

# 2022-23 Student Handbook



GRAYSON.EDU



903-465-6030

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**Publication Note:** Although the contents of the Student Handbook were prepared based on the best information available at the time of printing, the programs, policies and statements contained herein are subject to continuous review and evaluation. GC reserves the right to make changes at any time without notice. If necessary, the College website carries addendums to this publication. Grayson College is an equal opportunity institution.

## 1.1 MAIN CAMPUS OFFICES

Main Campus 903-465-6030

### **Administration:**

Associate Dean of Academic & Workforce Instruction 903-415-2506  
Dean of Academic & Workforce Instruction 903-463-8608  
Dean of Health Sciences 903-463-8688  
Dean of Strategic Enrollment Management and Analytics 903-415-2592  
Dean of Student Affairs 903-463-8793  
Dean of South Campus 903-415-2601  
Executive Director of GC Foundation 903-463-8717  
Executive Director of Center for Workplace Learning 903-463-8759  
Human Resources 903-463-8770  
Office of the President 903-463-8700  
Marketing & Communications 903-463-8628  
Vice President for Business Services 903-463-8620  
Vice President of Information Technology 903-415-2591  
Vice President of Instruction 903-463-8634

### **College Academic/Workforce**

Academic & Workforce Instruction 903-463-8771  
Arts & Humanities 903-463-8797  
Biological & Physical Sciences 903-463-8797  
Business & Entrepreneurship 903-415-2654  
Center for Workplace Learning (CWL) 903-463-8765  
Health Sciences Division 903-463-8782  
Industrial Technologies 903-415-2654  
Math, Engineering & Technology 903-463-8797  
Police Academy 903-415-2654  
Public Services 903-415-2654  
Small Business Development Center 903-463-8787  
Viticulture, Enology & Distillation 903-463-8797

### **Student & Campus Services:**

Advising (Success Coaches) 903-463-8695  
Admissions/Registrar/Transcripts 903-463-8604  
Athletics 903-463-8710  
Bookstore 903-463-8631  
Business Office 903-463-8795

Cafeteria	903-463-8632
Campus Housing	903-463-8693
Campus Police Department	903-463-8777
Career Services Office/Job Placement	903-415-2593
Child Care & Transportation Assistance	903-463-8627
Counseling & Social Services	903-463-8730
Disability Services	903-463-8751
Dual Credit	903-415-2530
Financial Aid	903-463-8794
Fitness Center	903-415-2579
GC Foundation	903-463-8621
International Students	903-463-8604
Library	903-463-8637
Math Hub	903-463-8663
Life Center	903-415-2642
Testing Center	903-463-8724
Tutoring Services	903-463-8751
Veteran Services	903-415-2614
Writing Center	903-415-2541

## 1.2 SOUTH CAMPUS OFFICES

Main Number	903-415-2500
Licensed Vocational Nursing (LVN)	903-415-2500
Electrician	903-415-2641
Medical Lab Technology	903-415-8684
Welding	903-415-2552
Testing Center	903-415-2509
Technical Center	903-415-2500

## 2.1 2022-2023 ACADEMIC CALENDAR

### Fall 2022

Aug	22	M	Fall (16-week) & Fall 1 (8-week) terms begin
Aug	29	M	Census Date for Fall 1 (8-week) term
Sep	5	M	Holiday: Labor Day- No Classes
Sep	7	W	Census Date for Fall (16-week) term
Sep	30	F	Last day to withdraw for Fall 1 (8-week) term
Oct	12-13	W-R	Final exams for Fall 1 (8-week) term
Oct	18	T	Fall 2 (8-week) term begins
Oct	25	T	Census Date for Fall 2 (8-week) term
Nov	11	F	Last day to withdraw for Fall (16-week) term
Nov	23	W	Campuses close at 5pm for Thanksgiving holiday
Nov	24-25	R-F	Holiday; Thanksgiving- No classes & campuses closed
Nov	28	M	Last day to withdraw for Fall 2 (8-week) term
Dec	5-8	M-R	Final exams for Fall (16-week) term

Dec	7-8	W-R	Final exams for Fall 2 (8-week) term
Dec	9	F	Winter Commencement Winter 1 (5-week) term begins
Dec	14	W	Census Date for Winter 1 (5-week) term Winter 2 (3-week) term begins
Dec	15	R	Census Date for Winter 2 (3-week) term
Dec	16	F	Administrative offices close at 5pm for winter break
Dec	29	R	Last day to withdraw for Winter 1 (5-week) term

### Spring 2023

Jan	2	M	Administrative offices re-open at 8am
Jan	5	R	Final exams for Winter 1 (5-week) & Winter 2 (3-week) terms
Jan	16	M	Holiday: Martin Luther King Jr. Day- No classes & campuses closed
Jan	17	T	Spring (16-week) & Spring 1 (8-week) terms begin
Jan	24	T	Census Date for Spring 1 (8-week) term
Feb	1	W	Census Date for Spring (16-week) term
Feb	27	M	Last day to withdraw for Spring 1 (8-week) term
Mar	8-9	W-R	Final exams for Spring 1 (8-week) term
Mar	13-17	M-F	Holiday: Spring Break- No classes & campuses closed
Mar	21	T	Spring 2 (8-week) term begins
Mar	28	T	Census Date for Spring 2 (8-week) term
Apr	17	M	Last day to withdraw for Spring (16-week) term
May	1	M	Last day to withdraw for Spring 2 (8-week) term
May	8-11	M-R	Final exams for Spring (16-week) term
May	10-11	W-R	Final exams for Spring 2 (8-week) term
May	12	F	Spring Commencement
May	15	M	Spring Mini term begins
May	16	T	Census Date for Spring Mini term
May	26	F	Last day to withdraw for Spring Mini term
May	29	M	Holiday: Memorial Day- No classes & campuses closed

### Summer 2023

June	1	R	Final exams for Spring Mini term
June	8	R	Census Date for Summer 1 (5-week) term
June	13	T	Census Date for Summer 1 (8-week) term
June	22	R	Census Date for Summer 1 (10-week) term
June	28	W	Last day to withdraw for Summer 1 (5-week) term
July	4	T	Holiday: Independence Day- No classes & campuses closed
July	5-6	W-R	Final exams for Summer 1 (5-week) term
July	11	W	Summer 2 (5-week) term begins
July	13	R	Last day to withdraw for Summer 1 (8-week) term
July	17	M	Census Date for Summer 2 (5-week) term
July	25	T	Last day to withdraw for Summer 1 (10-week) term
July	26-27	W-R	Final exams for Summer 1 (8-week) term
Aug	3	R	Last day to withdraw for Summer 2 (5-week) term
Aug	9-10	M-T	Final exams for Summer 2 (5-week) & Summer 1 (10-week) terms

**Please note:** Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating changes will be posted on the College website.

## **3.1 EMERGENCY INFORMATION**

### **All Campuses**

If there is an on-campus emergency, immediately call 911. Have someone else contact the Grayson College Police Department at 903-814-3343, or, if no one else is available, call the College Police after you disconnect with 911.

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

### **Extreme Emergency Plan**

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

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

## **4.1 MISSION STATEMENT**

The mission of Grayson College is student success.



## **4.2 PURPOSE**

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

- Technical programs up to two years in length leading to associate degrees or certificates.
- Vocational programs leading directly to employment in semi-skilled and skilled occupations.
- Freshman and sophomore courses in arts and sciences.
- Continuing adult education programs for occupational or cultural upgrading.
- Compensatory education designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- Workforce development programs designed to meet local and statewide needs.
- Adult literacy and other basic skills programs for adults.
- Such other purposes as may be prescribed by the Texas Higher Education or local governing boards in the best interest of post-secondary education in Texas.

## **4.3 VISION**

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

## **4.4 EQUITY STATEMENT**

At Grayson College, equity refers to providing what students need to be successful through the intentional design of the college experience. At its base, our approach to equity is rooted in fairness. We believe that access to a high-quality education in an inclusive environment is the right of all individuals and is imperative for the continued advancement of a strong democracy and workforce.

We know the College serves as a beacon of hope for preserving access to higher education and success for all students, particularly students of color, low-income students and other historically underrepresented student populations. Structural inequalities and systemic poverty that are often the result of historic and systemic social injustices have a negative impact on our vision of access and success. We acknowledge these inequities typically manifest themselves as the unintended or indirect consequences of unexamined institutional or social policies.

All members of our team must commit to the pursuit of dismantling these barriers on our path to providing equity for students. This starts with routinely scrutinizing structural barriers to student success and is followed by executing an intentional approach to creating a climate of enacting equity-minded policies, practices (including employment practices and talent management) and behaviors that lead to success for all students.

## 4.5 GOALS

**Connect-** Transform lives by connecting students to the college and career pathways.

**Commit-** Build community by inspiring student commitment and momentum toward timely achievement of pathway milestones.

**Complete-** Inspire pathway completion that launches successful career entry, career enhancement or university transfer.

The College Board of Trustees has identified four Board Targets used to measure progress of these goals. These targets are:

- By 2025, Grayson College fall headcount will increase to 4,250.
- By 2025, all Grayson College, First Time Ever in College (FTEIC) students will enroll in their first-designated career course before completion of 15 hours.
- By 2025, the overall successful course completion rate (A, B or C grades) for the year will increase to 83%, reducing all gaps (<2%) by race/ethnicity and Pell status.
- By 2025, the total annual degrees or certificates will increase to 1,730.

## 4.6 VIKING VALUES

The Viking Values are balance, trust, clarity, teamwork, service and gratitude.

## 4.7 AFFILIATION & ACCREDITATION

Grayson College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate and baccalaureate degrees. Questions about the accreditation of Grayson College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (sacscoc.org).

### Other Accreditations Include:

- American Culinary Federation (ACF)
- National Association for the Education of Young Children (NAEYC)
- The Committee on Accreditation of Education Programs for EMS Professions (CoAEMSP)
- Commission on Accreditation of Allied Health Education Program (CAAHEP)
- Accreditation Commission on Education in Nursing (ACEN)
- Commission on Dental Accreditation (CODA)
- The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

### Affiliations:

- The Texas Association of Community Colleges
- The College Reading and Learning Association
- The Northern Texas Junior College Athletic Conference
- The Texas Board of Nursing

## **5.1 DISCIPLINARY AUTHORITY**

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

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

The authority to enact and enforce regulations of the college is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The Office of the Dean of Student Affairs is the principal agency for the administration of student discipline. Violation of academic policies, ie: cheating, plagiarism, etc. will be handled by the Vice President of Instruction.

## **5.2 COLLEGE SPONSORED PUBLICATIONS**

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

## **5.3 COMMUNICABLE DISEASES**

Communicable diseases include, but are not limited to, measles, influenza, coronavirus, viral hepatitis-A (infectious hepatitis), viral Hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Coronavirus (COVID-19) and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC) and a positive test for the antibody to human immunodeficiency virus.

### **Basis for Action**

The College District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of

transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

### **Nondiscrimination**

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

### **Privacy**

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

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

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

### **Publication**

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

## **5.4 COMPUTER USE POLICY**

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

The policies and procedures which apply to users of College District computer resources include, but are not limited to, this policy, as well as College District policies against harassment, plagiarism and unethical conduct and any procedures that govern computer usage at a particular facility on campus. Laws which apply to users of College District



computer resources include, but are not limited to, federal, state and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems and other computer related crimes. This policy applies to all College District computer resources, whether administered centrally or within a department, single or multi-user, mainframe or network server, etc. Computer resources include hardware, software, communications networks, electronic storage media and manuals and other documentation. Data includes all files, regardless of size or storage media, including email messages, system logs and software (commercial or locally developed).

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

### **Authorized Use**

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

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

### **Freedom of Expression**

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

### **Privacy**

Users of the College District's computer systems should be aware that computer use may be subject to review or disclosure in accordance with the Texas Public Information Act and other laws; administrative review of computer use for security purposes or in regard to a policy or legal compliance concern; computer system maintenance; audits and as otherwise required to protect the reasonable interests of the College District and other users of the computer

system. Anyone using the College District's computer systems expressly consents to monitor on the part of the College District for these purposes and is advised that if such monitoring reveals possible evidence of criminal activity, College District administration may provide that evidence to law enforcement officials. Further, all users should understand that the College District is unable to guarantee the protection of electronic files, data or emails from unauthorized or inappropriate access.

### **Intellectual Property**

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

### **Valuable Assets**

Computer resources and data are considered valuable assets of the College District. Further, computer software purchased or leased by the College District is the property of the College District or the company from whom it is leased. Any unauthorized access, use, alteration, duplication, destruction or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws. College District computer resources may not be transported without appropriate authorization.

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

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

- Unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity and child pornography.
- Failure to comply with laws, policies, procedures, license agreements and contracts that pertain to and limit the use of the College District's computer resources.
- Abuse of computer resources including, but not limited to, any act that endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposely allowing a computer malfunction or interruption of operation; injection of a computer virus onto the computer system; sending a message with the intent to disrupt College District operations or the operations of outside entities; print outs that tie up computer resources for an unreasonable time period; and failure to adhere to time limitations that apply at particular computer facilities on campus.
- Use of College District computer resources for personal financial gain or a personal, commercial purpose.
- Failure to protect a password or account from unauthorized use.
- Permitting someone to use another's computer account or using someone else's computer account.
- Unauthorized use, access or reading of any electronic file, program, network or the system.
- Unauthorized use, access, duplication, disclosure, alteration, damage or destruction of data contained in any electronic file, program, network or College District hardware or software.

- Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyright is a violation of the copyright law and this policy.
- Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control that pertains to College District computer resources.
- Use of the College District computer system in a manner that violates other College District policies such as racial, ethnic, religious, sexual or other forms of harassment.
- Use of the College District's computer system for the transmission of commercial or personal advertisements, solicitations, promotions or political material except as may be approved by the office of the Vice President of Information Technology.

## **5.5 COMMUNITY USE OF COLLEGE DISTRICT FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES (GC Policy: GDA Local)**

### **Withdrawal of Consent to Remain on Campus**

In accordance with law, during a period of disruption, the College President or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District.

**Hearing Procedures** - A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.

**Appeal** - The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. See DGBA (Local) for employees, FLD (Local) for students and GB (Local) for community members.

### **Tobacco & E-cigarettes**

The College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles and at College District-related activities, unless authorized by the College President or designee.

## **5.6 EQUAL EDUCATIONAL OPPORTUNITY (GC Policy: FA Legal)**

### **Generally**

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

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

### **Religious Freedom**

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

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

### **Association with a Religious Organization**

Notwithstanding may not take any adverse action against any person, as defined by Government Code 2400.001 (4), based wholly or partly on the person's membership in affiliation with, or contribution, donation or other support provided to a religious organization.

"Adverse action" means any action taken by a governmental entity to:

1. Withhold, reduce, exclude, terminate or otherwise deny any grant, contract, subcontract, cooperate agreement, loan, scholarship, license, registration, accreditation, employment or other similar status from or to a person;
2. Withhold, reduce, exclude, terminate or otherwise deny any benefit provided under a benefit program from or to a person;
3. Alter in any way the tax treatment of, cause any penalty or payment assessment against or deny, delay or revoke a tax exemption of a person;
4. Disallow a tax deduction for any charitable contribution made to or by a person;
5. Deny admissions to, equal treatment in or eligibility for a degree from an educational program or institution to a person; or
6. Withhold, reduce, exclude, terminate or otherwise deny access to a property, educational institution, speech forum or charitable fundraising campaign from or to a person. *Gov't Code 24000.00 (1), .002 (See GA)*

### **Discrimination on the Basis of Sex**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. *20 U.S.C. 1681; 34 C.F.R. 106.31*



Educational programs and activities include:

1. Housing. *34 C.F.R. 106.32*
2. Comparable facilities. *34 C.F.R. 106.33*
3. Access to course offerings. *34 C.F.R. 106.34*
4. Counseling. *34 C.F.R. 106.36*
5. Financial assistance. *34 C.F.R. 106.37*
6. Employment assistance to students. *34 C.F.R. 106.38*
7. Health and insurance benefits and services. *34 C.F.R. 106.39*
8. Athletics. *34 C.F.R. 106.41*

### **Pregnancy & Marital Status**

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

### **Sexual Harassment**

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

### **Definition of Sexual Harassment**

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

### **Employee Student Sexual Harassment**

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

### **Student Sexual Harassment**

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

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

An institution's Clery Act annual security report [see GCC] must include a statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault and stalking and of procedures that the institution will follow when one of these crimes is reported. The statement must include:

1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault and stalking, as described below in PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING;
2. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred, including written information about:

- a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - b. How and to whom the alleged offense should be reported;
  - c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
    - i. Notify proper law enforcement authorities, including on-campus and local police;
    - ii. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    - iii. Decline to notify such authorities; and
  - d. Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no- contact" orders, restraining orders or similar lawful orders issued by a criminal, civil or tribal court or by the institution;
3. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
    - a. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in the Violence Against Women Act of 1994, 42 U.S.C. 13925(a)(20); and
    - b. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;
  4. A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community;
  5. A statement that the institution will provide written notification to victims about options for, available assistance in and how to request changes to academic, living, transportation and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
  6. An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as described below in PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION; and
  7. A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on- or off-campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options, as described in items 1 through 6 of this list. *20 U.S.C. 1092(f)(8); 34 C.F.R. 668.46(b)(11)*

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

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

1. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include:

- a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as those terms are defined in 34 C.F.R. 668.46(a) [see DEFINITIONS];
  - b. The definition of "dating violence," "domestic violence," "sexual assault" and "stalking" in the applicable jurisdiction; (See Penal Code 22.011, 22.021, 42.072; Family Code 71.0021, 71.004);
  - c. The definition of "consent" in reference to sexual activity, in the applicable jurisdiction;
  - d. A description of safe and positive options for bystander intervention;
  - e. Information on risk reduction; and
  - f. The information described in 34 C.F.R. 668.46(b)(11) and 34 C.F.R. 668.46(k)(2); and
2. A description of the institution's ongoing prevention and awareness campaigns for students and employees, including information described at item 1.

An institution's programs to prevent dating violence, domestic violence, sexual assault and stalking must include, at a minimum, the information required to be included in the statement. *34 C.F.R. 668.46(j)*

### **"Awareness Programs"**

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

### **"Bystander Intervention"**

"Bystander intervention" means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene. *34 C.F.R. 668.46(j)(2)(ii)*

### **"Ongoing Prevention and Awareness Campaigns"**

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

### **"Primary Prevention Programs"**

"Primary prevention programs" means programming, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful

relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms in healthy and safe directions. *34 C.F.R. 668.46(j)(2)(iv)*

### **“Risk Reduction”**

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

### **“Procedures for Institutional Disciplinary Action”**

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

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



- iii. Any change to the result; and
- iv. When such results become final. *34 C.F.R. 668.46(k)*

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

### **“Prompt, Fair & Impartial Proceeding”**

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

1. Completed within reasonably prompt timeframes designated by an institution’s policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that:
  - a. Is consistent with the institution’s policies and transparent to the accuser and accused;
  - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - c. Provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused. *34 C.F.R. 668.46(k)(3)(i)*

### **“Adviser”**

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

### **“Proceeding”**

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

### **“Result”**

“Result” means any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding FERPA, the result must also include the rationale for the result and the sanctions. *34 C.F.R. 668.46(k)(3)(iv)*

### **“Dating Violence”**

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

abuse and dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.  
*34 C.F.R. 668.46(a)*

### **“Domestic Violence”**

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

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

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.  
*34 C.F.R. 668.46(a)*

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

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

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

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

### **“Sexual Assault”**

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

## **“Stalking”**

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

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

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

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

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

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

1. Deny an individual any service, financial aid or other benefit provided under the program;
2. Provide any service, financial aid, or other benefit to an individual that is different, or is provided in a different manner, from that provided to others under the program;
3. Subject an individual to segregation or separate treatment in any matter related to his receipt of any service, financial aid or other benefit under the program;
4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid or other benefit under the program;
5. Treat an individual differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership or other requirement or condition that individuals must meet in order to be provided any service, financial aid or other benefit provided under the program;
6. Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so that is different from that afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in 34 C.F.R. 100.3(c)); or
7. Deny a person the opportunity to participate as a member of a planning or advisory body that is an integral part of the program.

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

impairing accomplishment of the objectives of the program as respect individuals of a particular race, color, or national origin. *42 U.S.C. 2000d; 34 C.F.R. 100.3(a)–(b)*

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

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

### **Exceptions**

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

1. Age is used as a measure or approximation of one or more other characteristics;
2. The other characteristic or characteristics must be measured or approximated in order for the normal operation of the program or activity to continue or to achieve any statutory objective of the program or activity;
3. The other characteristic or characteristics can be reasonably measured or approximated by the use of age; and
4. The other characteristic or characteristics are impractical to measure directly on an individual basis. *34 C.F.R. 110.012*

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

**Special Benefits for Children and the Elderly-** If a recipient operating a program or activity provides special benefits to the elderly or to children, the use of age distinctions is presumed to be necessary to the normal operation of the program or activity, notwithstanding the provisions of 34 C.F.R. 110.12. *34 C.F.R. 110.1*

### **Affirmative Action**

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

### **Notice**

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

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

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, including a college district or be subjected to

discrimination by any such entity. A public entity shall not exclude or otherwise deny equal services, programs or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association. 42 U.S.C. 12132; 28 C.F.R. 35.130

### **Section 504**

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

### **“Disability”**

“Disability” means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more major life activities of an individual;
- A record of having such an impairment; or
- Being regarded as having such an impairment.

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

The term “disability” does not include:

- Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders;
- Compulsive gambling, kleptomania or pyromania; or
- Psychoactive substance use disorders resulting from current illegal use of drugs. 42 U.S.C. 12102(1), (4)(C)–(D); 28 C.F.R. 35.108(a), (d), (g)

### **“Regarded as Having Such an Impairment”**

An individual meets the requirement of being “regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. 42 U.S.C. 12102(3) (A); 28 C.F.R. 35.108(f)

### **Transitory & Minor**

Item 3 in the definition of “Disability,” above, (“regarded as having such an impairment”) shall not apply to impairments that are transitory or minor. A transitory impairment is an impairment with an actual or expected duration of six months or less. 42 U.S.C. 12102(3)(B); 28 C.F.R. 35.108(d)(1)(ix), (f)(2)

### **Mitigating Measures**

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other



implantable hearing devices, mobility devices or oxygen therapy or supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; learned behavioral or adaptive neurological modifications; or psychotherapy, behavioral therapy or physical therapy.

The ameliorative effects of mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

“Ordinary eyeglasses and contact lenses” are lenses that are intended to fully correct visual acuity or to eliminate refractive error.

“Low-vision devices” means devices that magnify, enhance or otherwise augment a visual image. *42 U.S.C. 12102(4)(E); 28 C.F.R. 35.108(d)(1)(viii), (4)*

### **“Major Life Activities”**

“Major life activities” include, but are not limited to:

- Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others and working; and
- The operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

In determining whether an impairment substantially limits a major life activity, the term “major” shall not be interpreted strictly to create a demanding standard. Whether an activity is a major life activity is not determined by reference to whether it is of central importance to daily life. *42 U.S.C. 12102(2); 28 C.F.R. 35.108(c), (d)*

### **“Physical or Mental Impairment”**

“Physical or mental impairment” means:

- Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine; or
- Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disability.

Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction and alcoholism.

Physical or mental impairment does not include homosexuality or bisexuality.

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

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communication or transportation barriers or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the college district. *42 U.S.C. 12131(2); 28 C.F.R. 35.104*

### **“Individual with a Disability”**

“Individual with a disability” means a person who has a disability. The term individual with a disability does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use. *28 C.F.R. 35.104*

### **“Student with a Disability”**

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

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

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

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

### **Reasonable Modification**

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program or activity.

A public entity is not required to provide a reasonable modification to an individual who meets the definition of “disability” solely under the “regarded as” prong of the definition of “disability” at 28 C.F.R. 35.108(a)(1)(iii). *28 C.F.R. 35.130(b)(7)*

## **Communications**

A public entity shall take appropriate steps to ensure that communications with applicants, participants, members of the public and companions with disabilities are as effective as communications with others. A public entity shall furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including applicants, participants, companions and members of the public, an equal opportunity to participate in and enjoy the benefits of a service, program or activity of a public entity. In determining what types of auxiliary aids or services are necessary, a public entity shall give primary consideration to the requests of the individual with disabilities. In order to be effective, auxiliary aids and services must be provided in accessible formats, in a timely manner and in such a way as to protect the privacy and independence of the individual with a disability. *28 C.F.R. 35.160*

## **“Auxiliary Aids & Services”**

“Auxiliary aids and services” include:

1. Qualified interpreters on-site or through video remote interpreting (VRI) services; notetakers; real-time computer- aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text and video-based telecommunications products and systems, including text telephones (TTYs), videophones and captioned telephones or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;
2. Qualified readers; taped texts; audio recordings; Braille materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology or other effective methods for making visually delivered materials available to individuals who are blind or have low vision;
3. Acquisition or modification of equipment or devices; and
4. Other similar services and actions. *28 C.F.R. 35. 104*

## **Limits of Required Modification**

Title 28 C.F.R. Chapter I, Part 35, Subpart E does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program or activity or in undue financial and administrative burdens. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program or activity and must be accompanied by a written statement of the reasons for reaching that conclusion. *28 C.F.R. 35.164*

## **Direct Threat**

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs or activities of the public entity when that individual poses a direct threat to the health or safety of others. “Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or

procedures, or by the provision of auxiliary aids or services as provided below. *28 C.F.R. 35.104*

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

1. The nature, duration and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices or procedures or the provision of auxiliary aids or services will mitigate the risk. *28 C.F.R. 35.139*

### **Services Inventory**

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

1. Post the inventory on the Coordinating Board's Internet website in an easily identifiable and accessible location;
2. Submit the inventory to TEA for inclusion in the transition and employment guide under Education Code 29.0112; and
3. Update the inventory at least once every two years.

At times prescribed by the Coordinating Board, each institution of higher education, including each college district, shall report to the Coordinating Board all programs and services described above provided by that institution. *Education Code 61.0663*

### **Retaliation**

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

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

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

This section does not affect the requirement under Government Code 411.205 that a person present a driver's license or identification certificate in addition to attain a concealed handgun license. *Business and Commerce Code 506.001*

## **5.7 FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

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

Directory information is defined as:

1. Student name
2. Student address
3. Telephone listing
4. Email address
5. Photograph/visual likeness
6. Dates of attendance
7. Most recent previous educational institution attended
8. Other information including major field of study and degrees and awards received.

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

The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Office of Admissions and Records, Student Affairs Building.

Access to Public Information: Requests for Public information must be made in writing and delivered to the Public Information Officer via fax, email ([publicinformation@grayson.edu](mailto:publicinformation@grayson.edu)), US mail or in person. GC uses its fiscal year, September 1-August 31, for tracking requests.

## **5.8 RIGHTS, PRIVILEGES & RESPONSIBILITIES OF STUDENTS**

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



authorities on account of the violation. The College strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.

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

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

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

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

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

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

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

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

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

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

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

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

Before a student may be admitted to a college residence hall, the student must be considered a legal adult and above the age of seventeen – no minors are admitted to the residence halls. In addition, the student must submit a completed residence hall occupant registration form, which includes the name of a contact person and how they can be contacted in the event the occupant/resident becomes missing from the residence hall. The contact information

submitted is confidential and may only be released to the person(s) specifically identified by the resident, to administrative officials of the College who may become involved in a missing persons investigation report involving the resident, and to law enforcement authorities investigating a missing person's report.

Custodial parents or guardians, along with any other designated contact person, of a 17-year-old unemancipated minor, will be notified in the event they are determined to be missing. A resident may be considered missing if the person is absent from the residence hall for a period exceeding twenty-four hours without any apparent reason and does not include persons who have indicated voluntary absence because of domestic, financial or similar cause. The residence hall supervisor, coordinator or any other concerned person must notify a Grayson College law enforcement official once they have determined that a resident is indeed missing on an involuntary basis and after a period of twenty-four hours has passed.

College law enforcement officials may be contacted for the purpose of submitting a missing person's report by calling or texting the Grayson College Police Department at 903-814-3343 or by contacting the Grayson County Sheriff's Office at 903-893-4388.

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

Residential students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event the student meets the missing person criteria.

Student notification of this policy and contact designation procedures will be:

- Included on the Grayson Housing webpage
- Discussed during new student orientations and mandatory housing meetings at the beginning of each semester

#### **Official Notification Procedures**

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

## **5.10 IMMUNIZATION REQUIREMENTS FOR HEALTH SCIENCES**

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

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

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

In addition to immunizations, students in the Health Sciences Pathway must show proof of a negative tuberculosis test annually, show proof of current CPR certification (American Heart Association Healthcare provider level), and pass a drug screen and criminal background check prior to attending clinical education.

## **5.11 NON-DISCRIMINATION POLICY: EQUAL OPPORTUNITY STATEMENT**

Grayson College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex or gender in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office of Civil Rights.

Title IX Coordinator  
Dr. Molly M. Harris  
Dean of Student Affairs  
6101 Grayson Drive, Denison, TX 75020  
903-463-8793

Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, age, color, gender or national origin. Equal educational facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics are extended to all GC students and employees. Proficiency in English is not a barrier to admissions. Grayson College is committed to equal opportunities for persons with disabilities in compliance with federal regulation. For information, contact Dr. Molly Harris, Student Success Center, Grayson College, 6101 Grayson Drive, Denison, TX 75020, 903-463-8793.

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

## **5.12 SEX OFFENDER REGISTRY INFORMATION**

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

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

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

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

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

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

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

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

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

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

1. Is employed or carries on a vocation if the person works or volunteers on a part- or full-time basis for a consecutive period exceeding 14 days or for an aggregate period exceeding 30 days in a calendar year;
2. Works regardless of whether the person works for compensation or for governmental or educational benefit; and
3. Is a student if the person enrolls on a part- or full-time basis in any educational facility, including:

- a. A public or private primary or secondary school, including a high school or alternative learning center; or
- b. A public or private institution of higher education.

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

1. Has a reportable conviction or adjudication;
2. Resides in another state; and
3. Is employed, carries on a vocation or is a student in this state.
  - a. A person described by Subsection (a) is subject to the registration and verification requirements of Articles 62.051 and 62.058 and to the change of address requirements of Article 62.055, except that the registration and verification and the reporting of a change of address are based on the municipality or county in which the person works or attends school. The person is subject to the school notification requirements of Articles 62.053-62.055, except that notice provided to the superintendent and any administrator is based on the public school district in which the person works or attends school.
  - b. Person described by Subsection (a) is not subject to Article 62.101.
  - c. The duty to register for a person described by Subsection (a) ends when the person no longer works or studies in this state provides notice of that fact to the local law enforcement authority in the municipality or county in which the person works or attends school and receives notice of verification of that fact from the authority. The authority must verify that the person no longer works or studies in this state and must provide to the person notice of that verification within a reasonable time.
  - d. Notwithstanding Subsection (a), this article does not apply to a person who has a reportable conviction or adjudication, who resides in another state, and who is employed, carries on a vocation or is a student in this state if the person establishes another residence in this state to work or attend school in this state. However, that person remains subject to the other articles of this chapter based on that person's residence in this state.

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

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

1. The authority for campus security for that institution; or
2. If an authority for campus security for that institution does not exist, the local law enforcement authority of:
  - a. The municipality in which the institution is located; or
  - b. The county in which the institution is located, if the institution is not located in a municipality.



- i. 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).
- ii. 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.
- iii. 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.
- iv. 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.
- v. This article does not impose the requirements of public notification or notification to public or private primary or secondary schools on:
  - Authority for campus security; or
  - 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.
- vi. Notwithstanding Article 62.059, the requirements of this article supersede those of Article 62.059 for a person required to register under both this article and Article 62.059.

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

## **5.13 SMOKING POLICY**

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

## **5.14 SOLICITATIONS (GC Policy: FI Local)**

### **Student Solicitation**

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

### **Limitations on Solicitation**

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

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

No solicitation shall be conducted on the grounds, sidewalks or streets of any property either owned or controlled by the College District, except as approved by the Dean of Student Affairs.

### **Time Limit**

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year without prior written consent by the Dean of Students.

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

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fundraising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the Dean of Student Affairs in accordance with procedures developed for that purpose.

### **Conduct During Solicitation**

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

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

### **Sanctions**

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the Dean of Student Affairs or designee.

If the Dean of Student Affairs or designee determines that a solicitation is being conducted in a manner violating this policy, the Dean of Students prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the Dean of Student Affairs or designee may evoke the registered status of the organization in accordance with policy FKC.

### **Solomon Amendment**

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

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

## **5.15 STATEMENT REGARDING DRUG-FREE SCHOOLS & CAMPUSES ACT**

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

## 5.16 STUDENT COMMUNICATION

Students are required to use their GC Canvas account or their Viking email account for all electronic communication. In order to ensure the identity of the student communicating electronically, GC faculty and staff will not reply to student communication that is sent through an email account other than a Viking email or Canvas account.

## 5.17 STUDENT COMPLAINTS

### **Local Guiding Principles Informal Process (GC Policy: FLD)**

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

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

### **Formal Process**

A student may initiate the formal process described below by timely filing a written complaint. The Student Complaint Form can be found online: [bit.ly/StudentComplaintForm](http://bit.ly/StudentComplaintForm)

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

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

### **Freedom from Retaliation**

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

### **Notice to Students**

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

### **Complaints**

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

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

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion. [See FFD]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FDE]

3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

## **General Provisions**

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

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

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

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

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

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

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

**Untimely Filings-** All time limits shall be strictly followed unless modified by mutual written consent. If a written complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of



the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Cost Incurred-** Each party shall pay its own costs incurred in the course of the complaint.

**Complaints & Appeals in Writing-** Complaints under this policy shall be submitted in writing to the College District. Copies of any documents that support the complaint should be attached to the complaint. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

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

### **Level One**

Written complaints must be filed:

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

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

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the written complaint was received and immediately forward the complaint to the appropriate administrator. The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

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

### **Level Two**

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

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

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

The Level One record shall include:

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

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

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

### **Level Three**

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

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

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

The Level Two record shall include:

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

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level

Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

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

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

### **Level Four**

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

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

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

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

The Level Three record shall include:

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

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

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

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

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

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

## **5.18 STUDENT RIGHTS & RESPONSIBILITIES: STUDENT EXPRESSIONS (GC Policy: FLA Local)**

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

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

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

### **Limitations on Content**

Materials shall not be distributed by students or registered student organizations on College District property if:

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

### **Time, Place & Manner Restrictions**

Distribution of the materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;

4. Does not coerce, badger or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state or federal laws or College District policies and procedures.

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

The Dean of Students or designee shall designate times, locations and means by which materials that are appropriate for distribution, as provided in the policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

### **Posting of Signs**

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

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the Dean of Student Affairs. No object other than a sign may be posted on College District property.

### **Restrictions**

A sign shall not be larger than 22 inches by 28 inches unless authorized by the Dean of Student Affairs or designee. A sign shall not be attached or posted:

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

### **Removal**

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. A sign posted in accordance with this section shall not be removed without permission from the Dean of Student Affairs, the student or the registered student organization.

### **Disclaimer**

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

## **Facilities Use**

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

## **Requests**

To request permission to meet in College District facilities, interested students or registered student organizations shall file a written request with the Student Life and Development in accordance with administrative procedures.

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

## **Approval**

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

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

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

## **Common Outdoor Area Exception**

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and registered student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;



2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement official could not control with reasonable efforts:
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

### **Announcements in Publicity**

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

### **Identification**

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

### **Violation of Policy**

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

### **Interference with Expressions**

Faculty members, students or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures (see DH, FM, and FMA).

### **Appeals**

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

## **5.19 STUDENT RIGHTS & RESPONSIBILITIES: INTERROGATIONS & SEARCHES (GC Policy: FLC Local)**

### **Searches in General**

College District officials may conduct searches of students, their belongings and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures (see FLB), students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

### **Reasonable Suspicion Searches**

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

### **Suspicionless Searches**

For purpose of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

### **Use of Trained Dogs**

The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

### **College District Property**

College District-provided technology, storage and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District provide technology, storage or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

### **Residence Hall Rooms**

Searches of student residence hall rooms shall be conducted in accordance with administrative procedures established by the College President or designee. The procedures shall describe the situations for which a search may be conducted and distinguish searches by College District officials from law enforcement searches.

### **Searches Conducted by Law Enforcement**

Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

## **5.20 FREEDOM FROM DISCRIMINATION, HARASSMENT & RETALIATION: OTHER PROTECTED CHARACTERISTICS (GC Policy: FFDB Local)**

### **Statement of Nondiscrimination**

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

### **Discrimination**

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

### **Prohibited Harassment**

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

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

### **Retaliation**

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

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

### **False Claims**

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

## **Prohibited Conduct**

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

## **Reporting Procedures Student Report**

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

## **Employee Report**

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

## **Exceptions**

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

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

## **Responsible Employee**

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

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

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

## **Definition of College District Officials**

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

## **ADA/Section 504 Coordinator**

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which

incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Dr. Dava Washburn  
Vice President of Instruction  
6101 Grayson Drive, Denison, TX 75020  
903-463-8778

### **Other Antidiscrimination Laws**

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

### **Alternative Reporting Procedures**

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

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

### **Timely Reporting**

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

### **Investigation of Report**

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

### **Initial Assessment**

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

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

### **Interim Action**

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

## **College District Investigation**

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

## **Criminal Investigation**

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

## **Concluding the Investigation**

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

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

## **College District Action Prohibited Conduct**

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

## **Corrective Action**

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

## **Improper Conduct**

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



## **Confidentiality**

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

## **Appeal**

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

## **Records Retention**

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

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

## **5.21 FREEDOM FROM DISCRIMINATION, HARASSMENT & RETALIATION: SEX & SEXUAL VIOLENCE (GC Policy: FFDA Local)**

### **Statement of Nondiscrimination**

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

### **Discrimination**

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

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

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

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

### **By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal or nonverbal conduct when the conduct is so severe, persistent or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

### **Sexual Violence**

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

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

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

### **Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

Domestic Violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- Any other member of the victim's family as defined by state law
- Any other current or former member of the victim's household as defined by state law
- A person in a dating relationship with the victim as defined by state law
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs

### **Stalking**

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

For the purposes of this definition:

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

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

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student’s family members, or members of the student’s household; destroying the student’s property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student’s spouse or partner; or encouraging others to engage in these behaviors.

### **Gender-Based Harassment**

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

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

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

### **Retaliation**

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

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

## **Prohibited Conduct**

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

## **Complainant**

In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.

## **Respondent**

In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

## **Reporting Procedures**

**Student Report-** Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX Coordinator, the College President or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Alternatively, a student may submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

**Employee Report-** Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the Title IX Coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.

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

## **Exceptions**

**Disclosure at Event** - A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

**Employee Subject to Confidentiality Rules**- Absent the student's consent, a person who holds a professional license requiring confidentiality, such as a counselor, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall only be required to disclose the type of incident reported. The person may not disclose information that would violate the student's expectation of privacy.

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

Dr. Molly M. Harris, Title IX Coordinator  
Dean of Student Affairs  
6101 Grayson Drive, Denison, TX 75020  
903-463-8793

Michael McBrayer, Title IX Deputy Coordinator  
Athletic Director/Head Softball Coach  
6101 Grayson Drive, Denison, TX 75020  
903-463-8753

Dr. Logan Maxwell, Title IX Deputy Coordinator  
Dean of South Campus  
1455 W Van Alstyne Pkwy, Van Alstyne, TX 75495  
903-415-2646

Robyn Voight, Title IX Deputy Coordinator  
Director of Human Resources  
6101 Grayson Drive, Denison, TX 75020  
903-463-8648

## **Responsible Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

## **Timely Reporting**

A failure to immediately report may impair the College District's ability to investigate and address the conduct.

## **Consolidate Reports**

When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

## **Advisor**

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with the College District's procedures.

## **Conflict of Interest Prohibited**

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker or a facilitator of an informal resolution process shall have a conflict of interest or bias.

## **Investigation of the Report**

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

**Initial Assessment-** Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide to the known parties to the complaint.

**Request Not to Investigate-** The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

## **Formal Complaint**

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

## **Notice to Parties**

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition of knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

## **Informal Resolution**

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if



informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.

### **Formal Resolution**

If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below in Criminal or Regulatory Investigation.

### **Supportive Measures**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between parties; and increased security and monitoring of certain areas of campus.

### **College District Investigation**

The investigation may be conducted by the Title IX coordinator or a designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the complainant, the respondent and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

### **Criminal or Regulatory Investigation**

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

regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

### **Concluding the Investigation**

The investigation should be completed within a reasonable time, not to exceed 30 days from the date of the report. The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

### **Notification of The Outcome**

The Title IX coordinator shall provide the investigation report, within the extent permitted by Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

### **College District Action**

The Title IX coordinator shall submit the investigation report and any response from the parties to the Title IX Decision-Maker promptly after receipt of the parties' response but no later than expiration of the parties' deadline to respond.

The Title IX Decision-Maker or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the Title IX Decision-Maker or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the Title IX Decision-Maker or designee shall evaluate all relevant evidence based on a person's status as the complainant, the respondent or a witness. The Title IX Decision-Maker or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

### **Disciplinary or Corrective Action**

If the Title IX Decision-Maker or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District Community
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;

- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in the College District regulations.

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

**Improper Conduct-** If the Title IX Decision-Maker or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

### **Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or services as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

### **Retaliation**

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIIA, as appropriate.

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

### **Failure to Report and False Claims**

An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

### **Appeal**

If the Title IX Decision-Maker or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference

shall be scheduled within ten days of notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

If the Title IX Decision-Maker or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

If the Title IX Decision-Maker or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the Title IX Decision-Maker or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See FLD (Local) for students.]

### **Records Retention**

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

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

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in the policy, shall be distributed to applicants for admission and employment and annually to College District employees, students and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and with distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures and related materials and any materials used to train a person designated as the Title IX coordinator, a Title IX deputy coordinator, an investigator, a decision-maker or a facilitator shall also be prominently published on the College District website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

## **5.22 TEXAS SUCCESS INITIATIVE ASSESSMENT (TSIA2)**

Texas law requires that all new students in a public college or university have their academic skill level assessed prior to entry in a college-level class. The assessment helps students understand their skill levels in reading, writing and math and enables them to enroll in classes that appropriately match each individual's skill level. It is recommended that all students complete a free TSIA2 Study App located on the Testing Center webpage that includes instructional videos and sample test questions.

Students will enroll under one of these four options:

1. Option One – TSI Exempt

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

- a. Transferred in from an out-of-state or private institution with grades of "A", "B" or "C" in designated courses taken within the past five years.
  - b. Students who have previously attended GC or any other Texas public college or University and who have already met Texas Success Initiative requirements.
  - c. Active duty military (U.S., Texas National Guard or U.S. Reserve Unit) in service for at least three years prior to enrollment at GC. Some academic classes require students to demonstrate college readiness before enrolling.
  - d. A student who on or after Aug. 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S. Please note that some academic classes require students to demonstrate college readiness before enrolling.
  - e. Earned an associate's or bachelor's degree or higher from a Texas public college or university.
  - f. Met the requirements for exemption in a college preparatory class at a high school with which Grayson College has an agreement.
  - g. *For testing exemptions students must meet one of the following criteria.*
    - Associate's degree or higher from an accredited college or university.
    - SAT: **Before 3-5-2016** 1070 Composite, 500 Critical Reading, Verbal & 500 Math. **After 3-5-2016** 480 EBRW and 530 Math
    - ACT: 23 Composite, 19 English & 19 Math.
    - TAKS (11th Grade): 2200 ELA, 2200 Math & 3 or 4 Essay.
    - STAAR: English III Level 2 (Score of 2000 writing and/or in reading) & Algebra II Level 2 (Score of 4000)
    - VETERANS: DD 214 Form
    - TSI: Math 950 or higher OR diagnostic score of 6, ELAR 945 or higher and Essay of 5 or higher, OR ELAR 910-940 with diagnostic score of 5 or higher AND Essay score of 5 or higher.
    - ***All test scores expire 5 years after the test date.***
2. Option Two – TSI Waived
- Enroll in an eligible certificate program that allows assessment to be waived. Students enrolling in these programs will have their skills assessed and may enroll only in courses listed on their certificate plans. Success Initiative Waivers are available to students who meet one of the following criteria:
- a. Students enrolled in Level 1 certificate programs of 15 to 42 semester credit hours. Students enrolled in these certificates may take only courses listed on that certificate. Some Level 1 certificate programs include academic classes that require students to demonstrate college readiness before enrolling, and therefore, may not be exempt from the TSIA2.
  - b. Students who attended a private Texas or any out-of-state institution during the previous semester and are currently enrolling at GC on a temporary basis and not seeking a degree at GC. Temporary students must present proof of enrollment at a private or out-of-state institution during the immediately preceding semester.

- c. Full-time students from private Texas or any out-of-state institution concurrently enrolling in one or two GC courses (including distance learning courses) and not seeking a degree at GC.
  - d. Students enrolling in courses for self-enrichment only; not seeking a degree. Students may take a maximum of two courses on the enrichment list.
3. Option Three – College Ready  
Students have fulfilled TSI college readiness requirements when they meet one of the following criteria:
- a. Received passing scores on the TSI Assessment.
  - b. Received a grade of A, B or C in their exit-level developmental math, reading and writing class. When student achievement reaches proficiency, students will be exited from any of the developmental reading or writing courses. Please note that before taking an EDUC course or seeking enrollment in the Associate of Arts Teaching program, you must still receive a passing score on any state-approved placement exam.
4. Option Four – Not College Ready  
All students who do not qualify under TSI Options 1, 2 or 3 will receive an individualized Academic Success Plan. This plan will describe the sequence of developmental classes, retest requirements and options available for students to demonstrate college readiness. Students completing their Academic Success Plan will attain college-level skills in reading, writing and math while beginning work on academic courses on their degree plans.

#### **Test Dates**

There are some days/times that you may reserve a computer ahead of time, and there are some days/times that you may “drop-in” without a reservation to see if a testing computer is available. The TSI Assessment is given on both the Main Campus in Denison and the South Campus in Van Alstyne.

For current TSI testing schedules and steps to follow to register or drop-in, visit the Testing Center on the College website.

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

### **Policy Statement**

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



## **Educational Programs**

1. Grayson College Police Department will provide students and employees with programs designed to promote the awareness of rape, acquaintance rape, and other sexual assaults.
2. The Grayson College Police Department conduct sexual assault programs for students and employees that are aimed at preventing and reporting sexual assaults, preserving evidence, and identifying special services to assist survivors of sexual assaults.

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

1. Any person may request assistance from college personnel in notifying law enforcement authorities. College personnel will provide full assistance to persons who request help in notifying authorities of sexual assault.
2. Persons with knowledge of sexual assaults (whether the survivor or a third party) should report them to the Grayson College Police, the law enforcement agency in the area where the sexual assault occurred, or the Title IX Coordinator. When reporting a sexual assault, a survivor's identity may be kept confidential. Although the Crime Awareness and Campus Security Act of 1990, commonly referred to as the Jeanne Clery Act, requires Grayson College Police to compile crime statistics and make available an annual report of these statistics, Grayson College Police is not required to divulge any other information other than the fact that an incident was reported.
3. Survivors of sexual assaults are not required by law to report the assault or to pursue legal action. However, it is recommended that survivors report the assault immediately to Grayson College Police or the local law enforcement authority where the assault occurred in order to facilitate the collection of important evidence and to preserve their option for pursuing legal action at a later time. College officials will provide the survivor with assistance in notifying the proper authorities of a sexual assault. A survivor can request a pseudonym if she/he wishes to maintain anonymity.
4. Any person with knowledge or suspicion of a sexual assault of a minor (under 18 years of age), or of a sexual relationship between a person under 17 years of age and a person over 18 years of age, is required by state law to report the assault or relationship, including the minor's name, to law enforcement. The report should be made immediately. A person making a report involving a minor is immune from civil or criminal liability if the report is made in good faith. Failure to report the sexual assault of a minor is a Class B misdemeanor, punishable by law. Sexual assault reports involving a minor can be made to Child Protective Services online at [dfps.state.tx.us](http://dfps.state.tx.us) and confidentially, by phone at 800-252-5400.
5. Persons aware of sexual assaults may contact any of the resources below.
  - a. Law enforcement - Survivors or witnesses of sexual assaults should call the appropriate law enforcement agency, such as Grayson Police (903-463-8777), Grayson County Attorney's Office Victim Service Division (903-813-4361), and the Grayson County Sheriff's Office (903-893-4388). In an emergency, a person may call 911, and the call will be routed to the appropriate law enforcement agency. Law enforcement agencies may assign a pseudonym to the survivor of sexual assault to assure the survivor's anonymity.
  - b. Medical Assistance - Survivors or witnesses may contact a local hospital emergency room. If ambulance services are necessary, persons should call 911, and they may contact Denison Ambulance/Fire Department (903-465-2720).

- c. Counseling Services - Survivors or witnesses may also call the Grayson County Attorney's Office Victim Services Division (903-813-4361) In Grayson County, survivors may contact the Crisis Center of Grayson (903-893-3909). Employees in these offices are trained to provide appropriate assistance and information.
6. Preserving evidence may be necessary for the proof of sexual assaults. Persons with knowledge of a sexual assault should not touch, move or otherwise disturb evidence (such as clothing) and should not disturb the scene of the incident. Preserving the evidence means not tampering with the evidence or otherwise inadvertently destroying critical evidence. Trained law enforcement personnel should collect the evidence.

### **Disciplinary Procedures**

This handbook includes procedures for disciplinary actions used with Grayson College Students. It can be found under the Code of Student Conduct or online at grayson.edu. The procedures for disciplinary actions applied to faculty and staff can be found in the Faculty Handbook and Employee Handbook at grayson.edu.

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

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

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

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

### **Sexual Assault Victims Rights**

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

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

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

## **5.24 VOTER REGISTRATION**

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

Voter registration forms are available in the Student Life and Development Office.

## **5.25 WEAPONS (GC Policy: CHF Local)**

### **Firearms**

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District sponsored or related activity in violation of law and College District regulations.

### **Open Carry**

The open display of a handgun in plain view of another person on College District property is prohibited except by an authorized individual, such as a peace officer, while in the actual discharge of his or her duty, in accordance with law.

### **Concealed Carry**

A license holder may carry a concealed handgun, on or about the license holder's person, on College District property unless otherwise prohibited by law or adopted rules of the College District. The College District shall employ all reasonable means to delineate exclusionary zones with signage in accordance with law, however, license holders shall be responsible for complying with the College District's rules and applicable federal and state law prohibitions.

A license holder residing in College District residence halls shall be allowed to possess handguns provided that: Such possessions is in accordance with law and the College District's established rules and regulations; and the license holder stores his or her handguns in a gun safe approved by the College District and installed in the license holder's room.

Students who are assigned to a residence hall room where a firearm is stored and who are concerned about their well-being may request a transfer to another room. Additional information concerning the possession of firearms in College District housing shall be published in the housing contract.

### **Prohibited Areas by Law**

The following is a list of areas prohibited from concealed carry in accordance with law.

- Where a high school, collegiate, intramural, or professional sporting event or interscholastic event is taking place;
- Where any properly posted open meeting, subject to the Open Meeting Act, is taking place so long as notice is provided in accordance with law;
- Where any UIL-sanctioned competition is being held;
- Where any formal disciplinary hearing is being held;
- Where any other official governmental meeting or judicial proceeding is being conducted; and
- Where polling is being conducted for local, state or federal elections.

### **Exclusionary Zones**

The College President has the sole authority to designate a specific premise or venue an exclusionary zone. Therefore, except as provided herein, without the express written consent of the College President, no faculty member, staff member, student, or student group may exclude a specific premise or venue as "off limits."

The following are additional exclusionary zones:

1. Any College District event where alcohol is being served by an organization subject to the Texas Alcoholic Beverage Commissions rules and regulations; and
2. Performance venues and locations during ticketed events if a temporary designation is obtained in accordance with this policy.

### **Temporary Exclusionary Zones**

Temporary exclusionary zones may be established by the College President. Requests for a temporary exclusion must be reasonably justified, and the requestor must provide evidence that a concealed handgun creates some special danger. Requests for exclusion must be provided in writing to the Office of the President at least 90 days prior to the date of the event.

The College President shall establish a campus carry committee to assist in the process of approving exclusions. The committee shall investigate requests for exclusions and make a recommendation to the College President concerning the request. The chair and members of this committee shall be appointed by the College President and shall include representatives from the Office of the Vice President for Business Services, Office of the Vice President of Instruction, Faculty Association, Staff Advisory Group, Student Government Association, Dean of Student Affairs or designee, Office of Human Resources and Office of Public Safety and Emergency Management.

## Other Weapons Prohibited

The College District prohibits the use, possession, or display of any location-restricted knife, club, knuckles or prohibited weapon, as defined by law on College District Property or at a College District-sponsored or related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District -sponsored or related activity.

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee or College District property by virtue of possession or use.

## Publication

The rules and regulations referenced in this policy and other education information including safety procedures shall be widely distributed to members of the College District community and published on the College District's website, student and employee handbooks and other publications.

## Violations

Employees and students found to in violation of this policy shall be subject to disciplinary action (See DH, FM, and FMA)

## "Prohibited Weapons"

"Prohibited weapons" include:

1. Any of the following items, unless the item is registered in the National Firearms Registration and Transfer Record maintained by the Bureau of Alcohol, Tobacco, Firearms and Explosives or classified as a curio or relic by the US Department of Justice:
  - a. An explosive weapon (any explosive or incendiary bomb, grenade, rocket or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). *Penal Code 46.01(2)*
  - b. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). *Penal Code 46.01(9)*
  - c. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a shotgun or rifle if, as altered, it has an overall length of less than 26 inches). *Penal Code 46.01(10)*
  - d. A firearm silencer (any device designed, made, or adapted to muffle the report of a firearm). *Penal Code 46.01(4)*

2. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). *Penal Code 46.01(8)*
3. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). *Penal Code 46.01(12)*
4. A chemical dispensing device (a device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being). *Penal Code 46.01(14)*
5. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). *Penal Code 46.01(16)*
6. A tire deflation device (a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires; it does not include a traffic control device that is designed to puncture one or more of a vehicle's tires when driven over in a specific direction, and has a clearly visible sign posted in close proximity to the traffic control device that prohibits entry or warns motor vehicle operators of the traffic control device). *Penal Code 46.01(17) and 46.05(a)*

### **"Premises"**

"Premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. *Penal Code 46.03(c)(1), .035(f)(3); Gov't Code 441.2031(a)(3)*

### **General Provisions**

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, or prohibited weapon listed in Penal Code 46.05(a):

1. On the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless:
  - a. Pursuant to written regulations or written authorization of the institution; or
  - b. The person possesses or goes with a concealed handgun that the person is licensed to carry under Subchapter H, Chapter 411, Government Code, and no other weapon to which this section applies, on the premises of an institution of higher education or private or independent institution of higher education, on any grounds or building on which an activity sponsored by the institution is being conducted or in a passenger transportation vehicle of the institution; or
2. On the premises of a polling place on the day of an election or while early voting is in progress. [See also FLBF] *Penal Code 46.03*

### **Interscholastic Events**

A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Government Code Chapter 411, Subchapter H, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, on or about the license holder's person, on the premises where a high school, collegiate, or



professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event.

The prohibition does not apply on the premises where a collegiate sporting event is taking place if the actor was not given effective notice under Penal Code 30.06. *Penal Code 46.035(b), (l)*

### **Board Meetings**

A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Government Code Chapter 411, Subchapter H, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Government Code Chapter 551 and the entity provided notice as required by that chapter [see BD]. This offense does not apply if the actor was not given effective notice under Penal Code 30.06 or 30.07. *Penal Code 46.035(c), (i)*

### **Defense to Prosecution**

It is a defense to prosecution under Penal Code 46.035(b) and (c), above that the actor, at the time of the commission of the offense, was:

1. A judge or justice of a federal court;
2. An active judicial officer, as defined by Government Code 411.201;
3. A district attorney, assistant district attorney, criminal district attorney, assistant criminal district attorney, county attorney or assistant county attorney; or
4. A bailiff designated by the active judicial officer and engaged in escorting the officer.

*Penal Code 46.035(h-1)*

### **Wrongful Exclusion of Handgun License Holder**

A state agency or a political subdivision of the state, including a college district, may not provide notice by a communication described by Penal Code 30.06 or by any sign expressly referring to that law or to a concealed handgun license, that a license holder carrying a handgun under the authority of this subchapter is prohibited from entering or remaining on a premise or other place owned or leased by the governmental entity unless license holders are prohibited from carrying a handgun on the premises or other place by Penal Code 46.03 or 46.035. Penal Code 411.209(a) A state agency or a political subdivision of the state that violates Penal Code 411.209(a) is liable for a civil penalty of:

1. On a street or driveway located on the campus of the institution; or
2. In a parking lot, parking garage, or other parking area located on the campus of the institution. *Gov't Code 411.2032*

### **Carry by Employees in Personal Vehicles**

A public or private employer, including a college district, may not prohibit an employee who holds a license to carry a handgun under Government Code Chapter 411, Subchapter H, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition from transporting or storing a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the college district provides for employees. *Labor Code 52.061*

Labor Code 52.061 does not apply to a vehicle owned or leased by a public or private employer and used by an employee in the course and scope of the employee's employment, unless the employee is required to transport or store a firearm in the official discharge of the employee's duties. *Labor Code 52.062(a)*

Section 52.061 does not authorize a person who holds a license to carry a concealed handgun under Government Code Chapter 411, Subchapter H, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition to possess a firearm or ammunition on any property where the possession of a firearm or ammunition is prohibited by state or federal law. Section 52.061 does not prohibit an employer from prohibiting an employee who holds a license to carry a handgun under Government Code Chapter 411, Subchapter H, or who otherwise lawfully possesses a firearm, from possessing a firearm the employee is otherwise authorized by law to possess on the premises of the employer's business. Labor Code 52.062(a)–(b) "Premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. *Penal Code 46.035(f)(3)*

### **Immunity**

Except in cases of gross negligence, a public or private employer, or the employer's principal, officer, director, employee, or agent, is not liable in a civil action for personal injury, death, property damage, or any other damages resulting from or arising out of an occurrence involving a firearm or ammunition that the employer is required to allow on the employer's property under this section.

The presence of a firearm or ammunition on an employer's property under the authority of this section does not by itself constitute a failure by the employer to provide a safe workplace.

For purposes of Labor Code 52.063, a public or private employer, or the employer's principal, officer, director, employee or agent, does not have a duty:

1. To patrol, inspect, or secure any parking lot, parking garage, or other parking area the employer provides for employees or any privately-owned motor vehicle located in a parking lot, parking garage, or other parking area; or
2. To investigate, confirm, or determine an employee's compliance with laws related to the ownership or possession of a firearm or ammunition or the transportation and storage of a firearm or ammunition. *Labor Code 52.063*

### **Concealed Carry**

A license holder may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education or private or independent institution of higher education in this state. *Gov't Code 441.2031(b)*

### **Regulation of Carry**

After consulting with students, staff, and faculty of the institution regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment, the president or other chief executive officer of an institution of higher education in this state shall establish reasonable rules, regulations, or other provisions regarding the

carrying of concealed handguns by license holders on the campus of the institution or on premises located on the campus of the institution.

An institution of higher education or private or independent institution of higher education in this state may establish rules, regulations, or other provisions concerning the storage of handguns in dormitories or other residential facilities that are owned or leased and operated by the institution and located on the campus of the institution.

The president or officer may not establish provisions that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus of the institution. The president or officer may amend the provisions as necessary for campus safety. *Gov't Code 441.2031(d)-(d-1)*

Except as provided by Government Code 411.2031(d), (d-1), or (e), an institution of higher education or private or independent institution of higher education in this state may not adopt any rule, regulation, or other provision prohibiting license holders from carrying handguns on the campus of the institution. *Gov't Code 441.2031(c)*

The provisions take effect as determined by the president or officer unless subsequently amended by the board of regents or other governing board under Government Code 411.2031(d-2). *Gov't Code 441.2031(d-1)*

### **Board Review**

Not later than the 90th day after the date that the rules, regulations or other provisions are established as described by Government Code 411.2031(d-1), the board of regents or other governing board of the institution of higher education shall review the provisions. The board of regents or other governing board may, by a vote of not less than two-thirds of the board, amend wholly or partly the established provisions. If amended, the provisions are considered to be those of the institution as established under Government Code 411.2031(d-1). *Gov't Code 441.2031(d-2)*

### **Notice Carry Prohibited**

The institution must give effective notice under Penal Code 30.06 with respect to any portion of a premises on which license holders may not carry. *Gov't Code 441.2031(d-1)*

### **Distribution of Regulations**

An institution of higher education shall widely distribute the rules, regulations, or other provisions above to the institution's students, staff and faculty, including by prominently publishing the provisions on the institution's website. *Gov't Code 441.2031(d-3)*

### **Report to Legislature**

Not later than September 1 of each even-numbered year, each institution of higher education in this state shall submit a report to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of this section that:

1. Describes its rules, regulations, or other provisions regarding the carrying of concealed handguns on the campus of the institution; and

2. Explains the reasons the institution has established those provisions. *Gov't Code 441.2031(d-4)*

### **Concealed Carry in Violation of Regulations**

Notwithstanding Penal Code 46.035(a) or Penal Code 46.03(a), a license holder commits an offense if the license holder intentionally carries a concealed handgun on a portion of a premises located on the campus of an institution of higher education in this state on which the carrying of a concealed handgun is prohibited by rules, regulations or other provisions established under Government Code 411.2031(d-1) provided the institution gives effective notice under Penal Code 30.06 with respect to that portion. *Penal Code 46.035(a-3)*

### **As Trespass**

A handgun license holder commits an offense if the license holder carries a concealed handgun under the authority of Government Code Chapter 411, Subchapter H, on property of another without effective consent and received notice that entry on the property by a license holder with a concealed handgun was forbidden. A person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

“Written communication” means:

1. A card or other document on which is written language identical to the following: “Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun;” or
2. A sign posted on the property that includes the language described above in both English and Spanish, appears in contrasting colors with block letters at least one inch in height and is displayed in a conspicuous manner clearly visible to the public.

An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that, after entering the property, the license holder was personally given the notice by oral communication described by Penal Code 30.06(b) and subsequently failed to depart. *Penal Code 30.06 (a)–(b), (c)(3), (d)*

### **Premise Exception**

It is an exception to the application of Penal Code 30.06 that the property on which the license holder carries a hand-gun is owned or leased by a governmental entity, including a college district, and is not a premises or other place on which the license holder is prohibited from carrying the handgun under Government Code 46.03 or 46.035. *Penal Code 30.06(e)*

### **Open Carry**

A license holder commits an offense if the license holder carries a handgun on or about the license holder’s person under the authority of Government Code Chapter 411, Subchapter H and intentionally displays the handgun in plain view of another person in a public place. It is an exception to the application of this prohibition that the handgun was partially or wholly visible but was carried in a shoulder or belt holster by the license holder. *Penal Code 46.035(a)*

### **At an Institution of Higher Education**

A license holder commits an offense if the license holder carries a partially or wholly visible handgun, regardless of whether the handgun is holstered, on or about the license holder's person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally displays the handgun in plain view of another person:

1. On the premises of an institution of higher education, including a college district, or private or independent institution of higher education; or
2. On any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education or private or independent institution of higher education. *Penal Code 46.035(a-1)*

## **5.26 WELLNESS & HEALTH SERVICES: IMMUNIZATIONS (GC Policy: FFAA Legal)**

### **Generally**

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

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

### **Exceptions**

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code 161.004(d), Health and Safety Code 161.0041, Education Code Chapter 51 and Human Resources.

### **Medical Reasons**

To claim an exclusion for medical reasons, the student must present an exemption statement to the school or childcare facility, dated and signed by a physician (MD or DO) properly licensed and in good standing in any state in the United States who has examined the student. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. *Education Code 51.933(d); 25 TAC 97.62(1)*

### **Reasons of Conscience**

To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the school or child-care facility a completed, signed, and notarized affidavit on a form provided by the Texas

Department of State Health Services (DSHS) stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period from the date of notarization. A child or student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the health and human services commissioner.

The affidavit must be on a form provided by DSHS as described by Health and Safety Code 161.0041 and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized.

This exception does not apply in a time of emergency or epidemic declared by the commissioner of state health services. *Education Code 51.933(d)–(e); Health and Safety Code 161.0041; 25 TAC 97.62(2)*

### **Military Duty**

To claim an exclusion for armed forces, persons who can prove that they are serving on active duty with the armed forces of the United States are exempted from the requirements in the statutes described above. *Education Code 51.933(d)–(e); 25 TAC 97.62(3)*

### **Provisional Enrollment**

Notwithstanding the other requirements in 25 Administrative Code 97.64, a student may be provisionally enrolled in the health-related courses if the student has received at least one dose of each specified vaccine prior to enrollment and goes on to complete each vaccination series as rapid as medically feasible in accordance with the Centers for Disease Control and Prevention's Recommended Adult Immunization Schedule as approved by the Advisory Committee on Immunization Practices (ACIP). However, the provisionally enrolled student may not participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) and/or 25 Administrative Code 97.64(d) until the full vaccination series has been administered. *25 TAC 97.64(c)(1)*

DSHS may by rule prohibit a student from attending school during the provisional enrollment period. *Att'y Gen. Op. GA-178 (2004)*

### **Failure to Properly Document Immunization**

Students who claim to have had the complete series of a required vaccination, but have not properly documented them, cannot participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) and/or 25 Administrative Code 97.64(d) until such time as proper documentation has been submitted and accepted. *25 TAC 97.64(c)(2)*

### **Immunity**

The immunization requirements in 25 Administrative Code 97.64(b) and 25 Administrative Code 97.64(d) [see REQUIRED IMMUNIZATIONS OF CERTAIN STUDENTS, STUDENTS IN HEALTH-RELATED COURSES and VETERINARY STUDENTS, below] are not applicable to individuals who can properly demonstrate proof of laboratory confirmation of immunity or laboratory confirmation of disease. Vaccines for which this may be potentially demonstrated and acceptable methods for demonstration, are found in 25 Administrative Code 97.65



[relating to Exceptions to Immunization Requirements (Verification of Immunity/History of Illness)]. Such a student cannot participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) until such time as proper documentation has been submitted and accepted. *25 TAC 97.64(c)(3)*

### **Acceptable Documents of Immunization**

- Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.
- Documentation of vaccines administered that include the signature or stamp of the physician or his or her designee, or public health personnel, is acceptable.
- An official immunization record generated from a state or local health authority is acceptable.
- An official record received from school officials including a record from another state is acceptable.
- All schools are required to maintain immunization records sufficient for a valid audit to be completed. *25 TAC 97.67-.68*
- Required Immunizations of Certain Students (see Students in Health-Related Courses)

### **Tetanus Diphtheria**

Students must show receipt of one dose of tetanus-diphtheria-pertussis vaccine (Tdap). In addition, one dose of a tetanus-containing vaccine must have been received within the last ten years. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated.

### **Measles, Mumps & Rubella Vaccines**

Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine. Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of a mumps vaccine. Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.

### **Hepatitis B Vaccine**

Students are required to receive a complete series of hepatitis B vaccines prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.

### **Varicella Vaccine**

Each student is required to have received one dose of varicella (chicken pox) vaccine on or after the student's first birthday or, if the first dose was administered on or after the student's 13th birthday, two doses of varicella (chicken pox) vaccine are required. A written statement from a parent, legal guardian, managing conservator, school nurse or physician attesting to a child's/student's positive history of varicella disease (chicken pox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the form on DSHS's website at <http://www.dshs.state.tx.us/immunize/docs/c-9.pdf>] *Education Code 51.933; 25 TAC 97.64(a)-(b), .65(b)*

## **Bacterial Meningitis**

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

1. New student—a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution of higher education. A student who was previously exempt under 19 Administrative Code 21.614(a)(2)–(5) will be treated as a new student, should the exception no longer apply.
2. Returning student—a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester. *Education Code 51.9192(b); 19 TAC 21.612(1)*

## **Definitions**

### **"Health Practitioner"**

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

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

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

## **Evidence of Vaccination**

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

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

1. The student is 22 years of age or older by the first day of the start of the semester;
2. The student is enrolled only in online or other distance education courses;
3. The student is enrolled in a continuing education course or a program that is less than 360 contact hours or continuing education corporate training;
4. The student is enrolled in a dual credit course that is taught at a public or private kindergarten–grade 12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison. *Education Code 51.9192(b)–(c); 19 TAC 21.613(a), .614(a)*

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

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

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

The exemption noted at paragraphs 2 and 3, above, does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the DSHS and in effect for the location of the college district the student attends. *Education Code 51.9192(d)-(d-2), (d-4); 19 TAC 21.614(b)-(c)*

### **Notification at Registration**

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

### **Designation of Official**

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

### **Presentation of Evidence**

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

Acceptable evidence of vaccination or receiving a booster dose includes:

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

This information shall be maintained in accordance with Family Educational Rights and Privacy Act Regulations and with the Health Insurance Portability and Accountability *Act. 19 TAC 21.613(c)*

### **Extension**

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

## **6.1 ACADEMIC FRESH START**

Students may, at the time of their application for admission to Grayson College, file for Academic Fresh Start in the Admissions and Records Office. All academic course credits or course grades earned exactly ten or more years prior to the starting date of the semester in which the applicant seeks to enroll will not be considered in the calculation of the grade point average.

1. A student will forfeit the use of all credits earned prior to enrollment under the Academic Fresh Start Policy. Courses taken prior to this time will not be used in the calculations of the student's grade point average.
2. The student's record will be inscribed with the notation "Academic Fresh Start Granted (date)." Transcript will display qualified courses under the Fresh Start section.
3. Policies concerning Academic Fresh Start are applicable only to Grayson College. They do not pertain to financial aid history or accumulated award limits. Other colleges may not recognize the reprieve.
4. To request Academic Fresh Start, a student must submit a completed application for admission, a written petition for Academic Fresh Start, complete a Fresh Start Application and all transcripts or prior college or university work to the Admissions and Records Office prior to the beginning of the semester of application.

### **Scholastic Standards**

**Good Standing:** A student will be considered in good academic standing with a cumulative grade-point average (GPA) of 2.00 or higher.

**Academic Warning:** A student will be placed on academic warning when the cumulative GPA falls below 2.00 for one long semester.

**Academic Probation:** When a student's cumulative GPA remains below a 2.0 for more than one long semester, the student will be placed on academic probation. Students on probation

will be required to meet with their Success Coach to establish an individualized success plan. Students on academic probation are not eligible to hold office in student clubs/organizations.

**Note:** Financial Aid Satisfactory Academic Progress is a separate policy and may affect financial aid eligibility (please see the Financial Aid Satisfactory Academic Progress policy for further details).

## 6.2 ACADEMIC SUCCESS PLAN

Attendance in developmental classes is required. Students who are out of compliance with their Academic Success Plan will be required to enroll in appropriate self-paced developmental classes to regain compliance that semester. Failure to do so will result in being barred from future enrollment in academic coursework until the TSI/College- Readiness requirements are met in appropriate skill areas (or, under special situations, permission is granted by the appropriate Dean.) Students who fail to attend classes by the census date will automatically be dropped as a no-show.

Students who are not TSI exempt must demonstrate college readiness for reading, writing, and math in one of the following ways:

- Passing scores on the reading, writing, and math TSI assessment
- Successful completion of an approved college preparatory class (HB5) in reading, writing and/or math
- Successful completion of a corequisite course in reading, writing, and/or math
- After unsuccessfully attempting the TSI, having a cumulative GPA of 3.0 or higher and completing appropriate high school coursework.

Upon meeting the standards for college readiness, students will not be required to register for developmental courses.

**Math Pathways-** College level math courses are designed to serve the curriculum needs of unique degrees, however, many science, technology, engineering, and math (STEM) degrees will require the completion of MATH 1314 - College Algebra. Review the degree plan and/or speak with a Success Coach for more guidance.

**Corequisites (Reading/Writing)-** Students who have been placed in a corequisite course will enroll in an appropriate developmental lab course (INRW) in addition to the college-ready course. Attendance is required in both the college-ready course and the lab for credit. Upon successful completion of the highest college-ready course, the student will be considered TSI complete in reading and writing and may continue without further developmental English courses.

Students wishing to retake the TSI may do so at any time; however, it is recommended that students work closely with developmental instructors to determine whether they are prepared to pass the test.

**College Prep Course and Dual Credit Students-** High school juniors who take but do not pass the TSI may be enrolled in a college preparatory class if their high school has agreed to the terms set forth by the memorandum of understanding between Grayson College and

participating ISD's. Students who earn an A, B, or C in an English or math college preparatory class will be considered TSI complete in that subject area.

### **Instructional Services**

**Writing Center-** The Writing Center provides consultation for academic and professional writing. Trained consultants act as an attentive and responsive audience to provide feedback at any stage of the writing process for any discipline. Online support is available through the Center's website.

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

**Advising-** Grayson College strongly encourages all students, regardless of academic skill level, to seek individual success coaching prior to scheduling classes in MyViking. The Success Coach Office is open daily to students with questions about course transfer, degree planning, transcript evaluation, college catalogs and other facets of college life.

Success Coaches are available to all students and are prepared to assist with career planning, vocational interest tests, college information, advising and evaluation of degree audit and transcript transfer evaluation. Veterans receiving educational benefits should see a Veterans' Success Coach located in the Veterans Services Office located on the 2<sup>nd</sup> floor of the Life Center.

The following students are required to receive academic advising:

1. Students who are entering GC for the first time. New students should contact the Success Coach office for degree requirements and planning.
2. Students who have not met assessment requirements.
3. Students who are required to be enrolled in developmental courses.
4. Students who are on academic probation and/or students who are returning from academic suspension.
5. Students who desire to change an academic major, update degree audit or transfer institution.
6. Students who are military veterans eligible for veteran's educational benefits will see a Success Coach located in the Veterans Services Office on the 2<sup>nd</sup> floor of the Life Center.

Success Coaches and Faculty Mentors are assigned to all students based on Pathway. Success Coaches and Faculty Mentors assist students with career options, academic requirements, transcript evaluation and campus and community support services. Success Coaching activities are designed to assist students in the successful completion of their needs and goals. Students who need additional career assistance should seek assistance from the Success Coach Office located in the Student Affairs Building. The Success Coach Office offers information, assistance and guidance to current students, alumni and community agency referrals free of charge.

**Retesting-** Students may retest at any time; however, it is recommended that they work



closely with professors to determine when prepared to pass the retest. Check with the Testing Center (903-463-8724) for information about scheduling a test date.

### **6.3 CLASS ATTENDANCE**

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

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

### **6.4 ONLINE LEARNING**

#### **Online Learning Opportunities**

Grayson College acknowledges the changing environments in which students learn and strives to provide enriched educational experiences and opportunities. Internet-based courses, both fully online and hybrid, offer students an alternative to the traditional classroom by providing convenient ways to earn college credit. Distance Learning students use their personal computers and/or on-campus computer labs for course content, discussions, exams and communication with instructors and classmates. Students enrolled fully-online may visit the campus for orientation, conferences with the instructor and some exams. Instructors are available for telephone and personal conferences and may also be contacted via email.

#### **Fully Distance Education Courses Online**

A course which may have mandatory face to face sessions totaling no more than 15% of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review or an in-person test.

#### **Hybrid/Blended Course**

A course in which a majority (more than 50% but less than 85%) of the planned instruction occurs when the students and instructors are not in the same place.

Both fully online and hybrid courses offer the same quality and learning experiences and require the same time commitment as traditional, face-to-face courses but with added flexibility. Full college credit is awarded upon successful completion of internet-based courses and credit hours are equivalent to those offered on campus.

Visit the college website for the latest schedule of fully online and hybrid courses. Fully online courses will include INT or similar designation in the section number. Hybrid courses will contain HYB or similar designation in the section number.

Please note that some fully online courses require on-campus or proctored testing. Consult the course syllabus for complete details.

## **Getting Started**

To take a fully-online or hybrid course, students will need a computer with Internet access. If applicable, additional hardware and/or software requirements will be listed in the syllabus.

Students will be able to access their online courses the same day classes begin on campus. Instructors are available for telephone and personal conferences and may also be contacted via email.

## **College Support for Online Learners**

**Academic Advising-** For help with individual learning plans, course selection, prerequisites, transfer credits and more, call 903-463-8695. For more information or for a schedule of hours, please visit the Success Coaches page on the College website.

**Counseling-** Assistance is available in the areas of career guidance, time management, test anxiety, study skills or personal problems interfering with your academic progress. For an appointment, call 903-463-8730.

**Financial Aid-** Grants, student loans, and/or exemptions, vouchers, VA benefits and scholarships are available to assist eligible students with college expenses. Call 903-463-8794 or visit [grayson.edu/financialaid](http://grayson.edu/financialaid)

**HelpDesk-** Assistance is available to answer questions about your course, help you contact your instructor, and provide course navigation instructions. In addition, technical assistance is available to help work through any technology-related barriers that may come up during the online experience. Call 903-463-8788 or email [helpdesk@grayson.edu](mailto:helpdesk@grayson.edu). Additional information is available at [help.grayson.edu](http://help.grayson.edu).

**Library-** The Grayson College Library provides online access to a variety of databases that can be accessed off-campus. Those databases are available at: [grayson.edu/library/databases-a-to-z.html](http://grayson.edu/library/databases-a-to-z.html)

**Tutoring-** Tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. Tutoring services are available online and on campus. For more information, call 903-463-8751.

## 6.5 GENERAL ACADEMIC POLICIES

### Admission Requirements

Students may be admitted to Grayson College by one of the following methods:

- **US High School Graduate:** A graduate of an accredited U.S. high school who has never attended an accredited college or university must submit an official transcript from the US high school showing the date of graduation. The high school must be accredited by the Texas Education Agency, the Southern Association of Colleges and Schools or the equivalent accrediting agency for other states and regions. (A graduate of a non-accredited or foreign high school must apply for admission by Individual Approval.)
- **Individual Approval:** An individual eighteen years of age or older who does not have a U.S. high school diploma or GED, or who is a graduate of a non-accredited or foreign high school may apply for admissions on individual approval. Students admitted under this policy are not eligible for Title IV. Anyone admitted without a GED or high school diploma will be strongly encouraged to complete the GED during the first year of his/her enrollment at Grayson College.
- **Transfer from Another US College:** During their initial term at GC, transfer students who desire admission must provide official transcripts from all colleges attended on or before the census date. A hold will be placed if transcripts are not received by the census date. Students applying as a transfer must have transferable college credit from a US regionally accredited college.
  - Developmental courses and continuing education courses are not considered transferable.
  - Official test scores must be submitted prior to registration. Transfer students must follow Texas Success Initiative policies for demonstrating college readiness.
  - Students who have been suspended for any reason from another college will not be eligible for admission at Grayson College until they are eligible to return to their previous college or they obtain approval for admission from their Instructional Dean, Director of Success Coaches or the Registrar.
  - Grayson College accepts college level credits from regionally accredited institutions provided that the courses were completed successfully.
  - Transfer credits are evaluated by the Advising Office and submitted to the Registrar's Office for posting to the academic transcript.
  - A minimum of 25% of degree requirements must be earned at Grayson College.
- **GED Admission:** An applicant who has passed the GED test may be admitted to Grayson College by providing the Admissions and Records Office with a copy of the test scores or GED certificate.
- **High School Students:** To be eligible for Dual Credit or Early College High School enrollment, high school students must:
  - a. Be enrolled in one of our partnering public high schools
  - b. Complete admission criteria for the college; including dual credit permission form signed by high school counselor/principal
  - c. Meet the minimum test scores that directly apply to the course
  - d. Submit the above to the Grayson College Director of Academic and CTE t.
- **Home School and Concurrent Students:** To be eligible for concurrent enrollment, high school or homeschool students must complete all standard admissions requirements.

- **Readmission:** Applicants seeking readmission to Grayson College, having not attended the previous 12 months must reapply through the Admissions and Records Office. Applicants who have attended any other colleges since their last enrollment at Grayson College must submit official transcripts from those colleges along with scores from a state-approved assessment.
- **Visiting/Transient Students:** Applicants from other colleges who are seeking to remain at their home institution, but take a course(s) at Grayson are invited to apply as a transient student that is non-degree seeking. Transient students must submit a transcript from their home institution showing current enrollment in good standing or provide a letter of good standing from the Registrar's Office. Financial Aid is not available for visiting students.

### Specialized Program Admissions

Some specialized programs have additional admission requirements which are listed in the program descriptions under each division. The College reserves the right to require vaccinations, physical examinations, and admission examinations at the student's expense.

### Admission Requirements for Non-Citizen Students

It is the goal of Grayson College to make educational opportunities available to all students who can benefit from its programs. With such a goal, however, is the commensurate responsibility to make every effort to assure that students can function within the institution with a reasonable chance for success. The purpose of the admissions requirements for international students, therefore, is to recognize the difficulties students educated in a non-English speaking culture might have, and to establish guidelines designed to afford international students a reasonable assurance that they can function within an English-speaking institution of higher learning.

The following requirements apply to students who are not US citizens:

- **Legal Immigrant:** Submit a copy of I-551, then meet the same admission requirements as US citizens.
- **Refugee:** Submit a copy of Immigrant I-94 indicating Refugee Visa, then meet the same admission requirements as a US citizen.
- **Non-Immigrant Alien:** Applicants seeking an F-1 or M-1 Visa issued by the Department of State must obtain an I-20, issued by the International Student Office. Any other visa categories or non-citizen applicant should consult with the Director of Admissions for further admissions qualifications.
- **Requirements for students seeking an F-1 or M-1 Visa through the issuance of an I-20:**
  - a. Application for Admission.
  - b. Non-refundable \$100 US Application/Evaluation Fee.
  - c. Provide Grayson College an affidavit of support showing sufficient funds to cover anticipated tuition/fees and room/ board expenses (\$16,500.00 US).
  - d. Proof of English Proficiency (one or more of the following):
    - Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on paper-based testing (or 61 Internet-based IBT)
    - ELTS 5.0 (with a minimum band score of 4.5)
    - Accuplacer Reading (90) Sentence Skills (87) Writing (6) (Reading 90 = ACT 19)

- Passing TSI scores in both reading (351) and writing (5) (administered at a community college in Texas within the last two years) or meet TSI requirements for ENGL 1301 and the Co-requisite by scoring TSI reading 339-350, writing 333+ and Essay 3
- Completion of an ACCET- or CEA-Accredited Intensive English Program outside the US
- Completion of the Grayson College Intensive English Language Program
- 2 years in an accredited U.S. high school, with passing English scores, and completion of high school in the student's home country.

*The following exceptions apply to the English proficiency requirement:*

- Students from Anguilla, Antigua/Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands (Islas Malvinas), Grenada, Guam, Guyana, Ireland, Jamaica/other West Indies, Liberia, Montserrat, New Zealand, South Africa, St. Helena, St Kitts & Nevis, St. Lucia, St. Vincent, Trinidad; Tobago, Turks; Caico Isle, United Kingdom, Virgin Island.
  - Students who have earned a baccalaureate degree from a regionally accredited United States college or university are exempt.
  - Students who have earned a high school diploma from a United States high school and have passing scores on a state-approved assessment are exempt.
  - Students can petition for English Proficiency at the discretion of the Director of Admissions.
- e. Transcripts: Official transcripts from high school and/or post-secondary institutions, unless individual approval is utilized. Foreign transcripts must be evaluated by an organization that is a member of NACES.
- f. A physician's report or health certificate (in English or with English translation) certifying that the person has no contagious diseases and is in good physical condition; if the applicant is taking medication routinely, the medication and the reason for taking it will be listed.
- g. All international students must submit proof of medical insurance.
- h. Compliance with all requirements and procedures established for the visa category by Immigration and Naturalization Service.

Application and documents must be submitted at least thirty (30) days prior to registration.

While GC will comply with all policies and procedures of the Student Exchange Visitor Information System (SEVIS) of the Immigration and Naturalization Service, the ultimate responsibility that all regulations are met lies with the student.

### **Admission Requirements for All Students**

All materials required for admission to Grayson College should be on file in the Office of Admissions and Records prior to registration. A new or transfer student may be conditionally admitted with unofficial transcripts and will be allowed to register but will be placed on hold until all official transcripts have been received. Conditionally admitted students have one semester to submit official documents and are not eligible for financial aid.

Correspondence pertaining to admission should be addressed to the Office of Admissions and Records, Grayson College, 6101 Grayson Drive, Denison, Texas 75020. Refer to assessment requirements for other factors that affect registration. For questions, email [admissions@grayson.edu](mailto:admissions@grayson.edu).

## **6.6 GRADES OF INCOMPLETE**

An "I" grade indicates incomplete coursework. It may be awarded only when approximately 80% or more of the course is completed and only when the student is otherwise earning a letter grade of B. Until removed, the "I" is not computed in the student's GPA. The time limit for removing the "I" is no later than the end of the next long semester but may be set for a shorter length of time by the faculty by recording it on the 'Incomplete Grade' form. An "I" grade not removed by the end of the time limit specified on the 'Incomplete Grade' form will be changed to an "F." Grades of "I" are updated to a letter grade when the faculty notifies the records office about the grade update before the "F" deadline.

Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. In fact, students completing an "I" are discouraged from repeating the same course in a subsequent semester. However, if a student wants to audit or retake a course to complete course requirements, full tuition and fees must be paid. (Students who retake a course will receive a grade for the second attempt unless they drop before the deadline. Students who retake a course but do not fulfill the requirements for the "I" contract on the initial course attempt will receive an "F" as the grade for the initial attempt). All drops and withdrawals related to repeating courses may count towards the 6-drop limit. Students initiate the grade of "I" by initiating the paperwork with their instructor. The "Incomplete Grade" form and accompanying paperwork must be submitted with the "I" request to the department chair and dean. "I" requests not approved by the appropriate department chair and dean will not be accepted.

## **6.7 INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD & SCHEDULES**

### **Academic Load**

Students who are enrolled for twelve or more semester hours are considered full-time students.

### **Long Semester**

The normal load during the regular semester is six (6) academic courses or from fourteen to eighteen semester hours. Credit hours are taken during a 1st Term and 2nd Term are added to classes taken during the long session and mini session to determine academic loads. Students who wish to enroll in nineteen or more credit hours must obtain the permission of either the Director of Success Coaches, appropriate Dean, or the Director of Admissions and Records.

### **Summer Session**

The normal load during each term of the summer session is six semester hours. The maximum



load for a six-week term is seven semester hours. Students may not earn in excess of fourteen semester hours during the two-term summer session, including summer evening sessions.

### **Mini Sessions**

Students can enroll in two courses for the 5 week mini-session or one course for the 3 week mini-session or one course for the 5 week and course in the 3 week. Students may not enroll in two courses in the 5 week and one course in the three week.

### **Mid Term Session**

The normal load for the eight-week term is two academic courses. However, the normal load during the regular long semester is six (6) academic courses or from fourteen to eighteen semester hours. Credit hours taken during a 1st Half-Session and 2nd Half-Session are added to classes taken during the long session to determine academic loads. Students who wish to enroll in nineteen or more credit hours must obtain the permission of either the Director of Success Coaches, appropriate deans, or the Director of Admissions and Records.

### **Course Load (GC Policy: ECC Local)**

The normal course load for the fall or spring semester shall be 15 semester hours. The maximum course load per eight-week term is nine semester hours. Course loads in excess of nine semester hours per term or 19 semester hours for the semester shall require approval by the Director of Success Coaches, the appropriate dean or Vice President of Instruction.

The normal course load for the summer session shall be seven semester hours for each five-week term or 12 semester hours for a full summer semester. Course loads in excess of seven semester hours per term or 14 semester hours for the summer semester shall require approval by the Director of Success Coaches, the appropriate dean or Vice President of Instruction.

The normal course load for a three-week mini-mester term is three hours. Course load in excess of three semester hours per term shall require approval by the Director of Success Coaches, the appropriate dean or Vice President of Instruction.

The normal course load for the five-week mini-mester term is seven hours. Course loads in excess of seven semester hours per term shall require approval by the Director of Success Coaches, the appropriate dean or Vice President of Instruction. If the five-week term is offered simultaneously to a three-week minimester, the hours taken in the three week mini-mester contribute to the seven-hour limit.

## **6.8 STUDENT GRADE APPEALS**

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

The College District encourages students to discuss their concerns and with the appropriate Instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

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

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

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

### **Residency Requirements for Tuition Purposes**

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

1. An in-county student is an individual who is a resident of Texas (as defined by the Texas Education Code, Section 54.075) and who resides in Grayson County on the census date of the term.
2. An out-of-district student is a resident of Texas (as defined by the Texas Education Code, Section 54.075) who resides outside of Grayson County on the census date of the term.
3. An out-of-state student is an individual who has not resided in Texas for 12 months preceding registration. Anyone who enrolls as a non-resident of Texas is presumed to remain in that classification as long as he/she continues as a student. Most students on temporary visas will also be classified as nonresidents for tuition purposes. Contact the Admissions and Records Office for visas eligible for in-state residency.

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

The responsibility for registering under the proper residency classification is that of the student, and any question concerning the student's right to classification as a resident of Grayson County must be clarified prior to enrollment at Grayson College. Changes of address affecting residency should be reported promptly to the Admissions and Records Office. The Admissions and Records Office handles all residency appeals. The residency appeal and supporting documentation is the responsibility of the student.

### **Documents to Support Residency**

Documentation of Texas residency may be required in order to pay in-state tuition. Generally, the following documents may be used in meeting residency requirements:

- Texas public, private, home school or high school transcript (if enrolled in the last 12 months) showing three years of attendance and graduation date.
- Letter of employment on company letterhead (verifying one year of employment).
- Proof of paying in-state tuition at a Texas public institution of higher education during the previous fall or spring long semesters.

### **Waiver for Property Ownership**

Persons who own property in Grayson County and reside outside the taxing district may be eligible for an ad-valorem waiver. Contact the Admissions and Records Office for information.

## 6.10 SCHOLASTIC INTEGRITY

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper),
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else,
- Quoting or copy/pasting phrases of three words or more from someone else without citation,
- Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original,
- Submitting an assignment with a majority of quoted or paraphrased material from other sources, even if correctly cited, when original work from the student is expected,
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation,
- Giving incorrect or nonexistent source information or inventing source information,
- Performing a copyrighted piece of music in a public setting without permission,
- Composing music based heavily on someone else's musical composition.

Students should refer to their course syllabus. Infractions may result in disciplinary options on behalf of the faculty member and/or dean.

## 6.11 SERVICE LEARNING

### What Is It?

Many academic and workforce programs, courses and student groups at Grayson College are involved in Service Learning. So, what is Service Learning? Service Learning is not just volunteering. The work that students do should be tied to 2 or 3 learning outcomes for the course and faculty should be able to prove that they have met the learning outcomes. Usually, the service-learning project is for a grade in the class. It can be a single assignment or a project. The faculty member decides the hour requirement. Service Learning is a pedagogy (a teaching method). It should be discipline specific and utilized to meet academic objectives. It should be faculty-led and be part of a grade requirement. Often, students are encouraged to select a service-learning project that is related to his or her career goal.

### How Does It Work? Steps in Service Learning:

1. Faculty member defines the learning objectives
2. Students define and research community need

3. Partner with a community agency
4. Determine the specific project
5. Students do research prior to service
6. Students perform service, reflect on experience and assess learning
7. More specific details will be explained in individual courses, programs or student organizations.

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

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

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

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

## **6.13 STUDY RECOMMENDATIONS FOR SUCCESS**

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

## **7.1 ACADEMIC SUCCESS CENTER**

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

## **7.2 BOOKSTORE**

The Grayson College Bookstore is your official on-campus bookstore. Standard operating hours are Monday – Friday, 8am-5pm and closed on weekends. Store hours are subject to change based on class and business need. See store website [bkstr.com/graysonstore](http://bkstr.com/graysonstore) or call the store at 903-463-8631 for current hours.

A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### **Textbook Choices**

New textbooks, used textbooks, rental textbooks, online textbooks and other required/supplemental course materials needed for the student will be available in the bookstore and online. Pricing for textbooks and materials along with the ISBN information is available online to view. Textbooks and materials may be ordered online and can be picked up in the store, or they can be shipped to the student. Payment methods for online purchases are Visa, Master Card, Discover, American Express, PayPal and a student's Financial Aid. Financial Aid is open to individual students usually two weeks before and after a term starts. Note: Standard shipping rates will apply. Watch the website for Shipping deals and offers.

### **Follett ACCESS**

The Follett ACCESS program delivers required course materials automatically through a flat \$27.63 per credit hour fee. With some exceptions, course materials for enrolled courses will be made automatically available in Canvas at the start of each class. Students may opt out of this program via emailed instructions. More information can be found at [grayson.edu/follett-access.html](http://grayson.edu/follett-access.html).

### **Textbook Returns/Refunds**

Students needing to return a book for a refund must do so within seven days of classes starting and provide a current register receipt for the book(s). Book(s) must be returned in the original condition it was purchased as. Free of all markings. Loose-leaf textbooks, special order textbooks, and trademark textbooks are NOT returnable. Online access codes are NOT returnable. Bookstore personnel are the sole judge in determining whether the textbooks and material are in new or used condition and able to be returned. Should the student purchase or rent a defective textbook, it should be returned immediately upon discovery of the defect.

### **Textbook Rental**

Books can be rented for the complete semester and returned during business hours, on or before the posted due date. Bookstore personnel are not responsible for damaged textbooks, books left outside our door, or for late or charged rentals. Renting a textbook is the sole responsibility of the student. Students must make sure the textbook is returned undamaged, no excessive markings inside the book, no water damage, loss of the textbook, and returned on time. Rental textbooks may also be converted to a purchase, and the rental can be extended.

### **Buy Back**

Textbook buybacks occur every Fall semester during the week of finals in December and the week of finals in May for Spring buybacks. Prices are determined on supply and demand. Some textbooks may not be available for buybacks. Loose-leaf textbooks and online access cards are not able to be bought back.

### **7.3 GC CAMPUS POLICE: SAFETY**

The Grayson College Police Department (GCPD) is Located on the East Side of Parking Lot P-6, Main Campus. Normal hours of operation are from 7am-5pm.

GCPD is responsible for enforcing federal and state laws, enforcing College District policies and leading the effort in providing a safe environment for education. Officers monitor weather conditions at the college and assist in activation of the emergency notification system when a tornado is sighted. Officers render assistance on vehicle lockouts, boosting of dead vehicle batteries, and assisting with flat tires. Officers also provide on-site security for athletic and other special events held on campus.

The Department also prepares an annual informational bulletin that contains information on campus crime and arrest statistics, crime reporting procedures, crime prevention techniques and related campus security and safety information. College Peace Officers investigate offenses, incidents, accidents, submit reports and make arrests where required.

### **7.4 CAREER CENTER**

The mission of the Grayson College Career Center is to provide quality career services to students and alumni at all stages of their career development in order to support successful transitions from college to career. Career services include, but are not limited to, career advising and exploration, resume and cover letter reviews, interview preparation, labor market insights, and job searches. The Career Center is located in the Student Affairs Building next to Advising.

The Career Center job database, Career Coach, is available for the exclusive use of Grayson College students, alumni, faculty and staff in addition to legitimate employers seeking to hire Grayson College candidates. Registrations, profiles and postings by those outside of the Grayson College community for illegitimate, illicit, or illegal purposes are strictly prohibited.

For more information about career services, please contact the Career Center at 903-415-2593.

### **7.5 CRIME STATISTICS: ANNUAL CRIME & ACTIVITIES REPORT**

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

GCPD maintains a daily log of police activity. You can obtain a hard copy in the GCPD or view the log on the College website under Campus Safety.



## 7.6 LIBRARY

Grayson College has libraries on both campuses. The mission of the Grayson College Library is to meet the appropriate informational needs of both the individual and the community and to provide quality services and materials. The Library is committed to cooperating with other information agencies whenever possible, and to work on continuous improvement. The Grayson College Library is a member of BARR, a four-library consortium whose members include Grayson College, Denison Public Library, Sherman Public Library, and Austin College. Currently enrolled GC students are eligible to obtain a BARR library card with their current student ID. All BARR cardholders have lending privileges at each of the libraries, and a courier service delivers books among the libraries. The Library participates in TexShare, Amigos and OCLC.

Library resources and services include:

- Master degreed Librarians who provide assistance in person, phone, or email
- Electronic and print materials
- Books and periodicals
- Databases that include films, audio, primary sources, articles, e-books, articles
- Only open computer lab on campus
- Scanner, copier, printing including wireless, media devices for class projects
- Study rooms for group or individuals
- Wi-Fi
- Textbooks on reserve for in library checkout

Library resources are available on campus (no password required) and off campus. You can reach databases through Canvas. Research assistance is available through the library section of the College website. The Library computer lab allows for a variety of programs to include printing, research, Microsoft Office products, Google products, media software, and canvas coursework. The Library has a variety of materials available for checkout, which include books (2 weeks), DVD (7 days) and textbooks on reserve (2 hours in the library only). A library card is needed to check-out materials.

Intercampus and Interlibrary loan materials may be requested from other campuses and other BARR libraries. We have Interlibrary loan services that you can request materials from other nationwide locations. We also participate in Tex-Share cards which allow borrowing privileges at many libraries in the state. Instruction is available for information literacy to be scheduled by a faculty member. Individual research help by a librarian is available to all students. The Library is "open stack" and students are encouraged to browse.

## 7.7 LOST & FOUND

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

## 7.8 MATH HUB

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

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

## 7.9 SAFE SPACES

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

## 7.10 TRIO Student Support Services

TRIO Student Support Services (SSS) is a federally funded program that offers special support services to increase the chances of successful academic progress and graduation from college. TRIO Student Support Services provides assistance to eligible Grayson College students such as mentoring, academic advising, tutoring, transfer assistance, career assessments, financial and economic literacy and individualized student coaching. Active students are also eligible to utilize free printing for classes, scholarship opportunities, to participate in trips to area universities, as well as participating in cultural trips and activities.

### **Who is eligible for TRIO Student Support Services?**

To be considered for membership in TRIO SSS, students are required to be U.S. citizens or permanent residents and to also meet one of the following categories:

- First-Generation College Student (neither parent/guardian has a bachelor's degree)
- Low Income (based on Federal Income Guidelines)
- Student with a documented disability

### **How to Apply to TRIO SSS**

TRIO Student Support Services is funded to serve 140 students per year. Interested students may complete the online TRIO SSS application via the Grayson College website or visit the

TRIO SSS office for assistance. Applicants will be contacted within 7 days of applying. If the program is full at the time of application, applicants will be added to a waiting list.

### **Office Location & Hours**

The TRIO SSS office is in the Advising/TRIO Dept is in the Student Affairs Building. sss@grayson.edu or 903-415-2597

## **7.11 SUPPORT SERVICES**

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

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

### **Disability Services**

In order for the College to provide appropriate accommodations, prior requests for special services are needed. New students with documented disabilities are encouraged to contact the office at least one month prior to registration. The College makes the following services available to students with documented disabilities: tutoring, note-taking, sign language interpreting, special testing conditions, recorded textbooks, scribes, special/ modified equipment and other services as appropriate. Students are advised to contact the Coordinator of Services for Students with Disabilities in the Student Success Center or by calling 903-463-8751 and provide necessary documentation.

## **7.12 TESTING, TUTORING & DISABILITY SERVICES CENTER**

The Testing, Tutoring and Disability Services Center, offers a wide range of services to students and community members. Testing services include the TSI Assessment as well as make-up and distance education tests.

Testing services on the Main Campus vary. Call 903-463-8724 to check availability. Testing schedules are available on the College website.

Grayson College offers free peer tutoring services to students enrolled in regular college credit programs and a "Super Student" program for students enrolled in selected sections of mathematics courses. Peer tutors are trained and supervised by professional staff in the

Testing, Tutoring & Disability Services Center. For information, please call 903-463-8751. The peer tutoring program is accredited through the College Reading and Learning Association.

In addition to disabilities services, tutoring and the Super Student programs, learning strategy referrals, workshops, seminars and additional course materials are also provided. Students with documented disabilities request accommodations through the Coordinator of Services for Students with Disabilities, who then assists students in accessing approved accommodations.

## 7.13 TRANSFER AGREEMENTS/UNIVERSITY PARTNERS

### Transfer/Articulation Agreements

Transfer or articulation agreements are formal agreements between two colleges or universities. Grayson has transfer agreements with the following colleges and universities. For a complete list, please visit with a Success Coach.

- Austin College
- Lamar University
- Midwestern State University
- Sam Houston State University
- Southeastern Oklahoma State University
- Stephen F. Austin
- Tarleton State University
- Texas A&M-Commerce
- Texas A&M-Corpus Christi
- Texas Tech University
- Texas Woman's University
- University of Houston
- University of North Texas
- University of Texas-Arlington
- University of Texas-Dallas
- Western Governors University

### University/Partners

- **University of Texas at Arlington:** The Texas Two-Step Project offers a seamless transition from an associate degree in specified areas at Grayson College to a BA/BS in Interdisciplinary Studies or a BA/BS from the College of Science at UTA.
- **Southeastern:** Complete a Bachelor of Science in Elementary Education Degree from SE on the Grayson College Main Campus.
- **University of Texas at Dallas:** The Comet Connection is specifically for students who begin at community college and know they would like to complete their degree at The University of Texas at Dallas. This unique program invites transfer students to become acquainted with the many services available to UT Dallas students.
- **Stephen F. Austin University:** Education Articulation Agreement- Students transferring from community colleges find a seamless transition to SFA with the use of the 2-Year Planning Guides found online.
- **Texas A & M University-Commerce:** Bachelor of Applied Sciences Degree Articulation.

- **University of North Texas Eagle Bound Program** provides participating students with resources and opportunities that make it easier to transfer to UNT.
- **Choctaw Nation Career Development:** The Choctaw Nation Career Development Program provides a comprehensive array of career guidance services, workforce skills development, academic skills enhancement and financial education that enables members of the Choctaw Nation to obtain recognized certifications needed to enter careers and/or advance existing careers that are self-sustaining and contribute to personal financial security, healthy lifestyles and the enhancement of the regional, state and national economy.

Additional information is available online on the College website.

## 7.14 TUITION PAYMENT PLAN

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

1. Sign into MyViking student portal
2. Select Student Planner from Applications
3. Click on the 'Home' button on the top left-hand corner
4. Select 'My Ledger' from the options
5. Change term located on the top right-hand corner
6. Scroll to the bottom of the billing statement and click on 'Payment/Refund Options'
7. Create an account if needed
8. Select Payment and continue instructions as shown on website

FACTS/Nelnet provides a low-cost option for budgeting tuition. It is not a loan program. All payment plans are legal contracts with Nelnet Business Solutions. It allows installments toward tuition to be paid automatically on a monthly basis. The earlier a student registers for classes, the longer the payment period.

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

## 7.15 VENDING MACHINE REFUNDS

Students can get a refund on the vending machines at the Business Office located in the Student Affairs Building during regular college business hours.

## 7.16 WRITING CENTER

The Writing Center offers a variety of services to students including professional writing tutoring, computer resources, and color printing. Currently, students can receive tutoring for a range of writing related skills and projects, including understanding grammar, using punctuation, documenting sources, writing thesis statements, revising essays, formatting documents, analyzing job application materials, preparing oral presentations, outlining ideas, brainstorming, writing scholarship essays, etc. The Center helps with all courses involving writing and with students of all skill levels no matter the phase of the project-- just getting started or final polishing. Online tutoring through the online submission form on the webpage is also available. Email services are particularly helpful for distance learning and dual credit students off campus but are available to all students.

The Writing Center has two locations. One in the Library on the first floor in room 110 and the other on the first floor of the Liberal Arts (LA) Building. The Writing Center is closed during Winter and Spring minimester. The Writing Center staff can be reached at 903-415-2541 and [writingcenter@grayson.edu](mailto:writingcenter@grayson.edu).

## 8.1 GRADING & ACADEMIC STANDING

### Grade Reports & Transcripts

Final grades are available to students through MyViking. A transcript of college work is an official copy of the student's permanent record listing all coursework at the College and bearing the signature of the Registrar. Students may obtain copies of their official transcript by following the steps located on the college website. Official transcripts will not be released to students with academic or financial holds until such holds are cleared.

### Academic Achievement Grading & Credit (GC Policy: EGA Local)

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

GC uses the following grading systems:

- A The student demonstrates mastery of course content and meets course objectives. The grade of A is an exceptional grade attained by students demonstrating exceptional performance of college-level work.
- B The student demonstrates mastery of course content and meets selected objectives. The grade of B is an above-average grade attained by students demonstrating above average performance of college-level work.
- C The student demonstrates acceptable competency in coursework and meets selected course objectives. The grade of C is an average grade attained by students demonstrating the average performance of college-level work. Students with concurrent enrollment for high school and college credit must maintain a minimal grade of C in the course.
- D The student demonstrates minimal performance in course work and does not meet course objectives. The grade of D is considered unsatisfactory in a student's major field of study, and this grade generally does not transfer.
- F Failure. No credit is given for the grade of F.



- I Incomplete. The grade of "I" indicates that the student has a valid excuse for failure to complete the work required during the semester. Incomplete work should be completed within the regular term. Failure to remove an "I" during the succeeding regular term may result in an "F" being placed on the permanent record.
- W Withdrew from course
- P Passing
- S Satisfactory (used for non-degree courses)
- U Unsatisfactory (used for non-degree courses)
- AU Audit (used for audited courses)

### **Value of Grade Points**

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

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

- A = 4 grade points per semester hour
- B = 3 grade points per semester hour
- C = 2 grade points per semester hour
- D = 1 grade point per semester hour
- F = 0 grade points per semester hour

### **Grade Point Determination**

The GPA is computed by dividing the total number of grade points earned as shown on your transcript (PTS) by the total number of Graded Credits shown as HRS on your Transcript. Grades of I, W, P, S, U, NC and F in pass/fail courses are excluded from GPA calculation.

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

### **Instructional Services**

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

### **Foreign Coursework**

Students requesting credit for foreign coursework must first apply for admission to Grayson College (GC) and enroll in courses. To receive transfer credit from foreign institutions, students must bring an official copy of their college transcript and a course-by-course international credential evaluation from a foreign credential evaluation service recognized as a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Foreign Credential Service of America (FCSA) to the GC Admissions Office. The request for evaluation and any costs associated are the responsibility of the student.

GC will determine the total number of semester transfer credits by the end of the first semester of enrollment at GC. To avoid additional costs and delays in posting information, students are encouraged to acquire these materials promptly. GC does not accept foreign coursework for courses in English and Speech.

For the purpose of the Texas Success Initiative (TSI), students who have completed the equivalent of a U.S. associate's or bachelor's degree from an accredited college or university outside the United States are exempt from placement testing. In order to receive this exemption, students must bring an official copy of their college transcript and a course-by-course international credential evaluation from a foreign credential evaluation service recognized as a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Foreign Credential Service of America (FCSA) to the GC Admissions Office. The request for evaluation and any costs associated are the responsibility of the student. Foreign students who have not completed a degree are required to meet TSI requirements before enrolling in courses that lead to an associate degree. Students enrolling in certificate programs must complete the required placement testing for the certificate they are seeking.

## **8.2 ACADEMIC ACHIEVEMENT: GRADUATION REQUIREMENTS (GC Policy: EGC Local)**

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

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

See the College Catalog for complete information.

### **Automatic Graduation**

Graduation is an automated process at Grayson College, which helps streamline the process for students and ensures that transcripts reflect the earned degree or certificate. Each semester a review of degree audits is completed by the Admissions and Registrar's Office to determine those students who are eligible for graduation.

### **Application**

Students eligible for graduation must meet with a Success Coach or Faculty Mentor to determine if all degree requirements have been met and complete the application for graduation to ensure student information (address, full name, email, major, etc.) is up to date. It is the responsibility of the student to know the application deadline as published on the Grayson College website.

### **Ceremony Participation**

All students approved for graduation are invited to attend the commencement ceremony. Ceremony details can be found on the College website.

## **Deferral**

In order to postpone graduation, the student must complete a deferral form in the Registrar's Office at the beginning of the semester of eligibility to graduate. Failure to complete this form will result in the degree being automatically awarded.

## **Summer Completers**

Students completing degree requirements in Summer 1 are eligible to participate in the spring ceremony. Students completing degree requirements in Summer 2 are eligible to participate in the fall ceremony.

Diplomas will be mailed approximately six to eight weeks after the end of the semester.

## **8.3 AUDITING A CLASS**

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

## **8.4 CHANGE OF SCHEDULE**

After completion of regular registration, students who wish to change their schedules must do so in the Success Coach Offices on the schedule change dates published in the Academic Calendar. Classes dropped on or before the official census date of the term will not appear on the student's transcript. The census date is published in the Academic Calendar. Any changes in schedules after the official census date must be approved and may negatively affect students receiving financial aid.

## **8.5 CREDIT FOR COURSES**

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

## **8.6 DROPPING A CLASS**

Prior to the Census date, students may request to drop a course in the Success Coach Offices. After the census date, students must initiate the drop process with their instructor. Students cannot drop a course by leaving a message on voicemail. Students must drop prior to the Drop deadline to receive a "W." Distance Learning students or emergency withdrawals can seek assistance by contacting their Success Coach via email. Dropping a course may negatively affect financial aid, so students are encouraged to consult the Financial Aid Office prior to dropping a class.

## **8.7 GRADE REPORTS & TRANSCRIPTS**

A transcript of college work is an official copy of the student's permanent record listing all course work at the College and bearing the signature of the Registrar. Students may obtain copies of their official transcripts through the online Student Clearinghouse or through walk-up requests.

### **Student Clearinghouse Online Transcript Requests**

All former and current students can visit [studentclearinghouse.org](http://studentclearinghouse.org) to request a transcript. Submit a request for an official transcript for a fee paid by a major credit card. Requests are typically handled within 3 business days. Some record holds can prevent a student from obtaining an official GC transcript. Students will be notified by email if a hold is present on the account. Please monitor email account for updates on the request.

### **Walk-Up Requests**

Transcripts are available in the Office of Admissions and Records on both campuses. Request an official transcript by completing a request form and showing a photo ID with a full name. Due to federal privacy laws, the transcript can only be released directly to the student, unless a signed release form is on file allowing the release to parents/others. An ID is needed to pick up transcripts.

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

## **8.8 GRADUATE GUARANTEES**

### **Transfer Guarantee**

Grayson College guarantees that courses taken at the College, selected from an official degree plan, will transfer to any selected public-supported college or university in Texas. When a student and an authorized Success Coach or division dean signs a document listing the student's course of study for a program, this document is considered an official degree plan. If a student takes courses accordingly and he/she is not accepted at the public-supported college or university, Grayson College will offer to the student, from curriculum as shown in the appropriate edition of the General Catalog, alternate courses that are acceptable, without the cost of tuition/fees to the student. The College will make this guarantee for all new college

students who file an official degree plan with the Success Coach Offices. The College will make this guarantee for all presently enrolled students after an authorized counselor, or division dean reviews an up-to-date transcript and develops an official degree plan, presented by the student to the Success Coach Offices. In the event of a dispute over the transferability of a Grayson College course at a state-supported college or university, the student must notify Grayson College. If the College cannot resolve the dispute with the college or university, then Grayson College will provide the student — within one year from the time of the dispute — alternate and appropriate courses without the cost of tuition/fees.

### **Employment Guarantee**

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

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

## **8.9 STUDENT CLASSIFICATION**

Students are classified as freshmen, sophomore or special students according to the amount of work they have completed. A freshman is one who has completed less than thirty semester hours of college credit; a sophomore is one who has completed at least 30 but less than 60 semester hours of college credit. A student who has earned 60 or more semester hours is classified as a Junior. A student who has earned more than 90 hours is classified as a Senior.

## **8.10 TRANSFER CREDIT DISPUTES**

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at

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

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

## **9.1 SUCCESS COACHING**

The Mission of Success Coach Offices is to facilitate the personal growth and development of students.

Grayson College strongly encourages all students, regardless of academic skill level, to seek individual academic advising prior to scheduling classes in MyViking. The Success Coach Offices are open late Monday and Tuesday evenings to serve students by answering questions about course transfer, degree planning, transcript evaluation, and other facets of college life. New students, transfer students and students who have stopped out of Grayson College over one year are required to schedule an appointment with a Success Coach prior to being cleared for online scheduling of classes.

Students in the Health Sciences Pathway currently enrolled in or seeking admission into a Health Sciences program, should seek advising from the Health Sciences Admissions and Advising Specialist in the Mary Moses Center for Health Sciences.

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

The following students are required to receive academic advising:

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

Success Coaches assist students with career options, academic requirements, transcript evaluation and campus and community support services. Advising activities are also designed to help students in the successful completion of their needs and goals. Students who need additional career assistance should inquire at the Career Center, which provides information,



assistance and guidance. All services are provided free of charge to current students, alumni and community agency referrals.

## **9.2 GRAYSON CARES**

In Counseling and Social Services, the student, counselor and social worker intern work together to seek resources needed to overcome barriers to success. Staff assists students in connecting to resources available on campus and in the community. Students seek social services for many reasons. Here are some examples of reasons why a student may want to seek social services through Grayson Cares:

- Campus Food Pantry
- Food Assistance for family
- Childcare and Transportation Assistance
- Emergency Aid Application
- Gas Voucher Program for transportation to and from college
- Housing
- Utility Assistance
- Medication Assistance
- Personal Counseling

### **To Schedule an Appointment:**

Call the Counseling and Social Services Office at (903) 463-8730. Students can begin the request for social services by completing the Student Emergency Aid Application at [grayson.edu/graysoncares](http://grayson.edu/graysoncares). The Campus Food Pantry is located on the second floor of the Life Center.

## **9.3 PERSONAL COUNSELING**

The counseling program is designed to support and assist students when personal issues impact their college experience. Licensed professional counselors provide psychological evaluation, brief therapy and/or referral to community agencies, consultation, and crisis counseling. Services are provided to help students achieve their academic goals and foster a healthy, caring college community for the benefit of the intellectual, emotional, and physical development of students. Personal counseling is available by appointment or on a walk-in basis for urgent needs. Personal counseling services through the college are available on a short-term basis. If longer-term therapy is needed, the counseling office will provide the student with information about community resources to address their needs. Appointments can be made by calling the Counseling and Social Services Office at 903-463-8793.

### **Common Issues Discussed in Personal Counseling**

Students visit the Counseling and Social Services Office not only to resolve problems but to improve and enhance the quality of their lives. Common problems and concerns students bring to us include:

- Depression
- Anger

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

### **Behavioral Intervention Team**

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

### **Additional Resources**

- Abuse Issues: 903-893-5615
- For Anxiety and Depression: National Institute of Mental Health
- Addiction and Domestic Violence or Sexual Abuse Recovery Center
- For STDs: [iwannaknow.org](http://iwannaknow.org)
- Mental Health Services of Grayson County 24-hour crisis line: 1-800-784-2433 or (903) 893-0175 for after-hours emergencies
- National Domestic Abuse Hotline: 1-800-799-7233
- National Suicide Prevention Hotline: 1-800-273-8255

## 9.4 FINANCIAL AID & VETERANS SERVICES

The Office of Financial Aid is available to help eligible students meet the cost of attending college. Financial aid opportunities include: scholarships, grants, loans, exemptions, vouchers, work opportunities, and other sources to qualified students enrolled in eligible programs. The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. Processing time is usually two to three weeks; students are encouraged to complete a FAFSA at [studentaid.gov/h/apply-for-aid](https://studentaid.gov/h/apply-for-aid) as early as possible.

The Department of Education releases the FAFSA application on October 1st of each year. The income information needed to complete the FAFSA is now considered to be the prior-prior year. Example: the FAFSA for the 2022-2023 year will use 2020 income tax returns.

Advantages of filing your FAFSA as early as possible:

- Ample time to submit any documents requested by the Department of Education
- Many state funds are awarded based on priority date of submission
- Time for financial planning for the upcoming school year
- Many awards are allocated by funding amounts (first come, first serve eligibility)

### Satisfactory Academic Progress Policy for Financial Aid (SAP)

Regulations for federal and state financial aid programs require that students make satisfactory academic progress (SAP) to be eligible for financial aid funding. SAP consists of three components and all three components must be satisfactory in order to be eligible to receive federal and/or state financial aid. SAP will be determined at the end of each semester, including summer. SAP will not be evaluated at the end of each term within the semester. It is important to be aware of how this evaluation relates to Title IV state aid and differs from academic requirements and earning a degree. Although standards may differ among colleges, all colleges are required to include certain components detailed below. Students who do not have an academic history at Grayson College (first-time college enrollment or incoming transfer student) are evaluated upon receipt of their FAFSA information and enrollment.

Satisfactory Academic Progress = GPA + Pace (Completion Rate) + Max Time Frame

All three standards must be met for SAP to be maintained. SAP is evaluated using cumulative grades and credit hours. This includes semesters when no aid was received.

1. **Grade Point Average (GPA):** Students enrolled in college-level course work must maintain a cumulative GPA of at least a 2.0.

Grades of A, B, C, D, and F contribute toward the cumulative GPA. Academic, dual credit, fresh start, and developmental courses are included in the cumulative GPA calculation for financial aid eligibility.

2. **Pace (Completion Rate):** Students must earn at least 67% of all courses attempted in their academic career.

Grades of A, B, C, D, P, and S are treated as successfully completed and earned. Grades F, W, and I are not. Fresh start, developmental and college-level course work is included in pace. All repeat courses are included in attempted credits and any courses with passing

grades are treated as earned. Courses taken on an audit basis and/or continuing education classes, do not count when determining enrollment status for financial aid, nor considered as courses earned or unearned for purposes of determining pace.

Pace = Cumulative Earned Hours (Credits) ÷ Cumulative Attempted Hours (Credits)

3. **Max Time Frame:** Students pursuing a degree and/or certificate may not receive financial aid for more than 150% of the attempted credit hours of the published program length as stated in the Grayson College Catalog. Withdrawals, drops, repeated courses, and transfer hours are counted toward the total hours attempted each semester.

### **Warning, Suspension & Failure to Maintain Satisfactory Academic Progress**

**Financial Aid Warning:** Financial Aid Warning occurs the first semester following when the cumulative grade point average is less than 2.0 and/or cumulative pace is less than 67% for any semester. The Director of Financial Aid also reserves the right, through professional judgment, to place a student on Financial Aid Warning. There is no need to appeal financial aid warning. Students will receive financial aid for one additional semester while on warning; this includes student loans. If, by the end of the warning semester, a student is not meeting satisfactory academic progress, the student will be placed on financial aid suspension. There is no warning period for exceeding the max time frame.

**Financial Aid Suspension:** If, after being on financial aid warning, a student has a cumulative grade point average less than 2.0 and/ or a cumulative completion rate less than 67% they will be placed on Financial Aid Suspension. If a student exceeds the max time frame for their program, or it is no longer mathematically possible for a student to complete their program before reaching maximum timeframe, they will be placed on financial aid suspension. Students on Financial Aid suspension may continue to enroll at Grayson College at their own expense. Students may regain their eligibility for financial aid by raising their GPA and/or Pace.

**Appeal Process:** Students placed on financial aid suspension may have the right to appeal due to mitigating circumstance(s) that affected the student's progression toward the successful completion of their program of study. Information regarding the appeal process can be found online at <https://grayson.edu/FinancialAid/satisfactory-academic-progress.html> or by contacting the Office of Financial Aid. Once the office has received the appropriate documentation, the Appeals Committee will review and respond to the request.

**Academic Fresh Start:** Students who apply and receive approval for Academic Fresh Start for the Office of Admissions and Records does not exempt them from meeting all three components of satisfactory academic progress for financial aid at Grayson College. All courses will be considered in the calculations for satisfactory academic progress components for financial aid including fresh start. Cumulative GPA, cumulative attempted and cumulative earned hours will not be recalculated for satisfactory academic progress.

### **Repeated Courses & Courses Dropped before the Official Census Date**

Credits that have been repeated will be considered toward the max time frame for the student's program and be counted in the calculation for Pace. Courses dropped before census date will not be considered in max-time or pace calculation.

## **Students who withdraw completely from their courses or receive any combination of all F, W and/or I**

Federal regulations require the institution to perform a Return to Title IV (R2T4) calculation for all students who are within this category. Students will be notified of the amount of unearned aid that must be returned to GC and/ or the Department of Education.

## **Establishing Aid in the Office of Financial Aid**

Each Student seeking federal and/or state financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and/or parents are encouraged to obtain an FSA ID to sign the FAFSA electronically. Failure to sign the application electronically may delay the processing of your application. Grayson College's school code (003570) must be entered on the FAFSA in order for the Office of Financial Aid to receive the application. To complete a FAFSA electronically go to the website <https://studentaid.gov/h/apply-for-aid>. Computers are located in the Grayson College library or outside the Office of Financial Aid in the Student Affairs Building.

Financial Aid status can be reviewed by accessing MyViking Student Planner. For more information about requirements, qualifications, and application deadlines, contact the Office of Financial Aid.

## **Federal Pell Grant**

The Federal Pell Grant Program was designed to provide more students with the opportunity to attend college. Grants are based upon financial need and are awarded to eligible students enrolled in an approved degree or certificate program. The length of this grant is limited to 6 full years or 12 full-time semesters.

## **Federal Supplemental Education Opportunity Grants (FSEOG)**

A limited number of students who demonstrate financial need and whose circumstances justify financial assistance in addition to the Pell Grant may be eligible for this grant. Students must be enrolled for at least six semester hours of college credit course work or the equivalent per semester.

## **TEOG Grant (Texas Educational Opportunity Grant)**

This grant is awarded based on eligibility, financial need, and availability of funds. The purpose of the TEOG Grant program is to provide grant aid to financially needy students enrolled in Texas public colleges.

## **Texas Public Education Grant (TPEG)**

This grant is awarded based on financial need and availability of funds. Students must be enrolled for at least three semester hours of college credit course work or the equivalent during each semester. No individual award may be more than the student's financial need.

## **Federal Direct Subsidized Loan**

This loan is available to qualified students based upon financial need. Loan limits are published on the GC website and are available in the Office of Financial Aid. The interest rate, determined by the federal government, does not accrue and does not have to be paid while the borrower is enrolled in at least half-time and while the borrower is within the time frame of

their program length. Repayment usually begins six months after the student graduates, drops below half-time, or leaves school.

### **Federal Direct Unsubsidized Loan**

This loan is not based on financial need and may be available to students who may not be eligible for the subsidized loans; but may not exceed the limits set by the federal government, listed on the GC website. The interest rate is determined by the federal government and begins accruing immediately on the date of disbursement.

### **Federal Direct PLUS Loan**

This loan is available to qualified parents of dependent students, who may borrow up to the cost of attendance minus any other financial assistance. The interest rate is set by the federal government and is a variable rate, not to exceed 10%. Repayment of PLUS loans begins within 60 days of the final disbursement. Applicants of this loan must pass a credit check.

### **Additional Resources & Websites for Financial Assistance:**

- [studentaid.gov](http://studentaid.gov)
- [ed.gov](http://ed.gov)
- [highered.texas.gov](http://highered.texas.gov)
- [collegeforalltexans.com](http://collegeforalltexans.com)
- [finaid.org](http://finaid.org)
- [fastweb.com](http://fastweb.com)
- [scholarshipamerica.org](http://scholarshipamerica.org)

For additional information, including Satisfactory Academic Progress and applications for all financial aid contact the Financial Aid Office in the Student Affairs Building or visit Grayson College's website to locate the Financial Aid page.

### **Veteran Educational Benefits**

Grayson College provides a Veteran Services Office to assist in the enrollment and continued success of veterans, war orphans, war widows and qualified veteran dependents. The Veteran Services Office serves as a liaison between Grayson College and the Department of Veterans Affairs in conjunction with the Texas Veterans Commission and is located on the second floor of the Life Center.

Requirements to receive federal and state educational benefits vary depending on the character of service and the program specific requirements. The Department of Veteran Affairs and the Texas Veterans Commission requires qualifying veterans and other eligible persons receiving federal and state educational benefits to declare and follow specified certification and/or degree plans as reflected in the College Catalog. Students are advised to consult the Veteran Services Office for assistance with information and enrollment in federal and state educational benefits and other college programs.

Contact the Veteran Services Office by email for information concerning required documentation and any other additional information at [veterans@grayson.edu](mailto:veterans@grayson.edu).



## **Transcripts**

The official college transcript will provide a final record of the credits attempted by the veteran or qualified veteran dependent each semester. Final grades are submitted by the faculty and maintained on permanent file in the Admissions and Records Office.

A veteran or qualified veteran dependent who applies for admission to Grayson College must submit official transcripts from all previous colleges attended. Veterans must submit the Joint Services Transcript (JST) for evaluation of possible credits for military service. If the veteran or qualified veteran dependent attended another institution but withdrew before any credits could be earned, an official letter must be submitted by that institution stating no credits were earned.

If any credits earned are applicable towards the certification and/or degree plan of the student, approval will be made by a student's Success Coach or the appropriate instruction Dean, if necessary. Courses previously taken and that earned a grade of at least a "D" may be accepted as credit. Veterans and qualified veteran dependents receiving federal and state educational benefits cannot repeat courses they have already received a "D" or better in, unless the course, certification, and/or degree plan specifically requires a "D" or better in to complete.

The official college transcript will provide a final record of the credits attempted by the veteran or qualified veteran dependent each semester.

## **Hazlewood**

The Hazlewood exemption waiver may be used for courses, certifications, and/or degree plans for qualifying veterans and veteran dependents at Grayson College. The Veteran Services Office is available to assist the veteran or qualified veteran dependent student with this exemption waiver. Visit [tvc.texas.gov/](http://tvc.texas.gov/) for more information concerning the Hazlewood Act.

## **Parent Institutions**

In order to receive federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission for courses taken at Grayson College that are part of another institution's degree plan, students must obtain a Parent Institution Letter from that institution and submit it to the Veteran Services Office.

## **Minimum Standards of Progress for Students Receiving VA Educational Benefits**

A student receiving federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission must maintain a cumulative grade point average (GPA) of 2.00 or higher to be considered as making Satisfactory Academic Progress.

## **Probation**

A student receiving federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission who fails to achieve a cumulative GPA of 2.0 or higher after one semester shall be placed on Academic Probation. The student shall be reported to the Department of Veteran Affairs as being placed on Academic Probation.

## **Suspension**

A student receiving federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission on probation who fails to achieve a current GPA of 2.0 or higher at the end of the first probationary period shall be reported to the Department of Veteran Affairs Regional Office as making unsatisfactory progress. A student has the right to appeal the suspension. A student will not be certified for federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission without an approved appeal.

## **Appeal Procedure**

Students receiving federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission will be placed on academic suspension due to lack of satisfactory progress. Students may appeal the denial of federal and/or state educational benefits due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of their program of study. Examples of unusual circumstances include, but are not limited to; injury or illness of the student or immediate family member, death of an immediate family member of the student, or other extenuating circumstances.

The appeal must be submitted in writing to the Financial Aid office and should include an explanation of the reason(s) why the minimum Satisfactory Academic Progress (SAP) standards were not achieved and a copy of any and all supporting documents. Students must provide a copy of their degree plan that has been signed by their Success Coach.

If the appeal is reviewed and subsequently approved by the Appeal Committee, the student will be placed in a probationary status and on an Academic Success Plan. The Academic Success Plan will provide a series of criteria to ensure the success of the student for the upcoming semester. The Academic Success Plan must be signed by the student and the Veterans Services Office Advisor. The student must show progress by successfully completing the attempted courses with at least a 2.50 GPA for the term.

The student must meet attendance requirements during that term. The Director of Financial Aid and Veteran Services shall also have the authority to place conditions upon the certification for those cases covered under federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission provided through the institution.

Students who have their appeal approved will be notified of the conditions that must be met in order to regain eligibility for federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission provided through the institution.

The student's progress will be re-evaluated at the end of the semester. If conditions of the appeal and Academic Success Plan are met, the student will be removed from a probationary status. If the conditions of the appeal and Academic Success Plan are not met, the student is placed on Academic Suspension.

## **Attendance Policy for Students Receiving VA Educational Benefits**

Students using federal and/or state educational benefits through the Department of Veteran Affairs and/or the Texas Veterans Commission to attend Grayson College will have their

attendance monitored until such time as the student drops, graduates, or completes their certification, and/or degree plan. The attendance policy (15% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy shall be reported to the Department of Veteran Affairs on VA Form 22-1999b within 30 days of the student exceeding the maximum allowed number of absences. The student may be administratively withdrawn from the course for non-compliance to the student attendance policy.

## **9.5 GRAYSON COLLEGE FOUNDATION SCHOLARSHIP INFORMATION**

The Grayson College Foundation provides scholarship support to students enrolled either full or part time at Grayson College. The AwardSpring scholarship application is easily accessible at [grayson.edu/scholarships](http://grayson.edu/scholarships). Students can log into the scholarship application using their GC email address and password.

Applicants, including scholarship renewals, should apply by March 20 of each year, (priority deadline unless otherwise posted on the college's website) to be given strongest consideration. Applications received after the priority deadline will be considered, as funds are available. The AwardSpring scholarship application will close on the Friday after the first day of the fall semester. Students with questions regarding scholarships can email [scholarships@grayson.edu](mailto:scholarships@grayson.edu).

Foundation scholarships can be used for:

- Tuition
- Fees
- Textbooks and supplies purchased at the college bookstore and room and board
- Awards must be used in the semester which awarded and cannot be transferred to another college or university
- Students must maintain a minimum 2.5 GPA to qualify unless otherwise specified within a particular scholarship

## **9.6 STUDENT DISCIPLINE & PENALTIES: DISCIPLINE PROCEDURE (GC Policy: FMA Local)**

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

The Dean of Student Affairs or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Dean of Students or designee shall dismiss the

allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

### **Conference**

If, however, the Dean of Student Affairs or designee determines that the allegation warrants further consideration, the Dean of Students or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct. At the conference, the Dean of Student Affairs or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

### **Unfounded Allegations**

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

### **Misconduct Warranting A Penalty**

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

### **Suspension**

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

Dismissal due to non-academic or non-Grayson financial reasons will be noted on the transcript

### **Expulsion**

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

### **Interim Disciplinary Action**

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

## **Disciplinary Appeals Committee**

The disciplinary appeals committee shall be convened:

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

## **Composition**

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

## **Hearing Notice**

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

The notice shall:

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

## **Failure to Appear for Hearing**

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

## **Hearing Procedure**

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.

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

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

### **Evidence**

Evidence shall be handled in accordance with the following:

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

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

A student may, within ten (10) College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision.

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



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

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

### **Appeal to Board**

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

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

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

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

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

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

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

## **Expulsion Hearing**

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

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

The Board shall proceed according to the procedures set out at DISCIPLINARY APPEALS COMMITTEE—FAILURE TO APPEAR FOR HEARING, HEARING PROCEDURE, and EVIDENCE, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

## **10.1 FITNESS CENTER AMENITIES**

The Fitness Center is available to students, faculty and staff with current student or employee ID. Hours are posted on the College website.

- Workout room with free weights and circuit training equipment. Elliptical machines, treadmills and bikes are available for use.
- Aerobic exercise room
- Complimentary towel service is available
- Day use lockers are available for students and employees. Ask the Fitness Center attendant on duty for details
- A limited number of reserved lockers are available for faculty and staff by contacting the Athletic Director
- Dressing rooms, showers and restrooms are available

## **10.2 RESIDENCE LIFE**

Students interested in economical housing might consider the residence halls at Grayson College. The residence halls have common lounge areas for entertaining guests, as well as study lounges and game rooms in each residence hall. Television cable services are available. The halls have free laundry facilities for residents. The residence halls have live-in staff. Students living in the residence halls must purchase a meal plan.

Residence halls are closed during the winter break and summer. Residents should plan for alternative living arrangements for these periods. The residential housing program at Grayson College strives to promote the services necessary for students to live comfortably in a group environment and provide an atmosphere in which students may develop socially as well as intellectually. An online application can be found on the Grayson website under Campus Housing.

For additional information concerning room and board, contact the Housing Coordinator by calling 903-463-8791 or email at [housing@grayson.edu](mailto:housing@grayson.edu).

### **Background Checks for On-Campus Residents**

To improve the safety and security of students, SB 146 permits public colleges to perform in-depth background checks on incoming students applying to live on campus. According to SB 146, the public college's chief of police and the institution's housing office may access background checks from the Department of Public Safety (DPS) secure website. The background check consists of criminal history records (e.g., past crimes, active warrants), which can only be obtained for incoming or current students who apply to reside in on-campus housing. They cannot be ordered for students who commute.

The background check will not be utilized to assess enrollment eligibility for the college; rather, it will only be used in the vetting process for on-campus student housing. Furthermore, criminal history information obtained through this process will not be released or disclosed to any other person without a court order or consent from the student in question. As soon as possible, after the academic semester begins in which the student applied for on-campus housing, all criminal history information obtained in the background check will be destroyed by either the chief of campus police or the institution's housing office.

## **10.3 SERVICE: COMFORT ANIMALS ON-CAMPUS**

### **How do I know how my animal is classified?**

A dog individually trained to do work or perform tasks for the benefit of a disability is a service animal.

- Recognized by the ADA. It is the handler's right to have the dog provide a service.
- Can go everywhere the handler goes; trained to respond to the handler's needs.
- The use of this animal on campus does not prompt registration with Disability Services or College Housing.

### **Emotional Support Animal**

A dog/cat not trained to respond to any stimuli is an assistance/ emotional support animal. The animal's presence is its value.

- Covered under the Fair Housing Act (not recognized by ADA because there is no right to comfort).
- Animal's presence as support, well-being, or comfort does not constitute work or tasks.
- The use of this animal in Housing must be approved through the Coordinator of Disability Services and the Director of Student Life and Housing.

### **Service Dogs in Training**

A dog in training to perform a task for the benefit of a disability must be accompanied by an approved trainer at all times.

- ADA recognizes one's ability to train their own animal. However, the ADA does not recognize a service animal in training as a service dog and does not allow the same access.
- Service Animals in Training must be accompanied by an approved handler at all times.

- The use of this animal on campus must be approved through the Coordinator of Disability Services.
- If a student is the approved (certified) trainer, then documentation stating such must be provided to the Coordinator of Disability Services. If the student is NOT an approved trainer, both the student and service dog in training must be accompanied by an approved trainer at all times.

### **State of Texas Human Resource Code**

TITLE 8. RIGHTS AND RESPONSIBILITIES OF PERSONS WITH DISABILITIES Sec. 121.005.  
RESPONSIBILITIES OF PERSONS WITH DISABILITIES.

- a. A person with a disability who uses an assistance animal for assistance in travel is liable for any damages done to the premises or facilities by the animal.
- b. A person with a disability who uses an assistance animal for assistance in travel or auditory awareness shall keep the animal properly harnessed or leashed, and a person who is injured by the animal because of the failure of a person with a disability to properly harness or leash the animal is entitled to maintain a cause of action for damages in a court of competent jurisdiction under the same law applicable to other causes brought for the redress of injuries caused by animals.

Sec. 121.006. PENALTIES FOR IMPROPER USE OF ASSISTANCE ANIMALS.

- a. A person who uses a service animal with a harness or leash of the type commonly used by persons with disabilities who use trained animals, in order to represent that his or her animal is a specially trained service animal when training has not in fact been provided, is guilty of a misdemeanor and on conviction shall be punished by:
  1. A fine of not more than \$300; and
  2. 30 hours of community service to be performed for a governmental entity or nonprofit organization that primarily serves persons with visual impairments or other disabilities, or for another entity or organization at the discretion of the court, to be completed in not more than one year.
- b. A person who habitually abuses or neglects to feed or otherwise neglects to properly care for his or her assistance animal is subject to seizure of the animal under Subchapter B, Chapter 821, Health and Safety Code.

### **Grayson College Housing Service and Assistance Animal Procedure:**

All assistance animal requests (service animal in training or emotional support animal) must be submitted to the Coordinator of Disability Services located on the second floor of the Student Success Center. Upon approval of the accommodation of an assistance animal, the student is responsible for submitting the approval to the Housing Coordinator along with any other required documentation.

Students with service animals should familiarize themselves with the following procedures. After signing the acknowledgment, the student is responsible for submitting this form to the Director of Student Life and Housing along with any other required documentation.

No animal will be permitted in residence halls that:

- Is not approved by the DS office (Assistance Animals)
- Is not approved by Housing Coordinator
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the College and other residents

- Would pose an undue financial and administrative burden to the College
- Would fundamentally alter the nature of the College's housing operations

### **Standards for Service or Emotional Support Animals**

All service or approved assistance animals must comply with applicable laws regarding animals, including Chapter 4 – Animals in the City of Denison Code of Ordinances, their treatment and care, and must also meet the following standards:

#### **Dogs (Service & Assistance Animals)**

- All required immunizations must be current, and a copy of the immunizations must be on file with the Director of Student Life and Housing.
- Dogs must be licensed, and a copy of the license must be on file with the Director of Student Life and Housing.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with the Director of Student Life and Housing.
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Director of Student Life and Housing.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Director of Student Life and Housing or designee based on any confirmed threatening or territorial behavior. Dogs classified as "Dangerous Dogs" (Texas Health and Safety Code Title 10., Chapter 833, Subchapter A, Sec. 822.041) and "Dangerous Dogs" (Denison City Ordinance, Chapter 4, Article II. Sec. 4-39)
- Service animals in training are permitted with certified trainers.
- Dog obedience and training programs are highly recommended.

#### **Domestic Cats (Assistance Animals Only)**

- All required immunizations must be current, and a copy of the immunizations must be on file with the Director of Student Life and Housing.
- Cats must be licensed, and a copy of the license must be on file with the Director of Student Life and Housing.
- Cats must be spayed or neutered. A copy of the veterinarian's report must be on file with the Director of Student Life and Housing.
- A Certificate of Health signed by a veterinarian certifying the cat is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Director of Student Life and Housing.
- Collars and tags must be worn at all times. The cat must be kept on a leash at all times when outside the residence hall. Cats must never be allowed to run freely.

#### **Any Other Animal**

Other animals will be considered on a case-by-case basis by the Director of Student Life and Housing or designee. Animals defined as "Dangerous Wild Animals" in the Texas Health and Safety Code §822.101 (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote) venomous animals and domestic animals with unknown health history are not allowed.

## **Standards of Behavior by Animal & Animal Owner**

Health, sanitary, safety and disruptive standards must be maintained as follows:

- The student must have an already established relationship with the animal (Emotional Support Animals).
- Animals require daily food and attention, as well as a daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere, which does not include other residence hall spaces.
- In shared living spaces, the animal must be in an appropriate container if the owner is not in the room with the animal
- Emotional support animals must not be taken into the residence hall offices, administrative offices, common space or student living areas.
- Animal waste must be taken care of and any animal handler or owner must comply with Denison City Ordinance Chapter 4 Article I. Sec. 4-1. Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from College grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Grayson College campus. Waste MUST be taken to any residence hall dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the residence hall room, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal-accidents within the residence hall room must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages and litter boxes must occur. The odor of an animal emanating from the residence hall room is not acceptable. [see Cleaning Section below]
- Any flea infestation must be attended to promptly by the Director of Student Life and Housing contracted professional extermination company at owner's expense. Owners are expected to promptly notify the dorm office or the Director of Student Life and Housing facilities staff and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking the animal to the veterinarian for flea and tick baths.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Director of Student Life and Housing or designee, must be removed within seven (7) days of notification. If Grayson College Police Department personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so the animal does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to the length of time the plan will take to complete. Any action plan must



meet the approval of the Housing Coordinator or designee. The day after the deadline for removal from the residence hall, Housing Coordinator or designee will do a residence hall room inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.

- An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. The animal owner will take all reasonable precautions to protect college staff and residents, as well as the property of the college and of the residents.
- The owner will notify residence life staff via the hall office if the animal has escaped its confines and is unable to be located within eight (8) hours.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.
- The owner must notify the Disability Services Office if the animal is no longer needed or is no longer residing on Grayson College property. If the animal will be replaced, the owner must submit a new request.

### **Cleaning & Damages**

- When the resident moves out of his/her residence hall room, or no longer owns the animal, the residence hall room will be assessed to determine if damage to department property can be attributed to the animal. Housing maintains the right to conduct residence hall room inspections annually for the purpose of assessing damage caused by the animal or otherwise determining the resident's compliance with this procedure.
- The animal owner has an obligation to make sure that the residence hall room is as clean as the original standard. If the room has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner and assessed by the Housing Coordinator.

### **Service & Assistance Animal Procedure Acknowledgement**

The Disability Services Coordinator, Housing Coordinator and student will need to sign the Service and Assistance Animal Procedure Acknowledgement Form. This form is available from the Coordinator of Disability Services.

### **Documentation for Housing Accommodations**

A form must be completed by the student and licensed Physician. This form is available from the Coordinator of Disability Services.

### **Service Animals in Training Policy**

The document ([ada.gov/regs2010/service\\_animal\\_qa.html](http://ada.gov/regs2010/service_animal_qa.html)) published by the Office of Civil Rights addresses two key points:

1. The ADA does not require service animals to be professionally trained. People with disabilities have the right to train the dog themselves and are not required to use a professional service dog training program.
2. HOWEVER, service-animals-in-training are not considered service animals. Under the ADA, the dog must already be trained before it can be taken into public places. Thus, until the

training is complete, the service animal in training does not have the same protection and privileges as a fully trained service animal. Some State or local laws cover animals that are still in training.

The State of Texas does recognize Service Animals in Training to have access to the same areas as trained service animals as long as they are accompanied by an approved trainer. Grayson College requires the student to provide documentation of their certification as the trainer from an approved organization. *State of Texas Code Sec.121.003*

### **Requirements for Students:**

1. Complete the Disability Services Verification Form for Service Animals in Training. This form does not register the student with Disability Services for classroom accommodations, but if the student wants to apply for services, he/she can do so. This DS Verification Form, along with documentation certifying the student as an approved trainer (#2), will be kept on file in the Disability Services Office.
2. Provide Disability Services a certification of training document. An approved trainer recognized by Grayson College is an individual who has been certified by an organization whose primary mission is to train service animals for people with disabilities. If the student is not an approved trainer, the student must provide proof an approved trainer will be with the student and the dog while in campus buildings.
3. Meet with Disability Services Coordinator to obtain approval for bringing a Service Animal in Training into campus buildings. A campus building is any building on campus, including housing facilities. During this meeting, DS Coordinator and student will:
  - a. Review published ADA language that allows for the person to train the dog themselves but does not recognize service animals in training as a protected accommodation.
  - b. Review State of Texas statute that does allow service animals in training to access the same areas as Service Animals as long as they are accompanied by an approved trainer.
  - c. Review GC's policy on what constitutes a recognized approved trainer.
  - d. Review GC's policy that Service Animals in Training must be identified by a vest or tag indicating they are in training and must comply with and abide by the same college policies and procedures that any Service Animal or Assistance Animal follows. This includes policies within the Code of Student Conduct.
4. Housing Requirements – If the student resides in a residence hall, then the Verification Form will be sent to the Director of Student Life and Housing as well.

### **Service Animals in Training Verification Form**

The Training Verification form must be on file in the Housing Office. This form is available from the Coordinator of Disability Services.

## **10.4 INVOLVEMENT IN INSTITUTIONAL DECISION-MAKING**

Students have several opportunities to become involved in influencing the decisions made at Grayson College including:

- Serving on campus standing committees
- Serving on ad hoc committees
- Participating in student surveys in and out of the classroom

- Participating in Student Government Association
- Participating in Student Clubs and Organizations

For additional information, contact the Office of Student Life and Development at 903-415-2642.

## **10.5 STUDENT LIFE**

The objective of the Office of Student Life and Development is to offer a variety of quality extra-curricular entertaining and educational experiences that act as diversions from the inevitable stresses associated with the college environment. Specific recreational activities are planned to encourage the development of healthier lifestyles outside the classroom, laboratory, and office. The programs offered by and services available through Student Life are open to all students. The Office of Student Life and Development is located on the second floor of the Life Center.

### **Student ID Cards**

Student ID cards are prepared in the Student Life and Development office, located on the second floor of the Life Center. The following documentation is required:

- Driver's license with photo, passport with photo or a high school ID card with photo.
- Proof of enrollment, found in MyViking
- Students must know their 9-digit GC student number.
- The hours of operation for the office are posted on the College website under Student Life.

## **10.6 STUDENT GOVERNMENT ASSOCIATION**

The GC Student Government Association is the student organization that acts as an advisory group to the administration of the college and serves to stimulate and direct various extracurricular activities of the college. The Student Government Association serves to unify clubs and organizations and their activities. It is composed of elected and appointed officers. The Student Government Association sponsors various activities and helps arrange the social calendar for the year. The Director of Student Life and Development serves as the lead advisor.

## **10.7 STUDENT ORGANIZATIONS & CLUBS**

### **Active Minds**

Active Minds is the nation's premier nonprofit organization supporting mental health awareness and education for young adults. We are dedicated to saving lives and to building stronger families and communities. Through education, research, advocacy, and a focus on young adults ages 14–25, Active Minds is opening up the conversation about mental health and creating lasting change in the way mental health is talked about, cared for, and valued in the United States.

### **Anime Club**

The purpose of GC Anime Club is to provide an environment where students may enjoy watching anime with others, discuss the concepts and origins of anime, manga, and related topics, and make friends with similar interests.

### **Art Club**

The purpose of this club shall be to educate and develop community awareness of the Grayson College art program, to develop a student art gallery show and to participate in local charity fundraising events.

### **Baptist Student Union**

Exists to provide a fellowship for students interested in developing and strengthening their religious life. Participation is open to all students on campus.

### **Cosmetology Shears Club**

The purpose of Shears is to build relationships between students and provide educational opportunities for GC students in the cosmetology program, to attend various hair shows and to provide specialty training to professionals in Cosmetology.

### **Criminal Justice Club**

The purpose of this organization shall be to encourage and foster organized education, training and competition in Criminal Justice, including shooting sports, among students, faculty and staff of Grayson College. This purpose specifically includes the training and fielding of teams in local and intercollegiate competitions as well as promoting within the college community an increased knowledge of the criminal justice system and the safe handling and proper care of firearms and the skills of marksmanship.

### **Cultural Diversity Club**

The purpose of the organization is to bring cultural awareness to all GC students, faculty and staff.

### **Delta Phi Delta**

Delta Phi Delta is an art organization that encourages and promotes the production and appreciation of the visual arts through workshops, exhibitions and art-related activities. Membership is open to all GC students interested in fostering the arts on campus and in the community.

### **Delta Psi Omega**

Delta Psi Omega is a national fraternity for students involved in dramatic arts and promotes fellowship among students interested in theatre on both local and national levels. Membership is open to all GC students with interest in the Fine Arts.

### **Dental Assistants Student Association**

The Dental Assistants Student Association is an organization to further the knowledge of the dental assistant, to inform and interest the student in local dental organizations and in the American Dental Assistants Association. The organization is limited to those students enrolled in the Dental Assistant Program.

### **Electrical Technology Club**

The Electrical Technology Club provides comprehensive training in electrical technology that helps students succeed in a career as an electrician. Students acquire basic knowledge and skills in applied electrical theory, residential, commercial and industrial wiring, blueprint reading, estimating, National Electrical Code, motor controls, PLC automation and building codes. The club provides a support group for students enrolled in the Electrical Technology program.

### **Eta Sigma Delta**

ESD is an honor society for the Hospitality Management and Culinary Arts Department. The purpose of ESD is to recognize the scholastic and professional achievement of students in the academic majors of hospitality Management, Restaurant management, and Culinary Arts. ESD stands for excellence, leadership, creativity, service and ethics.

### **Future Educators**

The purpose of Future Educators is to provide an entertaining and inspirational atmosphere in which all students can further their knowledge and interest in education and child development by attending scheduled events, participating in stimulating discussions and presentations promoting education.

### **Gay Straight Alliance**

The purpose of the Gay Straight Alliance shall be to promote a safe-space environment on campus for students of all gender and sexual identities to be and express themselves freely, and promote that students support each other. This organization shall also strive to educate the Grayson County Community about homophobia, transphobia, heterophobia and gender identity discrimination.

### **Grayson College History Club**

The mission of the Grayson College History Club is to promote interest and awareness of history within the Grayson College community and the County of Grayson, through the use of historical films, lectures, outings and other events.

### **Grayson Honors College**

The central and foundational mission of Grayson Honor College is to better serve the educational needs of academically talented and highly motivated students at the College. The program encourages the participation of the broadest possible range of gifted students.

### **Grayson College Music Club**

The purpose of the Grayson College Music Club is to promote the Music Department by spreading music throughout the community. To provide a forum for like-minded students to organize events, fundraising opportunities and attend musical performances.

### **Grayson Nursing Students Association**

This association is the local organization with affiliation in the Texas and National Student Nurses Associations. Its purpose is to provide the basic background needed for participation and leadership in the professional association. Membership is limited to students enrolled in the Associate Degree Nursing Program.

### **HALO (Hispanic American Leadership Organization)**

The purpose of HALO is to allow immigrant students in Grayson County, especially those with documented status, to have an organization that they know will always have their best interest, to help enrich member's leadership skills and encourage them to utilize these skills through their leadership opportunities throughout Grayson College and the world. HALO serves as a bridge between the local area high schools and Grayson College.

### **HVACR Club (Heating, Ventilation, Air Conditioning & Refrigeration)**

The purpose of the HVACR Club is to promote interest and awareness of air conditioning and heating systems within the Grayson College community and the County of Grayson, using lectures, outings and other events.

### **Lambda Alpha Epsilon (Criminal Justice)**

Lambda Alpha Epsilon's purpose is to encourage the establishment and expansion of higher education and professional training in criminal justice and to provide a unified voice for professionals and students in the criminal justice system. Membership is open to any student with an interest in the criminal justice area.

### **Medical Lab Technician Association**

The MLT Association mission is to enhance the quest for knowledge through participation in professional society activities and to promote an interest in and gain knowledge of regulatory agencies associated with the medical technician's field. Membership is limited to students enrolled in the Medical Laboratory Technology Program.

### **Mu Alpha Theta**

The purpose of this organization is to encourage the quest for knowledge in the math field through participation in professional society activities. Membership is limited to math and physics majors.

### **Paramedic Student Association**

The purpose of the organization is to promote interest in the field of Emergency Medical Services, to provide fellowship among students and faculty, to represent student needs and wants in regard to EMS education and to provide a forum for the presentation of innovative ideas to benefit the college community.

### **Phi Theta Kappa**

Phi Theta Kappa is the only international honor fraternity for community/junior colleges. Offering opportunities for leadership and service, the Society also promotes the exchange of ideas, personal enrichment through fellowship with other scholars and the encouragement of scholarships for advanced education. Eligibility requirements include current enrollment and a 3.5 GPA for at least 12 hours of work leading to a recognized degree program. For additional information, email [ptk@grayson.edu](mailto:ptk@grayson.edu).



### **Psychology Club**

The purpose of this club is to provide an entertaining and inspirational atmosphere in which all students can further their knowledge and interest in psychology by attending scheduled events, participating in stimulating discussions, presentations and promoting psychology as a social science.

### **Radiology Technology Club**

The purpose is to educate and develop a student's knowledge of the radiologic science profession, to develop a community awareness of Grayson College's Radiology program, to provide community service opportunities, to promote leadership skills, to increase camaraderie and generosity towards others.

### **Science Club**

The purpose of the club shall be to: Explore the interdisciplinary aspect of science, encourage student involvement in the science, provide a support group for students enrolled in science classes, and to encourage student involvement in community science activities.

### **Sigma Kappa Delta**

National English Honor Society for students in two-year colleges. Students who join Tau Alpha's community of readers and writers inherit a strong tradition. Among GC's Tau with those who plan to earn a bachelor's degree in English. Members seek leadership opportunities; enjoy Tau Alpha's festive events with fellow students and English professors, receive lifelong recognition for academic excellence and qualify to apply for SKD scholarships and to attend regional and national conferences. To join, candidates must earn a 3.0 grade point average in 12 or more hours of college with a B or better in at least one college English course.

### **Sisters of Destiny**

The purpose of this club is to develop a group of sisters that uplift and encourage one another. The club will strive to promote a sense of emotional support with confidence. The focus is to build a strong heart, mind and body. Members will form lasting relationships with other women and learn to work together in a positive study environment. The club is a support group for women.

### **Student Ambassadors (GSA)**

The Student Ambassador Program provides an opportunity for students, representing various disciplines, to develop leadership skills and public relations skills while providing a service to GC.

### **Student Veterans of America (SVA)**

The purpose of this organization is to provide a supportive, inspirational, and informational atmosphere in which veteran students can gather to further their skills in attaining academic success, gain knowledge of benefits and services available as veterans and students and to form relationships with others with shared experiences.

### **TIPSS (Top Innovative Professionals of Service and Spirits)**

The purpose of the club is to acknowledge, educate and promote the development of Culinary Arts, Hospitality Management, Viticulture and Enology Programs at Grayson College.

### **Vocational Nursing Students Association**

The Vocational Nursing Students Association seeks to help further knowledge in the field of vocational nursing. This club participates in many campus activities and programs. Membership in this organization is limited to vocational nursing majors.

### **Welding Technology Association**

The purpose of this organization is to foster and promote opportunities for students to advance in all levels of welding.

## **11.1 GC ALERT**

Current students, faculty, staff and the general public can register to receive text and email messages via GC Alert, the college's emergency notification system. This web-based service sends high-priority messages during urgent situations. Register through the College website.

GC Alert also includes the ALERTUS desktop notification as well as ALERTUS beacons and speakers in select locations. The Outdoor Warning Siren is also utilized to assist in notifications.

## **11.2 PARKING PERMITS**

Grayson College Public Safety Services offers online parking permit registration. To access the online Parking Permit registration, visit the Grayson College website and click on the Campus Safety link located at the bottom of the page. Contact information, vehicle make and model as well as the license plate is needed to secure a parking permit. Additional permits are available for purchase at a reduced rate.

After registering online, students must visit the Campus Police Department to pick up a parking permit. Permits are issued on both campuses.

## **11.3 PUBLICATIONS & MEDIA RELATIONS**

Grayson College has an obligation to keep the public fully informed and to practice open disclosure. At the same time, news releases and public interviews must be handled in a thoughtful manner to assure the accuracy and appropriateness of statements released to the public. Employees and student groups should contact the Director of Marketing and Communication in advance regarding any media coverage which mentions the College.

Materials published and distributed by the College to students and the public generally fall into one of the following six categories: Policy, Procedural, Promotional/Informational, Cultural, Paid Advertising and Student Publications.

## **Policy Publications**

The only publication of the College that expresses in writing official college policy shall be the GC Policies and Procedures Manual. This publication shall take precedence over all other manuals, handbooks, catalogs, bulletins and any other type of printed materials. The policy manual is available on the College website.

## **Procedural Publications**

Procedural publications summarize policy and/or outline operational procedures, codes of conduct, and the like, as they relate to a specific campus population. Examples are the Faculty Handbook, Student Handbook, Athletic Handbook and Residence Hall Handbook. Although these may contain summaries, paraphrasing, or even what may appear to be verbatim excerpts from the GC Policies and Procedures Manual, they are not to be considered expressions of official College policy. As official college policies or statements of purpose, mission, vision, etc. are revised, it is the duty of the personnel responsible for the document(s) to immediately update the publication.

## **Promotional/Informational Publications**

Publications and/or media contacts whose chief intent is to promote or “market” the college provide information about available instructional and community service programs, application and enrollment procedures and deadlines, registration dates, costs, financial aid opportunities and other items of general interest. Examples include the college catalog, program brochures, pamphlets, campus maps, academic and activity calendars, fact sheets, flyers, posters, postcards and the like. The Director of Marketing and Communication, in consultation with the appropriate dean or vice president, will coordinate matters related to content, design, printing and distribution. No such publication shall be created or distributed to the public without this involvement and/or approval.

## **Cultural Publications**

Cultural publications are primarily literary in nature, containing essays, poetry, short fiction and similar works, as well as original drawing and other types of graphic art. While such publications are intended to encourage creativity and freedom of expression, all shall conform to standards of good taste and fairness. It shall be the duty of the instructional deans to monitor content and language of such publications.

## **Paid Advertising**

The content and format of all promotional advertising shall be under the direct coordination of the Director of Marketing and Communication to ensure the accuracy and general integrity of all such advertising. No advertising shall be placed without this prior approval.

## **Student Publications**

All student publications must contain the following statement:

“The material contained in this publication is considered a ‘student publication’ and does not necessarily reflect the policies of the Grayson College Board of Trustees, administration, faculty or staff. For comments, contact us at (name, address, telephone and, if applicable, email).”

## **11.4 WITHDRAWAL FROM COLLEGE**

Students requesting credit for foreign coursework must first apply for admission to Grayson College (GC) and enroll in courses. To receive transfer credit from foreign institutions, students must bring an official copy of their college transcript and a course-by-course international credential evaluation from a foreign credential evaluation service recognized as a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Foreign Credential Service of America (FCSA) to the GC Admissions Office. The request for evaluation and any costs associated are the responsibility of the student.

GC will determine the total number of semester transfer credits by the end of the first semester of enrollment at GC. To avoid additional costs and delays in posting information, students are encouraged to acquire these materials promptly. GC does not accept foreign coursework for courses in English and Speech.

For the purpose of the Texas Success Initiative (TSI), students who have completed the equivalent of a U.S. associate's or bachelor's degree from an accredited college or university outside the United States are exempt from placement testing. In order to receive this exemption, students must bring an official copy of their college transcript and a course-by-course international credential evaluation from a foreign credential evaluation service recognized as a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Foreign Credential Service of America (FCSA) to the GC Admissions Office. The request for evaluation and any costs associated are the responsibility of the student. Foreign students who have not completed a degree are required to meet TSI requirements before enrolling in courses that lead to an associate degree. Students enrolling in certificate programs must complete the required placement testing for the certificate they are seeking.

## **12.1 STUDENT CONDUCT (GC Policy: FLB Local)**

Definitions of terms used in this policy shall be as follows.

### **"Student"**

A "student" shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

### **"Premises"**

The "premises" of the College District is defined as all real property over which the College District has possession and control.

### **"Scholastic Dishonesty"**

"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or classwork;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

### **Disorderly Conduct**

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

## **Responsibility**

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

## **Prohibited Conduct**

**Federal, State and Local Law-** Violations of federal, state or local law or College District policies, procedures or rules, including the student handbook shall be prohibited.

**Prohibited Weapons-** Possession, distribution, sale or use of firearms, location-restricted knives, clubs or knuckles, other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

**Drug and Alcohol-** The following behavior regarding drugs and alcohol shall be prohibited:

1. The use, possession, control, manufacture, transmission or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBE, unless under the direction of a physician.
2. The use, possession, control, manufacture, transmission or sale of paraphernalia related to any prohibited substance; and
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

**Debts-** Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

**Disruptions-** "Disorderly conduct", as defined above or disruptive behavior shall be prohibited.

**Behavior Targeting Others-** The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee.
2. Intentionally, knowingly or negligently causing physical harm to any person.



3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, bullying or dating violence directed toward another person, including a student or employee. [See DIA, FFD, and FFE as appropriate]
4. Hazing with or without the consent of a student. [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

**Property-** The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly or negligently defacing, damaging, misusing or destroying College District property or property owned by others.
2. Stealing from the College District or others.
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

### **Directives**

1. Failure to comply with directives given by College District personnel.
2. Failure to provide identification when requested to do so by College District personnel.

**Tobacco & E-Cigarettes-** Possession or use of tobacco products or e-cigarettes outside of approved areas on College District property without authorization shall be prohibited. [See FLBD]

**Misuse of Technology-** The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules or agreements signed by the student regarding the use of technology resources.
2. Attempting to access or circumvent passwords or other security-related information of the College District, students or employees or uploading or creating computer viruses.
3. Attempting to alter, destroy or disable or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others or other networks connected to the College District's system without permission;
4. Using the Internet or other electronic communications to threaten College District students, employees or volunteers.
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
6. Using e-mail or Web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors;
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees or visitors.

**Dishonesty-** The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above.
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
3. Intentionally or knowingly providing false information to the College District.
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**Gambling & Other Conduct-** Gambling or engaging in any other conduct that College District Officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

**Discipline-** A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

### **Publication**

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the Student Handbook.

## **12.2 STUDENT CONDUCT: ALCOHOL & DRUG USE (GC Policy: FLB Legal)**

Each public institution of higher education, including each college district, shall post in a conspicuous location in each gymnasium at the institution the notice described in Education Code 51.921. [See FLBE(EXHIBIT)] *Education Code 51.921*

### **Alcohol & Drug Abuse Programs**

Notwithstanding any other provision of law, no institution of higher education, including a college district, shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the U.S. Secretary of Education that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes:

1. The annual distribution of each student of:
  - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
  - b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

- d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re- entry programs that are available to employees or students; and
  - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required above.
2. A biennial review by the institution of the institution's program to:
    - a. Determine the program's effectiveness and implement changes to the program if the changes are needed;
    - b. Determine the number of drug- and alcohol-related violations and fatalities that occur on the institution's campus, as defined in 20 U.S.C. 1092(f)(6), or as part of any of the institution's activities; and are reported to campus officials;
    - c. Determine the number and type of sanctions described in 20 U.S.C. 1011i(a)(1)(E) that are imposed by the institution as a result of drug and alcohol related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
    - d. Ensure that the sanctions required by 20 U.S.C. 1011i(a)(1)€ are consistently enforced. *20 U.S.C. 1011i(a); 34C.F.R. 86 100*

### **Binge Drinking**

It is the sense of Congress that, in an effort to change the culture of alcohol consumption on college campuses, all institutions of higher education, including college districts, should carry out the following:

1. The president of the institution should appoint a task force consisting of school administrators, faculty, students, Greek system representatives and others to conduct a full examination of student and academic life at the institution. The task force should make recommendations for a broad range of policy and program changes that would serve to reduce alcohol, and other drug related problems. The institution should provide resources to assist the task force in promoting the campus policies and proposed environmental changes that have been identified.
2. The institution should provide maximum opportunities for students to live in an alcohol-free environment and to engage in stimulating, alcohol free recreational and leisure activities.
3. The institution should enforce a "zero tolerance" policy on the illegal consumption of alcohol by students at the institution.
4. The institution should vigorously enforce the institution's code of disciplinary sanctions for those who violate campus alcohol policies. Students with alcohol or other drug related problems should be referred for assistance, including on campus counseling programs if appropriate.
5. The institution should adopt a policy to discourage alcoholic beverage related sponsorship of on campus activities. It should adopt policies limiting the advertisement and promotion of alcoholic beverages on campus.
6. The institution should work with the local community, including local business, in a "Town\Gown" alliance to encourage responsible policies toward alcohol consumption and to address illegal alcohol use by students. *20 U.S.C. 1011h*

### **Low-THC Cannabis**

A municipality, county or other political subdivision, including a college district, may not enact, adopt, or enforce a rule, ordinance, order, resolution or other regulation that prohibits the

cultivation, production, dispensing or possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487.201. *Health and Safety Code 487.201*

### **Hemp**

A municipality, county or other political subdivision, including a college district, may not enact, adopt or enforce a rule, ordinance, order, resolution or other regulation that prohibits the cultivation, handling, transportation or sale of hemp as authorized by Agriculture Code Chapter 122. *Agriculture Code 122.002*

### **Dextromethorphan**

A political subdivision of this state, including a college district, may not adopt or enforce, and ordinance, order, rule, regulation or policy that governs the sale, distribution or possession of dextromethorphan. An ordinance, order, rule, regulation or policy described by this section is void and unenforceable. *Health and Safety Code 488.005*

### **Alcohol Possession & Use by Minors**

Except as provided in Alcoholic Beverage Code 106.05(b), a minor commits an offense if he possesses an alcoholic beverage.

A minor commits an offense if he consumes an alcoholic beverage. *Alcoholic Beverage Code 106.04, .05(a)*

### **Exceptions**

**Consumption Related to Reported Sexual Assault-** The offense of possession of an alcoholic beverage and of consumption of an alcoholic beverage do not apply to a minor who reports the sexual assault of the minor or another person, or is the victim of a sexual assault reported by another person, to:

1. A health-care provider treating the victim of the sexual assault;
2. An employee of a law enforcement agency, including an employee of a campus police department of an institution of higher education; or
3. The Title IX coordinator of an institution of higher education or another employee of the institution responsible for responding to reports of sexual assault.

A minor is entitled to raise the defense provided above in the prosecution of the offense of consumption of an alcoholic beverage only if the minor is in violation at the time of the commission of a sexual assault that is reported that is reported by the minor as described above or committed against the minor and reported by another person as describe above. *Alcoholic Beverage Code 106.04(f)-(h), .05(e)-(g)*

**Consumption as Part of a Course-** Notwithstanding any other law, a minor may taste an alcoholic beverage if:

1. The minor is at least 18 years old and is enrolled:
  - a. As a student at a public institution of higher education that offers a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology; and
  - b. In a course that is part of the program;

2. The beverage is tasted for educational purpose as part of the curriculum for the course described by paragraph 1b;
3. The beverage is not purchased by the minor; and
4. The service and tasting of the beverage are supervised by a faculty or staff member who is at least 21 years of age.