

# Student Handbook



*2011 - 2012*

**Central Texas College**

### **Institutional Mission Statement**

Central Texas College provides education for a global community through responsive, innovative instruction and educational services for diverse student populations.

### **Accreditation**

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

### **Equal Educational & Employment Opportunity**

Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, religion, national origin, gender, disability, age, or veterans status.

### **Security**

The mission of CTC's Campus Police Department is to provide a safe and orderly environment by protecting students, employees, visitors, and property from crime, violence and disruption. Free, mandatory parking decals are available from the CTC Police Department, located in Building 137, directly behind the Student Services (Registration) Building 119. Statistics of crimes and fire safety are compiled monthly and published for student review in the Central Campus *Schedule Bulletin* and online on the *Campus Police web page* at [www.ctcd.edu/police/index.htm](http://www.ctcd.edu/police/index.htm).

### **Emergency School Closings**

KNCT (Channel 46) television and KNCT (91.3 FM) radio, along with other local radio and television stations, will broadcast information about school closings because of inclement weather or other emergencies. The inclement weather number is **501-3100**.

### **Emergency Situations**

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

### **Emergency Alert System**

Each student is encouraged to sign up for no cost CTC's Emergency Alert System. This system will be used to make notification in the event of a campus emergency and provide ongoing updates to the event. Log onto Web Advisor and click the "CTC – Emergency Alert" button to sign up. You must sign up at the beginning of each Fall semester and your registration will be valid until the next Fall semester. Call CTC Risk Management Department if you have any questions, at 526-1347.

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# Chancellor's Message

Central Texas College continues to thrive, with record-setting enrollments in 2010/2011. Our success may be attributed to many things, chief among them the quality of our faculty and staff and our commitment to military students and their families.

In addition to growing enrollment, our physical footprint in Central Texas continues to grow. In January 2010 we opened our second college-built facility on Fort Hood, two-story, 26,659-square-foot classroom building. The Fort Hood opening set the tone of things to come as we opened our new 85,000-square-foot nursing facility on our Killeen campus with the start of the spring 2011 semester. We also broke ground and began construction of a new 48,000-square-foot, two-story campus center which will house our bookstore, dining facility and assembly space.

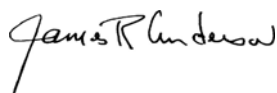
As our enrollment increases, we have also refocused on student retention. CTC was one of a handful of colleges and universities selected to implement an Advancement Via Individual Determination, or AVID, post-secondary system by the AVID Center and the Texas Higher Education Coordinating Board. The new system is designed to increase student academic success, persistence and completion rates. The four-year project was implemented in the fall 2010 semester and provides a full range of academic support services using AVID strategies.

We continue to proudly serve military personnel and their families worldwide, and for the fourth consecutive year we were named one of the top 20 military-friendly schools in the country. In addition to providing education and support services through worldwide contracts and memorandums of understanding, in 2010 CTC signed onto the Army Spouse Education Partnership (ASEP) program which helps military spouses find employment opportunities as they relocate across the country and abroad.

Our faculty and staff participated in a nationwide survey conducted by The Chronicle of Higher Education, and results indicate that Central Texas College is one of the best colleges in the nation to work for. Based on survey results, CTC received high marks in the categories of job satisfaction and support and compensation and benefits. Other highly rated areas were teaching environment, professional/career development programs, diversity, supervisor or department chair relationship and facilities, work spaces and security. It is rewarding to know that our employees think as much of us as we do of them!

While we continue to open doors to new buildings, new programs and most importantly new educational opportunities, we are faced with challenges through pending state cuts to educational funding. As we evaluate our options, our focus will continue to be providing an affordable, accessible, quality education for our students.

Thank you,



James R. Anderson, Ph.D.  
Chancellor

# Introduction

Thank you for selecting Central Texas College to begin or continue your college career. 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:

## College Catalog

The *College Catalog* is an official publication of Central Texas College (published every two years) containing the institution's policies, regulations, procedures, and a schedule of tuition and fees. CTC 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*.

## Schedule Bulletin

Before each semester registration period, a detailed *Schedule Bulletin* is published which provides a finalized listing of activities, registration procedures, and a schedule of course offerings. For administrative purposes, the *Schedule Bulletin* becomes the official calendar for the semester for which it is published.

## Bell Tower Buzz

The CTC *Bell Tower Buzz* is a weekly publication containing student "need-to know" articles and information about upcoming events on the Central Campus and in the surrounding areas. It is published each Monday by the Student Life Office. Campus departments and student organizations are encouraged to submit information and/or articles for publication. Information to be printed in the CTC *Bell Tower Buzz* must be in compliance with all aspects of college policy and must be received by 2pm on the Tuesday preceding the next publication. For further information about CTC and/or the contents of this Student Handbook contact:

Director of Student Life  
254/526-1258  
Roy J. Smith Student Center 106, Room 100  
Central Texas College  
P.O. Box 1800 Killeen, Texas 76540-1800

# Academic Information

## 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.

## 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 want to enroll in more than 18 hours during regular sessions, you must receive special permission from the Dean of Central Campus, the Associate Dean of Guidance and Counseling, or the Dean of Student Services.

## Prerequisites

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

## Class Attendance and Course Progress

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

- Students are required to be in class on time. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- An instructor may initiate an administrative withdrawal if a student fails to meet the attendance requirements or is not making satisfactory progress toward the course objectives. The instructor may assign a grade of "FN" or "XN" at the time of the administrative withdrawal.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

## Religious Holy Days

If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 Tax Code.

## Withdrawal From Classes

It is the student's responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student's request. GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal. All other students who desire to or must officially withdraw from a course on or after the first scheduled class meeting must file an Application for Withdrawal with the local CTC representative by the last date to withdraw. Students enrolled in distance learning courses and who do

not have access to a local CTC representative should submit a withdrawal form to online. mentors@ctcd.edu or the CTC Records Office in Killeen, Texas.

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

### **Instructor Initiated Withdrawals**

Faculty are authorized to withdraw students who are not making satisfactory course progress as outlined in the section of the Catalog entitled “Satisfactory Progress Standards.”

### **Administrative Initiated Withdrawals**

A student may be administratively withdrawn by a designated member of the administrative staff of the College 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.

### **Grading System**

The grading system at Central Texas College is as follows:

Grades	Grade Points	
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete (except developmental)	0
FN	Nonattendance	0
FI	Failure, nonremoval of incomplete	0
IP	Incomplete, in progress (except developmental) Not Computed	
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental and designated modular courses	Not Computed

## **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 if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “F” and appear as an “F” on the student’s official transcript.

## **Scholastic Probation and Suspension**

Information pertaining to Scholastic Probation and Suspension can be found in the *College Catalog*.

## **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 WebAdvisor.

## **Dean’s Honor Roll**

Students whose scholastic achievement is outstanding may qualify for the “Dean’s Honor Roll.” Please contact the Student Life Office, at 526-1258, to request your letter. 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.

## **Graduation Requirements**

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of General Studies and certificates of completions. 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 CTC (to fulfill residency requirements).
  - Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all CTC coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the CTC 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 CTC 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.

# Testing Information

## Testing Services

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

Central Texas College provides an extensive testing program for interested students and residents of the area. For further information and testing dates, contact the Testing Office at the above location or telephone. Personnel in the office may provide assistance in the following areas:

- American College Test (ACT)
- ACCUPLACER
- Diagnostic Tests.
- Automotive Service Excellence (ASE)
- College Level Examination Program - CLEP
- General Education Development (GED) Test and DATES
- Nursing Pre-entrance Exam
- Institutional Challenge Examinations
- Proctoring services for other colleges and universities.
- Comprehensive English Language Test (CELT)
- Other tests as desired or needed.

For detailed information visit the CTC testing website at [www.ctcd.edu/testing/testing.htm](http://www.ctcd.edu/testing/testing.htm) and refer to the “College Costs” section of the catalog for fees.

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

# Financial Information

## Financial Aid

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

A variety of state and federal grants, loans, and scholarships are available through the Financial Aid Office at CTC to help you with living and educational expenses. The programs are need based and are available to qualifying students who are making satisfactory academic progress. Please review the CTC 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 Federal SEOG. FWSP (Federal Work Study Program) is available at CTC, 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 Direct Student Loan Program is available. For information, please contact the Student Loan Officer in Building 111, Room 128, telephone 526-1552.

CTC 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, CTC offers scholarships for students working in specified subject areas.

To apply for financial aid, do the following:

- Go to the CTC web site: [www.ctcd.edu](http://www.ctcd.edu)
- Click on Students (which take you to the main Students Page). Click “Financial Aid & Scholarships”
- Click on Free application for Federal Student Aid (FAFSA)

You can access FAFSA (Financial Aid Application), information on Scholarships, In-House Packets, FAQ (frequently asked questions). If you encounter problems, please contact the Financial Aid Office.

To check on you Financial Aid you can go to the CTC Web Advisor:

- Go to [www.ctcd.edu](http://www.ctcd.edu)
- Click on “Students”
- Click on the WebAdvisor icon
- 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.

## **Your Financial Responsibility**

You may be denied your transcript if you 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 CTC.

## **Business Office**

*Student Services Building 119 • Room 110 • 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.

## **Veterans Services**

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

Central Texas College programs are approved for persons 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 may 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 *CTC College Catalog*.

# Student Services

## Guidance and Counseling

The CTC Guidance and Counseling office provides counseling services to assist you with career planning and 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 one's academic progress and graduation requirements.

## Transfer Counselor

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

## Transcripts

Students may obtain an unofficial CTC Transcript from their student account in WebAdvisor. Convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at [www.ctcd.edu](http://www.ctcd.edu). Transcripts may be provided upon your written requests. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education.

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus address. Transcript requests should include full name to include former names used at CTC; student-assigned identification number; date of birth; and location/year of attendance. Include a complete address to which the transcript is to be sent.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation maybe 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 CTC.

## Name/Address Change

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, presents a copy of the marriage certificate. 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 provided before the name change will be processed. Submit name change documents and affidavits to CTC Registration and Records, Central Campus, Killeen, Texas.

## Student Records

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

Student records include:

- 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

## **Schedule Changes**

All schedule changes must be made in person by the enrolled student and approved by a CTC guidance counselor. A \$5 fee will be charged for all schedule changes that include dropping one or more classes. Refer to the *Schedule Bulletin* for more information.

## **Residency**

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

## **Evaluation of Previous Education**

Refer to the College Catalog for information regarding CTC'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 should contact the CTC Student Services Office at 526-1635. Military retirees and civilians should contact the CTC Student Services Office, Bldg. 119, Room 225, at 526-1395.

## **Guidance and Counseling**

*Student Services Building 119 • Lobby • 526-1104*

Besides providing instruction program faculty advisors, CTC also maintains a dedicated and professional Guidance & Counseling staff available to assist you in making your educational plans. Through the Office of Guidance & Counseling you can find out about academic and vocational college courses being offered at any of CTC'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.

## **Career Center**

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

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

## **Child Development Center**

*Child Development Building 117 • 526-1900*

The Child Development Center welcomes children from the local community, as well as CTC and Texas A&M, Central Texas, students and staff. The Center provides programs designed to meet the physical, social, emotional and intellectual development of children ages 1/2 2 through 5. A highly qualified staff provides a safe, nurturing environment and developmentally appropriate activities.

## Disability Support Services

*Building 111 • Rooms 207 • 254-526-1450 • Toll Free-number 800-792-3348, ext. 1450*

The goal of DSS at Central Texas College is to provide 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. DSS is a place where students with disabilities can register and receive reasonable accommodations based on ADA and Section 504.

## Child Care Assistance Program

*Student Center Building 111 • Room 207*

CTC students, who are majoring in technical/vocational, and certificate programs, may be eligible for Child Care services. In order to be eligible, students must have a technical/vocational degree plan. Students must maintain a “C” average in all their courses, meet the income guidelines and have applied and completed the process for financial aid (Pell Grant). Please note that there is a limited amount of funds for child care assistance. Therefore, all qualified applicants may not be accepted. Child care assistance is awarded based on greatest economic need and previous CTC academic success (if applicable).

## Textbook Lending Program

Building 111, Room 207, 526-1450

Please contact the above office regarding requirement.

## Retention Services Specialist

The Retention Specialist Office is located in the Student Services Building (building 119), room 111. For more information, please call 254-526-1610.

**Reaching for Excellence Through Education Now Training Individuals to Open New directions.** This is the motto of the new Retention Services Specialist who is here to provide support for students who are or who may be facing academic challenges. As individuals, we all experience certain setbacks in all aspects of our lives. As students, we do not leave our personal lives at the entrance to the institution and assume the identity of a student. The fact is that as students, we are the complete package. Personal, financial, family, and relationship problems, to name a few, are the things that we carry with us to class. With time, these can affect us in ways that we may not even be aware of. Our study habits and ability to concentrate on school may take a back seat to some or all of these issues. To top it off, some of us really have little or no idea of what to expect from a college, or have little training in the area of study skills or good study habits. At CTC, we are committed to help you, the student, achieve success. How can this be reached?

- ✚ CTC believes that you are a high priority.
- ✚ At CTC, you will be exposed to diverse ideas and people.
- ✚ We will provide you with the “basic training” needed to navigate through college.
- ✚ CTC will help you learn college “survival skills”.
- ✚ We have high but reasonable expectations of you.
- ✚ We encourage participating in campus student groups and affiliations.
- ✚ Make you aware and encourage participation of campus services and resources.
- ✚ Offer you comprehensive information in a compassionate manner.
- ✚ Treat retention as a preventative measure.
- ✚ Remind you that at Central Texas College, Faculty and staff are here to work with you and for you.
- ✚ The Retention Specialist will work closely with the Chancellor’s Uniform Recruitment and Retention Strategy Steering Committee, as well as the Faculty Senate, Financial Aid, VA and Disability Support Services, Transportation Services, Childcare Services and Project Pass to ensure student to ensure your academic success.

The Retention Specialist currently works with students that are on probation, suspension or unsatisfactory progress, as well as students that are experiencing personal or other academic barriers that may prevent them from being a successful student and achieve a degree. The Retention Specialist Office is located in the Student Services Building (building 119), room 133. For more information, please call 254-526-1610.

## **International Student Services**

*Student Services Building 119 • Room 115 • 526-1107*

The staff of the International Student Services Office is available to assist nonresident alien students in matters related to enrollment. Services include: information and assistance on admissions procedures, academic and social counseling, counseling and placement into English-as-a-second-language (ESL) courses for non-immigrants, resident aliens, and permanent resident students.

### **Change of Status Application:**

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

## **Student Retention**

Student Retention Services (SRS), a division of Educational Program and Support Services at Central Texas College, assists students in achieving their goals and actively supports CTC's overall mission of providing a quality education for its unique global community. SRS is committed to elevating student academic quality of life and promoting goal completion. Powered by foundational objectives such as student centered activities and programming, grants, community outreach, departmental collaboration, qualitative studies and data driven assessments, SRS is leading the student success movement to create and sustain a positive college going culture for CTC students worldwide.

## **The Academic Studio**

The Academic Studio is an instructional support and academic resource center for Central Texas College students, faculty, and staff. A division of Student Retention Services, the Academic Studio offers a wide range of services including subject-area tutoring, writing assistance, research and fact checking, study skills and resource/service referrals.

Staffed by the Collegiate Academic Support Team (C.A.S.T.), the Academic Studio helps to facilitate the learning process by employing strategies specifically designed to engage and challenge learners.

All C.A.S.T. members are certified AVID tutors/mentors and specialize in a variety of subjects. Using a customized Academic Script, the instructional support services offered at the Academic Studio provide direction, bring goals into focus, organize learning objectives and create numerous opportunities for student success.

All services are free. CTC ID card required.

### Academic Studio Services

- Subject-Area Tutoring
- Assignment Review
- Research and Fact Checking
- Study Skills
- Proofreading
- Practice Exams and Test Taking Tips
- Time Management
- Organizational Strategies
- Library and Internet Research
- Speech and Presentation Rehearsals
- Project Management

- Mentorship and Service Referrals
- Information/Resource Support

**Hours: Monday-Thursday 9-4 and Friday 9-11.**

Services outside of normal business hours are available by appointment only.

## **CTC Continuing Education Personal & Professional Development Center**

### **Code of Conduct\***

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

- 1) 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. A copy of the CTC student handbook that outlines the policies, rules, and regulations can be accessed using the following link: [http://www.ctcd.edu/student\\_hdbk.pdf](http://www.ctcd.edu/student_hdbk.pdf).
- 2) Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
- 3) 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.
- 4) To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

Boston Reed College (BRC) expects students to be responsible for knowing and complying with all guidelines, policies, and procedures as outlined in the BRC student handbook. A copy of the BRC student handbook outlining the guidelines, policies, and procedures can be accessed using the following link: <http://www.bostonreed.com/students/coursematerials/handbook.pdf>.

## **Campus Services**

### **Bookstore**

*Bldg# 156, Campus Center*

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: M-Th 7:30 a.m. – 5:30 p.m., Friday 7:30 a.m. – 11:30 a.m.

### **Campus Police - Security Services**

*Building 137 • 526-1200*

#### **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 by off campus or cellular phone dial 526-1427. In case of emergencies dial 911.

#### **Emergency Medical Calls**

The Central Texas College police officers are trained as first responders in stabilizing patients, administering CPR and first aid, and in the use of AED. For medical emergencies notify the campus police and call 911. The campus is serviced by the Killeen Fire Department's EMS ambulance services in cases of medical emergencies.

**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 Fire Department in cases of fire emergency.

### **Parking and Campus Vehicle Registration Information**

The Texas Education Code and the CTC Board of Trustees give the CTC 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 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, but it does not assume any liability concerning the protection of motor vehicles.

### **Parking**

Student, staff and guest parking is available in parking lots throughout campus except where marked “No Parking”, “Reserved”, “Maintenance”, “Official Use”, “Visitor”, “Special Permit”, 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 staff members only which requires a yearly fee. 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”, “Special Permit”, or “Adjunct Faculty” spaces when attending class.

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.

### **Handicapped Parking**

Only those persons who are in compliance with TRC Subtitle H. Chapter 681.002 are authorized to use parking spaces reserved for handicapped or disabled persons. Those who are in compliance will have a designated numbered placard hung on the rearview mirror, or license plate issued by the county tax collector of the county in which they reside. Those individuals with temporary handicapped parking letters issued by the CTC Office of Disability Support Services, will place the authorization letter on the driver’s side dashboard, visible for verification. Those individuals who are not in compliance with the above mentioned statute will be issued a Justice of the Peace Citation, with a fine not to exceed \$1,000.00, or a Campus parking citation with a fine not to exceed \$50.00. The Campus Police reserve the right to verify the identity of the owner of a handicapped placard or disabled plate.

### **Abandoned Vehicles/Found Property**

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 turned over (towed) to a vehicle storage facility for further disposition. All towing charges incurred will be the responsibility of the owner/ driver. All abandoned or found property is turned in to the Campus Police and if not claimed within 30 days by the owner will be disposed of in accordance with applicable state laws. For further information consult the office of the Campus Police.

### **Vehicle Registration Procedure**

All students (full or part-time) attending Central Texas College, who operate a motor vehicle on the Central Texas College campus and the Fort Hood Campus, regularly or occasionally, and all faculty and staff members are required to obtain a parking permit. Students should obtain their permits during normal fall, spring, or summer registration. Permits are available anytime after normal semester registration and can be obtained at the CTC Police Department, Building 137. 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. Parking permits are permanent and changed only when replacing or adding other vehicles.

### **Display of Parking Permit**

Every individual who operates or parks a vehicle on campus must:

- Register the vehicle with the CTC Police Department.
- Request a parking permit for each vehicle driven.
- Properly display and affix the parking permit to the window as designed.
- Become familiar with the parking and traffic regulations on campus.
- Report any temporary disabled vehicle to the campus police.
- Obtain a temporary parking permit when visiting or when having temporary means of transportation.

Parking permits shall be affixed to the outside lower left corner of the vehicles rear window clearly visible to the officer and not obstructed. Parking permits are not transferable from one vehicle to another.

### **Traffic Violations and Fines**

Person's found to be in violation of Texas traffic laws on campus will be cited for those violations and issued a Justice of the Peace citation to the appropriate county (Bell or Coryell) in which the offense occurred. Those fines will be assessed by the appointed Judge in the Justice of the Peace court.

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 an 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.

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

- No parking decal/permit
- 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
- Parked within 20 feet of an intersection
- Parked outside lines provided
- Parked in a maintenance space
- Parked on the grass or landscaping

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

When a person is charged with a violation of any provision of the campus parking/driving regulations, proof that the vehicle was, on the date of the offense, bearing a valid campus parking permit is direct evidence that the holder of the permit or vehicle owner received the citation and committed the violation.

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. In the case of multiple students residing at the same address using the same vehicle, all names associated with that address will be cross-reference to the same citation should a valid parking permit not exist, and accompanying violation, charges, and fees, will be assessed to each name until the fees are paid in full.

Unpaid charges for parking violations are recorded in either:

1. The name of the person who the parking permit was issued to;
2. The name of the previous parking permit owner/registant;
3. The name of the person who has previously paid parking citation charges on the same vehicle;
4. The registered owner or driver; or
5. Any combination of the above

### **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 entered within 10 days of the date of the citation. All appeals will be reviewed by the Chief of Police or his/her designee for disposition. 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.

Students have the right to further appeal any parking citation to the Director of Student Life Activities. If an appeal is not submitted within the above prescribed time, the recipient loses his/her right to appeal their campus citation.

### **Crime Prevention**

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

CTCPD 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 newsletter, *The Bell Tower Buzz*, the online student newsletter "In the Loop", and the CTC 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
- How to report offenses
- Who to contact
- How offenders choose victims
- Prevention practices
- Parking lot safety
- What to do if assaulted
- Victim services

### **Campus Crime Prevention Programs:**

#### **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."

### **Campus Escorts**

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

### **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.

### **Child Identification and DNA Kit**

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

### **Operation H.E.A.T**

A statewide motor vehicle registration program administered by the Texas Department of Public Safety that helps law enforcement officials identify stolen vehicles.

### **Crime Reporting**

All incidents of crime, alleged crime, rape, date rape or other sex offenses occurring on campus should be promptly reported to the Campus Police. Crimes and criminal activity are investigated and a written report maintained in the office of the campus police. Patrol officers maintain a written daily log of all criminal activity observed or reported which includes the nature, date, time and general location of each crime and the disposition of the complaint if known. Copies of police reports are available through the open records act. 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 CTCPD Community Oriented Policing Program.

### **Sex Offenders:**

Information regarding registered sex offenders as set forth by the Violent Crime Control and Law Enforcement Act of 1994 is available by accessing the Texas Department of Public Safety Sex Offender website at: [https://records.txdps.state.tx.us/DPS\\_WEB/sorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/sorNew/index.aspx). 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 day of school enrollment to make contact with the Campus Police to register on Campus as a sex offender.

### **Registration of Workers or Students at Institutions of Higher Education**

Article 62.153 states:

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

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

(A) the municipality in which the institution is located; or  
(B) the county in which the institution is located, if the institution is not located in a municipality. (b) A person described by Subsection (a) shall provide the authority for campus security or the local law enforcement authority with all information the person is required to provide under Article 62.051(c).

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

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

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

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

(1) an authority for campus security; or

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

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

The authority for campus security at Central Texas College is:

Mary G. Wheeler

Chief of Police

#### **Suicide Information and Factors:**

Suicide is the second leading cause of death, after accidents, among college students. The Central Texas College Police Department, Division of Security Services, in conjunction with the Central Texas College District are fortunate to have a student body, staff, faculty, and administrators who are very aware of students who are, for many reasons, struggling in dealing with campus life. If you or someone you know is at risk or for information on suicide facts and prevention contact the office of the Campus Police or the Substance Abuse Resource Center on campus at 526-1166.

#### **Weapons on Campus:**

Texas Law (Penal Code 46.03) prohibits the possession of a firearm, illegal knife, or prohibited weapon (as defined) on the grounds of an educational institution. Possession of any weapon or firearm on campus is a third degree felony. The only exception is for authorized law enforcement officers in the actual discharge of his/her duties or other persons specifically authorized by the college. See our website for additional information.

#### **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. Texas Education Code, Chapter 51.98.

#### **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 eject 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.

#### **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).

Students who do not comply with the above procedure will be identified, their ID card confiscated, and will be subject to disciplinary action.

## **Emergency Lockdown Procedures**

Comply immediately when instructed to lock down or take shelter.

**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.

**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 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.

Students who do not comply with the above procedure will be identified, their ID card confiscated, and will be subject to disciplinary action.

## **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 check out equipment in the Upper Student Center, and to access CTC'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 Registration building. You must bring a picture ID, your current class schedule or tuition receipt showing full payment with you.

ID cards are renewable each semester for returning students. To replace a lost or stolen ID card, 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 CTC ID card may result in disciplinary action.

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

*Student Center Building 106 • Room 100 • 526-1258*

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

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

## **Food Service**

*Building 156 • 526-1523/1242*

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.

## **Learning Resource Center**

*Skills Center Building 118 • Room 15 • 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.

## Library

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

The library provides books, magazines, newspapers, a computer lab, Internet access, online databases, photocopiers, group and individual study areas, help finding information, and instruction on how to use the library. Hobby Memorial Library is a joint library serving both Central Texas College and Texas A&M University Central Texas in an integrated setting. A valid CTC student, faculty, or staff ID card is required for use.

# Student Life

## Student Life Activities

*Building 106 • Room 100 • 526-1258*

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

## The Upper Student Center

The Upper Student Center houses the Student Government Association Office, a meeting room, pool and 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 CTC ID card.

## Student Organizations

Approximately twenty 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:

- Air Conditioning Club (HVAC)
- Baptist Student Ministry (BSM)
- *Byways* Literary Journal
- Chess Club
- Criminal Justice Club
- CTC Step Team
- CTC College Conservatives
- Culinary Hospitality Arts Club
- Delta Epsilon Chi (DECA)
- Electronics Club
- Epsilon Delta Pi (Computer Science Honor Society)
- Flight Team
- Gay-Straight Alliance (GSA)
- International Student Association
- Mental Health Services Association
- Morton Hall Association (MHA)
- Muse Association
- NAACP

- National Federation of Licensed Practical Nurses (NFLPN)
- The National Society of Collegiate Scholars (NSCS, Honor Society)
- Phi Theta Kappa (National Honor Society)
- Psi Beta Psychology (National Honor Society)
- Rodeo Club
- Rotaract
- Sigma Kappa Delta (Communications Honor Society)
- Spanish Club
- Speech Team
- Student Government Association (SGA)
- Student Nurse Association (SNA)
- Student Veterans Organization
- Students in Free Enterprise (SIFE)
- Writer's Club

For more information about these campus clubs and organizations or how to start a club contact the Director of Student Life and Activities at 526-1258 or go to [http://www.ctcd.edu/stu\\_life/clubs.htm](http://www.ctcd.edu/stu_life/clubs.htm).

## **Student Government**

*Student Center Building 106 • Room 202 • 526-1151*

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 CTC 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.

## **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, CTC 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.

## **Natatorium and Physical Education Center**

*Physical Education Building 151 \* 526-1588*

The CTC 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.

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

## **Intramural Sports**

Intramural sports and activities are coordinated by the Physical Education Department and provide a well-rounded schedule of activities for CTC 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 – [www.ctcd.edu/intramural/intramural.htm](http://www.ctcd.edu/intramural/intramural.htm).

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 CTC student, faculty, or staff ID card is required for use.

## **Emergency Messages**

The Student Life Office will deliver emergency messages to students who are in class. For more information call 526-1258.

## **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, respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

## **Morton Hall**

Central Texas College operates a co-ed dorm for 120 full-time students. Supervision is provided by a full-time dorm staff who are responsible for daily operations as well as educational and social programming. Each student residing in Morton Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious community life. For more information, call 526-1926 or 526-1167.

## **Married Student Housing**

Student apartments, located on the Central Campus, are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent.

If you are interested in housing, apply at the Married Student Housing Office at 526-1167.

# Health Alert

## Health Services and Student Insurance

The College does not employ a nurse or physician. However, first aid kits are available in the Student Life Office (Student Center Building 106, Room 100), or Campus Police (Administrative Computer Center Building 139, Room 202).

CTC is dedicated to the well-being of its students. Alcohol and drug awareness programs, as well as fitness courses, are all geared toward student wellness. If you have a psychological or physiological problem, consult the Associate Dean of Guidance and Counseling.

Central Texas College does not provide or recommend insurance programs for students. The Student Life Office has researched and maintains information about health insurance for students but will not recommend individual companies.

## 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 causes 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.

What are the Symptoms?

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

## 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.

## 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.

## How Do You Increase Your Risk of Getting Bacterial Meningitis?

Living in close conditions (such as sharing a room/suite in a dorm or group home).

## **What are the Possible Consequences of the Disease?**

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

## **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.

## **Special Alert for those students planning on living in Student Housing:**

### House Bill 4189 Requirement for Bacterial Meningitis Vaccination

In compliance with HB 4189, a first-time student attending an institution of higher education, including a transfer student, residing in on-campus housing, must show evidence of being immunized against bacterial meningitis. The student must have received the vaccination at least 10 days prior to the date of residency and evidence thereof provided to the Director of Business Services or his/her designee prior to approval for on-campus housing. The student will not be approved for on-campus housing without providing acceptable evidence of the vaccination. The vaccination information provided will be maintained in accordance with Family Education Rights and Privacy Act Regulations.

Acceptable evidence of vaccination provides the following:

- (A) the month, day and year the vaccination was administered
- (B) the signature or stamp of the physician or his/her designee, or public health personnel
- (C) an official immunization record generated from a state or local health authority; or
- (D) an official record received from school officials, including a record from another state.

### EXCEPTIONS:

A student is not required to submit evidence of receiving the bacterial meningitis vaccination if the student submits to the institution:

- (1) an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, which states that in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
- (2) an affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. <https://webds.dshs.state.tx.us/immco/affidavit.shtm>

The exceptions noted above do not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services and is in effect for the location of the institution the

student attends. Beginning January 2, 2010, Texas state law requires all students attending CTCD for the first time who will live in student housing to be vaccinated for meningitis at least 10 days prior to taking up residency in student housing.

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

- Contact your own health care provider.
- Contact the Bell County Health Office at (254) 526-8371.
- Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

## **Immunizations**

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

### **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.

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

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

### **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.

### **Acquired Immune Deficiency Syndrome**

Acquired Immune Deficiency Syndrome (AIDS) has produced a nation-wide health crisis. First described in the United States in 1981, it has now become one of the highest priorities of the U.S. Public Health Service. Central Texas College has developed its own set of AIDS Guidelines which are available for viewing at the Risk Management Office. Any occurrence of harassment or discrimination against a person known or suspected of being infected with HIV will not be tolerated by Central Texas College.

### **Bloodborne Pathogens**

CTCD 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 and Classroom Building, Bldg. 155, CTC 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.

# Policies & Procedures

## Solicitation and Sales

Soliciting, selling, and peddling by any person or organization not affiliated with the College are expressly prohibited on campus unless written permission is granted from the Director of Student Life. Student organizations must obtain permission from the same office before conducting any enterprise that involves sales or solicitation.

## 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.

Individuals and commercial organizations wishing to advertise on campus must first obtain permission from the Director of Student Life.

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.

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

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

## Children on Campus (under the age of 17 who are not students)

No children are permitted in the classroom, lab, or study areas at any time.

Children cannot be left unattended anywhere on campus. If children are found in the hallways, stairwells, vehicles, etc., unattended, the campus police will be notified and the parent will be sought to take custody of the children.

## Animals on Campus

Animals are not allowed in campus buildings, or in campus housing, with the exception of disability service animals. Animals should never be left in vehicles and any violation could result in criminal action. Animals on the grounds of Central Texas College must be restrained and the owner is responsible for the removal of any animal waste.

## Food Consumption

Eating and drinking are not permitted in classrooms, libraries, or laboratories on campus. The cafeteria and snack bar located in the Student Center offer seating for students who wish to purchase or bring food to school. Picnic tables located strategically around campus and the Upper Student Center recreation area also offer alternative places to eat on campus.

## Computer Ethics Guidelines

Daily, thousands of users share CTCD computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt CTCD business or the work of others. Therefore, you must exercise ethical behavior when using CTCD resources.

CTCD resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies. Anyone discovered misusing or abusing CTC computers or guidelines for computer use will be subject to college disciplinary action or criminal arrest if an infringement of the law exists.

## **Student Photographs**

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

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

## **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), alters its normal performance, or causes it to malfunction is prohibited. Internet use is for educational purposes only.

### **I. Information Technology Security**

- A. Users need to read, understand, and adhere to all CTCDD 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. CTCDD is not responsible for privately owned systems (e.g., laptops) or data that becomes compromised due to wireless network usage. Users utilizing the CTCDD student/guest wireless network do so at their own risk and are encouraged to transmit sensitive data only when strong encryption becomes available.
- C. CTCDD 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. CTCDD is not responsible for any illegal content that is received, transmitted, or stored by the user.
- E. Users gaining access to CTCDD 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.

### **II. User Security Violations**

User violations include, but are not limited to:

1. Interfering with the operation of anti-virus/malware detection software installed by the IT Division.
2. Generating malicious or illegal traffic, or attempting to gain access to sensitive or personal data belonging to CTCDD or other entities.
3. Engaging in any activity that is illegal under local, state, or federal law or laws of the applicable host country while utilizing CTCDD owned or leased resources.

4. Examining, copying, modifying, or deleting files and/or data belonging to other users without their prior consent.
5. Using CTCD computer systems and/or networks to gain unauthorized access to remote systems.
6. Making any intentional attempts to obtain unauthorized access to or otherwise interfere with the operation of network systems or programs.
7. Willfully introducing computer malware into the CTCD network.
8. Intentionally operating any network-intensive application that overloads the network.
9. Executing port scans, security scans, or any form of network monitoring which will intercept data not intended for you.
10. Forging or attempting to forge electronic mail messages or header information.
11. Attempting to read, delete, copy, or modify the electronic mail of other users.
12. Sending or attempting to send harassing, obscene, or other threatening e-mail to another user.
13. Making illegal copies of software licensed to CTCD.
14. Using CTCD-owned computer accounts, computer and communications equipment, software, or networks for commercial purposes.
15. Using software and hardware provided by CTCD for work outside the teaching, learning, and professional mission of CTCD.
16. 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 CTCD-owned computer in such a way that would bypass existing security measures.
17. 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.
18. Connecting any wireless access devices to the campus network without prior approval from Information Technology.
19. Attempting to decrypt system or user passwords or other encrypted information.
20. 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.

## Campus Running Policy

CTCD 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. During this time 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 CTC 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.

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

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

## Student Modes of Transportation

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

- **Motor Assisted 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 campus grounds, buildings, hallways, parking areas, sidewalks, in or around pedestrians, on any stairway, wall, bench, fountain, tennis court or within any structure or facility; or on any property owned or occupied by Central Texas College District unless otherwise posted. Other prohibited areas include land, grass, shrubbery, gardens, flowerbeds, and other areas where pecuniary loss may occur.

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.

## Curfew and Loitering Policy

The safety of the entire college community is a primary concern of the CTCD 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.

Loitering on college-owned or controlled property, including buildings and parking lots, is prohibited. Loitering on college premises is defined as lingering idly or aimlessly in any area of the campus without official authority. Hanging around in clusters and creating or causing unusually loud and disturbing noises and/or wandering aimlessly about campus (especially around residence hall and married housing) 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, arrested or asked to leave, and/or may be reported to the Director of Student Life Activities for disciplinary action.

## Warnings and Emergency Broadcast Messaging

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. **To sign up for free emergency alerts** go to the CTC webpage **log into Webadvisor and click on CTC Emergency Alert** (applies to TX Campuses only).

Warnings may only 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.

## 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, which 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 CTC Emergency Alert Broadcast System (see above), on the CTC Campus Police web page and the campus student newsletter, "The Buzz".

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 CTC web site at: [www.ctcd.edu](http://www.ctcd.edu), providing the college community with more immediate notification. In such instances, a copy of the notice is posted in Morton Hall, building 120; made available to all residents of Married Student/Single Parent Student Housing; and also available at the Office of the Campus Police. Anyone with information warranting a timely warning should report the circumstances to the Campus Police, by phone (254) 526-1427 or (254) 526-1200 or in person at the Campus Police Department, building 137, directly behind Student Services building 119 on Main Campus.

## Off-Campus Criminal Activity

When a Central Texas College student is involved in an off-campus offense, or investigation, CTC 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, CTC officers can and do respond to incidents that occur in close proximity to campus.

CTC police officers have direct radio communications with both city police departments, fire departments, and ambulance services to facilitate rapid response in any emergency situation. Any student who violates the CTC Student Code of Conduct will be subject to disciplinary action up to and including expulsion from college. Students whose behavior constitutes a violation of both the College Code and Federal, State or Local Law 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 charges involving the same incident have been dismissed, reduced, or are pending.

## **Fishing On Campus**

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

## **Closed-Circuit TV 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 will be based on suspicious behavior, not individual characteristics. Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images will be stored in a secure location with access by authorized staff members only.

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

CCTV systems are used regularly in the hallways and common areas of the dormitory and in any area on campus deemed "sensitive" by the CTC Administration. An area may be considered sensitive by the nature of the college property or monies stored in or in use in the area under surveillance. Students and staff entering certain sensitive locations on campus may have an increased concern for privacy or confidentiality, however the use of CCTV systems in those areas are a necessity for the preservation and protection of college owned property and assets.

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

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

## **Smoking and Tobacco Use Policy**

The administration and faculty of CTC are concerned about the health and welfare of all individuals on campus. In light of research findings, statements by the United States Surgeon General, and the trend in the business community today, CTC has a no smoking policy in all buildings on campus. The only exception to this rule is Married Student Housing. Also, smoking is prohibited within 50 feet of any building entrances and in all areas marked as nonsmoking. Failure to comply can result in a campus citation and a fine assessed.

## **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, are subject to disciplinary action.

## **ADA**

The Americans with Disabilities Act of 1990 (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 because the College's facilities are inaccessible to or unusable by individuals with disabilities. CTC shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to ensure equal access for all.

## **Drug and Alcohol Abuse Policy**

### **Introduction**

You are admitted to Central Texas College for the purpose of educational, social and personal enhancement. As a student, you have the rights and privileges. With these rights and privileges, you also have certain duties and responsibilities essential for creating an environment in which all students can learn to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty and staff, but also the potential for educational, social and personal enhancement. All members of the college community must take responsibility for preventing substance and alcohol abuse.

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

### **Education, Prevention and Treatment**

Central Texas College is committed to providing comprehensive drug education and prevention programs, as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center, located in the Student Services Building 119, to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs which will assist in prevention of alcohol and substance abuse activities.

Central Texas College recognizes the importance of treatment services in assisting faculty, staff and students in overcoming substances and alcohol abuse problems. Assessment and intervention services for students and staff are available through the Substance Abuse Resource Center. If further treatment is necessary, staff and students may be referred to outside counselors and programs. Active duty military and their dependents may seek assistance through the on-post alcohol and Drug community Activity Division. Information relating to these outside agencies may be requested from the office of the Substance Abuse Resource Center or the appropriate Campus Dean. All contacts are confidential and will not be the basis of disciplinary charges. Faculty and staff seeking outside assistance may contact the Insurance Claims Office to check on health insurance coverage.

### **Health Risks**

Controlled substances of 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:

## **Physical**

- altered heart rate
- strokes
- damage to lungs/pulmonary system
- birth defects
- hepatitis
- coma
- altered blood pressure
- death
- injection with contaminated needles may result in spread of disease

## **Mental**

- impaired memory
- reduced concentration/coordination
- delusion
- psychological dependence
- paranoia
- psychosis

## **Legal Aspects/Consequences**

Faculty, staff and students of Central Texas College are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs. More specifically, the Institution prohibits “manufacturing, possessing, having under control, selling, transmitting, using, or being party hereto any illegal drug, controlled substance or drug paraphernalia on college premises or at college sponsored activities.” Also prohibited is the possession, use, sale, or being under the influence of alcoholic beverages, or having alcoholic beverage containers in any college-owned facility or at any college sponsored event except when specifically designated by the Board of Trustees of the College District.

The term “controlled substance” when used in this policy shall refer to those drugs and substances whose, possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act, as well as substances that possess a chemical structure similar to that of a controlled substance.

## **Institutional Disciplinary Action and Process**

Institutional disciplinary action may be brought against faculty, staff and students alleged to have violated Institutional regulations and/or local/state and/ or federal laws concerning controlled substances or other criminal offenses. Violations of any state or federal law pertaining to controlled substances or any other criminal offense that occur off campus and are not associated with the Institutions related activities may result in disciplinary charges in situations in which the continued presence of the individual is likely to interfere with the educational process and the orderly operation of the Institution.

Institutional disciplinary proceedings will be in accordance with procedures outlined in the *Student Handbook* (students) and the *Human Resources Policy and Procedures Manual* (faculty and staff). Disciplinary action in cases involving drug or alcohol related situations by students may result in suspension, dismissal or expulsion from the college, depending on the nature and seriousness of the case. Participation in a substance or alcohol abuse educational program may be required in addition to other sanctions. Any disciplinary action imposed by the College may precede and be in addition to any penalty imposed by off-campus authority.

# Central Texas College District Mental Health Intervention Policy

## I. Purpose

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

## II. Scope

This policy applies to all students of the College, on all Campuses, including Distance Learning students.

## III. Policy

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

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

In situations where serious mental and/or emotional health issues arise, the Threat Assessment Team [“TAT”] may be convened to review and document the seriousness of the situation and to determine appropriate action as needed. Family, or the individual[s] listed as emergency contact for the student, may be contacted if believed doing so is in the best interest of the student.

B. Once the situation has been reviewed and documented, one or more of the following courses of action may be taken:

1. **On Campus Counseling:** On Central Campus, mental health counseling is available through the office of the Director of Substance Abuse Resource Center/Employee Assistance Program, SARC/EAP. Student Life will refer students to the SARC/EAP Director as needed. The purpose of the meetings is to afford ongoing oversight of student’s ability to function safely and effectively in the College environment. As a condition of continued enrollment, the student will be required to comply with all recommendations and scheduled meetings with the Director, SARC/EAP. There is no cost to the student for these services.

2. **Mandated Off-Campus Assessment:** The student may be required to complete a comprehensive assessment with an off-campus treatment provider within seventy-two [72] hours. 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 will be required to comply with all recommendations of the assessment. 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 further review by the TAT has occurred. The TAT will make its recommendations to the Campus Dean for approval.

3. **Removal from College Housing:** All students living in College Housing must be able to provide for their own personal care. In situations where it is believed that the student’s level of functioning is sufficiently impaired, the student may be removed from College Housing. This action can be short term (e.g. until a formal assessment is completed) or for a longer duration,

depending on individual circumstances. Any refund of housing costs will be determined by the Director of Business Services and Contracting on a case by case basis.

**4. Emergency Withdrawal or Medical Leave of Absence:** The College reserves the right to immediately withdraw a student from the College. Such action will be taken when a student demonstrates the inability to continue as a student or presents an immediate danger to self or others. Such action will be the responsibility of the Campus Dean or his/her designee in consultation with other members of the College the TAT.

After an emergency withdrawal or medical leave of absence, an evaluation supporting the student's return is required and must be submitted to the Campus Dean and, on Central Campus to the Director of Student Life. Such clearance shall include full written documentation from the attending psychologist or psychiatrist 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 a re-enrollment meeting with the Director of Student Life and with the Director SARC/EAP or his/her designee prior to returning. For other Campuses, the student will be required to meet with the designated Campus administrator prior to returning.

Students may not return to Campus without the appropriate documentation or without attending these re-enrollment meetings.

**5. 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 CTCSD Student Handbook for more information on rule violations, disciplinary actions and the appeal process.

#### IV. KEY REFERRAL AND CONTACT INFORMATION

- Disability Support Services 526-1339/1450
- Risk Management 526-1347
- Student Life 526-1258/1259
- Substance Abuse Resource Center 526-1166
- Campus Police 526-1427
- Housing Manager 526-1167
- Human Resource Management 526-1128

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

# Student Code of Conduct

## Students Rights and Responsibilities

The Student Code of Conduct sets forth the student's rights and responsibilities while enrolled at Central Texas College. Students accused of misconduct have certain rights to contest the allegations and appeal discipline imposed.

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

### A. Rights

Students and visitors of Central Texas College have certain individual rights. The existence of personal rights is neither increased nor diminished by reason of a person's association with Central Texas College. Central Texas College recognizes and accepts the existence of the following rights and freedoms as being essential to the educational process:

1. Freedom of expression in the classroom consistent with commonly accepted standards of decency and respect for others.
2. Freedom from arbitrary academic evaluation.
3. 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.
4. Guarantee of procedural due process in disciplinary proceedings.

### B. Responsibilities

Central Texas College expects students, visitors and guests to accept the following responsibilities:

1. 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.
2. Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
3. 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.
4. To exercise disagreements in a responsible manner and within the framework compatible with the orderly resolution of differences.

### 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 activities for which students may be subject to disciplinary action, up to and including expulsion. This is not an all-inclusive list of prohibited behavior.

A. Violating any federal, state, or local law.

B. Interfering with or attempting to interfere with the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.

C. Possessing, using, being under the influence of, or selling any illegal substance.

D. Possessing, using, selling, or being under the influence of alcoholic beverages or having alcoholic beverage containers on campus, in any College owned facility or at any College sponsored event except when specifically designated by the Board of Trustees of Central Texas College.

- E. Possessing or using firearms, weapons or explosives unless authorized by the College.
- F. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state or federal law; or any rule or regulation set forth by the administration of the College, or any policy of the Board of Trustees of Central Texas College.
- G. Interference with teaching, research, administration or CTC's other responsibilities.
- H. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- I. Dress, hygiene, and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the college. The Director of Student Life is delegated the authority to determine whether any student is violating the policy on attire and personal grooming.
- J. Hazing in all forms is prohibited.
- K. Failing to uphold financial obligations to the College District.
- L. Issuing a check to the College without sufficient funds.
- M. Acting in a manner that endangers the health or safety of self or other persons, including members of the college community or campus visitors.
- N. Committing a malfeasance in an elective or appointive office of any institutional endeavor.
- O. Physically, verbally, or psychologically abusing or harassing or the threat of such abuse or harassment of College employees, students, or any person on College premises or at College activities, to include, but not limited to, sexual harassment or sexual misconduct.
- P. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so.
- Q. Refusing to depart from any property or facilities of the College upon direction by College official.
- R. Failing to respond to an administrative summons within the designated time.
- S. Providing false information or evidence at a College disciplinary hearing.
- T. The use of a cell phone or any cellular option to include but not limited to text messaging, gaming, or photographing during class periods is prohibited. Cell phones should be set on silent prior to class beginning. Exceptions have to be approved by the individual professor/faculty member prior to class beginning.
- U. The misuse of CTCD computer to include mainframe computers, minicomputers, microcomputers, 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, is prohibited. This also may apply to the unauthorized downloading of music, videos, etc.
- V. Excessive loud noises or vibrations including, but not limited to, interactions, voices, music, which disrupt the normal campus business operations indoors or out, is a violation of campus regulations.
- W. The use of MP3 players or iPods, etc. is not authorized in labs or classrooms.

### **Academic Dishonesty**

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

A. Cheating on academic work includes, but is not necessarily limited to:

1. Copying another student's test paper, research paper or term paper.
2. Using materials during a test that are not authorized by the test administrator.
3. Collaborating with another student during a test or in academic preparation without permission.
4. Using, buying, selling, stealing, transporting, or soliciting the contents of an unadministered test.
5. Taking a test or preparing academic work for another student; or having a test taken by a second party or having a second party prepare an academic work.
6. Bringing another student to obtain an unadministered test or information about an unadministered test.
7. Altering or falsifying test results after they have been evaluated by the instructor and returned to the student.

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

C. Collusion is defined as the unauthorized collaboration with another person in preparing written work for credit.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

### **Administrative Disciplinary Action**

#### **A. General Policy**

1. Any individual violating the College Code of Conduct may be subject to disciplinary action. Disciplinary procedures will be coordinated by the Director of Student Life. If flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, the Dean of Central Campus is authorized to suspend students immediately. (See Emergency Disciplinary Procedures).
2. Students whose behavior constitutes a violation of both the College Code and federal, state or local law 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.
3. Instructional departments which culminate in professional certification may initiate a disciplinary action based on a professional code of conduct for their respective department. Should this occur, the Director of Student Life will coordinate the disciplinary procedures as described herein.

#### **B. Procedure for Investigation of Misconduct**

1. Upon notification of an alleged violation of the Code of Conduct, the student may be summoned by the Director of Student Life to appear for a conference. If a student fails to report, the student may be disciplined up to and including suspension or expulsion from the College.
2. After meeting with the student involved and reviewing the allegations, specifying the charges, obtaining the necessary information, and explaining the disciplinary procedures, the Director of Student Life may exercise one of the following options:
  - a. Issue a formal warning or impose disciplinary action. If disciplinary action is imposed by the Director of Student Life, the student will be given a written statement of the charges and the student will be informed of his/her right to appeal.
  - b. Convene a Disciplinary Committee to hear the charges. The Director of Student Life will give the student a written statement of the charges.
  - c. Dismiss the charges brought against the student.
3. If the conduct involves the violation of a professional code of conduct, the respective department chair may perform those functions normally reserved for the Director of Student Life during the initial stages of investigation

and disciplinary action. The Director of Student Life will coordinate the disciplinary procedures and the appeal process with the respective department chair.

4. After the meeting with the Director of Student Life, the student may exercise one of the following options:

- a. Accept the decision of the Director of Student Life.
- b. 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. Requests for a hearing must be submitted in writing to the Director of Student Life within five (5) business days of receipt of the written statement of charges.
- c. 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 action recommended by the Director of Student Life. The Committee has the authority to uphold, repeal, reduce or increase the disciplinary sanction imposed.

5. In cases involving a student appeal of disciplinary action or a request for a hearing before the Disciplinary Committee, the Director of Student Life will inform the student of the appeal procedure. Requests for a hearing must be submitted in writing to the Director of Student Life within five (5) business days of receipt of the written statement of charges or notice of disciplinary sanction imposed.

### **Emergency Disciplinary Procedures**

At any time warranted and after review of the situation and facts, the Dean of Central Campus may take immediately disciplinary 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 students, staff, community, the public, or which involve disruptions of normal College operations. These actions may include, but are not limited to the following:

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

A student suspended on an emergency basis shall be given written notice of suspension by the Dean of the Central Campus and a brief statement of the reasons for the suspension.

The student may appeal the Dean's decision to impose emergency disciplinary action to the Deputy Chancellor, Distance Learning & Texas Campus Operations, within three (3) business days from the date the student is notified of the suspension. The appeal will be limited to whether the suspension constitutes emergency removal from the campus, classes, or activities.

If the Deputy Chancellor determines that the facts do not warrant emergency disciplinary action, he will notify the Dean of his decision. Emergency disciplinary action will be terminated pending final disposition. No further disciplinary action will be imposed prior to the completion of the appeals process. The Director of Student Life will then follow the policy as outlined under Administrative Disciplinary Action, Disciplinary Committee, Disciplinary Hearing procedures, and Appeal procedures.

If emergency action is taken, prior to a disciplinary hearing, the Dean will take steps to expedite the procedures to provide the student with an opportunity for a hearing before a Disciplinary Committee.

Except for emergency disciplinary action, no disciplinary sanction will be imposed against the student prior to the completion of a disciplinary hearing.

Nothing in this Code of Conduct shall preclude a faculty member from requesting a disruptive student to leave a class or activity immediately. If the student fails to comply with the request, the faculty member may seek assistance

from the Campus Police. Action taken on a one-time basis shall not be subject to appeal under this section on “Emergency Disciplinary Procedures.”

### **Disciplinary Actions**

The disciplinary actions assessed by the Director of Student Life or a Disciplinary Committee may include, but are not limited to the following:

A. Admonition and Warning - An oral or written statement to a student that he or she is violating, or has violated, the Code of Conduct and may be subject to disciplinary action should the misconduct continue.

B. Loss of Privileges - The withdrawal of specified privileges for a definite period of time.

C. Referrals - Required attendance in a group or individual program that is deemed necessary.

D. Community Service – At the College’s discretion, a student may be offered an opportunity to complete a specified number of hours of service in lieu of other sanctions.

E. Restitution - Required reimbursement for damage to or misappropriation of property. Reimbursement may take the form of monetary repayment, service to repair, or other compensation for damage.

F. Withholding of Grades, Transcript, or Degree - A hold is placed on a student’s grades, transcript, and/or degree when he/she fails to resolve financial obligations with the College. The hold will remain in effect until financial obligations have been resolved.

G. Disciplinary Probation - An official warning that the student’s conduct is in violation of the Code of Conduct, but is not sufficiently serious to warrant suspension or dismissal. The student will be ineligible to hold office in student organizations or receive CTC scholarships. The student is expected to show appropriate changes in attitude and behavior during the probationary period. The duration of the probation will be for a specific period of time. Subsequent violations of the Code of Conduct may be subject to further discipline, up to an including expulsion. Notice of the probation will be kept on file in the office of the Director of Student Life.

H. Suspension - Exclusion from attending the College for a definite period of time, not to exceed one (1) year.

I. Expulsion - Termination of student status for an indefinite period of time. The conditions of readmission, if any, will be stated in the dismissal order. Nothing in this code shall preclude the college from pursuing any and all remedies available by law.

### **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 serious disciplinary action in the case of misconduct. A Disciplinary Committee will not be convened for an action involving a warning.

B. The Disciplinary Committee shall be composed of two (2) faculty members, **one (1)** staff member, and two (2) students. The Committee is appointed by the Deputy Chancellor, Distance Learning and Texas Campus Operations, based on recommendations from the Director of Student Life.

C. The student must submit a written summary of their appeal to the Director of Student Life. The Director will forward the written summary to the members of the Disciplinary Committee for their review and to decide, by simple majority vote, if the appeal merits convening the Committee for an in-person hearing. The Director will then contact the student with the Committee’s decision, informing the student of the date and time of the hearing if the committee chooses to hear the appeal.

D. The Disciplinary Committee is empowered to assess the disciplinary action ranging from no action to permanent expulsion from the College. The student may to appeal the committee’s decision to the Dean of Central Campus.

### **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, three (3) school days will be allotted for preparation between the time of notification of the student and the hearing date.
- B. The hearing will be facilitated by the Director of Student Life, and conducted on the campus in “closed session.” The student shall present his/her case without representation from others. The session will be closed to the public, attorneys, press and others. All proceedings and decisions will be considered confidential. Only those persons whose presence is required, as determined by the Director of Student Life, will be permitted to attend.
- C. The hearing proceedings will be tape recorded. The student may obtain a copy of the hearing by providing a blank tape to the Director of Student Life.
- D. Any person, including the student charged, who disrupts a hearing or fails to adhere to the rulings of the Director of Student Life shall be excluded from the proceedings.
- E. The failure of the student to appear at the 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, considering no further documents or information from the time the student becomes absent.
- F. Any witness who is asked to testify at the hearing is expected to do so. It is expected that all statements made to the Disciplinary Committee will be true. Students giving false statements may be subject to discipline in accordance with these rules.
- G. All evidence against a student will be presented in his/her presence, and he/ she will be permitted to rebut the statements of any witness after all evidence has been presented.
- H. 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 24 hours before the hearing. The student is responsible for insuring his/her witnesses attend the hearing.
- I. The Disciplinary Committee may impose reasonable limits on the number of witnesses and the amount of cumulative evidence that may be introduced on a disputed issue.
- J. The Director of Student Life will present charges and information supporting the charges at the disciplinary hearing. The Director of Student Life shall present any witnesses and evidence in support of the charge.
- K. The student may review the information presented to the Committee by the Director of Student Life.
- L. When the Disciplinary Committee is satisfied that all relevant available information has been presented and that all the available relevant participants have been afforded an opportunity to present their information, the hearing will be adjourned. The Disciplinary Committee will meet to consider the evidence and to reach a decision. The Director of Student Life shall be available during the deliberation to clarify any issues regarding College policy but shall not participate in the deliberation. Deliberations of the Disciplinary Committee will be confidential and will not be recorded.
- M. The decision reached by the Committee will be based on the information received at the hearing. The information shall consist of the record of the committee’s proceedings, and all written reports, documents, and other material submitted to the Committee.
- N. The Disciplinary Committee will reach its decision by a majority vote of the full Committee.
- O. The Disciplinary Committee will present its decision in writing to the Director of Student Life. Each member will sign the decision and the Director of Student Life will prepare a typed copy of that decision for the record.

P. The Director of Student Life may verbally inform the student of the Disciplinary Committee's decision, but will send the student a copy of the written decision.

Q. The Director of Student Life shall notify the student in writing of the decision of the Disciplinary Committee within five (5) working days of the committee's decision. If disciplinary action is imposed, the student will be informed of the duration of that action and/or the date by which restitution or other appropriate conditions must be met. The letter will also inform the student of his/her appeal rights. The letter will be sent in a manner that verifies delivery to the student's mailing address on record.

### **Appeal Procedures**

A. The student may appeal the decision of the Disciplinary Committee by submitting a written request to the Director of Student Life within five (5) days from the date the student receives a copy of the Disciplinary Committee's decision. The request will then be submitted to the Dean of Central Campus.

B. The Dean will decide whether to reconsider the charges and/or action taken and will notify the student in writing. The Dean has full authority to set aside or modify the action of the Disciplinary Committee. The decision of the Dean is final.

## **Grievances**

### **Academic**

The faculty and staff maintain an open door policy for all individuals attending Central Texas College. This means that any student problem should, if possible, be worked out between the student and the faculty or staff member directly involved with the problem. If the student feels the problem remains unsolved, he or she should immediately consult the Director of Student Life for direction and further appeal.

Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, differential treatment, or procedural irregularities. A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten (10) working 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.

Upon receipt of a written complaint, the department chairperson or program director will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process.

A faculty member will not be required to respond to a complaint that is not in writing or, when appropriate, does not have specific documentation such as dates, times, materials, etc. The written complaint will be made available to the faculty member.

If the grievance is not resolved at this level within ten (10) working days, the student should forward to the Office of the Dean of the Central Campus, a copy of the written complaint along with an explanation regarding action taken at each prior level. The Dean of Central Campus 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 grievance process regarding grades.

If the grievance, other than those concerning grades, is not resolved by the Dean of Central Campus, it may be forwarded in writing by the student to the Deputy Chancellor, Distance Learning & Texas Campus Operations, for final resolution. The Deputy Chancellor will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

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

### **Discrimination**

Students who believe they have been treated in a discriminatory manner because of race, color, gender, age, religion, national origin, disability, or veteran status may informally discuss the allegations or formally file a written complaint of discrimination with the Director of Student Life. The Director of Student Life will forward the complaint to the Dean of Central Campus. The Dean of Central Campus is charged with investigation of all formal or informal complaints or allegations of discriminatory treatment and making recommendations for corrective action to the appropriate official.

Students may also file a complaint of discriminatory treatment in the provision of educational programs and services with the Department of Education, Office of Civil Rights. Students are encouraged to contact the Director of Student Life, whose office is located in the Student Center Building 106, Room 100, and telephone number is 526-1258, to report any concerns of prohibited discriminatory treatment.

### **ADA**

CTC provides reasonable accommodations to students pursuant to the requirements of the Americans with Disability Act Amendments Act (ADAAA). The ADAAA prohibits discrimination against students with a disability by unlawfully denying access to or participation in benefits of the programs, services, or activities. The Disability Support Services Department (DSS) of Central Texas College implements provisions of the ADA relative to access to programs, services, and activities. All grievances will be handled through DSS.

### **Sexual Misconduct**

Central Texas College does not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations of a college community. All reported violations within the jurisdiction of the college, including sexual assault, harassment, and retaliation, will be investigated and, as warranted, will be resolved through appropriate college disciplinary processes and/or criminal proceedings in accordance with applicable state and federal laws.

Sexual Assault and Sexual Harassment are behaviors specifically prohibited by this policy. Definitions of these behaviors are available from the Office of Student Life Activities located in the Student Center, building 106, room 101.

Students who believe that they have been subjected to sexual assault or harassment should report their complaint to the Campus Police as soon as possible after the incident occurs. Reports of sexual misconduct by another student may be made to the Director of Student Life Activities in the Student Center, building 106 and/or to the Campus Police. Students' allegations involving college employees may be reported to the Director of Human Resource Management, building 103 or to the Campus Police.

Existing disciplinary and grievance procedures will serve as the framework for resolving allegations of sexual misconduct. Students found guilty of sexual misconduct will be subject to campus disciplinary penalties found in the Student Handbook. College employees found guilty of sexual misconduct will be subject to disciplinary action as specified by personnel policies. In addition, employees and students may face criminal prosecution in the event of violations of applicable state and federal laws.

The rights of both the accused and the complainant shall be protected, and the confidentiality of proceedings will be maintained to the fullest extent possible. The rights of the individual filing the grievance to pursue legal remedies through criminal or civil courts will not be infringed by use of College disciplinary or grievance procedures. Similarly, College disciplinary or grievance procedures will not be prejudiced by the initiation of such action.

### **Harassment**

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 or veteran status of individuals or any other subgroup stereotyping or grouping within the educational community is unacceptable. To fulfill its mission as an institution of higher

learning, Central Texas College encourages a climate that values and nurtures diversity and uniqueness of the individual.

Central Texas College also endeavors to protect the rights and privileges of each individual and through these efforts, enhance the self-esteem of all its members.

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**

Individuals wishing to file a grievance or complaint against a college employee which is not included in one of the above categories may do so by following the preceding procedures.



Academic history (Regarding grade concerns; list classes completed and grades received)

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Cumulative GPA \_\_\_\_\_

Describe your attendance record for current classes

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Signature of individual filing complaint

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Date

# Useful Numbers:

**Police (CTC): 526-1427**  
**Emergencies: 911**

<b>About</b>	<b>Office</b>	<b>Location*</b>	<b>Phone #</b>
Accidents	Campus Police	137	516-1427
Add & Drop Courses	Guidance & Counseling	119, Lobby	526-1131/1133
Admissions	Guidance & Counseling	119, Lobby	526-1696
Alcohol & Drug Abuse	Substance Abuse Resource Center	119, 203	526-1166
Books	Bookstore	156	526-1219
Child Care Assistance	Child Care Office	111, 207	526-1357
Emergency Messages	Student Life	106, 100	526-1258
Financial Aid	Student Aid Office	111, 1 <sup>st</sup> floor	526-1508
Graduation Requirements	Guidance & Counseling	119, Lobby	526-1592
High School for Adults	American Preparatory Institute	118, 15	526-1321
Housing			
Morton Hall	Morton Hall	120,119	526-1926
Married Student	Auxiliary Services	Apt. 9C	526-1167
ID Cards	Guidance & Counseling	119, Lobby	526-1226
Inclement Weather			501-3100
Military Evaluations			
Active Duty	Student Services	Fort Hood	539-1431
Parking Tickets			
Fines and Appeals	Campus Police	137	526-1427
Crime Information	Campus Police	137	526-1427
Placement & Accuplacer Testing	Testing Office	111, 2 <sup>nd</sup> floor	526-1254
Publications Catalogs & Bulletins	Guidance & Counseling	119, Lobby	526-1226
Bell Tower Buzz	Student Life	106, 100	526-1258
Registration	Records/Registration	119	526-1131
Student Activities/Organizations/Clubs	Student Activities	106, 100	526-1258
Transcripts	Records Office	119, 103	526-1372
Tuition and Fees	Business Office	119, 110	526-1217
Veterans' Information	Veterans' Services	111,222	526-1160

\* Building Number, Room Number