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I. Important Information

A. Institutional Mission Statement
Central Texas College provides accessible and quality educational opportunities that meet the needs of a diverse student population and support student success, completion, and employability.

B. Equal Educational & Employment Opportunity
Central Texas College District (“Central Texas College”, “College”, or “CTCD”) 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, access to, treatment of, or employment in, its programs or activities on the basis of race, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender, or any protected class of individuals. 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 is Dr. Christy Shank, Director of Disability Support Services at 254-526-1291. The Title IX Coordinator for student issues is Julie Starkey, Dean, Student Success & Persistence at 254-526-1293; and the Title IX Coordinator for employee issues is Holly Jordan, Director, Human Resource Management at 254-526-1128. For assistance with access to the premises, please contact the Associate Deputy Chancellor, Mark Harmsen, at 254-526-1196.

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 or fill out and submit a Student Complaint Form [https://www.ctcd.edu/forms-1/student-forms/student-complaint/](https://www.ctcd.edu/forms-1/student-forms/student-complaint/).

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. 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 file a complaint of discrimination or harassment with the Director of Student Life at 254-526-1258. Title IX concerns may also be referred to the Central Texas College Title IX Coordinators, Julie Starkey, Dean, Student Success & Persistence, located in Building 106, and Holly Jordan, Director, Human Resource Management, located in Building 155. 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.
Title IX prohibits harassment and discrimination on the basis of sex or gender in education programs on all CTC campuses, or at any and all activities sponsored by, or in which CTC participates. 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 XII. Sexual Assault and Other Prohibited Violence for more information.)

To raise a sexual misconduct discrimination or harassment concern or to file a complaint contact:

- CTC Police at 254-526-1427
- Director of Student Life at 254-526-1258 - Students
- Human Resources Department at 254-526-1128 – Faculty and Staff
- Title IX Coordinators, Dean Julie Starkey at 254-526-1293; or Director Holly Jordan at 254-526-1128
- Online complaint: https://centraltexascollege.tfaforms.net/217734

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/ or call the Disability Support Services office at 254-526-1195.

E. Security
The mission of Central Texas College’s Campus Police Department provides 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 crime and fire safety on Campus are compiled yearly and published and available for anyone on the Campus Police web page at: http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/

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 directly from any campus phone to request immediate assistance in the case of fire, injury, illness, or other emergency situations.

G. Emergency Alert System
Each student is automatically enrolled in the no cost Central Texas College’s Emergency Alert System. Students are responsible for updating their contact information in Web Advisor, to ensure they receive messages at the correct email and phone number. This system is 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 (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 to call for notice of changes in hours of operation is 254-501-3100.

I. Smoking and Tobacco Use Policy
Central Texas College prohibits all smoking and/or tobacco use on all campuses, which includes, but is not limited to, hookahs, smokeless tobacco, e-cigarettes, vaping apparatuses, and other such tobacco substitutes. 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 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 individual and 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 158, provides individual counseling and 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.

Contact SEAP/SARC at 254-526-1166.

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:
<table>
<thead>
<tr>
<th>Physical</th>
<th>Mental</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Altered heart rate</td>
<td>• Impaired memory</td>
</tr>
<tr>
<td>• Lung/pulmonary system damage</td>
<td>• Reduced concentration</td>
</tr>
<tr>
<td>• Hepatitis</td>
<td>• Reduced coordination</td>
</tr>
<tr>
<td>• Altered blood pressure</td>
<td>• Psychological dependence</td>
</tr>
<tr>
<td>• Stroke</td>
<td>• Psychosis</td>
</tr>
<tr>
<td>• Birth defects</td>
<td>• Delusion</td>
</tr>
<tr>
<td>• Spread of disease through needle injection</td>
<td>• Coma</td>
</tr>
<tr>
<td>• Death</td>
<td>• Paranoia</td>
</tr>
</tbody>
</table>

4. **Legal Aspects:**

Faculty, staff and students of Central Texas College are required to abide by local, state and federal laws pertaining to controlled substances, to include the illegal use of approved drugs. CTCD 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 pre-approved in writing by the Chancellor or Board of Trustees of the College District.

The term “controlled substance” refers to those drugs and substances whose possession, sale, or delivery can result 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, 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 found by the College 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 during off campus activities may also 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 for the first offense, 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 is 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 (https://www.ctcd.edu/academics/catalog/) is an official publication of Central Texas College (published online 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. Since courses, at times, are added, deleted or revised, students are encouraged to check WebAdvisor for the most current course offerings.

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). To access EagleMail, students should visit the following link: www.ctcd.edu/eaglemail.

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 can be found under the course description in the CTC Texas Catalog found at
https://www.ctcd.edu/academics/catalog/. Prerequisites indicate what skills and knowledge you must have to succeed in the new course. You must have a grade of C or better in a prerequisite 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 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 not TSI Complete and must participate in the developmental courses in the subject area(s) needed. If a student drops the developmental course or its associated paired course, the student will be dropped from the other paired course as well. For example, if a student drops from a developmental reading course, which is paired with a History course, the student will be dropped from the History as well.

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.

Absence/Participation Policy/Census Date: The census date is the day that CTC legally certifies with the State of Texas the number of enrollments in each course. This chart depicts the census date based on course length:

<table>
<thead>
<tr>
<th>Length of Class in Weeks</th>
<th>Census Date</th>
<th>Last date to Withdraw From a Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2nd Class Day</td>
<td>2nd Week</td>
</tr>
<tr>
<td>5</td>
<td>4th Class Day</td>
<td>3 1/2 Week</td>
</tr>
<tr>
<td>8</td>
<td>6th Class Day</td>
<td>6th Week</td>
</tr>
<tr>
<td>10</td>
<td>7th Class Day</td>
<td>7th Week</td>
</tr>
<tr>
<td>12</td>
<td>9th Class Day</td>
<td>9th Week</td>
</tr>
<tr>
<td>16</td>
<td>12th Class Day</td>
<td>12th Week</td>
</tr>
</tbody>
</table>

Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay tuition and fees. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required.

Students may be reinstated after certification 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 TIME FRAME. Students should contact their instructor if one of the exceptions is applicable.

F. Religious Holy Days
If you need to be absent from classes for the observance of a religious holy day, you are required to 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 in the time frame specified by each instructor due to your absence on the religious holy day. The instructor will respond appropriately if you fail to satisfactorily complete the assignment or examination within the specified time frame. A “religious holy day” means a holy day observed by a religion that is 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 Courses
Faculty is prohibited from withdrawing students from a course after census. After the census date, students wishing to withdraw must withdraw themselves through the CTC business office, Eagles on Call, EForm(online), or the GoArmyEd portal (if Army). Contact your local site representatives or Eagles on Call if you have questions.

NOTE: For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.

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:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete, in progress (except developmental)</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
</tr>
<tr>
<td>P</td>
<td>Completed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

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.

Academic Probation
A student with 7 or more credit hours who achieves a cumulative GPA below 2.0 will be notified via EagleMail and placed on Academic Probation. Students on Academic Probation must achieve a term GPA of 2.0 or above the following semester.

Academic Suspension
Students on Academic Probation status who do not achieve a minimum 2.0 term GPA the following semester will be notified via EagleMail and placed on suspension. Suspended students will not be permitted to register or take classes for one (1) long, sixteen week, semester (Fall or Spring) OR two (2) short semesters (Summer 1 & 2).

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Credit Hours</th>
<th>GPA Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>ITSC 1309</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>2 x 3 = 6</td>
</tr>
<tr>
<td>CJLE 1211</td>
<td>D</td>
<td>1</td>
<td>2</td>
<td>1 x 2 = 2</td>
</tr>
</tbody>
</table>

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. Please note that a minimum GPA of 2.0 is required for graduation.
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 Dean of Central and Service Area Campus and Service Area Campus at 254-526-1116 if you have questions.

M. Graduation Requirements
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
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 Advisor 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/](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 Disability Support Services at 254-526-1195 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 • 1st 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/.

To apply for financial aid, do the following:
Go to the Central Texas College web site: 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 your Financial Aid you can go to the Central Texas College WebAdvisor: Go to 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. Academic Advising

The Central Texas College Academic Advising 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 Academic Advising 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, Academic Advising, Registration)

Bldg. 102 Hobby Memorial Library • Room 105 • 254-616-3324/3331/3309

C. Transfer Advising

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. Transcripts will 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 requirements, 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 contains 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 may need to provide residency information at the time of registration. The Admissions department will notify you of what documents are required for residency classification, based on how you answer your application questions. Check the College Catalog 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 Support Services office to request accommodations. Information and policies on classroom, pregnancy, housing, and service animal accommodations can be found at www.ctcd.edu/disability-support. Students needing accommodations for graduation, school events and/or school activities must contact the Disability Support Services office at least 7 business days in advance to request accommodations. The
Disability Support Services 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 acceptance to the college. It is important to note the following:

- Accounts will be automatically created.
- You will receive an activation email with instructions for accessing your new email account within two days after being accepted to CTC.
- 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**  
*Sid M. Weiser CATE Center Building 118, Room 6 • 254-526-1106*

Career Services provides free career planning and job search assistance for current students and alumni.
Their mission is to support students' pursuit of career success through the cultivation and enhancement of the students' ability to choose careers, master job search techniques and research employment information. This is done by offering services such as career assessments, career counseling, resume assistance, mock interviews, workshops, career fairs, and access to a variety of career-related resources and tools.

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. We model effective practice and provide a quality environment for college students to observe and practice what they are learning in child development, teacher education, nursing, psychology, and other programs on campus. We welcome observers as well. 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 • 254-526-1495/1588

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 https://www.ctcd.edu/locations/central-campus/fitness-sports/

F. Intramural Sports
Physical Education Building 151 • 254-526-1495/1588

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
_Dormitory Building 120 • 254-526-1926/1790_

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.

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.
- Online tutoring available for students in online classes and/or enrolled in classes at an alternate location.
  Limited sessions are available.
- 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 Academic Studio use only (Monday-Thursday 9:00AM-5:00PM, Friday 9:00AM-11:00AM).
- Textbook Lending and Child Care assistance programs for qualified Career and Technical students.
- Computer access, Wi-Fi, printing services, free supplies and project materials.

Support services for former foster care students (Contact the CTC Foster Care Liaison, Charlotte Wesley, at 254-501-3072).

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: 9 AM to 5 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**
*Career and Technology Center (CATE 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**
*CATE 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.

*For hours of operation please visit the following link:*
http://www.ctcd.edu/academics/instructional-departments/developmental-studies/

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 • 254-526-1621*

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 virtually. All services are available through the library’s webpage at [http://www.ctcd.edu/](http://www.ctcd.edu/). Click on Academic tab under library, click on More Resources.

The Library’s catalog displays records for 46,000 print titles, multimedia items, and 80+ print periodical titles. In addition, 260,000+ full-text eBooks are available as well as streaming video.

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

*Live Chat and Texas* is available during the library’s open hours. Library users can type in questions and get an immediate response. Text: 254-400-2275.

*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 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 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
- 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)

Multimedia Lab:
- 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

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 15 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
- Culinary Hospitality Arts Club
- NetImpact
- 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)
- Rotaract
- 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/](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. All student, student club, and other internal events require submission of an event request e-form sixty (60) days prior to the event date and with full approval of the event. Event request forms are accessed through Student Life 254-526-1258 or sponsoring department. 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 must submit their written request for use of campus facilities to Facilities Management at 254-526-1366.*

E. **Student Government Association (SGA)**

*Student Center Building 106 • 254-526-1151 or email to 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’s staff, faculty, and administrators are able to assist 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 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 mental and/or emotional health issues. In instances where students are a danger to themselves or others, unable to meet basic functioning expectations, or are 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 as serious mental and/or emotional health issues 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
- Major depression
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. Support, in the manner of on campus counseling, referral to off campus counseling, and academic support such as tutoring, along with other methods may be offered to assist the student. 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.

2. **On Campus Counseling:**
   On Central Campus, mental health counseling is available, at no cost, through the office Student and Employee Assistance Program (SEAP). Students may make appointments with SEAP directly by calling 254-526-1166. Student Life will also refer students to SEAP 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’s referred by Student Life may be required to comply with all recommendations and scheduled meetings with 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. Appeals shall be directed to the Dean for Student Success. Any refund of housing costs will be recommended by the Dean of Student Success and approved by the Deputy Chancellor of Academic and Student Services 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, or significant disruption of Campus operations. Such action will be the responsibility of the Dean of Student Success or Campus Dean depending on whether the presenting issue is related the disciplinary and/or academic status of the student. (See Student Code of Conduct: Emergency Procedures)

After an emergency withdrawal or medical leave of absence, an evaluation from an appropriate, treating healthcare provider supporting the student’s return is required and must be submitted to the Dean for Student Success and to the Director of Student Life, or Campus Dean on Central Campus 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 SEAP 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 appropriate documentation from a qualified health care provider or as required by the College and full participation in all re-enrollment meetings.

Should the physician’s documentation not be sufficient and the Dean does not allow re-enrollment, the student may appeal this decision to the Deputy Chancellor at 254-526-1402, Academic and Student Services, whose decision is final.

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) for class accommodations 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 students are supported appropriately and that the institution’s duty of care to the student is upheld.

C. Health Services and Student Insurance
Each student is personally and financially responsible for their own health care needs. The College does not employ a medical 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) at 254-526-1166.

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 up-to-date. For more information on immunizations, contact a physician, public health clinic, or military health services of your choice.

F. Bacterial Meningitis Requirement
New students and returning students who enroll at Central Texas College 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 in 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 or toothbrushes.

6. **What are the Possible Consequences of the Disease?**
   - Permanent brain damage
   - Learning disability
   - Gangrene
   - Convulsions
   - Kidney failure
   - Hearing loss, blindness
   - Coma
   - Limb damage (fingers, toes, arms, legs) that requires amputation
   - Death (in 8 to 24 hours from exposure)

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

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 are more likely to develop tetanus in the United States if they do not receive the recommended 10-year boosters.

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**

Any occurrence of harassment or discrimination against a person known or suspected of being infected with Acquired Immune Deficiency Syndrome (AIDS) or the Human Immunodeficiency Virus (HIV), is prohibited and will not be tolerated by Central Texas College.

**K. Blood borne 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 College 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 fail to 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, Policies 110 & 111 found at http://www.ctcfacstaff.ctcd.edu/faculty-staff/risk-management/.

D. Hazing
All forms of hazing are prohibited on all Campuses.

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 any state or federal law, to include the Texas 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, and overnight stays on college owned or controlled property, not previously authorized in writing by College administration and 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. 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, 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, bullying, 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 require action under state or federal law, 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); and
- Violation of any local, state or federal law.

**L. Weapons on Campus**

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

The limited use of simulated weapons under specific circumstances only and must be pre-authorized for special events or use.

Simulated weapons shall be constructed of these materials only:

1. Corkboard;
2. Cardboard;
3. Foam;
4. Soft plastic - i.e. plastic that cannot be used to injure another. Use of plastic is on a case-by-case basis as determined by the CTCD Police; and
5. Paper/paper–mâché

No simulated weapon constructed of wood, 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.

**Pre-Authorization of Simulated Weapons:**

No less than five (5) business days in advance of the event or intended use, all simulated weapons must be inspected 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 or use.

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 in writing by the Campus Police and Risk Management at least fourteen (14) business days prior to the event.

2. **Weapons On Campus Policy:**

In accordance with Texas Penal Code §46.03 or applicable state laws of the campus location or site, all use, storage, carrying or possession of a firearm or other weapon, concealed or otherwise, other than a concealed handgun as authorized under CTCD Safety Policy 131, is prohibited on campuses and at all college events. Safety Policy 131 can be found on the CTCD website on the Risk Management page: [http://www.ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/Risk%20Management/ Safety%20Manual.pdf](http://www.ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/Risk%20Management/ Safety%20Manual.pdf)

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, CTCD students 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:**

Individuals holding a Texas recognized License to Carry (LTC Holders) a handgun in the state of Texas, including CTCD students, may carry a concealed handgun while on campus unless prohibited by state or federal law, or by CTCD policy. Open carrying of handguns is always prohibited on CTCD campuses. Individuals who are not Texas recognized LTC Holders are prohibited from carrying a handgun on CTCD 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, an 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 position to access the handgun.

Storage of any weapon on CTC campus and premises, including handguns, is prohibited, 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 Zone:** 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 to possess a concealed handgun under CTC policies and state law.
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 CTCD staff frequenting Morton Hall to conduct CTCD 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.
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 policies 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 laws, may be subject to liability, including arrest and prosecution, in addition to CTCD disciplinary action. It is the responsibility of the LTC Holder to be familiar with campus carry laws, gun free zones and required signs prohibiting the carrying of a concealed weapon.

A 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 by 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, 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.

**Individuals parking on campus, park at their own risk. 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”, “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 dashboard 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 Required:**

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:**

Persons 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.

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 plus $1 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 student parents.
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 offenses 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 (7th) 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.

R. Drone Usage

1. Purpose
   The Central Texas College District is committed to providing a safe environment to live and learn for all students, faculty and staff. This policy addresses the prohibition for use of Unmanned Aircraft Systems and Drones.

2. Scope
   This policy applies to all CTCD employees, students, visitors and guests at all CTCD Campuses, sites, and locations where property is owned, occupied or leased by the CTCD.

3. Policy
   Individual students, staff, outside entities, visitors, and guests on CTCD campuses are prohibited from operating unmanned aircraft/drones on Central Texas College campuses, interiors or exteriors, without prior written permission from the Chancellor and/or Deputy Chancellor of Finance and Administration.

4. Definitions
   a. Campus: for the purpose of this policy, campus includes all property that is owned, leased or occupied by the CTCD.
   b. Drone: All Unmanned Aircraft Systems, Unmanned Aerial Vehicles, and all aircraft without a human pilot onboard and/or controlled remotely by an operator.
   c. User: Student, staff, faculty, third party or entity who wishes to operate a Drone on any CTCD campus.

5. Procedures
   a. Use of Drones During Class Instruction on Central Campus
      All use of Drones on CTCD Central Campus, as part of the class instructional curriculum conducted by a CTCD instructor, must have prior written approval from the Dean Central Campus, the Deputy Chancellor, US Campus Operations and the Deputy Chancellor, Finance & Administration.
      - Upon written approval, and at least fourteen (14) days advance, User is to provide written notice to Campus Police stating the date, time, location and other specifics of the Drone use. User shall coordinate with Campus Police to ensure approval for operation on dates, time and at location desired, and for proper oversite of the activity.
      - Campus Police and the Deputy Chancellor, U.S. Campus Operation’s office shall maintain a list of instructors, classes, dates, and times of class instruction during which a Drone will be utilized.
        i. Such list will be updated on a regular basis as needed.
        ii. Such list will be disseminated to the Chancellor, Deputy Chancellors, Deans and Division Directors, Director, Facilities Management, and other relevant CTCD employees as each circumstance dictates.
b. Drone use on CTC Fort Hood, Service Area, Continental, Navy and Europe Campuses
   - Prior written approval is to be gained from the Campus Dean stating the date, time and locations of the drone activity.
   - All Drone use on US Military Bases or Navy ships shall comply with the rules for Drone use on the Base or ship.

c. Drone use on CTCD Central Campus other than for Instructional Purposes
   Use of Drones other than as part of the class instructional curriculum is considered an event and must be approved through the on-line Event e-form. Approval through the Event e-form shall constitute written consent. Upon receipt of the Event e-form requesting Drone approval, CTCD Risk Management shall obtain authorization for Drone use from the Deputy Chancellor, Finance & Administration prior to event approval. Failure to submit the requisite Event e-form within the required time frame could result in denial of the event. (See Safety Policy 180.)

d. All CTCD authorized use of Drones requires that such use be conducted within the parameters of state, federal and local laws and regulations. User’s failure to comply with such laws and regulations could result in criminal charges against the User.

6. Reporting Violations
   Violations of this policy shall be immediately reported to the CTCD Police Department @ 254-526-1427.

   CTCD Police and other law enforcement agencies (including but not limited to City of Killeen Police Department, or other first responders) are exempt from these guidelines in their use of Drones for immediate police pursuit or investigative purposes only.

   Outside law enforcement is to coordinate with CTCD Police prior to such activity as much as possible, and is to notify CTCD Police as soon as possible during Drone use for immediate pursuit.

7. Disciplinary Action
   A student who violates this policy may be subject to discipline under the Student Code of Conduct, up to and including expulsion, for the first occurrence.

   An employee who violates this policy may be subject to discipline under the CTCD Human Resource Policy and Procedures Manual up to an including, termination for the first occurrence.

   Visitors or guests to campus who violate this policy may be barred from campus, including for first occurrence.

   Additionally, all misuse of Drones may be subject to civil and/or criminal sanctions.

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 District ("College" or "CTCD") 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. If a victim, witness, or the person being accused is CTCD student or employee, please use the Sexual Misconduct Reporting Form found at https://centraltexascollege.tfaforms.net/217734 or contact CTCD Police Department at 254-526-1427.

It is expected that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect, open communicate, 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 or civil legal proceedings in accordance with applicable state and federal laws. Central Texas College is committed to addressing and reducing, and ultimately 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.

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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 any employee of CTCD. 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; at the expense of another or when consent was not or could not be given. Prohibited actions could include but are 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/ designated Student Conduct officer. 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 Officers. 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, 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.

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/ designated Student Conduct officer, or the Title IX Coordinators.
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 factors, 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 or age. 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/ designated Student Conduct officer or the Title IX Compliance Officers. All complaints of alleged sexual harassment or discrimination against students will be promptly investigated under the oversight of the College’s Title IX Compliance Officers. 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. 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. If the informal resolution process is deemed appropriate by the Title IX Coordinators, 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 Coordinators 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 Officers 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 Officers 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 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 at Central Texas College.

The Definition of a Student:
• Any person who is admitted to or enrolled at Central Texas College at any CTCD location worldwide, to include on-line courses and CTCD courses taught at locations other than a CTCD campus, whether or not they have attended classes.
• Any person attending classes at CTCD as defined above, to include semester courses, short length courses, continuing education courses, and seminars and trainings sponsored by CTC.
• Any person who is not officially enrolled for a particular term, but has a continuing student relationship with the college, including, but not limited to, a former student who plans to reenroll after no more than two years since last enrollment in any CTCD class defined within the scope of this definition.
• Any person who has been admitted to or enrolled at CTCD, as defined herein, within the preceding twelve (12) months.

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 legal rights. 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 of speech, expression and the right to peaceably assemble in accordance with state and federal laws.
• 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.

Please note that the most updated policies and procedures are located in the digital copy of the Student Handbook located at https://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf

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.
• 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 THE SPECIFIED TIME LIMITS WAIVE THEIR RIGHTS UNDER THIS STUDENT CODE OF CONDUCT.**

**B. Central Texas College Code of Conduct**
Enrollment at Central Texas College creates a responsibility for all students for the following:

1. Knowledge of, and compliance with, all CTCD published policies, rules, and regulations, including parking. Copies of such documents are available in the Student Life Office and on the CTCD website. A copy of the Central Texas College Student Handbook that outlines many CTCD policies, rules, and regulations can be accessed using the following link:
   http://www.ctcd.edu/ctcd/assets/File/StudentLife/studenthandbook.pdf.
2. Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
3. Knowing and complying with all guidelines, policies, and procedures that are required for academic and career training programs.
4. 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.
5. To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

**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 requiring 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, not adhering to the guidelines set forth in the
course Syllabus, 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 coursework, test, research paper or term paper.
- Using materials during a test that are not authorized by the test administrator.
- Without prior written approval, cell phones and all other electronic devices are strictly prohibited in testing locations. 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 shall be set on silent prior to class beginning. Exceptions require prior written approval by the individual professor/faculty member or Central Texas College’s Disability Support Services Office.
- Collaborating with another student on coursework when not authorized by the instructor, or 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.
- Having another prepare academic work, or take test taken on behalf of the student.
- Altering or falsifying coursework or test results after they have been evaluated by the instructor.
- Falsifying or altering any College document, to include 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:**
CTCD faculty and staff maintain an open door policy for all students 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/or the problem remains unsolved, he/she should immediately consult the Department Chair, or for online courses, the Online Manager. The student may also contact the Director of Student Life or the Dean or Associate Dean for that campus for direction as to next steps.

**Grades:** Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows discrimination, differential treatment, or substantive or procedural irregularities. A student who feels that he/she has been treated unfairly or unjustly by any faculty member) 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 to 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, or the Dean of Continental Campus a copy of the written complaint along with an explanation regarding action taken at each prior level. The Dean or his/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 calendar 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 specifically not limited to:

   a. Theft, burglary, assault, or any credible evidence that there has been a violation of 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 another, alcoholic beverages, or being in possession of alcoholic beverage containers, on any College owned or operated facility or at any College sponsored event except when specifically authorized in writing by the Board of Trustees of Central Texas College or Chancellor.

e. Possessing or using on college premises firearms, weapons or explosives unless authorized by the College and law.

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 or disruption of Central Texas College’s ability to conduct normal business, to include teaching, research, administration or other functions.

h. Engaging in any obscene, profane, reckless, irresponsible, destructive, or unlawful conduct that does not model good citizenship or reflects poorly upon the CTCD community.

i. Dressing, maintaining 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. (See Sexual Assault and Other Prohibited Conduct)

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.

n. Committing a malfeasance in an elected or appointed Central Texas College office or position.

o. Abusing or harassing conduct, including sexual harassment, sexual misconduct, or sexual assault; or the threat of such abuse or harassment of College employees, students, any person on College premises, off campus activity in accordance with state or federal laws, at College activities.

p. Seizing, holding, commandeering, or damaging any personal or real 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 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.

u. Excessively 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.

v. Unauthorized use of drones. (See CTCD Safety Policy # 153 found on the CTC website under Faculty & Staff and the Risk Management tab).

w. All other violations of local, state or federal laws, CTCD or CTCD departmental policies or procedures.


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/ designated Student Conduct officer. 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 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 of a professional code of conduct. Discipline due to a violation of a professional code of conduct will be handled by the respective department chair who may perform those investigative and disciplinary 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/designated Student Conduct officer. If a student fails to report according to the date and time specified in the summons, 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, obtaining the necessary information, and explaining the disciplinary procedures, the Director of Student Life/designated Student Conduct officer may exercise the following options as applicable to the situation:
   • Issue a formal warning or impose disciplinary action as set forth below. No appeal is allowed for issuance of a formal warning.

If disciplinary action is imposed by the Director of Student Life/designated Student Conduct officer, the student will be given a written statement of the charges and the student will be informed of his/her right to appeal, to include appeal submission deadlines.
   • Should the student appeal the discipline in a timely manner; convene a Disciplinary Committee to hear the charges.
   • Carry out the determination of the Disciplinary Committee to include dismissal the charges brought against the student as warranted.

c. After the meeting with the Director of Student Life/designated Student Conduct officer, the student may exercise one of the following options as it relates to the imposition of formal discipline:
   • Accept the decision of the Director of Student Life/designated Student Conduct officer.
   • 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/designated Student Conduct officer.

Disciplinary Actions:

Disciplinary Actions that could be imposed for misconduct include:

• **Disciplinary Probation** - An official notice that the student’s conduct is in violation of the Student Code of Conduct. Probation serves notice to the student that while his/her conduct not sufficiently serious to warrant suspension or expulsion, further misconduct could result in suspension or expulsion. The duration of the probation will be for a specific designated time, up through the student’s tenure at CTCD.

• **Suspension** - Exclusion from attending the College for a definite period of time, not to exceed twelve (12) months. Conditions may be imposed that the student is required to fulfill prior to or upon returning to the College. The conditions of readmission, if any, will be stated in the dismissal order.
• **Expulsion** - Termination of student status for an indefinite period of time. The conditions of readmission, if any, will be stated in the dismissal order.

**Additional Actions:**

**a.** In addition to the disciplinary actions that could be imposed for misconduct, additional actions may be imposed by the Director of Student Life/ designated Student Conduct officer or a Disciplinary Committee and may include, but are not limited to one or a combination of 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 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 at CTCD’s discretion.
- **Withholding of Transcript, or Degree.** A hold may be placed on a student’s account which prevents the issuance of a transcript and/or degree.

**b.** The issuance of one form of discipline may be used in combination with another and shall constitute one disciplinary action (e.g., 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 of the discipline.

**d.** Disciplinary actions will only be considered after a finding of fact has been made. The more serious the violation of the Student Code of Conduct the lesser impact any mitigating circumstances may have. The following will be dually considered when determining an appropriate disciplinary action:

- past case precedent;
- past disciplinary action;
- whether the actions were directed at another’s race, gender, ethnicity, disability or other protected class;
- seriousness of harm or injury caused by the actions; and
- responsibility assumed by student throughout disciplinary proceedings.

Nothing in this code precludes the College from pursuing any and all remedies available under this Student Code of Conduct and/or those available by law.

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 non-academic disciplinary action. A Disciplinary Committee will not be convened for an action involving Admonition and Warning or Probation.

**b.** The Disciplinary Committee shall be composed of two (2) faculty members, one (1) staff member, and two (2) students. The Disciplinary Committee will not convene unless all five (5) members are present for a hearing.

**c.** The student must submit a timely 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 offer to the accused student a hearing for 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, as applicable. It is at the Disciplinary Committee’s sole discretion whether to require the accused and witnesses to be present at the hearing or to allow the accused and/or witnesses to appear via telephone.

d. The Disciplinary Committee is empowered to uphold the disciplinary action or modify some or all of 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 if it chooses. No enhancement of a penalty shall be given absent a Committee hearing where the accused and witnesses are given an opportunity to present their case and speak.

e. The student may appeal the committee’s decision to the Deputy Chancellor of Academic and Student Services.

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 request for an appeal.

b. The hearing will be facilitated by the Disciplinary Committee, and conducted on 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. In circumstances of allegations of violation of a state or federal law including Title IX, that require the College to allow students to bring a representative, the student may, but is not required to, bring a representative of their choice to the hearing.

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 the Student Code of Conduct. The student may bring witnesses who have factual information about the underlying incidents, and may have up to two (2) character witnesses, testify at the hearing.

g. All witness shall wait outside of the hearing room until it is their turn to address the Committee.

h. The Committee, Director of Student Life and the student charged, may ask the witnesses questions.

i. 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.

j. 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.

k. The Disciplinary Committee may impose limits on the number of witnesses and the amount of cumulative evidence that may be introduced.
l. 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.

m. At the hearing, the student may review the information presented to the Disciplinary Committee by the Director of Student Life.

n. 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 immediately meet privately to consider the evidence and to reach a decision. The Director of Student Life and student shall remain available in the vicinity of the hearing room during the deliberation to clarify any issues the Disciplinary Committee may have, but shall not be present for or participate in the deliberation.

o. Deliberations of the Disciplinary Committee will be confidential and will not be recorded.

p. Except as specified in section “e.” of Disciplinary Procedures, 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.

q. The Disciplinary Committee will reach its decision by a majority vote.

r. The Disciplinary Committee will present its decision in writing to the Director of Student Life. Each member will sign the decision and within five (5) business days the Director of Student Life will prepare a typed copy of that decision for the record.

s. The Director of Student Life shall verbally inform the student of the Disciplinary Committee’s decision, and will deliver to the student a copy of the written decision once it is typed.

t. 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 upheld or newly 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 Deputy Chancellor of Academic and Student Services.

b. The Deputy Chancellor, 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 Deputy Chancellor’s sole discretion, he/she may meet with the student, assign a designee, or make a decision based on the records. The Deputy Chancellor has full authority to uphold, set aside, increase, or reduce the action of the Disciplinary Committee. The decision of the Deputy Chancellor or his/her designee is final.

Non-Academic Discipline Process:

Director of Student Life Receives, Investigates, and Addresses Complaint

Student May Appeal Decision to Disciplinary Committee Hearing

Final Appeal is Directed to the Deputy Chancellor of Academic and Student Services.
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. All time limits for performance of each step of the process for Professional Code Violations are as specified in C.5 above and in Notice and Time Limits in this Student Code of Conduct C.8 below.
   • The departmental process shall at a minimum include an examination of all evidence and a hearing of the student’s and witnesses’ 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 Central Campus and Service Area.
   • 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.

   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.
   • Interim suspension pending completion of investigation, hearing and/or appeals process.

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. Administrative review shall occur as soon as practicable and without unwarranted delay. Once such review has occurred, the student shall be given written notice of the action by the Dean of Student Success and Persistence and a statement of the reasons for any continued action designed to keep the student out of class or off campus.
The student may appeal the Dean’s decision to impose emergency action to the Deputy Chancellor of Academic and Student Services or his/her designee. The appeal will be limited to the emergency removal from the campus, classes, activities, and suspension.

If the Deputy Chancellor, 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 the student will then follow the policy as defined above in section C.

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

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 as a one-time removal. 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 Actions.”

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 wish to file a sexual misconduct complaint, you are encouraged to do so at https://centraltexascollege.tfaforms.net/217734.

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

**Complaints regarding faculty:**
Appropriate Academic Department Chair.

**Complaints regarding staff members:**
Jacqueline Thomas, Coordinator, Affirmative Action/Equal Employment Opportunity, Bldg. 155, Room C105;
254-526-1391, 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
Dr. Mahone-Lewis, Director of Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC) Bldg. 106; 254-526-1166.
Julie Sharkey, Dean Student Success and Title IX Compliance Officer, Bldg. 106, Room 208; 254-526-1293, julie.starkey@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 https://www.ctcd.edu/forms-1/student-forms/student-complaint/.

**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 at 254-526-1200.

**C. Solicitation and Sales**
All soliciting, selling, and peddling by any person or organization not affiliated with the College is 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 vehicles owners.

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

**E. Minors on Campus**
Minors: Any individual under 18 years of age who are not students.

Minors and unenrolled members of the public are not permitted in the classroom, lab, or study areas at any time. Minors are not to be left unattended anywhere on campus. Campus Police will be notified of all unattended minors and the parent will be sought to take custody of the children; and may be issued a citation based on current State law.

Students under 18 years of age:

All students age 17 or younger must complete and return a Parental Consent, Waiver, Release and Indemnity for Minor Students Form and the Important Information for Minor Students and Parents/Legal Guardians, also available in the Admissions Office at Central Texas College.

With the exception of Independent School District (ISD) sponsored activities or classes on CTCD campus, Parent/legal guardian is required to be present on CTCD campus (or elsewhere as dictated by the class requirements) at all times when Student, who is age sixteen (16) years or younger is on campus, in order to monitor the Student’s activities and to be immediately available in case of an emergency. This includes when student is present either in classes or participating in CTCD activities on or off campus.

F. Animals on Campus

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

Students are prohibited from leaving animals in vehicles while on CTC campus and any violation could result in criminal action. Animals on the grounds of Central Texas College must be on a leash or otherwise restrained. The owner is responsible for the removal of all 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.

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 eat food on campus. Picnic tables located strategically around campus and the Student Center Lounge, Bldg. 106, also offer alternative places to eat on campus.

H. Photographs & Recordings of Students

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 by the College or 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 or when the student first becomes aware the photograph was taken. The College will attempt to notify the photographer, if known, but does not guarantee that a student’s photo, digital, video image, or audio recording will not occur while on campus.

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 CTC 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.

**K. Fishing On Campus**
Several areas on campus are devoted to the natural environmental beautification of the campus. Student fishing in these areas by any means is strictly prohibited.

**L. Fireworks**
The term “fireworks” means all devices of inflammable and explosive materials combined of various proportions for the purpose of producing in combustion, loud, beautiful, amusing, audible, and/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. 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, and all other fireworks defined as Class A Fireworks and Class B Fireworks in Section 1 and 10, Article 9205 Texas Civil Statutes.

**M. Closed-Circuit TV and Web Camera (“CCTV”) Monitoring**
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 of the CCTV recordings 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 is not a representation by the College that monitoring is not taking place.

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, monies stored in, or the use of the area under surveillance.

Information obtained through video surveillance will only be released when authorized by the Central Texas College District Legal Counsel, or Central Texas College Administration or the CTC Chief of Police, after consultation with CTC Legal Counsel. Those recorded devices which are no longer needed for criminal justice or administrative purposes will be destroyed or electronically erased.

CCTV 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 authorized 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:

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<th>About</th>
<th>Office</th>
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<td>Records &amp; Registration</td>
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<td>Substance Abuse Resource Center</td>
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* Building Number, Room Number
Community resources available to the complainant of sexual assault:
1. Texas Association Against Sexual Assault, www.taasa.org, 512-474-7190 or Victim Assistance 888-343-4414

2. Sexual Assault Counseling, Texas Health and Human Services, www.211texas.org, dial 211 (24-hour service)


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

7. Texas Abuse Hotline, Texas Department of Family & Protective Services, 1-800-252-5400 (24-hour hotline)


10. Sexual Assault Legal Services & Assistance (SALSA), www.hopelaws.org