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**Tarrant County College District**  
**Student Handbook**

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Spring 2011

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## Directory of Student Services

### Advising and Counseling Centers

Northeast Campus	NSTU Building, Rm 2800
Northwest Campus	WCTS Building, Rm 1110 A
South Campus	SACT Building, Rm 1412 A
Southeast Campus	ESEC Building, Rm 2110 A
Trinity River Campus	TRTR Building, Rm 1408 A

### Career Counseling/Planning

Northeast Campus	NSTU Building, Rm 1625 A	817-515-6692
Northwest Campus	WCTS Building, Rm 1124 A	817-515-7785
South Campus	SSTU Building, Rm 1102 A	817-515-4551
Southeast Campus	ESEE Building, Rm 2103 A	817-515-3592
Trinity River Campus	RTR Building, Rm 1002 A	817-515-1054

### Disability Support Services

Northeast Campus	NSTU Building, Rm 1629	817-515-6333 (TTY: 817-515-6812)
Northwest Campus	WTCS Building, Rm 1124 E	817-515-7733 (TTY: 817-515-7009)
South Campus	SSTU Building, Rm 1211	817-515-4554 (TTY: 817-515-4621)
Southeast Campus	ESED Building, Rm 2302 A	817-515-3593 (TTY: 817-515-3130)
Trinity River Campus	TRTR Building, Rm 1421 B	817-515- 1295 (TTY: 817-515-1244)

### Financial Aid

Phone	817-515-4AID (4243)
Northeast Campus	NADM Building, Rm 1212 A
Northwest Campus	WADM Building, Rm 1201 A
South Campus	SERS Building, Rm 1112 A

Southeast Campus	ESED Building, Rm 1105 A
Trinity River Campus	TRTR Building, Rm 1031

**Health Services**

Northeast Campus	NSTU Building, Rm 704	817-515-6222
Northwest Campus	WCTS Building, Rm 1128 A	817-515-7790
South Campus	SACC Building, Rm 306	817-515-4531
Southeast Campus	ESEC Building, Rm 2118 A	817-515-3591
Trinity River Campus	TREF Building, Rm 1312	817-515-1059

**Intramural Activities**

South Campus	SHPE Building	817-515-4542
Northeast Campus	NHPE Building	817-515-6621
Northwest Campus	WHPE Building	817-515-7689
Southeast Campus	ESEB Wing	817-515-3850
Trinity River Campus	TREF Building, Rm 6415 A	817-515-1179

**Library Services**

Northeast Campus	<u>J. Ardis Bell Library</u>	817-515-6627
Northwest Campus	<u>Walsh Library</u>	817-515-7725
South Campus	<u>Jenkins Garrett Library</u>	817-515-4524
Southeast Campus	<u>Southeast Library</u>	817-515-3081
Trinity River Campus	<u>Trinity River Library</u>	817-515-1220

**Registrar Offices**

Northeast Campus	NADM Building, Rm1101 A	Fax: 817-515-6988
Northwest Campus	WADM Building, Rm 1204 A	Fax: 817-515-7732
South Campus	SERS 1103 Building, Rm 1103 B	Fax: 817-515-4110
Southeast Campus	ESED 1123 Building, Rm1123 A	Fax: 817-515-3182
Trinity River Campus	TRTR Building, Rm 1016 B	Fax: 817-515-0886

**Student Activities**

Northeast Campus	NSTU Building, Rm 1704	817-515-6644
Northwest Campus	WSTU Building, Rm 2811	817-515-7795
South Campus	SSTU Building, Rm 1102 A	817-515-4553
Southeast Campus	ESEC Building, Rm 1111	817-515-3595
Trinity River Campus	TRTR Building, Rm 004 A	817-515-1190

**Vice President for Academics**

South Campus	SACT Building, Rm 1102 A	817-515-4507
Northeast Campus	NADM Building, Rm 1305 A	817-515-6686
Northwest Campus	WADM Building, Rm 1216 A	817-515-7701
Southeast Campus	ESEC Building, Rm 1114 A	817-515-3010
Trinity River Campus	TRTR Building, Rm 4017 CA	817-515-1009

**Vice President for Student Development Services**

South Campus	SACT Building, Rm 1301 B	817-515-4504
Northeast Campus	NADM Building, Rm 1305 C	817-515-6203
Northwest Campus	WADM Building, Rm 1214 A	817-515-7741
Southeast Campus	ESEC Building, Rm 1120 B	817-515-3015
Trinity River Campus	TRTR Building, Rm 4017 C	817-515-1006

## WELCOME TO TARRANT COUNTY COLLEGE DISTRICT

Tarrant County College District, a comprehensive two-year institution established in 1965, is dedicated to providing quality education that exceeds the expectations of the people of Tarrant County. Accordingly, Tarrant County College provides affordable and open access to quality teaching and learning. The College is committed to providing a variety of support services and activities designed to enable student success.

### I. STUDENT SERVICES

#### Academic Advising

([www.tccd.edu/Student\\_Services/Advisement.html](http://www.tccd.edu/Student_Services/Advisement.html))

Academic advisors and counselors are available to assist students in the selection of coursework for specific degrees and educational objectives. All TCC degrees and certificates are available online at [WebAdvisor](#); students can determine how their TCC and transfer courses meet requirements for any TCC degree or certificate.

Students enrolled in technical programs also should consult with their program coordinator or designated program advisor.

Transfer Centers on each campus provide information about universities and transfer planning. TCC advisors and university representatives are regularly scheduled in Centers and are available by appointment to provide individual assistance.

Advisors assist students who have not yet met the Texas Success Initiative (TSI) requirements by providing interpretation of TSI regulations, exploring options for acquiring basic skills and guidance for developing an Academic Success Plan. (See page 26 for additional information about the Texas Success Initiative.)

Academic advisors also are 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.

#### Testing and Assessment

([www.tccd.edu/Student\\_Services/Testing.html](http://www.tccd.edu/Student_Services/Testing.html))

Services provided by the Testing Centers include on-site administration of the ACCUPLACER test, Texas Higher Education Assessment (THEA), and departmental placement tests. Distance Learning and other departmental tests are scheduled periodically. Centers also provide information and assistance about Credit by Examination/Experience and the College Level Examination for Proficiency (CLEP).

Vocational interests, aptitude and personality inventories are available to support career planning or personal counseling by TCC counselors. Students are advised to make an appointment with the Advising and Counseling Center for a preliminary consultation before referral to the Testing Center for these tests.

Also see **Assessment/Placement Testing** below.



### **Career Counseling/Planning**

([www.tccd.edu/Student\\_Services/Career.html](http://www.tccd.edu/Student_Services/Career.html))

Career assessment, exploration, and planning are vital components for students in making career decisions. The Advising and Counseling Centers assist students with career planning, identifying their career objectives and exploring future needs, likes and dislikes, career paths, long-term and short-term goals. Counselors may suggest that students take various interest and career tests, including a computerized career exploration system. In addition, students are invited to visit the Office of Career and Employment Services where additional resources are available with information about career descriptions, job outlooks, earnings, and related occupations.

### **Career and Employment Services**

([www.tccd.edu/Student\\_Services/Career/Planning.html](http://www.tccd.edu/Student_Services/Career/Planning.html))

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

1. Referrals to current job openings in the community and to on-campus student assistant positions;
2. Information for interviews with prospective employers;
3. Scheduling employers for on-campus recruitment and interviews with employers;
4. Resource materials for successful resume writing, interview techniques, and job search skills; and
5. Information regarding career exploration, employment trends, and salaries.

Prior to receiving job information, students are required to present a TCC Student Identification Card or other proof of current or prior enrollment and to complete a referral card.

As representatives of Tarrant County College, student applicants play an important role in college-community relations and determine the nature of future cooperation between employers and the College. Students should strive to maintain a professional attitude toward their employment endeavors. Failure to do so may disqualify a student from receiving additional job referrals.

### **Disability Support Services (DSS)**

([www.tccd.edu/Student\\_Services/Disability\\_Support.html](http://www.tccd.edu/Student_Services/Disability_Support.html))

TCC offers various support services for students with a disability through the Disability Support Services Office (DSS). On each campus, various services are offered. Documentation for each disability must be provided to the DSS coordinator prior to the need for services. Please consult the DSS Manual ([www.tccd.edu/Documents/Student%20Services/Disability%20Support/DSS%20Procedures%20Manual.pdf](http://www.tccd.edu/Documents/Student%20Services/Disability%20Support/DSS%20Procedures%20Manual.pdf)) for specific guidelines required for requesting accommodations. DSS is staffed by employees who provide services such as interpreting, note taking, tutoring, and readers for the blind or dyslexic student. Wheelchairs for on-campus use, a TDD for the hearing impaired, a CCTV and Talking Calculator, adapted computers, and audio tape recorders and other specialized equipment may be available. Learning-

disabled students with proper documentation of their disability may qualify for alternative testing accommodations.

The DSS Coordinator works closely with TCC counseling staff in helping students with academic and personal adjustment problems, and career choices. Students needing to bring a service animal on campus must provide appropriate documentation for review and approval by DSS.

### **Financial Aid**

([www.tccd.edu/financialaid](http://www.tccd.edu/financialaid))

The Student Financial Aid Services (SFAS) Offices administer grants, scholarships, work-study and loans at the College. Financial aid funds can be used for tuition, books, transportation and other school-related expenses.

The Free Application for Federal Student Aid (FAFSA) is required to apply for financial aid. Complete information on financial aid at TCC is available at [www.tccd.edu/financialaid](http://www.tccd.edu/financialaid) or by calling 817-515-4AID (4243).

### **Health Services**

([www.tccd.edu/Student\\_Services/Health\\_and\\_Fitness.html](http://www.tccd.edu/Student_Services/Health_and_Fitness.html))

Student Health Services promote a balanced lifestyle through education and encourage lifelong health responsibility.

Students can receive first aid in the event of an injury, accident or sudden illness. For assistance with non-threatening illness or injury, students should call ext. 8911 from a campus telephone. For life-threatening episodes such as heart attack and uncontrolled bleeding, 9-911 should be called first to report the emergency. The TCCD campus police department, at 817-515-8911 or ext. 8911 should be alerted to every emergency. The campus police will notify and transport the nurse to the victim for immediate assistance. The campus police will also be responsible for directing emergency responders to the exact location of the victim.

Students with life-threatening illnesses, including but not limited to cancer, diabetes, heart disease and AIDS, may wish to continue participating in activities including classroom attendance. When medical evidence indicates that the health status of these students is not a threat to themselves or others, the College and faculty will ensure that they are treated consistently with other students.

The student health centers on all campuses will assist students with information about health problems. Referrals to appropriate health-care agencies for health education, and health counseling are readily available.

### **HIV/AIDS Policy**

TCCD will offer its students diagnosed with AIDS or as HIV-positive the same opportunities or benefits offered to other students in accordance with Center for Disease Control (CDC) guidelines and appropriate laws. These include access to educational programs, advisement and counseling services, and financial aid. Except where coursework or external placement requires involvement with body fluids, no special

policies, procedures or rules will be imposed on students diagnosed with AIDS or as HIV-positive that will limit or restrict the student's participation in College activities or programs. Students are advised, however, that certain allied health programs may have policies in addition to those listed below in order to comply with rules established by clinical sites.

This policy is subject to applicable laws, including the Americans with Disabilities Act and the Rehabilitative Act of 1973, as amended.

1. Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission process for students applying to TCCD, nor will TCCD require screening of students for antibody to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.
2. Students with AIDS or a positive HIV antibody test will not be restricted from access to College facilities and common areas.
3. Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Coordinator of Disability Support Services Office on the campus and provides appropriate medical documentation.
4. AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer or institution may be provided any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.
  - a. Legal liability – The obligation of the College to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.
  - b. Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.
  - c. Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV-infected, unless required to do so by federal or state law.

### **Health and Fitness/Intramural Activities**

[http://www.tccd.edu/Student\\_Services/Health\\_and\\_Fitness.html](http://www.tccd.edu/Student_Services/Health_and_Fitness.html)

The intramural program provides a variety of competitive activities (team, individual and dual sports) for TCC students. Individual activities for men and women and coeducational activities are available.

Health and Physical Education facilities will be available to students during free hours for student recreation. Hours and facilities will be announced each semester at [www.tccd.edu/Student\\_Services/Health\\_and\\_Fitness/Fitness/Fitness\\_Contact.html](http://www.tccd.edu/Student_Services/Health_and_Fitness/Fitness/Fitness_Contact.html). The school newspaper, *The TCC Collegian*, *CampusCruiser*, and bulletin boards on campus will carry information and schedules for all intramural/extramural activities and student recreation hours.

## **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**

([library.tccd.edu/vwebv/searchBasic](http://library.tccd.edu/vwebv/searchBasic))

TCC 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 TCC 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 TCC 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.

## **Personal Counseling**

([www.tccd.edu/Student\\_Services/Advisement/Counseling.html](http://www.tccd.edu/Student_Services/Advisement/Counseling.html))

Various circumstances can inhibit academic performance. Counselors are professionals who care about the personal and academic well being of students. Counselors can assist students in dealing with such personal problems as anxiety, depression, and physical and emotional abuse. When appropriate, counselors will refer the student to community or private resources. They also can help students investigate better ways to achieve academic success through developing effective study habits, enhancing communication skills, minimizing test anxiety, improving time management, and exploring opportunities for the evolution of critical and independent thinking. The counselor's role is to assist students in developing self-awareness and self-satisfaction as well as in taking individual responsibility for personal growth and development.

## **Registrar's Office**

([www.tccd.edu/Admissions/Registrar\\_Contact.html](http://www.tccd.edu/Admissions/Registrar_Contact.html))

The Registrar's Office provides a variety of services to students. Most services also are available online through WebAdvisor.

1. Admission and readmission to the College
2. Academic Fresh Start
3. Registration assistance and information about credit and continuing education courses
4. Information about academic policies and procedures
5. Unofficial transcripts and requests for official transcripts
6. Student records information and updates
7. Assistance with course withdrawals
8. Verification of enrollment
9. Certification for Department of Veterans Affairs education benefits
10. Residency determination and eligibility for tuition waivers and exemptions

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

## **Student Activities**

([www.tccd.edu/Student\\_Services/Student\\_Activities.html](http://www.tccd.edu/Student_Services/Student_Activities.html))

The Office of Student Activities provides a wide variety of educational experiences to enhance leadership training and practical application of learning, skill building and personal development by sponsoring events such as speakers, student organizations, cultural arts, co-curricular programs for the classroom, and leadership retreats. Classroom experiences are enriched by programs spotlighting authors, entertainers, and others with special insight or expertise. Student Activities programs are planned to meet students' individual needs and interests and supplement their classroom experiences.

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 found on CampusCruiser. 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.

See SPEECH, ASSEMBLY, and EXPRESSION policy statement for additional information about student and faculty/staff organizations and programs.

## **Student Publications**

([http://www.tccd.edu/Collegian\\_Award.html](http://www.tccd.edu/Collegian_Award.html))

*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. 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, in person; by writing *The Collegian*, Tarrant County College, 828 W. Harwood Road, Hurst, Texas 76054 or emailing [tcceditor@lycos.com](mailto:tcceditor@lycos.com) or [eddye.gallagher@tccd.edu](mailto:eddye.gallagher@tccd.edu). Students are also invited to call the editorial staff at 817-515-6391 or the advertising staff at 817-515-6619.

The director of TCC student publications conducts an annual survey about coverage, readership, and use of advertising. Results of the survey are used for planning and for making appropriate changes in the newspaper.

In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy within the financial policies of the institution for student publications to maintain their integrity of purpose as a vehicle for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have responsibility to provide a written clarification of the role of the student publication, the standards to be used in its evaluation, and the limitations on external control of its operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendos. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press will be free of censorship and advance approval, and its editors and managers shall be free to develop their own editorial policies and news coverage, all within the framework of the mutual obligations and responsibilities set forth in this document.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal, and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers will be the agency responsible for their removal.
3. All publications should explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or student body.

## **Transfer Centers**

[www.tccd.edu/Courses\\_and\\_Programs/Transitional/Transfer.html](http://www.tccd.edu/Courses_and_Programs/Transitional/Transfer.html)

Students are encouraged to meet with a college/university advisor at a Transfer Center located on each campus to discuss course transferability, basics/core curriculum, and four-year degree planning.

Transfer Centers on each campus provide information about universities and transfer planning. TCC advisors and university representatives are regularly scheduled in Centers and are available by appointment to provide individual assistance.

## **Services for Active Military, Reservists, and Veterans**

([www.tccd.edu/Student\\_Services/Veterans\\_and\\_Military.html](http://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 by each Registrar's Office. Applications for benefits should be submitted prior to registration. The Department of Veterans Affairs and the College require that veterans qualifying under Chapters 30, 35, 1606 and 1607 must enroll for 12 semester hours in a regular semester and 4 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.

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:

1. Withdrawal from courses with grade of W and complete refund of tuition;
2. Receive an Incomplete (I) grade for the semester's coursework with a contract to complete at a specified date in the future; or
3. 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 may require reasonable proof of the fact and duration of 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 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 from which the student withdrew 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 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.

## **II. BUSINESS SERVICES**

([www.tccd.edu/Student\\_Services/Costs\\_and\\_Payments/Business\\_Services\\_Contact.html](http://www.tccd.edu/Student_Services/Costs_and_Payments/Business_Services_Contact.html))

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

### **Payment Information**

([http://www.tccd.edu/Student\\_Services/Costs\\_and\\_Payments/Payment\\_Methods.html](http://www.tccd.edu/Student_Services/Costs_and_Payments/Payment_Methods.html))

Students are responsible for prompt payment of all financial obligations to the College. Students who knowingly give the College a check, draft or money order with intent to defraud the College are subject to disciplinary action.

Payments by check, cash or credit card can be made at any campus Business Services Office. Payment plans are available for payment of tuition. Returned checks, delinquent installment contracts, and past due student balances will be sent to a third-party agency for collection. The student will be responsible for all collection costs and attorney fees.

A voucher must be submitted to the Business Services Office by the payment deadline if payment is to be provided by any agency or organization. Documentation to qualify for state reimbursed programs (Early High School Graduate, Educational Aides and Substitute Teachers, TANF/AFDC Recipients, and National Guard Scholarships) and evidence of eligibility for payment from the Texas Tomorrow Fund should be submitted each semester to the Business Services Office by the payment deadline.

It is the responsibility of students to be aware of tuition payment due dates assigned for a semester. Failure to pay tuition or to make payment arrangements by the deadline **may** result in students being dropped from their courses. Students are responsible for dropping any course they do not wish to be enrolled in, and for verifying that they have been withdrawn from unpaid courses.

### **Refund of Tuition and Fees**

([www.tccd.edu/Student\\_Services/Costs\\_and\\_Payments/Refunds.html](http://www.tccd.edu/Student_Services/Costs_and_Payments/Refunds.html))

A student should be aware of refund implications when dropping a course. Refund schedules will be posted at the Business Services Office on campus. Special-length courses may have a refund schedule different than the published standard term schedule. A student may inquire about these at the Business Services Office. Refunds are generated automatically on withdrawal from a class. If payment has been made by credit card, refund will be made to the credit card used for payment. Refunds require two-three



weeks for processing. A refund check will be mailed to the address the student has on file with the College.

A student who has opted for the installment payment plan, has dropped classes, and/or withdraws from the College is 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](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.

## **III. STUDENT RECORDS**

### **Access to Student Records/Family Educational Rights and Privacy Act**

([http://www.tccd.edu/Student\\_Services/Records/FERPA.html](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 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. A "student" is defined as a person who has registered and paid for one or more credit or continuing education courses and who is enrolled in and actually attends the College. 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 Policy and Regulations Manual.

### **Change of Name**

([www.tccd.edu/Student\\_Services/Records/Record\\_Change.html](http://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](http://www.tccd.edu/Student_Services/Records/Record_Change.html))

Students must provide the College with a correct and current mailing address. A system-assigned email address is provided to each student to enhance communication of important announcements and information. **Any communication from the College that has been mailed to the name and address or TCC email address or posted on a College bulletin board is considered to have been properly delivered, and the student is held responsible for the information.**

## 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 for maintenance of their student records. This allows the College to meet federal and state-reporting requirements, enables communication with financial aid providers and service agencies, and substantially eases transfer of information between TCC 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 makes every effort to protect students' Social Security Numbers from disclosure.** Questions about College use of the Social Security Number should be directed to the Director of Records and Reports.

## Right to an Academic Fresh Start

([http://www.tccd.edu/Student\\_Services/Records/Fresh\\_Start.html](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 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 TCC 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 TCC 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 terms of less than semester length comprise a proportionate share of full-time or part-time enrollment. Students enrolled in a special term should consult the campus Registrar to determine how special terms might affect their enrollment.

Twelve hours constitute a full-time course load. 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 Teaching and Learning. The College reserves the right to limit the course load of any student.

The allowed student course load during each six-week term of the summer semester is 7 semester hours. The maximum load, with permission of the Vice President of Teaching and Learning Services, shall not exceed 8 semester hours for one six-week term. The maximum credit that a student can earn during the entire summer semester shall not exceed the number of weeks of the student's summer enrollment, up to 17 semester hours. The May mini-term 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](http://www.tccd.edu/Student_Services/Records/Grades.html)

Grade Point Average (GPA) is a ratio of the semester hours taken and the grade points earned for each grade.

Students must be concerned about two separate Grade Point Averages:

- **Semester GPA** is computed at the end of the spring, fall and summer terms and represents the GPA for courses taken at any time during that semester.
- **Cumulative GPA** is also computed at the end of the spring, fall and summer terms and represents the GPA for ALL courses taken at TCC.

Note that neither GPA includes grades earned at another college or university, grades for courses taken and repeated at TCC, or grades earned for developmental courses, courses taken for Credit/No Credit (CR/NC), or courses taken for audit (AU). Courses dropped earn a grade of "W" and do not affect GPA.

## GPA Calculation

Each time a course is taken, grade points are earned:

Grade of A receives 4 grade points per semester hour  
Grade of B receives 3 grade points per semester hour  
Grade of C receives 2 grade points per semester hour

Grade of D receives 1 grade point per semester hour  
Grade of F receives 0 grade points per semester hour

- For **Semester GPA**, divide total grade points earned in eligible courses for the semester into total hours attempted.
- For **Cumulative GPA**, divide total grade points earned for ALL eligible TCC courses into total hours attempted.

## **Texas Common Course Numbers**

([www.tccns.org](http://www.tccns.org))

The Texas Common Course Numbering System 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](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 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 and/or appropriate work or other learning experiences. Credit-by-examination is not available in all courses offered by the College. 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 TCC and be enrolled at TCC during the semester for which credit is posted on the permanent record.

Students who completed technical courses in high school and who are majoring in the same or similar TCC technical program should contact TCC's Tech Prep Coordinator to determine whether they may be eligible for credit-by-examination in one or more allied courses.

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 TCC degree in any combination of credit-by-examination/experience.

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

## **Academic Standing**

([http://www.tccd.edu/Student\\_Services/Records/Academic\\_Status.html](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.

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

**Academic Probation:** Cumulative GPA below 2.0. When on probation, students must earn not less than a 2.0 Semester GPA to be eligible for continued enrollment.

**Academic Suspension I:** Students on academic probation who become ineligible to re-enroll are suspended from the College for not less than one long semester (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 semester GPA of 2.0 or higher or be placed on Academic Dismissal. Students on Academic Dismissal must remain out of TCC 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 readmissions may include special requirements or restrictions.

Returning Academic Dismissal students must a) first visit with campus Vice President of Teaching and Learning 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 TCC Following Suspension**

Students who have been placed on Academic Suspension or Dismissal by another college or university must meet the same criteria as TCC students. Depending on the circumstances of the suspension the counselor, Registrar, or VPTL 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. 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.

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

## **Religious Holy Days**

In accordance with state law, Education Code 51.911, TCC shall allow an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete a missed assignment or examination. The following conditions apply:

1. The student has notified each instructor no later than the 15th calendar day after the first day of the semester.
2. The notification is in writing, either delivered personally with receipt of the notification acknowledged and dated by the instructor, or by certified mail-return receipt requested.
3. Assignments or examinations missed during the absence will be completed within a reasonable amount of time.

## **Degree Audit (Degree Plan)**

([wa.tccd.edu](http://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 TCC 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 TCC degrees and certificates are available online at [WebAdvisor](#); students can determine how their TCC and transfer courses meet requirements for any TCC degree or certificate. The online TCC 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](http://www.tccd.edu/Courses_and_Programs/Core_Curriculum.html))

“Core curriculum” indicates the curriculum in liberal arts, humanities, and sciences and political, social, and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree. Core completion must be recognized by the receiving institution when transferring. *Education Code 61.821(1)* (See Policy and Regulations Manual EFAA Legal)

### **Transcript Evaluation**

([www.tccd.edu/Admissions/Transcript\\_Evaluation.html](http://www.tccd.edu/Admissions/Transcript_Evaluation.html))

Students who have transferred from another college or university and are working toward a TCC Associate of Arts or Associate of Applied Sciences degree or Certificate require a transcript evaluation. Evaluations include **only** coursework completed through regionally accredited colleges and universities and appropriate international institutions.

An evaluation is used to:

1. Provide a consistent method of applying transfer coursework to a TCC degree
2. Assist students in tracking progress toward a degree
3. Support academic advisement
4. Record course prerequisites required for registration
5. Transfer core completion information

Students transferring to TCC from another regionally accredited college or university should submit an online transcript evaluation request through [WebAdvisor](#). An official transcript from each previous, regionally accredited collegiate institution must be on file prior to requesting an evaluation.

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. An official transcript must be submitted to the District Admissions Services Office.

Students who have completed coursework through a foreign college or university may request an evaluation through the District Office of International Admissions Services.

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

Evaluations can be completed only after ALL required transcripts are on file. Evaluations usually are completed seven to 10 business days from the date the request is received by the District Admissions Services Office and all transcripts have been received. However, due to the large volume of requests from mid-July to September 1 and from December 1 to January 31, completion time may increase to three weeks or more.

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

### **Drop/Withdrawal From One or More Courses**

([www.tccd.edu/Admissions/Registration/Withdrawals.html](http://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.

Courses can be dropped online through WebAdvisor or through the campus Registrar's Office. Students who drop/withdraw online are responsible for verifying that their electronic drop processing was completed by printing a copy of their unofficial transcript or student schedule showing the grade W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

Students who are unable to withdraw in person or electronically may mail or fax a letter to the registrar specifying class(es) from which the drop/withdrawal(s) is/are requested. The letter must be signed by the student; it must include the student's Colleague ID or Social Security Number; and, if mailed or faxed, the date shown on the postmark or 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](http://www.tccd.edu/Admissions/Registration/Withdrawals/Drop_Six_Rule.html))

Students entering any college Fall 2007 or thereafter may not drop more than six courses, including those taken at another college or university (*Education Code 51.907(e); 19 TAC 4.10(a)*). All courses dropped after the official day of record (census date) are included in the six course limit unless (1) the student withdraws from all courses, or (2) the course to be dropped is a developmental course or is taken by a student still enrolled in high school, or (3) a drop exception is authorized.

Drop exceptions can be approved by the Vice President of Student Development Services if the student properly documents an acceptable reason allowed by the law:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;



2. The student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
3. The death of a person who is either considered to be a member of the student's family or is otherwise considered to have a sufficiently close relationship to the student.
4. The active duty service as member of the Texas National Guard or the Armed Forces of the United States of either the student or a person who is considered to be a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student, as described by the Higher Education Coordinating Board's Rules;
5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
6. Other good cause as determined by the institution of higher education.

Students who incur six withdrawals that have not been approved with exceptions will incur registration and drop restrictions during all subsequent semesters and may incur other enrollment limitations or requirements.

### **Repeating a Course**

([www.tccd.edu/Admissions/Registration/Repeats.html](http://www.tccd.edu/Admissions/Registration/Repeats.html))

Students may opt to repeat a course to improve a grade or extend mastery of course content. In general, when a course is repeated only the highest grade is included in GPA computation; however, all courses and grades are a part of the official record and remain on the students' transcripts.

The decision to repeat a course should be made very carefully by students receiving financial aid, veterans' educational benefits, or other third-party benefits. Repeated courses may negatively affect benefits.

A few courses designate in the course description that they may be taken for a specific number of times without constituting a repeat. In other instances students should be aware that they may be subject to additional tuition and fees due to excessive repeats. (Education Code 130.0034;54.014;19 TAC Chapter 13, subchapter F). State regulations allow an institution of higher education to charge a higher tuition rate to a student who enrolls in a course more than two times, regardless of the grade received (including grade of W). At this time, TCC is not charging additional tuition for these courses, but students planning to transfer to a university should be particularly aware of possible current or future consequences of repeating courses.

### **Grade Review**

Students may petition for review of a grade within 30 calendar days after the first class day of the next long semester 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 Vice President of Teaching and Learning, 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 memo.
3. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. A copy of the grade appeal 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.
4. 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 Vice President for Teaching and Learning, who will notify the student of the decision.

### **Grade Reports and Transcripts**

([www.tccd.edu/Student\\_Services/Records/Transcript\\_Requests.html](http://www.tccd.edu/Student_Services/Records/Transcript_Requests.html))

Grade reports are **not** mailed to students. Students can access and print grade reports through TCCD online services at [WebAdvisor](#). Unofficial transcripts are provided online without charge or can be requested through each campus Registrar's office.

Official transcripts are provided without charge and can be requested through online services or any TCC Registrar's office.

### **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. A certificate is mailed to the student, and the Dean's List is posted on campus following each fall or spring semester.

**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. This list is not published.

**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. This list is not published.

### **Assessment/Placement Testing**

([www.tccd.edu/Student\\_Services/Testing.html](http://www.tccd.edu/Student_Services/Testing.html))

Testing Centers on each campus administer testing required for the Texas Success Initiative (TSI), including ACCUPLACER and Texas Higher Education Assessment (THEA). 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.

### **Texas Success Initiative (TSI) - Mandatory Testing Requirement**

([www.tccd.edu/Student\\_Services/Advisement/TSI.html](http://www.tccd.edu/Student_Services/Advisement/TSI.html))

The Texas Success Initiative (TSI) has been mandated by the Texas Legislature and is designed to measure competency in reading, writing and mathematics and to indicate the need for remedial work to address deficiencies.

All students not eligible for a TSI exemption or waiver must have taken ACCUPLACER or an approved alternative test prior to enrolling in any Texas public college or university. Enrollment without test scores will prevent enrollment in many courses with test score prerequisites.

Students who score below specified levels in any section of the ACCUPLACER or alternative test will be required to enroll in developmental studies until a grade of C or higher is earned in the final course of the developmental series, or until the student passes the test. Students who do not demonstrate proficiency on all parts of the test are required to enroll in remedial reading during their first semester and must have a Student Success Plan on file in the Advising and Counseling Center by the end of their first semester.

Students whose test scores in reading, writing and mathematics are below specified levels are restricted from certain courses. The restrictions are in effect until the required score is presented or until the students complete developmental reading courses with a C grade or pass the appropriate test.

More information about the Student Success Plan is available through campus Advising and Counseling Centers.

## **IV. 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 telecommunicators 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 ext. 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/ID\\_and\\_Parking/Permit\\_Locations.html](http://www.tccd.edu/Student_Services/ID_and_Parking/Permit_Locations.html))

All students, faculty and staff employees of TCC are responsible for obtaining and displaying motor vehicle parking permits on campus and for obeying the Motor Vehicle Regulations outlined in this document. Citations are issued for parking violations.

Students are prohibited from parking in the visitor's lot. This prohibition applies to parking on campuses other than the one usually attended. Students/faculty/staff are not visitors and will be issued citations for parking in the visitor's lot.

A one-day temporary permit is issued when a student or employee fails to bring his permit to the campus.

Citations can be appealed during the semester in which the citation was issued. Appeals will not be accepted for a previous semester. Appeals must be in writing on forms that can be obtained from the Police Department or the Business Services Office when the Police Department office is closed. The Traffic Appeals Board decides if the citation fee is to be voided or retained. The Police Department or Appeals Board notifies the appellant of the board's decision.

### **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**, resisting 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 ext. 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 serious interest in safety, cooperating with College officials, complying with safety regulations of the College, 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).

### **Firearms and Weapons**

The possession of firearms, explosives, fireworks or weapons of any kind on the College premises or at College-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 police, are permitted to have firearms while in the performance of their duties as defined by College policy and the Texas Penal Code. Police officers may not carry weapons while attending classroom instruction.

### **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

### **Tobacco Use**

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 fines and/or disciplinary action. Referrals to tobacco-use cessation programs are available in the Health Services Offices.

### **Tobacco Violations**

Violators of the **Student Conduct Tobacco Use FLBD (LOCAL)** may be subject to a \$5 fee for the first offense, increased to \$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/ 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.*

## V. 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, or that tends to impede, obstruct or threaten the legal rights of others on the campus. Therefore, TCC 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. 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.

### Student Organizations

[http://www.tccd.edu/Student\\_Services/Student\\_Activities/Organizations.html](http://www.tccd.edu/Student_Services/Student_Activities/Organizations.html)

The College 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.

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 and must agree to abide by regulations of the Board and by the club rules issues by the administration. Every club must have a faculty advisor responsible to the College. No organization will be established or allowed to operate which discriminates against staff members or student in violation of state or federal law.

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

## **Campus Visitors**

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 this is not done, he/she will be arrested. Violators can be prosecuted under Texas law. Although not all-inclusive, the following acts are considered violation of College policy or state and local law:

1. Destroying or defacing property.
2. Disturbing the peace (inside or outside of buildings).
3. Obstruction of Reasonable Access. It is important to provide reasonable access to and exit from any office, classroom, laboratory or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
4. Possessing or being under the influence of any illegal drug or intoxicating beverage.
5. Driving recklessly or in any way endangering the health and well-being of others.
6. Use of tobacco products on College property.
7. Violating any TCC regulation.
8. Speaking or behaving in a way that is considered obscene.
9. Noise levels that interfere with classes, meetings or activities in progress.

## **Hazing**

Hazing is forbidden by state laws.

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

For additional information and definition, see Policy and Regulation Manual, FLBC Legal.

## **Bullying**

TCC takes bullying seriously, and students should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.

Cyber-bullying involves 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.

### **Definition of 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.



Examples of bullying include:

1. **Emotional:** Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
2. **Physical:** Pushing, kicking, hitting, punching or any use of violence;
3. **Racist:** Racial taunts, graffiti, gestures;
4. **Sexual:** Unwanted physical contact or sexually abusive comments;
5. **Homophobic:** Because of, or focusing on the issue of sexuality;
6. **Verbal:** Name-calling, sarcasm, spreading rumors, teasing;
7. **Cyber:** All areas of Internet, such as email and Internet chat room misuse, mobile threats by text messaging and calls, and misuse of associated technology such as camera and video facilities.

### **Intervention Strategies**

All allegations of bullying will be taken seriously by TCC.

1. When a student reports a case of bullying to a member of staff, he/she must deal with the matter as quickly as possible.
2. In dealing with a case of bullying, disciplinary procedures may be invoked and the police may need to be contacted where more serious cases involve assault, cyber-bullying and persistent bullying outside of TCC.
3. TCC will attempt a variety of strategies to ensure that the matter is reconciled and that the student who has been bullied feels confident that the matter has been dealt with appropriately.
4. As a means of preventing further bullying, each case will be monitored, and attempts will be made to help the bully/bullies change their behavior.

### **Gang-Free Zones**

Premises owned, rented or leased by TCC, 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.

### **Dress Code**

Proper dress and attire are primarily personal matters. However, appearance or dress that is extreme or unusual to the point of distracting from or disturbing the learning environment either within classes or on the campus is prohibited. Shoes must be worn at all times. In designated programs or areas, a dress code

may be required. The Vice President of Student Development Services has the right to require students who do not adhere to this dress code to leave the campus.

### **Emergency Messages**

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

### **Minor Children On Campus**

From time to time, classes and activities are offered at TCC for minor children. On these occasions, children are invited to avail themselves of these opportunities. At other times, however, parents are cautioned that minor children are not permitted to remain unattended on campus, to attend classes with their parents, or to be in the Testing Center either attended or unattended.

### **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, without approval of the College administration. Students or student organizations wishing to raise funds or distribute materials must have the approval of the Vice President of Student Development Services.

See new policy statement (not yet published), SPEECH, ASSEMBLY and EXPRESSION for additional information about requirements and restrictions pertaining to soliciting, selling, distributing or fundraising.

### **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 premises or at any College-sponsored event is prohibited. The specified suspension at Tarrant County College will be one calendar year (12 months) from the date such suspension begins. Students convicted of selling or distributing controlled substances may be subject to disciplinary expulsion.

Illegal drugs as referred to in the preceding paragraph include all controlled substances and other substances that are the object of an offense under the Texas controlled Substances Act. (Chapter 481, Vernon's Texas Health and Safety Code).

Tarrant County College is aware of potential alcohol and drug abuse among its students, faculty and staff. An alcohol and drug abuse education program, along with referral assistance, is available to all students, faculty and staff. For information or assistance, contact any one of the following:

1. Advising and Counseling Center
2. Health Center
3. Department Chairperson of Mental Health Program, Northeast Campus

4. Director of Student Development Services, all campuses

## 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, TCC 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

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about TCC, 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.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the College.
- **Use of TCC logos for endorsements is strictly prohibited:** Do not use the TCC logo or any other college images or iconography on personal social media sites. Do not use TCC's name to promote a product, cause, or political party or candidate.
- **Terms of service:** Obey the Terms of Service of any social media platform employed.

### Student Group or Organization

- **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. 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 TCC Web Content Editor at 817-515-5127.
- **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.
- **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 and its institutional voice.
- **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.

- **On personal sites,** identify your views as your own. If you identify yourself as a TCC student online, it should be clear that the views expressed are not necessarily those of the College.
- **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.
- **Notify the College:** Student group or organization units that have a social media page or would like to start one should contact the TCC PR and Marketing Director's office at 817-515-5212. All institutional pages must have a full-time appointed student who is identified as being responsible for content.
- **Acknowledge who you are:** If you are representing a TCC student group or organization when posting on a social media platform, acknowledge this.
- **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.
- **Protect the institutional voice:** Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. No TCC student group or organization should construe its social media site as representing the College 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.

## VI. STUDENT RIGHTS AND RESPONSIBILITIES

Students are encouraged to discuss concerns and complaints with College personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Retaliation against anyone involved in the complaint process is a violation of College District policy.

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

## **Discrimination, Harassment**

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

The College prohibits harassment of any student, including sexual harassment, whether perpetrated by any College employee, College representative, or another student. Prohibited harassment is defined as physical, verbal or nonverbal conduct based on the student's race, color, 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 online Policy and Regulation Manual, FDE Local, for additional information, definition and examples of prohibited conduct.

## **Procedures for Due Process for Discrimination, Harassment, Retaliation**

In all instances and to the greatest extent possible, the College 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.

1. Students who experience an incident should report prohibited conduct as soon as possible to better enable incidents to be investigated and addressed; a written or oral report can be made to any College employee. Any College employee who is aware of or receives notice of any incident **must** immediately notify the College Title IX Coordinator.
2. An oral report of an incident will be accepted, but the College may request a written report. If the student cannot submit a written report, a College official will reduce the oral report to written form.
3. On receipt of a written report, the Title IX Coordinator will determine whether, if proven, the allegations constitute prohibited conduct. If so, the College official shall immediately authorize or undertake an investigation.
4. If appropriate, the College also will promptly take interim action to prevent continued prohibited conduct during the course of the investigation.
5. Absent extenuating circumstances, the investigation will be completed within 10 days from the date of the report; however, additional time will be allowed if necessary.

6. A written report will be filed. If the results show that prohibited conduct occurred, the College will promptly take appropriate disciplinary or corrective action.
7. A student who is dissatisfied with the outcome of the investigation may appeal beginning at the appropriate level. See Appeal Procedures below and the Procedures and Regulations Manual FLD Local for additional information. The College 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.

## **Student Complaints**

The College 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 complication for the student.

## **Formal Complaint and Appeal**

If an informal conference fails to reach a satisfactory outcome, students may submit in writing, on a \*Complaint Form provided by the College, 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 TCC department offices.

The Complaint 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, continuing 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.
2. 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.
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 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 and Regulation Manual FLD Local for additional information.

## **VII. STUDENT DISCIPLINE**

For more information, also see SPEECH, ASSEMBLY and EXPRESSION (Section IX).

Tarrant County College upholds all federal, state and local laws and considers violation of these laws on College property or at any function authorized by the College, 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.

Any student accused of violating TCC regulations concerning student conduct will be accorded "due process" as provided under the Fourteenth Amendment to the Constitution, and accorded all other citizens of the United States.

In addition, the following disruptive, unacceptable behavior will result in disciplinary action:

1. Illegal and/or Disruptive Behavior
2. Disruptive Behavior in the Classroom
3. Scholastic Dishonesty

### **Illegal and/or Disruptive Behavior**

For more information, also see SPEECH, ASSEMBLY and EXPRESSION (Section IX).

Activities that interfere with scheduled activities or the processes of education may be classified as disruptive, including:

1. Verbal or written language or performance that is vulgar or obscene as defined in Texas Penal Code, Section 21.08, or as set forth in decisions of the United States Supreme Court;
2. Verbal or written statements that unlawfully defame another person; a statement is defined as defamatory if it is false and if the false statement injures the reputation of the other person, and if the speaker has the constitutionally required state of mind as set forth in the decisions of the United States Supreme Court;
3. Incitement to actual or imminent violations of the law;
4. Violent behavior including assault, physical abuse or threatened physical abuse against any person or property;
5. Preventing or attempting to prevent an authorized College activity and/or to prevent access or participation in that activity through coercion, violence or threat;
6. Interference with the free and unimpeded flow of pedestrian or vehicular traffic in buildings or on any property, unless authorized by an appropriate College administrator;
7. Behavior that interrupts or disrupts educational activities;
8. Knowingly giving false information to officials of the College;



9. Failure to obey an administrative summons and/or to comply with disciplinary sanctions;
10. Repeated and deliberate failure to comply with directives of College officials, including police officers, in the performance of their duties;
11. Repeated violations of College regulations;
12. Committing any act on College property classified as an indictable act under state or federal law.

### **Disruptive Behavior in the Classroom**

The faculty, staff and administration of Tarrant County College believe that one of the responsibilities of the College is to provide the best possible learning environment for students. The primary learning environment is the classroom. The lack of consideration for others shown by students who create disruption and distractions in classes by inappropriate and untimely laughing and talking, general inattentiveness, and tardiness is not acceptable behavior. All electronic devices should be turned off during class unless prior approval is received from the instructor.

Upon the recommendation of a classroom, laboratory or clinical instructor, the Vice President of Student Development Services may administratively withdraw any student from a class because of the student's disruptive, disrespectful or insubordinate behavior. In addition, disruptive behavior that takes place on-campus and outside of the classroom may also result in the administrative withdrawal of students by the Vice President of Student Development Services.

### **Scholastic Dishonesty**

Scholastic dishonesty is unacceptable and is not tolerated. Actions taken by individual instructors in response to a case of scholastic dishonesty by students may include (1) assigning a zero for the paper, project, exercise or test and/or (2) requiring the student to resubmit another paper, project, or exercise or to retake the test.

In cases of serious or repeated scholastic dishonesty, the student may be referred to the Vice President of Student Development Services or his or her designated representative for disciplinary review subject to possible disciplinary action.

Scholastic dishonesty is defined as misconduct including, but not limited to, **plagiarism, cheating and collusion.**

1. **Plagiarism** is defined as presenting as one's own the ideas or writings of another without acknowledging or documenting the source(s) including:
  - a. Copying directly from a book, periodical or electronic source without using quotation marks and references to sources;
  - b. Summarizing or paraphrasing the ideas or opinions of an author or use the data collected by an author without citing the author as the source;

- c. Submitting papers or projects which do not reflect personal knowledge, voice and style, usually as a result of having had another person
    - (1) Write,
    - (2) Rephrase,
    - (3) Rewrite, or
    - (4) Complete their ideas;
  - d. Submitting a paper or project which was written or prepared by another person;
  - e. Submitting a paper or project which was previously submitted to fulfill requirements for another course, unless permitted by the instructor; or
  - f. Submitting a paper (or parts of a paper) purchased from a company or electronic source.
2. **Cheating** is defined as intentionally using or attempting to use unauthorized sources in projects or examinations and/or as failing to follow appropriate instructions. Students are guilty of **cheating** when they do any of the following:
- a. Copy answers from another student's examination answer sheet;
  - b. Use or attempt to use unauthorized materials (notes, study guides, "crib" sheets, textbooks, electronic devices, etc.) during an examination;
  - c. Exchange forms of a test with a classmate (i.e. exchange *Form A* for *Form B*);
  - d. Possess and/or use unauthorized copies of tests or answer sheets; or
  - e. Change answers or grades on a graded project.
3. **Collusion** is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty. Students are guilty of **collusion** when they do any of the following:
- a. Provide a complete paper or project to another student;
  - b. Provide an inappropriate level of assistance to another student in the form of
    - (1) Writing,
    - (2) Rephrasing,
    - (3) Rewriting, or
    - (4) Completing the paper or project;
  - c. Communicate answers to a classmate during an examination;
  - d. Remove tests or answer sheets from the testing site;
  - e. Knowingly allow a classmate to copy answers from his/her examination paper;
  - f. Exchange forms of a test with a classmate (i.e. exchange *Form A* for *Form B*).

## Discipline Hearing Procedure

The College has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct, causing disorders, and disrupting the educational environment. Students are subject to reasonable rules and regulations.

When appropriate, such as instances of minor infractions, the Vice President of Student Development Services will work informally with students to correct behavior and prevent recurring incidents. However, when necessary, students will be referred for a Discipline Hearing. In all instances, students will be afforded due process.

The following disciplinary regulations conform to the due process provision and are the procedures established for disciplinary action by the College District:

1. The student will receive written notice containing a statement of specific charges and the potential punishment therefore, and will be informed of the nature of the evidence to be presented against him/her to allow preparation of a defense thereto.
2. A student wanting to appeal a disciplinary action may choose one of the two alternatives for a Discipline Hearing:
  - a. A private hearing before the Vice President of Student Development Services or designee; or
  - b. An open or private hearing before the campus Discipline Committee.
3. If the student chooses a private hearing, such hearing will be held as soon as reasonably possible. A hearing may be held via videoconferencing at the discretion of the VP of Student Development Services.
4. If the student chooses a hearing before the Discipline Committee, he/she will be notified in writing of the time, date and place of the hearing, which shall be no sooner than 10 days after receipt of the original discipline notice, unless waived by mutual consent.
5. An accused student may have counsel (legal or otherwise) present at any hearing; counsel may advise the student during the hearing but shall not be permitted to present the student's case. The committee chair may limit the number of persons who attend to advise the student.
6. At either type of hearing, the accused student shall have opportunity to hear and question any evidence and/or witness, and to present evidence on his/her own behalf.
7. Within 10 days, a written statement, Summary of Findings, will be provided to the student, with a copy forwarded to the campus President.
8. Decisions and actions of the discipline hearing (whether a private hearing or of the Discipline Committee) will be final unless the student appeals the decision to the campus President.

Hearings will be conducted by impartial persons who have the authority to recommend suspension or expulsion. In a discipline hearing, the College has the burden of proving the allegation through the preponderance of evidence presented.

A student shall not be compelled to testify at a hearing. No inference of guilt or innocence, if a student chooses to not testify. If a student does testify, he/she shall be subject to full cross-examination.

A student may request an audio recording of the hearing, but must make the request at least one day prior to the hearing.

## **Discipline Committee**

The Campus Discipline Committee serves as the campus hearing committee in serious disciplinary cases involving students. It makes recommendations to the President of the campus as to what disciplinary action should be taken. Membership on this committee is composed of the Vice President of Student Development Services who serves as ex officio chairperson, three students, three faculty, and one staff member.

## **Appeal Procedure**

The written decision of the initial hearing is subject to appeal by the student to the campus President. A written request to appeal the decision must be filed by the student with the Vice President of Student Development Services within 10 days after the initial decision was made. The campus President may affirm the initial action, refer the case back to the initial hearing agent for further hearing in part or whole, request further findings and recommendation, or reduce the discipline imposed upon the student involved. The campus President's decision is final and ends the appeal process.

## **Disciplinary Penalties Defined**

The College may define offenses for which suspension may be imposed and, based on the severity of the infraction, determine the most appropriate duration of the suspension. Options available include the following:

### **1. Warning or Reprimand**

For minor infractions of College rules and regulations, a written warning or reprimand may be given. These warnings are cumulative and are considered official College actions. Warnings or reprimands are kept in the student's file in the office of the Vice President of Student Development Services.

### **2. Disciplinary Probation**

As a result of several minor infractions or a major infraction of College rules and regulations, a student may be placed on disciplinary probation with the College. A probationary period is established in which the student is required to show appropriate changes in attitude and behavior. Probation shall be a period of trial and certain restrictions, including temporary suspensions, may be imposed. This record of disciplinary action also will be kept in the student's file.

### **3. Disciplinary Suspension**

Students may be immediately suspended by the College for a period of time, when there is evidence that the continuing presence of the student may be disruptive to the College operations. Established disciplinary hearing procedures will be followed to determine the final outcome of the student's case.

A period of temporary or immediate suspension may be determined by the Vice President of Student Development Services as sufficient disciplinary action by the College, without the need for a disciplinary hearing prior to disciplinary action. The student maintains all appeal rights.

#### **4. Disciplinary Expulsion**

As a result of a serious incident of misconduct, a student may be expelled from the College for a stated period of time at the end of which the student may apply for reinstatement. Reinstatement is not guaranteed, but a review will be made to determine if the student's behavior is compatible with the aims and objectives of the College. No student may come onto any TCC campus after having been expelled from the College for disciplinary reasons without approval of the Vice President of Student Development Services of the campus from which the student was expelled. In addition a hold will be placed on the student's records, and no information may be released to other colleges or individuals without the consent of the Vice President.

## **VIII. ELECTRONIC COMMUNICATIONS**

TCC offers online services for both instructional and student services through the [TCC website](#), [WebAdvisor](#) and [CampusCruiser](#). Instructions for login are provided at each site.

Every TCC student is provided a free TCC email account. Official notifications are forwarded only to the TCC email address.

Students are advised that any attempt to misuse College equipment, software, or systems will result in disciplinary action.

Additional information and assistance is available through each campus registrar's office.

## **IX. 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, and to attempt to attract the attention of others, and 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 Section IX and Related Provisions

This Section IX protects and regulates speech, expression, and assembly of students and faculty/staff members that is not part of the teaching or other official functions of the College District, not otherwise sponsored by the College District or any academic or administrative unit, and not submitted for academic credit.

This Section IX also regulates 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 of Student Development Services or designee will carry out the duties designated in Section IX 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 of Student Development Services office administers and schedules outdoor signs, tables, exhibits, public assemblies, and amplified sound, even for students, faculty/staff members, and administrative and academic units, because 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 whose 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**

1.
  - 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.
- 2.
- a. A registered student 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 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. No organization may request contributions for an off-campus tax-exempt organization for more than 14 days in any fiscal year.
  - b. 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.
  - c. 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 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 in this Section IX.
  - d. 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 2002, 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.



2.
  - a. 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.
  - b. 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 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.
3. 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 constriction 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 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, 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 in this Section IX 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 in this Section IX, 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 of 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 this Section IX. If the violation persists after a clear warning, the law enforcement officer, Vice President of 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 this Section IX.

### **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 this Section IX. 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 this Section IX, College District persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location.
2.
  - 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 and administrative units 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.
3. 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 units and registered student, faculty or staff organizations may erect exhibits, subject to the rules in this Section IX. Advance permission is required from the Vice President of 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 or a registered student organization or faculty/staff organization desiring to erect an outdoor exhibit will apply on a form prescribed by the Vice President of Student Development Services.

### **Criteria for Approval**

1. The Vice President of Student Development Services will authorize an exhibit described in a completed application unless the Vice President of Student Development Services finds that use of the proposed space for the proposed exhibit must be disapproved under the criteria in this Section IX.
2. The Vice President of Student Development Services will specify the location of each exhibit to reduce the hazard to visually impaired pedestrians.
3. The Vice President of Student Development Services 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 of Student Development Services 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 of Student Development Services, 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 of Student Development Services 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 or registered student organizations, faculty/staff organization sponsoring an exhibit will remove litter from the area around the exhibit before vacating the space.

### **Liability**

Any academic or administrative unit or registered student organizations or faculty/staff organization 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 organization 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 Building WHPE and the walkway leading to Building WSTU.
- 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 of Student Development**

- The Vice President of Student Development Services may designate additional areas for weekday use of amplified sound.

### **Regulation and Scheduling of Amplified Sound**

1. The Vice President of Student Development Services 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.
2.
  - 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 of Student Development Services on a form prescribed by the Vice President. The Vice President of Student Development Services will approve a properly completed application to reserve an amplified sound area, unless the application must be disapproved under the criteria in this Section IX.

- b. The Vice President of Student Development Services may limit the number or frequency of reservations for each 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.
3. 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.
4. 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 at the Vice President of Student Development Services' office.

## **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 this Section IX. 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 of Student Development Services 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 of Student Development Services if there is uncertainty about applicable College District rules, the appropriateness of the planned location, or possible conflict with other events. The Vice President of Student Development Services 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 College 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 of Student Development Services 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 of Student Development Services. 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 this Section IX 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 this Section IX.

### **Application**

1. A registered student organization that wishes to present a guest speaker will apply to the Vice President of Student Development Services, on a form prescribed by the Vice President of Student Development Services, at least 48 hours before the scheduled event or any planned advertising for the event, whichever is earlier.
2. The Vice President of Student Development Services will approve an application properly made under this Section IX unless it must be disapproved under the criteria in this Section IX.

### **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 this Section IX.

#### **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 Section IX.
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 of Student Development Services 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 event. **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 this Section IX may appeal the denial of permission to the Vice Chancellor for Community and Administrative Services.
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.