



# student handbook

**2016-2017**



# TABLE OF CONTENTS

## Grayson College

### SECTIONS:

---

#### **1. Directory** **5**

---

- Main Campus Offices.....
- South Campus Offices.....

#### **2. Academic Calendar** **6**

---

- 2016-2017 Academic Calendar.....

#### **3. Emergency Information** **7**

---

- Emergency Information/Extreme Emergency Plan.....

#### **4. GC Mission, Philosophy, Vision, Goals, Values, and Accreditation** **8-10**

---

- Mission Statement.....
- Philosophy.....
- Vision.....
- Goal.....
- Planning Priorities.....
- Planning Pillars.....
- Viking Values.....
- Purpose.....
- Affiliation and Accreditation.....

#### **5. GC General Policies** **11-63**

---

- Disciplinary Authority.....
- Bacterial Meningitis.....
- College Sponsored Publications.....
- Communicable Diseases.....
- Computer Use Policy.....
- Equal Educational Opportunity.....
- Family Rights and Privacy Act (FERPA).....
- Rights, Privileges, and Responsibility of Students.....
- GC Missing Person Policy.....
- Immunization Requirements for Health Science.....
- Non-Discrimination Policy/Equal Opportunity Statement.....
- Sex Offender Registry Information.....
- Smoking Policy.....
- Solicitations.....
- Statement Regarding Drug-Free Schools and Campuses Act.....
- Student Complaints.....

- Student Rights and Responsibilities/Student Expression
- Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics
- Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence
- Texas Success Initiative (TSI).....
- Student Use of College District Facilities.....
- Violence against Women Act (VAWA).....
- Voters Registration.....

**6. GC Academic Polices**

**64-69**

- Academic Fresh Start.....
- Academic Success Plan.....
- Class Attendance.....
- Distance Learning.....
- Instructional Arrangements/Course Load and Schedules.....
- Student Grade Appeals.....
- Residency Requirements for Tuition Purposes.....
- Scholastic Integrity.....
- Service Learning.....
- Student Absences on Religions Holy Days.....
- Student Course Load.....
- Study Requirements.....

**7. GC Resources**

**70-77**

- Academic Success Center – South Campus.....
- Bookstore.....
- GC Perks.....
- GC Campus Police/Safety.....
- Career Planning Services.....
- CollegeFish.org.....
- Crime Statistics/Annual Crime and Activities Report.....
- ESOL Support.....
- Library.....
- Lost and Found.....
- Math Hub – Main Campus.....
- Safe Spaces.....
- Support Services.....
- Testing, Tutoring, and Disability Services Center – Main Campus.....
- Transfer Agreement/University Partners.....
- Tuition Payment Plan.....
- Tutoring Program.....
- Vending Machine Refunds.....
- Writing Lab – Main Campus.....

**8. Student Records**

**78-82**

- Academic Achievement/Grading and Credit.....
- Academic Achievement/Graduation Requirements.....

- Auditing a Class.....
- Change of Schedule.....
- Credit for Courses.....
- Dropping a Class.....
- Grade Reports and Transcripts.....
- Graduate Guarantees.....
- Student Classifications.....
- Transfer Credit Disputes.....

**9. Student Services** **83-94**

---

- Academic and Career Advising, and Personal Counseling.....
- Financial Aid & Veterans Services.....
- Grants.....
- Satisfactory Academic Progress.....
- Special Circumstance for Title IV Assistance.....
- Loans.....
- Student Employment Opportunities.....
- Grayson College Scholarship Opportunities.....
- Student Discipline and Penalties/Discipline Procedures.....
- Veterans Administration Benefits.....
- Department of Veteran Services Advance Payment Guidelines.....

**10. Student Life** **95-101**

---

- Fitness Center Amenities.....
- Housing.....
- Involvement in Institutional Decision Making.....
- Student Life.....
- Student Government Association.....
- Student Organizations and Clubs.....

**11. Procedures** **102-103**

---

- GC Alert.....
- Parking Permits.....
- Publications and Media Relations Policy.....
- Student Publications.....
- Withdrawal from College.....

**12. Student Rights and Responsibilities** **104-112**

---

- Student Conduct.....
- Student Conduct/Alcohol and Drug Use.....
- Student Conduct/Weapons.....

## ***1. Directory***

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### **MAIN CAMPUS:**

Main Campus (Denison-Sherman) 903-465-6030

### **ADMINISTRATION:**

Associate VP of Academic and Student Affairs 903-463-8634  
Athletics 903-463-8645  
Bookstore 903-463-8631  
GC Perks 903-327-8007  
Business Office 903-463-8795  
Cafeteria/Snack bar 903-463-8632  
GC Foundation/Alumni Office 903-463-8621  
Human Resources Office 903-463-8770  
Institutional Research/Accreditation Office 903-415-2592  
President Office 903-463-8700  
Public Information/Marketing Office 903-463-8628  
Vice President of Business Services 903-463-8742  
Vice President of Information Technology 903-415-2591  
Vice President of Academic and Student Affairs 903-463-8793

### **COLLEGE ACADEMIC/WORKFORCE DEPARTMENTS:**

Academic Office 903-463-8610  
Adult ED/GED 903-463-8784  
Applied Sciences Office 903-463-8782  
Auto Body 903-463-8715  
Continuing Education Office 903-463-8731  
Center for Workplace Learning (CWL) 903-463-8750  
Cosmetology 903-463-8744  
Criminal Justice 903-463-8710  
Culinary Arts 903-415-2583  
Education/Child Development 903-415-2556  
HART 903-463-8676  
Health Science Division 903-463-8778  
Munson Viticulture Center 903-463-8621  
Radiology 903-463-8676  
RN 903-463-8782  
Science 903-463-8797  
Small Business 903-463-8787  
Truck Driving School 903-786-4343  
Welding 903-463-8657

**STUDENT/CAMPUS SERVICES DEPARTMENTS:**

Academic Advising Office	903-463-8695
Admissions/Registrar Office/Transcripts	903-463-8604
Campus Housing	903-463-8693
Campus Police	903-463-8777
Career Services Office/Job Placement	903-415-2544
Counseling Services Office/New Student Orientation	903-463-8695
Disability Services Office	903-463-8751
Dual Credit	903-415-2530
Financial Aid Office	903-463-8794
Fitness Center	903-415-2579
International Student Office	903-463-8749
Library	903-463-8637
Math Hub	903-463-8663
Pathways Office	903-463-8694
S.A.V.E. (Senior Adult Continuing Education)	903-463-8653
Student Life Center	903-463-8693
Testing Center	903-463-8724
Tutoring Services	903-463-8751
Veterans Affairs	903-415-2615
Writing Center	903-415-2541

**SOUTH CAMPUS:**

South Campus (Van Alstyne) Main Number	903-415-2500
LVN	903-415-2500
Electrician	903-415-2641
MLT	903-463-8779
OSH	903-415-2500 or 903-463-8685
Welding	903-415-2500
Testing Center	903-415-2509
Technical Center	903-415-2500

## *Academic Calendar*

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### **2016-2017 Academic Calendar**

#### **Fall 2016**

Aug	15	M	Faculty Returns
Aug	22	M	Fall Classes Begin
Sep	5	M	Holiday – Labor Day – no classes
Oct	17	M	2 <sup>nd</sup> 8-week classes begin
Oct	21	F	Learning Day (Professional Development) – no classes
Nov	23	W	College campus closes at 4:00 p.m. for the holiday
Nov	24-25	R-F	Holiday – Thanksgiving
Dec	5-8	M-R	Final examinations, day, evening, internet, and 2 <sup>nd</sup> 8 weeks
Dec	9	F	Winter Commencement
Dec	13	T	Winter Minimester begins
Dec	16	F	Administrative offices close at 4:00 p.m.
Dec	30	F	Winter Minimester ends

#### **Spring 2017**

Jan	2	M	Administrative Office re-opens at 8:00 a.m.
Jan	9	M	Faculty returns
Jan	16	M	Holiday - Martin Luther King Holiday – no classes
Jan	17	T	Spring Classes Begin
Mar	13-17	M-F	Spring Break
Mar	20	M	2 <sup>nd</sup> 8 week classes begin
Mar	24	F	Learning Day (Professional Development)– no classes
May	8-11	M-R	Final examinations, day, evening, internet, and 2 <sup>nd</sup> 8 weeks
May	12	F	Spring Commencement
May	16	T	Minimester classes begin
May	29	M	Holiday – Memorial Day – no classes
Jun	1	R	Minimester ends
June	5	M	Four-day work week schedule begins

#### **Summer 2017**

Jun	5	M	Summer I Classes Begin – (5, 8, 10 week)
Jul	4	T	Holiday – Independence Day
Jul	5-6	W-R	Final examinations, Summer I day classes (5 week)
Jul	10	M	Summer II Classes Begin
Jul	26-27	WR	Final examinations, Summer I 8 week
Jul	31	M	Five-day work week schedule begins
Aug	9-10	W-R	Final examinations, Summer II 5 week & Summer I 10 Week
Aug	21	M	Fall Classes Begin

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### ***3. Emergency Information***

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All Campuses: If there is an on-campus emergency, immediately call 911. Have someone else contact the Grayson College Police Department at 903-463-8777, or, if no one else is available, call the College Police after you disconnect with 911.

An emergency is not something that can be predicted but is something that can be managed by following proper procedures. The Grayson College Campus Safety Procedures, available on the Grayson College website under Police and Campus Safety is intended to be used as a practical outline of what to do in the event of an emergency. The document is a general guide on what should be done to help resolve an emergency but is not an all-inclusive guide. There are times a person would have to exercise independent judgment, using their best knowledge and training to help resolve the circumstances surrounding them. An emergency is defined as a situation where there is the imminent possibility of the loss of life, serious bodily injury to a person and/or the loss or destruction of property. Before an emergency occurs, know the location of telephones in or near your building and how they may be accessed. Become familiar with the location of fire extinguishers and fire alarm pull stations and know how to use them.

#### ***Extreme Emergency Plan***

Upon notification of an extreme emergency, the Director of Public Safety and Emergency Management or the person acting on his/her behalf will activate the multiple warning systems. Each person on campus must follow the directions in that warning. Examples include going to a designated severe weather area, evacuating, sheltering in place. In the event of an extreme campus emergency, the college will deploy its Incident Command System (ICS). Members of the college Emergency Management Team (EMT) will report to the designated meeting place as identified in the college Emergency Operations Plan for the purpose of establishing an incident command structure for the campus. All available campus peace officers will report to the affected campus and follow the direction of the Director of Public Safety and Emergency Management or the person acting on his/her behalf. Functioning in its ICS role, the EMT will direct the response to the extreme emergency including the closure of the campus and the notification of all affected individuals.

Should an enrolled student need to be notified of an off-campus emergency while they are on campus, please contact the Campus Police office. Only extreme emergency messages will be delivered to the student (sick child; death in the family; injury to family member, etc.)



## ***4. GC Mission, Philosophy, Vision, Goals, Values, and Accreditation***

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### ***MISSION STATEMENT***

The mission of Grayson College is to cultivate student success and community building in North Texas by:

1. Recognizing our interdependence with various communities
2. Providing a broad and dynamic curriculum to support university transfer, career technical education, developmental, and community education
3. Developing innovative curricula and services facilitated by appropriate technology
4. Creating a supportive learning environment
5. Promoting diversity and cultural enrichment
6. Supporting economic development
7. Committing to an institutional effectiveness process for continuous improvement in the pursuit of excellence.

### ***PHILOSOPHY***

Grayson College, as the community's college, embraces lifelong learning focused on educational, cultural, social, and public service activities designed to tangibly enrich the individual and our community.

### ***VISION***

Grayson College is a premier learning college that transforms individuals, builds communities, and inspires excellence.

### ***GOAL***

#### **2020X2020**

By 2020, Grayson College will annually have 2,020 degree, certificate, core curriculum and marketable skills completers.

### ***PLANNING PRIORITIES***

#### **Successful Course Completion**

Increase the percentage of students completing all of their courses with an A, B or C.

#### **Structured Guided Pathways**

Decrease the time to degree through the development of structured degree, certificate and transfer pathways.

#### **Online Quality and Expansion**

Improve the quality of online program offerings and expand the number of programs available 100% online.

## **Communication**

Improve campus communication for improved effectiveness and efficiency.

## ***PLANNING PILLARS***

There are three planning pillars that undergird our work, and moving the needle in the targeted outcomes identified in Access, Success, and Engagement while ensuring excellence will be our guide to determine if the work of the college is succeeding.

### **Access**

Be a best in class institution for student access in credit, non-credit, and online instruction. Close the gaps in these areas, ensuring participation of students representing the diversity of our community.

### **Success**

Be a best in class institution for student success, especially in the areas of course completion (including developmental courses), fall-to-fall retention, transfer, and graduation. Close the gaps in these areas, ensuring the performance of students representing the diversity of our community.

### **Engagement**

Be a best in class College for student and community engagement.

## ***VIKING VALUES***

1. Excellence - We strive to improve every day
2. Accountability - We are accountable to ourselves and each other for student success
3. Teamwork - We help one another shape meaningful lives
4. Integrity - We do what is right
5. Respect - We value each member of the community

## ***PURPOSE***

According to Texas Education Code 130.003(e) the purpose of each public community college shall be to provide:

- Technical programs up to two years in length leading to associate degrees or certificates.
- Vocational programs leading directly to employment in semi-skilled and skilled occupations.
- Freshman and sophomore courses in arts and sciences.
- Continuing adult education programs for occupational or cultural upgrading.
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- Workforce development programs designed to meet local and statewide needs.

- Adult literacy and other basic skills programs for adults.
- Such other purposes as may be prescribed by the Texas Higher Education

Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, Grayson College shall not discriminate either in favor of or against any person on account of race, creed, color, sex, national origin, age, religion, or disability.

### ***AFFILIATION AND ACCREDITATION***

Grayson College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Grayson College.

#### ***Other Accreditations include:***

American Culinary Federation

National Association for the Education of Young Children

Commission on Dental Accreditation

The Committee on Accreditation of Education Programs for EMS Professions

Accreditation Commission on Education in Nursing

The National Accrediting Agency for Clinical Laboratory Sciences

## ***5. GC General Policies***

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A college, like any community, must have regulations by which its members abide and procedures by which its organizations function. The standard should provide order and an atmosphere conducive to intellectual and personal development. The *Student Handbook* and the “Code of Student Conduct” contained within are intended to serve these purposes in the interest of all segments of Grayson College. Full policies are available online in the College’s Policies and Procedures Manual.

The college has a responsibility to maintain order within the college community and to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this handbook, the GC Catalog, and other official college publications, as well as Texas Education Code. Registered campus organizations also agree to follow these rules and regulations. The college or its representatives may amend this document at any time without notice.

### ***DISCIPLINARY AUTHORITY***

The authority to enact and enforce regulations of the college is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The Office of the Vice President of Academic and Student Affairs is the principal agency for the administration of student discipline.

### ***BACTERIAL MENINGITIS***

#### ***GC Policy FFAA Legal***

This section applies only to an entering student at an institution of higher education or private or independent institution of higher education. "Entering student includes:

1. New student-a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution of higher education. A student who was previously exempt under 19 Administrative Code 21.614(a)(2H5) will be treated as a new student, should the exception no longer apply.
2. Returning student-a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester.

Education Code 51.9192(b); 19 TAG 21.612(1}

### **Definitions**

#### **Health Practitioner**

"Health practitioner" means any person authorized by law to administer an immunization.  
*Education Code 51.9192(a)(1); 19 TAG 21.612(3)*

## **Online and Other Distance Education Course**

Online and other distance education course" means a course in which the instructor and students are not in the same location. An online course typically involves web-based instruction but might also include correspondence instruction. An online or other distance education course that includes a face-to-face component, including meeting in a testing laboratory with other students, or meeting in a classroom to receive interactive video instruction, does not qualify as an online or other distance education course. *19 TAG 21.612(6)*

## **Evidence of Vaccination**

A student to whom this section applies or a parent or guardian of the student must provide to the institution a certificate signed by a health practitioner or an official immunization record evidencing that the student has received a bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

1. The student is 22 years of age or older by the first day of the start of the semester;
2. The student is enrolled only in online or other distance education courses;
3. The student is enrolled in a continuing education course or a program that is less than 360 contact hours or continuing education corporate training;
4. The student is enrolled in a dual credit course that is taught at a public or private kindergarten-grade 12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison.

Education Code 51.9192(b)-(c); 19 TAG 21.613(a), .614(a)

## **Exception for Medical Reasons or Reasons of Conscience**

A student to whom this section applies or a parent or guardian of the student is not required to comply with immunization requirement if the student or a parent or guardian of the student submits to the institution:

1. An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student;
2. An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the DSHS must be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the designated department or unit no later than the 90th day after the date the affidavit is notarized; or
3. Evidence of submitting a conscientious objection form through a secure, Internet-based process developed and implemented by the DSHS. The Internet form may be used by entering students attending a public junior college. Public junior colleges may use the Internet-based process as the exclusive method to apply for an exemption from the vaccination requirement for reasons of conscience.

The exemption noted at paragraphs 2 and 3, above, does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement

emergency declared by an appropriate official or authority from the DSHS and in effect for the location of the college district the student attends.

Education Code 51.9192(d)-(d-2), (d-4); 19 TAG 21.614(b)-(c)

### **Notification at Registration**

Each institution of higher education shall provide, with the registration materials that the institution provides to a student to whom this section applies before the student's initial enrollment in the institution, written or electronic notice of the right of the student or of a parent or guardian of the student to claim an exemption from the vaccination requirement in the manner prescribed above and of the importance of consulting a physician about the need for immunization to prevent the disease. Education Code 51.9192(d-6); 19 TAG 21.613(d)

### **Designation of Official**

Each institution of higher education must designate a department or unit to receive from the student evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five- year period preceding and at least ten days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution. 19 TAG 21.613(b)

### **Presentation of Evidence**

Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the designated department or unit.

Acceptable evidence of vaccination or receiving a booster dose includes:

1. The signature or stamp of a physician or the physician's designee or public health personnel on a form that shows the month, day, and year the vaccination dose or booster was administered;
2. An official immunization record generated from a state or local health authority; or
3. An official record received from school officials, including a record from another state.

This information shall be maintained in accordance with Family Educational Rights and Privacy Act Regulations, and with the Health Insurance Portability and Accountability Act.

19 TAG 21.613(c)

### **Extension**

Under justifiable circumstances, an administrative official of the designated department or unit of the institution may grant extensions to individual students to extend the compliance date to no more than ten days after the first day of the semester or other term in which the student initially enrolls. 19 TAG 21.613(e)

### **Symptoms may vary, but may include some or all of the following:**

- Sudden onset of fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness

- Severe headaches
- Stiff neck
- Seizures
- Vomiting
- Nausea

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. This is a sign of a very serious infection that needs immediate medical care.

You can find more information at the following,

- Contact a local healthcare provider.
- Contact the Texas Department of State Health Services, Infectious Disease Control Unit at 512-776-7676 or by email at [feedbackIDUC@dshs.state.tx.us](mailto:feedbackIDUC@dshs.state.tx.us).
- Contact websites: The Center for Disease Control and Prevention (CDC) at <http://www.cdc.gov/meningococcal/about>, or The National Meningitis Association at <http://www.nmaus.org/meningitis/>.

For more information on this policy, please contact the Grayson College Police Department Office at 903.463.8777.

### ***COLLEGE SPONSORED PUBLICATIONS***

Special circumstances must be present to give an institution of higher education, including a college district, the right to control student publications. An institution of higher education may censor student expression only if it acts consistent with First Amendment constitutional guarantees [see FLA]. An institution may not infringe on free speech when it is not shown to be necessarily related to the maintenance of order and discipline within the educational process. *Schiff v. Williams*, 519 F.2d 257 (5<sup>th</sup> Cir. 1975)

### ***COMMUNICABLE DISEASES***

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral Hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

For the purposes of this policy, the term “HIV infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

### **Basis For Action**

The College District’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

### **Nondiscrimination**

The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College

District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

### **Privacy**

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

### **Education Program about HIV Infection**

The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.

### **Publication**

The College District's policy on HIV infection shall be made available to students by including it in the student handbook or other appropriate publications.

## ***COMPUTER USE POLICY***

The College District provides each of its students, faculty and staff with one or more computer accounts that permit use of the College District's computer resources. Use of these resources is a privilege, not a right. When using these resources, individuals agree to abide by the applicable policies of the College District, as well as federal, state and local laws. The College District reserves the right at any time to limit, restrict or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws.

The policies and procedures which apply to users of College District computer resources include, but are not limited to, this policy, as well as College District policies against harassment, plagiarism, and unethical conduct and any procedures that govern computer usage at a particular facility on campus. Laws which apply to users of College District computer resources include, but are not limited to, federal, state and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems, and other computer related crimes. This policy applies to all College District computer resources, whether administered centrally or within a department, single or multi-user, mainframe or network server, etc. Computer resources include hardware, software, communications networks, electronic storage media, and manuals and other documentation. Data includes all files, regardless of size or storage media, including e-mail messages, system logs, and software (commercial or locally developed).

The following principles address the general philosophy of the College District on computer use and security. These principles apply to and are binding on all users of College District computer resources:



### **Authorized Use**

The College District provides computer resources for the purpose of accomplishing tasks related to the College District's mission. It should be noted that the use of some of the computers, networks, and software located on the College District campus may be dedicated to specific aspects of College District missions or purposes that limit their use or access. Students, including incoming students who have paid their fees, shall be allowed to use the College District's computer resources for school-related and incidental purposes, subject to this policy and other applicable College District policies; state and federal law; and as long as personal use does not result in any additional costs to the College District. Graduating students and students who leave the College District for any reason shall have their computer access rights terminated, except that, with the permission of the appropriate system administrator(s), continuing students enrolled for the coming fall semester may retain their computer rights during the summer.

An employee of the College District shall be allowed to use computer resources in accordance with this and other applicable College District policies. Incidental personal use of computer resources by employees is permitted, subject to review and reasonable restrictions by the employee's supervisor; adherence to applicable College District policies and state and federal law; and as long as such usage does not interfere with the employee's accomplishment of his or her job duties and does not result in any additional costs to the College District. When an employee terminates employment, his or her access to the College District's computer resources shall be terminated immediately.

### **Freedom of Expression**

Censorship is not compatible with the goals of higher education. The College District does reserve the right, however, to place reasonable time, place and manner restrictions on freedom of expression on its computer systems.

### **Privacy**

Users of the College District's computer systems should be aware that computer use may be subject to review or disclosure in accordance with the Texas Public Information Act and other laws; administrative review of computer use for security purposes or in regard to a policy or legal compliance concern; computer system maintenance; audits and as otherwise required to protect the reasonable interests of the College District and other users of the computer system. Anyone using the College District's computer systems expressly consents to monitor on the part of the College District for these purposes and is advised that if such monitoring reveals possible evidence of criminal activity, College District administration may provide that evidence to law enforcement officials. Further, all users should understand that the College District is unable to guarantee the protection of electronic files, data or e-mails from unauthorized or inappropriate access.

### **Intellectual Property**

All members of the College District community should be aware that intellectual property laws extend to the electronic environment. Users should assume that works communicated through the computer network are subject to copyright laws unless specifically stated otherwise.

### **Valuable Assets**

Computer resources and data are considered valuable assets of the College District. Further, computer software purchased or leased by the College District is the property of the College District or the company from whom it is leased. Any unauthorized access, use, alteration,

duplication, destruction, or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws. College District computer resources may not be transported without appropriate authorization.

The following actions constitute misuse of the College District's computer resources and are strictly prohibited for all users:

College District computer resources are not to be used in support of or for illegal activities. Any such use shall be reported and dealt with by the appropriate College District authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to:

- Unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, and child pornography.
- Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of the College District's computer resources.
- Abuse of computer resources including, but not limited to, any act that endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposely allowing a computer malfunction or interruption of operation; injection of a computer virus onto the computer system; sending a message with the intent to disrupt College District operations or the operations of outside entities; print outs that tie up computer resources for an unreasonable time period; and failure to adhere to time limitations that apply at particular computer facilities on campus.
- Use of College District computer resources for personal financial gain or a personal, commercial purpose.
- Failure to protect a password or account from unauthorized use.
- Permitting someone to use another's computer account, or using someone else's computer account.
- Unauthorized use, access or reading of any electronic file, program, network, or the system.
- Unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained in any electronic file, program, network, or College District hardware or software.
- Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyright is a violation of the copyright law and this policy.
- Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control that pertains to College District computer resources.
- Use of the College District computer system in a manner that violates other College District policies such as racial, ethnic, religious, sexual or other forms of harassment.
- Use of the College District's computer system for the transmission of commercial or personal advertisements, solicitations, promotions, or political material except as may be approved by the office of the Vice President of Information Technology.

## ***EQUAL EDUCATIONAL OPPORTUNITY*** ***GC Policy FA Legal***

### **Generally**

No governmental entity, including a college district, shall deny to any person within its jurisdiction the equal protection of the laws. *U.S. Const. Amend. XIV*

An officer or employee of a political subdivision, including a college district, who is acting or purporting to act in an official capacity may not, because of the student's race, religion, color, sex, or national origin, refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the political subdivision; refuse to grant a benefit to the person; or impose an unreasonable burden on the person. *Civ. Prac. and Rem. Code 106.001(a)*

### **Religious Freedom**

A governmental entity, including a college district, shall make no law prohibiting the free exercise of religion. *U.S. Const. Amends. I, XIV*

A government agency, including a college district, may not substantially burden a student's free exercise of religion, unless the government agency demonstrates that the application of the burden to the person is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. and Rem. Code 110.003*

### **Pregnancy and Marital Status**

A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. *34 C.F.R. 106.40(a)*

### **Sexual Harassment**

Sexual harassment of students is discrimination on the basis of sex under Title IX. *Franklin v. Gwinnett County Schools*, 503 U.S. 60 (1992) [See also FFDA]

### **Definition of Sexual Harassment**

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

### **Employee–Student Sexual Harassment**

An official of an educational entity who has authority to address alleged harassment by employees on the entity's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista Indep. Sch. Dist.*, 524 U.S. 274 (1998)

### **Student–Student Sexual Harassment**

An educational entity must reasonably respond to known student-on-student harassment where the harasser is under the entity's disciplinary authority. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

### **Clery Act —Campus Sexual Assault Programs**

An institution's Clery Act annual security report [see GAC] must include a statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault,

and stalking and of procedures that the institution will follow when one of these crimes is reported. The statement must include:

1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as described below at PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING;
2. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
  - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - How and to whom the alleged offense should be reported;
  - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
    - (1) Notify proper law enforcement authorities, including on-campus and local police;
    - (2) Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    - (3) Decline to notify such authorities; and
  - Where applicable, the rights of victims and the institution's responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution;
3. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
  1. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in the Violence Against Women Act of 1994, 42 U.S.C. 13925(a)(20); and
  2. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;
  4. A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community;
  5. A statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
  6. An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as described below at PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION; and
  7. A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options, as described in items 1 through 6 of this list.

*20 U.S.C. 1092(f)(8); 34 C.F.R. 668.46(b)(11)*

## **Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

An institution must include in its annual security report a statement of policy that addresses the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement must include:

1. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include:
  - a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 C.F.R. 668.46(a) [see DEFINITIONS];
  - b. The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction;
  - c. The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction;
  - d. A description of safe and positive options for bystander intervention;
  - e. Information on risk reduction; and
  - f. The information described in 34 C.F.R. 668.46(b)(11) and 34 C.F.R. 668.46(k)(2); and
2. A description of the institution's ongoing prevention and awareness campaigns for students and employees, including information described at paragraph 1.

An institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information required to be included in the statement.

*34 C.F.R. 668.46(j)*

### **“Awareness Programs”**

“Awareness programs” means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. *34 C.F.R. 668.46(j)(2)(i)*

### **“Bystander Intervention”**

“Bystander intervention” means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. *34 C.F.R. 668.46(j)(2)(ii)*

### **“Ongoing Prevention and Awareness Campaigns”**

“Ongoing prevention and awareness campaigns” means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph 1 above. *34 C.F.R. 668.46(j)(2)(iii)*

## **“Primary Prevention Programs”**

“Primary prevention programs” means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. *34 C.F.R. 668.46(j)(2)(iv)*

## **“Risk Reduction”**

“Risk reduction” means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. *34 C.F.R. 668.46(j)(2)(v)*

## **Procedures for Institutional Disciplinary Action**

An institution must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as defined in 34 C.F.R. 668.46(a), and that:

1. Describes each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;
2. Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking;
3. Lists all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking; and
4. Describes the range of protective measures that the institution may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking;
5. Provides that the proceedings will:
  - a. Include a prompt, fair, and impartial process from the initial investigation to the final result;
  - b. Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - c. Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
  - d. Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties; and
  - e. Require simultaneous notification, in writing, to both the accuser and the accused, of:

- (1) The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
- (2) The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
- (3) Any change to the result; and
- (4) When such results become final.

*34 C.F.R. 668.46(k)*

Compliance with 34 C.F.R. 668.46(k) does not constitute a violation of Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. *34 C.F.R. 668.46(l)*

**“Prompt, Fair, and Impartial Proceeding”**

“Prompt, fair, and impartial proceeding” includes a proceeding that is:

1. Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that:
  - a. Is consistent with the institution's policies and transparent to the accuser and accused;
  - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - c. Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

*34 C.F.R. 668.46(k)(3)(i)*

**“Advisor”**

“Advisor” means any individual who provides the accuser or accused support, guidance, or advice. *34 C.F.R. 668.46(k)(3)(ii)*

**“Proceeding”**

“Proceeding” means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, factfinding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. *34 C.F.R. 668.46(k)(3)(iii)*

**“Result”**

“Result” means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed

by the institution. Notwithstanding FERPA, the result must also include the rationale for the result and the sanctions. *34 C.F.R. 668.46(k)(3)(iv)*

## **Definitions**

### **“Dating Violence”**

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*34 C.F.R. 668.46(a)*

### **“Domestic Violence”**

“Domestic violence” is a felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*34 C.F.R. 668.46(a)*

### **“Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking”**

“Programs to prevent dating violence, domestic violence, sexual assault, and stalking” means comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.



Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in 34 C.F.R. 668.46(j)(2).

*34 C.F.R. 668.46(a)*

**“Sexual Assault”**

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program and included in Appendix A of 34 C.F.R. Part 668, Subpart D. *34 C.F.R. 668.46(a)*

**“Stalking”**

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

**For the purposes of this definition:**

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

*34 C.F.R. 668.46(a)*

**Discrimination on the Basis of Race, Color, or National Origin**

No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program to which 34 C.F.R. Part 100 applies.

A recipient under any program to which Part 100 applies may not, directly or through contractual or other arrangements, on the ground of race, color, or national origin:

1. Deny an individual any service, financial aid, or other benefit provided under the program;
2. Provide any service, financial aid, or other benefit to an individual that is different, or is provided in a different manner, from that provided to others under the program;
3. Subject an individual to segregation or separate treatment in any matter related to his receipt of any service, financial aid, or other benefit under the program;
4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treat an individual differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition that individuals must meet in order to be provided any service, financial aid, or other benefit provided under the program;
6. Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so that is different from that

afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in 34 C.F.R. 100.3(c)); or

7. Deny a person the opportunity to participate as a member of a planning or advisory body that is an integral part of the program.

A recipient, in determining the types of services, financial aid, or other benefits, or facilities that will be provided under any such program, or the class of individuals to whom, or the situations in which, such services, financial aid, other benefits, or facilities will be provided under any such program, or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respect individuals of a particular race, color, or national origin.

*42 U.S.C. 2000d; 34 C.F.R. 100.3(a)–(b)*

### **Discrimination on the Basis of Age**

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. *42 U.S.C. 6102; 34 C.F.R. 110.10*

### **Exceptions**

#### **Normal Operation or Statutory Objective**

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 if the action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity. An action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity, if:

1. Age is used as a measure or approximation of one or more other characteristics;
2. The other characteristic or characteristics must be measured or approximated in order for the normal operation of the program or activity to continue, or to achieve any statutory objective of the program or activity;
3. The other characteristic or characteristics can be reasonably measured or approximated by the use of age; and
4. The other characteristic or characteristics are impractical to measure directly on an individual basis.

*34 C.F.R. 110.012*

#### **Reasonable Factors Other Than Age**

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 that is based on a factor other than age, even though that action may have a disproportionate effect on persons of different ages. An action may be based on a factor other than age only if the factor bears a direct and substantial relationship to the normal operation of the program or activity or to the achievement of a statutory objective. *34 C.F.R. 110.13*

## **Special Benefits for Children and the Elderly**

If a recipient operating a program or activity provides special benefits to the elderly or to children, the use of age distinctions is presumed to be necessary to the normal operation of the program or activity, notwithstanding the provisions of 34 C.F.R. 110.12. *34 C.F.R. 110.16*

### **Affirmative Action**

Even in the absence of a finding of discrimination, a recipient may take affirmative action to overcome the effects of conditions that resulted in limited participation in the recipient's program or activity on the basis of age. *34 C.F.R. 110.15*

### **Notice**

A recipient shall notify its beneficiaries, in a continuing manner, of information regarding the provisions of the Act and the associated regulations *34 C.F.R. 110.25(b)*

### **Discrimination on the Basis of Disability**

#### **ADA**

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, including a college district, or be subjected to discrimination by any such entity. *42 U.S.C. 12132; 28 C.F.R. 35.130*

#### **Section 504**

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. *29 U.S.C. 794(a)*

## **Definitions**

### **“Student With a Disability”**

A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being “regarded as” having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less.

*29 U.S.C. 705(20)(B); 42 U.S.C. 12102(1), (3)–(4)*

### **“Qualified Individual With a Disability”**

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. *42 U.S.C. 12131(2)*

### **“Major Life Activities”**

“Major life activities” include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. “Major life activity” also includes the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. *42 U.S.C. 12102(2)*

### **Reasonable Modification**

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. *28 C.F.R. 35.130(b)(7)*

### **Direct Threat**

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services as provided below.

*28 C.F.R. 35.104*

In determining whether an individual poses a direct threat to the health or safety of others, a public entity must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

*28 C.F.R. 35.139*

### **Services Inventory**

The Coordinating Board shall maintain an inventory of all postsecondary educational programs and services provided for persons with intellectual and developmental disabilities by institutions of higher education. The Coordinating Board shall:

1. Post the inventory on the Coordinating Board’s Internet website in an easily identifiable and accessible location.

2. Submit the inventory to TEA for inclusion in the transitions and employment guide under Education Code 29.0112; and
3. Update the inventory at least once every

At times prescribed by the Coordinating Board, each institution of higher education, including each college district, shall report to the Coordinating Board all programs and services described above provided by that institution.

### ***Education Code 61.0663***

#### **Retaliation**

No recipient of federal financial assistance or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, Title IX, or Section 504 or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under 34 C.F.R. Parts 100, 104, or 106. *34 C.F.R. 100.7(e) (Title VI), 104.61 (Section 504), 106.71 (Title IX)*

#### **Handgun License as Proof of Identification**

A person may not deny the holder of a concealed handgun license issued under Government Code Chapter 411, Subchapter H access to goods, services, or facilities, except as provided by Transportation Code 521.460 (regarding motor vehicle rentals) or in regard to the operation of a motor vehicle, because the holder has or presents a concealed handgun license rather than a driver's license or other acceptable form of personal identification.

This section does not affect the requirement under Government Code 411.205 that a person present a driver's license or identification certificate in addition to a concealed handgun license.

Business and Commerce Code 506.001

### ***FAMILY RIGHTS AND PRIVACY ACT (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors, and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as "Directory Information: may be released to the general public without the consent of the student.

Directory information is defined as:

- Student Name
- Student Address
- Telephone listing
- Email Address
- Photograph/visual likeness
- Dates of attendance
- Most recent previous educational institution attended
- Other information including the major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by making written request to the Admission Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry.

The Registrar is the custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Admissions Office, Administrative Services Building, and Main Campus.

## ***RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF STUDENTS***

The College's primary function is to provide education for those persons who enroll within the system. The goal of the College is to provide an educational environment that will include the opportunity for academic, social, and personal growth. Enrollment in a state-supported educational institution of higher learning is not compulsory. It is optional and voluntary. By voluntary entrance into the academic community, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. Freedom of discussion, inquiry, and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor, and responsibility for maintaining order elsewhere is set forth in the "Code of Student Conduct and Discipline." The College assumes that the student has earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The College strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.

### **A. Student's Rights**

Article I – A student shall have the right to participate in a free exchange of ideas, and there shall be no college rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. Contact the Vice President for Student Services for approved areas.

Article II – Each student shall have the right to participate in all areas and activities of the College, free from any harassment and any form of illegal discrimination and without regard to any subgroup classification or stereotype.

Article III – A student has the right to personal privacy except as otherwise provided by law. This will be observed by students and College authorities alike.

Article IV – Each student subject to disciplinary action arising from violations of College student rules shall be assured procedural due process. At all judicial hearings, an accused student shall be assumed innocent until proven guilty, and in initial judicial hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.

## **B. Student's Responsibilities**

Article I – A student has the responsibility to respect the rights and property of others, including other students, staff, faculty, and administration.

Article II – A student has the responsibility to be fully acquainted with the published College Student Handbook and to comply with it and with the laws of the land.

Article III – A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.

Article IV – A student has the responsibility to recognize the College's obligation to provide an environment for learning.

### ***GRAYSON COLLEGE MISSING PERSON POLICY***

Grayson College operates one residence hall on the main campus, to accommodate its residential students. The college and the residents share an equal responsibility in keeping the residence hall safe. In keeping with this responsibility, the college has adopted this Missing Persons Policy applying to all occupants of the residence hall.

Before a student may be admitted to a college residence hall, the student must be considered a legal adult and above the age of seventeen – no minors are admitted to the residence halls. In addition, the student must submit a completed residence hall occupant registration form, which includes the name of a contact person and how they can be contacted in the event the occupant/resident becomes missing from the residence hall. The contact information submitted is confidential and may only be released to the person(s) specifically identified by the resident, to administrative officials of the college who may become involved in a missing persons investigation report involving the resident, and to law enforcement authorities investigating a missing person's report.

Custodial parents or guardians, along with any other designated contact person, of a 17-year-old un-emancipated minor will be notified in the event they are determined to be missing.

A resident may be considered missing if the person is absent from the residence hall for a period exceeding twenty-four hours without any apparent reason, and does not include persons who have indicated voluntary absence because of domestic, financial or similar cause. The residence hall supervisor, coordinator, or any other concerned person must notify a Grayson College law enforcement official once they have determined that a resident is indeed missing on an involuntary basis and after a period of twenty-four hours has passed.

College, law enforcement officials, may be contacted for the purpose of submitting a missing person's report by calling the College Police office at 903-463-8777 or by contacting the Grayson County Sheriff's Office at 903-893-4388.

#### **Procedures for Designation of Emergency Contact Information**

Residential students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event the student meets the missing person criteria. Student notification of this policy and contact designation procedures will be:

- Included on the Grayson campus housing Web site



- Discussed during new student orientations and mandatory housing meetings at the beginning of each semester

### **Official Notification Procedures**

- Any individual on campus who has information that a residential student may be a missing person must notify the College Police Department as soon as possible.
- The Grayson College Police Department will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student.
- If the student cannot be located, no later than 24 hours after determining that the residential student is missing, the Residence Hall Coordinator will notify the confidential contact (for students 18 and over and emancipated minors) and/or the parent/guardian (For students under the age of 18).

### ***IMMUNIZATION REQUIREMENTS FOR HEALTH SCIENCE***

All persons planning a Health Science career must meet certain requirements mandated by state law or the clinical agencies where students are involved in patient-related activities. These requirements have been developed to protect both patients and students and must be met before participating in any required clinical experiences. In addition to the requirements listed, some Health Science programs may have additional requirements.

Students in all Health Science programs must show proof of the following immunizations (or a positive titer) before participating in clinical rotations:

- Hepatitis B (this is a series of 3 shots requiring 6 months to complete)
- Hepatitis A\*\* (this is a series of 2 shots requiring 6 months to complete)
- Measles, Mumps, Rubella (MMR)
- Tdap (within the last 10 years)
- Varicella (Chicken pox)
- Flu vaccine for most current flu season

Students in all Health Science programs must show proof of a negative tuberculosis test annually. Students in all Health Science programs must show proof of current CPR certification (American Heart Association Healthcare provider level) and will be required to pass a drug screen and criminal background check prior to attending any clinical experiences.

### ***NON-DISCRIMINATION POLICY/EQUAL OPPORTUNITY STATEMENT***

Grayson College is committed to providing equal educational, vocational and employment opportunity regardless of gender, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the office of Civil Rights.

### **TITLE IX COORDINATORS**

Name: Dr. Regina Organ  
Position: Vice President of Academic and Student Affairs  
Address: 6101 Grayson Drive, Denison, TX 75020  
Telephone: (903) 463-8714

Name: Dava Washburn  
Position: Associate Vice President of Academic and Student Affairs  
Address: 6101 Grayson Drive, Denison, TX 75020  
Telephone: (903) 463-8634

#### TITLE IX DEPUTY COORDINATORS

Name: Michael McBrayer  
Position: Athletic Director/Head Softball Coach  
Address: 6101 Grayson Drive, Denison, TX 75020  
Telephone: (903) 463-8753

Name: Dr. Kimberly Williams  
Position: Dean of South Campus  
Address: 6101 Grayson Drive, Denison, TX 75020  
Telephone: (903) 415-2506

Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, age, color, gender or national origin. Equal educational facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics are extended to all GC students and employees. Proficiency in English is not a barrier to admissions. Grayson College is committed to equal opportunities for persons with disabilities in compliance with federal regulation. For information, contact Dr. Regina Organ, Administrative Services Bldg, Grayson College, 6101 Grayson Drive, Denison, TX 75020, 903.463.8714.

Es el proposito de Grayson College de proveer la oportunidad de cualidad en la educacion y en el empleo indiferente a sexo, condicion parental or marital, raza, color, religion, edad, o naction de origen.

## ***SEX OFFENDER REGISTRY INFORMATION***

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Grayson College Police Department is providing a link to the Texas state sex offender registry.

Persons wishing to inquire concerning registered sex offenders on campus may search the [Texas Department of Public Safety registered sex offender database](#). A specific link is provided for searching by institution of higher education.

Grayson College Police Department also maintains a list of registered sex offenders who are either a student, staff, faculty member, or volunteer on campus. This list is open to public inspection during regular business hours.

Registered sex offenders who are students, staff, faculty, or volunteers on campus are required to notify the law enforcement agency in which they are registered of their affiliation with Grayson College. Registered sex offenders are further required to notify the Chief of Police of Grayson College of their affiliation.

### **Notice to Registered Sex Offenders**

If you are employed at, carry on a vocation at, or are a student at Grayson College, you must notify the campus Chief of Police that you will be attending classes, have become employed, or will be carrying on a vocation. This includes both part-time and full-time students as well as part-time and full-time workers. This also includes non-paid volunteer positions. This includes both in-state and out-of-state residents.

A person subject to the notification requirement must notify the campus Chief of Police not later than, the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register.

Grayson College maintains a strict zero-tolerance policy for violators of this provision. Persons found to be in violation of this provision will be reported to the jurisdiction in which the sex offender is registered.

The relevant sections of the Texas Code of Criminal Procedure are attached:

Art. 62.151. DEFINITIONS. For purposes of this subchapter, a person:

(1) is employed or carries on a vocation if the person works or volunteers on a full-time or part-time basis for a consecutive period exceeding 14 days or for an aggregate period exceeding 30 days in a calendar year;

(2) works regardless of whether the person works for compensation or for governmental or educational benefit; and

(3) is a student if the person enrolls on a full-time or part-time basis in any educational facility, including:

(A) a public or private primary or secondary school, including a high school or alternative learning center; or

(B) a public or private institution of higher education.

Art. 62.152. REGISTRATION OF CERTAIN WORKERS OR STUDENTS. (a) A person is subject to this subchapter and, except as otherwise provided by this article, to the other subchapters of this chapter if the person:

(1) has a reportable conviction or adjudication;

(2) resides in another state; and

(3) is employed, carries on a vocation, or is a student in this state.

(b) A person described by Subsection (a) is subject to the registration and verification requirements of Articles 62.051 and 62.058 and to the change of address requirements of Article 62.055, except that the registration and verification and the reporting of a change of address are based on the municipality or county in which the person works or attends school. The person is subject to the school notification requirements of Articles 62.053-62.055, except that notice provided to the superintendent and any administrator is based on the public school district in which the person works or attends school.

(c) A person described by Subsection (a) is not subject to Article 62.101.

(d) The duty to register for a person described by Subsection (a) ends when the person no longer works or studies in this state provides notice of that fact to the local law enforcement authority in the municipality or county in which the person works or attends school, and receives notice of verification of that fact from the authority. The authority must verify that the person no longer works or studies in this state and must provide to the person notice of that verification within a reasonable time.

(e) Notwithstanding Subsection (a), this article does not apply to a person who has a reportable conviction or adjudication, who resides in another state, and who is employed, carries on a vocation, or is a student in this state if the person establishes another residence in this state to work or attend school in this state. However, that person remains subject to the other articles of this chapter based on that person's residence in this state.

Reenacted 'and amended by Acts 2005, 79th Leg., Ch. 1008, Sec. 1.01, eff. September 1, 2005.

Art. 62.153. REGISTRATION OF WORKERS OR STUDENTS AT INSTITUTIONS OF HIGHER EDUCATION. (a) Not later than the later of the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register, a person required to register under Article 62.152 or any other provision of this chapter who is employed, carries on a vocation, or is a student at a public or private institution of higher education in this state shall report that fact to:

(1) the authority for campus security for that institution; or

(2) if an authority for campus security for that institution does not exist, the local law enforcement authority of:

(A) the municipality in which the institution is located; or

(B) the county in which the institution is located, if the institution is not located in a municipality.

(b) A person described by Subsection (a) shall provide the authority for campus security or the local law enforcement authority with all information the person is required to provide under Article 62.051(c).

(c) A person described by Subsection (a) shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a worker or student at the institution.

(d) The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person under this article and any information received from the department under Article 62.005.

(e) Subsection (a)(2) does not require a person to register with a local law enforcement authority if the person is otherwise required by this chapter to register with that authority.

(f) This article does not impose the requirements of public notification or notification to public or private primary or secondary schools on:

(1) Authority for campus security; or

(2) a local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by this chapter to make notifications.

(g) Notwithstanding Article 62.059, the requirements of this article supersede those of Article 62.059 for a person required to register under both this article and Article 62.059.

Reenacted and amended by Acts 2005, 79th Leg., Ch. 1008, Sec. 1.01, eff. September 1, 2005.

## ***SMOKING POLICY***

To promote a healthy campus environment, Grayson College does not allow the use of tobacco products or any electronic smoking devices in college buildings or vehicles. Tobacco products and electronic smoking devices are permitted only in designated areas or parking lots.

## ***SOLICITATIONS***

### **Student Solicitation**

As used in this policy, "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

### **Limitations on Solicitation**

Student solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president for student services for the conduct of such activity;

2. The sale or offer for sale of any food or drink item in an area designated in advance by the vice president of academic and student affairs or a designated representative for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District's regulations on use of facilities; [See FLAA]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with College District regulations; or
5. The sale of raffle tickets by a registered student organization that can present to the vice president of academic and student affairs written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president of academic and student affairs.

#### **Time Limit**

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

#### **Use of College District Name**

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the vice president for student services in accordance with procedures developed for that purpose.

#### **Conduct During Solicitation**

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

#### **Sanctions**

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the vice president of academic and student affairs.

If the vice president of academic and student affairs determines that a solicitation is being conducted in a manner violating this policy, the vice president of academic and student affairs may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the vice president of academic and student affairs may evoke the registered status of the organization in accordance with policy FKC.

### ***Solomon Amendment***

The Solomon Amendment, a federal law, mandates that institutions receiving certain federal agency funding must fulfill military recruitment requests for access to campus and for lists containing student recruiting information. If colleges do not comply, they may lose funds essential to their campus—so it is in their best interest to be knowledgeable about the law and develop a positive relationship with recruiters. The Solomon Amendment allows personally identifiable student information to be released to recruiters that would have been denied them under the Family Educational Rights and Privacy Act of 1974 (FERPA). If colleges release more information about students than either Solomon or FERPA allow, then colleges run the risk of being held liable for the offense.

Members of Congress passed the Solomon Amendment in 1996 because it determined that federal agencies, such as the Department of Defense, should be supported in their efforts by colleges that receive federal funding. It was seen as a way colleges could help military meet national recruiting goals. Lawmakers also saw a need to pass a law requiring colleges to give the same rights to military recruiters that give to other employees seeking recruits among college student populations.

### ***STATEMENT REGARDING DRUG-FREE SCHOOLS AND CAMPUSES ACT***

Grayson College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increase the potential for unsatisfactory performance in class and on the job, absenteeism, tardiness, inefficiency, accidents and poor morale. As per College policy (Policies DHB and FLBE), no student or employee shall, in any campus area, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by the Texas Controlled Substance Act). Any student or employee violating this policy shall be subject to disciplinary action. Consistent with federal, state and municipal law, criminal prosecution may also be pursued. The Office of Counseling Services, located on the second floor of the Student Center, will provide confidential assistance to students and employees, including making referrals to outside agencies.

### ***STUDENT COMPLAINTS***

#### ***GC Policy FLD Local***

#### **Guiding Principles**

##### **Informal Process**

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

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

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

### **Formal Process**

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

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

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

### **Freedom from Retaliation**

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

### **Notice to Students**

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

### **Complaints**

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

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

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

### **General Provisions**

#### **Filing**

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



### **Scheduling Conferences**

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

### **Response**

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

### **Days**

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

### **Representative**

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

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

### **Consolidating Complaints**

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

### **Untimely Filings**

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

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

### **Cost Incurred**

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

### **Complaints and Appeals in Writing**

Complaints under this policy shall be submitted in writing to the College District. Copies of any documents that support the complaint should be attached to the complaint. If the student does not have copies of these documents, copies may be presented at the Level One conference. After

the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

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

### **Level One**

Written complaints must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

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

### **Level Two**

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

The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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

The Level One record shall include:

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

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

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

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

### **Level Three**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

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

The Level Two record shall include:

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

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

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

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

### **Level Four**

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

The appeal notice must be filed in writing within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

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

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits, and guidelines for the presentation, including an opportunity for the student and administration to each, make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

## ***STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT EXPRESSIONS***

### ***GC Policy FLA Local***

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any non-school literature distributed by students or registered student organizations.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered non-school literature and shall not be governed by this policy.

[For distribution of non-school literature by nonstudents and organizations that are not registered student organizations, see GF]

### **Limitations on Content**

Non-school literature shall not be distributed by students or registered student organizations on College District property if:

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

### **Time, Place, and Manner Restrictions**

The vice president for student services shall designate times, locations, and means by which non-school literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the non-school literature shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any literature that was discarded or leftover.

### **Posting of Signs**

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

Except for signs that violate the limitations on content, as described above, a student or registered student organization may publicly post a sign on College District property in areas or locations designated by the vice president for student services. No object other than a sign may be posted on College District property.

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

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Give notice of the following information:
  - a. The name of the student or registered student organization and, if an organization, the name of its advisor;
  - b. The proposed general location for posting the sign;
  - c. The length of time the sign will be posted; and
  - d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its advisor.
3. Place the date of posting on each sign posted.

### **Restrictions**

A sign shall not be larger than 22 inches by 28 inches unless authorized by the vice president for student services. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant;
8. On or between a curb and sidewalk; or
9. In a College District building, except on a bulletin board designated for that purpose.

### **Removal**

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the vice president for student services, the student, or the registered student organization.

### **Disclaimer**

Literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

### **Identification**

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

### **Violation of Policy**

Failure to comply with the policy and procedures regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a student's or registered student organization's use of

College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

### **Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with FLD (LOCAL).

## ***FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION OTHER PROTECTED CHARACTERISTICS GC Policy FFDB Local***

### **Statement of Nondiscrimination**

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

### **Discrimination**

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

### **Prohibited Harassment**

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

### **Examples**

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

### **Retaliation**

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

## **Examples**

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

## **False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

## **Prohibited Conduct**

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

## **Reporting Procedures Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

## **Employee Report**

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

## **Exceptions**

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GAC]

## **Responsible Employee**

For purposes of this policy, a "responsible employee" is an employee:



1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of re- porting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

### **Definition of College District Officials**

For the purposes of this policy. College District officials are the ADA/Section 504 coordinators and the College President.

### **ADA/Section 504 Coordinators**

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinators. The College District designates the following persons to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. Regina Organ

Position: Vice President of Academic and Student Affairs Address:

Address: 6101 Grayson Drive, Denison, TX 75020

Telephone: (903) 463-8714

Name: Dr. Dava Washburn

Position: Associate Vice President of Academic and Student Affairs

Address: 6101 Grayson Drive, Denison, TX 75020

Telephone: (903) 463-8634

### **Other Antidiscrimination Laws**

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

### **Alternative Reporting Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against an ADA/Section 504 coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### **Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### **Investigation of Report**

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

### **Initial Assessment**

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under FFDA, as appropriate.

### **Interim Action**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

### **College District Investigation**

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

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

### **Criminal Investigation**

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory investigation has completed gathering its evidence, the College District shall promptly resume its investigation.

### **Concluding the Investigation**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency

for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The College District shall provide written notice of the outcomes, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

## **College District Action**

### **Prohibited Conduct**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

### **Corrective Action**

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

### **Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

### **Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

### **Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

### **Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report

## ***FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION SEX AND SEXUAL VIOLENCE*** ***GC Policy FFDA Local***

### **Statement of Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

### **Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.

### **Sexual Harassment by an Employee**

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

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

### **By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or

denies a student's ability to participate in or benefit from the College District's educational program.

### **Sexual Violence**

Sexual violence is a form of sexual harassment. Sexual violence includes physical, sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

### **Examples**

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

### **Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

### **Examples**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identify, may include offensive jokes, name-calling, slurs, or rumors, physical aggression or assault, threatening or intimidation conduct, or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

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

### **Examples**

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

### **False Claims**

A student who intentionally makes a false claim offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

### **Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

### **Reporting Procedures**

#### **Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

#### **Employee Report**

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

#### **Exceptions**

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GAC].

#### **Responsible Employee**

For purpose of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct?
2. Who has been given the duty of reporting incidents of prohibited conduct?
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or College District official defined below.

#### **Definition of College District Officials**

For the purposes of this policy, College District officials are the Title IX coordinator, and the College President.

## **Title IX Coordinators**

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinators. The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. Regina Organ  
Position: Vice President of Academic and Student Affairs  
Address: 6101 Grayson, Drive, Denison, TX 75020  
Telephone: (903) 463-8714

Name: Dava Washburn  
Position: Associate Vice President of Academic and Student Affairs  
Address: 6101 Grayson, Drive, Denison, TX 75020  
Telephone: (903) 463-8634

## **Title IX Deputy Coordinators**

Name: Michael McBrayer  
Position: Athletic Director/Head Softball Coach  
Address: 6101 Grayson, Drive, Denison, TX 75020  
Telephone: (903) 463-8753

Name: Dr. Kimberly Williams  
Position: Dean of South Campus  
Address: 6101 Grayson, Drive, Denison, TX 75020  
Telephone: (903) 415-2506

## **Other Anti-Discrimination Laws**

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

## **Alternative Reporting Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against a Title IX coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### **Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### **Investigation of the Report**

The College District may request, but shall not require a written report. If a report is made orally, the College District official shall reduce the report to written form.

### **Initial Assessment**

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by his policy, the College District official shall refer the complainant for consideration under FFDB, as appropriate.

### **Interim Action**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

### **College District Investigation**

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

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

### **Criminal Investigation**

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.



### **Concluding the Investigation**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

### **Notification of The Outcome**

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

## **COLLEGE DISTRICT ACTION**

### **Prohibited Conduct**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures (see FM and FMA).

### **Corrective Action**

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

### **Exception**

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.

### **Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

### **Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

## **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## **Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

## **Access to Policy, Procedures, Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in the policy, shall be distributed annually to College District employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

## ***TEXAS SUCCESS INITIATIVE (TSI)***

Texas law requires that all new students in a public college or university have their academic skill level assessed prior to entry in a college-level class. The assessment helps students understand their skill levels in reading, writing and math and enables them to enroll in classes that appropriately match each individual's skill level. All students are required to complete a Pre-Assessment Activity that includes a quick review of sample test questions; this activity can be found at: <https://www.tsipreview.com/welcome/graysoncollege>  
Students will enroll under one of these four options:

### **1) Option One – TSI Exempt**

Currently, students may be exempt from the Texas Success Initiative if they meet one or more of the following criteria. Students must present proof of these exemptions at the time of registration. NOTE: Students with a disability are not exempt from assessment requirements but may receive testing accommodations with appropriate documentation.

1. Transferred in from an out-of-state or private institution with grades of "A", "B" or "C" in designated courses taken within past five years.
2. Students who have previously attended GC or any other Texas public college or University and who have already met Texas Success Initiative requirements.
3. Active duty military (U.S., Texas National Guard, or U.S. Reserve Unit) in service for at least three years prior to enrollment at GC. Some academic classes require students to demonstrate college readiness before enrolling.
4. A student who on or after Aug. 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S. Please note that some academic classes require students to demonstrate college readiness before enrolling.
5. Earned an associate's or bachelor's degree or higher from a Texas public college or university.

6. Eligible test scores indicate below:

ACT (within 5 years)

COMPOSITE	MATH	ENGLISH
23	19	19

SAT (within 5 years)

COMBINED	MATH	CRITICAL READING
1070	500	500

TAKS Exit-Level Test (11<sup>th</sup> grade) (within 3 years)

MATH      ENGLISH LANGUAGE ARTS/ ESSAY

2200      2200 and 3 on essay

(2200 on TAKS MATH earns exemption from TSI math section; 2200 on TAKS ELA with 3+ on TAKS essay earns exemption from TSI reading and writing sections.)

## 2) Option Two – TSI Waived

Enroll in an eligible certificate program that allows assessment to be waived. Students enrolling in these programs will have their skills assessed and may enroll only in courses listed on their certificate plans.

Success Initiative Waivers are available to students who meet one of the following criteria:

1. Students enrolled in Level 1 certificate programs of 15 to 42 semester credit hours.  
Students enrolled in these certificates may take only courses listed on that certificate.
  - a. Please note that some academic classes require students to demonstrate college readiness before enrolling.
2. Students who attended a private Texas or any out-of-state institution during the previous semester and are currently enrolling at GC on a temporary basis and not seeking a degree at GC. Temporary students must present proof of enrollment at a private or out-of-state institution during the immediately preceding semester.
3. Full-time students from private Texas or any out-of-state institution concurrently enrolling in one or two GC courses (including distance learning courses) and not seeking a degree at GC.
4. Students enrolling in courses for self-enrichment only; not seeking a degree. Students may take a maximum of two courses on the enrichment list.

## 3) Option Three – College Ready

Students have fulfilled TSI college readiness requirements when they meet one of the following criteria:

- Received passing scores on the TSI Assessment.
- Received a grade of A, B or C in their exit-level developmental math, reading and writing class. When student achievement reaches proficiency, students will be exited from any of the developmental reading or writing courses. Please note that before taking an EDUC course or seeking enrollment in the Associate of Arts Teaching program, you must still receive a passing score on any state-approved placement exam.

## 4) Option Four – Not College Ready

All students who do not qualify under TSI Options 1, 2 or 3 will receive an individualized Academic Success Plan. This plan will describe the sequence of developmental classes, retest requirements, and options available for students to demonstrate college readiness. Students

completing their Academic Success Plan will attain college-level skills in reading, writing and math while beginning work on academic courses on their degree plans.

### **Test Dates**

There are some days/times that you may reserve a computer ahead of time, and there are some days/times that you may “drop-in” without a reservation to see if a testing computer is available.

The TSI Assessment is given on both the Main Campus in Denison-Sherman and the South Campus in Van Alstyne.

For current TSI testing schedules and steps to follow to register or drop-in, go to <http://www.grayson.edu/getting-started/testing-center/index.html>

### ***STUDENT USE OF COLLEGE DISTRICT FACILITIES***

The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the executive administrator.

#### **Request**

To request permission to meet on College District premises, interested students or registered student organizations shall file a written request with the executive administrator in accordance with administrative procedures.

The student or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

#### **Approval**

The executive administrator shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student’s or registered student organization’s use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District, and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property, or the applicant has previously damaged College District property; or

8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The executive administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

### **Announcements and Publicity**

In accordance with administrative procedures, all students, and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

### **Identification**

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

### **Violations**

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

### **Appeals**

Decisions made by the administration under this policy may be appealed in accordance with FLD (LOCAL).

[For distribution of literature, see FLA]

## ***VIOLENCE AGAINST WOMEN ACT (VAWA)***

### **A. Policy Statement**

- Grayson College condemns sexual assaults and will not tolerate them. The purpose of this policy is to inform students, faculty, staff and others about the College's sexual assault programs and the procedures followed once a sexual assault is reported.
- College officials affected by this policy, including the Grayson College Police Department, Vice President of Academic and Student Affairs, Housing Coordinator, will develop and administer office procedures for implementing this policy, for preventing sexual assaults, and for informing students and others in more detail about the College's sexual assault programs and the procedures followed once a sexual assault is reported.
- Law enforcement and medical personnel have extensive training in handling sexual assaults; therefore, they are authorized to use their own professional judgment with regard to individual circumstances, which may vary from the procedures in this Policy and Procedures.

### **B. Educational Programs**

1. Grayson College Police Department will provide students and employees with programs designed to promote the awareness of rape, acquaintance rape, and other sexual assaults.
2. The Grayson College Police Department's Community Awareness and Resource Team unit will conduct sexual assault programs for students and employees that are aimed at preventing

and reporting sexual assaults, preserving evidence, and identifying special services to assist survivors of sexual assaults.

### **C. Procedures to Follow in the Case of a Sexual Assault**

1. Any person may request assistance from College personnel in notifying law enforcement authorities. College personnel will provide full assistance to persons who request help in notifying authorities of sexual assault.
2. Persons with knowledge of sexual assaults (whether the survivor or a third party) should report them to the Grayson College Police, the law enforcement agency in the area where the sexual assault occurred, or the Title IX Coordinator. When reporting a sexual assault, a survivor's identity may be kept confidential. Although the Crime Awareness and Campus Security Act of 1990, commonly referred to as the Jeanne Clery Act, requires Grayson College Police to compile crime statistics and make available an annual report of these statistics, Grayson College Police is not required to divulge any other information other than the fact that an incident was reported.
3. Survivors of sexual assaults are not required by law to report the assault or to pursue legal action. However, it is recommended that survivors report the assault immediately to Grayson College Police or the local law enforcement authority where the assault occurred in order to facilitate the collection of important evidence and to preserve their option for pursuing legal action at a later time. College officials will provide the survivor with assistance in notifying the proper authorities of a sexual assault. A survivor can request a pseudonym if she/he wishes to maintain anonymity.
4. Any person with knowledge or suspicion of a sexual assault of a minor (under 18 years of age), or of a sexual relationship between a person under 17 years of age and a person over 18 years of age, is required by state law to report the assault or relationship, including the minor's name, to law enforcement. The report should be made immediately. A person making a report involving a minor is immune from civil or criminal liability if the report is made in good faith. Failure to report the sexual assault of a minor is a Class B misdemeanor, punishable by law. Sexual assault reports involving a minor can be made to Child Protective Services online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and confidentially, by phone, at 800.252.5400.
5. Persons aware of sexual assaults may contact any of the resources below.
  - a. Law enforcement - Survivors or witnesses of sexual assaults should call the appropriate law enforcement agency, such as Grayson Police (903.463.8777), Grayson County Attorney's Office Victim Service Division (903.813.4361), and the Grayson County Sheriff's Office (903.893.4388). In an emergency situation, a person may call 911, and the call will be routed to the appropriate law enforcement agency. Law enforcement agencies may assign a pseudonym to the survivor of sexual assault in order to assure the survivor's anonymity.
  - b. Medical Assistance - Survivors or witnesses may contact a local hospital emergency room. If ambulance services are necessary, persons should call 911, and they may contact Denison Ambulance/Fire Department (903.465.2720).
  - c. Counseling Services - Survivors or witnesses may also call the Grayson County Attorney's Office Victim Services Division (903.813.4361) Counseling/Advising (903.463.8695), In Grayson County, survivors may contact the Crisis Center of Grayson (903.893.3909). Employees in these offices are trained to provide appropriate assistance and information.
6. Preserving evidence may be necessary for the proof of sexual assaults. Persons with knowledge of a sexual assault should not touch, move or otherwise disturb evidence (such as clothing) and should not disturb the scene of the incident. Preserving the evidence means not

tampering with the evidence or otherwise inadvertently destroying critical evidence. Trained law enforcement personnel should collect the evidence.

#### **D. Disciplinary Procedures**

This student handbook includes procedures for disciplinary actions used with Grayson College Students. It can be found under the Code of Student Conduct, or online at [www.grayson.edu](http://www.grayson.edu). The procedures for disciplinary actions applied to faculty and staff employees can be found in the faculty handbook at [www.grayson.edu](http://www.grayson.edu).

#### **E. Assistance for Survivors of Sexual Assault**

1. The Grayson County Attorney's Office Victim Services Division provides psychological counseling and a referral service for survivors who request treatment.
  - a. Students living in campus residence halls can seek support and referrals from residential staff.
  - b. The Grayson Crisis Center provides:
    - i. Emergency shelter, crisis intervention, counseling and support services to women and children who are survivors of domestic violence and sexual assault;
    - ii. Creating public awareness about the devastating consequences of domestic violence and sexual assault;
2. Grayson College has resources with organizations in Grayson County that provide sexual assault counseling and support for survivors, regardless of gender. Grayson College also has resources with organizations that provide Sexual Assault Nurse Examiners (SANE) to perform SANE exams.

#### **F. Options for Changes in Academic and Living Situations**

1. Students who reside on campus may have the option to change their living situations after an alleged sexual assault incident upon request to the Housing Coordinator, provided such changes are reasonably available.
2. Students have the option to change their academic schedules after an alleged sexual assault incident upon request to the proper academic dean, provided such changes are reasonably available.

#### **G. Sexual Assault Victims Rights**

- Reasonable changes to the academic and living situations
- Referrals to counseling and assistance in notifying law enforcement
- Same opportunity as accused to have others present at disciplinary hearing(s)
- Unconditional notification of outcomes of hearing, sanction, and terms of sanctions in place
- Name and identifying information kept confidential (FERPA)

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The “Campus Sexual Assault Victims’ Bill of Rights” exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

### ***VOTERS REGISTRATION***

Grayson College will make a good-faith effort to distribute a voter registration mail out form, requested and received from the State of Texas, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make such forms widely available to students (Voter Registration Amendment; section 489 Higher Education Amendment-1998). Voter registration forms can be picked up at the Student Life Office.



## ***6. GC Academic Policies***

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### ***ACADEMIC FRESH START***

- a. Students may, at the time of their application for admission to Grayson College, file for Academic Fresh Start in the Admissions and Records Office. All academic course credits or course grades earned exactly ten or more years prior to the starting date of the semester in which the applicant seeks to enroll will not be considered in the calculation of the grade point average.
- b. A student will forfeit the use of all credits earned prior to enrollment under the Academic Fresh Start Policy. Courses taken prior to this time will not be used in the calculations of the student's grade point average.
- c. The student's record will be inscribed with the notation "Academic Fresh Start Granted (date)."
- d. Policies concerning Academic Fresh Start are applicable only to Grayson College. They do not pertain to financial aid history or accumulated award limits. Other colleges may not recognize the reprieve.
- e. To request Academic Fresh Start, a student must submit a completed application for admission, a written petition for Academic Fresh Start, and all transcripts or prior college or university work to the Admissions, Records Office prior to the beginning of the semester of application.

### ***ACADEMIC SUCCESS PLAN***

Students who are not TSI Exempt must demonstrate College Readiness for reading, writing, and math with EITHER:

1. Passing scores on the TSI Assessment for reading, writing, and math
2. A grade of A, B, or C in an exit-level course (Math 0340, INRW 0320)

When you are "college ready" in all three areas, you will have completed Texas Success Initiative requirements and will no longer be required to enroll in developmental classes.

Mathways: College level math courses are designed to serve the curriculum needs of unique degrees, and Math 0420 will prepare the student for most of these options; however, many sciences, technology, engineering, and math (STEM) degrees will require the completion of College Algebra (Math 1314), and students pursuing those degrees will be advised to enroll in Math 0340 to prepare for the level of math covered in College Algebra. Please review your degree plan/ Pathway and/or speak with your advisor for more guidance.

#### **Placement in Classes**

The developmental classes are designed to help you attain "college readiness" as fast as possible while maintaining a realistic pace of achievement. If you are not "college-ready" in reading, writing, or math, your advisor will "place" you in a level or pathway where you will be learning new material (or reviewing material that you may have studied several years ago and have forgotten). Each course listed below (in the Course Descriptions section) requires one semester to complete. "Completion" means that you have earned a grade of C or higher. Under unique situations, and with the approval of the Academic Dean, or designee, students may be or become eligible for a "Non-Course Based Option" (NCBO), which pairs appropriate developmental

instruction with an appropriate college level course (e.g., MATH 1314 or ENGL 1301). Eligible students will be invited by the college to participate in this option.

To ensure that you are enrolled in the correct level of developmental course, your developmental professors may give you an in-class placement test during the first week of classes. Your professors will notify you if you need to change your schedule. If you have any questions about being in the appropriate level, of course, talk to your professor during the first week of class.

You are required to enroll in developmental courses every semester until you demonstrate college readiness in all three skill areas. We require this because we want you to have the skills you need to stay in college and make good grades in your courses until you have met your personal goals for a college education. Students are limited by the state to a maximum of 27 hours of developmental coursework (including W's and F's), so be sure to study conscientiously in every developmental course.

### **Attendance**

You are required to attend your developmental classes. If you do not attend your developmental classes, in accordance with the course's attendance policy, you may be dropped from that course by your instructor and will be considered out of compliance with your Academic Success Plan. Your Academic Success Plan may have allowed you to enroll in academic courses requiring a skill area that is being supported by your developmental course work. Students who are out of compliance with their Academic Success Plan will be required to enroll in appropriate self-paced developmental classes to regain compliance that semester and re-establish that academic support; failure to do so will result in being barred from future enrollment in academic course work until the TSI/College-Readiness requirements are met in appropriate skill areas (or, under special situations, permission is granted by the Director of Testing or the Director of Counseling).

### **Retesting**

You may retest at any time; however, we recommend that you work closely with developmental professors to determine when you are prepared to pass the retest. Students who would like to take the regularly scheduled statewide (TSI) test may sign up for it on the internet at [www.thea.nesinc.com](http://www.thea.nesinc.com). If you are preparing to retest you may want to try the free practice test on-line at [www.thea.nesinc.com](http://www.thea.nesinc.com). Check with the GC Testing ([903-463-8724](tel:903-463-8724)) for information about scheduling a test date.

## ***CLASS ATTENDANCE***

Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness, or school business is placed upon the student.

Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

Students enrolled in developmental courses face additional consequences for poor attendance. See the Attendance section of the Academic Success Plan.

### ***DISTANCE LEARNING***

Distance Learning provides access to quality higher education courses via distance learning technologies. Instead of attending regular classes, students use a variety of instructional components to work independently. There are no limits on the total number of credits that may be earned by Distance Learning courses. Course content and transferability are the same as courses offered on-campus.

Courses provided via Distance Learning allow students to obtain college credit by participating in a variety of non-classroom oriented courses. Students read texts and related materials, take exams (on-line and/or in the Testing Center), and submit papers/work assignments. Each course has an instructor who interacts with students, leads the course and provides assistance.

Students who are enrolled in a GC Online or Hybrid course are able to receive technical assistance through the college's Help Desk. Detailed information about Grayson's Help Desk can be found on the website at, <http://grayson.edu/college-info/help-desk.aspx>.

### ***INSTRUCTIONAL ARRANGEMENTS/COURSE LOAD AND SCHEDULES*** ***GC Policy ECC Local***

#### **Course Load**

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 16 semester hours shall require approval by the vice president for student services. The maximum course load shall be no more than 21 semester hours.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president for student services. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

#### **Limitation on number of Dropped Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education.

#### **Exceptions for Good Cause**

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

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

2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family;
4. The death of a person who has a sufficiently close relationship to the student;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course.

### **Procedures**

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

### ***STUDENT GRADE APPEALS***

The purpose of the Student Grade Appeal process is to provide an opportunity for a student to appeal their grade when he/she believes a penalty of an unfair grade is adversity affecting his/her academic standing or was unfairly imposed.

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

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

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

Students will not be allowed to appeal grades recorded on permanent records after the end of the immediate long semester following the course for which the grade was received.

Student Grade Appeals shall follow the same processes outlined in Section 5 of the *Student Handbook*

### ***RESIDENCY REQUIREMENTS FOR TUITION PURPOSES***

To be considered a Texas resident, students must clearly establish residence in Texas for the 12 months preceding their enrollment. Documentation of Texas residency may be required in addition to the application for admissions.

- i. An in-county student is an individual who is a resident of Texas (as defined by the Texas Education Code, Section 54.075) and who resides in Grayson County on the census date of the term.
- ii. An out-of-county student is a resident of Texas (as defined by the Texas Education Code, Section 54.075) who resides outside of Grayson County on the census date of the term.

- iii. An out-of-state student is an individual who has not resided in Texas for 12 months preceding registration. Anyone who enrolls as a non-resident of Texas is presumed to remain in that classification as long as he/she continues as a student. Most students on temporary visas will also be classified as nonresidents for tuition purposes. Contact the Admissions and Records Office for visas eligible for in-state residency.

NOTE: Oklahoma residents are classified as non-residents but are eligible to receive a waiver of non-resident tuition and will be charged out-of-district rates, upon providing the same documentation as required of Texas residents.

### ***SCHOLASTIC INTEGRITY***

Scholastic honesty and integrity are vital to the ongoing interests of any academic community. Students have a responsibility to protect their work and to report instances of academic dishonesty to the appropriate professor or administrator. Any instance of plagiarism, self-plagiarism, collusion, cheating or falsifying records, will result in an F for the assignment. Further action may be taken as needed. The same principle of honesty applies to the use of modern technologies, such as the computer.

**Plagiarism includes:** using three or more consecutive words of another without placing quotation marks around the words or without giving credit to the author; using another person's ideas without giving him or her credit; submitting another person's work as one's own.

**Self-Plagiarism** can be considered a form of academic dishonesty. Each instructor will discuss guidelines regarding self-plagiarism. Infractions will be addressed in accordance with the guidelines set forth in the instructor's syllabus and the GC Scholastic Integrity Policy

**Collusion** is defined as working on any assignment with another person without the verbal and/or written permission of the professor.

**Cheating includes:** Copying work from another student; using materials during the examination not authorized by the professor/ test administrator; substituting for another student, or permitting another student to take an exam in one's place; using, buying, selling, stealing, giving, or soliciting any assignments or examination material. Falsifying records or evidence includes furnishing false or misleading information to any college office or representative.

### ***SERVICE LEARNING***

#### **What Is It?**

Many academic and workforce programs, courses and student groups at Grayson College are involved in Service Learning. So, what is Service Learning? Service Learning is not just volunteering. The work that students do should be tied to 2 or 3 learning outcomes for the course and faculty should be able to prove that they have met the learning outcomes. Usually, the service learning project is for a grade in the class. It can be a single assignment or a project. The faculty member decides the hour requirement. Service Learning is a pedagogy (a teaching

method). It should be discipline specific and utilized to meet academic objectives. It should be faculty-led and be part of a grade requirement. Often, students are encouraged to select a service learning project that is related to his or her career goal.

### **How Does It Work?**

#### **Steps in Service Learning**

1. Faculty member defines the Learning Objectives
2. Students Define and Research Community Need
3. Partner with a Community Agency
4. Determine the Specific Project
5. Students Do Research Prior to Service
6. Students Perform Service Reflect On Experience and Assess Learning
7. More Specific Details will be explained in individual courses, programs or student organizations.

### ***STUDENT ABSENCES ON RELIGIOUS HOLY DAYS***

Grayson College will allow students who are absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The form for requesting absence for holy days may be obtained from the Vice President for Student Services.

“Religious holy day” denotes holy days observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

### ***STUDENT COURSE LOAD***

The normal load for students during the regular semester is six (6) academic courses or from fourteen to eighteen hours. Credit hours taken during a Half-Session are added to classes taken during the Long Session to determine academic loads. A student who wishes to enroll in more credit hours must obtain the permission of the Vice President of Academic and Student Affairs or designee. The normal load for students during each summer session is six semester hours. The maximum load for a six-week term is seven semester hours. Students may not earn in excess of fourteen semester hours during the two-term summer session, including summer evening sessions. Students who wish to enroll in more credit hours must obtain the permission of the Vice President of Academic and Student Affairs or designee.

### ***STUDY REQUIREMENTS***

Each hour spent in class requires three hours of study outside of class. In other words, if a student takes a three credit hour class, nine hours of outside study will be required in order for the student to be successful in class.

## **7. GC Resources**

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### ***ACADEMIC SUCCESS CENTER – SOUTH CAMPUS***

The South Campus Academic Success Center has several functions. This space serves as the Campus Testing Center, Library, Computer Lab, Math Hub, and also offers open study spaces. Tutoring services are available based on request and availability. Printing and copying are also available in the ASC.

### ***BOOKSTORE***

**Grayson College Bookstore is your official on-campus bookstore.** Standard operating hours are, Monday – Thursday, 7:30 am – 5:30 pm, 10 am – 3 pm on Friday and closed on weekends. Store hours are subject to change based on class and business need. See store website [www.graysonstore.com](http://www.graysonstore.com), or call the store at (903) 463-8631 for current hours.

**Textbook Choices** – New Books, Used Books, Rental Books, Digital Books, Digital Reader, Sell Back Books, Price Match Books

Textbook and other required/supplemental course materials are connected to the course and its delivery method. Pricing for textbooks, ISBN information and materials will be available on the bookstore website, [www.graysonstore.com](http://www.graysonstore.com). Prices are subject to change without advance notice. Books may be purchased online at [www.graysonstore.com](http://www.graysonstore.com). You may choose in-store pickup or ship to home. NOTE: Standard FedEx shipping rates will apply. Watch the website for shipping deals and offers!

**Textbook Returns/Refunds** - Students needing to return a book for a refund must do so within **7 days of classes starting and provide a current register receipt for the book(s)**. Books must be in an absolutely new condition free of ALL markings. Trademarks and special order books are not refundable. Bookstore personnel are the sole judge in determining whether books are in new or used condition. Should a defective book be purchased or rented, it should be returned for exchange immediately upon discovery of the defect.

**Textbook Rental**– What’s all the fuss about rental? Convenience! Freedom! Hassle Free! Rent To Own! Save Money! NOTE: Rental books must be checked in to bookstore staff for processing during business hours, on or before the posted due date. Bookstore staff are not responsible for late or charged rentals.

**Buy Back** – Need extra cash? We buy books every day. In-store during normal business hours and on-line anytime, at [www.buyback.com](http://www.buyback.com).

**Price Match** – Found a deal? If you find an identical in-stock textbook for rent or purchase priced lower elsewhere, tell us. We’ll match it, right at the register! (Some restrictions apply, see store associate for details)

## ***GC PERKS***

Our on campus “Proudly Serving Starbucks” café is located on the 2nd floor of the Student Life Center. Standard hours are Monday – Thursday, 7:30 am – 3:00 pm and Friday, 7:30 am – 12 pm.

Hours may vary based on campus needs and will be posted on the [www.graysonstore.com](http://www.graysonstore.com) (Bookstore) website.

For questions, comments or request concerning bookstore or café, please contact the store manager, Venus McGuire, at (903) 463-8631, or email at [mcguirev@grayson.edu](mailto:mcguirev@grayson.edu).

## ***GC CAMPUS POLICE/SAFETY***

Campus Police Office Is Located on the East Side of Parking Lot P-6, Main Campus.

Normal Office Hours of Operation: 7AM - 5PM

- The Public Safety Office is responsible for enforcing federal and state laws, enforcing College District policies and leading the effort in providing a safe environment for education.
- College Police Officers monitor weather conditions at the college and assist in activation of the emergency notification system when a tornado is sighted.
- Officers render assistance on vehicle lock-outs, boosting of dead vehicle batteries, and assisting with flat tires.
- Officers also provide on-site security for athletic and other special events being held on campus.
- The College Department of Public Safety prepares an annual informational bulletin that contains information on campus crime and arrest statistics, crime reporting procedures, crime prevention techniques, and related campus security and safety information.
- College Peace Officers investigate offenses, incidents, accidents, submit reports and make arrests where required.

## ***CAREER PLANNING SERVICES***

Career Planning Services are available to Grayson College students seeking off-campus part-time or full-time job opportunities. Job openings are listed at College Central Network in partnership with Grayson College Career Services. Students may also receive help with resume preparation, interviewing skills and developing successful job search strategies. Contact Academic and Career Planning Services, Counseling Center for further information.

## ***COLLEGEFISH.ORG***

An important resource available to all Grayson College students is CollegeFish.org. Powered by Phi Theta Kappa, CollegeFish.org provides students with programs and information to facilitate the transfer process. What can CollegeFish.org do for you?



- It will help match you with your best-fit transfer options as you search for your senior college or university. It connects your preferences about size, location, majors, cost, and details that matter most with colleges and universities most like you.
- It will help you search for transfer scholarships. CollegeFish.org provides access to over \$37 million in transfer scholarships.
- CollegeFish.org will help you create your own transfer success plan. You will be able to manage deadlines for applications and scholarships, as well as help identify the courses you need for transfer.

And the best thing about CollegeFish.org is that it is a completely free resource provided to all Grayson College students. For more information about CollegeFish.org, including how to sign up, please contact Professor Mary Linder at [linderm@grayson.edu](mailto:linderm@grayson.edu).

### ***CRIME STATISTICS/ANNUAL CRIME AND ACTIVITIES REPORT***

The Grayson College Campus Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full report is available on the Grayson College website at [www.grayson.edu/college-info/college-police.aspx](http://www.grayson.edu/college-info/college-police.aspx). Campus crime, arrest and referral statistics include those reported to GC Campus Police, designated campus officials, and local law enforcement agencies.

Grayson College Police Department maintains a daily log of police activity. Also, you can pick up a hard copy in Financial Aid Department or Campus Police Department.

### ***ESOL SUPPORT***

Grayson offers ESOL classes in conversation, reading, and writing/grammar for non-native English speakers. Designed to help students improve their English for greater success in home, school, and work environments, ESOL courses can be taken prior to or concurrent with other college coursework. Students are placed at the beginning, intermediate, or advanced level based on their language skills.

Along with specialized ESOL classes and labs, the College offers support services to non-native English speaking students to improve their access to and success in academic and vocational coursework. The Foreign and ESOL Student Advisor assists ESOL students with applying to college, establishing residency, and registering for classes. Staff also mentor ESOL students each semester they are enrolled—helping them attain their personal and educational goals. Such assistance includes referring them to campus and community services as needed (tutoring, financial aid, child care, JTPA, etc.).

### ***LIBRARY***

Grayson College has a Main Campus Library and a South Campus Library. The mission of the Grayson College Library is to meet the appropriate informational needs of both the individual and the community, and to provide quality services and materials. The library is committed to

cooperating with other information agencies whenever possible, and to work on continuous improvement.

The Grayson College Library is a member of BARR, a four-library consortium whose members include Grayson College, Denison Public Library, Sherman Public Library, and Austin College. Currently enrolled GC students are eligible to obtain a BARR library card with their current student ID. All BARR cardholders have lending privileges at each of the libraries and a courier service delivers books among the libraries. The Library participates in TexShare, Amigos, and OCLC.

Library resources and services include:

1. Master degreeed Librarians who provide assistance in person, phone, or email
2. Electronic and print materials
3. Books and periodicals
4. Databases that include films, audio, primary sources, articles, e-books, articles
5. Only open computer lab on campus
6. Scanner, copier, print management, media devices for class projects
7. Study rooms for group or individuals
8. Wi-Fi
9. Textbooks on reserve for in library checkout

Library resources are available on campus (no password required) and off campus (MY VIKING login and password required). Databases and research assistance is available through the library section of the Grayson College Website. The Library computer lab allows for a variety of programs to include printing, research, Office products, Google products, media software, and canvas coursework. You may save to a USB flash drive on the computers.

The Library has a variety of materials that are available for checkout which includes books (2 week), DVD (5 day), textbooks on reserve (2hour in library only). With faculty approval media devices are available for checkout by students for specific class projects. A library card is needed to checkout materials.

Intercampus and Interlibrary loan. Materials may be requested from other campuses and other BARR libraries. We have Interlibrary loan services that you can request materials from other nationwide locations. We also participate in TexShare cards which allowing borrowing privileges at many libraries in the state.

Instruction is available for information literacy to be scheduled by a faculty member. Individual research help by a librarian is available to all students. The library is “open stack” and students are encouraged to browse.

### ***LOST AND FOUND***

Any items lost or found should be reported and taken to the Office of Student Life located on the 2<sup>nd</sup> floor of the Life Center. Items lost and found on satellite campuses should be taken to the Administration office. Lost items of lesser value are kept for 30 days and then discarded. Items of greater values are taken to the Office of Campus Safety and Security after the 30-day period.

## ***MATH HUB- MAIN CAMPUS***

Located on the Main Campus in the Success Center in room SC-114, this service provides students with assistance with any level of math instruction. It is a great place to work on your homework and to prepare for tests that involve math.

The Math Hub provides a suitably quiet space for students to work on homework or lab work and have questions answered upon request. Our goal is to lead students to do the work. The Math Hub is also equipped with computers for students to use for their math classes, whether it be checking Canvas for an assignment, working online homework, completing an Excel project for Statistics, or watching a math video. Students seeking one-on-one tutoring should visit the Math Hub to sign up for a weekly, one-hour time slot.

Operating Hours and Contact Information for the **Main Campus**:

### Fall/Spring

Monday - Thursday from 8:00AM - 8:00PM

Friday from 8:00AM - 2:00PM

Select Saturdays

### Summer

Monday - Wednesday from 8:00AM - 6:00PM

Thursday from 8:00AM - 2:00PM

Math Hub Coordinator: Michelle Burt

Phone Number: (903) 463-8776

## ***SAFE SPACES***

Grayson College is committed to providing a safe learning environment for all students, free from intimidation or harassment. As a measure of this commitment to our students and to create a supportive and inclusive environment for all members of the Grayson College community, we provide training to administrators, faculty, and staff, so that they may become Safe Spaces Allies. Trained allies may be identified through the “Safe Spaces Ally” plaques that are affixed to their office doors. Any student who feels they are in crisis or who need to report incidents of harassment or intimidation may go to any Safe Spaces Ally for assistance. Allies may also be contacted via email at [safespaces@grayson.edu](mailto:safespaces@grayson.edu).

## ***SUPPORT SERVICES***

The College is committed to meeting the special needs of students. Special services are available to students who are single parents, educationally disadvantaged, disabled, enrolled in non-traditional programs or have limited English proficiency. Agencies that work with the College and its students through this program include the Workforce Commission, Texas Division for Rehabilitative Services, Commissions for the Deaf and the Blind, the Texas Department of Human Resources, and others.

**Special Services** are available to students who are majoring in a vocational/ technical program and are single parents, displaced homemakers or enrolled in non-traditional programs. Assistance is available for child care, transportation and textbook loans for those who qualify. Textbooks for technical classes are available for check out in the reserve section of the Library. Funding, when available, is provided by the Carl Perkins Vocational Funds. Contact the Coordinator for Special Services in the Counseling Center for details.

**Disability Services** In order for the College to provide appropriate accommodations, prior requests for special services are needed. New students with documented disabilities are encouraged to contact the Success Center at least one month prior to registration. The College makes the following services available to students with documented disabilities: tutoring, note-taking, sign language interpreting, special testing conditions, recorded textbooks, scribes, special/ modified equipment, and other services as appropriate. Students are advised to contact the Coordinator of Special Accommodations in the Success Center (Main or South Campuses) and provide necessary documentation.

### ***TESTING, TUTORING, AND DISABILITY SERVICES CENTER – MAIN CAMPUS***

The Testing, Tutoring and Disability Service Center on the Main Campus, offer a wide range of services to students and community members. Testing services include the TSI Assessment as well as make-up and distance education tests. Testing services on the Main Campus vary; call 903-463-8724 to check on services available. Testing schedules are available on the GC web page.

In addition, disabilities services, tutoring, and the Super Student programs, learning strategy referrals, workshops, seminars, and additional course materials. Students with documented disabilities request accommodations through the Coordinator of Services for Students with Disabilities (903-463-8751), who then assists students in accessing approved accommodations.

### ***TRANSFER AGREEMENTS/UNIVERSITY PARTNERS***

#### **Transfer Agreements**

Transfer agreements are formal agreements between two colleges or universities. Grayson has transfer agreements with the following colleges and universities. Many of the agreements are available online.

- Amberton University
- Austin College
- LeTourneau University
- Midwestern State University
- Sam Houston State University
- Southeastern Oklahoma State University
- Stephen F. Austin
- Tarleton State University
- Texas A&M-Commerce
- Texas Tech

- [Texas Woman's University](#)
- [University of North Texas](#)
- [University of Texas-Arlington](#)
- [University of Texas-Dallas](#)

### **University/Partners**

- University of Texas at Arlington: The Texas Two-Step Project offers a seamless transition from an Associate's Degree in specified areas at Grayson College to a BA/BS in Interdisciplinary Studies or a BA/BS from the College of Science at UTA.
- Southeastern: Complete your Bachelors of Science in Elementary Education Degree from SE on the Grayson College Main Campus.
- UT Dallas: Comet Connection- The Comet Connection is specifically for students who begin at community college and know they would like to complete their degree at The University of Texas at Dallas. This unique program invites transfer students to become acquainted with the many services available to UT Dallas students.
- Stephen F. Austin: Education Articulation Agreement- Students transferring from community colleges find a seamless transition to SFA with the use of the 2-Year Planning Guides, found online at, <http://www.sfasu.edu/1568.asp>.
- Texas A & M University-Commerce: Bachelor of Applied Sciences Degree Articulation.
- UNT Eagle Bound Program provides participating students with resources and opportunities that make it easier to transfer to UNT.
- Choctaw Nation Career Development: The Choctaw Nation Career Development Program provides a comprehensive array of career guidance services, workforce skills development, academic skills enhancement, and financial education that enables members of the Choctaw Nation to obtain recognized certifications needed to enter careers and/or advance existing careers that are self-sustaining and contribute to personal financial security, healthy lifestyles, and the enhancement of the regional, state and national economy.

Additional Information can be found on the website at, <http://www.grayson.edu/programs-and-majors/university-partnerships.html>

### ***TUITION PAYMENT PLAN***

A payment plan system is available for students to pay out their tuition before classes begin. In order to help students meet educational expenses GC offers an automatic payment plan that can be set up to use a bank account or credit/debit card. Students interested in this method of payment should follow the steps below to get to the e-Cashier payment plan website:

- a. Sign into MyViking
- b. Change term located in left hand corner next to student name to the term in which you are setting up the payment plan.
- c. Click on My Ledger
- d. Click on Pay by Credit Card (button located under the total on ledger)

FACTS/Nelnet provides a low-cost option for budgeting tuition. It is not a loan program. All payment plans are legal contracts with Nelnet Business Solutions. It allows installments toward

tuition to be paid automatically on a monthly basis. The earlier a student registers for classes, the longer the payment period.

Cost to Participate: To use the payment plan there is a \$30 per semester (non-refundable) enrollment fee for payments made through ACH (automatic bank payment) or credit card. There is a \$30 returned payment fee every time a payment is returned. Another option is to use e-Cashier to pay the tuition in full with a checking or savings account or credit/ debit card. There is a \$2 enrollment fee.

### ***TUTORING PROGRAM***

Grayson College offers free peer tutoring services to students enrolled in regular college credit programs and a “Super Student” program for students enrolled in selected sections of mathematics courses. Peer tutors are trained and supervised by professional staff in the Testing, Tutoring & Disability Services Center on the Main Campus. For information, please call 903-463-8751. Grayson College’s peer tutoring program is accredited through the College Reading and Learning Association.

### ***VENDING MACHINE REFUNDS***

Students can get a refund on the vending machines in the Administrative Services Building, at the Business Office during regular college business hours.

### ***WRITING LAB – MAIN CAMPUS***

The Grayson College Writing Center offers a variety of services to students including professional writing tutoring, computer resources, and color printing. Currently, students can receive tutoring for a range of writing related skills and projects, including understanding grammar, using punctuation, documenting sources, writing thesis statements, revising essays, formatting documents, analyzing job application materials, preparing oral presentations, outlining ideas, brainstorming, writing scholarship essays, and so much more. We help with all courses involving writing and with students of all skill levels and at whatever stage of the project they may be at, just getting started or final polishing. We also offer online tutoring through email response at [writingcenter@grayson.edu](mailto:writingcenter@grayson.edu). Our email services is particularly helpful for distance learning and dual credit students off campus but is available to all students.

The Writing Center is located in the Library on the first floor in room 110. Our Fall/Spring hours are Monday – Thursday 8:00 a.m. to 8:00 p.m. (since the Library closes at 6 p.m. a staff member is present in CIS 107 from 6:00 p.m. until 8:00 p.m.) and Friday 9:00 a.m. to 2:00 p.m.. Our summer hours are 9:00 a.m. to 1:00 p.m. The Writing Center is closed during Winter and Spring minimester. The Writing Center staff can be reached at 903-415-2541.

## **8. Student Records**

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### **ACADEMIC ACHIEVEMENT/GRADING AND CREDIT**

#### **GC Policy EGA Local**

##### **Grade Definitions**

The College District shall have appropriate standards for evaluating student performance and for determining grades and graduation requirements.

To the extent practical, procedures shall encourage and recognize academic excellence.

The College District uses the following grading system:

A — The student demonstrates mastery of course content and meets course objectives. The grade of A is an exceptional grade attained by students demonstrating exceptional performance of college-level work.

B — The student demonstrates mastery of course content and meets selected objectives. The grade of B is an above-average grade attained by students demonstrating above average performance of college-level work.

C — The student demonstrates acceptable competency in coursework and meets selected course objectives. The grade of C is an average grade attained by students demonstrating the average performance of college-level work. Students with concurrent enrollment for high school and college credit must maintain a minimal grade of C in the course.

D — The student demonstrates minimal performance in course work and does not meet course objectives. The grade of D is considered unsatisfactory in a student's major field of study, and this grade generally does not transfer.

F — Failure. No credit is given for the grade of F.

I — Incomplete. The grade of "I" indicates that the student has a valid excuse for failure to complete the work required during the semester. Incomplete work should be completed within the regular term.

Failure to remove an "I" during the succeeding regular term may result in an "F" being placed on the permanent record.

W — Withdrew from course.

P — Passing.

S — Satisfactory. Used for non-degree courses.

U — Unsatisfactory. Used for non-degree courses.

AU — Audit. Used for audited courses.

##### **Value of Grade Points**

In determining grade point averages (GPAs), all hours where grade points are given shall be considered in computing GPAs.

Grade points are granted on college courses on the basis of the value in semester hours of the course and the grade made in the course as follows:

A = 4 grade points per semester hour

B = 3 grade points per semester hour

C = 2 grade points per semester hour

D = 1 grade point per semester hour

E = 0 grade points per semester hour

### **Grade Point Determination**

The GPA is computed by dividing the total number of grade points earned by the total number of semester hours attempted. Grades of I, W, P, S, U, NC, and F in pass/fail courses are excluded from GPA calculation.

Grades earned in developmental courses are also excluded from GPA calculation.

### **Instructional Services**

The College District accepts appropriate coursework from accredited institutions outside the United States, provided that the student successfully completed the courses.

### **Foreign Coursework**

A student requesting credit for coursework completed at an institution outside the United States must first apply for admission to the College District and enroll in courses in the College District. To receive transfer credit from foreign institutions, the student must bring an official copy of the transcript from the institution and a certification and translation report from World Education Services (WES), the American Association of Collegiate Registrars and Admission Officers (AACRAO), or the Foreign Credentials Service of America (FCSA) to the College District admissions office. Certification and translation services provided by an entity other than WES, the AACRAO, or the FCSA shall not be accepted. The cost for certification and translation must be paid by the student. Only the maximum number of hours accepted by the department for transfer work shall be considered.

## ***ACADEMIC ACHIEVEMENT/GRADUATION REQUIREMENTS***

### ***GC Policy EGC Local***

The Board shall establish graduation requirements in a manner consistent with applicable law. The College District catalog shall address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each degree or certificate awarded by the College District.

Graduation is an automatic process at Grayson College, in accordance with procedures established by the College President and published in the College District catalog. A student must submit an application to participate in the Graduation Ceremony.

See the current *General Catalog* for complete information.

### **Automatic Graduation**

This process helps streamline the processes for students and ensures that transcripts reflect the earned degree or certificate. Each semester a review of degree audits is completed by the Advising and Registrar's office to determine those students who are eligible for graduation.

- Application  
You need to meet with your Advisor to complete the application for graduation to ensure your student information is up to date and complete your degree audit (address, full name, e-mail, major, etc.)
- Ceremony Participation  
The Registrar's office will post a reservation survey on the Grayson website which **MUST BE COMPLETED**, so you can participate in the ceremony in the May or December graduation. This will be posted to the website at least 6 weeks prior to the



ceremony date. You will also find all of the ceremony details on our website (location, tickets for guest, times, cap and gown, etc.).

- Deferral  
If you wish to postpone your graduation, you must complete a deferral form in the Registrar's office at the beginning of your semester of eligibility to graduate. If you do not complete this form, your degree will be automatically awarded.
- Summer Completers  
If you complete your degree requirements in Summer I, you are eligible to participate in the spring ceremony. If you complete your degree requirements in Summer II, you are eligible to participate in the fall ceremony.
- Diplomas will be mailed approximately six to eight weeks after the end of the semester.

### ***AUDITING A CLASS***

When space is available, persons wishing to audit a course may do so by completing an application and meeting the admission criteria stated in the Admissions section of the *Catalog*. Full tuition will be charged for auditing a course. Auditors must complete the Request for Audit form in the Admissions Office on or before the official census date published in the *Schedule of Classes* or for Continuing Education students no later than first class day. After the official census date, a student's audit status may not be changed. Students auditing courses will receive grades of AU (Audit).

### ***CHANGE OF SCHEDULE***

After completion of regular registration, students who wish to change their schedules must do so in Counseling Services on the schedule change dates published in the *Schedule of Classes*. Classes dropped on or before the official census date of the term will not appear on the student's transcript. The census date is also published in the Schedule of Classes. Any changes in schedules after the official census date may negatively affect students receiving financial aid.

### ***CREDIT FOR COURSES***

Credit is granted on the basis of semester hours at Grayson College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester or equivalent. Two hours of laboratory work are usually considered to be the equivalent of one hour of lecture. For Continuing Education students, 10 class hours equal one CEU.

### ***DROPPING A CLASS***

Prior to the Census date, students may request to drop a course in the Counseling/ Academic Advising office. After Census, students must initiate the drop process with their instructor. Students cannot drop a course by leaving a message on voicemail or online through Campus Connect after the Schedule Change period. Students must drop prior to the Drop deadline to receive a "W". Distance Learning students or emergency withdrawals can seek assistance by contacting an adviser via email. Dropping a course may negatively affect your financial aid.

## ***GRADE REPORTS AND TRANSCRIPTS***

A transcript of college work is an official copy of the student's permanent record listing all course work at the College and bearing the signature of the Registrar. Students may obtain copies of their official transcripts by following the steps below.

- **Student Clearinghouse Online Transcript Request:**  
All former and current students can visit [www.studentclearinghouse.org](http://www.studentclearinghouse.org) to request a transcript. Submit your request for an official transcript for a \$2.25 fee paid by major credit card. Requests are handled typically within 3 business days. Some record holds can prevent you from obtaining your official GC transcript. You will be notified by Email if you have any holds. Please monitor your Email account for updates on your request.
- **Walk Up Request:**  
You may come to the Office of Admissions and Records on the main campus. The South Campus is also able to print transcripts. Request an official transcript by coming to the Admissions and Records office, filling out a request form and showing a photo ID with a full name. Due to federal privacy laws, we can only release the transcript directly to the student, unless we have a signed release form on file allowing us to release records to parents/others. When you pick up your transcript, you will also be required to show you're ID.

Continuing Education transcripts are available from the Admissions Office. Unofficial copies may be obtained free of charge by using MyViking student portal.

## ***GRADUATE GUARANTEES***

### **Transfer Guarantee**

Grayson College guarantees that courses taken at the College, selected from an official degree plan, will transfer to any selected public-supported college or university in Texas. When a student and an authorized counselor or division dean signs a document listing the student's course of study for a program, this document is considered an official degree plan. If a student takes courses accordingly and he/she is not accepted at the public-supported college or university Grayson College will offer to the student, from curriculum as shown in the appropriate edition of the *General Catalog*, alternate courses that are acceptable, without the cost of tuition/fees to the student. The College will make this guarantee for all new college students who file an official degree plan with the GC Counseling Services Center. The College will make this guarantee for all presently enrolled students after an authorized counselor, or division dean reviews an up-to-date transcript and develops an official degree plan, presented by the student to the College Counseling Services. In the event of a dispute over the transferability of a Grayson College course at a state-supported college or university, the student must notify Grayson College. If the College cannot resolve the dispute with the college or university, then Grayson College will provide the student — within one year from the time of the dispute — alternate and appropriate courses without the cost of tuition/fees. (See **2016/2017** Catalog, page 54).

## **Employment Guarantee**

If an Associate of Applied Science (A.A.S.) graduate or graduate of a certificate program is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree or certificate programs, the graduate will be provided up to nine tuition/fee-free credit hours of additional skill training by GC under the conditions of the guarantee policy. Special conditions that apply to the guarantee include the following:

- The student must earn his/her degree/certificate in an occupational program listed in Grayson College General Catalog as of 1993-spring semester or later.
- The graduate must have completed the A.A.S. degree or certificate at GC (with a majority of credits being earned at GC) and must have completed the degree/certificate within a four-year time span.
- The student must be employed full-time within six months after graduation in an occupation directly related to the specific program completed at Grayson College.
- The employer must certify in writing that the student lacks the entry-level job skills identified as such by Grayson College for the program in which he/she is enrolled. The employer must specify the areas of deficiency within 90 days of initial employment.
- The employer, graduate, division dean, and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon. (See **2016/2017** Catalog, page 54)

## ***STUDENT CLASSIFICATION***

Students are classified as freshmen, sophomore or special students according to the amount of work they have completed. A freshman is one who has completed less than thirty semester hours of college credit; a sophomore is one who has completed at least 30 but less than 60 semester hours of college credit. A student who has earned 60 or more semester hours is classified as a special student.

## ***TRANSFER CREDIT DISPUTES***

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses: 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

1. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
2. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date, the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## ***9. Student Services***

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### ***ACADEMIC AND CAREER ADVISING, AND PERSONAL COUNSELING***

The Mission of Counseling Services is to facilitate the personal growth and development of students

Grayson College strongly encourages all students, regardless of academic skill level, to seek individual academic advising prior to scheduling classes in My Viking. The Academic Advising office is open days and Monday-Tuesday evenings to serve students and answer questions about course transfer, degree planning, transcript evaluation, and other facets of college life. New students, transfer students, and students who have stopped out of Grayson College over one year are required to participate in New Student Orientation, College 101, and visit with an academic advisor prior to being cleared for online scheduling of classes.

Professionally trained counselors and academic advisors are available to all students and are prepared to assist with career planning, vocational interest tests, college information, college orientation, advising and evaluation of degree audit, transcript transfer evaluation, and personal counseling.

The following students are required to receive academic advising:

1. Entering GC for the first time.
2. Entering after stopping out.
3. Lacking TSI
4. Students who are required to be enrolled in developmental courses.
5. Students who are on academic probation and/or students who are returning from academic suspension.
6. Students who desire to change an academic major, update degree audit, or transfer institution.

Advisors assist students with career options, academic requirements, transcript evaluation, and campus and community support services. Advising activities are also designed to help students in the successful completion of their needs and goals. Students who need additional career assistance should inquire at the Office of Career Services located in the Counseling Office. Student Services offers information, assistance and guidance and all services are provided free of charge to current students, alumni, and community agency referrals.

#### **Career Planning Services**

Career Planning Services are available to Grayson College students seeking off-campus part-time or full-time job opportunities. Job openings are listed on College Central Network, [www.collegecentral.com/grayson/](http://www.collegecentral.com/grayson/), in partnership with Grayson College Career Services. Students may also receive help with resume preparation, interviewing skills and developing successful job search strategies. Contact Academic and Career Planning Services, Counseling and Academic Advising Office for further information.

## **Counseling Services**

Licensed professional counselors provide psychological evaluation, brief therapy and/or referral to community agencies, consultation, and crisis counseling. Services are provided to help students achieve their academic goals and foster a healthy, caring college community for the benefit to the intellectual, emotional, and physical development of students

## **What Types of Concerns Do Counselors Help Students?**

Students come to us not only to resolve problems but to improve and enhance the quality of their lives. Common problems and concerns students bring to us include:

- Depression
- Anger
- Trauma
- Anxiety and phobias
- Learning to live in a new culture
- Loneliness
- Suicide
- Grief, bereavement, and loss
- Gender issues
- Reactions to medical and health concerns
- Relationship issues
- Resolving Conflicts
- Being on one's own
- Concerns about sex and sexuality
- Sexual identity
- Self-esteem
- Family, marital, and couples issues
- Disordered eating
- Domestic violence
- Alcohol and drug concerns
- Divorce and separation
- Being criminally victimized
- Searching for meaning
- Spiritual concerns
- Stress
- Academic Difficulties
- Time Management
- Being a member of a minority sexual orientation

## **Behavioral Intervention Team**

Grayson College is committed to student success and maintaining a safe campus environment for students, faculty, and staff. The purpose of the Behavioral Intervention Team (BIT) is to provide timely intervention for students who may display early warning signs of disruptive and/or violent behavior towards self and/or others. The BIT will investigate and assess every referral and determine the level of intervention needed in order to assist the student of concern.

## **Additional Resources**

- Vocational Rehabilitation Services:  
<http://www.dars.state.tx.us/drs/offices/OfficeLocator.aspx>
- Mental Health Services of Grayson County 24 hour Crisis line: 1-800-784-2433 or (903) 893-0175 for afterhours emergencies
- Abuse Issues: (903) 893-5615
- National Domestic Violence Hotline: 1-800-799-7233
- Rape, Abuse, & Incest National Network hotline: 1-800-656-Hope
- National Resource Center on Domestic Violence legal help: 1-800-537-2238
- Alcoholism Resources & College Alcoholism: 1-844-500-2558
- For Anxiety: <http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>
- For Depression: <http://www.nimh.nih.gov/health/topics/depression/index.shtml>
- For STDs: <http://www.iwannaknow.org/teens/index.html>

- Dating Basic: <http://www.loveisrespect.org/>
- National Suicide Prevention Hotline: 1-800-273-8255

### ***FINANCIAL AID & VETERANS SERVICES***

The Office of Financial Aid is available to help eligible students meet the cost of attending college. Based on the determination of the federal Department of Education, the primary responsibility of financing an education rests with students and their families; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

All federal financial aid is awarded in strict compliance with federal regulations, state regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need whose completed Free Application for Federal Student Aid (FAFSA) are received by the priority dates.

You may access the website to complete the FAFSA through GC's homepage, select the Financial Aid Quick Link, then select FAFSA on the Web or visit [FAFSA.ed.gov](http://fafsa.ed.gov). The Department of Education will review the information you provide on the FAFSA and use it in their formula to determine your individual level of eligibility for aid. At that point, the information will be sent to GC. Once we receive the information the Office of Financial Aid will put together an aid 'package' for you. This package will be based on your individual needs and circumstances, as well as availability of funds from one or more sources. The aid package information will be posted to MyViking, and each student will be notified by email of the availability of the posting. The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. This is the difference between the reasonable cost of attending college for one year and the estimated family financial contribution, as determined by a review of the Free Application for Federal Student Aid. Students who have received an award notification email by the following dates will be allowed to use their federal and/or state assistance during early and regular registration:

Fall semester----June 1

Spring semester----October 1

Summer terms----April 1

For more information about requirements, qualifications, and application deadlines, contact the Office of Financial Aid or visit our website at [www.grayson.edu](http://www.grayson.edu).

**PLEASE NOTE:** Each student seeking any form of financial aid including scholarships must complete the Free Application for Student Assistance (FAFSA) or Increase Affidavit on an **annual** basis. This application is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Grayson College's school code is **003570**. Grayson College's award year for financial aid purposes is fall, spring, and summer. Disbursement dates for the Federal Pell Grant and/or Federal loans are published each semester on GC's website.

## ***GRANTS***

**Federal Pell Grant.** The Federal Pell Grant Program was designed to provide more students the opportunity to attend college. Grants are based on financial need and are awarded to eligible students enrolled and accepted in an approved GC degree or certificate program. The length of these grants is generally limited to the time required to complete an undergraduate course of study.

### **Office of Financial Aid Satisfactory Academic Policy for Title IV Assistance (SAP)**

The Satisfactory Academic Policy (SAP) for Title IV financial aid purposes is available on the GC website.

## ***SATISFACTORY ACADEMIC PROGRESS***

Students who need to apply for an appeal for federal aid assistance may obtain the instructions and form either online or from the Office of Financial Aid. Once the office has received the appropriate documentation, the office has **30 days** to review and respond to the request.

## ***SPECIAL CIRCUMSTANCES FOR TITLE IV ASSISTANCE***

Student's wishing to submit an application for a Special Circumstance may obtain the necessary instruction/forms online or from the Financial Aid Office. Once the office has received the appropriate documentation, the office has **30 days** to review and respond to the request.

**Federal Supplemental Education Opportunity Grants (FSEOG).** A limited number of students who demonstrate financial need and whose circumstances justify financial assistance in addition to the Pell Grant may be eligible for this grant. The FSEOG is awarded throughout the award year to the students with the most financial need.

**Texas Public Education Grants (TPEG).** These grants, which are awarded based on financial need and availability of TPEG funds, generally apply only to tuition and fees.

## ***LOANS***

### **Stafford Loans**

This program is available to qualified students based on financial aid need. Grayson College offers federal subsidized loans, federal unsubsidized loans, and parent plus loans.

### **Federal Subsidized Loans**

This is a need-based loan program that provides low-interest loans to students who are attending GC at least half-time. If you are eligible for a Direct Stafford Subsidized loan, the federal government pays the interest on the loan while you are enrolled in school at least half-time (6+ credit hours per semester), in deferment and during grace periods.

### **Unsubsidized Stafford Loans**

This is a non-need based program that provides low-interest loans to students who are attending GC at least half-time. This loan is available to students who do not demonstrate financial need. The student is responsible for the interest that accrues on the Direct Stafford Unsubsidized loan during school, deferment and grace periods. So, if payments on interest are not made during school or paid off once the student graduates, the interest will be capitalized and added to the total loan amount to be repaid.

### **Federal Parental Loans for Undergraduate Students**

The Federal Parent PLUS Loan is a fixed interest loan created by the federal government to help credit-worthy parents pay for their dependent student's education beyond high school. The amount a parent can borrow for a student cannot exceed the student's total cost of attendance. Repayment begins 60 days after the loan is fully disbursed. Interested students must complete their financial aid file, choose a lender and complete the Parent PLUS portion of the loan application.

## ***STUDENT EMPLOYMENT OPPORTUNITIES***

### **Federal Work Study Program**

The college provides a limited number of work opportunities for students through the federally funded college work-study program. The primary purpose of the program is designed to provide part-time employment for students attending GC. It is designed for those students who demonstrate financial need and who need these earnings to continue to pursue their studies. The program also has employment opportunities at elementary schools for those interested in possibly pursuing an education degree or who would be interested in tutoring.

### **State Work Study Program**

This program provides a limited number of work opportunities for eligible students who are Texas residents and enrolled in at least six hours of college credit course work. Students that apply for either the Federal or State work-study program must complete the FAFSA and a Work Study Application. This form is available on the institution's website or in the Office of Financial Aid.

### **Types of Financial Aid - Exemptions**

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Listed below are the exemption programs available to Texas residents that GC participates in:

Adopted Students Formerly in Foster or Other Residential Care

Blind/Deaf Student Exemption Program

Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and  
Employees of Correctional Institutions

Exemption for Highest Ranking High School Graduate

Exemption for Peace Officers Disabled in the Line of Duty

Exemption for Peace Officers enrolled in Law Enforcement or Criminal Justice Courses.

Exemption for the Surviving Spouse and Dependent Children of Certain Deceased

Foster Care Students

Military: Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs)

Military: Exemptions for Texas Veterans (Hazelwood Exemption)



Military: Texas National Guard Tuition Assistance Program  
Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard  
For further information, please contact the Office of Financial Aid.

### **Department of Assistive and Rehabilitative Services/Division for Rehabilitation Services (DAR) (formerly Texas Rehabilitation Assistance)**

The Texas Rehabilitation Commission offers assistance with tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the student with disabilities has been approved by the appropriate representative of the commission. Through this state agency, other rehabilitation services are available to assist students with disabilities to become employable. Applications for assistance must be submitted to the local Texas Rehabilitation Commission.

### ***GRAYSON COLLEGE SCHOLARSHIP INFORMATION***

1. Scholarships must be applied for each academic year unless otherwise stated.
2. Complete scholarship application (new and renewal applicants) each academic award year and return the application and requested documents to the Office of Financial Aid.
3. Complete the FAFSA (new and renewal applicants) or Increase Affidavit.
4. Enroll in a minimum of 12 semester hours unless otherwise specified.
5. Maintain an overall minimum 2.5 GPA and complete required number of hours to remain eligible for extended scholarships.
6. Scholarship funds may be used for tuition/fees/books or supplies in the semester awarded.
7. Scholarships may be reduced or rescinded if aid exceeds cost of attendance.
8. Scholarships may be reduced or rescinded if institutional maximum scholarship award is exceeded.
9. Institutional Scholarships are non-transferable.

The institution's scholarship listing may be accessed at [www.grayson.edu](http://www.grayson.edu). It is intended to provide students with an overall view of the many scholarships available. Because the college continually accepts donations for scholarships, other scholarships may be available but not listed at this time. One completed application submitted to the Office of Financial Aid will serve as the primary application to all available scholarships.

**Applicants should apply by March 15**, (priority deadline) to be given strongest consideration. Applications received after the priority deadline will be considered, as funds are available. Prior to the beginning of each academic year, students will be notified by the department awarding their scholarship. Students with questions about scholarships, third party billings, and exemptions should contact the Office of Financial Aid.

### **Scholarship Scams**

The FTC cautions students to look for telltale lines:

- "The scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "The scholarship will cost some money."

- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest never entered.

The FTC works for the consumer to prevent fraudulent, deceptive and unfair business practices in the marketplace and to provide information to help consumers spot, stop and avoid them. To file a complaint or to get free information on consumer issues, visit [www.ftc.gov](http://www.ftc.gov) or call toll-free, 1-877-FTC-HELP (1-877-382-4357); TTY: 1-866-653-4261

### **Additional Resources and websites for financial assistance**

US Department of Education  
 Student Guide  
 Funding Your Education  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
[www.ed.gov](http://www.ed.gov)  
[www.thecb.state.tx.us](http://www.thecb.state.tx.us)  
[www.collegefortexans.com](http://www.collegefortexans.com)  
[www.finaid.org](http://www.finaid.org)  
[www.fastweb.monster.com](http://www.fastweb.monster.com)  
[www.scholars.monster.com](http://www.scholars.monster.com)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.scholarshipamerica.org](http://www.scholarshipamerica.org)  
[www.nsls.ed.gov](http://www.nsls.ed.gov)

For additional information, including required satisfactory progress, pro-rata refunds, and applications for all financial aid and scholarships may be obtained by contacting the Office of Financial Aid located in the Administrative Services Building or Grayson College's website.

### ***STUDENT DISCIPLINE AND PENALTIES/DISCIPLINE PROCEDURE GC Policy FMA Local***

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the Vice President of Academic and Student Affairs within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The Vice President of Academic and Student Affairs or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Vice President of Academic and Student Affairs or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

#### **Conference**

If, however, the Vice President of Academic and Student Affairs or designee determines that the allegation warrants further consideration, the Vice President of Academic and Student Affairs or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Vice President of Academic and Student Affairs or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

### **Unfounded Allegations**

After conferring with the student, if the Vice President of Academic and Student Affairs or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

### **Misconduct Warranting A Penalty**

If the Vice President of Academic and Student Affairs or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Vice President of Academic and Student Affairs or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

### **Suspension**

If the Vice President of Academic and Student Affairs or designee determines that the student committed misconduct that warrants a suspension, the Vice President of Academic and Student Affairs or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

### **Expulsion**

If the Vice President of Academic and Student Affairs or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The Vice President of Academic and Student Affairs or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board [see EXPULSION HEARING, below].

### **Interim Disciplinary Action**

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

### **Disciplinary Appeals Committee**

The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
2. Automatically, if the Vice President of Academic and Student Affairs or designee determines that a student committed misconduct warranting suspension.

### **Composition**

The disciplinary appeals committee shall be comprised of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.

### **Hearing Notice**

The Vice President of Academic and Student Affairs or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Vice President of

Academic and Student Affairs or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Vice President of Academic and Student Affairs or designee's determination that the student should be suspended.

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
  - a. To have a private hearing.
  - b. To be assisted by an advisor or legal counsel at the hearing.
  - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
  - d. To make an audio recording of the proceedings, after first notifying the Vice President of Academic and Student Affairs or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
  - e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

### **Failure to Appear for Hearing**

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Vice President of Academic and Student Affairs or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

### **Evidence**

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

### **Appeal to College District Administration**

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

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

### **Appeal to Board**

If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President's conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Vice President of Academic and Student Affairs decision.

### **Expulsion Hearing**

If the Vice President of Student Services or designee determines that the student's misconduct warrants expulsion [see CONFERENCE, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at DISCIPLINARY APPEALS COMMITTEE—CONTENTS OF NOTICE, above.

The College President or designee shall provide the Board the documentation presented by the dean of students.

The Board shall proceed according to the procedures set out at DISCIPLINARY APPEALS COMMITTEE—FAILURE TO APPEAR FOR HEARING, HEARING PROCEDURE, and EVIDENCE, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

## ***VETERANS ADMINISTRATION BENEFITS***

Grayson College provides a Veterans Affairs Office to assist in the enrollment of veterans, war orphans, war widows and totally disabled veterans, their wives and children. This office serves as a liaison between Grayson College and the Veterans Administration and is located in the Student Life Center. Advisement for all college programs is available in the Veterans Services Office. Please contact the Veterans Coordinator for information concerning the required documentation. Requirements to receive maximum educational benefits eligible vary depending on the program. Students are advised to consult the Veterans Services Office prior to enrollment for additional information. The Veterans Administration requires veterans and other eligible persons to define and follow predetermined degree plans as reflected in the *General Catalog*. In order to receive VA educational assistance payments for those courses taken at Grayson College which are part of another institution's degree plan, students must obtain a Parent Institution Letter from that institution and submit it to the Veteran Services Office. The official college transcript will provide a final record of the credits attempted by the veteran each semester. Official drop dates are published in the *Schedule of Classes*. Final grades are submitted by the faculty and maintained on permanent file in the Office of Admissions and Records. Veterans Administration rules require that the College interrupt training and report the names of veterans

who are placed on academic suspension and those who are not making satisfactory progress. A veteran who applies for admission to Grayson College must submit official transcripts from all previous colleges attended. If any such credit earned is applicable toward the degree plan of the student, approval will be made by Counseling Services or the appropriate instructional Dean, if necessary. Courses previously taken with an earned grade of at least a “D” may be accepted as credit. A student may not receive benefits from the Veterans Administration for any class previously taken with an earned grade of “D” or better. Veteran students entitled to Hazelwood Act (Texas Veterans) benefits should contact the Financial Aid at GC. Hazelwood Benefits may be used for both credit and continuing education courses.

### ***DEPARTMENT OF VETERANS SERVICES ADVANCE PAYMENT GUIDELINES***

**Chapters 30, 32, 35, and 1606. Advance payment is not available under Chapters 33, 1607.**

An advance payment provides a student with benefit payments at the beginning of a school term to help the student meet expenses concentrated at the beginning of the term. An advance payment pays the student’s monthly benefit for the first and second month of the quarter or semester in advance. The first month will only pay from the start date through the end of the month.

*If a school participates in advance payment, it can be paid if:*

- The student requests advance pay, and
- There’s more than 30 days between terms
- The student is enrolled at least half-time, and
- VA receives the advance payment request at least 30 days but not more than 120 days before the enrollment period.

Advance pay requests should be submitted 30 to 120 days before the begin date. The check will be sent to the school, payable to the student.

An advance will pay the first and second month. The first month may be a partial month, with payment prorated for the number of days attended that month. Advance pay example for a student certified September 20, 2010 through June 10, 2011 would pay September 20, 2010 through October 30, 2010. Since VA normally pays after a month is completed, the student wouldn't receive another check until December when payment for November is made.

When an advance paycheck is issued, the next check won't issue unless the Certification of Delivery (or the Chapter 1606 generated letter with the same information) mailed to the school is received and processed by VA. If VA sends a letter that says a Certification of Delivery you returned wasn't received, do the following:

- Call VA (1-888-442-4551) and explain the problem to the Education Case Manager who answers the phone. If the Certification of Delivery has not been input, ask the Education Case Manager to input the certification of delivery.

## ***10. Student Life***

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### ***FITNESS CENTER AMENITIES***

- Workout room with free weights and circuit training equipment. Elliptical machines, treadmills and bikes are available for use.
- Aerobic exercise room.
- Gymnasium.
- Fitness Center Office.
- Dressing rooms with showers.
- Reserved lockers for faculty/staff.
- Day use lockers for students, faculty and staff.

\*Basketballs, volleyballs and other sports related equipment are available for checkout.

\* A complimentary towel service will be provided.

\* Day use lockers are available for students and employees. Ask the Fitness Center attendant on duty for details.

\* A limited number of reserved lockers are available for faculty and staff. Contact the Athletic Director (Mike McBrayer) for details.

\* Dressing rooms, showers and restrooms are available.

### ***HOUSING***

Students interested in economical housing might consider the residence hall at Grayson College. The residence hall has a common lounge area for entertaining guests, as well as, study lounge and game room on the second floor. Telephone outlets and television cable services are available. The hall has two laundry facilities. The residence hall has a live-in supervisor, and other staff. Students living in the residence hall must purchase a meal plan. Please note that residence halls are closed during the Christmas break and summer. Residents should plan ahead for alternative living arrangements for these periods. The resident housing program at Grayson College strives to promote the services necessary for students to live comfortably in a group environment. Residence Hall living provides an atmosphere in which students may develop socially as well as intellectually. An online application can be found on the Grayson website, under Campus Housing. For additional information concerning room and board, you may contact the Director of Student Life and Housing by calling 903-463-8693 or email at [milesg@grayson.edu](mailto:milesg@grayson.edu).

### **Background Checks for On-campus Residents at GC**

In an effort to improve the safety and security of college students, SB 146 permits public colleges to perform in-depth background checks on incoming students applying to live on campus. According to SB 146, the public college's chief of police and the institution's housing office may access background checks from the Department of Public Safety (DPS) secure website. The background check consists of criminal history records (e.g., past crimes, active warrants), which can only be obtained for incoming or current students that apply to reside in on-campus housing at the particular college. They cannot be ordered for students that commute.



The background check will not be utilized to assess enrollment eligibility for the college; rather, it will only be used in the vetting process for on-campus, student housing. Furthermore, criminal history information obtained through this process will not be released or disclosed to any other person without a court order or consent from the student in question. As soon as possible, after the academic semester begins in which the student applied for on-campus housing, all criminal history information obtained in the background check will be destroyed by either the chief of police or the institution's housing office.

### ***INVOLVEMENT IN INSTITUTIONAL DECISION MAKING***

Students have a number of opportunities to become involved in influencing the decisions made at Grayson College. Those include:

- Serving on campus standing committees
- Serving on ad hoc committees
- Participating in student surveys in and out of the classroom
- Student Government Association
- Student Clubs and Organizations

For additional information, please contact the Office of Student Services at 903-463-8695.

### ***STUDENT LIFE***

The objective of the Office of Student Life is to offer a variety of quality extra-curricular entertaining and educational experiences that act as diversions from the inevitable stresses associated with the college environment. Specific recreational activities are planned to encourage the development of healthy life styles outside the classroom, laboratory and office. The programs offered by and services available through Student Life are open to all students, staff and faculty. The Office of Student Life is located on the second floor of the Life Center.

#### **Student ID Cards**

Student ID cards are prepared in the Student Life office, located on the 2<sup>nd</sup> floor of the Life Center. The following documentation is required:

1. Driver's license with photo, Passport with photo, or a high school ID card with photo.
2. Get a copy of the online paid receipt from "My Viking".
3. Students must know their 9 digit GC student number. The hours of operation for the Student Life office are posted on the Student Life link located on the GC website.

### ***STUDENT GOVERNMENT ASSOCIATION***

The GC Student Government Association is the student organization that acts as an advisory group to the administration of the college and serves to stimulate and direct various extra-curricular activities of the college. The Student Government Association serves to unify clubs and organizations and their activities. It is composed of elected or appointed officers. The Student Government Association sponsors various activities and helps arrange the social calendar for the year. The Director of Student Life is the advisor.

## ***STUDENT ORGANIZATIONS AND CLUBS***

### **Athletics**

Grayson College provides a varied athletic program for all its students. Intercollegiate competition is held in Baseball and Softball. Recreational competition is sponsored in basketball, volleyball, flag football, and soccer. Both men and women participate in recreational sports.

### **Eligibility for Athletic Activities**

The eligibility of any student participating in the intercollegiate program will be determined according to the regulations and policies set in scholarship requirements at Grayson College and the Northern Texas Junior College Athletic Conference. Any student who has been enrolled during five or more semesters in the College may lose eligibility in any College-sponsored activity.

### **Baptist Student Union**

Exists to provide a fellowship for students interested in developing and strengthening their religious life. Participation is open to all students on campus.

### **Care Center**

The Care Center provides emergency financial assistance to students.

### **Clay Club**

The purpose of this club shall be to educate and develop community awareness of the Grayson College Ceramic program, to develop a student ceramic art gallery show and to participate in local charity fundraising events.

### **Cosmetology Shears Club**

The purpose of Shears is to build relationships between students and provide educational opportunities for GC students in the cosmetology program, to attend various hair shows and to provide specialty training to professionals in Cosmetology

### **Criminal Justice Club**

The purpose of this organization shall be to encourage and foster organized education, training and competition in Criminal Justice, including shooting sports, among students, faculty and staff of Grayson College. This purpose specifically includes the training and fielding of teams in local and intercollegiate competitions as well as promoting within the college community an increased knowledge of the criminal justice system and the safe handling and proper care of firearms and the skills of marksmanship.

### **Cultural Diversity**

The purpose of the organization is “to bring cultural awareness to all GC students, faculty, staff and the GC community.

### **DAAC**

To inform students on the issues related to drug and alcohol abuse and also to encourage interest and involvement in the DAAC program.

### **Delta Phi Delta**

Delta Phi Delta is an art organization that encourages and promotes the production and appreciation of the visual arts through workshops, exhibitions and art-related activities. Membership is open to all GCC students interested in fostering the arts on campus and in the community.

### **Delta Psi Omega**

Delta Psi Omega is a national fraternity for students involved in dramatic arts and promotes fellowship among students interested in theatre on both local and national; levels. Membership is open to all GC students with interest in the Fine Arts.

### **Dental Assistants Student Association**

The Dental Assistants Student Association is an organization to further the knowledge of the dental assistant, to inform and interest the student in local dental organizations and in the American Dental Assistants Association. The organization is limited to those students enrolled in the Dental Assistant Program.

### **Electrical Technology Club**

The Electrical Technology Club provides comprehensive training in electrical technology that help student succeed in a career as an electrician. Students acquire basic knowledge and skills in applied electrical theory, residential, commercial and industrial wiring, blueprint reading, estimating, National Electrical Code, motor controls, PLC automation and building codes. The club provides a support group for students enrolled in the Electrical Technology program.

### **Eta Sigma Delta**

ESD is an honor society for the Hospitality Management and Culinary Arts Department. The purpose of ESD is to recognize the scholastic and professional achievement of students in the academic majors of hospitality Management, Restaurant management, and Culinary Arts. ESD stands for excellence, leadership, creativity, service, and ethics.

### **Fellowship of Christian Athletes**

Exists to provide a fellowship (huddle group) for athletes and coaches interested in developing their religious life. FCA is open to all students on campus.

### **Film Club**

The purpose of this club shall be to provide students an opportunity to watch and discuss various films from different eras and genres, to broaden student's understanding of film context and subject matter, to study the technical aspects of screenwriting and filmmaking and to encourage students to think critically about each film and the filmmaking process

### **Future Educators**

The purpose of Future Educators is to provide an entertaining and inspirational atmosphere in which all students can further their knowledge and interest in education and child development by attending scheduled events, participating in stimulating discussions and presentations promoting education.

### **Gay Straight Alliance**

The purpose of the Gay Straight Alliance shall be to promote a safe-space environment on campus for students of all gender and sexual identities to be and express themselves freely, and promote that students support each other. This organization shall also strive to educate the Grayson County Community about homophobia, transphobia, Heterophobia and gender identity discrimination.

### **Grayson College Gamers Guild**

The central and foundational mission of the Gamers Guild is to better serve the community of Grayson College with a variety of engaging activities.

### **Grayson College History Club**

The mission of the Grayson College History Club is to promote interest and awareness of history within the Grayson College community and the County of Grayson, through the use of historical films, lectures, outings and other events.

### **Grayson Honors College**

The central and foundational mission of Grayson Honor College is to better serve the educational needs of academically talented and highly motivated students at the College. The program encourages the participation of the broadest possible range of gifted students.

### **Grayson College Music Club**

The purpose of the Grayson College Music Club is to promote the Music Department by spreading music throughout the community. To provide a forum for like-minded students to organize events, fundraising opportunities and attend musical performances.

### **Grayson Nursing Students' Association**

This association is the local organization with affiliation in the Texas and National Student Nurses' Associations. Its purpose is to provide the basic background needed for participation and leadership in the professional association. Membership is limited to students enrolled in the Associate Degree Nursing Program.

### **HALO (Hispanic American Leadership Organization)**

The purpose of HALO is to allow immigrant students in Grayson County, especially those with documented status, to have an organization that they know will have their best interest at all times, to help enrich member's leadership skills and encourage them to utilize these skills by their leadership opportunities throughout Grayson College and the world. HALO serves as a bridge between the local area high schools and Grayson College.

### **HVACR Club (Heating, Ventilation, Air Conditioning and Refrigeration)**

The purpose of the HVACR Club is to promote interest and awareness of air conditioning and heating systems within the Grayson College community and the County of Grayson, through the use of lectures, outings and other events.

### **Lambda Alpha Epsilon (Criminal Justice)**

Lambda Alpha Epsilon's purpose is to encourage the establishment and expansion of higher education and professional training in criminal justice and to provide a unified voice for

professionals and students in the criminal justice system. Membership is open to any student with interest in the criminal justice area.

### **Medical Lab Technician Association**

The MLT Association mission is to enhance the quest for knowledge through participation in professional society activities and to promote an interest in and gain knowledge of regulatory agencies associated with the medical technician's field. Membership is limited to students enrolled in the Medical Laboratory Technology Program.

### **Mu Alpha Theta**

The purpose of this organization is to encourage the quest for knowledge in the math field through participation in professional society activities. Membership is limited to math and physics majors.

### **Paramedic Student Association**

The purpose of the organization is to promote interest in the field of Emergency Medical Services, to provide fellowship among students and faculty, to represent student needs and wants in regard to EMS education and to provide a forum for the presentation of innovative ideas to benefit the college community.

### **Phi Theta Kappa**

Phi Theta Kappa is the only national honor fraternity for American community/junior colleges. Offering opportunities for leadership and service, the fraternity also promotes the exchange of ideas, personal enrichment through fellowship with other scholars, and the encouragement of scholarships for advanced education. Eligibility requirements include current enrollment, good moral character and citizenship and a 3.5 GPA for at least 12 hours of work leading to a recognized degree program.

### **Psychology Club**

The purpose of this club is to provide an entertaining and inspirational atmosphere in which all students can further their knowledge and interest in psychology by attending scheduled events, participating in stimulating discussions, presentations and promoting psychology as a social science.

### **Radiology Technology Club**

The purpose is to educate and develop a student's knowledge of the radiologic science profession, to develop a community awareness of Grayson College's Radiology program, to provide community service opportunities, to promote leadership skills, to increase camaraderie and generosity towards others.

### **Rotaract Club**

Grayson College's Rotaract Club is open to all GC students aged 18 -30 years, both full and part-time, and in any area of study. The Grayson County Rotary sponsor GC's Rotaract, and all of the area Rotary Clubs are invited to partner with GC students in mentoring relationships. The focus of the mentoring program is on developing professionalism and service to our community and internationally. GC student benefit by learning through their mentors' experiences how to engage a variety of processes to achieve their goals with an accountability partner. By definition "Rotary is an organization of business and professional person united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build good will

and peace in the world.” The Rotary motto is “Service Above Self – He Profits Most Who Serves Best.”

### **Science Club**

The purpose of the club shall be to: Explore the interdisciplinary aspect of science, encourage student involvement in the science, provide a support group for students enrolled in science classes, and to encourage student involvement in community science activities.

### **Sigma Kappa Delta**

National English Honor Society for students in two-year colleges. Students who join Tau Alpha’s community of readers and writers inherit a strong tradition. Among GC’s Tau with those who plan to earn a bachelor’s degree in English. Members seek leadership opportunities; enjoy Tau Alpha’s festive events with fellow students and English professors, receive lifelong recognition for academic excellence and qualify to apply for SKD scholarships and to attend regional and national conferences. To join, candidates must earn a 3.0 grade point average in 12 or more hours of college with a B or better in a least one college English course. The lifetime membership costs \$25.

### **Sisters of Destiny**

The purpose of this club is to develop a group of sisters that uplift and encourage one another. The club will strive to promote a sense of emotional support with confidentiality. The focus is to build a *strong* heart, mind and body. Members will form lasting relationships with other women and learn to work together in a positive study environment. The club is a support group for women.

### **Student Ambassador’s (GSA)**

The Grayson College Student Ambassador Program provides an opportunity for students, representing various disciplines, to develop leadership skills, and public relations skills while providing a service to GC.

### **TIPSS (Top Innovative Professionals of Service and Spirits)**

The purpose of the club is to acknowledge, educate and promote the development of Culinary Arts, Hospitality Management, Viticulture and Enology Programs at Grayson College.

### **Vocational Nursing Students’ Association**

The Vocational Nursing Students’ Association seeks to help further knowledge in the field of vocational nursing. This club participates in many campus activities and programs. Membership in this organization is limited to vocational nursing majors.

### **Veteran Student Association**

The purpose of this organization is to provide a supportive, inspirational and informational atmosphere in which veteran students can gather to: further their skills in attaining academic success, gain knowledge of benefits and services available as veterans and students, and to form relationships with others with shared experiences.

### **Welding Technology Association**

The purpose of this organization is to foster and promote opportunities for students to advance in all levels of welding.

## ***11. Procedures***

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### ***GC ALERT***

Current students of Grayson College, Faculty, Staff, and the general public can register to receive text and email messages via GC Alert, the college's emergency notification system. This web-based service sends high-priority messages during urgent situations. Register through [www.grayson.edu](http://www.grayson.edu). GC Alert also includes the ALERTUS desktop notification as well as ALERTUS beacons and speakers in select locations. The Outdoor Warning Siren is also utilized to assist in notifying those outside.

### ***PARKING PERMITS***

Grayson College Public Safety Services is now offering online Parking Permit registration. To access the online Parking Permit registration, visit the Grayson College website and click on the Campus Safety link located at the bottom of the page. You will need your contact information, vehicle make and model as well as the license plate. Additional permits are \$5.

*Important: After registering online, you will still need to come to the Police Department to pick up your parking permit. Permits are issued on both the Main and South Campuses.*

### ***PUBLICATIONS AND MEDIA RELATIONS POLICY***

Grayson College has an obligation to keep the public fully informed and to practice open disclosure. At the same time, news releases and public interviews must be handled in a thoughtful manner to assure the accuracy and appropriateness of statements released to the public. Employees and student groups should contact the Director of Marketing and Public Information in advance regarding any media coverage which mentions the College.

Materials published and distributed by the College to students and the general public generally fall into one of the following six categories: Policy, Procedural, Promotional/Informational, Cultural, Paid Advertising, and Student Publications.

#### **Policy Publications**

The only publication of the College that expresses in writing official college policy shall be the *GC Policies and Procedures Manual*. This publication shall take precedence over all other manuals, handbooks, catalogs, bulletins, and any other type of printed materials. The policy manual is available online at [www.grayson.edu](http://www.grayson.edu).

#### **Procedural Publications**

Procedural publications summarize policy and/or outline operational procedures, codes of conduct, and the like, as they relate to a specific campus population. Examples are the *Faculty Handbook*, *Student Handbook*, and *Residence Hall Handbook*. Although these may contain summaries, paraphrasing, or even what may appear to be verbatim excerpts from the *GC Policies and Procedures Manual*, they are not to be considered expressions of official College policy. As official college policies or statements of purpose, mission, vision, etc. are revised, it is the duty of the personnel responsible for the document(s) to immediately update the publication.

### **Promotional/Informational Publications**

Publications and/or media contacts whose chief intent is to promote or “market” the college provide information about available instructional and community service programs, application and enrollment procedures and deadlines, registration dates, costs, financial aid opportunities, and other items of general interest. Examples include the college catalog, schedules of classes, program brochures, pamphlets, campus maps, academic and activity calendars, fact sheets, flyers, posters, postcards, and the like. The Director of Marketing and Public Information, in consultation with the appropriate dean or vice president, will coordinate matters related to content, design, printing and distribution. No such publication shall be created or distributed to the public without this involvement and/or approval.

### **Cultural Publications**

Cultural publications are primarily literary in nature, containing essays, poetry, short fiction, and similar works, as well as original drawing and other types of graphic art. While such publications are intended to encourage creativity and freedom of expression, all shall conform to standards of good taste and fairness. It shall be the duty of the instructional deans to monitor content and language of such publications.

### **Paid Advertising**

The content and format of all promotional advertising shall be under the direct coordination of the Director of Marketing and Public Information to assure the factual accuracy and general integrity of all such advertising. No advertising shall be placed without this prior approval with one exception: Employment or legal notices shall be coordinated through the Human Resources Office or the Vice President of Business Services.

### **Student Publications**

All student publications must contain the following statement:

*“The material contained in this publication is considered a “student publication” and does not necessarily reflect the policies of the Grayson College Board of Trustees, Administration, faculty, or staff. For comments, contact us at (name, address, telephone and, if applicable, e-mail).”*

## ***WITHDRAWING FROM COLLEGE***

A withdrawal indicates a student is no longer enrolled in any courses at the College for the term. During periods of registration, students who enroll on-line using MyViking may also withdraw from school via the same method. Students wishing to withdraw from all courses must do so through the Counseling /Advising Office. This can be done in person or via email, using only your vikings.grayson email. Students may not withdraw from Grayson College over the phone.

Grayson College will no longer utilize the grades of WP or WF. Students who withdraw prior to the semester drop deadline will receive a W. The Office of Admissions and Records does not accept withdrawal date deadline appeals. Merely discontinuing class attendance does not constitute withdrawal from school. Students who do not officially withdraw may be given grades of “F” at the discretion of the instructor.

Students who are receiving financial aid or veteran’s benefits must obtain clearance before turning in the withdrawal form.



## ***12. Student Rights and Responsibilities/Student Conduct***

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### ***STUDENT CONDUCT***

#### ***GC Policy FLB Local***

Definitions of terms used in this policy shall be as follows.

#### **“Student”**

A “student” shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

#### **“Premises”**

The “premises” of the College District is defined as all real property over which the College District has possession and control.

#### **“Scholastic Dishonesty”**

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

- a. Copying from another student’s test or classwork;
- b. Using test materials not authorized by the person administering the test;
- c. Collaborating with or seeking aid from another student during a test without permission from
- d. the test administrator;
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
- g. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
- h. Bribing another person to obtain an unadministered test or information about an unadministered test; or
- i. Manipulating a test, assignment, or final course grades

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

#### **Disorderly Conduct**

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

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

### **Responsibility**

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

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

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

### **Prohibited conduct**

The following behavior shall be prohibited:

#### **Federal, State and Local Law**

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.

#### **Prohibited Weapons**

2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval. [See FLBF]

### **Drug and Alcohol**

3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
  - e. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

### **Debts**

- f. Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District.

### **Disruptions**

- g. “Disorderly conduct”, as defined above, or disruptive behavior.

### **Behavior Targeting Others**

- h. Threatening another person, including a student or employee.
- i. Intentionally, knowingly, or negligently causing physical harm to any person.
- j. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DOA, FFD, and FFE as appropriate]
- k. Hazing with or without the consent of a student. [See FLBC]
- l. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
- m. Endangering the health or safety of members of the College District community or visitors to the premises.

### **Property**

- n. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
- o. Stealing from the College District or others.

### **Directives**

- p. Failure to comply with directives given by College District personnel.
- q. Failure to provide identification when requested to do so by College District personnel.

### **Tobacco and E-Cigarette’s**

- r. Possession or use of tobacco products or e-cigarettes on College District property without authorization. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:
  - i. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
  - ii. A component, part or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

### **Misuse of Technology**

- s. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
- t. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
- u. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system.
- v. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
- w. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- x. Using e-mail or Web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
- y. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

### **Dishonesty**

- z. Scholastic dishonesty, as defined above.
- aa. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
- bb. Intentionally or knowingly providing false information to the College District.
- cc. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

### **Gambling**

- dd. Gambling.

### **Other Conduct**

- ee. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.

## **Discipline**

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

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

## **Publication**

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

## ***STUDENT CONDUCT/ALCOHOL AND DRUG USE***

### ***GC Policy FLBE Legal***

#### **Notice Regarding Steroids**

Each public institution of higher education, including each college district, shall post in a conspicuous location in each gymnasium at the institution the notice described in Education Code 51.921. [See FLBE(EXHIBIT)] *Education Code 51.921*

#### **Alcohol and Drug Abuse Programs**

Notwithstanding any other provision of law, no institution of higher education, including a college district, shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the

U.S. Secretary of Education that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes:

1. The annual distribution of each student of:
  - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
  - b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
  - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral

for prosecution, for violations of the standards of conduct required above.

2. A biennial review by the institution of the institution's program to:
  - a. Determine the program's effectiveness and implement changes to the program if the changes are needed;
  - b. Determine the number of drug- and alcohol-related violations and fatalities that occur on the institution's campus, as defined in 20 U.S.C. 1092(f)(6), or as part of any of the institution's activities; and are reported to campus officials;
  - c. Determine the number and type of sanctions described in 20 U.S.C. 1011i(a)(1)(E) that are imposed by the institution as a result of drug and alcohol related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
  - d. Ensure that the sanctions required by 20 U.S.C. 1011i(a)(1)€ are consistently enforced.

20 U.S.C. 1011i(a); 34C.F.R. 86 100

### **Binge Drinking**

It is the sense of Congress that, in an effort to change the culture of alcohol consumption on college campuses, all institutions of higher education, including college districts, should carry out the following:

- The president of the institution should appoint a task-force consisting of school administrators, faculty, students, Greek system representative; and others to conduct a full examination of student and academic life at the institution. The task-force should make recommendations for a broad range of policy and program changes that would serve to reduce alcohol, and other drug related problems. The institution should provide resources to assist the task force in promoting the camps policies and proposed environmental changes that have been identified.
- The institution should provide maximum opportunities for students to live in and alcohol free environment and to engage in stimulating, alcohol free recreational and leisure activities.
- The institution should enforce a "zero tolerance" policy on the illegal consumption of alcohol by students at the institution.
- The institution should vigorously enforce the institution's code of disciplinary sanctions for those who violate campus alcohol policies. Students with alcohol or other drug related problems should be referred for assistance, including on campus counseling programs if appropriate.
- The institution should adopt a policy to discourage alcoholic beverage related sponsorship of on campus activities. It should adopt policies limiting the advertisement and promotion of alcoholic beverages on campus.
- The institution should work with the local community, including local business, in a "Town\Gown" alliance to encourage responsible policies toward alcohol consumption and to address illegal alcohol use by students.

20 U.S.C. 1011h

### **Low-THC Cannabis**

A municipality, county, or other political subdivision, including a college district, may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the cultivation, production, dispensing, or possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487.201. *Health and Safety Code 487.201*

### **Alcohol Possession and Use by Minors**

Except as provided in Alcoholic Beverage Code 106.05(b), a minor commits an offense if he possesses an alcoholic beverage.

A minor commits an offense if he consumes an alcoholic beverage.

*Alcoholic Beverage Code 106.04, .OS(a)*

### **Exception**

Notwithstanding any other law, a minor may taste an alcoholic beverage if:

1. The minor is at least 18 years old and is enrolled:
  - a. As a student at a public institution of higher education that offers a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology; and
  - b. In a course that is part of the program;
2. The beverage is tasted for educational purpose as part of the curriculum for the course described by paragraph 1b;
3. The beverage is not purchased by the minor; and
4. The service and tasting of the beverage is supervised by a faculty or staff member who is at least 21 years of age.

A public institution of higher education is not required to hold a license or permit engage in the activities authorized under this section.

*Alcoholic Beverage Code 106.16(b)-(c)*

## ***STUDENT CONDUCT/WEAPONS***

### ***GC Policy FLBF Legal***

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon on the physical premises of a school or educational institution, including a community college, any grounds or building on which an activity sponsored by a school or educational institution

is being conducted, or a passenger transportation vehicle of a school or educational institution unless pursuant to written regulations or written authorization of the institution.

*Penal Code 46.03(a)*

### **Definitions**

#### **Firearms**

A "firearm" is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. *Penal Code 46.01(3)*

#### **Illegal Knife**

An "illegal knife" is a knife with a blade over five and one-half inches; hand instrument designed to cut or stab another by being thrown; dagger, including, but not limited to, a dirk, stiletto, and poniard; bowie knife; sword; or spear. *Penal Code 46.01(6)*

#### **Club**

A "club" is an instrument that is specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes, but is not limited to, a blackjack, nightstick, mace, and tomahawk. *Penal Code 46.01(1)*

#### **Prohibited Weapons**

Prohibited weapons include:

- a. Any of the following items, unless the item is registered in the National Firearms Registration and Transfer Record maintained by the Bureau of Alcohol, Tobacco, Firearms and Explosives or classified as a curio or relic by the U.S. Department of Justice:
  - a. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). *Penal Code 46.01(2)*
  - b. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual re-loading, by a single function of the trigger). *Penal Code 46.01(9)*
  - c. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a shotgun or rifle if, as altered, it has an overall length of less than 26 inches). *Penal Code 46.01(10)*
  - d. A firearm silencer (any device designed, made, or adapted to muffle the report of a firearm). *Penal Code 46.01(8)*
- b. Knuckles (any instrument consisting of finger rings or guards made of a hard



- substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). *Penal Code 46.01(8)*
- c. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). *Penal Code 46.01(12)*
  - d. A chemical dispensing device (device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being). *Penal Code 46.01(14)*
  - e. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). *Penal Code 46.01(16)*
  - f. A tire deflation device (a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires; it does not include a traffic control device that is designed to puncture one or more of a vehicle's tires when driven over in a specific direction, and has a clearly visible sign posted in close proximity to the traffic control device that prohibits entry or warns motor vehicle operators of the traffic control device). *Penal Code 46.01(17)*

*Penal code 46.05(a)*