**

- Parked in Faculty/Staff Zone Fee: $25
- Parked in Disabled Zone Fee: $10
- No Parking Permit Displayed Fee: $10
- Expired Parking Permit Fee: $10
- Parked in Posted Zone Fee: $10
- No Parking Zone/Fire Lane Fee: $10
- Blocked Fire Lane Fee: $10
- Blocked Drive Way Fee: $10
- Double Parked Fee: $10
- Obstructing Traffic Fee: $10
- Permit Improperly Displayed Fee: $5*
- Parked in Visitor Zone Fee: $5*
- Parked in Motorcycle Zone Fee: $5*
- Parked Against One Way/ Fee: $5*
- Back-in/Pull-Through-Parked Fee: $5*

* $5 fee for first offense; increased to $10 fee for each additional violation of the same offense during each school year, September-August.
STUDENT LIFE

Tarrant County College has administrative responsibility to control and regulate student conduct and behavior that tends to impede, obstruct or threaten the fulfillment of the educational goals of the College District, or that tends to impede, obstruct or threaten the legal rights of others on the campus. Therefore, TCCD has the responsibility and authority to formulate and enforce rules of student conduct necessary for the maintenance of order and property where such rules are reasonable and necessary to further the educational goals of the College District. In order to create a positive climate for learning, students are expected to abide by all rules and regulations. Failure to comply with these rules and regulations may be grounds for disciplinary action up to and including dismissal from the College District.

Student Organizations
(http://www.tccd.edu/Student_Services/Student_Activities/index.html)

The College District is committed to providing vital co-curricular activities for students that enhance individual development, promote desired social interaction, and provide social and recreational activities. All student organizations are coordinated through the Director of Student Development Services.

An organization in which membership is limited to students, staff and faculty may become a recognized student organization by complying with the registration procedures established by the College District.

Impetus for the formation of new organizations is expected to come from the students. As a prerequisite to operation on campus, all organizations must be recognized by the College District and must agree to abide by regulations of the Board and by the club rules issued by the administration. Every club must have a faculty advisor responsible to the College District. No organization will be established or allowed to operate which discriminates against staff members or student in violation of state or federal law. For other rules related to forming a student organization and gaining formal approval and recognition for an organization, see the Director of Student Development Services at each college campus.

See policy statement, SPEECH, ASSEMBLY and EXPRESSION (Appendix C) for additional information about requirements and restrictions pertaining to student and faculty/staff organizations and programs.

Soliciting, Selling, Distributing or Fund Raising

Students may not solicit funds, sell merchandise, or distribute material or information on- or off-campus in the name of the College District, without approval of the College District administration. Students or student organizations wishing to raise funds or distribute materials must have the approval of the Director of Student Development Services and/or the Vice President for Student Development Services. Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fundraising under the name of the College District. As required by POLICY F1 [LOCAL], no organization shall solicit for more than a total of 14 days, whether continuous or intermittent, during each fiscal year. There are other rules that govern fundraising activities on campus. All activities shall comply with POLICY FKC [LEGAL] for purposes of sales tax exemption. See the Student Activities Coordinators on the campuses for more information.
Gang-Free Zones

Premises owned, rented or leased by TCCD, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

Graffiti

Section 28.08, Texas Penal Code, provides that “a person commits an offense if, without the effective consent of the owner, the person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner with paint, an indelible marker, or an etching or engraving device.” An offense under this section may be a state jail felony if the marking is made on an institution of higher education.

Emergency Messages

Emergency messages can be transmitted to students in classrooms only through the Vice President for Student Development Services. Only bona fide emergency messages will be delivered. The Vice President for Student Development Services will determine what constitutes an emergency message.

Social Media

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, TCCD has crafted the following policy to help clarify how best to enhance and protect when participating in social media.

Policies for All Social Media Sites, including Personal Sites

1. **Protect confidential and proprietary information:** Do not post confidential or proprietary information about TCCD, students, employees or alumni. Students must still follow the applicable federal requirements such as FERPA and HIPAA. Adhere to all applicable college privacy and confidentiality policies. Students who share confidential information do so at the risk of disciplinary action up to and including expulsion.

2. **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the College District.

3. **Use of TCCD logos for endorsements is strictly prohibited:** Do not use the TCCD logo or any other college images or iconography on personal social media sites. Do not use TCCD’s name to promote a product, cause, or political party or candidate.

4. **Terms of service:** Obey the terms of service of any social media platform employed.

Student Group or Organization

1. **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and
the College District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it in person, consider whether you should post it online. If you are unsure about posting something or responding to a comment, contact the TCCD Web Content Editor at 817-515-5127.

2. **Strive for accuracy**: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important when posting on behalf of a student group or organization in any capacity.

3. **Be respectful**: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the College District and its institutional voice.

4. **Remember your audience**: Be aware that a presence in the social media world is easily made available to the public at large. This includes prospective students, current students, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

5. **On personal sites**, identify your views as your own. If you identify yourself as a TCCD student online, it should be clear that the views expressed are not necessarily those of the College District.

6. **Photography**: Photographs posted on social media sites may be wrongfully appropriated. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to better secure your intellectual property. Images at that size are sufficient for viewing on the Web, but not generally suitable for printing.

7. **Notify the College District**: Student group or organization units that have a social media page or would like to start one should contact the TCCD Communications, Public Relations & Marketing Executive Director’s office at 817-515-1542. All institutional pages must have a full-time appointed student who is identified as being responsible for content.

8. **Acknowledge who you are**: If you are representing a TCCD student group or organization when posting on a social media platform, acknowledge this.

9. **Have a plan**: Student groups and organizations should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up to date.

10. **Protect the institutional voice**: Posts on social media sites should protect the College District's institutional voice by remaining professional in tone and in good taste. No TCCD student group or organization should construe its social media site as representing the College District as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images and posts should all be clearly linked to the particular student group or organization rather than to the institution as a whole.

**Alcohol and Drugs**

The sale, use or possession of, or being under the influence of alcohol or any illegal, dangerous or controlled drugs on the College District premises or at any College District-sponsored event is prohibited. For information or assistance, contact any one of the following:
1. Advising and Counseling Center  
2. Health Center  
3. Director of Student Development Services

**Physical Education and Intramural Sports**

TCCD provides equal participation activities for all students and does not discriminate on the bases of disability or sex.

**COMMITMENT TO DIVERSITY**

TCCD’s intentional approach to diversity and inclusion affirms the presence and influence of identifiers such as:

- Ability (physical, cognitive, emotional, etc.)
- Age
- Ethnicity
- Gender
- Linguistic heritage (English is not a first language)
- Race
- Religion
- Sexual orientation
- Socioeconomic status
- Veteran status

The College District prohibits discrimination perpetrated by any College District employee or representative. Discrimination is defined as conduct directed against a student based on the basis of race, color, age, religion, gender, national origin, sexual orientation, disability, or any other basis prohibited by law, that adversely affects the student.

In instances where a student believes that he or she has been harassed, subject to sexual misconduct or discriminated against by another college student, he or she may contact the campus Coordinator of Student Support. If a student feels that he or she has been retaliated against for reporting allegations of prohibited harassment or discrimination, reports of retaliation may be submitted to the campus Coordinator of Student Support.

The College District prohibits harassment of any student, including sexual harassment, whether perpetrated by any College District employee, College District representative, or another student. Prohibited harassment is defined as physical, verbal or nonverbal conduct based on the student’s race, color, age, religion, gender, national origin, sexual orientation, disability, or on any other basis prohibited by law, that is so severe, persistent, or pervasive that the conduct:

1. Affects 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;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

See Appendix A for additional information.

Student Complaints Regarding Discrimination, Harassment, Retaliation

Students are encouraged to discuss concerns and complaints with College District personnel and should expect an appropriate response within 45 days after receipt of the written complaint. If the complaint progresses on from Level One to Level Two, it may be necessary to go beyond the 45 day response deadline. In all instances and to the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and all witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. The College District also will inform that student of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Bullying and Dating Violence

The College District prohibits bullying and dating violence as defined by Board Policy (POLICY FFE [LOCAL]). Bullying can be defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, faculty, or staff member, damaging a student, faculty, or staff member’s property, or placing a student, faculty, or staff member in reasonable fear of harm to the student, faculty, or staff member’s person or of damage to the student, faculty, or staff member’s property; or

2. Is so sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive education environment for a student, faculty, or staff member.

Bullying of a student, faculty, or staff member may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, and theft of valued possessions, name-calling, rumor spreading, or ostracism.

Dating violence occurs when one partner in in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that the abuse:

1. Affects the abused student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.
The College District prohibits retaliation by a student or College District employee against any person who, in good faith, makes a report of bullying or dating violence, serves as a witness, or participates in an investigation. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Any student who believes that he or she has experienced bullying or dating violence or believes that another student has experienced bullying or dating violence should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

The following process is designed for students who wish to lodge a complaint against a faculty member, staff member, and/or administrator. Student-to-student complaints are not addressed here and follow the Student Code of Conduct Procedures section of this handbook. The complaint process against a faculty member, staff member, and or an administrator is handled following three levels:

**Level One**

1. All reports of discrimination, harassment and /or retaliation will be referred to the Title IX Coordinator or designee. Upon receipt, the Title IX Coordinator or designee shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation.

2. If appropriate, the College District shall promptly take interim action calculated to address prohibited conduct during the course of an investigation.

3. The investigation may be conducted by the College District official or a designee, or by a third party designated by the College District, such as an attorney.

4. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

5. The administrator shall investigate as necessary and hold a conference within 10 days after receipt of the written complaint.

6. Within 10 days following the conference, the administrator shall provide the student a written response setting forth the basis of the decision. The decision may be based on information provided at the conference and any documents or information that 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 appropriate Vice President for Student Development Services to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the 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 One 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 hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One, related issues identified in the Level Two appeal notice, and those used to reach the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

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

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

**Level Three**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the campus president 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 Two 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 campus president shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One, related issues identified in the Level Three appeal notice, and those used to reach the Level Two decision. 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 record, information provided at the Level Three conference, and any other relevant documents or information the campus president believes will help resolve the complaint.

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

The campus president’s decision shall be final.

Note: A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator may be directed to the campus president. See POLICY FLD [LOCAL] for additional information.

**Title IX Coordinator**

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination and harassment of students:

Name: Ricardo Coronado, Ph.D.
Position: Associate Vice Chancellor for Human Resources
Address: 1500 Houston Street
Fort Worth, TX 76102-6599
Telephone: 817-515-5234

Students are encouraged to directly report any concerns to Ricardo Coronado, classroom faculty, administrator, or the Office of the Vice President for Student Development Services on their campuses:

South Campus
SACT 1301A
(817) 515-4827

Southeast Campus
ESEC 1120B
(817) 515-3215

Northeast Campus
NADM 1305C
(817) 515-6649

Northwest Campus
WADM 1214A
(817) 515-7141

Trinity River Campus
TRTR 4017C
(817) 515-1331
Students who believe they are being discriminated against based on their documented disability, may report this to the Coordinator of Disability Support Services on campus or to the Associate Vice Chancellor for Human Resources.

Note: In complaints regarding sexual misconduct, the persons who experienced harm/victims will be notified of decisions at every level of decision including appeals and will have the opportunity for response at each level. For further information please see Gender Based Sexual Misconduct Policy (POLICY FLA [LOCAL]).

OTHER STUDENT COMPLAINTS (Not Concerning Discrimination, Harassment, or Retaliation)

Informal Complaint Process

The College District encourages students to discuss their concerns and complaints through informal conferences with instructors, campus personnel or administrators. Concerns/complaints expressed as soon as possible allow early resolution at the most immediate level of the administrative structure and with the least compiliation for the student. A student has the right to engage in a formal complaint and appeal process.

The following process is designed for students who wish to lodge a complaint against a faculty member, staff member, and/or administrator (Student-to-student complaints follow the Student Code of Conduct). In these cases, the Complaint process includes Three Levels:

Formal Complaint and Appeal

If an informal conference fails to reach a satisfactory outcome, students may submit in writing, on a Grievance Form provided by the College District, a formal complaint to the department’s supervisor or academic dean. The form may be submitted through hand delivery, fax, as an email attachment, or U.S. mail by the deadline indicated for each Level. Fax submissions must be dated and postal submissions must be postmarked by the deadline. Any documents that support the claim should be attached to the form or may be presented at the Level One conference.

A Complaint form that is incomplete in any material respect may be dismissed, but may be re-filed with all required information within the designated time.

*Grievance and Appeals forms are located at all TCCD department offices. A decision must be rendered in 10 business days.

The Complaint (grievance) process includes Three Levels:

Level One

1. The Complaint form must be filed within 15 days of the date the student knew, or with reasonable diligence, should have known of the decision or action giving rise to the complaint. It should be filed with the department supervisor or dean (dependent on which campus unit complaint originated). If needed, the student may consult with campus administrative offices to determine the next level of authority.
2. The administrator shall investigate as necessary and hold a conference within 10 days after receipt of the written complaint.

3. Within 10 days following the conference, the administrator shall provide the student a written response setting forth the basis of the decision. The decision may be based on information provided at the conference and any documents or information that the administrator believes will help resolve the complaint.

**Level Two**

If the student does not receive relief requested or a satisfactory alternative, or if the student does not receive a response by the designated deadline, the student may file an Appeal notice requesting a conference with the appropriate Vice President (Academic, Community and Industry Education, or Student Development) to appeal the Level One outcome. The Appeal notice must be filed within 10 days of receipt of the Level One response.

1. The Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator (with copy to the student, if requested) including:

   a. Original Complaint form and any attachments;
   b. Documents submitted by the student at the Level One conference;
   c. Level One written response and any attachments;
   d. All other documents/information used by the Level One administrator to reach the Level One decision.

The Level Two administrator will hold a conference within 10 days after the Appeal notice is filed. The conference shall be limited to the issues presented at Level One and related issues identified in the Level Two Appeal Notice, and those used to make the Level One decision.

Within 10 days following the conference, the administrator shall provide the student a written response setting forth the basis of the decision. The decision may be based on information provided by the Level One record, information provided at the Level Two conference, and any documents or information that the Level Two administrator believes will help resolve the complaint.

**Level Three**

If the student does not receive relief requested or a satisfactory alternative, or if the student does not receive a response by the designated 10-day deadline, the student may file an Appeal notice requesting a conference with the Campus President. The Appeal notice must be filed within 10 days of receipt of the response.

1. The Level Two administrator shall prepare and forward a record of the Level Two complaint to the Campus President (with copy to the student, if requested) including:

   a. The Level One record;
   b. The Level Two response and any attachments;
   c. All other documents/information used by the Level Two administrator to reach the Level Two decision.
2. The Campus President will hold a conference within 10 days after the Appeal notice is filed. The conference shall be limited to the issues presented at Level One and related issues identified in the Level Three Appeal notice, and those used to make the Level Two decision.

3. Within 10 days following the conference, the Campus President shall provide the student a written response setting forth the basis of the decision. The decision may be based on information provided by the Level One record, the Level Two record, information provided at the Level Three conference, and any documents or information that the Campus President believes will help resolve the complaint.

4. The President’s decision is final and ends the appeal process. See POLICY FLD [LOCAL] for additional information.
Tarrant County College District
STUDENT CODE OF CONDUCT

Tarrant County College Student Conduct Philosophy Statement

As stated in our mission statement, “Tarrant County College provides affordable and open access to quality teaching and learning.” As an institution of higher learning, Tarrant County College encourages the intellectual and personal growth of its students as scholars and citizens. In order to maintain an environment where these goals can be achieved safely and equitably, the College District promotes civility, respect and integrity among all members of the community. The College District strives to guide the educational community by establishing a Student Code of Conduct and student conduct process that promotes individual and social responsibility. Choosing to join Tarrant County College obligates each member to a code of civilized behavior. Individuals, student organizations, and campus organizations are expected to observe the policies, rules, and regulations of Tarrant County College, local city ordinances, the laws and policies of the State of Texas, and all federal laws and policies of the United States of America. College policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. As a diverse population, we must be able to live, work, and learn in an environment that is inclusive, civil, and respectful of the rights, property, and sensibilities of others.

The purpose of our Student Code of Conduct is to set forth the specific authority and responsibility of the College District in maintaining social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline an educational process for determining student/organization responsibility for alleged violations of college regulations. This student conduct process will follow established procedures for ensuring fundamental fairness and an educational experience that facilitates the development of the individual and of the student/campus organization. Through the conduct process we attempt to utilize experiences that assist the individual(s) involved to think out, evaluate, and become accountable for personal choices and behavior; to establish a personal code of conduct; and if need be, to redirect undesired behavior of the student into acceptable patterns to ensure the rights of the community.

ARTICLE I: DEFINITIONS

1. The term “Accused Student” means any student accused of violating the Student Code of Conduct.

2. The term “Advisor” means any person selected by the accused student or the complainant to assist with giving support and resources before, during, and/or after the Student Conduct Administrative Review. Advisors may or may not be attorneys. The Advisor’s role is limited during review procedures. Advisors are permitted to address the student but not the Student Conduct Administrator or Appeal Board.

3. The term “Student Conduct Appeal Board” means any person or persons authorized to serve as a Review Authority by the Student Conduct Administrator to consider an appeal stemming from a decision of a Student Conduct Administrative Review. The Student Conduct Appeal Board may be referred to as “Appeal Board” or the “Board” in this document. All appeals must meet the specified appeal criteria listed in the Student Code of Conduct.

4. The term “Cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College District
faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus.

5. The term “College District” means Tarrant County College District.

6. The term “College District Official” includes any person employed by the College District, performing assigned administrative or professional responsibilities.

7. The term “College Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College District (including adjacent streets and sidewalks). This Student Code applies at all locations of the College District.

8. The term “Complainant” means any person who submits a referral alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Accused Student, even if another member of the College District community submitted the charge itself.

9. The term “Faculty Member” means any person hired by the College District to conduct classroom or teaching activities or who is otherwise considered by the College District to be a member of its faculty.

10. The term “Student Conduct Authority” means any person or persons given the authority to facilitate or participate in the Student Conduct process including: the Student Conduct Administrator Review, Student Conduct Officer, Student Conduct Appeal Board members, Student Conduct Appeal Board Chairperson, and the Campus President.

11. The term “Student Conduct Appeal Board Chairperson” means any person authorized by the Student Conduct Administrator to facilitate the Student Conduct Appeal Board procedures. The Appeal Board Chairperson is responsible for facilitating the procedures, ensuring all members of the Student Conduct Board are heard during deliberation, and documenting the Student Conduct Board findings. The Chairperson will not be a voting member in any deliberation proceeding for which they have served as Chair. The Chairperson may not be a person that has played a previous role in investigating or adjudicating the cases being brought before the Board for review. The chairperson may not be a person who is named or identified as a witness to the event or other identified person associated with the event or complaint.

12. The term “May” is used in the permissive sense.

13. The term “Member of the College District Community” includes any person who is a student, faculty member, College Official or any other person employed by the College District. A person’s status in a particular situation shall be determined by the Student Conduct Administrator.

14. The term “Official College Communication” means that the student’s assigned Tarrant County College District (TCCD) email is the official method in which all student conduct correspondence will be communicated.

15. The term “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “Policy” means the written regulations of the College District as found in, but not limited to, the Student Code of Conduct, the Student Handbook, and the College District web page.

17. The term “Student” includes all persons taking courses at the College District, either full-time or part-time, credit or noncredit seeking, certificate, associate, technical, professional studies, or attending an educational program sponsored by the College District. Persons who withdraw from the College District after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College District or who have been notified of their acceptance for admission are considered “students.”

18. The term “Student Conduct Administrative Review” means the Vice President for Student Development Services in consultation with a Student Conduct Officer, identified by the College District as responsible for the administration of the Student Code of Conduct. The role of the Student Conduct Officer in the Student Conduct Administrative Review process is to consult with the Conduct Administrator on Student Code of Conduct processes and procedures and to serve as a non-biased witness to the proceedings. The Conduct Officer may also recommend appropriate sanctions based on best practices. In all cases, the Conduct Administrator will make the final decisions regarding actions taken during the entire Administrative Review process. The Student Conduct Administrative Review is the first official level of conduct adjudication and will impose sanctions if necessary.

19. The term “Student Conduct Administrative Conference” means that significant documentation exists to schedule a formal meeting (conference) with the student/organization that is being accused of misconduct. Normally, the accused student/organization must appear in person for the conference, but a request to waive this requirement, under certain circumstances, may be considered at the discretion of the Student Conduct Administrator.

20. The term “Student Conduct Administrator” means the Vice President for Student Development Services on the campus responsible for the oversight of the student conduct administration including but not limited to sending and receiving student conduct correspondence, student conduct records management, selecting, training, and scheduling of Appeal Board members.

21. The term “Student Conduct Officer” means the college official who is designated by the Vice President for Student Development Services to serve as a conduct case investigator and student conduct process facilitator. The Student Conduct Officer may serve as the initial review official to determine whether the referral has merit. A designated Student Conduct Officer also participates in the Student Conduct Administrative Review process.

22. The term “Student Organization” means any number of persons who have complied with the formal requirements for College recognition, or any number of persons comprised of students who use College facilities or services; or any club or organization, which identifies itself with the College District and presents student programs or activities in the College District community.
ARTICLE II: STUDENT CODE AUTHORITY

1. The Student Conduct Administrator at each campus shall insure that the Student Code of Conduct processes and procedures are carried out according to TCCD Board Policy.

2. The Student Conduct Administrator at each campus shall insure that students receive due process, including the right to appeal any decision and/or sanction to the Code of Conduct Appeal Board or the Campus President according to TCCD Board Policy.

3. The Student Conduct Administrator at each campus determines the composition of Student Conduct Appeal Board.

4. The Student Conduct Administrator shall develop procedures and training for the administration of the student conduct system and procedural rules that are consistent with provisions of the Student Code of Conduct.

5. Decisions made by the Campus President shall be final should the conduct case rise to that level, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

Jurisdiction of the College Student Code of Conduct

The College Student Code of Conduct shall be used to address any and all student or student organization conduct alleged to violate a TCCD Board of Trustees policy or any local, state or federal law. The College Student Code of Conduct shall apply to conduct that occurs on College District premises, at College District sponsored activities, and off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Alleged violations of federal, state and (or) local laws may be investigated and addressed under the Student Code of Conduct. Each student/organization shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s/organization’s conduct even though conduct may occur before classes begin or after classes end as well as during the academic year and during periods between terms of actual enrollment. This document governs the behavior of all students/organizations on and off College District premises. Students/organizations attending functions on or off campus as representatives of the College District are subject to disciplinary sanctions for violations of the Student Code of Conduct. The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion. Should actions violate both College District regulations and public law, this may result in the application of College District disciplinary proceedings in addition to any criminal proceedings.
Conduct—Rules and Regulations

Any student/organization found to have committed, or to have attempted to commit any of the following misconduct actions is subject to the disciplinary sanctions outlined in this handbook:

ARTICLE IV: STUDENT CONDUCT PROCEDURES

1. **Abuse:** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person ([POLICY FLB [LOCAL]]).

2. **Alcohol:** Use, consumption, possession, furnishing, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College District regulations), open containers, public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age ([POLICY FLBE [LOCAL/LEGAL]]).

3. **Animal/Pets:** Animals on campus are prohibited with the exception of service animals. Any exceptions should be directed to the Vice President for Student Development Services ([POLICY FAA [LEGAL]]).

4. **Bullying:** Bullying can be defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. TCCD takes bullying seriously, and students should be assured that they will be supported when bullying is reported. Bullying will not be tolerated. Examples of bullying include but are not limited to:
   
   a. Emotional: Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
   b. Physical: Pushing, kicking, hitting, punching or any use of violence;
   c. Racial: Racial taunts, graffiti, gestures;
   d. Sexual: Unwanted physical contact or sexually abusive comments;
   e. Homophobic: Because of, or focusing on the issue of sexual orientation, gender identity and/or gender expression;
   f. Verbal: Name-calling, sarcasm, spreading rumors, teasing; and
   g. Cyber: The use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that it is intended to harm others; this includes all areas of the Internet, such as email and Internet chat room misuse, mobile threats by test messaging and calls, and misuse of associated technology such as camera and video facilities ([POLICY FFE [LOCAL]]).

5. **College Policies:** Violation of any College District policy, rule, or regulation published in hard copy or available electronically on the College District website.

6. **Computer and Network Violations:** Theft or other abuse of computer facilities and resources ([POLICY FLB [LOCAL]]). Violations include but are not limited to:
   
   a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
   b. Unauthorized transfer of a file;
   c. Use of another individual’s identification and/or password;
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College District Official;
e. Use of computing facilities and resources to send obscene or abusive messages;
f. Use of computing facilities and resources to interfere with the normal operation of the College computing system;
g. Use of computing facilities and resources in violation of copyright laws; and
h. Any violation of the College District Computer Use Policy.

7. Conduct System Abuse: Abuse of the Student Conduct System (POLICY FLB [LOCAL]). Conduct System Abuse includes, but not limited to:
   a. Failure to comply with the notice from a Student Conduct Authority to appear for a meeting or Appeal Board Review as part of the Student Conduct process;
   b. Falsification, distortion, or misrepresentation of information as part of a Student Conduct process;
   c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
   d. Instituting the student conduct process without true cause;
   e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct process;
   f. Attempting to influence the impartiality of a member of a Student Conduct Appeal Board or Conduct Administrator / Officer prior to, and/or during the course of, the student conduct code proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Appeal Board or Conduct Officer / Administrator prior to, during, and/or after a student conduct code proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
   i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct process; and
   j. Plagiarism of an educational student conduct sanction;

8. Dangerous Items/Weapons: Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College District premises or use of any such item, even if legally possessed, in a manner that harms, causes bodily injury, threatens, or causes fear to others. The possession of firearms, explosives, fireworks or weapons of any kind on the College District premises or at College District-sponsored events is unlawful in accordance with Texas law. Even those with permits are not allowed to carry concealed handguns on a college's premises. Law enforcement officers, including College District police, are permitted to have firearms while in the performance of their duties (POLICY FLBF [LOCAL]). Possession or use of the following is prohibited:
   a. Any type of firearm, BB pellet gun, paint gun, realistic facsimile of a weapon or any counterfeit item, stun gun, and/or Taser weapon;
   b. Ammunition, including rounds, casings, shells, clips, magazines, and paint pellets and cartridge;
   c. Switch blades or any blade more than three inches;
   d. Bows and arrows with exception of archery classes;
   e. Martial arts weapons;
   f. Slingshots and water balloon launchers;
   g. Explosive devices and fireworks;
   h. Dangerous chemicals or other hazardous materials; and
   i. All other weapons listed in the Texas Penal Code, and/or other weapons considered dangerous on College District premises or at College District sponsored events.
9. **Dishonesty**: Acts of dishonesty ([POLICY FLB [LOCAL]]). Dishonesty includes, but not limited to the following:

   a. Cheating, plagiarism, or other forms of academic dishonesty;
   b. Furnishing false information to any College District Official, faculty member, or office;
   c. Forgery, alteration, or misuse of any College District document, record, or instrument of identification;
   d. Fraud-receiving or attempting to receive payment services or academic credit under false pretenses; and
   e. Tampering with any College District election process.

10. **Disorderly Conduct**: Conduct that is disorderly, lewd, or indecent; breach of peace or aiding, abetting, or procuring another person to breach the peace on College District premises or at functions sponsored by the College District or members of the academic community. Disorderly Conduct includes but is not limited to: consensual physical fighting and/or assault, or disturbing the peace ([POLICY FLB [LOCAL]]).

11. **Disruption**: Disruption or obstruction of teaching, research, administration, student conduct proceedings, other College District activities, including its public service functions on or off campus, or of other authorized non-College District activities when the conduct occurs on College District premises ([POLICY GFA [LEGAL]] and [POLICY FLB [LEGAL]]).

12. **Electronic Media Violations**: Inappropriate use of College District computers and computing resources ([POLICY FLB [LOCAL]]). Inappropriate use includes, but not limited to:

   a. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College District premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom;
   b. Anonymous or forged e-mail messages;
   c. Unauthorized attempts to access another person’s e-mail or similar electronic communications;
   d. Use of another’s name, e-mail or computer address or workstation to send e-mail or similar electronic communications;
   e. Use of System e-mail or other network resources for commercial purposes or for personal financial gain;
   f. Access to a restricted computing resource without authorization or use for purposes beyond the authorization;
   g. Transmission of copyrighted materials, without the written permission of the author or creator, through System e-mail or other network resources in violation of U.S. copyright law;
   h. Use of computing resources used in a manner that disrupts the work or educational environment;
   i. Intentional use of System computing resources to store, download, upload, display, print or e-mail computer images that constitute “obscene materials” as defined by Section 43.21 of the Texas Penal Code and that are not directly related to or required for a specific educational course or research project directly related to an educational program;
   j. The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, age,
gender, national origin, disability, and/or religion, may constitute prohibited harassment under System policies;
k. Upload or download of unauthorized materials to any System server; and
l. Sharing of an account, password or other authentication device that was provided to permit access to restricted computing resources (TCCD Guidelines for Computing and Technology Resources).

13. **Endangerment of Person(s):** conducting oneself in a manner that initially threatens or endangers the health or safety of a person, other members or visitors within the college community or at college sponsored or related events is prohibited. This includes threats of suicide made in jest (POLICY FLB [LOCAL]).

14. **Failure to Comply:** Failure to comply with directions of College District Officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. Students who fail to comply with directions or requests of College District Officials, including, but not limited to student volunteers and student employees, or contract service vendors acting in performance of their duties, may be referred to the student conduct process. Students who willfully resist, delay, or obstruct College District Officials in the discharge or attempts to discharge the duty of their office or employment will also be referred to the student conduct process (POLICY FLB [LOCAL]).

15. **False Alarm or Report:** False alarm or false report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

a. Cause action by an official or volunteer agency organized to deal with emergencies;
b. Place a person in fear of imminent serious bodily injury;
c. Prevent or interrupt the occupation of a building, room, or place of assembly; or
d. Fire alarm silencer means any device designed, made, or adapted to muffle the fire alarm. (POLICY FLB [LOCAL]).

16. **Fire Safety and Equipment:** The following behaviors are prohibited:

a. Causing a false alarm, arson, tampering with the fire alarm system, smoke detectors, sprinkler system, emergency exits, carbon monoxide detectors, fire extinguishers, exit signs, and other equipment are federal offenses;
b. Failing to evacuate a College District building during fire and/or emergency alarms or re-entering the building before the all clear sign is given;
c. Possessing and/or using candles, incense, oil lamps, helium tanks, and other combustible and/or flame producing items in any campus area or building;
d. Possessing and/or using of fireworks, CO2 cartridges, explosives, chemicals and other hazardous materials (POLICY FLBF [LEGAL]); and
e. Attaching excessive wall coverings or other items to walls and/or ceilings.

17. **Gambling:** Students are expected to abide by federal and state laws prohibiting illegal gambling. Prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any event; possessing on one’s person or premises, any card, book or other device for registering bets; knowingly permitting the use of one’s premises or one’s telephone or other electronic event; and involvement in bookmaking or wagering pools with respect to the events. Gaming events, including but not limited to casino nights and poker events, are prohibited without the authorization of the Vice
Guests: Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus guest hinders or threatens the normal function of the campus, he/she will be asked to leave the campus, and, if he/she fails to comply he/she will be removed from campus and/or arrested. Violators can be prosecuted under Texas law. Any person(s) who comes onto campus to visit a student or students (whether or not they were specifically invited) is considered a guest of that student. Students are responsible for the behavior of their guests; this includes any possessions that the guest brings onto campus which violate College District policy (e.g., weapons, drugs, alcohol, paraphernalia, or other similar material). Students need to accompany their guests during their stay on campus. Students will be held fully responsible for their guests and will be subject to conduct review for the behavior of their guests. Any College District Official has the right to request a guest to leave.

Harassment: Engaging in behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual’s employment, education or access to College District programs, activities or opportunities, and such behavior would detrimentally affect a reasonable person under the same circumstances (POLICY FFD [LOCAL]). Behaviors that meet the above definition may include, but are not limited to, the following:

- Directing physical or verbal conduct at an individual because of the individual’s age, race, color, gender, ancestry, national origin, religion, veteran status, sex, sexual orientation, physical or mental disability, gender identity;
- Subjecting a person or group of persons to unwanted physical contact or threat of such; and
- Engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.

Hazing: Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule (POLICY FLBC [LEGAL]).

Identification: All students and guests are required to provide their name and show appropriate identification to a College District Official upon request. Students must carry their Tarrant County College District identification with them at all times when on College District property or at College District functions. Guests must carry a driver’s license, or other government-issued identification at all times (POLICY GFA [LEGAL]). The following behaviors are also prohibited:

- Falsely identifying oneself to others; and
- Possession, production, or distribution of false identification cards, or materials to fabricate such, is illegal and strictly prohibited. Any false identification cards found to be in the possession of students or guests will be confiscated, destroyed, and may result in a citation from the governing Police authority.

Illegal Substances/Drugs: Use, possession, sale, manufacturing, or distribution of narcotics, or other controlled substances except as expressly permitted by law. Any drugs and or paraphernalia found to
be in the students’ possession will be considered to be the students’ possession whether or not he/she has purchased or furnished the items in question. Items confiscated will not be returned. Notes below:

a. Illegal or improper use of prescription medicines including steroids. All prescription medicines must be kept in their original bottle and must have the prescription from the doctor noted on the bottle.
b. Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bongs etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade, even as props for filming.
c. Legal substances used in an improper manner (e.g. ingesting a cleaning chemical, inhaling other chemical substances for the purpose of intoxication). (POLICY FLBE [LOCAL]).

23. Keys: Unauthorized possession, duplication or use of keys to any College District premise or unauthorized entry to or exit use of any College District premises (POLICY CS [LEGAL]).

24. Lewd and Indecent Behavior:

a. Urinating in areas other than toilets and urinals (including lawns, lounges, elevators, stairwells, balconies, parking lots, etc.);
b. Public nudity;
c. Sexual contact in a public or common area; and
d. Public viewing or displaying of pornography (POLICY CR [LOCAL]) (POLICY FLA [LOCAL]).

25. Minors on Campus: From time to time, classes and activities are offered at TCCD for minor children. On these occasions, children are permitted to participate in these opportunities. At no time are children permitted to be left unattended on any campus or property owned or controlled by TCCD (POLICY GFA [LOCAL]).

26. Obstruction: Obstruction of the free flow of pedestrian or vehicular traffic on College District premises or at College District-sponsored or supervised functions (POLICY FLB [LOCAL]).

27. Property Damage: Destruction, damage, misuse and or defacing of College District, personal, or public property is prohibited (POLICY FM [LOCAL]).

28. Retaliation: The College District will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College District policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation. Retaliation should be reported promptly to the Student Conduct Administrator and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct (POLICY FFD [LEGAL]).

29. Right to Assemble/Public Demonstration: Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College District and/or infringes on the rights of other members of the College District community; and leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area (POLICY FLA [LEGAL]).
30. **Sexual Misconduct**: The following behaviors are prohibited:

a. Sexual Assault – engaging in sexual intercourse or other sexual behaviors with another person without said person’s consent;

b. Sexual Exploitation - examples of sexual exploitation include, but are not limited to, prostituting another student; non-consensual video or audio-taping of sexual activity or distribution of such; going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex); engaging in sexual activity in the presence of a third party; engaging in voyeurism; exhibitionism; and knowingly transmitting an STI/STD or HIV to another student.

c. Sexual Battery - non-consensual physical contact of a sexual nature; and

d. Sexual Harassment - Events or actions (verbal, visual, or physical in nature) that are continued and unwelcomed (neither solicited nor incited and it is regarded by the recipient as undesirable or offensive) conduct of a sexual nature that would be offensive to a reasonable person; which could interfere with an individual's academic pursuits or create or substantially contribute to an intimidating or hostile work or academic environment. *(Appendix A).*

31. **Theft/Possession of Stolen Property or Service**: Attempted or actual theft of and/or damage to property of the College District, property of a member of the College District community, or other personal or public property on campus or other property owned or controlled by the College. Conduct covered by the offense includes, but is not limited to the following: taking without consent the property or service of the College District, another person, business, or organization; possessing property that can reasonably be determined to have been stolen from the College District, another person, business or organization *(POLICY FLB [LOCAL]).*

32. **Tobacco Use/Smoking**: The use of tobacco products shall be prohibited on College District grounds and in College District buildings, facilities, and vehicles. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products shall be permitted in private vehicles parked on College District property provided any residue is retained within the vehicle. Violation of the College District’s policy on tobacco use may result in disciplinary action. *(POLICY FLBD [LOCAL]).*

33. **Violation of Law**: Tarrant County College District upholds all federal, state and local laws and considers violation of these laws on College District property or at any function authorized by the College District even if held off campus as a cause for disciplinary action in addition to any action that might be taken by our criminal justice system.

34. **Violence**: The following behaviors are prohibited:

a. Any act of violence or threat of violence; and

b. All physical abuse including physical assault and/or battery as well as any domestic disputes, dating violence, hate crimes, and/or child abuse *(POLICY FFE [LOCAL]).*

35. **Violation of Law, College District Discipline, College District Policies**: All students/organizations and their guests must adhere to all College polices. The following are options that may be pursued against students/organizations and their guests who fail to follow College policies:

a. College District disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard
to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Administrator;

b. When a student is charged by federal, state, or local authorities with a violation of law, the College District will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the College District may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the College District community. The College District will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College District community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate; and

c. Any violation of posted college policy including but not limited to solicitation. (POLICY FM [LOCAL])

ARTICLE V: STUDENT CONDUCT CODE PROCEDURES

Article V addresses procedural processes used when alleged violations of the Student Code of Conduct occur. The procedures outlined below ensure appropriate measures are taken to protect the College and the student/organization. Any student/organization needing accommodations for conduct proceedings should submit requests to the Student Conduct Administrator.

1. Interim Measures

In certain circumstances, the Student Conduct Administrator may impose an immediate College District Interim Measure prior to the Student Conduct Proceedings. These measures include:

   a. Temporary Removal: removal from a designated area, including but not limited to classroom, library, lab, campus or TCCD college premise;

   b. An Interim Suspension may be imposed only: a) to ensure the safety and well-being of members of the College District community or preservation of College District property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College District;

   c. During the Interim Suspension, a student shall be denied access (a No-Trespass Warning may be issued) to the campus (including classes) and/or all other College District activities or privileges for which the student might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate; and

   d. The Interim Suspension does not replace the regular process. During an Interim Suspension, including the conduct process, the student will not be permitted to attend classes. Upon issuance of an Interim Suspension, a Student Conduct Review shall be set, not less than five or more than ten business days after the accused student/organization has been notified. Maximum time limits for scheduling of the Appeal Board Process may be extended at the discretion of the Student Conduct Administrator.

2. Alleged Violations and Student Conduct Process
The TCCD Student Discipline and Penalties Procedure process may involve up to four steps - Step 1: Information Gathering / Preliminary Investigation; Step 2: Student Conduct Administrative Review; Step 3: Student Conduct Appeal Board Review (if requested); and Step 4: Final Appeal to the Campus President (if requested) Alleged conduct violations may be resolved at the completion of Step 2 as students/organizations must submit a written request to advance their conduct cases on to the appeal processes described in Step 3 and 4. See the illustration below for more detail.

Step 1: Information Gathering / Preliminary Investigation. The Student Conduct Officer will perform a preliminary investigation to determine if supporting documentation exists which support the alleged policy violation or reported misconduct. Any supporting documentation, should it exist, will be gathered and examined to help determine the merits of the alleged policy violation or reported misconduct.

While the student conduct proceedings set forth in this document do not constitute legal proceedings, the College District seeks to provide students with due process as required by law.

Alleged policy violations and misconduct reports may be submitted to the Student Conduct Officer (Campus Coordinator of Student Support) within a reasonable time frame following an incident. The allegations must be submitted in writing, through traditional or electronic means, and must clearly describe the policy violation or misconduct and any other important information and facts.

The Student Conduct Officer will notify the student/organization that a student conduct report has been received alleging a policy violation or misconduct on the student/organization in question. The notice will be sent by College District email within ten (10) College District business days of receipt.
The responsibility to cooperate with the student conduct proceedings is not eliminated by failure to check College District email.

The written notice to the accused student/organization will include all of the following:

a. A description of the alleged policy violation or misconduct being reported including the date, time, and place that the alleged incident occurred;

b. Which TCCD policy the student/organization is accused of violating;

c. The name of the person or persons reporting the alleged policy violation or misconduct;

d. The steps and procedures involved in the TCCD Student Discipline and Penalties process;

e. Any action that the student/organization must take and the deadline by which the action must be completed;

f. The time frame in which the Student Conduct Officer has to complete the preliminary investigation process including the possibility of an approved extension;

g. The range of sanction(s) that may be imposed by the Student Conduct Administrator (Campus Vice President for Student Development Services) should the student/organization be found responsible for the policy violation or reported misconduct; and

h. The right to appeal the decisions made and/or disciplinary sanctions imposed by the Student Conduct Administrator to the Student Conduct Appeal Board (designated members of the College Community) and the Campus President.

The Student Conduct Officer may interview any party associated with the alleged policy violation or reported misconduct as part of the preliminary investigation process.

The student/organization is expected to cooperate with the College District information gathering process. This includes the expectation to respond to College District email correspondence, to appear if requested, to respond truthfully to questions asked by College District officials, and to participate as witnesses in the student conduct proceedings.

The accused student/organization will be notified that they may not contact the individual(s) who reported the alleged policy violations or misconduct and supporting witnesses except as arranged by the Student Conduct Officer, or Student Conduct Administrator. Any attempts to make contact with the reporting individual(s) or witnesses to the incident may be deemed as threatening or intimidating and could lead to additional disciplinary sanctions.

The initial student conduct report, the results of the preliminary investigation conducted by the Student Conduct Officer, and all supporting documentation will be submitted to the Student Conduct Administrator for consideration and resolution as part of the Student Conduct Administrative Review process. All supporting documentation should be submitted to the Student Conduct Administrator within ten (10) College District business days from the date of the initial student conduct report.
The Student Conduct Officer may request an extension to the submission deadline from the Student Conduct Administrator of up to ten (10) additional College District business days if more time is needed to conduct the preliminary investigation. If the extension is granted, the student/organization will be notified by College District email.

Supporting documentation collected during the preliminary investigation process should be of significant quality to support the validity of the alleged policy violation or reported misconduct. Supporting documentation submitted by the accused student/organization on their own behalf should meet the same criteria.

Step 2: Student Conduct Administrative Review & Student Conference. The Student Conduct Administrative Review is conducted by the Student Conduct Administrator in consultation with a Student Conduct Officer who has been involved in the preliminary investigation process. The role of the Student Conduct Officer in the Student Conduct Administrative Review process is to consult with the Student Conduct Administrator on Student Discipline and Penalties procedures and processes. The Student Conduct Officer may also recommend appropriate disciplinary sanctions based on best practices. In all conduct cases, the Student Conduct Administrator will make the final decisions regarding dismissal of conduct cases, disciplinary sanctions to be imposed, and all other actions associated with the resolution of conduct cases.

The Student Conduct Administrator may interview any party associated with a conduct case in order to determine the merits of the alleged policy violation or reported misconduct.

After consulting with the Student Conduct Officer, reviewing the merits of alleged policy violation or reported misconduct, and examining the available supporting documentation, the Student Conduct Administrator may take the following action:

a) Dismiss the conduct case based on lack of significant supporting documentation to support the alleged policy violation or reported misconduct.

b) Summon the accused student/organization to appear at a Student Conduct Administrative Conference. This may be done when there is significant supporting documentation to support the allegations. The Student Conduct Administrator may summon the student/organization for other reasons as needed in order to resolve the conduct case. Not all conduct complaints merit holding a Student Conference.

As a result of the preliminary investigation process, and if it is determined that the student/organization did not commit an alleged policy violation or reported misconduct, the conduct case will be dismissed as unfounded. The student/organization will be provided written notice of the dismissal by College District email.

Once the preliminary investigation has been completed, and if the supporting documentation supports the policy or reported misconduct, the Student Conduct Administrator will summon the student/organization to attend a Student Conduct Administrative Conference. The Student Conduct Administrative Conference is to be held within a reasonable time frame, not to exceed ten (10) College District business days, following the submission of the conduct case from the Student Conduct Officer to the Student Conduct Administrator.

The written summons to the accused student/organization to attend the Student Conduct Administrative Conference will include all of the following:
a. Direct the student/organization to appear before the Student Conduct Administrator on the date, time, and place specified;

b. Inform the student/organization that the Student Conduct Administrative Conference does not constitute a legal proceeding and that legal counsel will not be provided;

c. Advise the student of his or her rights:

i. The accused student/organization has the right to be assisted by an advisor of the student’s/organization’s choosing during the Student Conduct Administrative Conference. The advisor may only speak to the student/organization during the student conduct proceedings and may not directly address the Student Conduct Administrator or the Student Conduct Officer.

ii. The accused student/organization has the right to request copies of supporting documentation collected to support the policy or reported misconduct in the College District’s possession, and offer supporting documentation on his or her own behalf.

iii. The accused student/organization has the right to know the names of witnesses who may have been interviewed and whose statements will be offered as supporting documentation of wrong doing against the student/organization.

iv. The accused student/organization has the right to know the proposed sanction or range of disciplinary sanctions that may be imposed.

v. The accused student/organization has the right to request an appeal of the decision made and/or disciplinary sanctions imposed by the Student Conduct Administrator to the Student Conduct Appeal Board should grounds for an appeal exist.

vi. The accused student/organization has the right to request a final appeal to the Campus President.

d. Inform the student/organization that the Student Conduct Administrator must be notified if the accused student/organization intends to have an attorney serve as their advisor during the Student Conduct Administrative Conference. The notice must be submitted in writing no less than five (5) College District Business Days before the Student Conduct Administrative Conference is scheduled to occur. In these instances, the Student Conduct Administrator must arrange for a College District attorney to also be present during the Student Conduct Administrative Conference. Failure to notify the Student Conduct Administrator of intent to have an attorney present, by the deadline, may result in the postponement of the Student Conduct Administrative Conference; and

e. Inform the student/organization that the Student Conduct Administrator must be notified if the accused student/organization intends to have witnesses or other individuals speak on their behalf during the Student Conduct Administrative Conference. The notice must be submitted in writing no less than five (5) College District Business Days before the Student Conduct Administrative Conference is scheduled to occur. The notice must include the names of the individuals, the relationship of the individuals to the accused student/organization, and why their presence is relevant to the conduct case.
Although the Student Conduct Administrator will conduct the Student Conduct Administrative Conference, a Student Conduct Officer who has not been involved in the preliminary investigation process will also be present during the Student Conduct Administrative Conference and participate in the proceedings as needed. The role of the Student Conduct Officer during the Student Conduct Administrative Conference is to serve as a non-biased witness to the student conduct proceedings. The Student Conduct Officer may also consult with the Student Conduct Administrator regarding TCCD Student Discipline and Penalties Procedures and to recommend appropriate disciplinary sanctions if warranted.

During the Student Conduct Administrative Conference, the Student Conduct Administrator will repeat the allegation(s) and give the student/organization an opportunity to view the supporting documentation, present a rebuttal, and/or submit other information and supporting documentation for consideration. The Student Conduct Administrative Conference proceedings may be audio recorded and if requested, a copy may be provided to the student/organization.

During or after the Student Conduct Administrative Conference, one of following may occur:

a. The Student Conduct Administrator may dismiss the conduct case based on the documentation or other information submitted by the student/organization on their behalf during the Student Conduct Administrative Conference;

b. The Student Conduct Administrator may request more information and/or supporting documents be provided by any party associated with the complaint. The Student Conduct Administrator may require the accused student/organization to submit the requested supporting documentation or information during a rescheduled Student Conduct Administrative Conference or as part of an informal process set forth by the Student Conduct Administrator. Written notice for a rescheduled Student Conduct Administrative Conference including adjusted deadlines dates will be communicated to the student/organization by College District email;

c. The Student Conduct Administrator may decide to postpone the final deliberations on a conduct case in order to make a more informed and thoughtful decision;

d. After considering the supporting documentation and the information presented by the student/organization as part of the rebuttal, the Student Conduct Administrator may find that the student/organization did violate a policy or engage in the reported misconduct. If the Student Conduct Administrator finds that the student/organization violated a policy or engaged in the reported misconduct, disciplinary sanctions may be imposed immediately or at a later date; or

e. The Student Conduct Administrator may take other action(s) as needed to resolve a conduct case.

Every attempt will be made by the Student Conduct Administrator to finalize a conduct case within ten (10) College District business days following the Student Conduct Administrative Conference. If there is a need to postpone deliberations beyond ten (10) College District business days, the Student Conduct Administrator will notify the student/organization of the delay by College District email.
Once a final decision regarding a conduct case is made by the Student Conduct Administrator, the student/organization will be notified by College District email.

If the student/organization fails to appear without good cause for the Student Conduct Administrative Conference, the student conduct proceedings may be held and disciplinary sanctions may be imposed without the student/organization present. Students/organizations who fail to appear without good cause may not receive another opportunity to appear before the Student Conduct Administrator.

If the student/organization accepts responsibility for violating a policy or engaging in the reported misconduct, the Student Conduct Administrator may immediately impose disciplinary sanctions. The imposition of disciplinary sanctions may be postponed to a later date not to exceed ten (10) College District business days. If the student/organization agrees with the disciplinary sanctions imposed by the Student Conduct Administrator, the student/organization waives the right to a review by the Student Conduct Appeal Board so that the imposed disciplinary sanction may be put into effect.

If the student/organization does not accept responsibility, the Student Conduct Administrator will make a determination based on the supporting documentation whether or not the student/organization violated a policy or engaged in the reported misconduct.

If the student/organization accepts responsibility, but disagrees with the disciplinary sanction imposed by the Student Conduct Administrator, the student/organization may request that their conduct case be reviewed by the Student Conduct Appeal Board.

Step 3: Student Conduct Appeal Board Review. Unless waived by the student/organization, any student/organization found responsible for violating policy or engaging in misconduct has the right to request a review of the conduct case by the Student Conduct Appeal Board. Requests for a review by the Student Conduct Appeal Board must be submitted in writing within ten (10) College District business days upon receipt of the disciplinary decision made by the Student Conduct Administrator. Written requests from students/organizations for a review of the student conduct case by the Student Conduct Appeal Board, will only be considered if specific grounds for an appeal exist.

Requests for a Student Conduct Appeal Board Review must be submitted to the office of the Student Conduct Administrator. Complainants in Title IX proceedings also have the right to appeal actions taken by the Student Conduct Administrator under these appeal procedures.

All written requests from students/organizations for a review of their conduct case by the Student Conduct Appeal Board will be forwarded to the Student Conduct Appeal Board for consideration.

The Student Conduct Appeal Board composition will include: three TCCD staff and/or faculty representatives, one of whom will serve as Student Conduct Appeal Board Chair. The Campus Student Conduct Officer will assist in the selection of Student Conduct Appeal Board members.

For the Student Conduct Appeal Board to consider a conduct case, a student/organization must request an appeal in writing and clearly state the grounds for the appeal request.

3. Grounds for an Appeal

Students/organizations may be granted an Appeal Board Review upon one or more of the following grounds:
a. The established Student Discipline Procedures and processes were not followed and as a result, the finding and/or disciplinary sanctions imposed by the Student Conduct Administrator were not correct;

b. The severity of the disciplinary sanctions imposed were not appropriate based on the nature of the policy violation or misconduct. For conduct cases in which an accused student/organization has accepted responsibility, such appeals are limited to having the severity of the disciplinary sanction reviewed; and/or

c. There is new information that would have been pertinent to the outcome had the information been available to the Student Conduct Administrator before delivering a finding and/or imposing disciplinary sanctions. The student/organization must clearly describe the new information in the written request for an appeal and must include any available supporting documentation. Additionally, the student/organization must show that the new information and supporting documentation was not known by the Student Conduct Administrator and not deliberately withheld by the student/organization at the time of the Student Conduct Administrative Conference.

A written request for a Student Conduct Appeal Board Review that does not include one or more of the allowable grounds listed above will be rejected by the Student Conduct Appeal Board.

The Student Conduct Appeal Board will determine if grounds for an appeal exist based solely on the written request and supporting documentation submitted by the student/organization.

After conducting a review of the student’s/organization’s written request for an Appeal Board Review, the Student Conduct Appeal Board may take one of the following actions:

a. Uphold the original decision;

b. Suggest modifications be made to the original disciplinary sanctions. The Student Conduct Appeal Board may not suggest that disciplinary sanctions be increased; or

c. If the appeal is based upon the availability of new information and this new information is sufficient to alter a decision, the Student Conduct Appeal Board may remand the case back to the Student Conduct Administrator to reconsider the original decision and/or disciplinary sanctions imposed.

After considering the recommendations made by the Student Conduct Appeal Board, the Student Conduct Administrator will notify the student/organization by College District email regarding the Student Conduct Appeal Board’s recommendations and any revisions or actions to be taken. The student/organization will also be notified of their right to appeal their conduct case to the Campus President.

Step 4: Final Appeal to the Campus President. Students/organizations whose conduct case has advanced through the Student Conduct Administrative Review and the Student Conduct Appeal Board process may request a final appeal to the Campus President.

Requests for an appeal to the Campus President must be made in writing within ten (10) College District business days after notification of the Student Conduct Appeal Board’s decision. Written requests for an appeal to the Campus President must be submitted to the office of the Student
Conduct Administrator. The Campus President will consider all aspects of the conduct case and take appropriate action as necessary.

The Campus President will provide the student/organization a written response setting forth the basis of any decision. Every effort will be made to send follow-up correspondence from the Campus President to the student/organization within ten (10) College District business days.

The Campus President’s decision regarding conduct cases is final and ends the TCCD Student Conduct Appeal process.

In some instances, the complainant may be notified regarding the status of a relevant student conduct cases including any decision made by the Student Conduct Administrator, the Student Conduct Appeal Board, and the Campus President. For all conduct cases, except for Title IX complaints, the decision to notify the complainant is at the discretion of the Student Conduct Administrator and/or the Campus President. For Title IX complaints, the complainant must be notified regarding the status of the complaint as well as decisions made by the Student Conduct Administrator, the Student Conduct Appeal Board, and the Campus President.

4. Sanctions

The following sanctions may be imposed upon any accused student/organization found to have violated the Student Code of Conduct. This list is not exhaustive. All sanctions are cumulative, and the accused student’s/organization’s previous conduct history will be taken into consideration (in accordance with the established retention schedule) when issuing a sanction. Sanctions also may be enhanced based on the severity of the behavior and impact on the College District community. More than one sanction may be imposed for any single violation.

1. The following sanctions may be imposed upon any student/organization found to have violated the Student Code:

   a. Reprimand - A notice in writing to a student/organization that the student/organization has engaged in misconduct, violated TCCD policy, and/or violated TCCD institutional regulations. Repetition of such misconduct may result in more severe disciplinary action.

   b. Restitution - Reimbursement for damage to, or misuse of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

   c. Scholastic Penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty including cheating, collusion, and plagiarism committed by a student/organization. The instructor will submit a written report of the incident and of the planned action to the instructor’s dean.

   d. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions including suspension or expulsion, if the student/organization is found to have violated any additional institutional regulation(s) during the probationary period.

   e. Disciplinary Suspension - Separation of the student/organization from the College District for a defined period of time, after which the student/organization is eligible to return. Conditions for readmission may be specified.
f. Deferred Suspension - Establishes a fixed period of time, allowing the student/organization to complete the current academic term or semester. While the student is permitted to remain enrolled, the student/organization is not permitted to represent the College District nor participate in any extracurricular activities. The specifics of the Deferred Suspension will vary based upon the violation and the individual student’s/organization’s circumstances. The student/organization may be restricted and only participate in activities directly related to academic pursuits and only be permitted to enter buildings necessary for the completion of academic requirements. Additional conditions, restrictions and/or educational disciplinary sanction may be required during the Deferred Suspension.

g. Disciplinary Expulsion - Permanent separation of the student/organization from the College District.

h. Loss of Privileges - Denial of specified privileges for a designated period of time.

i. Administrative Withdrawal - Removal from an academic or non-credit bearing course as a result of disruptive or insubordinate behavior.

j. Educational Disciplinary Sanctions - Work assignments, essays, service to the College District or other related discretionary assignments. At the discretion of the Student Conduct Administrator or Campus President, students/organizations on Educational Disciplinary Sanctions may be required to complete additional educational assignments such as essays, research papers, or be required to perform services for the College District.

k. Revocation of Admission and/or Degree/Certificate - Admission to the College District or the awarding of a degree/certificate from the College District may be revoked for fraud, misrepresentation, or other violation of College District standards for degree/certificate obtainment, or for other serious violations committed by a student/organization.

l. Withholding Degree/Certificate - The College District may withhold the awarding of a degree/certificate otherwise earned until the completion of the process set forth in this Discipline and Penalties policy including the completion of all disciplinary sanctions imposed.

m. No Trespass Order - The College District may prohibit non-student/organization and guests from entering particular buildings, or other areas of campus that are not essential for the completion of academic requirements. All students/organizations suspended or expelled from the College will be issued a No-Trespass Order for all College District property for the duration of their separation.

n. No Communication/Contact Order - The College District may prohibit a student/organization from engaging in personal contact and all forms of communication with other members of the College District Community. This may be primarily imposed when such contact may potentially lead to harassment, threats, or other forms of unwanted interaction or has reasonable likelihood of resulting in additional student/organization conduct violations.

o. Withhold Official Records - The College District may block registration or withhold transcripts, grades, diplomas, or other official records if the action is reasonably necessary to preserve the College District’s ability to enforce its disciplinary rules.
2. More than one of the sanctions listed above may be imposed for any single violation.

Other than College District expulsion or revocation/withholding of a degree/certificate, disciplinary sanctions will not be made part of the student’s/organization’s permanent academic record, but will become part of the student’s/organization’s disciplinary record. After seven years, the student’s/organization’s disciplinary record may be expunged of disciplinary actions other than College District suspension, College District expulsion, or revocation or withholding of a degree/certificate, upon application to the Student Conduct Administrator. Conduct cases involving the imposition of disciplinary sanctions other than College District suspension, College District expulsion or revocation or withholding of a degree will be expunged from the student’s/organization’s confidential record in accordance with the established retention schedule after final disposition of the conduct case.

5. Interpretation and Revisions

1. Any question of interpretation or application of the Student Code shall be referred to the Student Conduct Administrator for final determination.

2. The Student Code of Conduct shall be reviewed every two years under the direction of the Student Conduct Administrators and the District Associate Vice Chancellor for Student Success.
Appendix A

SEXUAL MISCONDUCT PROTOCOL

Tarrant County College District

Tarrant County College District (TCCD or “the College District”) is committed to maintaining a respectful, professional, academic, and working environment for students, faculty, staff, and visitors. This includes having an environment free from unlawful sexual misconduct. This protocol applies to all settings and activities of TCCD, whether on District property or off. This protocol covers all students (“student” means a person who is currently enrolled in the College District, accepted for admission or readmission to the College District, or who has been enrolled in the College District during a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the College District while that person is on campus \textbf{POLICY FLA [LOCAL]}; employees (“employee” includes former employees and applicants for employment), and other individuals who have a relationship with TCCD that enables TCCD to exercise some control over the individual’s conduct in places and activities that relate to the District’s work (e.g., contractors, vendors, etc.).

So that TCCD may foster a climate of respect and security on campus as it relates to preventing and responding to acts of sexual misconduct, this protocol has been created and serves to demonstrate the District’s commitment to:

- Foster a campus climate free from sexual misconduct: sexual harassment, sexual assault, sexual exploitation, and the acts of stalking, dating violence, and domestic violence;
- Disseminate clear strategies for responding to acts of sexual misconduct reported to the institution;
- Deliver training and education programs to students and employees so they may identify sexual misconduct and understand how to report such conduct;
- Engage in investigative inquiry and resolution of complaints that are prompt, fair and equitable and independent of other investigations that may occur; and
- Recognize the inherent dignity and worth of each member of the TCCD community and the rights of persons to be safe in their bodies, which lends to the core values of this academic institution.

Lastly, it is the intent of this protocol to accomplish the following:

1. To identify the Title IX Coordinator, Deputy Title IX Coordinators and Investigators and describe their roles in compliance with guidance from the Department of Education’s Office of Civil Rights.
2. To identify how students can report sexual misconduct to the District confidentially or privately and what resources are available both on and off campus to aid them.
3. To identify how employees can report sexual misconduct to the District and what resources are available both on and off campus to aid them.
4. To provide information about how complaints are assessed, investigated and resolved.
5. To provide the District with a means to take all reasonable steps to identify harassment, prevent recurrence of any harassment, and to correct its discriminatory effects on the complainant and others, if appropriate.
I. Notice of Coordination with Non-Discrimination Policy & Notice of Non-Discrimination

TCCD recognizes that it is important to coordinate this protocol with existing College District policies related to harassment and discrimination knowing that harassment related to an individual’s sex, sexual orientation, or gender expression can occur in conjunction with misconduct and harassment related to a person’s race, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. Therefore, when a report is made that alleges both harassment and discrimination based on sex as well as an allegation of some other form of discrimination, the College District will work to use all relevant policies respectively to address the complaints and will coordinate the investigation and resolution efforts.

TCCD is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, age, sexual orientation, gender identity or expression, or any other protected status. Further, the College District does not discriminate on the basis of sex in any educational, employment, athletic, or extracurricular activity. Sexual misconduct, as described in this protocol, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972.

For the full College District policy governing resolution of employee complaints, see POLICY DGBA [LOCAL] and POLICY DIA [LOCAL].

For the full College District policy addressing discrimination, harassment, and retaliation involving College District employees, see POLICY DIA [LOCAL].

For the full College District policy governing resolution of student complaints, see POLICY FLD [LOCAL].

For the full College District policy addressing discrimination, harassment and retaliation involving College District students, see POLICY FFD [LOCAL].

II. Definitions

Sexual misconduct is a broad umbrella term used to identify a number of forms of discrimination based on sex. Sexual misconduct includes sexual harassment, sexual assault, and sexual exploitation, and can include dating violence, domestic violence, and stalking when those acts are perpetrated against a person because of their sex. This protocol also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A violation of this protocol will be found when: (1) submission to such conduct is made as express or implicit term or condition of an individual’s employment, performance, appraisal, or evaluation of academic performance; or (2) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or academic environment.

Sexual harassment is defined in POLICY FFD [LOCAL] and POLICY DIA [LOCAL].
Sexual assault includes:

Non-Consensual Sexual Contact (or Attempts to Commit the Same) defined as any intentional sexual touching with any object(s) or body part that is without consent and/or by force. Sexual contact is defined as kissing or touching another person’s intimate parts. Intimate parts are a person’s groin, buttocks, mouth or breasts.

Non-Consensual Sexual Intercourse (or Attempts to Commit the Same) defined as penetration of a person’s vagina, anus or mouth with any object(s) or body part that is without consent and/or by force.

Examples of behaviors that may constitute sexual assault include the following:

- Having sex with a mentally or physically incapacitated person.
- Forcing someone to perform oral sex on you or another.
- Touching someone’s breasts without consent.
- Putting your intimate parts on or in another without consent.

Sexual exploitation occurs when a person takes advantage of another without that individual’s consent for the initiator’s own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of behaviors that may constitute sexual exploitation include the following:

- Prostituting another.
- Allowing a third party to watch consensual sexual contact without the permission of both parties involved in the sex act.
- Recording a voluntary sex act without the other person’s knowledge or permission or showing voluntarily recorded sexual activity to others without knowledge or permission.
- Knowingly giving another a sexually transmitted infection (STI) or HIV.
- Allowing others to have sex with an incapacitated person.

Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another while in a dating relationship.

Examples of behaviors that may constitute dating violence include the following:

- Taking away a person’s cell phone during an argument in order to prevent the person from calling a friend or the police for help.
- Threatening to do self-harm if another does not do what is said.
- Threatening to physically assault someone the individual is dating if the person does not do what is said.

Domestic violence includes actual physical abuse, an attempt to harm another, placing another in fear of imminent, serious, physical harm, or causing another to engage in sexual relations by force, threat of force, or duress.
Examples of behaviors that may constitute domestic violence include the following:

- Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved.
- Violating a protective order.
- Harming a person’s animals or children while in an intimate relationship.

**Stalking** is when an individual engages in a pattern of conduct or series of acts on more than one occasion directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress or fearfulness for his/her safety or the safety of his/her pets or family members.

**Examples of stalking:**

- Being followed, spied on, or watched at home, or at work.
- Receiving unwanted phone calls, text messages, letters, or gifts, or having restraining or protective orders violated.

**OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in POLICY FFE [LOCAL]);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

**III. Consent & Incapacitation**

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal “yes.” It can also be demonstrated non-verbally with actions that clearly tell the other person that s/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is
In the state of Texas, consent can never be given by minors younger than 17 years of age unless permitted by law. A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait; needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

An individual may also be in a state known as a “blackout” where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so. Therefore, it is of particular importance that any two people engaging in sexual activity know the other’s level of intoxication prior to beginning sexual contact. The standard that shall be applied is whether or not a reasonable person would have known based on the facts and circumstances presented that the other party was incapacitated and therefore, not capable legally of consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

IV. Title IX Coordinator and Deputy Title IX Coordinators

TCCD has designated the individual listed below as the Title IX Coordinator and as such he is responsible for the oversight of this protocol and any procedures related to it. The Title IX Coordinator is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Coordinator’s responsibilities include oversight of the investigation and resolution process for complaints of sexual misconduct throughout the College District. The Title IX Coordinator also evaluates trends on the five campuses by using information reported to him/her and makes recommendations for campus or District wide training and education programs. The Title IX Coordinator or designee also works with Campus Police Department to review complaints made solely to campus law enforcement personnel for potential violations of Title IX that may require further remedies. Deputy Title IX Coordinators are responsible for assisting the Title IX Coordinator in overseeing and investigating student and employee complaints under this protocol, providing training and education, and may serve as the decision-maker in student matters regarding alleged violations of this protocol.

To report sexual misconduct, anyone may contact the Title IX Coordinator. Student complaints may also be addressed to the Deputy Coordinator assigned to the specific campus.

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<tr>
<th>Ricardo Coronado, Ph.D., SPHR</th>
<th>Title IX Coordinator</th>
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<tr>
<td>Associate Vice Chancellor for Human Resources</td>
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1 For information regarding the criminal statutes governing sexual assault, consent and the age of consent in the State of Texas, visit Penal Code §22.01, which can be found at http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm
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<tr>
<th>Tarrant County College District</th>
<th>Employees and Students</th>
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<tr>
<td>May Owen Center, DMOC 2107F</td>
<td>Tarrant County College District</td>
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<td>1500 Houston Street</td>
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<td>Fort Worth, TX 76102</td>
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<td>817-515-5234</td>
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<td>Fax: 817-515-0993</td>
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<td>[<a href="mailto:ricardo.coronado@tccd.edu">ricardo.coronado@tccd.edu</a>]</td>
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<tr>
<th>Debra Lamb</th>
<th>Deputy Title IX Coordinator</th>
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<tr>
<td>Coordinator of Student Support</td>
<td>Students</td>
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<td>Office of Vice President for Student Development Services</td>
<td>Northeast Campus and Haltom City Center</td>
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<td>828 Harwood Road</td>
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<td>Hurst, TX 76054</td>
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<td>817-515-6649</td>
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<td>Fax: 817-515-6739</td>
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<tr>
<td>[<a href="mailto:Debra.lamb@tccd.edu">Debra.lamb@tccd.edu</a>]</td>
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<tr>
<th>Kateeka Harris, M.A.</th>
<th>Deputy Title IX Coordinator</th>
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<tr>
<td>Coordinator of Student Support</td>
<td>Students</td>
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<tr>
<td>Office of Vice President for Student Development Services</td>
<td>Trinity River Campus, Trinity River-East Campus May Owens Center</td>
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<td>Fax: 817-515-0667</td>
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<td>[<a href="mailto:Kateeka.harris@tccd.edu">Kateeka.harris@tccd.edu</a>]</td>
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<tr>
<th>Jamal Williams, M.S.</th>
<th>Deputy Title IX Coordinator</th>
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<tr>
<td>Coordinator of Student Support</td>
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<td>Office of Vice President for Student Development Services</td>
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<td>South Campus, SSTU 1206A</td>
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<td>817-515-4827</td>
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<td>Fax: 817-515-4390</td>
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<tr>
<td>[<a href="mailto:Jamal.williams@tccd.edu">Jamal.williams@tccd.edu</a>]</td>
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<tr>
<th>Sonya Splane, M.Ed.</th>
<th>Deputy Title IX Coordinator</th>
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<td>Coordinator of Student Support</td>
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<td>Office of Vice President for Student Development Services</td>
<td>Southeast Campus and The Opportunity Center</td>
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<td>Southeast Campus, ESED 2318A</td>
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<td>2100 Southeast Parkway</td>
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Arlington, TX  76018  
817-515-3215  
Fax:  817-515-3177  
sonya.splane@tccd.edu

Leon Minor, M.S.  
Coordinator of Student Support  
Office of Vice President for Student Development Services  
Tarrant County College District  
Northwest Campus, WCTS 1111B  
4801 Marine Creek Parkway  
Fort Worth, TX  76179  
817-515-7141  
Fax:  817-515-7306  
leon.minor@tccd.edu

Deputy Title IX Coordinator  
Students  
Northwest Campus  
and Northwest Center of Excellence for Aviation, Transportation, and Logistics 

To report a complaint directly to the Department of Education, Office of Civil Rights, contact:

Dallas Office  
Office for Civil Rights  
U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
Telephone:  214-661-9600  
FAX:  214-661-9587; TDD:  800-877-8339  
Email:  OCR.Dallas@ed.gov

V. Reporting

Any person who believes s/he has been the subject of discrimination or harassment due to sex or is aware of a member of the community who has been subject to discrimination or harassment is strongly encouraged to contact the Title IX Coordinator or any Deputy Title IX Coordinator. Please see [POLICY FLD [LOCAL]] for reporting procedures.

TCCD encourages all persons who have experienced sexual assault to seek assistance and file a criminal complaint with campus law enforcement or local law enforcement as soon as possible and to seek care from a medical facility with trained SANE (Sexual Assault Nurse Examiners) within 96 hours of the assault. If a student or employee reports a possible sexual assault to campus law enforcement, the information, to include the complainant’s name and the name of the accused, if known, will be shared with the Title IX Coordinator.

To contact the Tarrant County College District Campus Police Department, 1500 Houston Street, Fort Worth, Texas  76102, 817-515-5100. For emergencies call 817-515-8911.
Further, all faculty, staff, and volunteers on campus who work with students or minors, and every person identified as Campus Security Authorities (CSAs) under the Clery Act have responsibility to report to the Title IX Coordinator any reports of sexual misconduct made to them or observed by them, to include the name of the complainant and accused, if known. Student workers also have a duty to report sexual misconduct known or observed by them to the Title IX Coordinator. These students would include student employees.

Even employees and students not named in this protocol should be aware that TCCD strongly encourages the reporting of all sexual misconduct known or observed to the Title IX Coordinator.

The Title IX Coordinator and Deputy Title IX Coordinators oversee the resolution of complaints. Complaints against students will be investigated and resolved through the Office of the Vice President for Student Development. Complaints against employees will be investigated and resolved through the Office of Human Resources. Complaints against contractors, vendors, or other nonpermanent employees will be managed by the Office of Human Resources.

Finally, TCCD has established an anonymous reporting mechanism to enable students and employees to report anonymously and privately any policy violations known or observed. Any person may file a report directly online using TCCD’s anonymous reporting form at: http://www.tccd.edu/TCC_Police/Victim_Assistance.html.

TCCD will promptly and thoroughly investigate all reports of harassment as privately as practicable but cannot guarantee confidentiality. If a person reports sexual harassment using the anonymous reporting form, TCCD will investigate as thoroughly as possible given the information provided. Persons should be aware that TCCD will take all reasonable steps to investigate and respond to the complaint consistent with the information provided, to include the request not to pursue an investigation. If a reporter fails to provide his/her name or other identifiable information and the name of the accused individual, TCCD’s ability to respond may be limited.

False Claims

Please see POLICY FFD [LOCAL] for Policy on reporting false claims.

VI. Jurisdiction and Reporting Timeframes

Because sexual misconduct that occurs off-campus is likely to impact a person’s work, academic, or extracurricular experience, the College District assumes jurisdiction to adjudicate off campus complaints should they become known. In addition, the College District encourages prompt reporting of all allegations of sexual misconduct so that the College District can respond promptly and equitably; however, the College District does not limit the timeframe for reporting. If the accused person is no longer affiliated with the College District at the time the report is made, then the College District will still conduct an inquiry for purposes of complying with Title IX, and take steps to prevent the recurrence of such conduct and remedy the effects, if appropriate.

VII. Confidentiality

Different people on campus have different reporting responsibilities and different abilities to maintain your confidentiality, depending on their roles at the college. When consulting campus resources, victims should be aware of confidentiality and mandatory reporting, in order to make informed choices. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources
are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them.

**Confidential Reporting Options:** If you desire that details of the incident be kept confidential, you should speak with on-campus counselors or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help you free of charge. In addition, you may speak to off-campus members of the clergy and chaplains, who will also keep reports made to them confidential. Counselors and health care providers are not designated by TCCD as Campus Security Authorities and therefore, they are not required to report crime statistics for Clery Act purposes. They are also not considered “responsible employees” for the purposes of Title IX and are not required to report incidents of sexual misconduct to the Title IX Coordinator.

**Non-confidential Reporting Options:** You are encouraged to speak to college officials to make reports of incidents, including but not limited to the Vice President for Student Development Services Office, Associate Vice Chancellor for Human Resources, and College District Police, or their designees. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the College District when reported, and to have those incidents investigated and properly resolved through administrative procedures. Reporting does not mean that your report won’t be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses and the accused. To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. If the complainant is participating in the criminal process, i.e. law enforcement is investigating the complaint, TCCD will pause its administrative investigation while law enforcement conducts fact-finding. TCCD will resume its administrative investigation once the police department has finished its gathering of evidence, which usually takes between 3 to 10 business days.

If the complainant reports sexual harassment and requests confidentiality or asks that the complaint not be pursued, TCCD will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. The College District will obtain consent from the complainant before beginning an investigation unless the College District determines it must investigate and resolve the complaint in order to protect the community. If a complainant insists that his/her name or other identifiable information not be disclosed to the accused individual, the College District’s ability to respond may be limited and response by the College District may be hindered. If the student continues to ask that his/her name not be revealed, TCCD will take all reasonable steps to investigate and respond to the complaint consistent with the student’s request as long as doing so does not prevent TCCD from responding effectively to the harassment and preventing harassment of other students or employees. At the same time, TCCD will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all members. It is a violation of TCCD policy to retaliate against an individual bringing a complaint, serving as a witness or providing information for an investigation.

If a College District Official is accused of sexual misconduct, that official will not be involved in the investigation or decision making of the alleged misconduct. All attempts will be made to avoid any conflicts of interest.

**VIII. Sexual Assault**
Individuals are encouraged to report potential crimes of sexual assault (sexual assault by a person that is known or by a stranger) to campus police or the appropriate local police department, depending on the location of the incident. It is important to preserve evidence to the extent possible. The Title IX Coordinator and the Deputy Title IX Coordinators are available to assist an individual in notifying on- and off-campus law enforcement. Criminal and District investigations are separate and may be conducted simultaneously. TCCD will not wait for the completion of a criminal investigation in order to respond although TCCD will pause the administrative investigation while law enforcement conducts initial fact finding. TCCD will, in extraordinary circumstances, proceed despite law enforcement fact finding where a threat to safety of the complainant or other community members exists.

What to do if you have been sexually assaulted?

The first priority for a victim of sexual assault is to get to a place of safety, then obtain necessary medical treatment. If the assault occurred on campus, notify TCCD Police Department immediately at 817-515-8911. Other campus personnel such as faculty, staff or counselors may assist in reporting the sexual assault to the Police Department if the victim so desires. If the assault occurred outside of the college, the local police department where the assault occurred should be called and may be reached by dialing 911. Time is a critical factor for evidence collection and preservation. Filing a police report with the TCCD Police Department will NOT obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide the opportunity for additional community resources and collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and assure the victim has access to free community resources including: confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

IX. Protection Orders and No Contact Orders

If the accused individual is a member of the TCCD community, a no contact letter will be given to all parties involved. This will prohibit communication, verbally, in writing, through technology or third parties, between the parties. A protective order is a court order that protects an individual from being abused by a member or former member of his/her household or family or someone the individual has been dating. The College District’s Campus Police Department is available to assist the individual and will coordinate safety plans in collaboration with Student Development or Human Resources, if deemed appropriate.

Individuals may also seek a protective order.


Important Phone Numbers
Police/Sheriff: 911
Crime Victims’ Compensation 800-983-9933
National Domestic Violence Hotline 800-799-7233 or TDD 800-787-3224
Texas Women’s Advocacy Project:
Family Violence Hotline 800-777-3247Texas Department of Human Services:
Abuse Hotline 800-252-5400
Texas Legal Services Center 512-477-6000
X. **Interim Measures and Protective Measures**

TCCD may pose interim actions or protective measures at any point during an investigation. These actions are designed to eliminate the harassment and prevent its recurrence. Actions available include, but are not limited to, no contact orders, change in class schedules, other academic accommodations, a change in work assignments or locations, interim removal from campus property, and/or emotional support. Once a complaint of sexual harassment is alleged, both the complainant and the respondent will be provided with “No Contact” directives until completion of at least the investigative inquiry.

XI. **Investigation and Resolution**

Please see POLICY FFD [LOCAL] for resolution and conclusion of investigation. Upon notice of a potential discrimination or harassment situation, a fair and impartial investigation will promptly be conducted by trained College District staff members familiar with federal law, regulatory guidance and administrative procedures in an attempt to resolve the situation. This will typically include interviewing all involved parties (accused, complainant, witnesses) and the collecting of any documentation or evidence relevant to the allegation. TCCD will never use mediation as a form of resolution for cases involving sexual assault, stalking, or domestic violence. TCCD reserves the right to determine, consistent with State and local law, whether appropriate law enforcement or other authorities should be notified.

After meeting with the complainant, interviewing, identifying witnesses and the like, the investigator will send the respondent a notice of investigation. The notice of investigation will include a description of the alleged misconduct, the conduct code provisions that are alleged to have been violated, and the requirement that the respondent must set up a meeting with the investigator within the time frame designated in the notice. The notice shall be sent to the student’s TCCD e-mail address; it may also be hand-delivered or sent to the mailing or permanent address appearing in the College’s student information system, or police report. Notice to the student will be considered furnished on the date of hand-delivery, on the date e-mailed, or three days after the date the notice is placed in the U.S. mail.

At the conference, the respondent will have the opportunity to respond to the allegations, present relevant information, and identify relevant witnesses and other evidence. The complainant and the respondent shall have the right to present relevant information to the investigator, to have an advisor present during any meetings with them, and to receive a copy of the investigator’s report at the conclusion of the investigation and appropriate review, to the extent permitted by law. The investigator will follow-up with complainants to determine whether or not any retaliation or new incidents of harassment have occurred and will consider the effects of off-campus conduct when evaluating whether or not there could be a hostile environment on campus.

If the respondent does not schedule or attend a conference by the date specified in the notice, or if the student schedules a conference but does not attend or attends but does not participate, the investigator may complete the investigation based on the information obtained. The investigator may use police investigative reports in the investigation.

The investigator will discuss campus support services available to the parties. The investigator will discuss with the complainant whether she/he has classes with the charged student, and will take steps
as needed to protect the complainant or the campus prior to the outcome of the investigation. The investigator will discuss with both the complainant and the accused party potential class moves, academic assistance, identifying resources for medical and/or mental health support, access to peer support initiating no-contact orders, and interim suspensions as s/he deems necessary and appropriate. Support offered will be ongoing and continuing as appropriate.

Upon a finding of responsibility by the Title IX Coordinator, the following outcomes to resolution are possible:

- Any staff member found responsible for violating TCCD policy will be subject to appropriate disciplinary action including and up to termination of employment.
- Any faculty member found responsible for violating TCCD policy will be subject to appropriate disciplinary action including and up to termination of employment.
- Any student found responsible for violating the protocol on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the protocol on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the protocol on Sexual Exploitation or Sexual Harassment policy will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Appeal
Appeal procedures to be followed are located in POLICY FLD [LOCAL].

XII. Non-retaliation
Non-retaliation provisions are located in POLICY FLD [LOCAL] and POLICY FFD [LOCAL].

XIII. Consensual Relationships
For faculty and staff sexual or amorous relationships, please see POLICY DH [LOCAL].

XIV. Risk Reduction

The following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, https://rainn.org/):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

9. **When you go to a social gathering, go with a group of friends.** Arrange together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

14. **If you suspect you or a friend have been drugged, contact law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

   a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   
   b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   
   c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   
   d. **Have an exit strategy.** If you don't want to hurt the person's feelings it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
### XV. On- and Off-Campus Resources

<table>
<thead>
<tr>
<th>NORTHEAST CAMPUS</th>
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<tbody>
<tr>
<td>In an emergency, dial 911</td>
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| TCCD Police | 817-515-8911 |  |
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<table>
<thead>
<tr>
<th>On-Campus Advising and Counseling Center</th>
<th>Northeast Campus Counseling Services</th>
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<tbody>
<tr>
<td></td>
<td>● To schedule an appointment, call 817-515-6661</td>
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<td></td>
<td>● NSTU Building, Rm 2800</td>
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<thead>
<tr>
<th>Local Police</th>
<th>Hurst Police Department</th>
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<tbody>
<tr>
<td></td>
<td>● Emergency: 911</td>
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<tr>
<td></td>
<td>● Non-Emergency: 817-788-7180</td>
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<tr>
<td></td>
<td>● Victim Services 817-788-7197</td>
</tr>
<tr>
<td></td>
<td>● 1501 Precinct Line Road, Hurst, TX 76054</td>
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<thead>
<tr>
<th>Local Hospital</th>
<th>Texas Health Harris Methodist Hospital</th>
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<tbody>
<tr>
<td></td>
<td>● 1600 Hospital Pkwy., Bedford, TX 76022</td>
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<td></td>
<td>● 817-848-4000</td>
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<thead>
<tr>
<th>Off-Campus Counseling/Mental Health</th>
<th>Tarrant County MHMR</th>
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<tr>
<td></td>
<td>● 817-335-3022 (Crisis &amp; Screening Hotline)</td>
</tr>
<tr>
<td></td>
<td>● 3840 Hulen St., North Tower, Ft. Worth, TX 76107</td>
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<td>● <a href="http://www.mhmrtarrant.org/">http://www.mhmrtarrant.org/</a></td>
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<tr>
<th>Local Victims Advocacy</th>
<th>Safe Haven of Tarrant County</th>
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<tr>
<td></td>
<td>● Hotline 877-701-7233</td>
</tr>
<tr>
<td></td>
<td>● 6815 Manhattan Blvd., Ste.105, Ft. Worth, TX 76120</td>
</tr>
<tr>
<td></td>
<td>● <a href="http://www.safehaventc.org/">http://www.safehaventc.org/</a></td>
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<table>
<thead>
<tr>
<th>The Women’s Center of Tarrant County</th>
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<tbody>
<tr>
<td></td>
<td>● 817-927-2737(Hotline)</td>
</tr>
<tr>
<td></td>
<td>● 1723 Hemphill, Ft. Worth, TX 76110</td>
</tr>
<tr>
<td></td>
<td>● WomensCenterTC.org</td>
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<thead>
<tr>
<th>Where to get a protective order</th>
<th>Tarrant County District Attorney’s Office Protective Order Unit</th>
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<tbody>
<tr>
<td></td>
<td>● 817-884-1623</td>
</tr>
<tr>
<td></td>
<td>● 200 E. Weatherford St. Ste. 3040, Ft. Worth, TX 76196</td>
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<tr>
<th>Off-campus Legal Assistance</th>
<th>Legal Aid of Northwest Texas</th>
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<tbody>
<tr>
<td></td>
<td>● 817-336-3943</td>
</tr>
<tr>
<td></td>
<td>● 600 E. Weatherford St., Ft. Worth, TX 76102</td>
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<tr>
<td></td>
<td>● <a href="http://www.lanwt.org/">http://www.lanwt.org/</a></td>
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<tr>
<th>Other Applicable Services</th>
<th>National Sexual Violence Resource Center</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>● 123 North Enola Drive, Enola, PA 17025</td>
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<tr>
<td></td>
<td>● 717-909-0710 Phone</td>
</tr>
<tr>
<td></td>
<td>● 717-909-0714 FAX</td>
</tr>
</tbody>
</table>
### NORTHWEST CAMPUS

**In an emergency, dial 911**

<table>
<thead>
<tr>
<th><strong>TCCD Police:</strong></th>
<th>817-515-8911</th>
</tr>
</thead>
</table>
| **On-Campus Advising and Counseling Center:** | Northwest Campus Counseling Services  
- 817-515-7788  
- WCTS 1110A |
| **Local Police:** | Fort Worth Police Department  
- Victim Assistance: 817-392-4390  
- Emergency: 911  
- To report a non-emergency: 817-335-4222  
- 350 West Belknap Street, Fort Worth, TX 76102  
| **Local Hospital:** | John Peter Smith Hospital  
- JPS SANE (Sexual Assault Nurse Examiner)  
  Program: 817-702-7263 (to leave a message only)  
- 1500 S. Main St., Ft. Worth, TX 76104  
| **Off-Campus Counseling/Mental Health:** | Tarrant County MHMR  
- 817-335-3022 (Crisis & Screening Hotline)  
- 3840 Hulen St., North Tower Ft. Worth, TX 76107  
- [http://www.mhmrtarrant.org/](http://www.mhmrtarrant.org/) |
| **Local Victims Advocacy:** | Safe Haven of Tarrant County  
- Hotline 877-701-7233  
- 6815 Manhattan Blvd., Ste.105, Ft. Worth, TX 76120  
- [http://www.safehaventc.org/](http://www.safehaventc.org/) |
| **Where to get a Protective Order:** | Tarrant County District Attorney’s Office Protective Order Unit  
- 817-884-1623  
- 200 E. Weatherford St. Ste. 3040, Ft. Worth, TX 76196  
| Off-campus Legal Assistance: | Legal Aid of Northwest Texas  
- 817-336-3943  
- 600 E. Weatherford St., Ft. Worth, TX 76102  
- [http://www.lanwt.org/](http://www.lanwt.org/) |
|-------------------------------|----------------------------------|
| Other Applicable Services:    | National Sexual Violence Resource Center  
- 123 North Enola Drive, Enola, PA 17025  
- 717-909-0710 Phone  
- 717-909-0714 FAX  
- 717-909-0715 TTY  
- 877-739-3895 Toll Free  
- [http://www.nsvrc.org/](http://www.nsvrc.org/) |

### TRINITY RIVER CAMPUS & MAY OWENS CENTER
**In an emergency, dial 911**

<table>
<thead>
<tr>
<th>TCCD Police:</th>
<th>817-515-8911</th>
</tr>
</thead>
</table>
| On-Campus Advising and Counseling Center: | Trinity River Campus Counseling Services  
- To schedule an appointment call 817-515-1055  
- TRTR Building, Rm 1408 A |
| Local Police: | Fort Worth Police Department  
- Victim Assistance: 817-392-4390  
- Emergency: 911  
- To report a non-emergency: 817-335-4222  
- 350 West Belknap Street, Fort Worth, TX 76102  
| Local Hospital: | Texas Health Harris Methodist, Fort Worth  
- Texas Health Fort Worth SANE (Sexual Assault Nurse Examiner) Program: 817-250-4293 (leave message only)  
- 1301 Pennsylvania Ave, Fort Worth, TX 76104  
- [http://www.texashealth.org/fw-sane](http://www.texashealth.org/fw-sane)  
- John Peter Smith Hospital  
- JPS SANE (Sexual Assault Nurse Examiner) Program: 817-702-7263 (to leave a message only)  
- 1500 S. Main St., Ft. Worth, TX 76104  
| Off-Campus Counseling/Mental Health: | Tarrant County MHMR  
- 817-335-3022 (Crisis & Screening hotline) |
<table>
<thead>
<tr>
<th>Services</th>
<th>Address/Contact Information</th>
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<tbody>
<tr>
<td>Local Victims Advocacy:</td>
<td>Safe Haven of Tarrant County</td>
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<tr>
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<td>Hotline 877-701-7233</td>
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<td></td>
<td>6815 Manhattan Blvd., Ste.105, Ft. Worth, TX 76120</td>
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<td><a href="http://www.safehaventc.org/">http://www.safehaventc.org/</a></td>
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<td>The Women’s Center of Tarrant County</td>
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<td>WomensCenterTC.org</td>
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<td>817-884-1623</td>
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<td>200 E. Weatherford St., Ste. 3040, Ft. Worth, TX 76196</td>
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<td>Off campus Legal Assistance:</td>
<td>Legal Aid of Northwest Texas</td>
</tr>
<tr>
<td></td>
<td>817-336-3943</td>
</tr>
<tr>
<td></td>
<td>600 E. Weatherford St., Ft. Worth, TX 76102</td>
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<tr>
<td></td>
<td><a href="http://www.lanwt.org">http://www.lanwt.org</a></td>
</tr>
<tr>
<td></td>
<td>Law Clinic: Texas A&amp;M University School of Law</td>
</tr>
<tr>
<td></td>
<td>817-212-4123 or (817) 212-4000 ext. 4123</td>
</tr>
<tr>
<td></td>
<td>1515 Commerce Street, Fort Worth, TX 76102</td>
</tr>
<tr>
<td></td>
<td><a href="http://law.tamu.edu/LawClinic/ForPotentialClients-HowWeCanHelpYou.aspx">http://law.tamu.edu/LawClinic/ForPotentialClients-HowWeCanHelpYou.aspx</a></td>
</tr>
<tr>
<td>Other applicable services:</td>
<td>National Sexual Violence Resource Center</td>
</tr>
<tr>
<td></td>
<td>123 North Enola Drive, Enola, PA 17025</td>
</tr>
<tr>
<td></td>
<td>717-909-0710 Phone</td>
</tr>
<tr>
<td></td>
<td>717-909-0714 FAX</td>
</tr>
<tr>
<td></td>
<td>717-909-0715 TTY</td>
</tr>
<tr>
<td></td>
<td>877-739-3895 Toll Free</td>
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<tr>
<td></td>
<td><a href="http://www.nsvrc.org">http://www.nsvrc.org</a></td>
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<tr>
<td></td>
<td>National Domestic Violence Hotline</td>
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<tr>
<td></td>
<td>1-800-799-SAFE (7233)</td>
</tr>
<tr>
<td></td>
<td>Rape, Abuse and Incest National Network (RAINN)</td>
</tr>
</tbody>
</table>
### SOUTHEAST CAMPUS and OPPORTUNITY CENTER

**In an emergency, dial 911**

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
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<td><strong>TCCD Police:</strong></td>
<td>817-515-8911</td>
</tr>
<tr>
<td><strong>On-Campus Advising and Counseling Center:</strong></td>
<td>Southeast Campus Counseling Services</td>
</tr>
<tr>
<td></td>
<td>• 817-515-3590</td>
</tr>
<tr>
<td></td>
<td>• ESEC Building, Rm 2110 A</td>
</tr>
<tr>
<td><strong>LOCAL Police:</strong></td>
<td>Arlington Police Department</td>
</tr>
<tr>
<td></td>
<td>• 817-459-5339 (Victim Assistance)</td>
</tr>
<tr>
<td></td>
<td>• 620 W. Division St., Arlington, TX 76011</td>
</tr>
<tr>
<td><strong>Local Hospital:</strong></td>
<td>Texas Health Arlington Memorial Hospital</td>
</tr>
<tr>
<td></td>
<td>• 817-960-6100</td>
</tr>
<tr>
<td></td>
<td>• 800 W Randol Mill Rd, Arlington, TX 76012</td>
</tr>
<tr>
<td></td>
<td>John Peter Smith Hospital</td>
</tr>
<tr>
<td></td>
<td>• JPS SANE (Sexual Assault Nurse Examiner) Program: 817-702-7263 (to leave a message only)</td>
</tr>
<tr>
<td></td>
<td>• 1500 S. Main St., Ft. Worth, TX 76104</td>
</tr>
<tr>
<td><strong>Off-Campus Counseling/Mental Health:</strong></td>
<td>Tarrant County MHMR</td>
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<td><strong>Local Victims Advocacy:</strong></td>
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<tr>
<td></td>
<td>• <a href="http://www.safehaventc.org/">http://www.safehaventc.org/</a></td>
</tr>
<tr>
<td></td>
<td>The Women’s Center of Tarrant County</td>
</tr>
<tr>
<td></td>
<td>• 817-927-2737(Hotline)</td>
</tr>
</tbody>
</table>
### Where to get a protective order:

Tarrant County District Attorney’s Office Protective Order Unit
- 817-884-1623
- 200 E. Weatherford St., Ste. 3040, Ft. Worth, TX 76196

### Off campus Legal Assistance:

Legal Aid of Northwest Texas
- 817-336-3943
- 600 E. Weatherford St., Ft. Worth, TX 76102
- [http://www.lanwt.org/](http://www.lanwt.org/)

### Other applicable services:

National Sexual Violence Resource Center
- 123 North Enola Drive, Enola, PA 17025
- 717-909-0710 Phone
- 717-909-0714 FAX
- 717-909-0715 TTY
- 877-739-3895 Toll Free
- [http://www.nsvrc.org/](http://www.nsvrc.org/)

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### SOUTH CAMPUS

**In an emergency, dial 911**

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<td><strong>TCCD Police</strong></td>
<td>817-515-8911</td>
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<tr>
<td><strong>On-Campus Advising and Counseling Center</strong></td>
<td>South Campus Counseling Services</td>
</tr>
<tr>
<td></td>
<td>• 817-515-4558</td>
</tr>
<tr>
<td></td>
<td>• SACT Building, Rm 1412 A</td>
</tr>
<tr>
<td><strong>LOCAL Police:</strong></td>
<td>Fort Worth Police Department</td>
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<tr>
<td></td>
<td>• Victim Assistance: 817-392-4390</td>
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<td>• Emergency: 911</td>
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<tr>
<td></td>
<td>• To report a non-emergency: 817-335-4222</td>
</tr>
<tr>
<td></td>
<td>• 350 West Belknap Street, Fort Worth, TX 76102</td>
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<td><strong>Local Hospital:</strong></td>
<td>John Peter Smith Hospital</td>
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<td></td>
<td>Program: 817-702-7263 (to leave a message only)</td>
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<td>• 1500 S. Main St., Ft. Worth, TX 76104</td>
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<td><strong>Off-Campus Counseling/Mental Health:</strong></td>
<td>Tarrant County MHMR</td>
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<tr>
<td></td>
<td>• 3840 Hulen St. North Tower, Ft. Worth, TX</td>
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Local Victims Advocacy:

- Safe Haven of Tarrant County
  - Hotline 877-701-7233
  - 6815 Manhattan Blvd., Ste.105, Ft. Worth, TX 76120
  - http://www.safehaventc.org/

- The Women’s Center of Tarrant County
  - 817-927-2737 (Hotline)
  - 1723 Hemphill, Ft. Worth, TX 76110
  - WomensCenterTC.org

Where to get a protective order:

- Tarrant County District Attorney’s Office Protective Order Unit
  - 817-884-1623
  - 200 E. Weatherford St., Ste. 3040, Ft. Worth, TX 76196

Off campus Legal Assistance:

- Legal Aid of Northwest Texas
  - 817-336-3943
  - 600 E. Weatherford St., Ft. Worth, Texas 76102
  - http://www.lanwt.org/

Other applicable services:

- National Sexual Violence Resource Center
  - 123 North Enola Drive, Enola, PA 17025
  - 717-909-0710 Phone
  - 717-909-0714 FAX
  - 717-909-0715 TTY
  - 877-739-3895 Toll Free
  - http://www.nsvrc.org/

Student Code of Conduct Special Provisions for Sexual Misconduct and Other Sensitive Issues

1. **Advisor/Advocate:** All student parties to sexual misconduct complaints have the right to an advisor/advocate from the community to assist and support in connection with grievance proceedings. TCCD does not disallow any advisor, but does prohibit any advisor from speaking during any meeting or grievance procedure.

2. **Sexual History/Character:** All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the administrative officer decides that such information is highly relevant to determining whether the policy has been violated.

3. **Right to Know Outcome and Sanctions:** The complainant and the accused party both have the right to know the outcome and sanctions.
4. **Right to Be Informed of Complainant’s and Respondent’s Review (Appeal) Status:**
The parties will be informed by the Title IX Coordinator or his designee if any of the
parties to the complaint requests an appeal.

5. **Right to Appeal:** A complainant or respondent has the right to appeal. A student shall be
informed of his/her right to file a complaint with the United States Department of
Education, Office of Civil Rights.

6. **Right to be Informed of Policy:** Information regarding this protocol and any
accompanying procedures shall be distributed annually to College District employees and
students in a manner calculated to provide easy access and wide distribution, such as
through electronic distribution and inclusion in major College District publications.
Information regarding the policy and procedures shall also be prominently published on
the College District’s website. Copies of the policy and procedures shall be readily
available at the College District’s administrative offices.

7. **Right Not to be Dissuaded from Participating in Law Enforcement Processes:**
TCCD encourages any victim of a crime, especially sexual assault, stalking, domestic or
dating violence, to file a report with the appropriate law enforcement department. A
complainant has the right to file said report before they alert TCCD of the allegation of
sexual misconduct or after they have participated in an on campus administrative process.
TCCD would never dissuade a victim from seeking remedies from the criminal justice
system. The Title IX Coordinator, any Deputy Coordinator or TCCD police officers can
assist any victim with contacting the appropriate law enforcement agency should they
require such assistance.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes
(Clery Act). All personally identifiable information is kept confidential, but statistical information must
be passed along to campus law enforcement regarding the type of incident and its general location (on or
off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus
Security Report. This report helps to provide the community with a clear picture of the extent and nature
of campus crime, to ensure greater community safety. Mandated federal reporters include:
student/conduct, campus law enforcement, local police, coaches, athletic directors, student development
staff, student activities staff, human resources staff, advisors to student organizations and any other
official with significant responsibility for student and campus activities. The information to be shared
includes the date, the location of the incident (using Clery location categories) and the Clery crime
category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

In an effort to provide timely notice to the TCCD community, and in the event of a crime which may pose
a serious or ongoing threat to members of the TCCD community, a “Timely Warning” will be sent to all
students and employees via the TCCD email system. In the event of a failure in email, Timely Warning
notices may also be disseminated by placing posters in the building lobbies. These alerts will be prepared
and approved by the Vice Chancellor for Administration and General Counsel. Follow-up information
will be disseminated via the TCCD email system.

Timely Warnings are usually distributed for the following Uniform Crime Reporting Program
(UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents arson,
criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a
case-by-case basis, depending on the facts of the case and the information known by TCCD. For example,
if an assault occurs between two students who have a disagreement, there may be no on-going threat to
other TCCD community members and a Timely Warning may not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by TCCD. Timely Warnings may also be posted for other crime classifications, as deemed appropriate.

**Sex Offender Registry**

The federal “Campus Sex Crimes Prevention Act”, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information regarding sexual offenders is available through the Texas Department of Public Safety’s Sex Offender Registry at [https://records.txdps.state.tx.us/sexoffender/](https://records.txdps.state.tx.us/sexoffender/)

If conflicts arise in policy, practices, or procedures in this document, Tarrant County College Board policy shall supersede this document.
Appendix B

Rights of Student Victims/Students Who Have Experienced Harm: Student Conduct Proceedings

Victims of crime are guaranteed certain rights as required by federal and state law. All victims/students will have the following rights:

1. The right to have any and all alleged violations treated with seriousness;
2. The right to be treated with dignity;
3. The right to pursue any and all avenues of redress;
4. The right to be informed of College District resources, including, but not limited to, the TCCD Police, counseling services, Title IX, and student health services;
5. At the victim’s option, the right to have alleged violations handled through the student conduct process and resolved through the Office of the Vice President for Student Development Services or designee; and
6. The right, upon request, to have reasonable steps taken by a Student Conduct Administrator to prevent any unnecessary or unwanted contact with students allegedly in violation.

Victims/Students who have experienced harm are guaranteed the rights listed above in addition to the following:

7. The right to have legal counsel and/or other advocates present at any College District student conduct proceeding, as appropriate to comply with all relevant laws;
8. The right to have only those questions relevant to the alleged violations asked during the disciplinary information gathering process. The Student Conduct Officer, Administrator, and Appeal Board may exclude statements and questions concerning the prior sexual history of any party if deemed irrelevant;
9. The right to provide a victim’s impact statement verbally or in writing to the Student Conduct Officer, Student Conduct Administrator, and Appeal Board proceedings.
10. The right to be present and hear all information and evidence related to the alleged violation(s);
11. The right to be notified of the outcome of disciplinary proceedings. Requests to be notified of disciplinary proceeding outcomes will be granted to any student who experienced harm; and
12. The right to submit a statement to be considered during any appeal process.

There are several offices available to assist victims of crime/students who have experienced harm on campuses including the TCCD Police, Health Center, Counseling Center, and the Office of the Vice President for Student Development Services.
Appendix C
SPEECH, EXPRESSION, AND ASSEMBLY

Governing Principles

Freedom of Speech, Expression, and Assembly

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the College District. Students, Faculty/Staff members have the right to assemble, to speak, to attempt to attract the attention of others, and have corresponding rights to hear the speech of others; when they choose to listen, and to ignore the speech of others when they choose not to listen.

Students, Faculty/Staff members are free to express their views, individually or in organized groups, orally or in writing or by other symbols; on any topic in all parts of the campus, subject only to rules necessary to preserve the equal rights of others and the other functions of the College District. Teaching and other official functions of the College District will have priority in allocating the use of space on campus.

Except as expressly authorized below under Prohibited Expression, the College District will not discriminate on the basis of the political, religious, philosophical, ideological or academic viewpoint expressed by any person, either in the enforcement and administration of these rules or otherwise.

Scope of this Appendix and Related Provisions

This appendix concerns the protection and regulation of speech, expression, and assembly of Students and Faculty/Staff members that are not part of the teaching or other official functions of the College District, are not otherwise sponsored by the College District or any academic or administrative unit, and are not submitted for academic credit.

This appendix also addresses the regulation of certain speech that is part of the teaching or other official functions of the College District. This entire section applies to speech by academic and administrative units, and speech that is submitted for academic credit; in outdoor locations on the campus. The Vice President for Student Development Services or designee will carry out the duties designated in this appendix and work directly with College District persons or organizations and off-campus persons and organizations to assist in ensuring their freedom of speech, expression, and assembly as authorized under this section.

The Vice President for Student Development Services or designee’s office administers and schedules outdoor signs, tables, exhibits, public assemblies, and amplified sound; even for students, faculty/staff members, and administrative and academic units. Scheduling through a single office is necessary to avoid conflicts.

Any program or event sponsored by an academic or administrative unit of the College District will have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit, except that programs or events sponsored by an academic or administrative unit will not have priority in the use of weekday amplified sound areas defined in this section. This section does not limit other existing authority of College District officials to authorize programs and events sponsored by an academic or administrative unit not provided for in this section.
Additional rules concerning free speech and academic freedom of faculty members are found in the TCCD Policy and Regulation Manual.

**General Definitions—Categories of Speakers**

As used in this section:

1. “Academic or Administrative Unit” means any office or department of the College District;
2. “Faculty/Staff Member” includes any person who is employed by the College District;
3. “Off-Campus Person or Organization” means any person, organization or business that is not an academic or administrative unit, a registered student organization or faculty/staff organization, student or faculty/staff member;
4. “College District Person or Organization” includes academic and administrative units, a registered student organization or faculty/staff organization, student or faculty/staff member.
5. “Registered Student Organization or Faculty/Staff Organization” includes a registered student organization, a faculty/staff organization, and any unit or subdivision thereof;
6. “Student” means a person who is currently enrolled in the College District, or who is accepted for admission or readmission to the College District, or who has been enrolled at the College District in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the College District while that person is on campus; and
7. “Event” means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.

**Other General Definitions**

1. “Amplified Sound” means sound where volume is increased by any electric, electronic, mechanical or motor-powered means. Shouting, group chanting and acoustic musical instruments are exempt from this rule and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.
2. “Room or Space” includes any room or space, indoors or outdoors, owned or controlled by the College District.
3. “Weekday” means Monday through Friday, except holidays and days on which regularly scheduled classes are suspended due to emergent situations.
4. “Day” means calendar day, except holidays and days on which regularly-scheduled classes are suspended due to emergent situations.

**Prohibited Expression**

**Obscenity**

No person or organization will distribute or display on the campus any writing or visual image, or engage in any public performance, that is obscene. A writing, image or performance is “obscene” if it is obscene as defined in Texas Penal Code, Section 21.08, or successor provisions, and is within the constitutional definition of obscenity as set forth in decisions of the United States Supreme Court.

**Defamation**

1. No person or organization will make, distribute or display on campus any statement that unlawfully defames any other person.
2. A statement unlawfully defames another person if it is false, if the false portion of the statement injures the reputation of the other person, and if the speaker has the constitutionally required state of mind as set forth in decisions of the United States Supreme Court.

Incitement to Imminent Violations of Law

No person or organization will make, distribute or display on campus any statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.

Solicitation

a. No person or organization will make, distribute or display on campus any statement that offers or advertises any product or service for sale or lease that includes commercial identifiers, such as for-profit logos, trademarks and service marks, or that requests any gift or contribution, except as authorized by the TCCD Policy and Regulation Manual.

b. Words or symbols on personal apparel, or on decals or bumper stickers affixed to a vehicle by an owner of that vehicle, are not solicitation within this definition.

c. Unadorned acknowledgments or thanks to donors are not solicitation within this definition.

d. Students may not solicit funds, sell merchandise, or distribute material or information on- or off-campus in the name of the College District, without approval of the College District administration. Students or student organizations wishing to raise funds or distribute materials must have the approval of the Director of Student Development Services and/or the Vice President for Student Development Services. Once approved, a Registered Student Organization or Faculty/Staff Organization may advertise or sell merchandise, publications, food or nonalcoholic beverages, or request contributions for the benefit of the organization, for the benefit of another Registered Student Organization or Faculty/Staff Organization, or for the benefit of an organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. No organization may sell items obtained on consignment. As required by POLICY FI [LOCAL], no organization shall solicit for more than a total of 14 days, whether continuous or intermittent, during each fiscal year. Registered Student Organizations or Faculty/Staff Organizations, and Academic and Administrative Units; may sell, distribute, or display literature that contains advertising subject to the Limits on Advertising set forth in this Section. Individual students or faculty/staff members may distribute or display such literature, but may not sell it.

e. Individual Students or Faculty/Staff members may post advertisements for roommates, subleases, and sales of used goods that the seller has personally owned and used; but only on a bulletin board designated for that purpose by an academic or administrative unit in a space that the unit occupies or controls. Any unit that designates a bulletin board for this purpose may regulate that bulletin board under the procedures set forth in Signs and Other Designated Locations here in this appendix.

f. A Registered Student Organization or Faculty/Staff Organization may sell charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 202, or successor provisions.
General Rules on Means of Expression

Disruption

1. Except as expressly authorized in the Amplified Sound part of this section, or by an authorized College District official responsible for a program or event sponsored by an academic or administrative unit; no speech, expression or assembly may be conducted in a way that disrupts or interferes with any:

   a. Teaching, administration or other authorized activities on the campus;
   b. Free and unimpeded flow of pedestrian and vehicular traffic on the campus; or
   c. Signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.
   d. The term “disruption” and its variants, as used in this rule, are distinct from and broader than the phrase “disruptive activities,” as used in this Handbook. This rule is concerned not only with deliberate disruption, but also with scheduling and coordination of events to manage or minimize the inevitable conflicts between legitimate events conducted in close proximity.
   e. Except in the most extreme cases, interference and disruption are unavoidably contextual. Intentional physical interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any distracting sound that may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. The College District must rely on the judgment and fairness of College District authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important to remind administrators and law enforcement officials that their judgments should not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.
   f. Potentially disruptive events can often proceed without disruption if participants, administrators, and law enforcement officials cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators and law enforcement officials should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges or arrests.

Damage to Property

1. No speech, expression, or assembly may be conducted in a way that damages, defaces, marks, discolors, or alters in any way property of the College District or of any person who has not authorized the speaker to damage or deface his or her property.

2. No person may damage, deface, mark, discolor, alter or interfere with any sign, table or exhibit posted or displayed by another person or organization acting under the rules in this section.
Coercing Attention

1. No person may attempt to coerce, intimidate or badger any other person into viewing, listening to, or accepting a copy of any communication.

2. No person may persist in requesting or demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker’s communication.

Other Rules with Incidental Effects on Speech

1. Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place and manner of speech, but are too numerous to compile or cross-reference here. For example, libraries typically have highly restrictive rules concerning noise; laboratories and rooms containing the electrical and mechanical infrastructure of the College District typically have safety rules and rules excluding persons without specific business there; fire and safety codes prohibit the obstruction of exits and limit the constrictions of hallways. Speech within classrooms is generally confined to the subject matter of the class; the right to attend a class at all is subject to registration and payment of tuition; individual professors may have rules of decorum in their classrooms. These kinds of rules limit the right of students, faculty members and staff members to enter and speak in the places to which these rules apply.

2. Reasonable and nondiscriminatory rules of this kind generally have control over the rights of free speech guaranteed in this chapter. However, even these kinds of rules are subject to the constitutional right of free speech. Such rules must be viewpoint neutral. Such rules cannot regulate speech more restrictively than they regulate other activities that cause the problems to be avoided by the rule. Such rules should not restrict speech more than is reasonably necessary to serve their purpose. Such rules cannot ban unobtrusive forms of communication with no potential for disruption even in the specialized environment subject to the localized rule. Thus for example, means of silent expression or protest confined to the speaker’s immediate person, such as armbands, buttons and T-shirts, are nearly always protected because they are rarely disruptive in any environment.

Distribution of Literature

General Rule on Distribution of Literature

1. Registered Student Organizations or Faculty/Staff Organizations, and Academic and Administrative Units may sell, distribute or display literature on campus subject to the rules in this section. Individual students and faculty/staff members may distribute or display literature but may not sell it. In either case, no advance permission is required.

2. “Literature” means any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal matter, that is produced in multiple copies for distribution to potential readers.

3. Distribution of literature in the classrooms and adjacent hallways is considered “disruption” as that term is defined here in this appendix and, therefore, is prohibited.
Cleanup of Abandoned Literature

Any person or organization distributing literature on campus will pick up all copies dropped on the ground in the area where the literature was distributed.

Registered Student Organization Literature Disclaimer

Literature distributed by Registered Student Organizations on campus must contain a disclaimer that indicates that registered student organization literature is not official College District literature and does not represent the views of the College District or its officers.

Signs

General Rule on Signs

1. “Sign” means any method of displaying a visual message to others, except that transferring possession of a copy of the message is distribution of literature and not a sign.
2. Subject to the rules here in Appendix C; a College District person or organization may display a sign by holding or carrying it, by displaying it at a table, or by posting it on a bulletin board or other designated location. Signs may not be posted in any other location.

Hand-Held Signs

1. Students and Faculty/Staff Members may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. No advance permission is required.
2. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting or injuring any other person.
3. Any person holding or carrying a sign at a speech, performance, or other event will exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.
4. A law enforcement officer or the Vice President for Student Development Services or other College District employee, if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation of Appendix C. If the violation persists after a clear warning; the law enforcement officer, Vice President for Student Development Services, or other authorized employee, may confiscate the sign.

A-Frames

1. “A-frame” means a movable and self-supporting sign board designed to stand on the ground.
2. A-frames are subject to the rules on exhibits in Appendix C.

Signs in Other Designated Locations (Including Departmental Bulletin Boards)

1. Each academic or administrative unit of the College District may authorize the posting of signs in spaces that unit occupies and controls. Such authorization may be granted by general rule, by stamping or initialing individual signs, or by longstanding tradition.
2. Signs in spaces occupied by academic or administrative units may be:
a. Confined to bulletin boards or other designated locations;
b. Subjected to viewpoint-neutral rules limiting the size of signs, limiting how long they may be posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designed to facilitate fair and equal opportunities to post signs; and
c. Confined to official statements or business of the unit or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.

3. Each Academic or Administrative Unit will post on or near each bulletin board or other designated location that it administers:

   a. Either the rules applicable to that bulletin board or location, or a particular office or website where the rules applicable to that bulletin board or location may conveniently be found; and
   b. If a stamp or initials are required on signs before they are posted on that bulletin board or location, the name and office location of the person whose stamp or initials are required.

Tables

General Rule on Tables

College District persons and organizations may set up tables from which to display literature, disseminate information and opinions, and raise funds, subject to the rules in Appendix C. No advance permission is required.

Locations

1. Subject to the restrictions and the rules on disruption of other functions and interference with vehicular and pedestrian traffic in Appendix C; College District persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location.

   a. Tables may not be set up inside any library, classroom, laboratory or office, or in any hallway less than 10 feet wide without permission from the Academic or Administrative Unit that controls the space, or from the faculty member or staff member who controls the space at a particular time.

   b. An Academic or Administrative Unit may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit. Academic or Administrative Unit are encouraged to clearly state any such rules in writing, and to publish those rules on a website or on a flyer or pamphlet conveniently available at the chief administrative office of the unit.

2. If any table is set up in a prohibited or disruptive location, any College District employee pointing out the violation will also point out other locations, as nearby as is reasonably possible, where the table is permitted.
Cleanup Around Tables

Any person or organization sponsoring a table will remove litter from the area around the table before vacating the space.

Sources of Tables

Persons and organizations may supply their own tables.

Exhibits and A-Frames

General Rule on Exhibits

1. “Exhibit” means an object or collection of related objects; designed to stand on the ground or on a raised surface, which is not a table. Is designed for temporary display, and is not permanently attached to the ground. An A-frame sign is an exhibit.

2. Academic or administrative unit, a registered student organization, or a faculty/staff organization may erect exhibits, subject to the rules in Appendix C. Advance permission is required from the Vice President for Student Development Services or their designee. Student Development Services, except that an academic unit may authorize indoor exhibits in a space that it occupies and controls.

Application Process

An Academic or Administrative Unit, a Registered Student Organization or a Faculty/Staff Organization desiring to erect an outdoor exhibit will apply on a form prescribed by the Vice President for Student Development Services.

Criteria for Approval

1. The Vice President for Student Development Services or designee will authorize an exhibit described in a completed application unless the Vice President for Student Development Services or designee finds that use of the proposed space for the proposed exhibit must be disapproved under the criteria in Appendix C.

2. The Vice President for Student Development Services or designee will specify the location of each exhibit to reduce the hazard to visually impaired pedestrians.

3. The Vice President for Student Development Services or designee will advise each applicant how to correct, if possible, any conditions that preclude approval of the application. Even if an applicant is entitled to have the application approved as submitted, the Vice President for Student Development Services or designee may give advice about other possible locations or about modifications to the exhibit that would avoid potential problems or make the proposed exhibit more workable.

Time Limits

1. In locations administered by the Vice President for Student Development Services or designee, each exhibit may be displayed for 14 days. The exhibit may be renewed for an additional 14 days if space is available.

2. The exhibit must be removed at the end of each day and may be re-erected each morning. However, the Vice President for Student Development Services or designee may authorize
overnight exhibits in designated locations. Overnight exhibit applications will be considered on a case-by-case basis.

Cleanup Around Exhibits

Any Academic or Administrative Unit, Registered Student Organizations, or Faculty/Staff Organizations sponsoring an exhibit will remove litter from the area around the exhibit before vacating the space.

Liability

Any Academic or Administrative Unit, Registered Student Organizations, or Faculty/Staff Organizations sponsoring an exhibit assumes full responsibility for the exhibit, including all injuries or hazards that may arise from the exhibit. The College District will not be liable for any damage that may occur to the exhibit, and any Registered Student Organizations or Faculty/Staff Organizations sponsoring the exhibit will indemnify the College District for any claims arising from the exhibit’s presence on campus.

Amplified Sound

General Rule on Amplified Sound

Any College District person or organization may use amplified sound on campus at designated times and locations, subject to the rules in this Subsection. Advance permission is required.

Location and Times of Weekday Amplified Sound Areas

1. Campuses

Northeast Campus – 8 a.m. to 6 p.m.
Grassy area surrounding the outdoor chessboard bounded by sidewalk. This area is located east of the NCAB (Communication Arts Building) and south of the NLIB (Library).

Northwest Campus – 8 a.m. to 6 p.m.
Lawn area near the north parking lot between the WHPE Building and the walkway leading to the WSTU Building.

South Campus – 8 a.m. to 6 p.m.
South field across the street from the flag poles and bus stop, with sound amplification directed south toward I-20.

Southeast Campus – 8 a.m. to 6 p.m.
Grassy area southwest of the pool/Art Wing area.

Trinity River Campus – 8 a.m. to 6 p.m.
Clear Fork Lawn, the lawn area between the Trinity Building and the Clear Fork Building leading toward the river.

2. Vice President for Student Development Services or their designee. The Vice President for Student Development Services or their designee may designate additional areas for weekday use of amplified sound.
Regulation and Scheduling of Amplified Sound

1. The Vice President for Student Development Services or their designee may prescribe rules concerning scheduling, sound levels, the location of speakers, and the direction in which they are pointed; and other rules to facilitate the use of weekday amplified sound areas to mediate any conflict with College District functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.
   a. Organizations wishing to use an amplified sound area must reserve a particular area at a particular time. Reservations must be made with the Vice President for Student Development Services or their designee on a form prescribed by the Director of Student Development Services. The Vice President for Student Development Services or their designee will approve a properly completed application to reserve an amplified sound area, unless the application must be disapproved under the criteria in Appendix C.
   b. The Vice President for Student Development Services or their designee may limit the number or frequency of reservations for Registered Student Organization, Faculty/Staff Organization, or Academic or Administrative Unit to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.

2. Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.

3. Any designations of additional areas, any additional rules regulating the designated areas, and the rules and procedures for reserving the right to use a designated area, will be clearly stated on a website or on a flyer or pamphlet conveniently available in the office of the Vice President for Student Development Services or the Student Activities office on your campus.

Public Assemblies Without Amplified Sound

General Rule on Public Assemblies

1. “Publicly Assemble” and “Public Assembly” include any gathering of persons, including discussions, rallies and demonstrations.

2. College District persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. This right to assemble is subject to the rules in Appendix C. No advance permission is required.

Notice and Consultation

Registered Student Organizations or Faculty/Staff Organizations that are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with the Vice President for Student Development Services or their designee as soon as practicable after the point at which the planners anticipate or plan for more than 50 participants. Registered Student Organizations or Faculty/Staff Organizations planning smaller assemblies are encouraged to consult the Vice President for Student Development Services or their designee; if there is uncertainty about applicable College District
rules, about the appropriateness of the planned location, or possible conflict with other events. The Vice President for Student Development Services or their designee can help the planners avoid unintended disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.

**Guest Speakers**

**Definitions**

“Guest Speaker” means a speaker or performer who is not a student or faculty/staff member.

**Who May Present**

Any College District person or organization and Academic and Administrative Units may present Guest Speakers on College District property. In the case of Registered Student Organizations, advance notification from the Vice President for Student Development Services or their designee is required.

**Location and Form of Presentation**

1. A Guest Speaker may present a speech or performance, or lead a discussion of specified duration at a time announced in advance, in a fixed indoor location, or in a fixed outdoor location approved by the Vice President for Student Development Services or their designee. A Guest Speaker may distribute literature only immediately before, during, and immediately after the normal course of his or her speech, presentation or performance and only to persons in attendance. Only literature that complies with Appendix C may be distributed.

2. A Guest Speaker may not:

   a. Accost potential listeners who have not chosen to attend the speech, performance or discussion; or
   b. Distribute literature to persons who have not chosen to attend the speech, performance or discussion; or
   c. Help staff a table or exhibit set up under Appendix C.

**Application**

1. A Registered Student Organization that wishes to present a Guest Speaker will apply to the Vice President for Student Development Services or their designee on a form prescribed by the Vice President for Student Development Services or their designee, at least 48 hours before the scheduled event or any planned advertising for the event whichever is earlier.

2. The Vice President for Student Development Services or their designee will approve an application properly made under Appendix C unless it must be disapproved under the criteria in Appendix C.

**Obligations of Presenting Organization**

A Registered Student Organization or Faculty/Staff Organization that presents a guest speaker must make clear that:

1. The organization, and not the College District, invited the speaker; and
2. The views expressed by the speaker are his or her own and do not necessarily represent the views of the College District institution.
Responding to Speech, Expression and Assembly

General Rule on Responding

College District persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules in Appendix C.

Applications of General Rule on Responding

1. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation; such as signs, tables, distribution of literature and public assembly without amplified sound, may be used immediately and in any location authorized in this Appendix C.
3. Means of response that require advance permission or reservation, such as A-frames, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Vice President for Student Development Services or designee will expedite approval of A-frames, exhibits and available amplified sound areas where necessary to permit appropriate response to other speech, assembly or expression.
4. Means of response that are confined to authorized locations, such as amplified sound, may be used only in those locations. It is not possible to respond to amplified sound with amplified sound in the same location; similarly if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not possible to respond with amplified sound in that location. In either case, it is possible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

Enforcement and Appeals

Police Protection

1. It is the responsibility of the College District to protect the safety of all persons on campus and to provide police protection for speakers, public assemblies, persons staffing or viewing exhibits, and other events. The normal patrolling of officers during regular duty areas in the area of such events will be at the cost of the College District. When the magnitude, timing or nature of an event requires overtime hours from police officers (including contract hours for officers hired from other departments or private security agencies), the College District will charge the cost of overtime or contract officers to the person or organization sponsoring the event or exhibit that requires overtime police protection. The purpose of this subsection is to charge for police overtime where reasonably possible but not to charge for police overtime made necessary by the content of speech at the event or by the controversy associated with any event.
2. A reasonable and nondiscriminatory fee for overtime police work will be charged to the registered student or faculty/staff organization for events that require overtime police protection, and
   a. Charge a price for admission; or
   b. Pay a speaker, band or other off-campus person or organization for services at the
Persons or organizations planning such events should budget for the cost of police protection.

3. The College District will have the sole power to decide, after reasonable consultation with the person or organization planning the event, whether and to what extent, overtime police protection is required. No fee will be charged for officers assigned because of political, religious, philosophical, ideological or academic controversy anticipated or actually experienced at the event. All fees will be based on the number of officers required for an uncontroversial event of the same size and kind, in the same place and at the same time of day, handling the same amount of cash.

Response to Violations

A student or student organization which violates a prohibition in this chapter may be disciplined.

Appeals

1. A person or organization that is denied permission for an activity requiring advance permission under Appendix C may appeal the denial of permission to the Campus Vice President for Student Development Services or the Campus President. The decision made by the Vice President or President is final.

2. A person or organization that complies with an on-the-scene order limiting speech, expression or assembly may, on or before the fifth weekday after complying with the order; file an appeal to determine the propriety of the order limiting the speech, expression, or assembly. The question on appeal will be whether, under the circumstances as they reasonably appeared at the time of the order, the appellant’s speech, expression or assembly should have been permitted to continue. Such an appeal may be useful to clarify the meaning of a rule or to resolve a factual dispute that may recur if the appellant desires to resume the speech, expression or assembly that was limited by the order.
Appendix D

Accused Student Rights/Student Conduct Review Procedures

1. To have prior knowledge of the alleged violation(s) and have the alleged violation(s) explained clearly and fully. Students needing assistance with general questions or to better understand the conduct process should contact the Student Conduct Administrator.

2. To have access to hear testimony and or see all written statements concerning the charges.

3. To present throughout the proceedings, excluding the Student Conduct Administrator/Appeal Board deliberation process of the student conduct review process.

4. To refute oral and/or written statements.

5. To provide material witnesses and/or notarized statements from witnesses.

6. To be advised of the appropriate Appeal process.

7. To be accompanied by an “Advisor” if they choose, at his or her own expense. The Advisor may not address the Student Conduct Administrator or Board but may serve as a “Support Person” during the preceding for the accused student or Student who experienced harm.

8. To submit a written statement (in hard copy or electronic) outlining their perspective on the original incident which initiated the Student Conduct process.