

# 2017-2018 STUDENT HANDBOOK



**CENTRAL  
TEXAS  
COLLEGE**



**FOR STUDENTS OF THE  
REAL WORLD**

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# **I. Important Information**

## **A. Institutional Mission Statement**

Central Texas College's accessible education supports student success and employability.

## **B. Equal Educational & Employment Opportunity**

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. Central Texas College does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, or transgender status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students and Title IX coordinator is Dr. Christy Shank, Director of Disability Support Services at 254-526-1291; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management at 254-526-1128.

Central Texas College has established programs to ensure that a deficit in English language skills is not a barrier to admission, participation and success in all educational and vocational programs.

Administrative policies and procedures of Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, we encourage you to contact the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, Room 130, Roy J. Smith Student Center, 254-526-1258.

## **C. Statement on Harassment, Sexual Misconduct, and Discrimination**

In accordance with state and federal laws, Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students must be aware that discrimination and harassment on the basis of race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, genetic information, or transgender status is prohibited. Central Texas College strives to protect the rights and privileges and to enhance the self-esteem of all its students and employees.

Students who believe they have been treated in a discriminatory or harassing manner because of membership in a protected group may discuss the allegations or formally file a complaint of discrimination or harassment with the Director of Student Life. The Director of Student Life will forward the information to the Dean of Central and Service Area Campus and/or Central Texas College Human Resources Department for immediate investigation. Title IX concerns may also be referred to the Central Texas College Title IX Compliance Officer, Dr. Christy Shank at 254-526-1291, located in Building 111, Room 201.

Students may also file a complaint of discriminatory treatment in the provision of educational programs and services with the Department of Education, Office of Civil Rights. Students are encouraged to contact the Director of Student Life, whose office is located in the Student Center Building 106, and the telephone number is 254-526-1258, to report any concerns of discriminatory treatment.

**Title IX prohibits harassment and discrimination on the basis of sex or gender in education programs or activities operated by recipients of federal financial assistance. Sexual violence is a form of sexual harassment and is prohibited. Central Texas College will not tolerate violence of any kind, to include: domestic violence, dating violence, sexual assault, sexual harassment, or stalking. See Page 43 for further details.**

To raise concerns or to file a complaint, contact:

- Students, the Director of Student Life at 254-526-1258.
- Disability students, the Disability Support Services office at 254-526-1195.
- Faculty and staff, the Human Resources Department at 254-526-1128.
- Title IX concerns; the Central Texas College Title IX Compliance Officer, Dr. Christy Shank at 254-526-1291.
- Online complaint; <https://www.ctcd.edu/forms-1/student-forms/student-complaint/>

#### **D. Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) makes it unlawful to exclude or deny a qualified individual with a disability from participation in the benefits of the services, programs, and activities of Central Texas College. Central Texas College shall make reasonable accommodations in policies, practices, or procedures, as necessary, to ensure equal access for all. For further information log onto [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) or call the Disability Support Services office at 254-526-1195.

#### **E. Security**

The mission of Central Texas College's Campus Police Department is to provide a safe and orderly environment by protecting students, employees, visitors, and property from crime, violence and disruption. The Central Texas College Police Department is located in Building 137, directly behind the Student Services (Registration) Building 119. Statistics of crimes and fire safety are compiled yearly and published for all prospective and current students, employees, and guests for review on the Campus Police web page at: <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/>

For information about Texas Campus Carry requirements at Central Texas College, go to: <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-carry-implementation/>

#### **F. Emergency Situations**

You may dial 9-1-1 from any campus phone to request immediate assistance in the case of fire, injury, illness, or other emergency situation. Each campus phone should be marked in the building and room where it's located for ease of reference in an emergency

#### **G. Emergency Alert System**

Each student is automatically enrolled in the no cost Central Texas College's Emergency Alert System. Students are expected to update their information in Web Advisor, as necessary, to ensure they receive messages at the correct email and phone number. This system will be used to make notification in the event of a campus emergency and provide ongoing updates to the event. If you choose to opt out of the emergency alert program, log on to Web Advisor and click the "CTC – Emergency Alert" button. Sign in and make your selection. Call the Central Texas College Risk Management Department if you have any questions at 254-526-1347

## **H. Emergency School Closings**

KNCT (Channel 46) television and KNCT (91.3 FM) radio, along with other local radio and television stations, will broadcast information about school closings because of inclement weather or other emergencies. Central Texas College will send announcements through its Emergency Alert System, social media, and post a message to the website. The inclement weather number used for notice of changes in hours of operation is **254-501-3100**.

## **I. Smoking and Tobacco Use Policy**

Central Texas College smoking and/or tobacco use, which includes, but is not limited to, hookahs, smokeless tobacco, e-cigarettes, vaping apparatuses, and other such tobacco substitutes, are prohibited on all campuses. The only exception to this rule is inside the enclosed cab of a person's personal vehicle. Failure to comply can result in a campus citation. Repeat violators may be subject to fines and discipline pursuant to the Student Code of Conduct.

## **J. Drug and Alcohol Abuse Policy**

### **1. Introduction:**

You are admitted to Central Texas College for the purpose of educational, social and personal enhancement. Substance and alcohol abuse disrupts the college environment and threatens not only the lives and well-being of students, faculty and staff, but also the potential for educational, social and personal enhancement.

In recognition of the problems associated with substance and alcohol abuse, Central Texas College has developed a college-wide alcohol and substance abuse policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse, but also education, prevention, intervention, and treatment activities necessary to help eliminate problems that substance and alcohol abuse poses to the college community.

### **2. Education, Prevention and Treatment:**

Central Texas College's Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC), located in Building 106, provides educational support programs which will assist in prevention of alcohol and substance abuse.

Central Texas College recognizes the importance of treatment services in assisting students in overcoming substances and alcohol abuse problems. Assessment and intervention services for students are available through the SEAP/SARC. Active duty military and their dependents may seek assistance through the on-post Alcohol and Drug Community Activity Division. If further treatment is necessary, students may be referred to outside counselors and programs. Information relating to these outside agencies is available through the SARC office or the appropriate Campus Dean. All contacts are confidential and will not be the basis of disciplinary charges.

### **3. Health Risks:**

Controlled substances or dangerous drugs as defined by law include, but are not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, and barbiturate. Physical and mental health risks are associated with abuse of these substances. Depending on the drug of abuse, health risks include, but are not limited to:



<b>Physical</b>	<b>Mental</b>
<ul style="list-style-type: none"> <li>• Altered heart rate</li> <li>• Lung/pulmonary system damage</li> <li>• Hepatitis</li> <li>• Altered blood pressure</li> <li>• Stroke</li> <li>• Birth defects</li> <li>• Paranoia</li> <li>• Spread of disease through needle injection</li> </ul>	<ul style="list-style-type: none"> <li>• Impaired memory</li> <li>• Reduced concentration</li> <li>• Reduced coordination</li> <li>• Psychological dependence</li> <li>• Psychosis</li> <li>• Delusion</li> <li>• Coma</li> <li>• Death</li> </ul>

**4. Legal Aspects/Consequences:**

Faculty, staff and students of Central Texas College are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs, to include the illegal use of approved drugs. More specifically, the Institution prohibits the manufacturing, possessing, having under control, selling, transmitting, using any drug in an illegal fashion, or being party to any illegal drug activities, to include possession of drug paraphernalia on college premises or at college-sponsored activities.

Also prohibited is the manufacture, possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any college-owned or operated facility or at any college sponsored event except when specifically approved in writing by the Chancellor or Board of Trustees of the College District.

The term “controlled substance” when used in this policy shall refer to those drugs and substances whose possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act, as well as substances that possess a chemical structure similar to that of a controlled substance. Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C, specific penalties may vary depending on the type of drug and amount seized. Additional information concerning other federal, state and local violations and consequences can be found at the Central Texas College Police Department.

**5. Institutional Disciplinary Action and Process:**

Institutional disciplinary action may be brought against students alleged to have violated College regulations and/or local/state and/or federal laws concerning controlled substances or other criminal offenses. Violations of any state or federal law pertaining to controlled substances or any other criminal offense that occur off campus activities may still result in College disciplinary action in situations in which the activity or continued presence of the individual is likely to impact or interfere with the educational mission and the orderly operation of Central Texas College.

College disciplinary proceedings will be in accordance with procedures outlined in this *Student Handbook*. Disciplinary action in cases involving drug or alcohol related situations by students may result in suspension or expulsion from the College, depending on the nature and seriousness of the case. Participation in a substance or alcohol abuse educational program may be required in addition to other sanctions. Any disciplinary action imposed by the College may precede and be in addition to any penalty imposed by federal, state or local authority.

## II. Introduction

Central Texas College is delighted that you have chosen to begin or continue your college career with us. This *Student Handbook* will provide you with useful information to aid in the development of communication between you and CTC's faculty and staff. The *Student Handbook* includes the institution's policies and regulations relating to student conduct and activities. Other publications include:

### A. College Catalog

The *College Catalog* is an official publication of Central Texas College (published each year) containing the institution's policies, regulations, procedures, and a schedule of tuition and fees. Central Texas College reserves the right to amend the contents of the *Catalog* at any time to reflect board policies, administrative regulations and procedures, state law requirements, and tuition and/or fee changes. Students are responsible for observing the regulations and policies contained in the *Catalog*.

### B. Schedule Bulletin

Before each semester registration period, a detailed *Schedule Bulletin* is published which provides a listing of activities, registration procedures, and a schedule of course offerings. For administrative purposes, the *Schedule Bulletin* becomes the official semester calendar for which it is published. The most current course listing may be found on WebAdvisor.

### C. Student Communications

To keep students informed of college events, activities and support services the Central Texas College Marketing Department sends students email communication to the Eagle Mail accounts and posts updates to college Facebook, Twitter and Instagram accounts. In addition, a college activities calendar is available on the Central Texas College website and via the Ellucian GO mobile application (app).

## III. Academic Information

### A. College Credit

Academic credit is measured by units called semester hours. One semester hour is earned by attending a class one hour per week for a full semester. Most classes meet three hours per week for 16 weeks; therefore, you will have earned three semester hours at the end of the course. Lab and clinical hours add to the semester hour value of a course.

### B. Course Load

A full-time course load is 12 or more semester hours during the Spring or Fall semester and 8 or more semester hours during the ten-week Summer session. A student registering for at least four hours during the shorter Summer I and II semesters is also considered to be full-time; however, if receiving Financial Aid or VA benefits, please check with the appropriate office. If you wish to enroll in more than 18 hours during regular sessions, you must receive special permission from the Dean of Central and Service Area Campus or the Dean of Student Services.

### C. Prerequisites

A prerequisite is a course that must be completed satisfactorily before enrollment in another course. Prerequisites indicate what skills and knowledge you must have to succeed in the new course. If you already qualified and want to skip a prerequisite or are unable to schedule a prerequisite course, you must obtain permission from the department. Don't wait until registration to get permission—take care of this early!

## **D. Developmental Continuous Enrollment Requirements**

A student is deemed college-ready if he/she passes all three parts of the Texas Success Initiative Entrance Examination (TSI): reading, writing, and mathematics. A student failing a section(s) of the TSI is said to not be TSI Complete and must participate in the developmental courses in the subject area(s) needed. A student is required to be enrolled in at least one subject area until the student has completed that highest level of the developmental subject sequence. It is recommended that, if a student needs the lowest level of reading and mathematics, these deficiencies should be completed first. If a student drops, the required developmental course, he/she may be dropped from all of their courses at Central Texas College.

## **E. Class Attendance and Course Progress**

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting.

- Students are required to class(es) on a regular basis. Faculty will take attendance and determine if a student is:
  - a. Present (classroom) or logged into the course (blended and online courses) and
  - b. Engaged in the course by participating in at least one academic activity

If the answer is NO to (B), faculty will try to contact the student via email. At that time, the faculty will explain to the student that failure to engage in assigned activities in the course during the first few days will result in the student being dropped from the course. If the faculty cannot contact the student or the student fails to complete the activities as required, the student will be dropped from that course.

Students may be reinstated after cert date if they meet one of the exception rules listed below:

- It is the last class they need to graduate (determined by Student Services)
- They were on field duty in the military (with documentation)
- They had a death in the immediate family
- The course won't be offered next term
- There was an institutional error

If students meet one of these exceptions, they must request reinstatement within 5 business days after the census date. **THERE WILL BE NO REINSTATEMENTS AFTER THAT TIMEFRAME.** Students should contact their instructor if one of the exceptions is applicable.

- Students are required to be in class on time. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. They must log into their courses on the first day of class and read the requirements stipulated on the syllabus. They must also check their eagle mail regularly and email their instructor on the first day of class to ensure that they can contact the instructor via eagle mail.

## F. Religious Holy Days

If you need to be absent from classes for the observance of a religious holy day, it is strongly suggested that you submit a written request to each instructor prior to the absence for the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A “religious holy day” means a holy day observed by a religion that are exempt from taxation under the federal Tax Code. Please contact the Director of Student Life at 254-526-1259 should you have further questions.

## G. Withdrawal From Classes

It is the student’s responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student’s request. GoArmyEd students should contact their ACES counselor before withdrawing and do so through the GoArmyEd portal. All other students who desire to withdraw from a course on or after the first scheduled class meeting must file an Application for Withdrawal with the local Central Texas College representative by the last date to withdraw. Students enrolled in distance learning courses and who do not have access to a local Central Texas College representative should submit a withdrawal form to EaglesOnCall@ctcd.edu or the Central Texas College Records Office in Killeen, Texas.

- It is the student’s responsibility to withdraw him/herself from courses. Applications for Withdrawal will be accepted at any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
- For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
- Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.
- Students may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” or “IP.”

### Administrative Initiated Withdrawals:

A student may be administratively withdrawn by a designated member of the Registrar’s Office under the following conditions:

- The student has been placed on Academic Suspension or Disciplinary Suspension;
- The student has an outstanding financial obligation owed to the college; or
- The student registered for a course without the required prerequisite or departmental permission.
- The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.

## H. Grading System

The grading system at Central Texas College is as follows:

Grades	Grade Points	
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
IP	Incomplete, in progres (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed



## I. Incompletes

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course. It is the student’s responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the “IP” within the time specified. An “IP” grade cannot be replaced by the grade of “W”. If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course.

At the end of the 110 calendar days any unresolved “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

**The IP grade is not used for developmental study courses and designated nontraditional, modular courses.**

## J. Academic Probation and Suspension

Information pertaining to Scholastic Probation and Suspension is located in the *College Catalog*.

## K. Grade Point Average (GPA)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through Web Advisor.

### Course Grade Points Hours Calculation

Course	Grade	Grade Points	Credit Hours	GPA Calculation
BUSI 1301	A	4	3	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1309	C	2	3	$2 \times 3 = 6$
CJLE 1211	D	1	2	$1 \times 2 = 2$
				$29/11 = 2.636$ GPA

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. Grades of IP, W, N, XN, or P and grades in developmental courses (A, B, C) are not included in the grade point averaging.

## L. Dean’s Honor Roll

Students whose scholastic achievement is outstanding may qualify for the “Dean’s Honor Roll.” The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status. Please contact the Student Life Office at 254-526-1258 in case of questions.

## M. Graduation Requirements

*Student Services Building 119 • Room 224 • 254-526-1592*

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, and Certificates of Completion. To graduate from Central Texas College, the student must:

- Apply for graduation by the deadline date.
- Successfully complete all courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at Central Texas College (to fulfill residency requirements).
- Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all Central Texas College coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the Central Texas College GPA, even if the courses were not used to meet specific degree or certificate requirements.
- Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and Central Texas College coursework.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

## IV. Testing Information

*Student Service Building 111 • Second Floor • 254-526-1254*

Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses. Cell phones and children are not permitted in the testing areas. Test Services include:

- **Entrance Examination** - American College Test (ACT). The ACT is not required for admission to Central Texas College. The ACT is administered on nationally established test days each year.
- **TSI Assessment** - The Texas Success Initiative (TSI) Assessment is the state-approved assessment test that replaces the ACCUPLACER, ASSET, COMPASS and THEA tests. Students who did not enroll in a Central Texas College course prior to August 26, 2013, are required to take the new TSI Assessment, regardless if the student had previously taken the ACCUPLACER, ASSET, COMPASS or THEA. Students will be required to complete a Pre-Assessment before taking the TSI Assessment.
- **Health Education Systems Inc. Admissions Assessment (HESI A2)** - The HESI is a timed, computerized exam that consists of five sections. The exam is required by the Central Texas College Nursing department. The exams measure the examinee's ability to apply nursing and health professional concepts to clinical problems.
- **Diagnostic Tests** - Students enrolling in a Vocational Skills Center open-entry self-paced program should contact a Skills Center Counselor to determine if they are required to complete diagnostic testing. Students who do not meet TSI requirements and will be enrolling in the Heating and Air Conditioning Level I certificates are required to take the diagnostic test. The diagnostic test is given during regular operating hours at the Learning Resource Center in the Sid M. Wieser Career and Technology Education Center Building 118.
- **Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations** – The certification examinations are available for automotive professionals.
- **College Level Examination Program (CLEP) and DANTES Subject Standardized Tests** – The CLEP and DANTES examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained.

- **General Educational Development (GED) Examinations** – The GED is a computer based exam for individuals who have not completed a formal high school education.
- **Institutional Challenge Examinations** – A student may request through the appropriate department chair permission to take challenge examinations for certain courses.
- **Comprehensive English Language Test (CELT)** – A test, which is administered by the English as a Second Language Department, for course placement of non- English or limited-English speakers.
- **Miller Analogies Test (MAT)** is a graduate level entrance exam.
- **Texas Commission on Law Enforcement (TCOLE)** certification exams for Peace Officers, Jailers, and Telecommunicators.
- **Texas Commission on Environmental Quality (TCEQ)** certification exams for water treatment facilities.
- **PearsonVUE certification** exams for various IT companies.
- **The Advanced Math Placement Exam (AMP)** – An exam administered by the Mathematics Department for students who score above 350 on the TSI (mathematics) and would like to be placed above College Algebra (Pre-Calculus or Calculus I).

For detailed information visit the Central Texas College testing website at <http://www.ctcd.edu/students/current-ctc-students/testing-services/> and refer to the “College Costs” section of the catalog for fees.

**NOTE** *If special accommodations are needed because of a disability, please contact the Testing Office before taking the test.*

## V. Financial Information

Students are financially responsible for tuition, books, fines, and all educational materials necessary to complete and be successful in classes. Students may be denied transcripts if they have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to Central Texas College.

### A. Financial Aid

*Systems Services Building 111 • 1<sup>st</sup> floor, South Wing • 254-526-1508*

A variety of state and federal grants, loans, and scholarships are available through the Financial Aid Office at Central Texas College to help you with educational and living expenses. Many programs are need based and available to qualifying students who are making satisfactory academic progress. Please review the Central Texas College catalog for details on FA academic progress.

Grants do not have to be repaid as long as the student stays enrolled and makes satisfactory academic progress. The Pell Grant is the primary federal grant. Others include the Federal Supplemental Educational Opportunity Grant (SEOG) and the Texas Educational Opportunity Grant Program (TEOG). Federal Work Study Program (FWSP) is also available at Central Texas College, and this program allows a student to work up to 20 hours a week while enrolled in college.

Loans must be repaid after you complete your educational program or if you are no longer enrolled at least half-time. The Federal Direct Student Loan Program is available to all eligible students. For information, please contact the Student Loan Officer in Building 111, Room 128, telephone 254-526-1552.

The Central Texas College Foundation also offers a number of competitive scholarships for students attending any of the Texas campuses. The scholarships will be awarded based on financial need, academic achievement, leadership, creative ability, or student life involvement. In addition, the foundation offers scholarships for

students working in specified subject areas. To learn more about the Central Texas College Foundation and Scholarships visit [www.ctcd.edu/about-ctc/ctc-foundation/about-us/](http://www.ctcd.edu/about-ctc/ctc-foundation/about-us/)

To apply for financial aid, do the following:

Go to the Central Texas College web site: [www.ctcd.edu](http://www.ctcd.edu)

Click on “Students”

Click on “Current Students”

Click “Financial Aid”

Click on “FAFSA”

Follow the instructions to access the free application for Federal Student Aid (FAFSA)

This website will allow you to access FAFSA (Financial Aid Application), information on Scholarships, In-House Packets and FAQ (frequently asked questions). If you encounter problems, please contact the Financial Aid Office.

To check on you Financial Aid you can go to the Central Texas College WebAdvisor:

Go to [www.ctcd.edu](http://www.ctcd.edu)

Click on the WebAdvisor on the upper right hand of the webpage

Click “WebAdvisor for students”

Click on “User Account”, click on “I’m new to WebAdvisor” and follow the prompts.

This will allow you to check on the status of your financial aid process.

## **B. Business Office**

*Student Services Building 119 • Room 110 • 254-526-1217*

The College Business Office will accept cash, credit cards (Visa, MasterCard, Discover, American Express), or checks for payment of tuition and fees. An appropriate fee will be charged for each check returned unpaid by the bank. Restitution for non-sufficient funds checks must be made in cash or money order. Tuition and fees are due at the time of registration unless paid under the Deferred Payment Plan, which is available for 16-week semester courses only.

All fees or charges, such as late fees on library books, traffic citations, past due loan payments, non-sufficient fund checks and return check fees, transcript fees, late dormitory and meal charges, and breakage fees must be paid before you can enroll for a new semester or before a college transcript can be released.

Refunds of tuition and fees are made on a decreasing percentage basis. All refunds for tuition and fees will be computed from the date the Application for Withdrawal/Refund form is filed with the Business Office. See the current *Schedule Bulletin* for the refund schedule by date.

## **C. Veterans Services**

*Systems Services Building 111 • Room 222 • 254-526-1160*

Central Texas College programs are approved for individuals who wish to attend and make use of VA educational benefits.

If you are receiving veteran educational benefits, make sure you visit the Veteran Services Office before registering each semester to ensure that the classes you enroll for are on your degree plan and to complete the form requesting certification for VA educational benefits. Please notify the Veteran Services Office of any change in your enrollment status.



Veterans must have military credits evaluated for college credits upon completion of six college credits with Central Texas College. Any transfer credits from prior education must be evaluated by the end of your first semester. It is the student's responsibility to furnish the Veteran Services Office with a copy of the evaluated degree plan. For further information, please see the current Central Texas College Catalog.

## **VI. Academic Advisement & Student Records**

### **A. Guidance and Counseling**

The Central Texas College Guidance and Counseling office provides advisement services to assist you with career planning and establishing your educational and personal goals. Services include occupational and labor market information, degree program planning, and general academic advising.

All new students are required to meet with an academic advisor. Students who have not met the state requirements for the Texas Success Initiative should meet with an academic advisor each semester. It is strongly recommended that all students meet with an academic advisor on a regular basis to review their academic progress and graduation requirements.

Through the Office of Guidance & Counseling you can find out about academic and vocational college courses being offered at any of Central Texas College's Texas locations: Fort Hood, Service Area, and Central Campuses; seek assistance in deciding on a vocation; undergo academic advisement and establish educational goals; learn new study and/or college survival skills; or work with a career counselor on job referrals.

### **B. Evening and Weekend College**

(Admissions, Guidance and Counseling, Registration)

*Bldg. 102 Hobby Memorial Library • Room 105 • 574-616-3324/3331*

### **C. Transfer Counselor**

Assistance in planning to transfer to other colleges and universities is available through the Transfer Center located in the Student Services Building 119. Students who plan on transferring to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.

### **D. Transcripts**

Students may obtain an unofficial Central Texas College transcript and view the status of a Central Texas College transcript request from their Student Account in Web Advisor. To view the status of a Central Texas College transcript request, visit the Student Menu and click on the Transcript Request Status link under the Academic Profile section.

Information and forms for ordering transcripts are available from the Central Texas College website at [www.ctcd.edu](http://www.ctcd.edu). Transcripts may be provided upon your written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education. Exceptions are made for active duty military stationed/deployed overseas. Military located overseas may submit a request by email if they use their military email address and include their current location on the form. To access more information, please visit the "Students" section of the Central Texas College homepage. Then click on "Current CTC Students" and refer to "Transcript Services" in the "Current CTC Students". When a transcript is requested to be sent priority mail or express mail, the student is responsible for the cost. This must be paid at the time of the request. However, Central Texas College reserves the right to limit the number of transcripts issued at any one time. A complimentary free official transcript is provided upon graduation. Requests to fax transcripts are limited to locations in the United States to include Alaska and Hawaii; and requests to fax transcripts overseas are limited to a military education center or Central Texas College site office. It is the decision of the receiving institution whether to accept a facsimile transcript as official. Transcript requests are fulfilled as soon as possible in the

order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

You may be denied your transcript if you have an outstanding financial obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admission require, or other indebtedness to Central Texas College.

### **E. Name/Address Change**

It is important that you provide your legal name on your Application for Admission because this is the name that will appear on your official student record. **It is the student's responsibility to have current name and contact information on file.** To change a legal name to a new legal name, please submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, a copy of the marriage certificate is required. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Name change documents and affidavits should be submitted to Central Texas College Registration and Records, Central Campus, Killeen, Texas.

### **F. Student Records**

The Systems Registrar is the custodian of all student records except those specifically relating to financial aid. "Student Records" as defined by Central Texas College is any information collected, assembled, or maintained by the college, and includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his or her records and is entitled to receive copies at a designated duplication rate. Students do not have access to the parent's confidential financial statement.

Student records include, but are not limited to:

- Application of admission
- Financial aid
- Veterans' training
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

### **G. Student Identification Cards**

*Building 119 • Student Services, Room 100*

- Once you have completed enrollment and paid all fees, you are eligible to obtain a student identification card. Your student ID card is used as your library card, to sign in at the Student Lounge and to check out equipment in the Student Lounge, and to access Central Texas College's Sports Center and Natatorium. If you wish to participate in intramural sports, you will be required to present a current student ID.
- Your first ID card is free and may be issued at registration or any time during the semester. The ID card section is located in the Student Services Building 119. You must bring a picture ID, your current class schedule or tuition receipt showing full payment with you.
- To replace a lost or stolen ID card, you must pay \$5 to the business office in building 119 and bring the receipt to the ID card section during normal business hours. Please note that the misuse of your Central Texas College ID card may result in disciplinary action.

## **H. Residency**

You must provide residency information at the time of registration. Check the current semester's *Schedule Bulletin* for a complete listing of documents that may be used for residency verification.

## **I. Evaluation of Previous Education**

Refer to the College Catalog for information regarding Central Texas College's evaluation procedures to award transfer of credit from another college or university you've attended, or through non-traditional means, such as CLEP and DANTES testing programs. Active duty soldiers that are part of the GoArmyEd program should contact the Central Texas College Student Services Office, Bldg. 119, Room 212B at 254-526-1635. All other Active Duty Service Members, Military retirees and civilians should contact the Central Texas College Student Services Office, Bldg. 119, Room 221, at 254-526-1317.

## **J. Disability Support Services**

*Building 111 • Rooms 207 • 254-526-1195*

Disability Support Services (DSS) at Central Texas College provides reasonable accommodations and services to students with Disabilities, while maintaining compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amended Act of 2008 (ADA). Disability Support Services is a place where students with disabilities can register and receive reasonable accommodations based on ADA and Section 504. Students needing reasonable classroom accommodations are responsible for contacting the disability office to request accommodations. Information on classroom accommodations and DSS policies can be found at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support). Students needing accommodations for graduation, school events and/or school activities must contact the disability office at least 7 business days in advance to request accommodations. The DSS office may require students to provide medical documentation when requesting accommodations.

## **K. International Student Services**

*Student Services Building 119 • Room 101 • 254-526-1107*

The staff of the International Student Services Office is available to assist and provide admission and support services related to the enrollment of non-immigrant international students and other Central Texas College District (CTCD) students.

Services include:

- Academic advisement for admissions, degree planning, testing, and registration into academic and English for Speakers of Other Languages (ESOL) courses.
- Advise non-immigrant international students on their legal responsibilities as F-1 visa students.
- Provide non-immigrant students' information on procedures for employment authorization and other processes with respect to their F-1 student visa.
- Advise non-immigrant student on their legal responsibilities as an F-1 visa student.

## **L. Change of Status Application**

Individuals applying for a Change of Status must meet the same deadline and admission requirements as any other prospective student. A request for a Change of Status application will be denied when the individual's current status is due to expire.

## **M. Student Email (Eagle Mail)**

All Central Texas College credit students worldwide receive a Central Texas College student email account upon their first term registration!

- Accounts will be automatically created.
- You will receive an activation email with instructions for accessing your new email account within two days after registering for classes.
- All official communication from Central Texas College will be sent to this new email account.
- You can forward your student email to any personal account.

## VII. Campus Services

### A. Bookstore

*Anderson Campus Center Bldg 156 • 254-526-1219*

The Campus Bookstore is a full service retail store which carries new and used textbooks, supplies, gifts, and other general merchandise. Contact the Bookstore directly for information on the return policy and the book buyback program. The Bookstore also has a website at [www.ctcbookstore.com](http://www.ctcbookstore.com).

Bookstore hours: Monday, Tuesday, and Thursday 7:30 a.m. – 5:30 p.m.; Wednesday 7:30 a.m. – 6:30 p.m.; Friday 7:30 a.m. – 11:30 a.m.

### B. Career Center

*Systems Services Building 111, Room 208 • 254-526-1106*

The Career Center provides career planning and employment assistance for students and alumni. Members of the military and service area may also utilize our services. If you want to be prepared and have a competitive advantage in today's global economy, then this is the office that can help. We offer career information, job search guidance, and educational planning through self-assessment and career counseling.

### C. Child Development Center/Lab School

*Child Development Building 117 • 254-526-1900*

As a National Association for the Education of Young Children (NAEYC) Accredited Center and Lab School, we welcome children from the local community, as well as Central Texas College students and staff. The Center provides a full time, year-round program designed to meet the physical, social, emotional and intellectual development of children ages 6 months to 5 years. A highly qualified staff provides a safe, nurturing environment and developmentally appropriate activities. The Center follows Central Texas College operational hours and holiday schedule.

### D. Food Service

*Anderson Campus Center Building 156 • 526-1242*

The food service facilities are housed in building 156. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The cafeteria line provides full meals or a la carte entrees Monday through Friday. The snack bar offers fast food grill items, snacks, and beverages. Both facilities are open to the public. People with special diets should contact the Chef first.



## **E. Natatorium and Physical Education Center**

*Physical Education Building 151 • 254-526-1588*

The Central Texas College Gymnasium is the focal point for all athletic and sports activities on campus. The gym, weight room, pool and tennis courts are used by the Physical Education Department for classes and are also open to students when classes are not in session. A valid Central Texas College ID card is required for entry or to use facilities.

The specific hours of operation for the gym, weight room, pool and tennis courts are posted at the Gymnasium, on bulletin boards in the Student Center, and on-line at [www.ctcd.edu](http://www.ctcd.edu).

## **F. Intramural Sports**

Intramural sports and activities are coordinated by the Physical Education Department and provide a well-rounded schedule of activities for Central Texas College students, faculty and staff.

The Intramural Sports Program offers a variety of tournaments, leagues and other events to meet the recreational interests of the student body. League play includes flag football, volleyball, basketball, softball and soccer. Tennis tournaments, 5K runs and other activities are also held throughout the school year. Awards are presented to winners in each event and league champions are recognized on a Hall of Fame plaque displayed in the Gymnasium.

Students can follow the action, check league standings and learn of upcoming events on the intramural web page – <http://www.ctcd.edu/locations/central-campus/fitness-sports/intramurals/>.

Central Texas College will not be responsible for any injuries or any medical expenses accrued because of injuries while participating in the Intramural program. The student, through voluntary action of applying to participate in intramural sports, assumes all obligations and risks related to participation.

Intramural sports participants are required to become acquainted with the various rules and regulations which govern the program. A valid Central Texas College student, faculty, or staff ID card is required for use.

## **G. Morton Hall**

Central Texas College operates a co-ed residence for 120 full-time students. Supervision is provided by a full-time residence hall staff who are responsible for daily operations, as well as educational and social programming. Each student residing in Morton Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious community life. For more information, call 254-526-1926 or 254-526-1790.

## **VIII. Educational Support**

### **A. Academic Studio – Student Success Center**

*Student Center Building 106 • Second Floor, Room 201 • 254-526-1580*

The Central Texas College Academic Studio – Student Success Center (AS-SSC) provides comprehensive services that support student success and goal completion. Tutoring services; academic advising; information and resource referrals; scholarly success and study skills workshops, and textbook and childcare assistance for qualified Career and Technical students make the AS-SSC the premier one-stop location for all of your student needs.

The AS-SSC offers a variety of services including:

- One-on-one tutoring in a variety of subjects and assistance with both online and face-to-face courses.
- Assistance with exam preparation, speeches, outlines, proofreading, presentations and projects.
- Information and resource referrals for internal and external services to support student needs.
- Drop-in advising services for education counseling, faculty advising and degree program assistance.
- Laptops, tablets and calculators are available for student check-out (in Studio use only).
- Textbook Lending and Child Care assistance programs for qualified Career and Technical students.
- Computer access, Wi-Fi, printing services, free supplies and project materials.

Located on the second floor of the Student Center, Building (106), the Academic Studio –Student Success Center’s engaging and student friendly environment make it ideal for study, research, homework or projects and is equipped with:

- Desktop Computers with headphones for homework, studying, research and lab work.
- Collaborative study tables with charging stations and large view monitors to support study groups.
- Comfortable seating and flexible furnishings for one-on-one tutoring or group work.
- An advising and information section for academic advising, information, resources and support.
- Balcony seating for quiet reading, conversation or studying with friends.
- A student-friendly courtesy cart for coffee, water and other refreshments.

#### **Hours of operation:**

(Fall and Spring Terms) Monday – Thursday: 9 AM to 7 PM and Friday & Saturday: 9 AM to 1 PM

(Summer Sessions) Monday – Thursday: 10AM to 5 PM & Friday: 9 AM to 1 PM

- Services are provided on a walk-in basis and are free for all Central Texas College staff, faculty and students.
- A current and valid Central Texas College Identification Card is required.

### **B. Learning Resource Center**

*Skills Center Building 118 • Room 15 • 254-526-1344*

The Learning Resource Center offers the following services: GED (General Education Development) readiness instruction, developmental math and English instruction, college refresher (English, math and reading), and reading and mathematics for nursing students.

### **C. Developmental Studies Lab**

*Skills Center Building 118 • Room 15A • 254-526-1344*

The Developmental Studies Lab is located in room 15A of Building 118. Use of this lab is limited to students that are enrolled in developmental studies course(s) on the main campus.

**Hours of operation are:****Monday - Thursday:** 7:30 a.m. - 8:00 p.m.**Friday:** 7:30 a.m. - 4:00 p.m.**Saturday:** 10:00 a.m. - 6:00 p.m.

Tutors are available to help in Math, Reading, Writing, and English for Speakers of Other Languages (ESOL)

**D. Library Services**

*Oveta Culp Hobby Library, Building 102 • 254-526-1237/254-526-1621*

The Oveta Culp Hobby Memorial Library (OCHML) is located in Building 102 on Central Campus and offers a variety of essential services *in-person* and *live-virtually*. All services are available through the library's webpage at <http://www.ctcd.edu/>. Click on *Library* under the *Academics* tab to access.

The **Online Public Access Catalog** (OPAC) displays records for 64,000 print titles, multimedia items, and 156 print periodical titles. In addition, 32,555 books are available in full-text electronic format through several databases.

**Ask a Librarian** is an email service available 365 days a year. A professional librarian is available to answer questions. Responses will typically be sent within 24 hours of an inquiry.

**Live Chat** is available during the library's open hours. Library users can type in questions and get an immediate response from a professional librarian.

**Online Databases:** Over 85 databases, offer full-text articles from scholarly journals, general interest periodicals, and newspapers and provide access to E-books, and streaming video 24/7, 365.

**Seminars:** An introductory seminar is a one-hour session which covers databases, appropriate websites, the library catalog, and citation assistance. All Seminars are available in-person and live-virtually.

**Teaching Learning Center (TLC)** is a drop in center for students to receive assistance in all areas of research and writing, both in person and live virtually. Register for a virtual or in-person seminar, or make an appointment for an in-depth, one-on-one seminar with a librarian at **Teaching.Learning@ctcd.edu**

**Research Assistance Paper Review Service (RAPRS)** Submit papers for review and citation help online by clicking the Research Paper Review link from the library web page.

**Inter-library loan (ILL)** privileges are available to students at no charge. OCHML is a member of TexShare, a regional, cooperative network offering full-text electronic resources and resource sharing/loaning.

**Printing Services:**

- Faxing: 50 cents per page
- Xerox copies: 25 cents per page
- Printing from lab computers: 25 cents per page
- Laminating Services: 50 cents per foot
- Scanning Services: Knowledge Imaging Center (KIC) available; material can be transferred onto several different devices to include, iPad, USB and iPhones. Material can also convert to audio. (No Charge) (ADA compliant)

**Information Technology (IT):**

- Laptops and iPads are available for a three hour check out for use within the library building.
- The library has more than 50 computers available for use.
- Vision impaired software is installed on designated computers.

# IX. Student Life

## A. Student Life Activities

*Building 106 • 254-526-1258*

Social and cultural activities often play an important part in your life as a college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student clubs, and other seasonal activities.

## B. The Student Center Lounge

The Student Center Lounge houses the Student Government Association Office, a meeting room, pool tables, ping pong tables, a television lounge, and the principle commons area for students to gather. Recreational equipment, board games, and cards may be checked out from the Student Life Activities Office by presenting a valid Central Texas College ID card.

## C. Student Organizations

Approximately 30 clubs and organizations representing a variety of interests are active on campus. You are encouraged to participate in one or more of the groups.

All student organizations and activities must abide by the educational objectives and administrative regulations of Central Texas College, as stated in official documents and the *Student Organization and Sponsors Handbook*. All activities and fund raisers must be cleared through the Student Life Activities Office before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account or local bank account.

If you have interests not represented by a student group, you are encouraged to start a new club by contacting the Director of Student Life. The following is a list of active organizations on campus:

- *Byways* Literary Journal
- C.A.S.T. Club
- Culinary Hospitality Arts Club
- ENACTUS
- Gay-Straight Alliance (GSA)
- Mental Health Services Association
- National Federation of Licensed Practical Nurses (NFLPN)
- Otaku Unlimited Club
- Phi Theta Kappa (National Honor Society)
- Psi Beta Psychology (National Honor Society)
- Rotoract
- Speech Team
- Student Bible Fellowship
- Student Government Association (SGA)
- Student Nurse Association (SNA)
- Writer's Club

For more information about these campus clubs and organizations or how to start a club on campus, contact the Director of Student Life and Activities at 254-526-1577 or go to <http://www.ctcd.edu/locations/central-campus/student-life/clubs-organizations/>



## **D. Facilities Reservations (Student Life Office)**

*Student Center Building 106 • Room 323 • 254-526-1258*

Campus departments and organizations should contact the Student Life Office for information on available meeting rooms. Facilities set-up and equipment arrangements must be made through the Facilities Management Office at 254-526-1366. Requests for audio visual equipment should be made by contacting the Audio-Visual Department in the IT Department at 254-526-1537.

*Off-campus organizations should submit their written request for use of campus facilities to the Director of Facilities Management at 254-526-1366.*

## **E. Student Government**

*Student Center Building 106 • 254-526-1151 or email to [CTC.SGA@ctcd.edu](mailto:CTC.SGA@ctcd.edu)*

The Student Government Association consists of elected officers: President, Vice-President, Treasurer, Secretary, and Parliamentarian. In addition, each active club on campus is required to elect a representative to serve on the council. The Director of Student Life Activities acts as advisor to the Council, which meets weekly during the fall and spring semesters.

The Student Government Association was formed as a medium through which Central Texas College students can effectively voice their concerns. Members of this group have the opportunity to experience democratic processes; participate in intercollegiate organizations; work toward better student/faculty/administration relations; plan projects to better or beautify the campus and the community; and help plan and produce student activities and events.

## **F. Student Role in Decision Making**

In accordance with its goal of providing quality educational services to all students, Central Texas College recognizes the importance of utilizing your input regarding instructional program and support services to ensure that your needs continue to be met.

You have many opportunities to actively participate in the College's decision-making processes through the Student Government Association, Central Texas College Foundation, Strategic Planning Council, and various advisory committees. In addition, your input is requested through surveys, questionnaires, and other evaluation instruments that comprise an integral part of Central Texas College's self-study and strategic planning procedures.

Results from these evaluations are compiled and analyzed to identify specific areas in which changes are indicated and to plan appropriate topics for professional development workshops. By providing opportunities for student input in decision-making processes, Central Texas College strives to ensure that its students become leaders in their professions and communities.

## **G. Official Summons**

On some occasions a faculty member, counselor, or administrative official may need to contact an individual student. If you receive a summons from an administrative office, you are required to respond promptly as requested. A summons may take the form of a call from class or a notice by mail or email. Failure to respond to a summons renders the student subject to disciplinary action.

# X. Student Health

## A. Mental Health

### 1. Suicide Information and Factors:

The Central Texas College Police Department, Division of Security Services, in conjunction with the Central Texas College District are fortunate to have a student body, staff, faculty, and administrators who are very aware of students who are, for many reasons, struggling in dealing with campus life. If you or someone you know is at risk and for information on suicide facts and prevention contact the office of the Campus Police 254-526-1427 or the Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC) on campus at 254-526-1166.

Central Texas College District recognizes that in some cases a student's ability to function on Campus may be impaired as a result of serious mental and/or emotional health issues. In instances where students are a danger to themselves or others, unable to meet basic functioning expectations, or is disruptive to the normal operation of the College, the College reserves the right to take immediate action to protect the individual, others, and to ensure the Campus is not adversely affected.

Issues to be considered under this Policy include, but are not limited to:

- Suicidal ideation/attempt
- Homicidal ideation/attempt
- Self-abusive behavior (cutting, burning, etc.)
- Abuse of alcohol or other drugs
- Eating disorder
- Serious disruptive or dangerous behavior
- Inability to care for self or meet basic responsibilities

In situations where serious mental and/or emotional health issues arise, analysis and review of the seriousness of the situation will be taken to determine appropriate action as needed. Family, or the individuals listed as emergency contact for the student may be contacted if believed doing so is in the best interest of the student.

Once the situation has been reviewed and documented, one or more of the following courses of action may be taken, along with possible additional steps not listed here:

### 2. On Campus Counseling:

On Central Campus, mental health counseling is available, at no cost, through the office of Director of the Student and Employee Assistance Program (SEAP). Student Life will refer students to the SEAP Director as needed. SEAP affords ongoing oversight of student's ability to function safely and effectively in the college environment. As a condition of continued enrollment, the student may be required to comply with all recommendations and scheduled meetings with the Director, SEAP.

**3. Mandated Off-Campus Assessment:**

The student may be required to complete a comprehensive assessment with an off-campus treatment provider. The purpose of the assessment is to determine the student's competency to function safely and effectively in the college environment. As a condition of continued enrollment, the student may be required to comply with all recommendations of the assessment and requirements set by the college. The student will be responsible for all costs associated with the assessment and recommendations. A student required to complete an assessment and recommendations may, at the discretion of the College, be prohibited from being on campus, in college housing, and/or attending classes until such time that the assessment and recommendations are completed, and have been reviewed by Central Texas College.

**4. Removal from College Housing:**

All students living in College Housing must be able to provide for their own personal care. In situations where it is believed that the student's level of functioning is sufficiently impaired, the student may be removed from College Housing. This action can be short term (e.g. until a formal assessment is completed) or for a longer duration, depending on individual circumstances. Any refund of housing costs will be determined by the Director of Business Services and Contracting on a case by case basis.

**5. Emergency Withdrawal or Medical Leave of Absence:**

The College reserves the right to immediately withdraw a student from the College. Such action will be taken when a student demonstrates the inability to continue as a student or presents an immediate danger to self or others. Such action will be the responsibility of the Campus Dean or his/her designee. (See Student Code of Conduct: Emergency Procedures)

After an emergency withdrawal or medical leave of absence, an evaluation from the treating healthcare provider supporting the student's return is required and must be submitted to the Campus Dean and, on Central Campus, to the Director of Student Life prior to the student being reinstated in college. Such evaluation shall include written documentation from the attending mental healthcare provider substantiating competency to return to the demands of the College environment, to include coursework, campus life, and campus housing as appropriate, and documentation setting forth whether follow up with the psychologist/psychiatrist or other health care provider is required. On Central Campus, the student will be required to attend one or more re-enrollment meetings with the Director of Student Life and with the Director SEAP or his/her designee prior to returning. For other Campuses, the student will be required to meet with the designated Campus administrator prior to returning.

Students may not return to Campus without the appropriate documentation and participation in all re-enrollment meetings.

**6. Disciplinary Action:**

Although the primary purpose of this policy is to address and support the mental and emotional health needs of students, at times the behaviors exhibited may also be violations of College Policy. The College reserves the right to adjudicate such Policy violations through the established adjudicating bodies of the College. See the Central Texas College District Student Code of Conduct herein for more information on rule violations, disciplinary actions and the appeal process.

## **B. Mental Health Referral and Contact Information**

- Disability Support Services (DSS) 254-526-1195
- Student Life 254-526-1258/1259
- Student and Employee Assistance Program  
Substance Abuse Resource Center (SEAP/SARC) 254-526-1166
- Campus Police 254-526-1427
- Housing Manager 254-526-1490
- Risk Management 254-526-1347

Liaison between the Director of Student Life, the SEAP, the DSS Office, the Campus Police Department and Risk Management can help determine the best course of action when students are reluctant or unable to acknowledge their mental health distress. This helps to ensure that such students are supported appropriately and that the institution's duty of care to the student is upheld.

## **C. Health Services and Student Insurance**

The College does not employ a nurse or physician. However, first aid kits are available in each building and the Student Life Office (Student Center Building 106, Room 130), or Campus Police (Building 137).

If you have a psychological or physiological problem, consult the Director of Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC).

Central Texas College does not provide or recommend insurance programs for students. The Student Life Office maintains a list of health insurance possibilities for students but does not recommend any insurance company.

## **D. Infections and Contagious Diseases – Duty to Notify**

Students are expected to report to Student Life all contagious and infectious diseases such as Tuberculosis, Methicillin-resistant Staphylococcus Aureus (MRSA) and Bacterial Meningitis they may have or know of another having. Appropriate precautions will be taken as the circumstances warrant to ensure the safety and well-being of the entire College community. Student Life will work with the student to make this situation as least disruptive as possible.

## **E. Immunizations and Disease Prevention**

Immunization is an integral part of your personal health care. A crucial part of the process is prevention - do something for yourself before you become ill. Don't be a part of the problem...be a part of the solution. Make sure that your immunizations are current now! For more information on immunizations, contact a physician, public health clinic, or military health services.

## **F. Bacterial Meningitis Requirement**

New students and returning students who enroll at Central Texas College on or after January 1, 2012 are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement may include students who enroll only in online or other distance education courses, who are 21 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code 51.9192. Some of these exemptions may not apply to those that live within on-campus housing. For more information, see "Important Information about Bacterial Meningitis" herein.

**1. Important Information about Bacterial Meningitis:**

This information is being provided to all new college students in the state of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

**2. What are the Symptoms?**

• High fever	• Severe headache
• Rash or purple patches on skin	• Vomiting
• Light sensitivity	• Stiff neck
• Confusion and sleepiness	• Nausea
• Lethargy	• Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention

**3. How is Bacterial Meningitis Diagnosed?**

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

**4. How is the Disease Transmitted?**

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions

**5. What are the Risk Factors?**

- Living in close conditions (such as sharing a room/suite in a dorm or group home).
- Sharing eating utensils, food, or drinks.
- Sharing cigarettes and toothbrushes.

**6. What are the Possible Consequences of the Disease?**

- Permanent brain damage
- Learning disability
- Gangrene
- Convulsions
- Kidney failure
- Hearing loss, blindness
- Coma
- Death (in 8 to 24 hours from exposure)
- Limb damage (fingers, toes, arms, legs) that requires amputation



## **7. Can This Disease be Treated?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters.
  - College students 25 years or younger.
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7 - 10 days to become effective, with protection lasting from 3 to 5 years.
- The cost of the vaccine varies so check with your health care provider.
- Check with your health care provider for more information.

## **8. How Can I Find Out More Information?**

- Contact your own healthcare provider.
- Contact the Bell County Health Office at 254-526-8371.
- Contact web sites: [www.cdc.gov](http://www.cdc.gov)

## **G. Measles (aka. Rubeola, Red Measles, Hard Measles, 10-Day Measles)**

Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons; therefore, you should have two doses of the vaccine before beginning classes. Most young adults have had only one dose.

## **H. Tetanus (aka. Lockjaw)**

Poison produced by tetanus bacteria causes an illness that is very difficult to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. Older adults develop tetanus in the United States because many adults do not receive the recommended 10-year boosters. The tetanus vaccine should be given in combination with the diphtheria vaccine.

## **I. Poliomyelitis**

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of world is planned, a physician should be contacted for specific recommendations.

## **J. Acquired Immune Deficiency Syndrome**

Acquired Immune Deficiency Syndrome (AIDS) was first described in the United States in 1981. Any occurrence of harassment or discrimination against a person known or suspected of being infected with HIV will not be tolerated by Central Texas College.

## **K. Bloodborne Pathogens**

Central Texas College District strives to provide the safest learning environment possible. However, you must accept responsibility for minimizing your exposure to blood-borne pathogens by reporting all potentially unsafe conditions and by practicing this universal precaution: Treat all human blood and certain human body fluids as infectious for the Human Immunodeficiency Virus, the Hepatitis B Virus, and other blood-borne pathogens.

A sharps container is available in the Nursing Building, Bldg. 155, Nursing Labs, for those individuals having a medically documented need for injections while on Institutional grounds (i.e. insulin injections.) All contaminated needles or sharps are to be placed immediately, or as soon as possible, after use into a sharps container. Do not dispose of needles or sharps in trash containers.

# XI. Security and Safety

## A. Student Modes of Transportation

Although alternative modes of transportation on campus are encouraged, certain exceptions and regulations on their use apply.

### Definitions:

**Motor Scooter** – a self-propelled vehicle with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor not exceeding 40 cubic centimeters; a deck designed to allow a person to stand or sit while operating the device; and the ability to be propelled by human power alone.

**Bicycle** – a device that a person may ride that is propelled by human power and has two tandem wheels at least one of which is more than 14 inches in diameter.

**Rollerblades** – shoe or device attached to a shoe, having a set of wheels (includes roller skates).

**Skateboard** – non-motorized device where two or more wheels are attached to a platform upon which a rider stands.

**Pedestrian** – a person on foot.

Motor scooters and bicycles on campus are subject to motor vehicle laws and regulations outlined by the Texas Transportation Code. Motor scooters must be registered and the operators licensed according to the Texas Transportation Code. All state laws concerning the operation, movement and storage to include parking of the above vehicles are in full force and effect while on college property.

Rollerblades and skateboards as defined, or any variance thereof, are strictly prohibited from being operated on all property, to include all grounds and buildings owned or occupied by Central Texas College District unless otherwise posted.

Vehicle operators shall yield the right-of-way to a pedestrian crossing a roadway in a crosswalk. A pedestrian shall yield the right-of-way to a vehicle if crossing a roadway at a place other than a marked crosswalk. The operator of a vehicle approaching from the rear of a vehicle that is stopped at a crosswalk to permit a pedestrian to cross a roadway may not pass the stopped vehicle. Anyone found in violation of this regulation may be subject to state law penalties and/or campus disciplinary action.

## B. Emergency Evacuation Procedures

When an alarm sounds, immediately evacuate through the nearest exit, assisting individuals with mobility issues.

### DO NOT:

- Delay to pack up and collect belongings.
- Use elevators.

Go to the designated meeting place for your class or department. Stay at least 300 feet from the affected building(s).

## C. Emergency Lockdown Procedures

Comply immediately when instructed to lock down or take shelter.

### 1. Violence on Campus:

Immediately get in a room, close and barricade the door, close windows and blinds, turn off lights, silence cell phones, and remain quiet. Quietly call 911 (if able) to report the emergency. **DO NOT** open the door to let others in or out until given the “**all clear**” by police or someone in authority known to you. **DO NOT** evacuate if fire alarm sounds, unless you know for certain a fire exists.

### 2. Tornado/Weather:

Immediately move to an interior room with no windows, close door and stay in place until given the all clear by police or administration.

Students who willfully do not comply with the emergency evacuation and lockdown procedures will be identified; their ID card may be confiscated, and may be subject to disciplinary action.

For additional information about campus emergency evacuation or lockdown procedures refer to Central Texas College District’s Safety Policies and Procedures Manual, Policy 110 & 111.

## D. Hazing

### Definitions:

**Hazing:** According to state laws, “hazing” means any intentional, knowing, reckless act, or failure to report acts, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

This includes, but is not limited to:

- Any type of physical brutality, such as whipping, striking, etc.;
- Physical activity, such as sleep deprivation, exposure to the elements, etc.;
- Any activity involving consumption of a liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity in violation of state or federal laws that intimidates the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution;
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

**Pledge:** Any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in a club/organization.

**Pledging:** Any action or activity related to becoming a member of a club/organization.

**Organization:** A club, fraternity, sorority, association, corporation, order, society, corps, or service, social, or similar group, whose members are primarily students.

**1. Personal Hazing Offense Under State and Federal Laws:**

A person commits an offense if the person:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving a student an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Director of Student Life & Activities or other appropriate official of the institution.

Failure to report firsthand knowledge of a hazing event violates state laws.

**2. Clubs/Organization Hazing Offense:**

A club/organization commits an offense if the club/organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. An offense will be addressed administratively and criminally.

**3. Consent Not a Defense:**

It is not a defense to prosecution of an offense that the person against whom the assault or hazing was directed consented to or acquiesced in the activity.

**4. Immunity from Prosecution Available:**

It is possible that in the prosecution of an offense the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Director of Student Life & Activities or other appropriate official of the institution may be immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity could extend to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

**E. Curfew and Loitering Policy**

The safety of the entire college community is a primary concern of the Central Texas College District Administration. The Campus Police determine curfew times for certain restricted areas on campus including, parking lots, housing, all parks, the duck pond and any other rural property owned or under the control of the college district. Curfew times for these areas vary with time change but are always enforced during the hours of darkness.

All camping, sleeping, sit-ins and overnight stays on college owned or controlled property, not previously authorized by campus police are strictly prohibited.

Loitering on college-owned or controlled property, including buildings and parking lots, is prohibited. Loitering on college premises is defined as lingering idly or aimlessly in any area of the campus without official authority. Hanging around in clusters and creating or causing unusually loud and disturbing noises and/or wandering aimlessly about campus (especially around the residence hall) between the quiet hours of 11:00 p.m. and 6:30 a.m. is a violation of college policy. Anyone identified loitering on campus may be cited for violation of the loitering policy, asked to leave or arrested, and/or may be reported to the Director of Student Life Activities for disciplinary action.

## **F. Trespassing**

It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any institution of higher education.

## **G. Unauthorized Persons; Refusal of Entry, Ejection, Identification**

The governing board of a state institution of higher education or its authorized representatives, Campus Police and/or administrators, may refuse to allow persons having no legitimate business to enter on property under the board's control, and may remove any undesirable person from the property on his/her refusal to leave peaceably on request. Upon request identification may be required of any person anywhere on the property at any time.

## **H. Emergency Warnings**

The Central Texas College District's Community Relations and Marketing Department coordinates and manages all information and media communication involving events and activities relating to the college district.

This institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Each student is enrolled in the no cost Central Texas College's Emergency Alert System. This system is used to make notification in the event of a campus emergency and provide ongoing updates to the event.

Warnings may be withheld if they would compromise efforts to contain the emergency; however, every effort will be made to issue crisis warnings without any delay following confirmation of an emergency.

## **I. Emergency Messages**

The Student Life Office or Central Texas College Police will deliver emergency messages to students who are in class. For more information call 254-526-1258.

## **J. Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Central Texas College Administration or the Chief of Police constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college faculty/staff email system, through the Central Texas College Emergency Alert Broadcast System (see above) and the Central Texas College Campus Police web page.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community and its individuals, the Office of the Campus Police may also post a notice on the Central Texas College website at: [www.ctcd.edu](http://www.ctcd.edu), providing the college community with more immediate notification. In such instances, a copy of the notice is posted in Morton Hall, Bldg. 120 and also available at the Office of the Campus Police. Anyone with information warranting a timely warning is to report the circumstances to the Campus Police, by phone 254-526-1427 or 254-526-1200 or in person at the Campus Police Department, Bldg. 137, directly behind Student Services Bldg. 119 on Main Campus.

## **K. Zero Tolerance Policy**

*Central Texas College District is a Violence, Weapon, Discrimination and Harassment Free Zone.*

A zero tolerance policy is one which requires an appropriate penalty be imposed based on the individual circumstances. It is, as it states, intolerant of the prohibited behavior. As part of a "zero tolerance policy", Central Texas College District will take appropriate disciplinary action for every illegal or unauthorized



weapon, threat, incident of hazing, stalking, harassment, or discrimination, sexual misconduct, and/or violent act that is reasonably substantiated through investigation. Central Texas College District may also take disciplinary action for certain violations reported off campus to the extent these violations may have an impact on the campus. This includes, but is not limited to violations that pose an ongoing danger to students or may cause harm to the campus community, including violent crimes, hate crimes, disturbing or threatening actions, sexual assault and/or misconduct, and illegal conduct.

Inappropriate behaviors include, but are specifically not limited to:

- Verbal, written, or acts of harassment/discrimination to include sexual harassment/discrimination, and stalking
- Acts or actions which can be interpreted as physical assault, including sexual assault and/or sexual misconduct
- Hazing or dangerous initiations
- Threats or actions to harm someone or endanger the safety of others
- Behaviors or actions interpreted by a reasonable person as having potential for violence and/or acts of aggression
- Threats to destroy or the actual destruction of property
- Unlawful possession of firearms, knife, or any dangerous weapon, drugs, and/or alcohol (to include being under the influence of prohibited drugs or alcohol)

## **L. Weapons on Campus**

Texas law prohibits the possession of illegal firearms, illegal knives and other prohibited weapon (as defined below) on the premises of an educational institution except for persons who are legally licensed and authorized to carry a concealed weapon. Possession of an unauthorized weapon, firearm or an open carried hand gun on college premises is a third degree felony; excluding authorized law enforcement officers in the actual discharge of his/her duties. See our website for additional information.

### **1. Simulated Weapons:**

The limited use of simulated weapons under specific circumstances may be authorized for special events only.

Simulated weapons shall only be constructed of these materials only:

1. Corkboard
2. Cardboard
3. Foam
4. Plastic
5. Paper/paper-mâché

No simulated weapon constructed of metal or metal parts will be allowed, including, but not limited to: any simulated weapon with a blade, simulated hand guns or simulated long guns.

All simulated weapons capable of firing projectiles must be rendered inoperable, excluding non-modified Nerf guns.

Simulated weapons must be inspected no less than 5 business days in advance of the event by Campus Police, located in Building 137. Inspections may also be verified on the day of the event at CTCD's discretion. Once approved, the CTCD Police will tag the simulated weapon and the weapon must show the most recent inspection date for the event.

All simulated weapons must clearly be imitation. All “real looking” simulated weapons are prohibited and subject to confiscation.

Any exceptions to the simulated weapons policy must be approved by the Campus Police and Risk Management at least 14 business days prior to the event

## **2. Weapons Policy:**

In accordance with Texas Penal Code §46.03 or applicable state laws of the campus location or site, other than Texas, all use, storage, carrying or possession of a firearm or other weapon, concealed or otherwise, other than a handgun authorized under CTCD Safety Policy 131, is prohibited on campuses and at all college events. Go to the Faculty & Staff page of the Central Texas College website and click on Risk Management to access Policy 131 and the full Safety Policy and Procedures Manual.

This policy does not apply to:

1. Licensed Law Enforcement Officers.
2. Students enrolled in, and while participating in, CTCD-authorized courses utilizing weapons.
3. Managers/supervisors and instructors authorized to utilize weapons for instructional purposes for CTCD-authorized courses.
4. To the extent there is a conflict, the CTCD locations on military installations shall follow the guidelines and procedures of the military installation.
5. A Texas-recognized handgun license authorizing the carrying of a concealed handgun may create an exemption to this policy. See CTCD Safety Policy 131 or Human Resource Policy 716 for concealed carry requirements on Campus.

## **3. Student Information on Campus Carry and Senate Bill 11:**

As of August 1, 2017, Individuals authorized to carry a handgun in the state of Texas, including CTC students, may carry a concealed handgun while on campus unless prohibited by state or federal law, or by CTC policy. Open carrying of handguns is always prohibited on CTC campuses and individuals who do not possess a Texas approved License to Carry (LTC Holders) are prohibited from carrying a handgun on CTC campus. LTC Holders are responsible for knowing areas where carrying a concealed handgun is prohibited where notice is not required to be posted. LTC Holders may not carry a concealed handgun while intoxicated.

An LTC Holder carrying a handgun on campus must at all times have the handgun in a holster that completely covers the entire trigger guard area. The holster must have sufficient tension or grip to retain it in the holster, even when jostled or shaken.

LTC Holders who carry a handgun on campus must carry it on or about their person at all times in a secure and concealed manner, or secure the handgun in a concealed manner in a locked, privately owned or leased motor vehicle. In compliance with Texas Penal Code §46.035, a LTC Holders may not carry a handgun that is partially or wholly visible on campus, regardless of whether the handgun is holstered. Partially or wholly visible is defined as any portion of the actual handgun being visible, but does not include merely a visible outline of a handgun otherwise properly concealed.

All concealed handguns brought on campus must be holstered and be on or about the LTC Holder’s person, which requires that at all times the handgun must be within arm’s reach of the LTC Holder without him/her materially changing their position.

Storage of any weapon, including handguns, is prohibited on CTC campus and premises, to specifically include any CTC lockers. Handguns may only be stored, out of sight, in the LTC Holder's personally owned or leased vehicle.

*Display of a Concealed Handgun.* An LTC Holder may not carry a partially or wholly visible handgun, or intentionally or knowingly display a handgun in plain view of another person, even if holstered, while on campus premises, including public driveways, streets, sidewalks or walkways, parking lots, or other parking areas.

*Requirement to Display License.* An LTC Holder must display his or her License to Carry a handgun when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code.

*Gun-Free Zones:* A location or area of campus, a building, or a room in which the possession of all weapons, specifically including a licensed concealed handgun, is prohibited and such location is identified as a Gun-Free Zone in accordance with Texas laws.

**Gun Free Zones By Law and/ or CTC Policy:**

1. All locations used for early childhood education, daycare, Pre-K-12 school learning or activities, and all areas and CTCD events predominately visited by minor children. TX Penal Code §46.03.
2. CTCD Mental Health care service locations, including individual and group sessions.
3. Areas for all sporting or interscholastic events. TX Penal Code §46.035.
4. Polling locations – to include early voting. TX Penal Code §46.03.
5. Locations where the Board of Trustees are meeting. TX Penal Code §46.035.
6. All Independent School District locations, Example: Shoemaker Center, Bldg. 113. TX Penal Code §46.03.
7. All other locations where the carrying of handguns is proscribed by Texas or federal law.
8. Mayborn Science Theater during events for minors, such as Cub Scout meetings, ISD events, minor's birthday parties, etc.
9. Sole occupant offices at occupant's discretion. Occupant must post a sign or give verbal notice to visitors that their office is a gun-free zone. An employee designating his/her office as a gun-free zone shall also be prohibited from having a handgun in that office. Occupant's duties that require them to meet with an LTC Holder will make reasonable arrangements to meet them in a location in which the LTC Holder is permitted.
10. Locations used to discuss discipline with a student or employee or hear grievances.
11. Morton Hall residence housing is a gun-free zone as to all areas, with the exception of the study room, lobby and lounge, game room and T.V. room. This will not prevent the parents of dorm residents or CTC staff frequenting Morton Hall to conduct CTC business from carrying a concealed handgun into dorm rooms in accordance with this policy.
12. Locations where dangerous materials or chemicals are stored or used, such as science laboratories, facilities chemical storage locations, power plant, etc.
13. CTCD owned, rented or leased vehicles when used to transport only minors or for transportation for sporting or interscholastic events.
14. Areas containing critical college infrastructure.
15. Areas where contractual or licensing obligations require exclusion of firearms.

A student who possesses an item or material in violation of the campus carry and weapons policy may be subject to discipline under the Student Code of Conduct, up to and including expulsion, for the first occurrence. Any person in violation of the policies, which also constitutes a violation of Texas or federal criminal laws, may be subject to arrest and prosecution, in addition to disciplinary action.

It is the responsibility of the license holder to be familiar with campus carry laws, gun free zones and required signs prohibiting the carrying of a concealed weapon.

Direct link to all campus carry information and policies can be found at: <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-carry-implementation/>

## **M. Off-Campus Criminal Activity**

When a Central Texas College student is involved in an off-campus offense, or investigation, Central Texas College police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Killeen and Copperas Cove police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate areas surrounding campus. Central Texas College operates no off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods surrounding the college. Killeen and Copperas Cove police have primary jurisdiction in all areas off campus. Central Texas College officers can and do respond to incidents that occur in close proximity to campus.

Central Texas College police officers have direct communications with city police departments, fire departments, and ambulance services to facilitate rapid response in any emergency situation. Any student who violates the Central Texas College Student Code of Conduct or local, state or federal laws off campus that impacts the College may be subject to disciplinary action up to and including expulsion from college. Students whose behavior constitutes a violation of the Student Code of Conduct and federal, state or local laws not otherwise enumerated herein may be accountable to both the College and civil/criminal authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending.

## **N. Campus Policy on Reporting Missing Residential Students**

The establishment of procedures for the college's response to missing residential students, as required by the Higher Education Opportunity Act (HEOA) of 2008 applies to all students who reside in any on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if:

- The person's absence is contrary to his/her usual pattern of behavior; or
- Some unusual or unexplained circumstance may have caused the absence.

Such circumstances could include, but are not limited to:

- Suspicion that the missing person may be the victim of foul play;
- Past expression of suicidal thoughts;
- Is or may be drug dependent;
- Has been with or is acquainted with persons who may endanger the student's welfare.

### **1. Procedures for Designation of Emergency Contact Information: Students age 18 and above and emancipated minors**

Residential students will be given the opportunity after registering for classes and upon moving into on-campus housing, to designate individual/individuals to immediately be contacted by the college, but not more than 24 hours after the time the student is determined to be missing, in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student.

### **Students under the age of 18**

In the event a residential student who is not emancipated is determined to be missing, the college is required to notify a custodial parent or guardian immediately, but not more than 2 hours after the student is determined to be missing in accordance with the procedures set forth below.

The Manager of Morton Hall shall maintain up to date emergency contact information for all on-campus residential students, and shall be aware of and comply with the requirements of the procedures for reporting missing residential students as required in Higher Education Opportunity Act (HEOA).

#### **2. Official Notification Procedures for Missing Residential Students:**

Any individual on campus who has information that a residential student may be missing is to notify the Campus Police immediately.

The Campus Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (physical description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. The Central Texas College District Administration shall be notified immediately after the report is received.

If the above actions are unsuccessful in locating the residential student or it is immediately apparent that the student is actually missing (e.g., witnessed abduction, signs of foul play), the Campus Police will initiate a missing person report and take charge of the investigation.

The Campus Police or the Director of Student Life Activities will notify the emergency contact person (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) that the student is believed to be missing.

#### **3. Campus Communications about Missing Residential Students:**

In cases involving missing residential students, Campus Police shall coordinate with the Central Texas College District Office of Community Relations and Marketing, who are best situated to provide information to the media, to elicit public assistance and information in the search for a missing residential student. Information regarding missing residential students will be initiated and verified by Campus Police and pertinent information disseminated through the Office of Community Relations and Marketing, unless other arrangements are warranted. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to Community Relations and Marketing, who may refer such inquiries and information back to Campus Police. Contact shall also be made with the Central Texas College District's Office of Community Relations and Marketing to initiate a campus wide emergency broadcast alert message.

#### **4. Issuing a Timely Warning:**

Once a report of a missing person is received, the Chief of Police may disseminate a campus wide "timely warning" should the circumstances potentially place other members of the campus community in danger.

### **O. Campus Police - Security Services**

*Building 137*

*254-526-1200 - automated information line*

*254-526-1427 - on duty officer*

*911 - all emergencies*



**1. General Information Police:**

The office of the Campus Police is located in Building 137. To contact the campus police non-emergency line dial extension 1427 from any on-campus office phone. To contact the campus police when off campus or by cellular phone dial 254-526-1427. In case of emergencies, dial 911.

**2. Emergency Medical Calls:**

Central Texas College police officers are trained as first responders in stabilizing patients, administering CPR and first aid, and in the use of an Automated External Defibrillator (AED). For medical emergencies call 911 and notify campus police. The campus is serviced by the Killeen and Copperas Cove EMS ambulance services in cases of medical emergencies.

**3. Fire:**

All campus buildings are equipped with internal fire alarm systems. In the event of a fire or possible or suspected fire, the fire alarm should be activated and notification should be made to the campus police and 911. The campus is serviced by the Killeen or Copperas Cove Fire Department.

**4. Parking and Campus Vehicle Registration Information:**

The Texas Education Code and the Central Texas College District Board of Trustees give the Central Texas College Police Department the authority to regulate parking and traffic on campus and to issue parking permits and citations. Each person operating a motor vehicle or motorcycle as defined by the Texas Transportation Code, on campus shall be held responsible for obeying all campus parking regulations as well as all state parking and traffic laws.

Central Texas College considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking to accommodate all vehicles. Central Texas College will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources. Reserved parking rules are enforced 6:00 a.m. – 6:00 p.m. Monday through Friday only.

Central Texas College does not assume any liability for motor vehicles while on campus.

**5. Motor Vehicles and Parking:**

Student, staff and guest parking is available in parking lots throughout campus except where marked “No Parking”, “Reserved”, “Maintenance”, “Official Use”, or “Adjunct Faculty”, or where temporarily designated for a special individual or activity. The entire vehicle must be within the boundaries of the marked space indicated by the painted yellow or white lines. Reserved parking spaces are limited to full-time employees only. The vehicle owner/driver will be responsible for finding a legal parking space, and the lack of parking spaces close to where the student or staff member works or attends class is not a valid excuse for violating any parking regulation. Students are never allowed to park in “Reserved”, “Maintenance”, “Visitor”, “Official Use”, or “Adjunct Faculty” spaces between the hours of 6:00 a.m. and 6:00 p.m.

Vehicles parked in violation of any state law, rule or regulation regulating parking on campus will be cited and can be immobilized or towed to a storage facility, all charges incurred become the responsibility of the vehicle owner or operator. Motorcycles must obey all parking regulations; parking outside lines provided, on grass, on a cement median, in drainage ditches or at the end of a row of parking spaces in a striped off area is strictly prohibited.

## **6. Handicapped Parking:**

Only those persons who have an official disabled person placard hung on the rearview mirror, or an official disabled person license will be allowed to park in a disabled space. By law those individuals who are Veterans of the US Military and have Disabled Veteran license plates may legally occupy handicapped spaces on campus. Those individuals who misuse disabled parking privileges will be issued a Justice of the Peace Citation. The Campus Police reserve the right to verify the identity of the owner of a handicapped placard or disabled plate.

## **7. Parking Permit:**

All students (full or part-time) attending Central Texas College, including continuing education and distance education students who test on campus, who park a motor vehicle on either the Central Texas College Main Campus and/or the Fort Hood Campus, regularly or occasionally, and all CTC faculty and staff members are **required** to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime during normal business hours and can be obtained at the CTC Police Department, Building 137, directly behind Student Services, building 119. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations.

Students and staff may park in any of several parking lots across Central Texas College Main Campus. Parking spots marked “Reserved”, “Official Use Only”, “Adjunct Faculty”, or special reserved spaces for an individual or activity are restricted from use by all students during normal business hours. From 6:00 pm to 6:00 am Monday-Friday, and all day Saturday and Sunday, all reserved parking spaces are available for use by everyone on a first come, first served basis. Parking spots marked “For Official Use” or “Official Use Only” are intended for CTC staff members only and require a special parking placard displayed on the dash board of the vehicle at all times when parked in an OUO space; with time limited for use to no more than two hours.

All CTC students, faculty and staff members, including adjunct faculty, are required to obtain a parking permit for any vehicle they drive and park on campus, including those having a reserved parking space. State vehicle registration documents, current CTC ID card, and a valid driver’s license are required to register a vehicle to park on campus. Parking permits are issued at no charge; however failing to display a CTC parking permit, as required, can result in a \$25 fine.

### **CTC Students, Faculty and Staff are required to:**

- Register all their vehicle(s) with the CTC Police Department (permits are free).
- Properly display and/or affix the parking permit to the vehicle, as instructed.
- Become familiar with and abide by parking and traffic rules and regulations on campus.
- Report any temporarily disabled vehicle to the campus police office at 254-526-1427.
- Obtain a temporary parking permit when using a temporary means of transportation such as a rental car or when driving a new vehicle with temporary license plates.

## **8. Display of Parking Permit:**

Parking permits shall be placed on the outside lower-left corner of the vehicle’s rear window, clearly visible to the officer and not obstructed. Motorcycles shall display the parking permit on the front fork or windshield of the vehicle. Parking permits are not transferable from one vehicle to another. Permits are available anytime during normal business hours at the CTC Police Department, Building 137, located behind the Student Services (registration) Building 119.

## 9. Traffic Parking Violations and Fines:

Person's found to be in violation of Texas traffic laws on campus will be cited for those violations and issued a Justice of the Peace citation to the appropriate county (Bell or Coryell) in which the offense occurred. Those fines will be assessed by the appointed Judge in the Justice of the Peace court. Students accumulating three citations during their enrollment at Central Texas College may be placed on disciplinary probation. Continued parking offenses will lead to suspension of campus driving privileges and may result in the student's dismissal from college. Referrals for repeated campus citations are directed to the Director of Student Life and Activities.

Upon receipt of a Campus parking citation, individuals must contact the Central Texas College Police Department, Building 137, within 10 working days of the date of the citation to make arrangements to pay the fine or submit a written appeal. Failure to pay parking fines will prevent the student from registering for class, receive copies of transcripts or grades, or obtain a degree from Central Texas College. Late fees will be assessed if the citation goes unpaid after the initial due date. Payment extensions can be approved by calling the campus police office at 254-526-1427, prior to the due date. Payment plans for overdue citations are not accepted.

The following parking violations will be assessed a fine of \$25.00 for *each* violation cited on a campus parking citation: (this list is not all inclusive)

- Parked within 15 feet of a fire hydrant
- Parked blocking handicapped ramp
- Parked in a cross walk
- Parked in red/fire zone
- Parked in a loading zone
- Parked blocking drive-way or thoroughfare
- Improper/Unsafe parking
- Parked left wheel to curb/more than 18" from curb
- Parked in a reserve space (6:00 a.m. – 6:00 p.m. M-F)
- Parked within 20 feet of an intersection
- Parked outside lines provided
- Parked in a maintenance space, or Official Use Only space
- Parked on the grass or landscaping

Multiple violations will reflect an aggregated total amount due. For example, parked in a reserved space (\$25) and parked outside lines provided (\$25) = total amount due is \$50.00.

Speed limits on campus vary and are posted accordingly. Speed limits in all parking lots shall not exceed 10 miles per hour. All Campus Police vehicles are equipped with operational speed detection devices (radar). A student, faculty or staff member or guest guilty of violating a posted speed limit on campus will be assessed a fine of \$25.00 plus \$1.00 per mile for each mile in excess of the authorized speed limit if issued a campus citation. Speeding violations in excess of 10 miles per hour over the posted speed limit will be referred to the applicable Justice of the Peace court for disposition.

If the student has the same family name or home address as the registered owner of a vehicle for which a campus citation has been issued, the citation and accompanying violation charges and fees will be recorded in the student's name.

Unpaid charges for parking violations are recorded in either:

- The name of the person who has previously paid parking citation charges on the same vehicle;
- The registered owner or driver;
- A member of the same household, current or former student/employee, or
- Any combination of the above.

#### **10. Appeal Process (Campus Citation Only):**

If a person receives a citation and believes it is unwarranted, he/she may enter a plea of *Not Guilty* at the Central Texas College Police Department, Building 137, and complete an appeal form. All appeals must be requested in person and filed prior to the citation due date. All appeals will be reviewed by the Chief of Police or his/her designee for disposition. Upon an appeal being denied by the initial authority, further appeals must be requested at the Campus Police office by the date indicated on the appeal decision letter.

Students have the right to further appeal any parking citation to the Director of Student Life and Activities, who has final determination of the appeal. No further appeals are available beyond the Student Life and Activities Director's review. If an appeal is not submitted within the above prescribed time, the recipient loses his/her right to appeal his/her campus citation.

#### **11. Justice of the Peace Citations:**

Appeals or pleas of not guilty to a Justice of the Peace citation must be presented to the appropriate Justice of the Peace Judge in the court designated on the bottom of the J.P. citation and according to the Court's rules.

#### **12. Abandoned Vehicles:**

Vehicles left on campus for a period of 48 hours or more will be considered abandoned unless prior approval for overnight parking is given by the Campus Police. The vehicle will be tagged and if not removed within the specified time period, it will be inventoried and towed to a vehicle storage facility for further disposition. All towing and storage charges incurred will be the responsibility of the owner.

### **P. Crime Prevention**

Crime prevention and awareness at Central Texas College requires the involvement of all members of the college community. The Central Texas College Police Department strives to provide leadership and direction for this effort through programs ranging from crime prevention seminars to on-site inspections. Central Texas College police officers participate in many crime prevention and awareness presentations each academic year.

Central Texas College Police Department crime prevention programs stress campus community awareness through the dissemination of materials and presentations to familiarize students, faculty, and staff of their individual responsibility to help reduce criminal activities. Presentations, posters and handouts are all utilized in an effort to make all members of the campus community aware of the potential for crime. The campus online student newsletter "In the Loop" and the Central Texas College staff NEWSLINK are used for presenting crime information to the campus community, which includes the occurrence of serious crimes on the campus. Security awareness and crime prevention programs are based upon a dual concept of eliminating and minimizing criminal opportunities, when possible, and encouraging students, faculty and staff to share safety responsibilities. Crime prevention and sexual assault prevention programs are presented on campus each semester.

Topics covered in these presentations include:

- Sexual offenses, including sexual misconduct, harassment, and stalking;
- How to report offenses;
- Who to contact;
- How offenders choose victims;
- Prevention practices;
- Parking lot safety;
- What to do if assaulted;
- Victim services and/or
- Shots Fired – What to do if there is a shooter on Campus.

## **Q. Campus Crime Prevention Programs**

### **1. Operation Identification:**

To discourage theft on campus under this program, personal property items are engraved with the owner's personal identification number, known as an "owner applied number."

### **2. Campus Escorts:**

Courtesy Campus Police Department escorts are provided to anyone desiring the need for additional safety when walking to or from their class, on-campus residence, or vehicle.

### **3. Vehicle Assistance:**

The Campus Police will assist your stranded vehicle with a courtesy jump start or unlock if you accidentally lock your keys inside. A tire inflation device is also available if your tire is low on air.

### **4. Child Identification and DNA Kit:**

Complimentary fingerprinting of your child and self-processed DNA kits are available upon request to the student parent.

### **5. Crime Reporting:**

All incidents of crime, alleged crime, violence, rape, date rape, sexual assault, or other sex offenses occurring on campus are to be promptly reported to the Campus Police. Crimes and criminal activity are investigated and a written report maintained in the office of the campus police. Patrol officers maintain a written daily log of all criminal activity observed or reported which includes the nature, date, time and general location of each crime and the disposition of the complaint if known. For more information or to report crime or criminal activity on campus, contact the office of the Campus Police at 526-1427. The Central Texas College Police Department also disseminates crime information through the Campus Crime Alert Bulletin as a part of the Central Texas College Police Department Community Oriented Policing Program.

### **6. Sex Offenders:**

Information regarding registered sex offenders as set forth by the Violent Crime Control and Law Enforcement Act is available by accessing the Texas Department of Public Safety Sex Offender website at: <https://records.txdps.state.tx.us/SexOffender/>. You can also contact the office of the Campus Police for information on registered sex offenders or how to register as a sex offender. Registered sex offenders have seven (7) days from the first day of class to make contact with the Campus Police to register on Campus as a sex offender.

Texas Code of Criminal Procedure, Chapter 62, Article 62.153 states:



(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) an 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.

The authority for campus security at Central Texas College is: Mary G. Wheeler, Chief of Police.

## **XII. Sexual Assault and Other Prohibited Violence**

### **A. Prohibition of Dating Violence, Domestic Violence, Sexual Assault, and Stalking Policy Statement**

It is the policy of the Central Texas College (“College”) to provide an educational and work climate that is conducive to the personal and professional development of each individual. In accordance with state and federal laws, Central Texas College prohibits discrimination on the basis of sex, sexual orientation, gender, or gender identity. Therefore, the College will not tolerate sexual misconduct of any form, to include but not limited to: dating violence, domestic violence, sexual assault and stalking. Students, faculty, staff, vendors, contractors, and third parties should be aware that these unacceptable behaviors (“prohibited conduct”) are a flagrant violation of the values and behavioral expectations of Central Texas College and individuals who engage in

such conduct will be subject to disciplinary action by the College as provided in this policy, notwithstanding any action that may or may not be taken by the civil or criminal authorities. Central Texas College *strongly* encourages prompt reporting of any incident related to these offenses.

It is expected that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect, open communication, and clear consent. Responsible Employees of Central Texas College (as defined below) are *required* to promptly report incidents of prohibited conduct as provided in this policy. All reported violations within the jurisdiction of the College, including sexual assault, harassment, and retaliation, will be investigated promptly, fairly, and impartially and, as warranted, will be resolved through appropriate college disciplinary and grievance processes and/or criminal proceedings in accordance with applicable state and federal laws. Central Texas College is committed to addressing and ultimately reducing or eliminating sexual violence by providing resources for prevention, education, support, investigations, and a fair disciplinary process.

### **Definitions:**

**Bystander Intervention:** As defined in the 2013 Violence Against Women Reauthorization Act Amended (VAWA), bystander intervention is the “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.”

**Coercion:** Coercion transpires when sexual activity occurs devoid of legal and appropriate consent. Sexual coercion is defined as the use of manipulation, intimidation or threat to force someone to have sex.

**Complaint:** A signed document or other report, including verbal reports (if appropriately acknowledged), alleging a violation of this policy.

**Complainant:** A person who submits a complaint alleging a violation of this policy.

**Consent:** According to Texas state law, there is no “implied” consent. Consent is an affirmative, unambiguous, voluntary and conscious decision by each involved participant engaging in a specific agreed-upon sexual activity. The consent has to be “ongoing” throughout the sexual contact and can be revoked at any time and for any reason. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent is active, not passive and silence or the absence of resistance – in and of itself – cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions generate mutually understandable permission regarding the conditions of the sexual activity. Instances involving intoxication, lack of consciousness, or drug use of any of the involved participants does not automatically render consent null and void. Incapacity to provide effective consent may also result from mental disability, intellectual disability, unconsciousness or sleep. A person giving consent must be of legal age (17 in the state of Texas), sound mind, and fully cognizant of their surroundings and the situation.

Examples of when a person should know the other is incapacitated include, but are not limited to:

- the amount of alcohol, medication or drugs consumed, or
- imbalance or stumbling, or
- slurred speech, or
- lack of consciousness or inability to control bodily functions or movements, or
- vomiting.

Sexual activity and intimacy must be consensual, otherwise, it is sexual assault!

**Dating Violence:** Under Title 4, Chapter 71 of the Texas Family Code, “dating violence” means an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim (1) with whom the actor has or has had a dating relationship; or (2) because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and the act is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. “Dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature and the existence of such a relationship shall be determined based on consideration of:

- the length of the relationship;
- the type of the relationship; and
- the frequency of interaction between the persons involved in the relationship.

Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Domestic violence is a pattern of abusive behavior that one person in an intimate partner relationship uses to maintain power and control over the other. This is a violent misdemeanor and felony crime and is committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common without being married;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas; or
- 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 Texas.

Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone. There is often a pattern or repeated cycle of violence.

**Respondent:** The person designated to respond to a complaint. Generally, the respondent is the person alleged to be responsible for the prohibited conduct alleged in a complaint.

**Responsible Employee:** Pursuant to Title IX, a “responsible employee” is a College official, administrator or supervisor. A responsible employee has the duty to promptly report incidents of sex discrimination, sexual harassment, sexual misconduct, dating violence, domestic violence, sexual assault, and stalking to the Central Texas College Title IX Compliance Officer or other appropriate College designee. Responsible employees are not confidential reporting resources.

**Retaliation:** Any attempt to penalize or take adverse actions against a person for reporting and/or participating in a complaint or the investigation, proceeding, or litigation of any act of sexual misconduct/violence. Texas strictly prohibits and will not tolerate reprisals or retaliation for reporting a violation of law.

**Sex Offenses (Sexual Violence):** Any physical sex acts perpetrated against an individual without consent, to include when a person is incapable of giving consent due to alcohol, drugs or disability. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion:

- **Rape (Forcible)** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.
- **Fondling (Forcible Sexual Contact)** – Intentional touching, no matter how slight, whether clothed or unclothed, of another person’s private body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part of the perpetrator, without consent and/or by force. It also includes forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. The victim

may also be incapable of giving consent due to age or temporary or permanent mental incapacity. This definition includes sexual battery and sexual misconduct.

- **Incest (Non-Forcible)** – Unlawful sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape (Non-Forcible)** – Unlawful sexual intercourse with a person who is under the statutory age of consent which is 17 in the state of Texas.

**Sexual Assault:** A sex offense that meets the definition rape, fondling, incest, or statutory rape.

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature. Sexual harassment is defined in the Central Texas College Policy No. 220 Anti-Harassment, Assault and Discrimination. All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

**Sexual Misconduct:** Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another, including but not limited to sexual harassment, sexual violence, stalking and any other conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment, or has the effect of threatening or intimidating the person against whom such conduct is directed.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her own safety or the safety of others and/or (2) suffer substantial emotional distress. A *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. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **B. Campus Policy Statement Addressing Preventing and Responding to Sex Offenses**

The College educates the staff and student community about dating violence, domestic violence, any form of sexual assault – including but not limited to acquaintance or date rape – and stalking through many different on-campus events each semester. Primary and ongoing prevention and awareness programming and training are designed to promote healthy gender relations through dialogue and education and to work toward the elimination of sexual violence. Domestic violence workshops are offered twice a year through the Student and Employee Assistance Programs/Substance Abuse Resource Center (SEAP/SARC) with a Domestic Violence Program on the horizon. The Police Department offers specialized sexual assault education and information programs to college students and employees upon request. Literature on date rape education, bystander intervention, risk reduction, and prevention is available through the Office of the Campus Police, the Director of Student Life and Activities office and through Student and Employee Assistance Programs/Substance Abuse Resource Center (SEAP/SARC), Risk Management.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Central Texas College District Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported as soon as possible directly to a campus police officer and/or to the Director of Student Life. Reports of incidents of sexual assault, dating violence, domestic violence, and stalking may also be made to the Central Texas College District Title IX Compliance Officer. Further, all Central Texas College District employees are obligated to report sexual misconduct of which they become aware, unless they have a legally recognized confidentiality privilege, such as physicians

and counselors. When making a complaint, a victim should include dates, times, places, witnesses, and specifics of what was said and done. The complaint should also list any proposed resolutions, accommodations or protections requested by the student regardless of whether the incident was reported to law enforcement. Filing a police report with a Campus officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers or other College personnel. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam) or may be helpful in obtaining a protection order;
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. A College representative from the Police Department or the SEAP/SARC will help guide the victim through the available options and support the victim in his or her decision. Central Texas College District will provide him or her written explanation of their rights and options – regardless whether the offense occurred on or off campus. Various counseling options are available from the College through the SEAP, which coordinates its efforts with support services outside the College system and can be obtained through the Rape and Sexual Abuse Center and the Victim’s Assistance Programs with both Bell and Coryell Counties.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in this Student Handbook. Disciplinary actions relating to sexual assault/sexual misconduct, allows the accused and the victim to have a support person, process advisor, and/or legal counsel present during all meetings/ proceedings, and/or disciplinary hearings. However, their role will be limited to being present only; they are not allowed to actively participate in the process (legal counsel can advise them whether or not to answer questions). Both the victim and accused will be informed in writing of a) the outcome of the hearing and b) Central Texas College District’s procedures to appeal the result of the disciplinary proceeding, if available, c) any change to the result, and d) when the results of the investigation or disciplinary proceeding become final. A student accused of violating the College sexual misconduct policy could be criminally prosecuted in the state courts. While taken into account, whether criminal charges are dropped or whether the accused is found guilty or innocent in criminal proceedings does not automatically decide the resolution of the College disciplinary proceedings.

Investigations will be handled according to the *section Resolution of a Student Complaint of Sexual Discrimination or Harassment in this Handbook on page 49*, and in the case of an accused student, the Student Conduct Code. Any investigative or disciplinary proceedings that arise from a complaint of sexual assault, dating violence, domestic violence, or stalking will be determined by a preponderance of the available evidence. These proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and/or hearing process that protects the safety of victims and promotes accountability. The complainant, respondent, and appropriate officials will be provided timely and equal access to any information that will be used during the informal and formal disciplinary meetings and hearings. If found guilty, the accused may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **Confidentiality:**

Recognizing that confidentiality may be of the utmost importance to victims of sexual assault, dating violence, domestic violence and stalking, Central Texas College cannot guarantee confidentiality and must evaluate any request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory



environment. If a victim chooses to make a disclosure to Central Texas College District personnel, the victim should have informed expectations concerning privacy and confidentiality. The College will treat the information with the utmost sensitivity. Generally, information will only be reported to the appropriate personnel where necessary to provide accommodations and protective measures and ensure the safety and security of the campus community. Professional, licensed health care providers, mental health counselors and pastoral counselors are required to keep a victim's information confidential, unless permission is provided by the victim. Under certain state laws, mandate reporting may occur in the cases of minors, imminent harm to self or others, or a requirement to testify in a criminal case. Victims should be aware that resources are available to them that maintain complete confidentiality and these resources can be located through the SEAP.

**Harassment:**

In accordance with state and federal laws, Central Texas College is committed to providing an educational and workplace environment which will contribute to the personal, professional, and academic development of each individual. Faculty, staff and students should be aware that discrimination and harassment based on age, ethnic background, family status, gender, sexual orientation, disability, national origin, race, religion, veteran status or any other protected class under federal or state laws are prohibited. Prohibited harassment can take many forms to include verbal harassment, verbal or physical intimidation, stalking, and use of electronic devices to harass. To fulfill its mission as an institution of higher learning, Central Texas College encourages a climate that values and nurtures diversity and mutual respect.

Individuals who believe they have experienced harassment or discrimination are encouraged to contact the appropriate officials. Students should contact the Student Life Office at this campus; faculty should contact the Campus Dean; and staff members should contact the Office of the Director of Human Resources.

**Consensual Relationships:**

Faculty, administrators, and supervisory staff who evaluate academic performance or job performance place themselves at risk by entering into romantic or close social relationships with subordinates or students. Faculty and staff who choose to engage in such relationships should be sensitive to the possibility that they may unexpectedly be placed in a position of responsibility for the student's instruction or employee's evaluation. In addition, faculty, administrators, and supervisory staff should be aware that romantic or close social involvement with any student or subordinate employee could be subject to formal action if a complaint of inappropriate behavior is initiated. Even when both parties have consented to the development of such relationship, they can raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others; a faculty member or supervisor will be held accountable for unprofessional behavior.

**Other:**

Students wishing to file a grievance or complaint against an individual for any of the prohibited acts or for acts not included in one of the above categories may do so by following the preceding procedures.

**Retaliation:**

Retaliation for having suffered, made a complaint of discriminating, violent, or harassing misconduct, witnessing, participating in an investigation, or filing a grievance, or criminal or civil complaint, is prohibited. Central Texas College will not tolerate retaliation in any form against any faculty, staff, students or volunteer. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Any allegations of or questions about retaliation should be directed to the Office of Human Resources, Director of Student Life, or the Title IX Compliance Officer.

## C. Prohibition of All Forms of Sexual Harassment and Sexual Violence

Because Central Texas College has a commitment to an environment free of prohibited discrimination, sexual harassment is prohibited in accordance with federal and state non-discrimination laws, including Title IX of the Education Amendments of 1972. Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Harassment or violence based on sex is considered to be a form of discrimination. This policy covers students and all types of employees. It applies whether the alleged harasser is a Central Texas College employee, a fellow student, or visitor to the College, vendors, contractors, volunteers, and third parties acting as agents for the College and whether it takes place in the facilities of the College, at a class or training program sponsored by the College at another location, or elsewhere.

### Definitions:

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature, including sexual violence when it meets any of the following criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual – "Quid Pro Quo."
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member – "Hostile Environment."

Each situation must be considered in context to determine if sexual harassment has occurred. Conduct must be severe or pervasive in order to create a hostile environment; conduct may be inappropriate, unprofessional, offensive, or hurtful, yet not be harassment under this policy. The more severe the harassment, the less a pattern of harassment must be present. Conduct alleged to constitute harassment is evaluated from the perspective of a reasonable pattern. Sexual harassment may occur between persons of the same sex or members of different sexes.

**Unwelcome Conduct:** Conduct that is not requested or invited and is reasonably regarded as undesirable or offensive. "Sexual violence" includes, but is not limited to 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. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence is a form of unwelcome conduct. Examples of unwelcome sexual contact can be verbal, nonverbal, or physical in nature and can include, but are not limited to:

- Making sexual propositions or pressuring students for sexual favors;
- Touching of a sexual nature;
- Inappropriately displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Name calling and slurs;
- Spreading sexual rumors or rating other students as to sexual activity or performance;
- Circulating or showing emails or Web sites of a sexual nature; or
- Intentionally interfering with or physically restricting the movement of another individual

## **D. Resolution of a Student Complaint of Sexual Discrimination or Harassment**

### **Notice of Student Rights and Complaint Process:**

Students who believe they have observed or been the object of sexual discrimination or harassment or sexual violence have the right to file a complaint with the Director of Student Life or the Title IX Compliance Officer. All complaints of alleged sexual harassment or discrimination against students will be promptly investigated under the oversight of the College's Title IX Compliance Officer. Students may also file a complaint with the United States Department of Education Office for Civil Rights, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214-661-9600 (phone), 214-661-9587 (fax), [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov). Central Texas College prohibits retaliation against anyone for reporting discriminating or harassing behavior or for participating in discrimination or harassment investigations or lawsuits.

### **Investigation Process:**

Every student and every person against whom a complaint is made is entitled to due process. Therefore, the College's investigation will include interviews with all relevant persons including the complainant the alleged harasser, and other potential witnesses. Based on a preponderance of evidence, the investigation will determine the appropriate course of action. Central Texas College District will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

### **Informal Resolution Option:**

The College recognizes that in some limited circumstances, voluntary informal resolution options may be an appropriate means of addressing some behaviors reported under this policy when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation, but nonetheless is adversely affecting the workplace or educational environment. Informal resolution may include an inquiry into the facts, but may not rise to the level of an investigation. A request for informal resolution should be made within ninety (90) days of the date of the alleged incident to the Director of Student Life or the Title IX Compliance Officer. If the informal resolution process is deemed appropriate by the Director of Student Life and/or the Title IX Compliance Officer, the complainant will be provided assistance in informally resolving the issue. Methods for informal resolution may include, but are not limited to:

- Coaching the person on how to directly address a situation which is causing a problem;
- Mediation;
- Arranging a documented meeting with the alleged offender that involves a discussion of the Sex Discrimination and Sexual Harassment Policy;
- Aiding in the modification of a situation in which the offensive conduct occurred;
- Separation of the parties;
- Referral of the parties to counseling programs; or
- Conducting targeted educational and training programs

Documentation of the informal resolution will be retained as appropriate and kept confidential to the extent permitted by law. Resolved situations will be subject to follow-up after a period of time to assure that resolution has been implemented effectively. An informal resolution meeting shall not be considered a precondition for entering into a formal complaint resolution process.

### **Formal Complaint Resolution:**

In response to reports of discrimination or sexual misconduct in cases where the complainant does not wish to engage in informal resolution, where informal resolution is not appropriate, or in cases where attempts at informal resolution are unsuccessful, a formal investigation may be conducted. In such cases, the individual making the report shall be encouraged to file a written complaint that include dates, times, places, witnesses, and specifics of what was said and done. The complaint should also list proposed resolutions acceptable to the student. In cases where there is no written complaint, such as situations that involve third party complaint,

the Director of Student Life and/or Title IX Compliance Officer may initiate an investigation after making a preliminary inquiry into the facts, and will inform the person(s) who were allegedly harmed of the decision to initiate an investigation. The process used will be in accordance with the existing Central Texas College District Student Code of Conduct in this Handbook with the added procedures in cases of alleged sexual misconduct:

1. Throughout the process, the Title IX Compliance Officer shall be kept informed of all decisions and developments. In addition, before rendering a decision, the appropriate personnel must present notification, in writing, to the Title IX Compliance Officer for approval and/or revision.
2. Both the complainant and the respondent shall each have an informational meeting where the rights and protections afforded to them by Title IX, VAWA, and Central Texas College District are shared in person and in writing. In addition, individuals may ask questions and share concerns.
3. Both the complainant and the respondent must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding, procedures for an appeal, any change to the results, and when such results are final.

Both parties have the right to appeal the outcome of the conduct process according to the appeal procedures outlined in the accused person's disciplinary process.

## **XIII. Computer Usage**

### **A. Computer Ethics Guidelines**

Thousands of users share Central Texas College District computing resources on a daily basis. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt Central Texas College District business or the work of others. Therefore, you must exercise ethical behavior when using Central Texas College District resources.

Central Texas College District resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies. Anyone discovered misusing or abusing Central Texas College computers or not following the guidelines for computer use will be subject to college disciplinary action and/or criminal arrest.

### **B. Student Computer/Network Policy**

Performing any unauthorized, deliberate action that results in damage or disrupts a computing system (i.e. mainframe computers, minicomputers, microcomputers, laptops, mobile devices, networks, software, data, facilities, and related supplies), or alters its normal performance, or causes it to malfunction is prohibited. Internet use is for educational purposes only.

#### **1. Information Technology Security:**

- a. Users must read, understand, and adhere to all Central Texas College District policies and exercise good judgment in the protection of information resources. Students and guests will follow the rules posted within computer labs. If computer usage rules are not available, users should follow local, state, and national laws regarding computer and Internet usage. Users shall log off systems when they are finished.
- b. Central Texas College District is not responsible for privately owned systems (e.g., laptops) or data that becomes compromised due to wireless network usage. Users utilizing the Central Texas College District student/guest wireless network do so at their own risk and are encouraged to transmit sensitive data only when strong encryption becomes available.
- c. Central Texas College District provides open access to an unencrypted student/guest wireless network. Wireless access points not authorized and not managed by the IT Division are not permitted and will be shut down upon discovery by IT.

- d. Central Texas College District is not responsible for any illegal content that is received, transmitted, or stored by the user.
- e. Users gaining access to Central Texas College District resources via a virtual private network (VPN), the wireless network, or Outlook Web Access (OWA) are responsible for ensuring their systems are free of malware.
- f. Users should exercise caution when opening email and browsing the Internet, and should avoid opening unexpected or suspicious attachments.
- g. Users shall immediately report any suspected or known information security compromises to the IT Help Desk.

## 2. User Security Violations:

User violations include, but are not limited to:

- a. Interfering with the operation of anti-virus/malware detection software installed by the IT Division.
- b. Generating malicious or illegal traffic, or attempting to gain access to sensitive or personal data belonging to Central Texas College District or other entities.
- c. Engaging in any activity that is illegal under local, state, or federal law or laws of the applicable host country while utilizing Central Texas College District owned or leased resources.
- d. Examining, copying, modifying, or deleting files and/or data belonging to other users without their prior consent.
- e. Using Central Texas College District computer systems and/or networks to gain unauthorized access to remote systems.
- f. Making any intentional attempts to obtain unauthorized access to or otherwise interfere with the operation of network systems or programs.
- g. Willfully introducing computer malware into the Central Texas College District network.
- h. Intentionally operating any network-intensive application that overloads the network.
- i. Executing port scans, security scans, or any form of network monitoring which will intercept data not intended for you.
- j. Forging or attempting to forge electronic mail messages or header information.
- k. Attempting to read, delete, copy, or modify the electronic mail of other users.
- l. Sending or attempting to send harassing, obscene, or other threatening e-mail to another user.
- m. Making illegal copies of software licensed to Central Texas College District.
- n. Using Central Texas College District-owned computer accounts, computer and communications equipment, software, or networks for commercial purposes.
- o. Using software and hardware provided by Central Texas College District for work outside the teaching, learning, and professional mission of Central Texas College District.
- p. Modifying configuration options or installing additional software that may cause increased security vulnerabilities. For example, installing software or devices to allow remote access to a Central Texas College District-owned computer in such a way that would bypass existing security measures.
- q. Encroaching on others' use of shared computing resources. Such encroachment shall include, but is not limited to, creating a disturbance, displaying or disseminating offensive material, or otherwise interfering with others' use of shared computing resources.
- r. Connecting any wireless access devices to the campus network without prior approval from Information Technology.
- s. Attempting to decrypt system or user passwords or other encrypted information.
- t. Attempting to secure a higher level of privilege on network systems, or attempting to subvert the restrictions associated with your use of accounts and/or software.



# **XIV. Code of Conduct**

## **A. Students Rights and Responsibilities**

The Central Texas College Student Code of Conduct sets forth the student's rights and responsibilities while enrolled at Central Texas College.

### **Rights:**

Students of, and visitors to, Central Texas College possess certain federally and state protected individual rights. These rights are neither increased nor diminished by reason of a person's association with Central Texas College, and nothing in this Student Handbook or Code of Conduct shall abridge a student or visitor's constitutional rights, including those related to freedom of speech, expression and the right to peaceably assemble. Central Texas College respects and protects these rights, just as it respects and protects the federally and state legislated freedoms from harassment and discrimination. Furthermore, Central Texas College embraces the following rights and freedoms as being integral to the educational process:

Freedom of expression in the classroom consistent with commonly accepted standards of decency and respect for others.

- Freedom from arbitrary and/or inconsistent academic evaluation.
- The right to have one's personal records kept in confidence in compliance with the Family Education Rights and Privacy Act. Access to records by persons other than the student will be limited to those allowed as specified in the statute. Records will be maintained of persons granted such access.
- Procedural due process in disciplinary proceedings.
- Conducive learning environment.

### **Responsibilities:**

Central Texas College students, visitors and guests shall be held accountable for the following responsibilities:

- Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Student Life Office and the Central Texas College website.
- Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
- Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- To exercise disagreements in a responsible manner and within the framework compatible with the orderly resolution of differences.

### **Notice of Time Limits:**

All notification under this section will be in person or by US mail to the student's current address on file with Central Texas College. It is the student's responsibility to keep his/her address updated. Once mailed, it is the student's responsibility to obtain and respond appropriately and within all specified time limits as set forth herein.

A notice relating to academic or non-academic misconduct that is hand-delivered to the student requires receipt by Central Texas College of the student's response within five (5) calendar days of the date that the notice was given to him/her. A notice sent to the student by US mail requires receipt by Central Texas College of the student's response within eight (8) calendar days from the date of mailing the notice.

**Students who fail to act within specified time limits waiver their rights under this section Student Code of Conduct.**

## **B. Central Texas College Code of Conduct**

Central Texas College (CTC) expects all students, visitors, and guests to accept the following responsibilities:

Knowledge of, and compliance with, all published policies, rules, and regulations, including parking, of the College. Copies of such documents will be available to the student in the Student Life Office. A copy of the Central Texas College student handbook that outlines the policies, rules, and regulations can be accessed using the following link: <http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>.

1. Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
3. To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

In addition to the Central Texas College Student Handbook, Central Texas College expects students to be responsible for knowing and complying with all guidelines, policies, and procedures that are required for a student's career training program.

## **C. Disciplinary Procedures and Appeals**

Students accused of misconduct have certain rights to contest the allegations and appeal discipline imposed. There are two disciplinary tracks that can be pursued by Central Texas College based on the circumstances: Academic and Non-Academic Misconduct. A student may be subjected to one or both based on the circumstances.

**Nothing in this Code of Conduct, including disciplinary hearing procedures and a student's right to appeal, shall preclude a faculty member from requesting a disruptive student to immediately leave a class or activity for that class period. If the student fails to comply with the request, the faculty member may seek assistance from the Campus Police.** Such actions taken on a one-time basis shall not be subject to appeal.

### **1. Academic Misconduct:**

Academic Misconduct includes, but is not limited to, cheating on academic work, plagiarism and collusion. Students found to have engaged in academic dishonesty may be subject to discipline, up to and including expulsion.

*Cheating* on academic work includes, but is not limited to:

- Copying another student's test paper, research paper or term paper.
- Using materials during a test that are not authorized by the test administrator.
- Collaborating with another student during a test without permission.
- Obtaining, recording, using, buying, selling, stealing, transporting, soliciting sharing, or making available the contents of a test or coursework prohibited by a professor.
- Taking a test or preparing academic work for another student; or having a test taken by a second party or having a second party prepare an academic work.
- Altering or falsifying test results after they have been evaluated by the instructor and returned to the student.
- Falsifying transcripts.

**Plagiarism** is defined as presentation for credit as one's own idea or product derived from an existing source.

**Collusion** is defined as the unauthorized collaboration with another person in preparing written, graphic, or electronic work for credit.

Students guilty of academic misconduct may be subject to discipline up to and including being administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension or expulsion. Prior academic and non-academic misconduct violations may be considered at the time of adjudication.

## **2. Academic Appeal Process:**

The faculty and staff maintain an open door policy for all individuals attending Central Texas College. This means that any student problem should, if possible, be worked out between the student and the faculty or staff member directly involved with the problem. If the student feels that he/she cannot address the issue with the faculty or staff member and the problem remains unsolved, he/she should immediately consult the Department Chair. The student may also contact the Director of Student Life for direction and further appeal.

Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, differential treatment, or procedural irregularities. A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved. This conference should be requested by the student within ten (10) business days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

A faculty member will not be required to respond to a complaint, regarding academic issues, such as grades, that is not in writing or, when appropriate, does not have specific documentation such as dates, times, materials, etc.

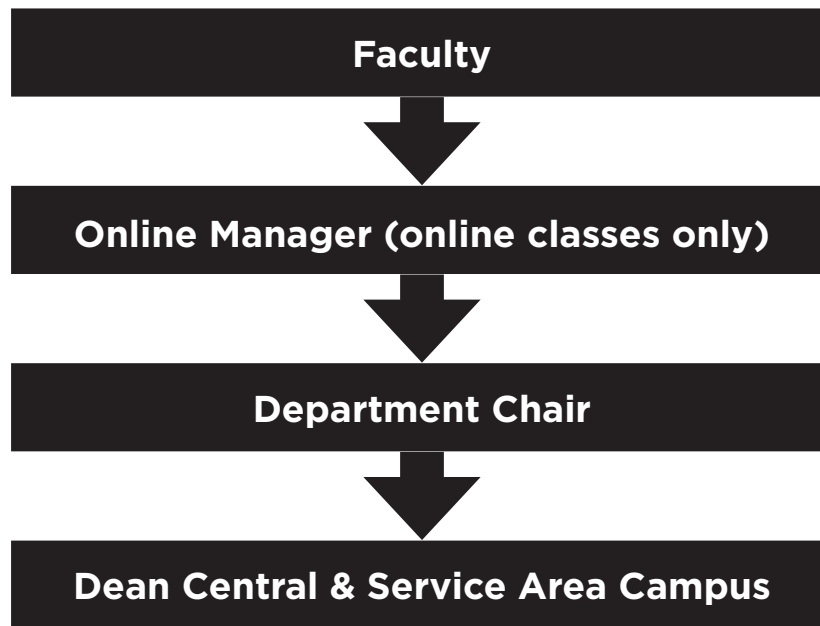
If, within ten (10) business days of the request for a conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may file a written complaint with the Department Chairperson or Program Director. The written complaint must specifically identify the grievance at issue and state all relevant facts to support the student's position.

Upon receipt of a written complaint, the Department Chairperson or Program Director will work with the parties in an attempt to resolve the conflict.

If within ten (10) business days of a request to resolve a grievance the Department Chair or Program Director is unable to resolve the grievance to the student's satisfaction, the student may forward to the Office of the Dean of the Central and Service Area Campus, a copy of the written complaint along with an explanation regarding action taken at each prior level. The Dean of Central and Service Area Campus or his or her designee will meet, either jointly or independently, with the student, faculty member, and department chairperson and attempt to resolve the issues. This level will be the final step in any academic appeals process regarding grades. **The Dean's, or his/her designee's, decision is final.**

An appeal process for grades expires one hundred-eighty days (180) days from the date the grade was issued.

### Process for Students to Address Academic Issues:



### 3. Non-Academic Misconduct:

Each student is expected to act in a manner consistent with the College's functions and goals as an institution of higher education. The following examples of misconduct constitute an interference with the lawful and orderly use of college premises, facilities, and/or activities for which students may be subject to disciplinary action, up to and including expulsion. Such prohibited behavior includes, but is not limited to:

- a. Violating any federal, state, or local law.
- b. Interfering with or attempting to interfere with the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Possessing, using, being under the influence of, or selling any illegal substance to include the illegal use of legal substances, or paraphernalia generally associated with the use of illegal substances on any Central Texas College District property or college sponsored events.
- d. Possessing, using, selling, being under the influence of, or providing to minors, alcoholic beverages or having alcoholic beverage containers on campus, in any College owned facility or at any College sponsored event except when specifically designated by the Board of Trustees of Central Texas College or law.
- e. Possessing or using on college premises firearms, weapons or explosives unless authorized by the College.
- f. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state or federal law or any policy, rule or regulation set forth by the administration of the College, or the Board of Trustees of Central Texas College.
- g. Interference with Central Texas College's ability to conduct normal business, to include teaching, research, administration or other functions.
- h. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- i. Dress, hygiene, and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the College. The Director of Student Life is delegated the authority to determine whether any student is violating the policy on attire and personal grooming.
- j. Illegal hazing and/or harassment in all forms are prohibited. Please see section on "Assault" in Student Life Section of this handbook.

- k. Failing to uphold financial obligations to the College.
- l. Issuing a check to the College without sufficient funds.
- m. Acting in a manner that endangers the health or safety of self or other persons, including members of the College community or campus visitors.
- n. Committing a malfeasance in an elected or appointed Central Texas College office or position.
- o. Any illegal form of abusing or harassing conduct, including sexual harassment, sexual misconduct, or sexual assault; or the threat of such abuse or harassment of College employees, students or any person on College premises or at College activities in a manner consistent with harassment and abuse as defined by federal laws and statutes of the State of Texas.
- p. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so.
- q. Refusing to depart from any property or facilities of Central Texas College upon direction by College official.
- r. Failing to respond to a Central Texas College administrative summons within the designated time.
- s. Providing false information or evidence at a College investigation or disciplinary hearing.
- t. The use of a cell phone or electronic mobile device (i.e. MP3, iPads, iPods, etc.) during class is limited to course related educational purposes only. Cell phones should be set on silent prior to class beginning. Exceptions require prior approval by the individual professor/faculty member or Central Texas College's Disability Support Services Office. Without prior approval, cell phones and all other electronic devices are strictly prohibited in testing locations.
- u. The misuse of a Central Texas College computer to include mainframe computers, minicomputers, microcomputers, electronic mobile devices (iPads, etc.), networks, software, data, facilities and related supplies is prohibited. Internet use is for educational purposes only. The sending or displaying/downloading of offensive material, to include but not limited to sexually oriented sites or materials, is prohibited. This also applies to the unauthorized downloading of music, videos, etc.
- v. Excessive loud noises or vibrations including, but not limited to, interactions, voices, and music, which disrupt the normal campus business operations indoors or out, to include student housing, is a violation of campus regulations.

#### 4. Non-Academic Disciplinary Process (Other Than Professional Code Violations):

##### General Policy:

- a. Any individual violating the Student Code of Conduct may be subject to disciplinary action. Disciplinary procedures will be coordinated by the Director of Student Life. If flagrant violations of policy cause sufficient disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, the Dean of Student Success is authorized to take or mediate necessary action. (See Emergency Procedures).
- b. Students whose behavior constitutes a violation of both the Student Code of Conduct and federal, state or local laws may be accountable to both the College and civil authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal or other charges involving the same incident have been dismissed, reduced, or are pending.
- c. Instructional departments which offer a professional **certification//licensure** may **separately** initiate a disciplinary action based on **violation on** a professional code of conduct. The respective department chair may perform those functions normally reserved for the Director of Student Life. (See Discipline Involving Professional Code of Conduct Violations).

##### Procedure for Investigation of Misconduct:

- a. Upon notification of an alleged violation of the Student Code of Conduct, the student may be summoned by the Director of Student Life. If a student fails to report, the student may be disciplined up to and including expulsion from the College.



- b. After meeting with the student involved and reviewing the allegations, specifying the charges, investigating and obtaining the necessary information, and explaining the disciplinary procedures, the Director of Student Life may exercise one of the following options:
  - Issue a formal warning or impose disciplinary action as set forth below. If disciplinary action is imposed by the Director of Student Life, the student will be given a written statement of the charges and the student will be informed of his/her right to appeal.
  - Convene a Disciplinary Committee to hear the charges. The Director of Student Life will give the student a written statement of the charges.
  - Dismiss the charges brought against the student.
- c. After the meeting with the Director of Student Life, the student may exercise one of the following options:
  - Accept the decision of the Director of Student Life.
  - Request a hearing before a Disciplinary Committee for the purpose of allowing the Committee to hear and determine the validity of the charges, and determine disciplinary action, if any.
  - If a student has admitted guilt but disagrees with the disciplinary sanction imposed, the student may request a hearing with the Disciplinary Committee to appeal the sanction recommended by the Director of Student Life.

### **Disciplinary Actions:**

- a. The disciplinary actions imposed by the Director of Student Life or a Disciplinary Committee may include, but are not limited to the following:
  - Admonition and Warning - A written statement to a student that he or she is violating, or has violated, the Student Code of Conduct and may be subject to further disciplinary action should misconduct continue.
  - Loss of Privileges - The withdrawal of specified privileges for a definite period of time.
  - Referrals - Required attendance in a group or individual program that is deemed necessary.
  - Central Texas College Community Service – A student may be required to complete a specified number of hours of community service.
  - Restitution - Required reimbursement for damage to or misappropriation of property. Reimbursement may take the form of monetary repayment, service to repair, or replacement.
  - Withholding of Transcript, or Degree.
  - Disciplinary Probation - An official warning that the student’s conduct is in violation of the Student Code of Conduct, but is not sufficiently serious to warrant suspension or expulsion. The duration of the probation will be for a specific period of time.
  - Suspension - Exclusion from attending the College for a definite period of time, not to exceed twelve (12) months.
  - Expulsion - Termination of student status for an indefinite period of time. The conditions of readmission, if any, will be stated in the dismissal order with the exceptions of Admonition and Warning, and expulsion, disciplinary action may include a combination of the above.
  - Nothing in this code shall preclude the college from pursuing any and all remedies available by law.
- b. The issuance of loss of privileges, referrals, Central Texas College Community Service, restriction and withholding transcript or degree and probation may be used in combination with each other or in combination with suspension or expulsion and shall constitute one disciplinary action (i.e., student is suspended with the requirement of a referral and community service).
- c. Prior misconduct (academic and non-academic) may be considered at the time of adjudication

## **5. Appeals, Non-Academic Misconduct (Other than Professional Violations):**

### **Disciplinary Committee:**

- a.** The purpose of the Disciplinary Committee is to provide students an opportunity for a hearing when they feel there has been an unfair imposition of disciplinary action in the case of a non-academic misconduct. A Disciplinary Committee will not be convened for an action involving admonition and warning.
- b.** The Disciplinary Committee shall be composed of two (2) faculty members, one (1) staff member, and two (2) students. The Committee is appointed by the Dean of Student Success, based on recommendations from the Director of Student Life. The Disciplinary Committee may not convene unless all five (5) members are present for a hearing.
- c.** The student must submit a written summary of their appeal to the Director of Student Life. The Director will forward the written summary to the members of the Disciplinary Committee for their review. In case of disciplinary actions involving probation during a pre-hearing, the Committee may decide by simple majority vote if the appeal merits convening the Committee for an in-person hearing. The Disciplinary Committee will hear in-person all cases involving suspension or expulsion. The Director of Student Life will then contact the student with the Committee's decision, informing the student of the date and time of the hearing, if applicable.
- d.** The Disciplinary Committee is empowered to uphold the disciplinary action or modify the discipline ranging from no action to permanent expulsion from the College. If the committee chooses to lower the disciplinary action imposed by the Director of Student Life, the committee may do so during the pre-hearing. The student may appeal the committee's decision to the Dean of Student Success.

### **Disciplinary Hearing Procedures:**

- a.** The Director of Student Life will notify the student of the date and time of the disciplinary hearing and furnish a complete statement of the charges to be considered. Whenever possible, at least three (3) business days will be allotted for preparation between the time of notification of the student and the hearing date. Unless the Director of Student Life determines unusual circumstances exist, the hearing should be held within ten (10) business days of the submission of the appeal.
- b.** The hearing will be facilitated by the Director of Student Life, and conducted on the campus in "closed session." The student shall present his/her case without representation from others. The session will be closed to the public, attorneys, press and others. Only those persons, whose presence is required, as determined by the Disciplinary Committee, will be permitted to attend.
- c.** The hearing proceedings will be recorded. The student may obtain a copy of the hearing by providing written request to the Director of Student Life prior to the hearing.
- d.** Any person, including the student charged, who disrupts a hearing shall be excluded from the proceedings and may be subject to discipline in accordance with the Student Code of Conduct.
- e.** The failure of the student to appear at the scheduled hearing and/or be present at all times while the hearing is in session shall be deemed a waiver of the right to a hearing and the Committee shall proceed and make its decision based on all of the information provided up to that point.
- f.** Any witness who is asked to testify at the hearing is expected to do so. It is expected that all statements made to the Disciplinary Committee will be true. Students giving false statements may be subject to discipline in accordance with these rules. A student may have up to two (2) character witnesses testify at the hearing. The Committee, Director of Student Life and the student charged, may ask the witnesses questions.
- g.** If one or more witnesses are to appear on behalf of the student, a list of names and a brief statement of what information the witness is expected to provide, must be provided by the student to the Director of Student Life at least twenty-four (24) hours before the hearing. The student is responsible for insuring his/her witnesses attend the hearing. If a witness does not report in time for the hearing the hearing will continue as scheduled and the witness may be excluded at the Committee's discretion.

- h. With the exception of the student's absence pursuant to paragraphs d and e above, all evidence against the student will be presented in his/her presence. Both, Central Texas College and the student will be permitted to rebut the statements of any witness after all evidence has been presented, or as directed by the Committee.
- i. The Disciplinary Committee may impose limits on the number of witnesses and the amount of cumulative evidence that may be introduced.
- j. The Director of Student Life will present charges and information supporting the charges at the disciplinary hearing. The Director of Student Life shall present any witnesses and evidence in support of the charge.
- k. At the hearing, the student may review the information presented to the Disciplinary Committee by the Director of Student Life.
- l. When the Disciplinary Committee is satisfied that all non-cumulative, relevant, available evidence has been presented, the hearing will be adjourned. The Disciplinary Committee will meet immediately to consider the evidence and to reach a decision. The Director of Student Life and student shall remain available during the deliberation to clarify any issues the Disciplinary Committee may have, but shall not participate in the deliberation. Deliberations of the Disciplinary Committee will be confidential and will not be recorded.
- m. Except as specified in E., the decision reached by the Disciplinary Committee will be based on the information received at the pre-hearing and hearing. The information shall consist of the record of the Disciplinary Committee's proceedings, and all written reports, documents, and other material submitted to the Disciplinary Committee.
- n. The Disciplinary Committee will reach its decision by a majority vote.
- o. The Disciplinary Committee will present its decision in writing to the Director of Student Life. Each member will sign the decision and the Director of Student Life will prepare a typed copy of that decision for the record.
- p. The Director of Student Life may verbally inform the student of the Disciplinary Committee's decision, but will deliver to the student a copy of the written decision.
- q. Within five (5) business days following the Disciplinary Committee hearing, the Director of Student Life shall by hand-delivery or US mail, give written notification of the Committee's decision to the student. If disciplinary action is imposed, the student will be informed.

**Appeal of Hearing Committee's Decision:**

- a. The student may appeal the decision of the Disciplinary Committee by submitting a written request to the Director of Student Life within the time limit specified in Notice and Time Limits in this Student Code of Conduct. The request will then be submitted to the Dean of Student Success.
- b. The Dean or his or her designee will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Dean's sole discretion, he/she may meet with the student, assign a designee, or make a decision based on the records. The Dean has full authority to uphold, set aside, increase, or reduce the action of the Disciplinary Committee. **The decision of the Dean or his/her designee is final.**

## Non-Academic Discipline Process:



### 6. Disciplinary Procedures Involving Professional Code Violations:

Individual fields of study, such as Nursing, EMT, Aviation, Protective Services, may have their own licensing and professional Codes of Conduct. These kinds of violations may be handled within the department.

- The departmental process shall at a minimum include an examination of all evidence and a hearing of the student's version of events prior to a decision by the Department Chair.
- The Department Chair may verbally inform the student of his/her disciplinary decision, but will deliver to the student a copy of the written decision.

### 7. Appeal Procedures Involving Professional Code Violations

- The student may appeal the decision of the Department Chair by submitting a written request to the Dean of Student Success within the time limit specified in Notice and Time Limits in the Student Code of Conduct.
- The Dean will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Dean's sole discretion, he/she may meet with the student or make a decision based on the records. The Dean has full authority to uphold, set aside, increase, or reduce the action of the Department Chair. The decision of the Dean is final.

### 8. Notice of Time Limits (Non-Academic and Professional Code Violations):

All notification under this section will be in person or by US mail to the student's current address on file with Central Texas College. It is the student's responsibility to keep his/her address updated. Once mailed, it is the student's responsibility to obtain and respond appropriately and within all specified time limits as set forth herein.

A notice that is hand-delivered to the student requires receipt by Central Texas College of the student's response within five (5) calendar days of the date that the notice was given to him/her. A notice sent to the student by US mail requires receipt by Central Texas College of the student's response within eight (8) calendar days from the date of mailing the notice.

*Failure to act within specified time limits is a waiver of student's rights under this section.*

## **D. Emergency Actions**

At any time warranted and after review of the situation and facts, the Dean of Student Success may take immediate temporary action to protect the College or the public. This emergency action will take place in instances which involve apparent danger to the health or safety of the individual, students, staff, the community, the public, or which involve disruptions of normal College operations. These actions may include, but are not limited to the following:

- Barring the student from the campus or any part of the campus.
- Removing the student from a particular class or classes.
- Prohibiting the student from participating in a College-sponsored activity, on or off campus.

Such emergency actions are temporary in nature and designed to handle an urgent situation and provide Central Texas College administration time to review the student's conduct. Once such review has occurred the student suspended on an emergency basis shall be given written notice of the action by the Dean of the Central Campus and a brief statement of the reasons for the suspension.

The student may appeal the Dean's decision to impose emergency action to the Deputy Chancellor U.S. Campus Operations or his/her designee. The appeal will be limited to the emergency removal from the campus, classes, or activities.

If the Deputy Chancellor U.S. Campus Operations or his/her designee determines that the facts do not warrant emergency action, he/she will notify the Dean of his/her decision, and the emergency action will be terminated. The Director of Student Life and student will then follow the policy as outlined under Administrative Disciplinary Action, Disciplinary Committee, Disciplinary Hearing procedures, and Appeal procedures.

When emergency action is taken prior to a disciplinary hearing, the Director of Student Life will take steps to expedite the procedures to provide the student with an opportunity for a hearing of the underlying disciplinary charge.

Nothing in this Student Code of Conduct shall preclude a faculty or staff member from requesting a disruptive student to leave a class, activity, or location immediately. If the student fails to comply with the request, the faculty or staff member may seek assistance from the Campus Police. A one-time removal from a class, activity, or location shall not be subject to appeal under this section on "Emergency Procedures."

## **E. Procedure for Initiating an Internal Complaint**

If you wish to file a formal complaint you are encouraged to do so in writing by completing a Student Complaint Form using the following link: <https://www.ctcd.edu/forms-1/student-forms/student-complaint/>

If you would like to speak with someone prior to completing the form please contact the appropriate person or department as indicated below:

### **Complaints regarding students:**

Mariceli Vargas, Director, Student Life and Activities, Bldg. 106, Room 134; 254- 526-1259, [mvargas@ctcd.edu](mailto:mvargas@ctcd.edu)

### **Complaints regarding faculty:**

Appropriate Academic Department Chair

### **Complaints regarding staff members:**

Mrs. Thomas, Coordinator, Affirmative Action/Equal Employment Opportunity, Bldg. 155, Room C108; 254-526-1391, [Jacqueline.thomas@ctcd.edu](mailto:Jacqueline.thomas@ctcd.edu)



## **Complaints regarding violation of law, to include sexual assault:**

Campus Police, Bldg. 137; 254-526-1427

Mariceli Vargas, Director Student Life and Activities, Bldg. 106, Room 134; 254-526-1259, [mvargas@ctcd.edu](mailto:mvargas@ctcd.edu)

Dr. Mahone-Lewis, Director of Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC) Bldg. 106; 254-526-1166

Dr. Christy Shank, Title IX Compliance Officer, Bldg. 111, Room 201; 254-526-1291, [christy.shank@ctcd.edu](mailto:christy.shank@ctcd.edu)

Students are encouraged to follow the Central Texas College complaint process by contacting college personnel at the location where instruction is being conducted or by using the online student complaint form at <https://www.ctcd.edu/forms-1/student-forms/student-complaint/>.

After exhausting all institutional resources without resolution, please contact the appropriate state-level agency at <http://www.ctcfacstaff.ctcd.edu/state-complaint-contacts>

## **XV. Other Policies & Procedures**

### **A. Dress Code**

You are expected to dress and groom in a manner that does not interfere with the educational mission or is disruptive to the operation of the institution while on campus and while participating in activities sponsored by the College. Students, whose conduct and dress cast an unfavorable reflection upon the College, or are in violation of this policy may be subject to disciplinary action.

### **B. Lost and Found Property**

Lost and Found is housed at the Central Texas College Police Department. All abandoned or found property if not claimed within thirty (30) days by the owner will become Central Texas College property and will be disposed of in accordance with applicable state laws. For further information consult the office of the Campus Police.

### **C. Solicitation and Sales**

Soliciting, selling, and peddling by any person or organization not affiliated with the College are expressly prohibited on campus, unless written permission is granted from the Deputy Chancellor of Finance & Administration or his/her designee. Student organizations must obtain permission from the same office before conducting any enterprise that involves sales or solicitation.

### **D. Advertisements and Printed Materials**

Students, faculty, and staff affiliated with the College may distribute flyers, posters, brochures, or other types of printed materials on the campus only after obtaining permission from the Director of Student Life. Permission is indicated by a dated and initialed stamp on the document being posted or distributed.

Approved signs, posters, and announcements may only be displayed on general use bulletin boards provided for that purpose. Permission to post approved materials on bulletin boards belonging to academic departments and administrative offices must first be obtained from that particular department or office. At no time will any materials be taped or stapled to walls, doors, or windows in or outside of facilities.

Posters, flyers, banners, or other campaign material for any individuals seeking public office may not be posted on Central Texas College property.

Printed materials may not be placed on the windshields of cars parked on the campus without permission of the vehicle owners.

Any materials in violations of the procedures above will be removed immediately.

### **E. Children on Campus (under 18 years of age who are not students)**

**No children are permitted in the classroom, lab, or study areas at any time.** Children cannot be left unattended anywhere on campus. If children are found in the hallways, stairwells, vehicles, etc., unattended, the campus police will be notified and the parent will be sought to take custody of the children; and may be issued a citation based on current State law.

### **F. Animals on Campus**

Animals are not allowed in campus buildings, or in campus housing, with the exception of authorized service animals wearing visible identification. *Contact Disability Support Services for registration of service animal and service animal policy, Bldg. 111, Room 207. 254-526-1195.*

Animals should never be left in vehicles and any violation could result in criminal action. Animals on the grounds of Central Texas College must be on a leash or otherwise restrained and the owner is responsible for the removal of any animal waste. For more information on service animal and emotional support animal policies, please visit the Disability Support Services website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support).

### **G. Food Consumption**

Unless otherwise posted, eating and drinking are not permitted in libraries or laboratories on our campuses. The cafeteria and snack bar is located in the Anderson Campus Center, Bldg. 156, and offers seating for students who wish to purchase or bring food to school. Picnic tables located strategically around campus and the Student Center Lounge, Bldg. 106, also offer alternative places to eat on campus.

### **H. Student Photographs**

Photographs taken by Central Texas College faculty or staff of individual students or groups of students in classrooms, the student center or lounge areas, and outdoors on campus, may be used by the College for release to newspapers or other media and for reproduction in the College's publications.

If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the Marketing Department (526-1224) within 24 hours after the photograph is taken.

### **I. Campus Running Policy**

Central Texas College District maintains a paved trail and a track surrounding the football field located behind the Natatorium & Physical Education Building, Bldg. 151. The paved trail and the track are designated to be used for pedestrian exercise such as walking, jogging or running. Walking, jogging, running or otherwise using campus roadways for pedestrian exercise or foot traffic is prohibited Monday through Friday, except to cross roadways at designated crosswalks, or corners. Walking, jogging, running or other pedestrian activity will be limited to campus sidewalks, grass areas, and established trails and tracks designated for pedestrian use.

Pedestrian activity will be allowed on Central Texas College roadways on Saturday and Sunday from 8:00 am to noon only, to ensure daylight hours and low traffic flow; pedestrians are to stay on sidewalks when they are available and limit roadway use to single file when no sidewalk is present; pedestrians will always travel toward oncoming traffic and move off the roadway when traffic approaches.

## **J. Eagle Trail**

Central Texas College's Eagle Trail is available to students during the hours posted at the main trail head and in Safety Policy 190: Recreational Trail Use. Failure to abide by these rules may result in disciplinary action. The Safety Policy and Procedures Manual can be found on the CTC website at: [www.ctcfacstaff.ctc.edu/facstaff/assets/File/Risk Management/Safety Manual.pdf](http://www.ctcfacstaff.ctc.edu/facstaff/assets/File/Risk%20Management/Safety%20Manual.pdf).

## **K. Fishing On Campus**

Several areas on campus are devoted to the natural environmental beautification of the campus. Fishing in these areas by any means is strictly prohibited. Exceptions apply to full-time Faculty and Staff of Central Texas College District, in accordance with guidelines set up by the Director of Facilities Management and the Campus Police and applies to the Central Texas College District lake area only. Valid Central Texas College District fishing permits are required and State length limits are strictly enforced.

## **L. Fireworks**

The term "fireworks" means all devices of inflammable and explosive materials combined of various proportions for the purpose of producing in combustion beautiful, amusing, audible or scenic effects.

Central Texas College students, faculty, staff and guests are strictly forbidden from manufacturing, assembling, storing, transporting, receiving, keeping, selling, discharging or possessing any fireworks of any description on any property owned, controlled, operated, leased or rented by the College District. A violation of this regulation can result in seizure of fireworks and a campus fine of \$25, and discipline up to and including expulsion and/or criminal action.

Legal definition: Fireworks as used herein shall include all ICC-Class C common fireworks specifically defined in Section 2 of Article 9205, Vernon's Annotated Texas Civil Statutes, and all other fireworks defined as Class A Fireworks and Class B Fireworks in Section 1 and 10, Article 9205, VATCS.

## **M. Closed-Circuit TV Monitoring ("CCTV")**

The Central Texas College District is committed to enhancing the quality of life of the campus community by integrating effective practices of policing by the use of closed circuit television monitoring and recording. It is recognized that CCTV can be an effective crime prevention program when it is part of a broader crime prevention and community safety strategy.

The Central Texas College Police Department oversees and coordinates the use of CCTV in sensitive areas on campus. Central Texas College Police Department also uses CCTV to monitor public areas in order to deter crime and to assist the College in providing for the safety and security of individuals and property belonging to the college district.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. Monitoring will be based on suspicious behavior, not individual characteristics. Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images will be stored in a secure location with access by authorized staff members only.

Signage giving notice of the College's possible CCTV monitoring of public areas may be posted as deemed necessary to enhance the crime prevention value of the CCTV system but is not required. The lack of signage in areas under surveillance does not justify violating campus rules and regulations, or State, Federal, or Local laws.

CCTV systems are used regularly in the hallways and common areas of the dormitory and in any area on campus deemed “sensitive” by the Central Texas College Administration. An area may be considered sensitive by the nature of the college property or monies stored in or in use in the area under surveillance.

Information obtained through video surveillance will only be released when authorized by the Central Texas College District General Counsel, Central Texas College Administration or the CTC Chief of Police. Information excluded from release are those tapes directly related to a criminal investigation, arrest or subpoena. Those recorded devices which are no longer needed for criminal justice or administrative purposes will be destroyed or electronically erased.

Closed Circuit Television and Web camera surveillance on Campus is consistent with the highest standards, protections, and compliance with all Federal, State, and local laws.

## **N. Motorized Vehicles On Campus**

Except as otherwise stated in these policies, only lawfully operated vehicles are permitted on Central Texas College District campus roadways. Skateboarding, rollerblading, and skating are prohibited at all times on campus.

Requests for an exception to this policy for special events will be made in writing to the Director of Facilities Management for approval who will coordinate with the Campus Police.

## **XVI. Useful Phone Numbers:**

**Police (Central Texas College): 526-1427**

**Emergencies: 911**

<b>About</b>	<b>Office</b>	<b>Location*</b>	<b>Phone #</b>
Accidents	Campus Police	137	516-1427
Add & Drop Courses	Records & Registration	119, Lobby	526-1131/1133
Admissions	Admissions	119, Lobby	526-1696
Alcohol & Drug Abuse	Substance Abuse Resource Center	106	526-1166
Books	Bookstore	156	526-1219
Career Services	Career Center	111,208	526-1106
Child Care Assistance	Child Care Office	106, 2 <sup>nd</sup> floor	526-1357
Disability Support Services	Support Services	111, 207	526-1195
Emergency Messages	Student Life	106, 133A	526-1258
Evaluations			
Active GoArmyEd	Student Services (GoArmyEd)	119, 212B	526-1635
Retired & All other Services		119, 221	526-1317
Financial Aid	Student Aid Office	111, 1 <sup>st</sup> floor	526-1508
Graduation	Student Services	119, 224	526-1592
Housing	Morton Hall	120,119	526-1926
ID Cards	Guidance & Counseling	119, Lobby	526-1226
Inclement Weather			501-3100

Military Evaluations			
Active Duty	Student Services	Fort Hood	539-1431
Parking Tickets			
Fines and Appeals	Campus Police	137	526-1427
Crime Information	Campus Police	137	526-1427
Placement Testing	Testing Office	111, 2 <sup>nd</sup> floor	526-1254
Publications,			
Catalogs & Bulletins	Guidance & Counseling	119, Lobby	526-1226
Bell Tower Buzz	Student Life	106, 133A	526-1258
Registration	Records/Registration	119	526-1131
Student Activities/ Organizations/Clubs	Student Activities	106, 137	526-1577
Textbook Lending Program	Academic Studio	106, 2 <sup>nd</sup> floor	526-1450
Transcripts	Records Office	119, 103	526-1372
Tuition and Fees	Business Office	119, 110	526-1217
Veterans' Information	Veterans' Services	111,222	526-1160

\* Building Number, Room Number

### **Community resources available to the complainant of sexual assault:**

1. Texas Association Against Sexual Assault, [www.taasa.org](http://www.taasa.org), 512-474-7190 or Victim Assistance 888-343-4414
2. Sexual Assault Counseling, Texas Health and Human Services, [www.211texas.org](http://www.211texas.org), dial 211 (24-hour service)
3. Bell County Victim Services Division, [www.bellcountytexas.com/county\\_government/district\\_attorney/victim\\_services\\_division.php](http://www.bellcountytexas.com/county_government/district_attorney/victim_services_division.php), 254-933-5235
4. The Refuge Corporation, United Way of the Greater Fort Hood Area, 254-547-6753
5. Families in Crisis, 254-634-1184 or 1-888-799-SAFE (Crisis 24-hour hotline)
6. Texas Rape & Sexual Assault Resources, [www.AARDVARC.org](http://www.AARDVARC.org)
7. Texas Abuse Hotline, Texas Department of Family & Protective Services, 1-800-252-5400 (24-hour hotline)
8. National Domestic Violence Hotline, 1-800-799-7233
9. Texas Legal Services Center, [www.tlsc.org](http://www.tlsc.org)
10. Sexual Assault Legal Services & Assistance (SALSA), [www.hopelaws.org](http://www.hopelaws.org)



