



HOWARD COLLEGE

2012 | 2013

STUDENT HANDBOOK

Including All Howard College Campuses and
The Southwest Collegiate Institute for the Deaf



Foreword

The Howard College Student Handbook was designed to help you find out more about Howard College/SWCID. It is intended to provide you essential facts about many aspects of college life. It contains important rules and procedures, academic and general information, details on student services and facilities, activities, organizations, and educational support services.

EMERGENCY INFORMATION

Emergency Procedures:

1. For fire or ambulance assistance dial 911.
2. Institute CPR procedures, if indicated and qualified.
3. For minor cuts or abrasions, first aid kits have been placed in each building on campus. Familiarize yourself with the location and procedure prior to an emergency.
4. Call the appropriate administrator (see below) or campus security if after regular work hours.

In case of other emergencies such as theft, threats, or loss of property:

Big Spring campus call the Executive Dean at (432) 264-5015 or Security (432) 816-9462

SWCID campus call the Provost at (432) 264-3700 or Security (432) 816-9474

San Angelo campus call the Provost at (325) 481-8300 Ext. 3221 or Security at WTTC (325) 481-8300, Ext 3233

Lamesa campus call the Dean at (806) 872-2223

Big Spring
1001 Birdwell Lane
Big Spring, TX 79720
432-264-5000

Lamesa
1810 Lubbock Hwy
Lamesa, TX 79331
806-872-2223

San Angelo
3501 N. U.S. Hwy 67
San Angelo, TX
76905
325-481-8350

SWCID
3200 Avenue C
Big Spring, TX 79720
432-264-3700

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GENERAL POLICIES

General Policy

A college, like any community, must have regulations by which its members abide and procedures by which its organizations function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This *Student Handbook* and the “Code of Student Conduct” contained within are intended to serve these purposes in the interest of all segments of Howard College.

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 HC Catalog and other official college publications, as well as Texas Education Code. Registered campus organizations also agree to follow all these rules and regulations. The college or its representative may amend this document at anytime without notice.

Updates may be viewed at

<http://www.howardcollege.edu/publications/studenthandbook/studenthandbook.pdf>

Disciplinary Authority

The authority to enact and enforce regulations of the college is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The office of the Vice President Academic and Student Affairs is the principle agency for the administration of student discipline and the Student Services offices on the Big Spring, San Angelo, Lamesa, and SWCID campuses shall implement the student discipline procedures. All references to the President of the college, the Vice President Academic and Student Affairs, or the administrator of the Student Services Department on each campus shall also be interpreted to include persons designated to act in behalf of these officials.

Policy on Non-Discrimination

The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices. The following position has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 1001 Birdwell Lane, Big Spring, TX 79720.

College Name, Document, and Records

The use of the college's name by any person or organization in connection with any program or activity or any unauthorized use of college documents, records, or seal is prohibited without the prior written permission from the office of the Vice President Academic and Student Affairs.

Crime Awareness and Campus Security

Howard College/SWCID strives to maintain a safe and secure environment in which to work and study. Howard College/SWCID is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. Howard College/SWCID provides a number of safety services, programs, and policies (see appendix for safety awards program). Employees, students, and visitors can create a safe environment for the entire campus by working together.

Howard College/SWCID strongly encourages employees, students, and others to report criminal actions and emergencies that occur on campus. Reports should be made to security personnel and to the appropriate administrative office (Provost, Big Spring; Provost, SWCID; Provost, San Angelo; Director, Lamesa). Persons who are victims of crimes, as well as persons who are witnesses to crimes, will greatly enhance the success of the institution's actions by reporting incidents promptly.

Howard College/SWCID campuses are monitored by both commissioned police officers (Big Spring) and by security personnel (all campuses) who are not commissioned as peace officers. The security department has working relationships with local law enforcement agencies whereby all disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.

Threats

Howard College recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Personal harassment (including stalking), abusive behavior, and violence are not tolerated in this workplace/educational setting.

- A. Threats (including those made by mail, over the telephone, texting, by fax, cyber social networks, or by email), intimidation, and acts of violence, with or without the presence of a weapon, will not be tolerated at Howard College. Reported violations of this policy will be investigated, documented, and may result in disciplinary actions up to and including immediate suspension and/or dismissal, and the filing of appropriate criminal charges.
- B. All employees and/or students, regardless of position and/or enrollment status, are responsible for the immediate reporting of any threats received, witnessed, or communicated to them. Employees and/or students should also report unusual or threatening behavior, even though it may not be in the form of a direct threat, when such behavior makes the employee(s) and/or student(s) fearful for their continued safety or the safety of others. Reportable threats include those made by co-workers, students, or outsiders entering the workplace/campus - such as spouse, job applicants, etc. Employees/students must make such reports regardless of the relationship of the employee to the person who initiated the threat or behavior. Reports should be made immediately, without fear of retaliation, to a supervisor, personnel management, or to any member of Howard College management. Howard College management must immediately report all incidents of threatening behavior to the Executive Vice President for Howard College or designee.
- C. Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees and/or students is threatened and time is crucial. Such action may include a call to the Police, suspension, or the temporary separation of employees in the workplace. This policy does not replace routine management actions such as counseling, reprimands, or changes in work assignments, as applicable. This policy is intended for those cases of immediate and/or continuing inappropriate action(s) or threat(s) including those where normal management and personnel actions have been ineffective and the possibility of violence is such that the local Police and others need to be involved.
- D. Following a serious threat or an act of violence in the workplace, employees, witnesses, and families often suffer from stress-related ailments such as depression, anger, headaches, and continued fear. Howard College, through a group of administrators identified as the Crisis Management Team, will provide debriefing teams, counseling, and support as needed to those affected. These actions, provided within a 24 to 72 hour period following the traumatic event, will help to minimize the impact of an incident and prevent further violence.

Brochures are published and made available, via the Howard College web page and by hard copy. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, Howard College/SWCID makes descriptions of policies related to campus security and statistics concerning specific types of crimes accessible to all current students and employees and to applicants for enrollment and employment through its website. Additionally, sex offender information is available on the [https://records.txdps.state.tx.us/DPS WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx) web site. This website is the official Internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. For additional information on Sex Offenders please contact the Student Services Office.

Rights, Privileges, and Responsibilities of Students in the Academic Community

Expectation of Good Citizenship

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 which will include the opportunity for academic, social, and personal growth. Enrollment in a tax-supported educational institution of higher learning is not compulsory. It is optional and voluntary. The voluntary entrance of a student in such institutions is an entrance into the academic community by individual volition. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law.

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 privilege of exercising rights of citizenship under the Constitution of the United States is reaffirmed by the college to each student. The college strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.

Academic Integrity

The instructor assigned to a course has the responsibility for the determining a grade and for judging the quality of academic performance. A grade can be formally appealed only where there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade.

1. Student's Responsibilities

- a) It is the responsibility of the complaining student to comply with each step set out in Appendix C. Failure of the student to continue his/her appeals at the appropriate level will result in a dismissal of the student's complaint.
- b) The student may be represented at any level of the complaint.
- c) If the complaint involves a problem with an instructor, the student must discuss the matter with the instructor within three college working days of the incident.

NOTE: The Student Academic Grade Grievance Procedures/Student Complaints Related to Instruction is found in Appendix C of this handbook.

2. Instructor's Responsibilities

The instructor of a course is responsible for initiating action in cases where there is an admitted act or substantial evidence of academic misconduct. Before taking such action, the instructor should attempt to discuss the matter with the student(s). If the suspected misconduct involves

a final exam, the instructor should withhold the course grade until an attempt can be made to contact the student(s) as soon as reasonably possible.

3. **Instructor Sanctions**

If it is determined by the instructor that academic misconduct has occurred, a failing grade will be assigned for either the assignment or the course grade. When a student is given a failing course grade in a course as a result of academic misconduct, the instructor must report the facts of the case in writing to the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Support Services/WTTC Director on the San Angelo campus, or the Campus Director on the Lamesa campus. A disciplinary penalty of a grade of "F" shall not be implemented until either the instructor or the chief campus Student Services/Student Affairs administrator has met with the student.

4. **Repeated Academic Misconduct**

In cases of repeated violations, either the instructor or the division director may refer the case to the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, or the Campus Director on the Lamesa campus for further disciplinary proceedings.

5. **Referrals to Dean of Student Services-Big Spring, Dean of Student Affairs-SWCID, Campus Dean of Student Services/WTTC Director or the Campus Director.** Academic misconduct is entitled to all substantive and procedural guarantees provided in the Code of Student Conduct.

6. **Disposition by the Dean of Student Services-Big Spring, Dean of Student Affairs-SWCID, Campus Dean of Student Services/WTTC Director, or the Campus Director.** The decision made by the chief campus Student Services/Student Affairs administrator will be sent to the appropriate Program Director or Division Chair and to the student.

Disruption or Obstruction of College Activities or Functions

College officials are charged with the responsibility for maintaining law and order on college-owned or college-controlled property and at college sponsored events. Examples of actions for which disciplinary action may be found in the "Code of Student Conduct and Discipline" section of this Handbook:

Affiliation

The Student Government Association is recognized as the official organization representing students. Students are free to identify with off-campus programs and activities as individuals but not as representatives of the college.

Student Publications

The college supports the concept of a student press that adheres to the principles of responsible journalism.

Student Identification

1. The student identification/My HC card is issued in the first semester of enrollment. Students are encouraged to obtain an ID/My HC Card prior to the first day of classes. Please see the campus Student Services/Student Affairs office for campus procedures in obtaining your Student ID/My HC Card.
2. The student identification/My HC card is the property of-Herring Bank. The ID/My HC card is linked to a checking account at Herring Bank and thus regulated by state and federal laws.

3. Students shall not allow their student identification/My HC card to be used by other persons and students shall not alter their student identification/My HC card in any way.
4. Upon request, students are required to present their student identification/My HC card to any member of the college faculty, staff, or administration.
5. The student identification/My HC card entitles you to free admission to most student activities including athletic events, dances, movies and much more.
6. The I.D. card provides identification at the library for checking out materials.
7. The I.D. card provides residence hall students access to the cafeteria.
8. The I.D. card will be the primary tool the college will use to deliver remaining financial aid funds, student loans, and other funds to students.
9. Lost I.D. cards may be replaced for a \$25.00 charge payable to the HC Business Office.
10. The I.D. card is void upon termination or interruption of enrollment and when not properly validated three years from date of issuance.
11. For more information on the My HC Card please visit the website at www.myHCcard.com or contact the Campus Student Services office.

Solicitation and Advertisement

Without prior written approval from the Student Services/Student Affairs office, solicitation and sales on college premises or in college-owned or college-controlled buildings, including but not limited to residence halls, the bookstore, or student union building, and/or via the HC email/web systems is prohibited. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on college premises without prior written approval from the Student Services/Student Affairs office is also prohibited. The solicitation and sales policy is set forth in the Solicitations, Advertisement, and Printed Materials portion of this Handbook.

Financial Responsibility

Students are to meet all financial responsibilities due the college. The writing of checks on accounts with insufficient funds, the non-payment or delinquent payment of outstanding loans, and the failure to meet any other financial obligations to the college are considered a lack of financial responsibility. Such financial irresponsibility can subject the student to fines, suspension of check writing privileges, denial of registration, withholding of transcripts, and other disciplinary sanctions outlined in the "Code of Student Conduct and Discipline." Generally, failure to meet financial obligations to the college will result in the following actions:

1. Cancellation of the student's registration if tuition and registration fees are not paid by the due date as indicated by the HC Business Office or if a returned check given in payment of tuition and fees is not redeemed by that time. Unpaid financial obligations may result in dismissal from the college.
2. A processing fee will be assessed to any person who writes a check to the college that will not clear the payee's bank for any reason other than bank error. The college will not accept checks from anyone who has written more than two returned checks.
3. Loss of college check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check.
4. A hold preventing future registration placed on student's academic records.
5. A hold on sending of official college transcript until the obligation is paid in full.
6. Non-payment of room and board installment contracts can result in suspension from the Residence Hall.

Please see the Howard College ~~and/or~~ SWCID Catalog for additional identification requirements for writing a check and the HCJCD returned check policy. Additionally, students are encouraged to check their student accounts at least once or twice a semester.

Children of Adult Students

Students should not bring children to the campus and then leave them unattended while involved in class, studying, or campus business. Children should not attend class with their parents. Information regarding available childcare services in the area is available in the Student Services office.

Orientation

Students enrolling at Howard College for the first time should attend orientation. Orientation information can be obtained by contacting the Student Services/Student Affairs office. You can also find orientation information on the HC website under future students. Students entering SWCID for the first time are required to attend New Student Orientation and should contact the SWCID Counseling Office for information.

Cost for SWCID New Student Orientation\$300

Student Absences on Religious Holy Days

A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under the provisions of Section 51.911 of the *Texas Education Code* may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within one week after the absence. Student must notify their instructor(s) in writing prior to the proposed absence on a form provided by the institution. In some cases, a letter of verification of the observed holy day from the religious institution may be required. Forms are available in the Student Services/Student Affairs office. In case of conflict, students may appeal through the academic appeals process.

Intellectual Property

Students of Howard College are encouraged to publish, copyright, invent, and/or patent materials and objects of their own creation which will contribute to the advancement of knowledge. The college encourages and protects this interest and its students in relation to disclosure of scientific and technological developments including inventions, discoveries, trade secrets, computer software, and original works and ideas which may have monetary value. It is also the responsibility of the college to ensure that public funds and property are not used for personal gain. The author, creator, or inventor is free to benefit from royalties and monies accruing from such publication or invention, subject to the following guidelines:

1. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created on the student's own time, and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator.
2. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created by students at college expense or on college time or by using college facilities or equipment shall be the property of the college. The college, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that

work full ownership of any present or subsequent copyright/patent in accordance with that which follows.

3. In the event that intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, are sold to entities outside the college, all income will go to the college for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies and other expenses related to the intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas.
4. The college will ensure equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the institution.
5. No college student shall realize a profit from intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas sold exclusively to Howard College students.
6. When instructional material developed by a student is sold in the Bookstore for profit, the publisher of the materials must be approved by the instructional administrator.

Any college student who intends to create any intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas developed wholly or partially using college time, equipment, materials, facilities, and/or personnel who intends to copyright, patent, or otherwise merchandise those intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas will inform the president of the college of his/her intent through the instructional administrator. The president will have final approval. At that time the college will initiate a review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection.

It is the responsibility of the party(ies) having ownership of the intellectual property, scientific and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, to secure any licenses, copyrights, or patents. These licenses, copyrights, or patents are secured at the expense of the party(ies) having ownership.

Personnel of college units whose function is to produce educational materials may not realize a profit from the sale of those materials. In the case of any materials produced exclusively by these units, copyright will be held by Howard College. Materials produced under an externally funded grant will be guided by the terms of the grant.

Student Complaint Procedures

All students have the right to inquire about, criticize, or propose improvement to college policies, procedures, and regulations. Channels of expression include bringing the concern to the attention of the Student Government Association, an appropriate college committee, or an appropriate college official. Every effort will be made to resolve the problem.

All student complaints should be communicated to the Student Services/Student Affairs personnel on their respective campuses: Big Spring – Dean of Student Services; SWCID – Dean of Student Affairs; San Angelo – Campus Dean of Student Services/WTTC Director; Lamesa – Campus Director; Prison Education – Executive Director of Correctional Studies. The Student Services personnel will attempt to resolve the matter and will provide a written response to the student.

Complaints may be submitted anonymously. However, in order to resolve a complaint in some cases, the complaint may not be able to remain anonymous. Permission to reveal the sources of the

complaint will be obtained from the source before being revealed. If the student chooses to remain anonymous, the ability to fully resolve a complaint may be compromised, but every effort will be made to resolve the complaint.

If the student is not satisfied with the efforts or response of the Student Services personnel to resolve the complaint, the student may appeal his/her complaint to an Administrator appointed by the President. This administrative officer will call a committee of two faculty, one staff, and two students to review the complaint and the proposed solution. The decision of this committee is final.

This policy does not apply to complaints regarding student discipline, grade appeals, sexual harassment or discrimination. Grievance procedures for these matters are outlined in Appendix A, B and C of this handbook.

In cases of complaints regarding academic concerns, students should first try to resolve matters directly with the instructor. If unable to resolve the matter satisfactorily, the student should consult the instructor's supervisor. The matter can be advanced through all supervisory levels with final consideration at the highest level of instructional administrator on each campus.

If a grievance matter is not resolved to the student's satisfaction through the Howard College's internal procedures, prospective and current students who live within the State of Texas may then file their complaint with the Texas Higher Education Coordinating Board at www.theccb.state.tx.us. Out of state students may refer to the [student grievance contact information for individual states](#) which provides contact information for state education agencies.

Student Records

Notification of Privacy Rights to Students

As established in the Family Educational Rights and Privacy Act of 1974, Section 438, commonly known as "The Buckley Amendment," Howard College provides students with access to their official educational records and provides an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The college will obtain written consent, via the Student Records Release Request Form, from the student before releasing personally identifiable data from these records except for items classified as directory information. However, the college is allowed to contact the student's parents and/or legal guardians when the student is found to be in violation of *Code of Student Conduct* for alcohol and/or drugs. Students may request that all or part of their directory information be withheld from the public by filing a Directory Information Restriction Request Form with the Admissions and Registrar's Office.

A part of this policy includes the intent to make the contents of the policy known to students on at least an annual basis. This will be done by announcing and publishing the policy in the *College Catalog and Student Handbook* that the policy exists, and by having copies of the policy available in the administrative offices on all campuses. The *College Catalog and Student Handbook* are available on the college website (www.howardcollege.edu).

Address of Record

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications.

Student Access to Educational Records

Students and former students have the right to inspect, review, receive an explanation and interpretation of, and (at their own expense) obtain copies of their education records except as excluded below. This right may be exercised by filing a Request to Review Educational Records Form with the custodian of the records to which access is desired. Such requests will be honored within forty-five (45) days after the request is submitted.

Definition of Educational Records

Educational records include those records, files, documents and other materials which contain information directly related to a student and are maintained by the college or any person acting for the college except as excluded as follows:

1. Records of instructional, supervisory, administrative, and educational personnel of the college which are in the sole possession of the maker thereof and which are not accessible or revealed to any person other than a substitute.
2. Employment records of persons employed by the college but who are not in attendance in the college. Records made and maintained in the normal course of business which relate exclusively to persons in their capacity as employees are not available for use for any other purpose.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional capacity, providing such records are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

4. Alumni records which contain information about a student after he/she is no longer in attendance at the college and the records do not relate to the person as a student.

Custodian of Student Records

Howard College/SWCID maintains records on students in various academic and administrative offices on the campuses. The Registrar is the custodian of the official educational records of each student. The Registrar is responsible for the proposal, interpretation, enforcement, and publication of general policies and procedures consistent with State and Federal Laws as they relate to student records. The chief administrative officer in each office which maintains student records of any type is responsible for the student records in that office and for the release of such information in those records.

Fee Schedule

The reproduction of records for students will be at their own expense according to the Charges for Public Records located in Appendix G. The charge is based on the fee schedule in the Policy Governing Public Request for College Documents.

Records Not Accessible to Students

1. If any record of a student includes information on more than one student, the student shall have the right to inspect and review only the part which pertains to him/her.
2. Students will not be granted access to the financial records of their parents or any information contained therein.
3. Students will not be granted access to confidential letters and statements of recommendation which were placed in a student's record prior to January 1, 1975, providing that such letters and statements are used solely for the purpose for which they were intended.
4. Students will not be granted access to records connected with an application to attend the college or a component of the college if that application was denied.
5. If the student has voluntarily signed a Waiver of Right of Access Form, and providing the student upon request is notified of the names of all persons making confidential recommendations and such recommendations are used solely for the purpose for which they were specifically intended, students will not be granted access to the following recommendations:
(1) recommendations for admission to any educational institution, (2) recommendations for applications for employment, and (3) recommendations for receipt of an honor or honorary recognition. (Although students are not required to sign a general waiver form to protect the confidentiality of recommendations submitted in their behalf, each recommendation form contains a blank for a student signature waiving access to that recommendation.) The general Waiver of Right to Access Forms are available and on file in the office of the registrar on each campus. A student may cancel the general waiver of right of access to recommendations by submitting written notice to the custodian of records; however, if a student chooses to revoke his waiver, he will not become entitled to access to recommendations prepared and included in his records during the time the waiver was in effect.
6. Specific policies regarding medical and counseling records are available upon request in the office of the registrar on each campus.

Student Record Release Policy

Howard College/SWCID will not permit access to or release education records or personally identifiable information (other than directory information) without the written consent of the student to anyone other than those listed below and then only upon the conditions listed. Students who wish to have information released from their records should file a Student Records Release Request Form with the Office of the Registrar.

Parties To Whom Educational Records May Be Released Without the Student's Written Consent:

1. Officials of Howard College/SWCID who have legitimate educational interests. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security); a person or company with whom the university has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student/employee serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Officials of other institutions in which the student seeks to enroll, upon the condition that the student be notified of the release, receive a copy of the record if desired, and have an opportunity to challenge the content of the record.
3. Authorized representatives of the following in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal requirements of such programs, provided that data collected shall be protected so as not to permit personal identification of students and such information will be destroyed when no longer needed for audit, evaluation, or enforcement purposes:
The Comptroller General of the United States
The Secretary of the H.H.S.
An administrative head of an education agency
State educational authorities
4. State and local officials or authorities to whom such information is required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. In connection with a student's application for or receipt of financial aid, such as D.V.R., D.A.R.S., V.R., V.A. and other state or federal financial assistance offices.
6. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, providing such studies do not permit the personal identification of students and the information is destroyed when no longer needed.
7. Parents of a student under the age of 21 when the student is found in violation of the Code of Student Conduct for either alcohol and/or drugs.
8. Parents of a dependent student as defined by the Internal Revenue Service. The college assumes that a student is independent unless proof to the contrary is presented. Requests for the release of information to the parents of a dependent student can be honored only in the event of specific requests for information each time information is desired, with the exception that standing requests will be honored for the release or receipt of a students' grades and bills for semester tuition and fees to be sent to the student's parents rather than the student. Copies of grades and bills will not be sent to both the student and the parent.
9. Accrediting organizations in order to carry out their functions.

10. To appropriate persons in connection with an emergency if, in the opinion of the president, a vice president, or a dean, such information is necessary to protect the health or safety of the student or other persons and is in accordance with federal guidelines regarding the release of information for health or safety emergencies.
11. Information is furnished in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the Howard College/SWCID will notify the student of all such orders in advance of the compliance therewith.
12. Information that results from a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, the information may be released to anyone, including the media. No information on the victim or witnesses may be released.

Student's Right to Challenge Content of Records

Students have the right to challenge the content of their educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. They have the right to have corrected or deleted any such inappropriate data contained therein, and to insert into such records a written explanation respecting the content of such records. Students who wish to exercise these rights should file a Student Record Challenge Request form with the custodian of the record(s) in question.

The custodian of the record may attempt to settle the dispute over the contents of the records with the student through informal meetings and discussions which will be held within a reasonable period of time after the request is submitted.

Formal hearing procedures may only be necessary when informal means are not satisfactory to the student or the custodian of the record in question. If a formal hearing is requested, the President or his/her designate shall conduct the hearing and render a decision within a reasonable period of time following the request. The student and the custodian of the record shall be afforded full and fair opportunity to present evidence relevant to the issue raised. The decision of the President or his/her designate is final and shall be presented in writing, to all interested parties.

Directory Information

Information in the following categories may be routinely made public by the college unless the student informs the college that any or all of the information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed in the office of the campus registrar. Directory information is:

1. Student's name, address, telephone listing (both local and permanent)
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Classification and enrollment status (full-time or part-time)
8. Degrees, honors and awards received
9. Most recent previous educational agency or institution attended
10. Photograph
11. E-mail address

Students will be notified upon admission of their right to request that any and all directory information not be released publicly to anyone other than persons authorized by the college's student record release policy without their written consent. Such requests will be made on the Directory Information Restriction Request form to be obtained and filed at the Registrar's office. The Registrar's office will immediately notify designated offices of the student's request. No other office should issue directory information unless they have first checked with the Registrar.

Creation, Permanence and Destruction of Records

The custodian of each record will abide by policies for reviewing and destroying records. These recommendations will be reviewed by the President and appropriate administrators. This review will insure compliance with Federal and/or State Records Management Policies and the following recommended guidelines:

1. Only such records as are demonstrably and substantially relevant to the educational purposes of the institutions or department shall be generated or maintained.
2. Permanent retention of student records is limited to those records which are of long range value to the individual and/or to the college.

All duplicate copies of permanent records, other than those maintained by the custodian of the permanent record, and all non-permanent student records shall be maintained only for the minimum period of time required to serve the basic official functions of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed and, unless an exception is permitted by the President or administrator, may not be retained for more than seven years after a student departs from the college. If a student has requested access to his records, such access must be granted prior to the destruction of any materials contained in his record.

Complaint Procedures

The college intends to comply fully with the requirements of state and federal laws as they relate to student records. Students who feel that their rights have been abridged are encouraged to attempt to resolve the matter with the college district.

If the student's concerns are not satisfied by the college, he/she may file a complaint or report a violation of the rights afforded by federal law by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Such complaints must be received within 180 days from the date of the alleged violation, unless the time is extended by the governing department.

Student Services

Howard College is a great place to begin a rich personal and intellectual life. The classrooms and the library are focal points of academic life; however, there is much more, including a wide variety of student life activities.

Admissions/Records Office

The Admissions/Records office is opened to prospective, current, and transfer students. The staff provides information about the admission application process, enrollment verification, registering for classes, requesting transcripts, transfer of credits, changing pass/fail status, adding a course, dropping a course, withdrawing from the college, changing biographical data, removing incomplete (I) grades, and information relative to FERPA guidelines. In addition, students may obtain admissions applications as well as program information. Campus tours may be scheduled year round. The registration process begins in the Admissions Office as well as change of registration (add/drop).

Student Financial Aid

General Information: Howard College provides financial assistance to help make the benefits of higher education available to qualified students. Federal and state grants, scholarships, federal student loans, and federal and state work-study programs are administered through the Financial Aid Office. Students requesting financial aid must have their eligibility established each year. Financial aid files received before April 1 for the fall semester or October 1 for the spring semester will receive priority. Files received after July 1 for the fall semester or December 1 for the spring semester may not be processed in time for registration. Students needing assistance in completing the financial aid application should see their campus financial aid representative.

Students are strongly encouraged to review the terms and conditions of financial aid and to direct questions to the Financial Aid Office concerning eligibility criteria, terms, rights, privileges, cost of attendance, refund policy for aid recipients, method of financial aid payment, satisfactory academic progress, and other questions related to the financial aid process.

U.S. Department of Education
School Participation Team
1999 Bryan Street Suite 1410
Dallas, TX 75201

Outreach and Career Services Counseling - SWCID

Outreach and Career Services/Counseling, housed in the Diagnostic Center Building offers a range of services to SWCID students. A multidisciplinary team steeped in Deaf culture and fluent in American Sign Language (ASL) provides the following services:

- Audiology services
- Personal Counseling services
- Career Counseling services

Our audiology services may be covered by health insurance, the Veterans' Administration Hospital, and the Department of Assistive Rehabilitation (DARS) and Vocational Rehabilitation Services (VR). The Center also offers a payment plan. Some services covered by the student services fees are provided at no direct cost to SWCID students.

Counseling Services - SWCID

The Counseling Department provides assistance to SWCID students in reaching their career and personal/social goals. To help students reach these goals, the Counseling Department offers these services.

- Career Counseling
- Personal and Social Skills Developmental Counseling
- Internship and job placement Services
- Personal growth workshops
- Placement tests administration

Counseling and Guidance Services

The college Counseling Centers provides professional psychological services to students, and in some instances to non-students of the community. These services include individual and group counseling for personal, educational, occupational, and emotional development. The centers maintain testing services which include the administration and interpretation of appropriate aptitude, interest, and personality tests to assist students in making personal, educational and career decisions. Special services are provided for students desiring assistance in reading and tutorial help.

Tutorial Center (TC) – SWCID

The Tutorial Center (TC) is a support service available for students at SWCID for the purpose of receiving tutoring, accessing computer for academic purposes, using reference books, attending workshops, and taking tests/surveys.

The TC provides students with assistance in most academic areas, especially math and English. Scheduled appointments are preferred. However, students who need assistance may come into the TC during hours of operation when a full-time TC Coordinator and/or Tutorial Assistant will be available to help.

Several computers and various software programs are available for student use. Educational programs are available to aid students in math and English, along with additional programs related to other SWCID and Howard College courses i.e. word processing programs and math.

S.T.E.P.S. Lab (Student Tutors Enhancing Program Success)

Big Spring and San Angelo Campuses

The S.T.E.P.S. lab houses instructional equipment with tutorial software and materials. All of the equipment is available on a first-come-first-serve basis to any currently enrolled Howard College student who presents a valid student ID card upon entrance. Lab hours are posted. In addition, group and individual tutoring is available through the lab. Contact the Director of the lab for more information.

The Howard College Counseling Center is an approved location for the American College Testing Program, the College Entrance Examination Board Testing Program, the General Educational Development Test, the College Level Examination Program, the Dental Hygiene Aptitude Test, and the Texas Success Initiative Program. The Counseling Center also offers career development services. Local employment opportunities are on file in the Counseling Center.

Special Services

The Counseling Office on the Big Spring and San Angelo campuses and the SWCID Tutorial Center (TC) provide programs and support services to assist students who are Career Technical Education majors in overcoming obstacles to education. Lamesa students receive services via the Howard College Big Spring Counseling Office.

1. Populations served include:
 - a) Adult Students - Career Technical Education Majors
 - b) Students with disabilities
 - c) Students who need remediation
 - d) Students who need financial assistance
 - e) Single parents
 - f) Displaced Homemakers
 - g) Students who have limited English proficiency
2. Services provided:
 - a) Textbook assistance via a textbook loan program
 - b) Tutoring (Big Spring/SWCID only)
 - c) Childcare assistance
 - d) Life skills workshops

Student Insurance

The college has elected to make available to students a sickness and accident insurance program. This coverage is available to all students and their dependents who may not have other insurance coverage. (This insurance is required for all international students unless they prove that they already have sufficient coverage).

A description of the benefits, costs, and enrollment process is included in a brochure, which may be obtained at registration or in the Student Services/Student Affairs office.

Libraries of Howard College

As an integral support service for the programs and purpose of Howard College, the libraries of Howard College exist

- To provide the primary and secondary materials needed to support all aspects of the educational enterprise, including university parallel curricula, occupational education programs, and continuing education/community service programs;
- To serve as a resource for the cultural, recreational, and intellectual development of their communities;
- To be responsive to the needs and aspirations of the communities they serve.

The libraries shall seek to deliver their services through a variety of delivery systems and shall strive to facilitate maximum access to information as appropriate to user needs.

The College maintains libraries at the Big Spring, San Angelo, and SWCID campuses. The college libraries provide traditional print and non-print resources consistent with the purpose of a comprehensive community college. Free access to external electronic resources as well as cooperative agreements with other libraries and agencies, greatly extends the information available to the student. Personal assistance and instruction are available at all hours the libraries are open.

E Learning – WINGS Network

Howard College Big Spring Campus

The mission of the E Learning (WINGS) Network is to provide Howard College/SWCID and its public with quality educational experiences at a distance for academic credit, personal enrichment, and/or professional development. Students may take courses from Howard College/SWCID through a combination of face-to-face courses, live/interactive video, and online classes. Corporate sites and independent school districts may join Howard College's WINGS network to become receiver sites for credit and non-credit courses. The WINGS network increases opportunities for high school students to participate in concurrent enrollment and early admissions with Howard College. Selected junior, senior, and graduate level college courses are taught from educational consortia and then sent live to selected sites with two-way audio, increasing opportunities to participate in upper level and graduate degree programs while on the Howard College campus.

E Learning may take the form of instruction offered at distant sites: out-of-district, out-of-state, or out-of-country or instruction delivered primarily by telecommunications technology.

Howard College/SWCID faculty members teaching over distance participate in special training programs and ongoing assessment. All courses include ongoing interaction with faculty. All degree program requirements, course work, and pre-requisites are the same as for on-campus students. All credit courses run according to the regular academic calendar. Students may complete degrees in selected program areas and register for Distance Learning classes at the same time and in the same way as for on-campus classes.

To enroll in any Howard College/SWCID credit course, students must first be admitted to Howard College/SWCID. For online classes students must be able to access the Internet.

Howard College is an institutional member of several educational consortia dedicated to the delivery of instruction by distance. These consortia include the Regional Electronic Academic Communication Highway (REACH) with the University of Texas of the Permian Basin, Midland College, and Odessa College; the Southwest Consortium for Advancement of Technological Education (SCATE); the Virtual College of Texas, and the Texas Consortium for Educational Telecommunications.

Computer Services

Howard College will provide to all students computer access for academic purposes. This access is to aid the students' performance in the classroom. Priority in some computer labs and/or computer access will be given to students currently enrolled in subjects requiring computer access, for example, Computer Science, Developmental Programs, etc. Availability to all enrolled students will be on a space-available basis.

Cosmetology Services

Cosmetology services, including haircut and styling, hair color, and nail and skin care are available to students at a reduced cost. Contact the Cosmetology Department on the Big Spring campus to make an appointment.

Dental Hygiene Services – Big Spring

Dental Hygiene services, including teeth cleaning, are available to students at a reduced cost. Contact the Dental Hygiene Department on the Big Spring campus to make an appointment.

Food Service

Three meals are served Monday thru Friday, and two meals are served on Saturday and Sunday on the Howard College Big Spring/SWCID campuses in the fall and spring semesters. The cafeteria is located in the Howard College, Big Spring Dora Roberts Student Union Building/SWCID Maddux Student Center. Residents must present his/her Student I.D. at each meal. Individuals not living in the residence halls may purchase meals. A Café serving breakfast and lunch items is located in the West Texas Training Center in San Angelo.

Health Services

Due to the residence hall population, a partnership between Howard College and the Big Spring Family Medical Center provides HCBS and SWCID students access to quality healthcare. For those students who do not have health insurance, a \$30 physician fee per visit will be charged (x-ray, laboratory and other ancillary testing fees will be extra). The student will have to pay the physician fee and any applicable fees at the time of the visit. Students who have health insurance will be required to pay the co-pay payment as specified by their respective insurance company.

Residence Halls

Residence Halls are available on the Howard College Big Spring and SWCID campus. Please see the Student Housing Requirements and Policies section of this Catalog and Student Handbook for more information.

SWCID Special Services

Interpreter Services

Interpreting services may be requested for both Howard College and SWCID classes. All requests for interpreting services are honored. Manual as well as oral students may utilize this service. In some instances, the college provides interpreters for extracurricular activities, for example, special events, school-sponsored plays, etc.

Note taker Services

Qualified students are assisted in securing note-takers for their classes. For more information, contact your campus ADA Coordinator.

Audiology

Students needing Audiological Evaluations, hearing aid evaluations, ear molds, hearing aid checks or cleaning, hearing aid repairs, batteries, and related accessories and services may receive these services at the Department of Audiology on the SWCID Campus. Audiological evaluations (air conduction, bone conduction, and speech discrimination) are included in the student service fee, but there may be charges for other services. The Audiology Department works closely with DARS/VR and other state agencies in providing services to SWCID students.

Telephone Service

Any phone messages between the hours of 8:00 a.m. and 6:00 p.m., Monday through Thursday, and 8:00 a.m. and 3:00 p.m. Friday, will be taken by the SWCID switchboard operator and an email message will be sent to the student. Night telephone service is scheduled during certain hours every semester.

Transportation

Since many students take classes at both Howard College Big Spring and SWCID, transportation between these two campuses is provided through a shuttle service. Depending on the availability of vehicles and drivers SWCID may be able to provide free transportation for students going to and from Midland-Odessa airport at the beginning and end of the semester.

General Communications

Sign Language Requirement

All students who enter SWCID are expected to have or acquire expressive and receptive sign language skills during their time at the college. Students who do not have signing skills when they enter SWCID will be asked to register for an appropriate level sign language course even though sign language courses may or may not be a required course in the student's declared major.

Interpreting Services

Interpreting services are provided for any student needing either sign language, oral or voice interpreting. Services may be requested for classes at Howard College and SWCID campuses. Interpreting services are also provided for extracurricular activities (i.e. field trips, plays, etc.) and other school related needs. All requests for services are honored whenever possible.

Note taking Services

SWCID students attending classes at Howard College are assisted in securing notetakers for their classes. Special note taking paper is provided on request through Student Services. This is a paid position.

VP/VRS (Video Phones/Video Relay Services)

All SWCID dorm rooms now have high speed internet and a Video Phone. Video Phones are also located in the SWCID Maddux Center, Burke/Mehan Residence Halls, the Doug Burke Administration Building, and the Howard College Big Spring Anthony Hunt Library.

Audiology Department

Audiology services are available through the Outreach and Career Services in the Diagnostic Center Building on the SWCID campus. Students and others who need audiology evaluations, fitting and dispensing of hearing aids, ear molds, hearing aid checks, cleaning, repairs, batteries and related accessories may receive these services at the Audiology Department in the Diagnostic Center at SWCID. Basic audiology evaluations are covered in the student service fee. Charges for other services may be assessed. The Audiology Department works closely with the Department of Rehabilitative Services and other State agencies in providing services to SWCID students.

ADA Accommodations

Howard College/SWCID, pursuant to section 504 and ADA, will make every effort to provide "reasonable accommodations" to qualified individuals with disabilities, as long as doing so does not impose an undue financial or administrative burden (or if the accommodation fundamentally does not change the academic program). Accommodations allow individuals with disabilities to participate and compete on an equal basis with non-disabled colleagues, students or other beneficiaries of programs.

There is no “universal accommodation” for any particular disability nor will any one accommodation meet the needs of all persons with disabilities. The college is not required to make all accommodations that an individual with disabilities requests. If the college determines the request is not reasonable or causes undue hardship for the college, the request may be denied. All accommodations determinations will require input from the person making the request.

Accommodations can take many different forms, and can be placed into five categories:

- Input aids – to assist those whose functional limitation may make it difficult for them to record, retain or enter necessary information.
- Output aids – to assist those whose functional limitation may make disseminating information difficult.
- Alternative forms – so that all may understand pertinent material no matter what the functional limitation.
- Telecommunications aids – to facilitate communications without barriers.
- Alternative training and education methods – which can help individuals operate around a functional limitation that would normally preclude them from activities such as performing a job or participating in a classroom setting.

Students may request accommodations by completing a special services form which is available with each campus ADA Coordinator. It is in the student’s best interest to request ADA Accommodations prior to registration.

In considering an accommodation, the following is suggested:

1. The student discloses the liability.
2. The student provides documentation on letterhead from a licensed physician, psychologist or diagnostician with proper diagnosis of the disability.
3. The student requesting the special accommodation and a representative from the college meets to discuss the accommodations requested through an intake interview with the campus ADA Coordinator.

Identifying appropriate accommodations is best done on a case-by-case basis. It is important to recognize that individuals with disabilities have different capabilities and varying degrees of disabling conditions.

Although an accommodation that would cause an undue hardship to the college is not a reasonable accommodation, an individual with a disability could be given the option of providing the accommodation or paying that portion of the cost that would constitute an undue hardship.

Community Resources

Highland Council for the Deaf (HCD)

HCD is an agency in Big Spring that provides interpreting services, message relay services, information and referral. These services are available to students residing in the Big Spring community.

Communication Access Ability Group (CAAG)

Serving the communication access needs of people who are deaf or hard of hearing, working in partnership with Texas DARS-Office for Deaf and Hard of Hearing Services

Texas Department of Assistive and Rehabilitative Services (DARS)

The DARS, Division for Rehabilitative Services, Office for Deaf and Hard of Hearing Services (DHHS) works in partnership with people who are deaf or hard of hearing to eliminate societal and communication barriers to improve equal access for people who are deaf or hard of hearing.

Student Life

The college offers many opportunities to participate in on-campus activities. Participants in the various activities usually find that not only have they profited from the entertainment value, but more importantly, they have gained from the renewal of old acquaintances and the meeting of new friends. The Activity Calendar and various campus bulletin boards should be consulted as to the dates and times of various activities.

Special Events

During the school year, students have many opportunities to attend or participate in various special events. SGA (Student Government Association) plans most of the programs and activities on campus. SGA collaborates with the Student Services/Student Affairs, Intramural and Instructional departments to host cultural, social, recreational, and educational activities while providing an environment in which students may get involved and develop their leadership skills. Each campus recognizes the outstanding students and faculty members within the college at their respective annual Awards Convocation. Lamesa students are recognized in the Big Spring ceremony.

Student Role and Participation in Institutional Decision-making

Students are encouraged to become involved with institutional governance by expressing their thoughts and feelings about college policies, procedures, and activities. This is accomplished through participation in the Continuous Quality Improvement (CQI) process or by participation in the Student Government Association.

Continuous Quality Improvement (CQI)

The CQI philosophy encompasses the principle that quality improvement is intensely focused on the needs and expectations of the customers (students). Students may make suggestions for quality improvement by submitting CQI Enhancement Requests either written or via the HC web site. Written enhancement requests should be forwarded to the CQI Coordinator at 3501 N. US Hwy 67, San Angelo, TX 76905. Enhancement requests are reviewed and the Administrative Cabinet discusses possible solutions. Requests, which require more extensive study to find a solution, are assigned to a Process Team. Students interested in serving on Process Teams should indicate this to the CQI Coordinator. The CQI process has enabled Howard College to become aware of problems and to address them openly and effectively and has given Howard College students a vehicle to become more knowledgeable and involved in the college, evaluating and improving the institution on a continuing basis.

Student Organizations

A varied and wholesome program of student activities is provided through student organizations. The college feels that the student should have the opportunity to supplement classroom work by choosing activities which meet needs for recognition or growth, desires for companionship, spiritual growth, and creative effort. Student activities afford recreation, opportunity for leadership development and effective group participation. The various student organizations are sponsored by full-time faculty or staff members and are responsible to the administration. Please see the Student Organization Guidelines section of the College Catalog and Student Handbook for more information.

Student Government Association

Students are encouraged to become involved with institutional governance by expressing their thoughts and feelings about college policies, procedures, and activities. This is accomplished by participation in the Student Government Association (SGA).

The Student Government Association consists of all presently enrolled students of Howard College/SWCID. While all students are invited to attend SGA meetings, the representative voting bodies of the Student Government Association are the Student Senates: one at Big Spring, one at San Angelo, and one at SWCID. Each Student Senate consists of the following members:

- Four officers elected by members of the Student Government Association on respective campuses;
- Eight freshmen representatives elected by members of the Student Government Association on respective campuses; and
- Eight sophomore representatives elected by members of the Student Government Association on respective campuses.

Through this Senate, students are given an opportunity to promote student government and to develop and manage a well-rounded program of student activities. The Senate also acts as an intermediary between students, the faculty, and the administration. The President of each Senate, or their designee, serves on the President's Council, the Special Events Committee, and the Commencement Committee.

Residence Hall Association

The council is an independent organization, which aims to make residence hall environments a safe, comfortable, and enjoyable place to live by having the cooperative effort of both the staff and students. The council participates in the affairs that affect the student by sharing ideas, concerns, and constructive criticism. A council exists on campuses with residence halls.

Intramural Programs

The Howard College Harold Davis Fitness Center on the Big Spring Campus and the SWCID Student Activity Center strive to promote and advance healthy lifestyles through participation opportunities, educational experiences, and supportive services. The goal of these departments is to offer comprehensive, quality programs and services that enhance wellness through the promotion of healthy lifestyles. To meet the students' diverse physical activity needs, the concept of "involvement through participation" is encouraged. Through recreational and sports competition, the Fitness Center staff strives to provide a safe environment while enhancing sportsmanship, leadership, and lifelong skills for the College community. Please refer to Appendix F for Intramural policies and procedures.

Student Life - Howard College

Intercollegiate Athletics

Howard College Big Spring and the community of Big Spring are extremely proud of the highly successful athletic program. The winning tradition is firmly entrenched through the efforts of our outstanding male and female student athletes. All students are urged to support these outstanding athletic programs by attending as many of the sporting events as possible. Schedules can be found on the Howard College website.

Cheerleaders – Big Spring

Boosting “Hawk Spirit” are the cheerleaders who lead cheers at athletic events and perform at area Elementary, Jr. High, and High Schools and other community events. The cheerleading squad strives to encourage all HC students to actively and enthusiastically support the team sports. A member of the cheerleading squad is “Howie the Hawk.” “Howie” appears with the cheerleaders at athletic events and special activities.

Diplomats – Big Spring

Established in 1977 and originally called the Howard College Classics, the Diplomats serve as official hosts and hostesses at various institutional functions and represent the college at many community events. Selection to this prestigious group of young women and men is based on high school and/or college records in both academic areas and extra-curricular activities. Recommendation by a high school administrator or counselor is required.

Students on the Big Spring campus interested in becoming Diplomats should contact the Director of Institutional Advancement at Howard College.

Student Life - SWCID

Extramural Programs

As part of the overall student activities program, both men and women participate in basketball, volleyball, softball, and soccer in the Community League and local tournaments.

SWCID Diplomats

Established in 1983, the SWCID Diplomats serve as official hostesses at various institutional functions and represent the college at many community events. Selection to this prestigious group is based on high school and college records in both academic areas and extra-curricular activities. Recommendation by a high school administrator or counselor is required.

Students interested in becoming a SWCID Diplomat should contact Student Services at SWCID.

Scholastic and Honorary Societies

Phi Theta Kappa

This is a national junior college honorary society. Iota Beta, the Big Spring chapter, was organized during the 1956-57 school year and was granted a charter at the 1957 national convention in Lawton, Oklahoma. To be eligible for membership, a student must have completed 15 semester hours at Howard College, must be at least a half-time student, cannot be enrolled in any preparatory courses during the semester they are inducted, and maintain a 3.25 grade point average.

Alpha Tau Theta, the San Angelo chapter, was organized in the Fall 1990 and chartered April 11, 1991. To be eligible for membership, a student must have completed 15 hours at Howard College, must be at least a half-time student; cannot be enrolled in any preparatory courses during the semester they are inducted, and maintain a 3.25 grade point average.

The purpose of Phi Theta Kappa is to promote scholarship, to provide recognition for scholarship, and to cultivate fellowship among top-ranked scholastic students of the junior colleges of the United States.

Interest Area Organizations

American Association for Medical Transcription (AAMT)

Any student accepted into the Health Information Technology program pursuing a certificate in medical transcription is invited to join. This provides them an opportunity to network within their chosen profession. For more information visit www.aamt.org.

American Association for Respiratory Care

This national professional organization supports Respiratory Care Practitioners with educational opportunities, legislative assistance, employment opportunities, and more. Students enrolled in the respiratory care program are eligible to join at reduced rates. For more information visit www.aarc.org.

American Health Information Management Association (AHIMA)

Any student accepted into the Health Information Technology program has the opportunity to join this national professional association, which automatically makes them a member of the state component association, Texas Health Information Management Association, TxHIMA. For more information visit www.ahima.org.

Criminal Justice Students Association

Membership in the CJSA is open to any student on campus who is interested in criminal justice. The purpose of the association is to promote participation in social, civic, and like-minded interests through scheduled activities of enjoyment, education, and personal reward.

Concho Valley Health Information Management Association (CVHIMA)

Any student accepted into the Health Information Technology program in San Angelo has the opportunity to join this local association of health information professionals. This provides them a chance to network and work together on committees with local health information professionals.

Health Information Technology Student Association (HITSA)

Membership is open to all students enrolled in Health Information Technology or persons interested in the field of Health Information Technology, including those students in the medical transcription field.

Howard College Respiratory Care Students Association

This organization's purpose includes increasing awareness in the community of the importance of respiratory care education in the region and the role of respiratory care practitioners in the provision of health care. The association also functions to make additional educational opportunities available to respiratory care students.

Howard College Student Chapter of the Association of Information Technology Professionals (AITP)

AITP offers opportunities for Information Technology (IT) leadership and education through Partnerships with industry, government and Academia. AITP provides quality IT-related education, information on relevant IT issues and forums for networking with experienced peers and IT professionals.

Human Resource Management (HRM) Club (San Angelo)

The Howard College HRM Club is associated with the local Society for Human Resource Management. Students meet regularly to gain career exposure, information, and experience as they

consider entering the field of human resources. Students who have chosen HRM as a career focus, and those who simply want to explore and learn more are welcome.

Mexican American Student Organization (MASA)

Membership in this organization is open to any student on campus who is interested. The purpose of the club is to promote cultural awareness. The club sponsors and participates in various student activities.

Student American Dental Hygienists Association (SADHA)

SADHA is the student affiliate of the American Dental Hygienists' Association. The goal of the organization is to improve the public's total health by increasing the awareness of and access to quality oral health care and to position the Dental Hygienist as the preventive oral health professional. The organization was chartered at Howard College in September 1983.

Texas Health Information Management Association (TxHIMA)

Any student accepted into the Health Information Technology program has the opportunity to join this state professional association. For more information visit www.txhima.org.

Texas Nursing Students Association

TNSA, the Texas Nursing Students Association, is the professional association for students preparing to become Registered Nurses. TNSA is jointly sponsored by the Texas Nursing Association and the American Nursing Association.

Texas Society for Respiratory Care

This state-based organization allows Texas RCPs to share information and obtain continuing education units required by the Texas Department of Health. Students enrolled in the Respiratory Care Program are eligible to join at reduced rates. For more information visit www.tsrc.org.

Religious Organizations

Baptist Student Ministries

The Baptist Student Ministries is organized to encourage spiritual and Christian citizenship among Howard College/SWCID students and faculty members. Biweekly meetings of an inspirational nature, early morning preparatory periods, and monthly social gatherings make up the chief activities of the BSM. Students who are members of local Baptist churches are considered members of the organization. Other students of all denominations are invited to join.

Publications

The SWCID E-Newsletter, is published once per semester by the Outreach Department. The Rattler Gazeteer includes general articles, advertisements and photos of SWCID campus life. All students, faculty and staff are invited to submit articles and announcements to the Campus Dean of Outreach/Career Services.

Student Housing Requirements and Policies

General Policies on the Big Spring and SWCID Campuses

Residence hall living provides the student the opportunity to further individual educational development through social interaction with fellow students. The college maintains its residence halls in the belief that the experience in group living and self-discipline which they afford is wholesome, contributes to academic achievement, and helps materially in the development of a mature responsible person. Additionally, the HCJCD reserves the right to refuse, change, or cancel housing assignments in the interest of order, health, safety, or discipline.

The welfare of all students living in the residence halls makes it necessary for each individual to observe those principles generally accepted as proper for group living. The Dean of Student Service Big Spring and Dean of Student Affairs SWCID coordinates the college residence hall program with the assistance of the Residence Hall Directors. Questions concerning residence hall policy will be answered by the Dean of Student Services Big Spring and the Dean of Student Affairs SWCID each of whom is authorized to administer residence hall policies and procedures. All residents are encouraged to bring suggestions to the attention of those in authority, whose desire is to create and maintain in the college residence facilities, the best possible conditions for the optimum development of individual personality with a minimum of artificial restriction on individual freedom. The Residence Hall Supplement to the Student Handbook outlines specific residence hall procedures.

Housing and Food Service Information – Big Spring

Housing Policy

All Howard College, Big Spring students enrolled in 12 hours or more are required to live in the residence halls with the following exceptions:

1. students living with relatives
2. married students
3. 21 years of age or older
4. completed 30 or more semester hours of post secondary education
5. college housing is filled

The Dean of Student Services Big Spring Campus must approve all exceptions.

Housing Facilities – Big Spring

Howard College Big Spring has two residence halls. Although each residence hall varies slightly in physical design, basic services offered include recreation/meeting space, study rooms/computer labs, coin operated laundry facilities, and TV viewing areas. Basic furnishings include extra-long twin beds (mattress size 39" x 80"), study space and desk chairs. Extended basic cable television service and one hard wire drop in each room. Each Howard College Residence Hall Complex is equipped with Wi-Fi.

Turner Hall can accommodate 100 residents in two different style rooms. Accommodations in the south wing are quadruple occupancy rooms (4 beds in a room) with each room having a private bathroom. All rooms in the north wing of Turner Hall and in the Men's Residence Hall are double occupancy rooms in a suite style arrangement (two rooms share a bathroom). The Men's Hall can accommodate 152 men.

Housing Facilities – SWCID

SWCID Residential Complex has two residence halls joined together by a dorm lobby at one corner. Each residence hall is similar in physical design, basic services offered include recreation/meeting space,

computer lab, coin operated laundry facilities, and TV viewing areas. Basic furnishings include extra-long twin beds (mattress size 39" x 80"), study space and desk chairs. Extended basic cable television service and one hard wire drop in each room. Dorm lobby area is equipped with Wi-Fi.

Mehan (boys) Hall and Burke (girls) Hall together can accommodate 92 residents. Each room accommodates up to 2 people. A shared bathroom is situated between two rooms in each suite. There are 22 suites in each hall. Each hall has one handicapped room with a private bathroom. Accommodations for lighted fire alarms and lighted doorbells are built in each room.

There are 6 apartments for married couples, parents with children, and special needs students on campus next to the residential complex.

Food Service

Students living in the residence halls are provided with a 19 meal plan (breakfast, lunch and dinner are served Monday - Friday and brunch and dinner are served on Saturday and Sunday).

Housing and Food Service Information - SWCID

Residence Hall Information

At SWCID, residence halls are an integral part of the college life. All full-time freshman students are required to live in the residence halls. The following exceptions to this policy shall apply:

1. students living at home or with relatives
2. married students
3. college housing is filled.

Exceptions to this policy must be approved through the Dean of Student Affairs Office.

Residence Hall costs are listed in the Admissions Information section of this Bulletin. To apply for housing:

1. Request a Residence Hall Application from the Dean of Student Affairs Office.
2. Complete the application and return it to the Dean of Student Affairs Office with a \$100 reservation deposit.

The last date for a reservation deposit refund is July 15 for the fall semester, December 15 for the spring semester, and May 1 for the mini and summer semesters. After these dates, cancellation of a room will result in forfeiture of the deposit. Reservations will be accepted after the refund date with the understanding that the reservation deposit is forfeited. All unclaimed spaces will be declared vacant at 8:00 A.M. on the first day of classes.

At the close of registration, reservation deposits automatically become property deposits which are refunded when the student leaves the college, provided:

1. The resident involuntarily withdraws from the college for reasons of health or circumstances beyond his/her control;
2. The resident officially checks out of the residence hall with the Residence Hall Supervisors.

To obtain the deposit, the student must contact the Business Office.

SWCID Annex Apartments

Family apartments are available for married couples (with or without children), single parents with children, students with special/unique needs, or college employees in some special circumstances. Room cost is \$525.00 each month/\$2,100.00 for the semester to live in a SWCID apartment. The college will assume responsibility for payment of utilities except for long distance telephone service and any supplemental cable other than basic services the college already provides in the other dorm rooms.

Occupants may choose or not choose to participate in the meal plan. It makes no difference whether one or both of the persons that make up the married couple are SWCID students, the room cost will remain the same.

Students, who would otherwise not qualify, may be placed in the apartments due to lack of space availability in the residence halls. Students will be charged the current dorm rate in this situation, regardless of the number of students sharing the apartment. Students in this situation will be required to participate in the meal plan. When space is available, they may be relocated to the residence halls.

Furnishings

Residence halls and annex apartments are equipped with computer labs, a pay telephone, video phones (SWCID), televisions, and captioning decoders in the lobby area. Residence halls are also equipped with visual, as well as audio, alarm signals. Individual rooms have beds, mattresses, desks, and chairs. Students are expected to furnish their own personal effects, including sheets, pillows, pillow cases, blankets and bed spreads (extra large), towels and soap. Automatic washers and dryers are available in all residence halls. TV, computer, and cable service hookup is provided in each room.

Schedule

Residence halls will may close during Thanksgiving and Winter holidays and Spring Break. Please contact a Residence Hall Director for closure details and dates.

Holidays

Residence halls are closed during the Winter Break and Spring Break and residents are expected to vacate the residence halls. The college is not responsible for any personal belongings which are left in rooms.

Residency Requirements and Exceptions

1. All non-Howard County students enrolled at Howard College Big Spring or SWCID in 12 hours or more are required to live in college residence halls unless they meet one of the exemptions established. Release from living in the Residence Halls is not automatic. All students meeting one of the exemptions and wishing to live off campus must submit a completed Request for Exemption Form to the Dean Student Services (on the Big Spring campus) or the SWCID Dean of Student Affairs (on the SWCID campus) prior to making arrangements to live off campus:
 - a) Completed 30 or more semester hours of postsecondary education;
 - b) Living with blood relative;
 - c) Married;
 - d) Job requires them to live at the place of their employment;
 - e) Health or emotional reasons;
 - f) Housing is filled;
 - g) 21 years of age or older;
 - h) Extenuating circumstances which would result in extreme hardship for the student to live in a residence hall.
2. Students enrolled in less than 12 hours who wish to live in the residence halls must gain approval from the Dean of Student Services at Howard College Big Spring or from the Dean of Student Affairs at SWCID.
3. Permission from the SWCID Dean of Student Affairs is required for students who want to reside in the residence halls for the third year to complete their studies.

Board Requirements and Exceptions

Students living in the residence halls are required to purchase a meal plan. Students requiring a special diet must take a physician-prescribed food list to the Director of Food Service to determine if the cafeteria can provide meals within the diet. Approved diets are provided for students at no extra charge. Those residents with special religious dietary requirements are given as much consideration as possible. Students requesting a Board Exemption should submit a written request to the Dean of Student Services (on the Howard College Big Spring campus) or the SWCID Dean of Student Affairs (on the SWCID campus). A doctor's excuse and a physician-prescribed food list must be turned in with the request.

Contract and Residency Information

The student leases a space in the residence hall for the academic year (9 months) and may extend the contract to include either each or all of the summer sessions. Residence hall rent does not include intervals between spring and summer semesters, summer sessions, summer and fall semesters, and fall and spring semesters. The residence halls are closed and may not be occupied during these intervals.

The contract period for students entering the college after the beginning of a semester will be for the remainder of the nine months (academic year) or contracted summer session(s). Once a student has checked into his/her assigned room, and later moves out of the residence hall the room rent is not refundable.

Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract. Authorization for residency exemption does not relieve the student of contractual obligations, which may have been assumed with the college for housing in the residence halls. If a student wishes to be released from the Residence Hall Contract, the following procedures apply:

1. Students must complete the cancellation request form at the Student Services/Student Affairs Office located in the HC Dora Roberts Student Union Building and the SWCID Maddux Student Center.
2. Cancellation of the contract may result in additional charges and/or forfeiture of the advance payment. Specific cancellations dates and charges are listed in the Residence Hall Contract.

Reservation Information

An application for a room reservation may be secured by sending a request to the Dean of Student Services/Student Affairs Office. Upon completion of the application, the student must return the application with a \$100.00 room deposit. Students are encouraged to reserve a room as early as possible since space is limited. If the student does not claim the assigned housing accommodation by 8:00 AM on the first day of class of each semester, the contract will be voided and the deposit will be forfeited.

Room Assignments

College officials will assign roommates once the application and deposit have been received in the Dean of Student Services Office Big Spring or Dean of Student Affairs Office SWCID. The college will make every effort to honor the student's request with regard to preference of roommate, room and wing but does not guarantee assignments to types of accommodations, specific rooms, roommates or single rooms.

Residence Hall Cost

The charges for room and board are issued per semester and based on approximately four months (fall and spring) double occupancy and quadruple occupancy in the south wing of the Turner Hall and do not cover official holidays as shown on the college calendar. Private rooms are available (except in the Quads of Turner Hall), during the first six weeks of each long semester, for an additional fee and are subject to availability. This fee will be charged per semester and must be paid in full upon accepting the private room assignment. Once a student accepts the private room, the student is obligated for the additional fee for that semester even though the student may later decide to accept a roommate or moves to another room. Refunds for Board charges will not be issued after the last day to drop a course.

A Howard College Residence Hall Application along with a \$100 room deposit must be submitted to the Student Services office before a room reservation is made. All fees are subject to change without notice.

Consolidation Process

The housing contract is for a space in our facilities; it is not for a specific room. We sometimes find that we have a number of rooms, where for various reasons only one resident is occupying the double occupancy room. To best utilize our space, we implement a consolidation process during the first six weeks of each long semester. Students who lose a roommate must either consolidate with another student or pay the single room fee.

General Housing Policies

General Housing Procedures are detailed in the Howard College and SWCID Student Residence Hall Supplement. The Residence Hall Supplement is available in the Howard College and SWCID Student Services Office or online at www.howardcollege.edu.

Student Organization Guidelines

A varied and wholesome program of student activities is provided through student organizations. The college feels that the student should have the opportunity to supplement classroom work by choosing activities that meet needs for recognition or growth, desire for companionship, spiritual growth, and creative effort. Student activities afford recreation, opportunity for leadership development, and effective group participation. The various student organizations are sponsored by faculty and staff members and are responsible to the administration.

Clubs vary from year to year in name, kind, etc. Please contact Campus Student Services/Student Affairs office. For more information, please contact the campus Student Services office.

Howard College/SWCID is not responsible for debts contracted by individual students or by student organizations.

Categories and Definitions

A registered student organization is a group of no less than six students enrolled at Howard College or SWCID who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the college and/or federal, state and/or local statutes. Generally, student clubs fall under one of the following categories: Academic/Professional, Honorary, Multicultural, Religious, Residence Hall, Service, Recreational, and/or Special Interest.

Conditions for Registration

1. Membership in the organization shall be open only to students of the college. The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.
2. Student organizations wishing to register with the college must file an application with the Student Services office. This application shall contain, but not be limited to, the following information:
 - a. A statement of the organization's purpose.
 - b. Any present or intended relation the organization may have to any other local, state, or national organization.
 - c. The organization's proposed activities.
 - d. A list of the organization's officers.
 - e. A copy of the organization's constitution and bylaws, if any.
 - f. A copy of the constitution and bylaws of any related organization, if any.
 - g. The signature, title, and campus address of a member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.
 - h. Upon approval by the Senate and filing by the Student Services office, the organization will be chartered and recognized.
3. The purpose and activities of the organization shall be lawful and not in conflict with college regulations as published by the college.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds must be maintained in a college account and expended according to institutional guidelines.

6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.
7. The organization shall not use the name of the college or an abbreviation of the name of the college, as part of its name, nor advertise or promote events or activities in a manner which suggests that the function is sponsored by the college.
8. Meetings must be held on campus.
9. The organization shall agree to adhere to the policies, rules, and regulations of the college.
10. Registration of an organization does not imply college approval of either the organization or its activities.
11. Existing and/or Perspective Organizations should obtain a copy of the **Club Guide**, in the Student Services Office, for additional information.

Registration of New and/or Reforming Groups

1. New and/or reforming groups that desire the benefits of a registered club should discuss their intent with the Student Services office.
2. Find six students who are interested in forming the new club. Petitioners must have a 2.0 GPA over the last semester of work.
3. Complete a Student Organization Declaration of Intent Form. This petition should state the name of the club and should be signed by the students wanting the club.
4. Submit the form to the Student Services offices for review.
5. Proceed to the registration procedures.
6. New Clubs/Organizations may receive a small start-up fund of \$100 by submitting a request to the Student Senate or the Student Services office. Clubs should contact the Student Service Department for more information.

Privileges of Chartered Organizations

Recognized student organizations have the privileges of:

1. Holding meetings and other functions on campus.
2. Recruiting new members on campus.
3. Using the facilities of the college.
4. Using the name of the college and logo.
5. Being present at and represented before the Student Senate.
6. Publicizing activities on campus through posters, bulletin boards, campus publications.
7. Raising funds on campus.
8. Utilizing fiscal services via the college business office.
9. Having approved activities entered on the official calendar of the college.

Faculty or Staff Advisor

1. Each registered organization shall have a full-time college faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. The advisor should certify the organization's expenditures by submitting the "Purchase Requisition" to the Student Services/Student Affairs Office.
2. Attendance of organizational meetings and/or functions is required of at least one advisor.
3. The Advisor offers suggestions regarding the operation of the organization and ensures the group adheres to college regulations and the organization's constitution and bylaws.

4. Registered student organizations may have additional advisors to the extent permitted by their constitution and by-laws; however, one advisor must be a full-time Howard College/SWCID faculty or staff member.
5. Certain organizations do not choose their advisor(s), rather they are assigned a full-time faculty or staff person by the college.
6. Established full-time faculty or staff members who reduce employment hours below full-time status and maintain an office on-campus may continue to function as an advisor of a student organization with the approval of the Student Services Office.

Conditions for Maintaining Registration

In order to maintain its registration, a student organization shall comply with the following requirements:

1. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year to the Student Services/Student Affairs office. The current president of the organization or his or her designated representative shall file notification of subsequent changes, when such changes occur.
2. The organization shall submit to the Student Services/Student Affairs Office for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds, or changes in membership requirements.
3. The organization shall maintain all funds in a college account in the business office and expended according to institutional guidelines.
4. The organization shall demonstrate by its activities that it is working to achieve its purpose as stated on the application.
5. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable college regulations and state statutes.
6. The organization must clear the organization's program of activities with the Student Services Office two weeks in advance of the time of the activity by requesting that this activity be placed on the college calendar.
7. Members must meet the academic eligibility requirements established by the college for holding office and participating in organizations.
8. The organization shall be responsible for the observance of all applicable college regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

Denial of Registration

1. No student organization will be officially registered with the college if the Student Services Office determines that the organization's actions or activities are detrimental to the educational purposes of the college.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to an Administrator appointed by the College President within five (5) college working days from the date of the denial letter. The decision of the appointed administrator is final.

Withdrawal of Registration

The registration of an organization may be withdrawn by the Student Services Office for non-compliance with the rules as set forth. The procedure for such withdrawal shall be as follows:

1. The president of the organization and its faculty or staff advisor shall be notified in writing of the proposed action to withdraw registration and of the reason for the proposed withdrawal.
2. The organization will be given five (5) college working days to show cause why registration should not be withdrawn.
3. If the Student Services Office determines that cause for maintaining registration is inadequate, the president and the advisor of that organization will be notified in writing of the actual withdrawal of registration, the reason for this action, and the effective date of the withdrawal of registration.
4. The decision of the Student Services Office to withdraw registration from an organization may be appealed by the organization in writing to an Administrator appointed by the College President within five (5) college working days from the date of notification of withdrawal of registration. If no appeal is filed within the time limit, the decision of the Student Services Office will be final.
5. The decision of an Administrator appointed by the President is final concerning the appeal of a student organization which has had its registration withdrawn by the Student Services Office.

Nondiscrimination Requirement

All registered student organizations shall affirm to the College that their membership selection policies and procedures are in compliance with this policy. In the case of regional, national or internationally affiliated groups, The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

Use of the College Space, Vehicles, Facilities, and Amplification Equipment

General Policy

1. The facilities, space, and vehicles of the college are intended primarily for the support of the ongoing instructional programs of the institution.
2. Second priority is given to programs sponsored and conducted by college academic and administrative departments or organizations which are affiliated with such departments.
3. Beyond these two priorities, use of campus space, vehicles, and facilities is permitted and encouraged for activities which are intended to serve or benefit the Howard College/SWCID communities and which are sponsored by registered student organizations.
4. The use of buildings and grounds must at all times conform to these regulations and to local, state, and federal law.

Facilities Reservations Requirements for the Community

Reservations must be made for the use of buildings and grounds under the control of the college. Requests for reservations will be granted according to the priorities of the designated area. Request must be made to the appropriate office for assistance and/or for scheduling information.

1. Howard College Big Spring campus, contact the Provost office.
2. San Angelo campus, contact the Provost office.
3. SWCID campus, contact the Student Services office.
4. Lamesa campus, contact the campus director.

A department, student, registered organization, or community member may not reserve space or facilities on campus and then permit it to be used by another organization or person.

Payment for the facilities and for special services will be arranged when the reservation is confirmed. The prepayment is refundable if notice of cancellation is received in writing 48 hours before the scheduled use.

Use of Facilities by Student Organizations

1. Student organizations are required to be registered with the Student Services/Student Affairs Office in order to use college facilities or grounds.
2. A student organization, which has petitioned the Student Services/Student Affairs Office for registration status may hold up to three meetings in the Dora Roberts Student Union Building or Recreation Hall pending action on its petition by the Student Services Office. However, no other campus facilities or space may be reserved by "petitioning" student organizations.
3. Howard College/SWCID student organizations must first file a written request, signed by the president of the club and the faculty advisor, with the Student Services/Student Affairs Office. Upon approval of the request, the club must then take a copy of the request to the appropriate office. If there are no conflicts, the event will then be placed on the official college calendar.

Procedures and Priorities for Designated Facilities

1. Dora Roberts Student Union Building/Student Center

Priority for use of space in the Dora Robert Student Union Building/MSC is given to the general student needs of the college. Secondary priority is given to registered organizations.

Reservations must be made with the Howard College Big Spring Dean of Student Services,

SWCID Dean of Student Affairs and the Campus Dean of Student Services/Director of the West Texas Training Center (WTTC) San Angelo.

2. **Academic Buildings**

- a. Any registered student organization affiliated with, and sponsored by, an academic department may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations; lectures, seminars, or workshops; and special programs and functions. The space must be reserved through the Provost of Howard College Big Spring campus, the Provost of the San Angelo campus, the SWCID Provost, or the Lamesa Campus Director. No recurring space assignments will be made. All space assignments are made on the basis of use consistent with the purposes of the college and of available space. No space assignments will be made during final examination periods. Academic use by departments has priority over other uses, and organizational assignments may be changed or canceled if conflicts with regular academic programs develop.
- b. Registered student organizations not affiliated with, or sponsored by, an academic department may request the use of space in academic facilities. This space will be assigned on a "limited" basis under the following conditions:
 - 1) No suitable space is available in the SUB.
 - 2) The intended use is in keeping with the educational purposes of the college.
 - 3) The intended use does not conflict with use by academic programs or academic organizations.
 - 4) The intended use does not conflict with normal security and maintenance schedules.

3. **Residence Hall**

Residents of the halls have priority for all residence hall facilities. Regularly enrolled students and registered student organizations have second priority for all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, a college organization. College departments or registered student organizations are permitted to use residence hall facilities during the summer for workshops, institutes, short courses, and conferences. Requests for the use of residence hall space must be made to the Student Services Office.

4. **Intercollegiate Athletic Facilities in Big Spring**

The Dorothy Garrett Coliseum, the baseball field, softball field and athletic practice fields are maintained by the college for the primary use, and benefit of, the intercollegiate and intramural athletic programs of the college, of allied non-college athletic activities consistent with such programs, and of official academic events of the college. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Coliseum Director or Athletic Director. Requests for use of all intercollegiate athletic facilities must be made to the Coliseum Director or Athletic Director.

5. **Recreation Facilities**

In Big Spring the Harold Davis Fitness Center, Memorial Stadium, recreational fields, and racquetball courts are intended primarily for student instructional and recreational use on an organized group and individual basis. The athletic department is responsible for scheduling the use of the recreational fields, tennis courts, and racquetball court. Racquetball courts may be reserved by contacting the athletic department. The Memorial Stadium is scheduled by the Big Spring Independent School District. The Harold Davis Fitness Center is scheduled by the Director of the center.

The SWCID Student Center is intended primarily for student recreational use. The Student Life Coordinator is responsible for scheduling this facility.

Campus Grounds Use

1. Selected grounds areas (other than those described above) are available for activities which are sponsored and approved by college departments, registered student organizations, or individual students and employees. Academic use by departments has priority, and assignments may be changed or canceled if conflicts with regular academic programs develop.
2. Students or organizations desiring to use campus grounds must register for grounds use in the Student Services Office. No recurring use assignments shall be made.
3. Registration for use of a designated campus grounds area must be made in the Student Services Office at least two (2) college working days prior to the intended use.
4. Dean of Student Services, Big Spring; the Dean of Students, SWCID; the Campus Dean of Support Services/WTTC Director, Student Services, San Angelo; or the Campus Coordinator at other sites are responsible for certifying the registered use of campus grounds. Student Services will review the registration, and, if necessary, meet with the individual or a representative of the organization requesting the use to resolve questions concerning the request.
5. Upon review of the registration request, the Student Services/Student Affairs office shall only grant grounds-use requests which are consistent with all applicable college regulations as well as with local, state, and federal law.
6. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provisions concerning the use of the space.
7. Students or organizations using a designated area are subject to the following requirements:
 - a. Use of amplification equipment must be in accordance with regulations (see Use of Amplification Equipment portion of this College Catalog and Student Handbook).
 - b. No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.
8. The failure of a student or organization to provide the Student Services/Student Affairs Office with notice of cancellation of a proposed activity or event at least two (2) college working days prior to the scheduled activity or event, may result in the denial of a future permit for that student organization. Denials of permit pursuant to this provision may be appealed in accordance with the procedures. (See Appeals of Grounds Use Request Denials in portion of this College Catalog and Handbook).
9. Violations of these campus grounds-use regulations are subject to the disciplinary penalties and procedures outlined in the Code of Student Conduct and Discipline.

Freedom of Expression Activities and Forum Areas

In accordance with law and policy, Howard College recognizes a student's right to freedom of speech, peaceful assembly, petition and association, which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community. Students and others must exercise their rights by lawful means subject to college rules and regulations regarding time, location, method, and duration. Students may not disrupt the operations of the college or interfere with the rights of others to exercise their constitutional freedoms.

Howard College will not control the content of the speech unless the content fits into one of the following categories:

1. Speech which is determined to constitute a clear and present danger. Examples of such dangers include, but are not limited to, the advocacy or cause of the following actions:
 - a. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property;
 - b. The forcible impairment of, or interference with, the institution's regularly scheduled classes or other educational functions;
 - c. The physical harm, coercion, intimidation or other invasion of the lawful rights of the institution's officials, faculty members, students, and others;
 - d. Other campus or civil disorder of a violent nature;
 - e. Imminent lawless action; or
 - f. Physical abuse and/or other conduct, which threatens or endangers the health or safety of any person.
2. Obscene language which is defined as material or a performance that the average person, applying community standards, would find inappropriate.
3. Defamatory language, defined as injuring a person's character, name or reputation by false or malicious statements.
4. Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace.

Each Howard College campus and SWCID have designated "forum" areas that are subject to reasonable time, place and manner. For use of this space, a student must contact the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites.

1. The following are the Forum Areas as currently defined at Howard College and SWCID. Each location may be used on a first-come, first-served basis. Additional areas and scheduling guidelines are currently being developed. Contact the Student Services Office for the latest policy.
 - a.) Howard College Big Spring - Dora Roberts Student Union Building – The grassy area in front of the Student Union Building.
 - b.) Howard College West Texas Training Center – The outdoor patio located in the northeast entrance of the building.
 - c.) SWCID – The pedestrian mall.
 - d.) Howard College Lamesa – The corner of the northeast parking lot.
2. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
 - a.) The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for event, etc.);
 - b.) The activity substantially interferes with either vehicular or pedestrian traffic;
 - c.) The activity blocks the ingress or egress to buildings;
 - d.) The space is not available due to a prior reservation;
 - e.) The activity conflicts with a previously planned college activity;
 - f.) The activity creates a sustained or repeated noise.
 - g.) The activity presents an unreasonable danger to the health or safety of the applicant or other individuals.
 - h.) The activity is prohibited by local, state, or federal law; or
 - i.) The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.

3. Students engaged in freedom of expression activities may be subject to discipline under the Code of Student Conduct for the following actions:
 - a.) Activities that are illegal.
 - b.) Activities that deny the rights of other students, faculty, and staff of the college.
 - c.) Activities that substantially obstruct or restrict the free movement of persons on any part of the college campus, including the free entry or exit from college facilities.
 - d.) Activities that deny the use of office or other facilities to students, faculty, staff or guests of the college.
 - e.) Activities that threaten or endanger the health or safety of any person on the college campus.
 - f.) Activities that include the use of obscenities, libelous statements, or “fighting words” as defined by law;
 - g.) Activities that result in damage to or destruction of college property; and
 - h.) Activities that attempt to prevent a college event or other lawful assembly by the threat of use of force or violence.

Appeals of Grounds Use Request Denials

1. Students or organizations whose requests for the use of campus grounds or non-academic facilities are denied, may appeal to the college administrator appointed by the President in accordance with the following procedures:
 - a. The student or organization must file a written appeal describing the objection to the denial in the Office after receiving notice of the denial from the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites.
 - b. The college administrator appointed by the College President shall convey the appeal decision, in writing, to the student or organization and to the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites within a reasonable time after receiving the appeal, but not later than ten (10) college working days from the receipt of the written appeal.
2. Appeals of denials of the use of space in academic buildings should be filed with the college administrator appointed by the College President.
 - a. Appeals should be filed in writing with the college administrator appointed by the College President within five (5) college working days after receipt of notice of the denial.
 - b. The college administrator appointed by the College President shall convey the appeal decision in writing to the student or organization and the appropriate academic department within ten (10) college working days.
3. At the Vice President's level, the student or organization shall have exhausted the right of appeal within the college.

Use of Amplification Equipment

1. Permission for Use
The use of loudspeakers or any other type of amplification equipment or amplified musical instruments on the college grounds is by permission only.
2. Procedure

- a. Applications for permission to use amplification equipment must be made in the Student Services Office on forms provided by the office.
- b. Applications must be completed within two (2) college working days before the intended use in order to receive full consideration.
3. Restrictions
 - a. The use of amplification equipment for solicitation purposes must conform to all campus grounds-use provisions specified in this part.
 - b. Sound equipment must not disrupt activities in the residence halls.
 - c. Outdoor dances may be held in approved locations only with prior approval by the Student Services Department and must terminate no later than 12:00 a.m. Bands may use their own sound equipment for such dances. Other special events such as pep rallies, ceremonies, or recreational activities which include the use of bands and/or amplification equipment may be held in approved locations only with prior approval of the Student Services Office.
4. Academic Use

The appropriate use of loudspeakers for official activities inside academic buildings, or on the campus as part of the academic instructional program, is determined and approved by the Provost on the Big Spring Campus ; San Angelo Provost in San Angelo; SWCID Provost; or the Campus Coordinator at other sites.

Use of College Vehicles

1. The use of vehicles is by permission only.
2. Procedure
 - a. Applications for permission to use college vehicles must be made in the Executive Vice President office in Big Spring; the Provost Office in San Angelo; the Provost office at SWCID or the Campus Coordinator at other sites. The appropriate forms are provided by these offices.
 - b. Applications should be made by the club sponsor as soon as possible since there are a limited number of vehicles.
 - c. Liability release forms for each student traveler must be completed. These forms are available in the Student Services office. The college will assume no legal responsibility for students or groups using their own or any other transportation.
3. Restrictions
 - a. Sponsors are requested to drive vehicles being used for student travel.
 - b. In those rare cases where it is necessary for students to drive college vehicles, the following procedures must be followed:
 - 1) The sponsor must submit the name(s), driver's license number, birth date, and specific driving task of those students who will be driving a college vehicle to the Executive Vice President's office three weeks in advance of the planned activity for verification of the driving record.
 - 2) The information will be submitted to the state motor vehicle department. The appropriate department or organization will be billed at the current rate for the cost of this investigation.
 - 3) If approved, the student's name will be filed with the appropriate information. If disapproved, the student will not be allowed to drive a college vehicle.

Students who leave the campus on a college-sponsored trip in a college vehicle are expected to return with the traveling group.

College liability insurance does not extend to the use of any private vehicle. When a private vehicle is utilized the liability is owned by the vehicle owner and/or driver.

Before being authorized to drive a fifteen (15) passenger van drivers must attend training that is provided by the college.

All passengers in college vehicles must utilize seat belts when the vehicle is moving.

Solicitations, Advertisements, and Printed Materials

General Policy

The primary mission of the college is educational. The college is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, no solicitations or advertisements, and no sales, displays, or distributions of publications on the campus are permissible except as provided for below.

Definitions

1. Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and/or offering any other comparable materials and privileges, in person, or by handbills, posters, or similar materials, to promote sales.
2. Advertisements are the displays of any items which have, as an integral part of their design, the identification of a consumer product or service.
3. Printed materials are publications, handbills, posters, leaflets, and other written matter intended for public distribution, sale or display on campus.

Solicitations

1. Jurisdiction
 - a. All regulations pertaining to on-campus and off-campus solicitations by students and student organizations shall be administered by the Student Services Office.
 - b. All regulations pertaining to on-campus and off-campus solicitations by college departments shall be administered by the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites.
 - c. All regulations pertaining to the off-campus solicitations of ex-students and friends of the college shall be administered by the Director of Institutional Advancement in conjunction with the Alumni Association.
2. Solicitations are prohibited on the campus except for the following events and organizations:
 - a. Altruistic or charitable projects.
 - b. Scholarship fund drives.
 - c. Service projects.
 - d. Educational or cultural projects having community-wide benefits.
 - e. Membership drives, fund raising projects, and canvassing by campus student organizations.
 - f. Governmental agencies.
 - 1) U.S. Postal Service.
 - 2) Armed Services.
 - g. College departments.
 - h. Alumni Association.
 - i. Contract vending machine companies.
 - j. Local newspapers and periodicals.
 - k. Demonstrations of educational, instructional, or office equipment.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above if exceptional circumstances justify such approval. Permission will not be granted for a request which violates any local, state, or federal law.

4. Solicitations, if authorized, are generally prohibited in college buildings with the following exceptions:
 - a. The SUB/Student Centers, wherein merchandise is sold in accordance with the regulations established by the management of those facilities.
 - b. The residence halls, as long as the solicitation is either conducted entirely within a student's room with the consent of the roommate(s), or in assigned public areas. Sales parties and group demonstrations advertising projects are not allowed in lounges, meeting rooms, or other public areas.
5. Requests for permission to solicit are granted for a specified period of time. In order to be eligible to solicit, an individual must present current student, faculty, staff or vendor identification and complete the request form provided by the authorizing office. A permit to solicit may be revoked by the authorizing office before the expiration of the specified time period, if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
6. Decisions by the Student Services/Student Affairs Office rejecting or revoking permission for students or a student organization to solicit may be appealed to a college administrator appointed by the President.
 - a. A person or organization desiring to appeal must file a written appeal with the college administrator appointed by the President, which describes the objections to the decision of the Student Services Office.
 - b. After receiving the appeal, the college administrator appointed by the President shall notify the person or organization and the Student Services/Student Affairs Office of the appeal decision within five (5) college working days.
 - c. At the Provost level the person or organization will have exhausted the right of appeal within the college.

Advertisements

1. No advertisements by commercial organizations, either as groups or through student representatives, are allowed on the campus except through established advertising policies of the athletic departments, or official college organizations in approved commercial publications, programs, or brochures.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus or use campus facilities for such activity will be escorted from the campus and will be subject to appropriate legal action.
3. No advertisement is permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance.

Printed Materials

1. Only individuals affiliated with the college (i.e., students, faculty, or staff) may distribute handbills, leaflets, or any other type of printed materials on the campus.
2. Students and student organizations are not required to secure prior approval concerning the content or distribution of such materials as leaflets and handbills. The materials, however, may not conflict with the provisions of the Code of Student Conduct and Discipline and must be in

accordance with all applicable local, state, and federal laws. Solicitation materials must conform with the provisions stated in Section C of this part.

3. Printed materials may not be placed on the windshields of cars parked in college parking lots without permission of the vehicle owners.
4. Specific permission for distribution of printed materials must be obtained from the Student Services Office.
5. Posters, signs, and announcements are to be displayed only on college announcement bulletin boards provided for that purpose. The college announcement bulletin boards are restricted for use by registered student organizations, academic departments, and administrative units of the college. Commercial signs or announcements are prohibited.
6. Bulletin boards belonging to academic and administrative departments are for official college use only. Students are required to gain consent of the Student Services/Student Affairs Office prior to displaying and/or posting signs, announcements, or posters. Because of space limitations, posters may not exceed a maximum size of 22" by 17". Posters may not be displayed earlier than two (2) weeks prior to the specified event. Posters should not be posted on glass doors because of the danger involved to those who use the passageway and should be hung in accordance with the instructions provided by the Student Services. Posters should be removed immediately following the event.
7. Posters, announcements, banners, cards, or other campaign material for any individuals seeking public office may not be posted or displayed on, or in, any academic or administrative buildings, campus grounds, or parking lots. Such campaign material for individual's seeking public office may be posted only in an individual's assigned residence hall room or in the SUB or Recreation Hall.
8. Publications may be sold in the SUB, Recreation Hall, and the Bookstore in accordance with the regulations established by the management of these agencies.

Violations

A student or registered student organization found violating regulations governing solicitations, advertising, and printed materials is subject to the disciplinary penalties and procedures outlined in the Code of Student Conduct and Discipline.

Code of Student Conduct and Discipline

Responsibility for Knowledge of Policies, Rules, and Regulations

The Code of Student Conduct is subject to change by action of the Board of Trustees. Each student should be familiar with all published policies, rules and regulations of the college. Copies of such documents will be available to the student for inspection in the Student Services offices. The student is responsible for obtaining published materials to update the items in this code. Each student is expected to comply with the college's established policies, rules and regulations as well as federal, state, and local laws. This principle extends to conduct off campus which is likely to have adverse effect on the college, or on the educational process, or which characterizes the offender as an unfit associate for the other students.

Student Misconduct

Each student is expected to act in a manner consistent with the college's functions as an educational institution. Any individual or student organization found to have committed the following misconduct while classified as a student or as a registered student organization is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

1. Alcohol

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages and/or containers, except as expressly permitted by college policy.
- b. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.

2. Narcotics or Drugs

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as permitted by federal, state, and/or local law.
- b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
- c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as permitted by federal, state, and/or local law.

3. Academic Dishonesty

"Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student.

- a. Cheating on academic work includes:
 - 1 Copying another student's test paper in academic work;
 - 2 During a test, using materials that are not authorized by the test administrator;
 - 3 Failing to comply with instructions given by the person administering the test.
 - 4 Possession during a test of materials that are not authorized by the person giving the test, such as class notes, specifically designed "crib" notes, and/or the utilization of electronic devices to deliver and/or receive answers. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
 - 5 Using, buying, selling, stealing, transporting, or soliciting the contents of an un-administered test, test key, homework, solution or computer program.

- 6 Collaborating with, seeking aid or receiving assistance from, another student or individual during a test or in conjunction with other assignment without authority.
 - 7 Discussing the contents of an examination with another student who will take the examination.
 - 8 Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
 - 9 Substituting for another person, or permitting another person to substitute for oneself to take a course, a test or any course-related assignment.
 - 10 Having another person obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.
 - 11 Falsifying research data, laboratory reports, class observations verification forms and/or other academic work offered for credit.
 - 12 Taking, keeping, misplacing or damaging the property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
 - 13 Possession at any time of current or previous test materials without the instructor's permission.
- b. **"Plagiarism"** includes, but is not limited to, the appropriation of buying, receiving as a gift or obtaining by any means, material that is attributable in whole, or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting the material as one's own academic work being offered for credit.
 - c. **"Collusion"** is defined as the unauthorized collaboration with another person in preparing written work for credit.
 - d. **"Falsifying academic records"** includes, but is not limited to, altering or assisting in the altering, of any official record of the college and/or submitting false information or omitting requested information that is required or related to, any academic record of the college. Academic records include, but are not limited to, applications for admission, the awarding of a degree and/or certificate, grade reports, test papers, registration materials, grade change forms, grade check forms, and reporting forms used by the Office of the Registrar.
 - e. **"Misrepresenting facts"** to the college or an agent of the college includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.
 - f. All questions of academic dishonesty are first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, the next step will be to appeal to the division chair. If the student disagrees with the decision of the division chair, the student's case may then be referred to the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies for normal disciplinary procedures as outlined in Section F. The student will be allowed to remain in class until the process is exhausted, except as provided under Section K.

4. Inappropriate Behavior

The college provides evaluation, referral, and appropriate treatment (within the parameters of available college resources) for students displaying inappropriate behavior. In some instances, a student's behavior may be beyond the scope of these services and require consideration of termination of enrollment for medical reasons.

a) Definitions

1. Inappropriate behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable, prudent person under similar circumstances.
2. Inappropriate problems include, but are not limited to, behaviors resulting from possible physical, drug related, or psychological disorders which may pose a potential harm to the physical wellbeing of the student or others, and/or cause significant disruptive activity to the normal functions of the college.
3. An inappropriate behaving student is interpreted to include, but not be limited to, a student exhibiting any of the behaviors described above.

b) In any instance where the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies, in consultation with other college officials, determines that a student's behavior is disruptive to normal college functions, and/or presents a threat of harm or bodily injury to himself or herself or others, the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies may recommend to the Big Spring Provost, the SWCID Provost, or the San Angelo Provost that the student be temporarily suspended from the college.

c) If the Big Spring Provost, SWCID Provost, or San Angelo Provost concurs with this recommendation, the student will be temporarily suspended until a hearing can be held to determine whether the suspension should be made permanent or until certain medical conditions for reinstatement are met.

d) When a student is suspended or withdrawn for health reasons, a registration hold will be placed on the student's readmission to the college. This registration hold will remain in the student's records until the Big Spring Provost, SWCID Provost, or San Angelo Provost approves the student's request for readmission.

e) Readmission Procedures and Appeals

1. A student who has had a registration hold placed on his or her readmission for health reasons must request readmission clearance from the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Support Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies at least three (3) weeks prior to the first day of classes of the semester or summer session in which the student wishes to re-enroll. The student may be required by that office to submit medical evidence supportive of his or her present health and emotional stability to function properly in a college environment. The Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director

of Correctional Studies, in consultation with other college officials, shall evaluate the student's request and supporting evidence. Primary consideration will be given to the satisfying of all conditions specified at the time of suspension or withdrawal for the readmission of the student to the college. If approval is granted for the removal of the registration hold, the student must then complete the regular readmission procedures required by the Registrar's Office.

2. If approval for readmission is not granted, the student may appeal that decision to the Big Spring Provost, SWCID Provost or the San Angelo Provost. The appeal must be made in writing, within five (5) college working days of the date the student was notified by the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies that his or her request for readmission was denied.
3. The Big Spring Provost, SWCID Provost, or San Angelo Provost will inform the student that he or she is entitled to a hearing. This hearing shall be held within five (5) college working days if at all possible. The Big Spring Provost, SWCID Provost, or San Angelo Provost or his or her designated representative will conduct the hearing. Following the hearing, the Big Spring Provost, SWCID Provost, or San Angelo Provost shall either sustain the decision of the Student Services Administrator, or shall overrule the decision and allow the student to re-enroll in the college. The Big Spring Provost, SWCID Provost, or San Angelo Provost shall notify all parties of this decision, in writing, within three (3) college working days following the completion of the hearing.

5. Firearms, Weapons and Explosives

- a) Unauthorized use or possession of ammunition, firearms, or other illegal weapons on college property.
- b) Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid or flammable object which could cause damage by fire or explosion to persons or property on college property.

6. Flammable Materials/Arson

- a) Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used for fire.
- b) Attempting to ignite and/or the action of igniting college and/or personal property on fire either by intent or as a result of reckless behavior which results in damage of college premises/property.

7. Theft, Damage or Unauthorized Use

- a) Attempted or actual theft of property or services of the college, of other college students or other members of the college community or of the campus visitors.
- b) Possession of property known to be stolen or belonging to another person without the owner's permission.
- c) Attempted or actual damage to property owned or leased by the college, of other college students, of other members of the college community or of campus visitors.
- d) Attempt of actual unauthorized use of credit card, debit card, student identification card, cell phone, personal identification number, test number, campus connect account and/or personal check.
- e) Alteration, forgery or misrepresentation of any form of identification.
- f) Possession or use of any form of false identification.

8. Actions Against Members of the College Community

- a) Physical harm or threat of harm to self or others.
- b) Intentional or reckless conduct which endangers the health or safety of self or others.
- c) Behavior that disrupts the normal operation of the college including its students, faculty and staff.
- d) Sexual misconduct that involves, but not limited to:
 - 1. Deliberate touching of another's sexual parts without consent.
 - 2. Deliberate sexual invasion of another without consent.
 - 3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of/or sexual injury.
 - 4. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (1) academic pursuits, college employment, participation in activities sponsored by the college or organizations or groups related to the college or opportunities to benefit from other aspects of college life.
- e) Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization/club.

9. Gambling, Wagering, Gaming or Bookmaking

Gambling, wagering, gaming or bookmaking on college premises or with college equipment as defined by federal, state and/or local law is prohibited.

10. Hazing

- a) Engaging in hazing or submitting to hazing by volition. Hazing is considered an act that endangers the mental or physical health or safety of a student for the purpose of getting into or staying in an organization including physical brutality, physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, etc., any activity involving consumption of a food, liquid, alcoholic beverage, drug or other substance that subjects the student to an unreasonable risk of harm, any activity that intimidates or threatens with ostracism, subjects to extreme mental stress, shame or humiliation and/or any activity that induces, causes or requires a student to perform a duty or task that involves a violation of the Penal Code. Hazing is a Class B misdemeanor (fine not to exceed \$1500, jail term not to exceed 180 days or both) if a person participates, permits hazing to occur or knows of a plan and fails to report. If hazing causes serious bodily injury, the offense is a Class A misdemeanor (fine not to exceed \$3000, confinement in jail not to exceed one year or both). If an offense causes death, it is a state jail felony (confinement in community correctional facility for any term of not more than 1 year; possibility of community service under community supervision in lieu of confinement in county jail; and possibility of fine not to exceed \$10,000 in addition to confinement). An organization can be fined.
- b) Initiation by an organization which includes any harmful, dangerous, or degrading act to a student.

11. False Alarms or Terroristic Threats

Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation

of fire sprinklers/hydrants, filing false police reports, improperly possessing tampering with or destroying fire equipment or emergency signs on college premises.

12. Financial Irresponsibility

Failure to meet financial obligations owed to the college, or components owned operated by the college, including, but not limited to, the writing of checks on accounts with insufficient funds.

13. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of college premises or equipment.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, college identification card or access code for use in college premises or equipment.
- c. Unauthorized use of the college name, logotype, symbols of the college; however, registered student organizations are permitted to use the work "Howard College" or "HC" as part of their organizational name or to use the complete statement "a student organization at Howard College."
- d. Unauthorized use of the college's name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the college.

14. Traffic & Parking

- a. Violation of college Traffic and Parking regulations.
- b. Obstruction of the free flow of pedestrian traffic on college premises.

NOTE: The Big Spring Student Services Office has a Parking Brochure outlining traffic and parking procedures for the Big Spring campus.

15. Housing Regulations

Violation of rules that govern behavior in the Residence Halls and/or dining halls are stated in the Residence Hall Supplement.

16. Student Recreation and Intramural Regulations

- a. Violations of rules that govern behavior in the HC/SWCID Recreation Centers, including the Dorothy Garrett Coliseum.
- b. Please see Appendix F for specific procedures and policies governing Intramurals.

17. Failure to Comply

- a. Oral or written avocation or recommendation of conscious and deliberate violation of any federal, state, or local law.
- b. Failure to abide with a college or campus official's directive that is given within the official's acting capacity.
- c. Failure to notify the Registrar's office of change in official mailing address or giving false or fictitious address to such office.
- d. Failure to present student identification on request to any college official and/or identify himself/herself to any college official acting in the performance of his/her duties.

18. Providing False Information or Misuse of Records

Knowingly furnishing false information to the college, or to a college official in the performance of his/her duties, either verbally or through forgery, alteration or misuse of any college document, record or instrument of identification.

19. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices

Use of skateboards, rollerblades, scooters, bicycles or other similar devices in college buildings. The use of these items on college premises in such a manner as to constitute a safety hazard or cause damage to college or personal property.

20. Violation of Published College Policies, Rules and Regulations

Violation of any published college policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of College Operating Policy and Board of Trustees Policy and Procedures and College Rules.

21. Violations of Federal, State and/or Local Laws

- a. Misconduct which constitutes a violation of any provisions of federal, state, and /or local laws.
- b. Conviction of Misdemeanor or Felony - Obedience to the law being a primary duty of the citizen, the conviction of a student for violation of law renders the student also subject to disciplinary action on the part of the college. Institutional authority will not be used to duplicate the function of general laws. Students who have been convicted of misdemeanors that come to the official attention of the college can expect to have their status within Howard College/SWCID reviewed if their behavior has brought discredit upon themselves, fellow students, or the college. Publicity of the behavior and association of the name of the college with the act or the student involved enhances the possibility of college disciplinary action. A student who endangers one's life or the lives of others while violating the law will be subject to disciplinary action from the college. If a student pleads guilty to a charge or is convicted of a felony offense, the student will automatically be subject to having one's status at the college reviewed and may face disciplinary action in the process.
- c) Students who are under indictment by a grand jury and have posted an appeal bond may remain in the college pending the verdict of the trial. If the college has an interest in the case, action taken by the college will be delayed until after the trial has been held. When a student's situation warrants special consideration, one's status will be reviewed as to the appropriateness of remaining on campus as a member of the student body.

22. Abuse of the Discipline System

- a) Failure to respond to an administrative official's summons within the designated time.
- b) Falsification, distortion or misrepresentation of information in disciplinary proceedings.
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d) Filing an allegation known to be without merit.
- e) Discouraging or attempting to discourage an individual's proper participation in or use of the discipline system.
- f) Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- g) Harm, threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceeding.
- h) Influencing or attempting to influence another person to commit an abuse of the discipline system.
- i) Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- j) Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under the *Code of Student Conduct*.
- k) No student suspended from the college shall be permitted on a college campus during the entire period of the suspension, except when summoned by an administrative official of the college or by previously arranged official appointment.

23. Citizenship

- a) **Bad Checks and Unpaid Bills** - Each student should be honorable in all financial dealings with businesses and individuals off campus. The college views financial dealings between students and businesses as a private transaction between the two parties. The college will not collect bad checks or bad debts that students have incurred for businesses or individuals; however, businesses will be provided with the names and addresses of students upon written request according to District Policies.
- b) **Representing Howard College/SWCID** - Students of Howard College/SWCID should remember that when groups of individuals are off campus, one's acts are viewed as the acts of Howard College/SWCID students and not as the act of private individuals. Students who come to the official attention of the college as a result of misbehavior may be subject to disciplinary action. Students come to the official attention of the college in several ways. Most often, outraged citizens call a member of the administrative staff and complain about something students have done. Sometimes newspapers publish accounts of the misdeeds of Howard College/SWCID students.
- c) **Students Visiting Other Campuses** - Students who visit other campuses are expected to be circumspect in their behavior. When it becomes necessary for an official of another school to register a complaint about the behavior of a Howard College/SWCID student, that student can expect to become involved in disciplinary proceedings.
- d) **Campus Visitors** - Non-members of the college community, who have not been duly invited nor authorized to use college facilities, who repeatedly visit or spend a large portion of their time on the college campus, are not welcome and will be asked to leave. Loitering, by non-members of the college community, in the facilities of the college or on the college campus, substantially interferes with the normal activities of the college.
 - 1. Non-members of the college community are required while on the campus to observe and comply with the rules and regulations adopted by the college and/or Board of Trustees. Non-members of the college community are also required while on the campus to identify themselves upon the request of a college official or security officer or other law enforcement officer in the performance of his or her duty.
 - 2. The college campus is not a sanctuary and any person who violates any state law shall not be protected nor given any preferred status in the eyes of the law by reason of the fact that the violator is a member of the college community.
 - 3. When it appears to the President, or any college official who has been authorized and designated by the President to maintain order, that any non-member of the college campus has violated, on the campus, any state or federal law or any college rule or regulation, such person or persons may be ordered by such official to leave the college campus, and should the college see fit, charges may be filed against such person or persons. The President may make due application to any court for injunction or other judicial relief in regard to the threatened or actual violation of any of the above mentioned rules and regulations.

24. Smoking

Smoking or other use of tobacco products is prohibited in all Howard College/SWCID entrances/doorways, facilities and vehicles.

25. Animals on Campus

Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner. Animals are not allowed in the residence halls without approval of the Dean of

Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, or the Campus Dean of Student Services/WTTC Director on the San Angelo campus.

Administration of Disciplinary Procedures

The Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa or their appointed official shall have primary authority and responsibility for the administration of student discipline. The Bureau Prison disciplinary procedures will be enforced with students at Correctional Facilities. Investigations or allegations that a student has violated Board policy, college rules or regulations, or administrative official's specific orders and instructions issued in the course of official duties will be the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies responsibility or a designated appointee's responsibility.

Upon receipt of a report alleging misconduct, the student may be summoned by the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies or designated appointee. A second summons will be sent if necessary. If a student fails to report after two notices, the result may be suspension from the college.

The Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies or designated appointee shall determine if reported allegations are founded. If after discussion with the student and determination that the charges are founded, and if the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or appointee shall assess the penalty appropriate to the charges and inform the student of such action in writing. The decision of the administrative official as to a particular penalty may be reviewed.

If the student disputes the facts upon which the charges are founded and does not waive the right to a hearing or appeals the administrative decision, the student must request in writing on or before the third day following administrative disposition the desire for a hearing. The administrative official shall prepare a written statement, which shall include:

1. The alleged violation and charges against the student;
2. Any information or evidence that will be used in the disciplinary hearing;
3. A statement of penalties which may be imposed if the charge is proven;
4. The fact that the student may be accompanied by a representative at the hearing;
5. The fact that evidence may be presented in the student's behalf;
6. The time, date, and meeting place of the hearing.

The written statement shall be sent to the accused student by certified mail, return receipt requested, addressed to the address appearing in the Registrar's records, or shall be hand delivered with the student signing a receipt.

Student Disciplinary Hearings

If the accused student disputes the facts upon which the charges are founded or disputes the penalty while accepting the facts, the student shall have the opportunity, if the student so desires, and

provided the following procedures are followed, to have the charges or penalty heard and determined by the Student Discipline Committee:

1. The composition of the Student Discipline Committee shall be a member of the administration as appointed by the President, two faculty members, two students, and one administrator. The Student Discipline Committee will be subdivided into three committees: Big Spring, SWCID, and San Angelo.
 - a. The member of the administration as appointed by the President will be the chairman or administrative purposes. (The Chairman will vote only in case of a tie.)
 - b. Faculty members and administrative members are appointed by the Chairperson.
 - c. Student participants will be appointed by the Chair Person.
 - d. For a given case, the campus hearing committee of the student involved will hear the case. If necessary, a Student Discipline Committee member can replace a hearing subcommittee member on any campus.
2. Prior to making a formal request to the Student Discipline Committee for a hearing on the charges or penalty, and as a condition for such hearing, the student shall have had a pre-hearing conference with the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus or the appointed administrative official. Upon completion of the pre-hearing conference, the administrative official will inform the student that if the student wishes to have a hearing, the student must, within 72 hours, complete and submit to the Student Discipline Committee a written request for review.
3. Except in those cases where immediate interim disciplinary action has been taken under authority of the Student Grievance Procedures the accused student shall be given at least five (5) class days written notice by the Director Student Services on the Big Spring campus, the SWCID Dean of Students, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies of date, time, and place for the hearing. Hearings held under the Student Grievance Procedures will be held under the same procedures set below, but will be held as soon as practical within ten (10) class days after the disciplinary action has been taken unless otherwise agreed to by the student.
4. The student discipline committee has the authority to summon witnesses. Refusal to obey the summons may subject the student witness, if so recommended by the committee, to disciplinary action by the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo) or the Director of the Lamesa Campus.
5. In cases where the student disputes the facts, previous disciplinary records of a student may not be used in the hearing until after determination of guilt has been made. However, if the hearing committee finds the student guilty, the previous record may then be introduced to be considered in assessing penalties. In cases where the student appeals the penalty, previous disciplinary records may be introduced and considered at any time during the hearing.
6. Both parties (Dean of Student Services - Big Spring, Dean of Student Service Affairs- SWCID, Campus Dean of Student Services/WTTC Director-San Angelo, the Director of the Lamesa Campus, or designated appointee and the accused student) will exchange lists of witnesses, expected testimony, and copies of documents to be introduced at least two (2) class days prior to the hearing.

7. Each party may be accompanied by a representative at the hearing for advisory purposes only. The student's representative/advisor may be a legal counselor only if the student has pending criminal charges against him/her on the same fact. If the institution uses a legal counselor, the student will be afforded the same right. The student will be notified of this intent at the time the student is notified of the hearing.
8. The hearing shall be closed to the public.
9. The accused student must attend the hearing if the student desires to present evidence in his/her behalf.
10. The following general procedures shall be observed:
 - a. The chairman shall outline the hearing procedure, advise the student of the right to make a statement, the right to call and question witnesses, and the right to have a chosen advisor present. The chairman will read the charges.
 - b. The chairman shall review the allegations that were the basis of the disciplinary action.
 - c. The Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus, or designated appointee will make a formal statement and may be asked questions by the committee and the student.
 - d. The student will make a formal statement and may be asked questions by the committee and the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus, or appointed official.
 - e. The Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or the Director of the Lamesa Campus will introduce witnesses who may be questioned by the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), accused student, or committee. Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the student may present witnesses and the same procedure shall be followed.
 - f. After hearing all witnesses, the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or the Director of the Lamesa Campus along with the student may make concluding statements.
 - g. The chairman shall invite the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or the Director of the Lamesa Campus and the student to leave the room. The committee shall deliberate and voice opinions. Student members' opinions shall be heard prior to those of administrative faculty committee members.
 - h. A secret ballot will then be taken deciding (a) that the student has violated standards of acceptable conduct, as charged, or (b) that the student has not violated standards of acceptable conduct, as charged. A majority vote will control. If the committee finds that the student has violated standards of acceptable conduct, as charged, it shall assess a penalty or penalties, as prescribed in Section E.
 - i. In cases of Academic Dishonesty where the committee finds the student violated the standards of acceptable conduct, the committee shall accept the recommended penalty of the faculty member in whose class the offense occurred unless the committee finds, by a majority vote, that such recommended penalty is unfair in the light of the evidence. It shall then assess a penalty or penalties as prescribed in Section E.

- j. The hearing will be recorded. If either party desires to appeal the finding, the record will be transcribed or summarized and both parties will be furnished a copy of the transcript or summary.

Penalties That May Be Imposed

1. Verbal or written warning.
2. Completion of a special project which may include, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or studying in the library. The special project may be imposed only for a definite time.
3. Notify parents of students who are 21 years of age or under when the student is found in violation of the Code of Student Conduct due to alcohol and/or drugs.
4. Cancellation of residence hall or apartment contract.
5. Ineligibility for election to student office for a specified period of time.
6. Removal from student or organization office for a specified period of time.
7. Prohibition from representing the college in any special honorary role.
8. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriations of college, student, or employee property (see fine list).
9. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities, for a specified period of time.
10. Withdrawing from a course with a grade of "W" (recorded on the permanent transcript).
11. Failing or reduction of a grade in test, course, or other academic work and/or retaking of test, course, or other academic work and/or performing additional academic work not required of other students in the course (course action recorded on permanent transcript).
12. Loss of or ineligibility for student grant or loan.
13. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
14. Withholding of official transcript or degree.
15. Bar against readmission.
16. Denial or non-recognition of degree.
17. Blocking a student from enrolling until the student performs a specific act.
18. Suspension from the college for a specified period of time. During suspension, a student shall not attend classes or participate in any college campus activities (recorded on the permanent transcript).
19. Expulsion from the college (recorded on the permanent transcript).

Student Grievance Procedures

General Grievance Policy

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individual(s) involved. Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or departments should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

Student Disciplinary Hearing Appeal

Within five class days after the decision has been made by the Hearing Committee, either or both parties may give notice of appeal to the President.

Student Disciplinary Hearing Grounds for Appeal

1. In general, appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the disciplinary process.
2. The specific questions for the review, which should be addressed in any written appeal, are the following:
 - a. Were the procedures of this Code of Student Conduct followed?
 - b. If a procedural error was committed, were the rights of the accused materially violated?
 - c. Was the hearing (if requested by the accused) conducted in a way that permitted the accused an adequate opportunity to present a defense?
 - d. Was the evidence presented at the hearing substantial enough to justify the decision reached?

The decision will be reviewed upon the basis of the transcript or summary of the hearing. Both parties may, at the discretion of the committee, submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments, when appropriate, must be filed with the committee within ten (10) class days after notice of appeal is given.

Review by Disciplinary Appeals Committee and the President

The Disciplinary Appeals Committee may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. Either or both parties may then give notice of appeal of any decision other than a disciplinary warning or probation to the President within five (5) class days after the decision has been rendered by the Disciplinary Appeals Committee. The President may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

Interim Disciplinary Action

The Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Big Spring Provost, SWCID Provost, San Angelo Provost, Lamesa Campus Director, Prison Education -Executive Director Correctional Studies or the President of the college may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the

college when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus or his/her designated representative shall, if possible, meet with the student prior to suspension, discuss the reasons for interim suspension and allow the student to explain his reasons for not being suspended pending a full hearing.

Immediate interim disciplinary action, including blocking of a student from re-enrollment and/or official transcripts, may be taken against any student who has outstanding financial obligations to the college. The student has the right to immediately discuss the blocking for re-enrollment and/or official transcripts with the Registrar who will immediately refer the student to the appropriate blocking department for a discussion of the reason or reasons for the block. The student may thereafter request the case be reviewed pursuant to the normal disciplinary procedures in Section D.

Recording of Disciplinary Action

The college shall maintain confidential records of all disciplinary actions. The college may expunge those records within five (5) years after the student ceases to be enrolled.

Personal Records

Guidelines governing student access to personal records and the procedures for challenging information in these records are contained in the student records policy which is detailed in Part III, I, of this handbook.

Employment

A student wishing to pursue a grievance concerning employment with the college and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Personnel Office within 30 days of the alleged violation.

Grades

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Grades may be formally appealed according to the Academic Hearing procedures, found in Appendix C of the Student Handbook.

Students with Disabilities

Students with grievances related to discrimination on the basis of a qualified disability related to instructional issues may contact the Dean of Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies. The procedures for addressing these complaints are in Appendix A & B of this document.

Race, Color, National Origin, Age Religion, Veteran Status Discrimination

Grievances related to discrimination on the basis of race, color, national origin, age, religion, veteran status or other legally protected status should be pursued through the Dean of Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies. The procedures for addressing these complaints are in Appendix A & B of this document.

Sex Discrimination

Discrimination on the basis of sex in college programs, activities or employment, respectively, are prohibited under Title IX of the Higher Education Amendment of 1972, Title VII of the Civil Rights Act and the Texas Human Rights Act. Complaints concerning the violation of these acts should be directed to the Dean of Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies. Employment complaints on the basis of sex should be pursued through the Director of Human Resources. The procedures for addressing these complaints are in Appendix A & B of this document.

Sexual Harassment and Sexual Violence

Use of the term “sexual harassment” includes sexual violence unless otherwise noted. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment and are covered under Title IX of the Education Amendments of 1972.

The College encourages students who believe they have been sexually harassed by other students or employees to come forward with allegations of sexual harassment or misconduct, regardless of where the conduct may have occurred. College officials or their agents shall investigate promptly all allegations of sexual harassment of students by other students or employees, and officials shall take prompt and appropriate disciplinary actions against students and employees found to have engaged in conduct constituting sexual harassment of students. The College shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

Student concerns about sexual harassment which include faculty, staff or students should be direct to the in Dean Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies accordance to College Policy. The procedures for addressing complaints of sexual harassment are in Appendix A & B of this document.

Traffic and Parking Citations

Students may appeal a campus parking and/or traffic citation to the Dean of Student Services office for violations on the Big Spring campus or the SWCID Student Affairs for violations on the SWCID campus.

Admissions

A student wishing to pursue a grievance concerning admissions with the college and who has not found satisfaction or resolution with the Registrar may contact the Dean Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo),

Campus Director (Lamesa), Executive Director Correctional Studies to submit a grievance with the Admission and Standards Committee Chairperson within 30 days of alleged violation.

College Substance Abuse Program

The administration of Howard College/SWCID strongly believes that the abuse of alcohol and the use of illegal drugs and abuse of other drugs by faculty, staff, and students have serious effects on their ability to meet the educational goals of the college. Therefore, Howard College/SWCID has implemented a program of drug education/prevention and assistance that is available to faculty, staff, and students.

Purpose of Program

The purpose of the Substance Abuse Program is to directly aid faculty, staff, and students. The program will focus primarily on education as a means of prevention. However, there must be adequate assistance available for those individuals seeking help with their abuse problems as well as clear consequences for unacceptable substance abuse behavior.

The three different areas that will be emphasized are as follows:

1. **Education Information**

Primary emphasis will be directed at the non-user or the early abuser in order to prevent them from either starting to use drugs, to abuse alcohol, or to accelerate their current use.

2. **Intervention**

Provide early intervention counseling and other support to individuals with minor problems with alcohol and/or drugs.

3. **Referral**

Identify those individuals who need referral and provide recommendations regarding the best plan for the individual.

Implementation of the Program

Specific proposals for implementation are as follows:

1. That this program coordinates all college alcohol and drug programs. Exceptions would be classes or programs conducted by an academic department as part of their curriculum.
2. That the Wellness Committee be given the charge for developing and implementing this program.
3. That the committee consider an outside consultant from one of the major service providers in alcohol and drug treatment be brought on campus for consultation.
4. That an initial target population be identified through a college-wide "needs assessment" survey to assess education/intervention program would be helpful.
5. That the program have a strong disciplinary component to it, for example, Student Services Administration, Security, Housing, Athletics.
6. That adequate funding and resources be available. Possible sources for funding are from Student Service fees, Housing, Personnel, and matching fund grants from the Federal Government. Students majoring in related areas such as psychology, counseling, and health education may be utilized as well as interested volunteers from various student groups.

Appendices

Appendix A

GRIEVANCE PROCEDURE DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, AGE, RELIGION, VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS/SEXUAL HARASSMENT OF A STUDENT BY ANOTHER STUDENT

- (a) The conduct which is discrimination, disparaging conduct, or other educationally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status related shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the settings in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definition and the settings in which the conduct occurs.
- (b) Such conduct in any education-related or social setting shall be grounds for disciplinary action if in the opinion of the Board of Trustees the misconduct warrants such action.
- (c) This college has zero tolerance for discrimination, disparaging conduct, or other education or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by one student towards another individual in any educational setting, including any job-related, professional, or social setting. In addition, the college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official, or trustee towards another in work settings, including any job-related, professional, or social setting.
- (d) Any student experiencing misconduct, sexual harassment, or inappropriate sexual conduct by another student in any education setting, including any job-related or social setting, shall immediately report the inappropriate conduct to the appropriate coordinator:
 - 1. Campus Dean of Student Services (Big Spring) – serves as Coordinator for all student discrimination complaints on the Big Spring campus.
 - 2. Campus Dean of Student Affairs (SWCID) – serves as Coordinator for all student discrimination complaints at SWCID.
 - 3. Campus Dean of Student Services (San Angelo) – serves as Coordinator for all student discrimination complaints at the San Angelo campus.
 - 4. Campus Director (Lamesa) – serves as Coordinator for all student discrimination complaints on the Lamesa campus.
 - 5. Executive Director Correctional Studies – serves as Coordinator for all student discrimination complaints at correctional studies sites.

The appropriate campus coordinator shall immediately refer the matter to the student services cabinet member and the cabinet member responsible for the campus. The cabinet member shall inform the Director of Human Resources who shall be kept involved as appropriate in the process.

The campus coordinator for the prison programs shall immediately report the issue to the appropriate correctional official. The matter will be handled according to correctional procedures and will be subject to the rules of the correctional facility.

- (e) The President or the Executive Vice President if the President is unavailable shall be informed within one working day of the reported conduct. The President or Executive Vice President of the College shall decide whether the best interests of the student complaining and the college warrant placing any student involved in a precautionary status, for example, not required to attend class, live in the dorm, etc. pending investigation.
- (f) The President may, where appropriate, remove the student(s) from the dorm with appropriate accommodations being provided stating simply that it is "in the best interest of the college" pending investigation and final action.
- (g) The campus coordinator should investigate at once and, where possible, use an investigator of the same protected category as the student reporting objectionable conduct with specific training in discrimination. In the event of sexual harassment, an investigator of same sex as the individual reporting objectionable conduct with specific training in sexual harassment should be used if possible.
- (h) All students or others interviewed should be advised that written statements either submitted by the individual or transcribed by a college employee will be requested under oath and that during the process honesty as if one were in a court of law is expected.
- (i) If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
- (j) The campus coordinator shall review all information and decide upon appropriate action. Within five work days, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the campus coordinator, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.
- (k) Any authorized action, including expulsion, may be recommended. The procedures of the college and state and federal laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue one or more students in a precautionary status so long as necessary to serve the best interests of the college.
- (l) If the report of inappropriate conduct by a student is determined to be valid, but the student accused of inappropriate conduct is allowed to continue as a student with the college, the student should be informed in writing that the next instance of inappropriate conduct may result in immediate suspension or expulsion. The student should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the student's disciplinary file.

- (m) If the report of inappropriate conduct by a student is determined to be a blatant false accusation, the reporting student can be subject to disciplinary action.
- (n) Every student has an active duty to report sexual harassment, discrimination, and disparaging or other socially inappropriate conduct, whether it involves the student, another student, an employee, or other. Failure of the student to promptly report shall subject the student failing to report disciplinary action, including, if appropriate, suspension.
- (o) The President, each campus administrator, and other appropriate administrators responsible for students shall post a non-discriminatory notice in locations where readable by students. If a majority of the students are primarily fluent in another language, the notice shall be posted in the second language. The Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the president.

Appendix B

GRIEVANCE PROCEDURE DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, AGE, RELIGION, VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS/SEXUAL HARASSMENT OF A STUDENT BY AN EMPLOYEE OR COLLEGE TRUSTEE

- (a) The conduct which is discrimination, disparaging conduct, or other professionally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status related shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the settings in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definition and the settings in which the conduct occurs.
- (b) Such conduct in any education-related professional or social setting shall be grounds for termination if in the opinion of the Board of Trustees the misconduct warrants such action.
- (c) This college has zero tolerance for discrimination, disparaging conduct, or other professional or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by one student, employee, official, or trustee towards another individual in any educational setting, including any job-related, professional, or social setting. In addition, the college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official, or trustee towards another in work settings, including any job-related, professional, or social setting.
- (d) Any student experiencing misconduct, sexual harassment, or inappropriate sexual conduct by an employee, official or trustee in any educational setting, including any job-related professional or social setting, shall immediately report the inappropriate conduct to the appropriate coordinator:
 - 1. Campus Dean of Student Services (Big Spring) – serves as Coordinator for all student discrimination complaints on the Big Spring campus.
 - 2. Campus Dean of Student Affairs (SWCID) – serves as Coordinator for all student discrimination complaints at SWCID.
 - 3. Campus Dean of Student Services (San Angelo) – serves as Coordinator for all student discrimination complaints at the San Angelo campus.
 - 4. Campus Director (Lamesa) – serves as Coordinator for all student discrimination complaints on the Lamesa campus.
 - 5. Executive Director Correctional Studies – serves as Coordinator for all student discrimination complaints at correctional studies sites.The appropriate campus coordinator shall immediately refer the matter to the cabinet member of the employee accused of misconduct.. The cabinet member will then inform all supervisors in the chain of command. The cabinet member shall also inform the Director of Human Resources who shall be kept involved as appropriate in the process. In the event that the complaint

involves physical facilities, the Director of Business Services will also be notified. If the objectionable conduct involves the student's campus coordinator, the report of sexual harassment, discrimination, disparaging conduct or other professionally or socially inappropriate conduct by the employee shall be to the aforementioned cabinet member. If the conduct of the Campus Coordinator's Cabinet member are objectionable, the student should report the concern to the Executive Vice President. The Executive Director Correctional Studies/Executive Vice President shall immediately report the issue to the appropriate correctional officials. The matter will be handled according to correctional procedures and will be subject to the rules of the correctional facility.

- (e) The President or the Executive Vice President if the President is unavailable shall be informed within one working day of the reported conduct. The President or Executive Vice President of the College shall decide whether the best interests of the student complaining and the college warrant placing any student involved in a precautionary status, for example, not required to attend class, live in the dorm, etc.) pending investigation.
- (f) The President may, where appropriate, remove the student(s) from the dorm with appropriate accommodations being provided stating simply that it is "in the best interest of the college pending investigation and final action. The employee may also be placed on a leave with pay status pending investigation and final action if the President decides it is in the best interest of the student, employee, and/or college.
- (g) The campus coordinator and respective cabinet member or the President/Executive Vice President of the college should investigate at once and, where possible, use an investigator of the same protected category as the student reporting objectionable conduct with specific training in discrimination. In the event of sexual harassment, an investigator of same sex as the student reporting objectionable conduct with specific training in sexual harassment should be used if possible.
- (h) All employees or others interviewed should be advised that written statements either submitted by the individual or transcribed by a college employee will be requested under oath and that during the process honesty as if one were in a court of law is expected.
- (i) If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
- (j) The cabinet member shall review all information and decide upon appropriate action. Within five working days, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the cabinet member, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.

- (k) If the individuals involved are not satisfied with the decision of the cabinet member, one or both can appeal that decision in writing to the President within five working days. Within ten work days, the President will issue the final decision after reviewing all pertinent information.
- (l) In the case of an employee, any authorized action, including termination of employment, may be recommended. The procedures of the college and state and federal employment laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue the employee on a leave with pay status or the student in a precautionary status so long as necessary to serve the best interests of the college.
- (m) If the inappropriate conduct involves the President, the same procedures regarding investigation shall apply but the Executive Vice President will conduct the investigation. The results of the investigation shall be reviewed by the Chairman of the Board of Trustees. In either a specially called or regular Board meeting, after proper placement on the agenda, the Chairman shall recommend such action as deemed appropriate to all members of the Board of Trustees.
- (n) If the inappropriate conduct involves a member of the Board of Trustees, the same procedures regarding investigation shall apply but the Chairman of the Board of Trustees, or in the case the Chairman of the Board of Trustees is accused the Vice Chairman of the Board of Trustees, shall review the results of the investigation conducted by the President. In either a special called regular Board meeting, after proper placement on the agenda, the Chairman of the Board of Trustees or the Vice Chairman of the Board of Trustees where the Chairman of the Board of Trustees is accused, shall recommend such action as deemed appropriate to all members of the Board of Trustees.
- (o) If the report of inappropriate conduct by an employee is determined to be valid, but the employee accused of inappropriate conduct is allowed to continue employment with the college, the employee should be informed in writing that the next instance of inappropriate conduct may result in immediate termination of employment. The employee should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the employee personnel file.
- (p) If the report of inappropriate conduct by a student is determined to be a blatant false accusation, the reporting student can be subject to disciplinary action.
- (q) Every student has an active duty to report sexual harassment, discrimination, and disparaging or other socially inappropriate conduct, whether it involves the student, another student, an employee, or other. Failure of the student to promptly report shall subject the student failing to report disciplinary action, including, if appropriate, suspension.
- (r) The President, each campus administrator, and other appropriate administrators shall post a non-discriminatory notice in locations where readable by employees. If a majority of the employees are primarily fluent in another language, the notice shall be posted in the second language. A Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the president.

Appendix C

STUDENT ACADEMIC GRADE GRIEVANCE PROCEDURES GRADE APPEALS

EXCLUSIONS	Student complaints regarding discipline can be found in the Student Complaint Procedures portion of the <i>Howard College Catalog and Student Handbook</i> . Student complaints regarding other matters can be found in Student Grievance procedures portion of the <i>Howard College Catalog and Student Handbook</i> .
PURPOSE	The purpose of this policy is to secure at the first possible level a prompt and equitable resolution of student complaints relating to a grade. It is the responsibility of the complaining student to comply with each step. Failure of the student to continue his/her appeals at the appropriate level will result in a dismissal of the student's complaint.
REPRESENTATION	The student may be represented at any level of the complaint.
LEVEL ONE	<p>If the complaint involves a problem with an instructor, the student must discuss the matter with the instructor within three college working days of the incident (excluding college holidays).</p> <p>If the outcome of the discussion with the instructor is not to the student's satisfaction, the student must request a conference with the instructor's supervisor who must schedule and hold a conference with the student within five college working days (excluding college holidays). The supervisor will inform the campus instructional chain of command for consultation.</p>
LEVEL TWO	If the outcome of the conference with the supervisor is not to the student's satisfaction, the student has five college working days to request a conference with the Student Academic Hearing Committee who must schedule and hold a conference within seven college working days of the request. Prior to the conference, the student must submit, in writing, a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the dates of the conferences with the supervisor and the instructor.

Hearings shall be held according to the following:

1. The appropriate campus Provost shall serve as chairman of the Student Academic Hearing Committee. The committee shall consist of two faculty members, two students, and one administrator.
2. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless the student requests an open hearing.

3. The hearing shall proceed as follows:
 - a. The plaintiff shall present the complaint (20 minutes).
 - b. The defendant shall present their defense (20 minutes).
 - c. The plaintiff shall present rebuttal evidence (10 minutes).
 - d. The defendant shall have an opportunity for rebuttal argument (10 minutes).
 - e. The hearing committee shall enter executive session and take the matter under advisement for twenty-four hours before rendering a decision.
 - f. The hearing committee shall decide by majority vote with all members having an equal vote.
 - g. The hearing committee shall inform the instructor and the student in writing of the decision.
 - h. If less than a majority finds for the student, the complaint shall be dismissed with no further action taken against the student.

EVIDENCE

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy and the hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chairperson shall exclude irrelevant, immaterial, and unduly repetitious evidence. The chairperson shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing the plaintiff shall prove that the evidence supports the charges.
3. A defendant may not be compelled to testify.
4. The hearing committee shall decide the issue and an appropriate recommendation solely on the basis of admitted evidence.
5. A tape recording shall be made of the hearing under supervision of the appropriate instructional administrator. A stenographer digest of the recording shall be made if needed for an appeal. The student may have a stenographer present at the hearing to make a stenographic transcript of the hearing at the student's expense.

TYPES OF RECOMMENDATIONS

The committee may impose one or more of the following recommendations.

1. Reevaluation of the complaint by the instructor.
2. Specific change to be implemented by the instructor.
3. Status quo.

LEVEL THREE

If the outcome of the conference with the Student Academic Hearing Committee is not to the student's or instructor's satisfaction, the dissatisfied party (appellant) has five college working days to request, in writing, a conference with the Academic Appeals Committee, who must schedule and hold a conference within seven college working days of the request. Prior to the conference, the appellant must submit a written statement outlining the justification for an appeal.

The Academic Appeals Committee's consideration must be based on the information developed by the Student Academic Hearing Committee, and no new evidence shall be received by the committee. The appellant shall be

entitled to make oral arguments based on the information recorded and within the time restrictions established by the committee.

LEVEL FOUR

If the outcome of the conference with the Academic Appeals Committee is not to the appellant's satisfaction, the appellant has three college working days to request, in writing, a review by the college president, who will render a final opinion within five college working days.

Appendix D

ACCEPTABLE USE OF STATE/DISTRICT-OWNED INFORMATION RESOURCES

A. Definitions

Information resources are defined for the purposes of the Acceptable Use Policy as any district-owned computer, video, data communication, or network facilities.

B. Objectives

This Acceptable Use Statement establishes usage guidelines for the utilization of district-owned information resources of Howard College. These restrictions support State law, Department of Information Resources (DIR) requirements, University of Texas system requirements, and policies of the district.

1. Any use of Howard College information resources for illegal purposes, or in support of illegal activities, is prohibited.
2. Violation of copyright and/or licensing restrictions is illegal.
3. All use of Howard College information resources must be in support of education and research in the State of Texas and consistent with the purpose of the institution.
4. Any use of Howard College information resources for commercial purposes is prohibited.
5. Any use of Howard College information resources for product advertisement or political lobbying is prohibited.
6. Any use of Howard College information resources for the production, duplication, distribution, receipt, and/or transmission of any pornographic and/or obscene material is prohibited.
7. No use of Howard College information resources shall serve to disrupt the resources by other users of the local or other systems.
8. All access accounts for Howard College information resources will be used only by the authorized owner of the account for the authorized purpose and in compliance with established computer security policies.
9. All communications and information accessible via Howard College information resources should be assumed to be private property.
10. This policy is subject to change.
11. Failure to comply with Acceptable Use Policy will be cause for termination of resource access and further disciplinary and/or legal action.

C. RESOURCE ALLOCATION GUIDELINES

Access to computer information resources will be granted to those individuals who are faculty, full-time staff, and students of Howard College and have bona-fide need for such services.

D. STUDENT COMPUTER USAGE

1. Stand Alone Personal Computers. Any student who is doing bona-fide class work for a course taken at Howard College is eligible to use computer made available for such use.
2. Network Access. Student enrolled in 3 or more credit hours will be given access after approval through the course instructor and the Department of Computer Services.

E. NOTICE

All users of information resources must follow the Acceptable Use Statement. It is the intent of Howard College to provide robust information services to the users for bona-fide educational and administrative needs. Any usage for entertainment and/or hobby purposes does not support the goals of the college district and those users should use commercial providers for those purposes.

Appendix E

SERVICES FOR STUDENTS WITH DISABILITIES

CAMPUS OFFICES ASSISTING STUDENTS WITH DISABILITIES

The SWCID Provost serves as District ADA Academic Coordinator for student academic issues. The Director of Business Services serves as District ADA Facilities Coordinator for employee and student issues dealing with physical facilities. The Director of Human Resources serves as District ADA Coordinator for employees. Each campus has a Campus ADA Academic Coordinator for student academic issues:

Big Spring – Director of Preparatory Studies
SWCID – Dean of Student Affairs
San Angelo – Counselor/Career Tech Advisor
Lamesa – Campus Director

All requests for accommodation must be made in writing to the Campus ADA Academic Coordinator and/or to the District ADA Facilities Coordinator (please refer to Student Responsibilities section).

SPECIAL ACCOMMODATIONS

Students needing special accommodation i.e. large print, tactile interpreting, special lighting, etc., must make the request known to the Campus Dean of Student Services Big Spring, the Campus Dean of Student Affairs SWCID or appropriate academic advisor.

DISABILITIES AND THE LAW

The Rehabilitation Act of 1973, Section 504, states “no otherwise qualified disabled individual in the United States shall solely by reason of disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Americans with Disabilities Act (ADA) of 1990 extends Section 504 nondiscrimination mandates regarding persons with disabilities to both private and public sector, regardless of whether or not they receive federal financial assistance.

Persons with disabilities are defined as those who have handicaps as well as persons who have a history of a handicapping condition and persons perceived by others to have a handicap. An individual with handicap(s) is anyone with a physical or mental impairment that substantially impairs or restricts one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The term physical or mental impairment includes, but is not limited to, speech, hearing, visual and orthopedic impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, diabetes, heart disease, mental retardation, emotional illness, and specific learning disabilities such as perceptual handicaps, brain injury, dyslexia, minimal brain dysfunction and developmental aphasia.

Colleges and universities must assure that the same educational programs and services offered to other students be available to students with disabilities who are otherwise qualified. Students admitted to Howard College with disabilities are assumed to be “otherwise qualified.” By this it is meant that they have the academic and non-academic capabilities to complete the desired degree and the limitations imposed by their disability does not prevent them from meeting standard requirements. It is the institution’s responsibility, however, not to deny a qualified disabled student the opportunity to full and

equal participation and benefit when auxiliary aids and classroom accommodation can enable him/her to illustrate competency and meet expectation.

WHEN ACCOMODATIONS NEED NOT BE PROVIDED

There are times and circumstances when the institution is not obligated to provide academic adjustments and auxiliary aids. Federal rules and regulations provide guidance in this area. For example, a post-secondary institution is not expected to waive course requirements or any academic or non-academic standards that can be shown to be essential to the program of study. In general, where a disability directly relates to and limits essential skills and abilities, the disabled student will not be considered qualified. However, where auxiliary aids and academic adjustments will facilitate learning and not relieve the student of developing the essential skills and abilities, the student will be considered qualified. The focus of such services is to afford the disabled student with equal opportunity to obtain the same results or achievements required of non disabled students. Regardless of disability, the primary goal is that a disabled student must master the essential education material or physical skills required and not supplant such mastery by academic adjustments, auxiliary aids, or some form of discrimination.

STUDENT RESPONSIBILITIES

It is the responsibility of the student to inform the institution of a disability, in writing, utilizing the **Academic Accommodation Request** form if she/he desires accommodation(s). These forms are available in the offices of the Campus ADA Academic Coordinator or the District ADA Facilities Coordinator. The law further obligates the student to provide a recent evaluation of the disability conducted sometime within the preceding three years by a qualified professional. Information should be included that describes the disability and, most importantly, specifies the accommodation(s) needed to facilitate learning. Without documentation, it cannot be adequately determined whether existing resources adequately address needs. In addition, proper documentation protects the rights of students with special needs as well as the integrity of the institution.

AN ACCOMODATION SYSTEM FOR STUDENTS WITH DISABILITIES

There are handouts that provide students with information regarding the process and procedures for accommodation(s) available in the counseling offices of all campuses. **All request for accommodation must be made in writing to the Campus ADA Coordinator and/or to the District ADA Facilities Coordinator (please refer to Student Responsibilities section).**

WHEN STUDENTS SHOULD SUBMIT DOCUMENTATION

Students are not required to inform the institution of a disability when they apply for admission, though many do. However, the sooner a student discloses in the pre or post enrollment process the better since it enables advisors, faculty, and student affairs professionals to respond appropriately to needs and helps the student make a smooth transition to the institution.

Students right out of high school often do not understand that, unlike high school where they may have had the help of resource teachers, in college they are expected to advocate more assertively on their own behalf. College life fosters independence, which means students should take ownership for managing their disability and initiate appropriate action to attain the services and support they need. For some students, particularly learning disabled, this means fully understanding the scope of their

disability and compensatory strategies. With intervention early on, The Howard College District can assist students with making important decisions regarding their educational plan.

WHERE STUDENTS BRING THEIR DOCUMENTATION

Students with legal disabilities seeking accommodation must contact the appropriate ADA Coordinator.

HOW DOCUMENTATION IS MAINTAINED

The ADA Coordinator(s) will maintain the files of students who provide information. Files are strictly confidential and their contents inaccessible unless a student gives permission for disclosure. When asked, the ADA Coordinator will only verify that a file exists and that the accommodations sought are supported by the documentation.

AFTER DOCUMENTATION IS IN PLACE

Once a student is registered with the appropriate ADA Coordinator, he/she is required to complete an Academic Accommodation Request Form each semester he/she is in attendance at school. This helps the student determine the accommodation(s) needed (based on the professional report) for each class taken. The request is then reviewed and matched with the professional evaluation for accuracy. The Campus ADA Coordinator arranges a meeting with each professor to review the requested accommodation and determine an agreed educational plan based on the disability. It is expected that the student will use this meeting as an introduction and as a way to initiate a meaningful dialogue with their instructor(s).

WHAT TO DO WHEN THERE IS A DISAGREEMENT

While in most cases things generally run smoothly, there will be very rare times when the students or an instructor will not feel comfortable with what is required or want more specific information. In almost all cases, disputes are best resolved between student and professor. When the situation is not easily resolved, the District ADA Coordinator should be contacted. The preferred outcome is to seek options or alternative strategies that are acceptable to both the faculty member and the student. If and when a decision cannot be reached, the Vice President or the Executive Vice President will help to settle the dispute. Grievance Procedures are described in Appendix C.

SERVICE ANIMAL POLICY AND GUIDELINES

This policy applies to students, employees and visitors in all offices and divisions of the Howard County Junior College District. HCJCD seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal. The college is simultaneously mindful of the health and safety interests of its general community. The Service Animal Guidelines are aimed at accomplishing these objectives.

Pets are not permitted in any buildings on campus. Only qualified service animals from legally certified training programs are allowed in buildings along with a documented and proven disability need. SWCID is a fully accessible campus for deaf and hard of hearing students. SWCID implemented many technological enhancements to facilitate a fully accessible, barrier-free environment for its constituents. Upon request, attempts to make other reasonable accommodations wherever appropriate on SWCID campus will be explored.

Definition

Service animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The

service animal's training must be directly related to the handler's disability. An animal used for therapy, emotional support, comfort, companionship, etc. does not constitute a service animal and may not be used as such.

Types of Service Dogs

It is important to note that a service animal does not necessarily have to be a dog. However, dogs are the type of animal most commonly trained to serve individuals with disabilities. Below are definitions of the different types of service dogs.

Guide Dogs – a carefully trained dog that serves as a travel tool by persons with severe visual impairments or who are blind.

Hearing Dogs- A dog that has been trained to alert a person who is deaf or hard of hearing when a sound occurs, such as a knock on the door, a fire alarm, phone ringing, etc. SWCID already has technological enhancements to serve deaf or hard of hearing students.

Service Dogs – A dog that has been trained to assist a person who has a mobility or health impairment. Type of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person to get up after a fall, etc.

Sensory signal (Sign) Dog: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement, such as hand flapping. A person with autism may have problems with sensory input and may need the same support services from a dog that a dog might give to a person who is blind and/ or deaf.

Seizure Response Dog: A dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the individual's needs. The dog may guard over the person during a seizure, or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance.

Requirements for Students and Employees

Owners of service animals must formally register the animal with a Service Animal Evaluator at least thirty (30) days prior to arriving on campus to allow for processing and clearance. This registration must be done annually. To register service animals on campus, owners are required to: 1) submit disability determination documentation that supports a service animal as an appropriate accommodation for the individual seeking to register the animal; 2) provide evidence of up-to-date vaccinations and compliance with local law that is common for the type of animal at the time of registration; and 3) provide evidence that a Service Animal License has been obtained. Once all documentation has been received, the Campus ADA Coordinator will review records and determine if the animal meets the college's service animal definition and to ensure that the animal has been appropriately trained at the time of registration. The Campus ADA Coordinator will issue a service animal tag that must be attached to the service animal's collar at all times.

Owners of approved service animals are also required to enter into a behavioral contract for the animal. Accordingly, owners of service animals are required to review, sign, and comply with a behavior contract.

Faculty and Students' approach to Service animals:

1. Do not pet a service animal unless given permission by the handler.
2. Do not feed a service animal. Do not deliberately startle a service animal.
3. Do not separate a handler from his or her service animal.
4. Allow service animal to accompany the handler at all times and everywhere on campus except where service animals are specifically prohibited.

Appendix F

GENERAL INTRAMURAL REGULATIONS

A. ELIGIBILITY

1. A student currently enrolled for three or more semester hours in Howard College/SWCID is automatically eligible to participate in the intramural program providing that he complies with the specific eligibility rules stated elsewhere in these regulations. An eligible student shall retain that status until he withdraws from the college, is dropped from the rolls of the college or fails to register for a succeeding semester.
2. A student who, on the advice of a doctor, is forbidden to participate in the regular physical education program is ineligible for intramural participation.
3. A student assigned to a modified program of physical education may participate only in those intramural activities meeting the restrictions of the modified program.
4. Students who are members of Howard College intercollegiate squads will be eligible for intramural competition in sports other than the intercollegiate sport in which the student participates. Example: Members of the Howard College basketball teams cannot participate in intramural basketball, but the students can participate in all other intramural activities.
5. A student who has participated in a professional sport is not eligible to participate in that intramural sport.
6. A student listed as a member on a team roster is ineligible to participate in a play-off unless he participated in league play.
7. A student who participates in an intramural contest under an assumed name will become ineligible for all intramural competition for the remainder of the year.
8. The Intramural Director is responsible for checking and verifying the eligibility of intramural participants, if a question should arise.

B. SCHEDULING

1. The Intramural Director is responsible for the scheduling of all activities.
2. The Director shall be the judge of factors leading to the postponement of a contest.
 - a. Inclement weather conditions and conflicts with major college functions are examples of causes for postponement of intramural contests.
 - b. A scheduled contest may not be postponed merely by the mutual agreement of the contestants.
 - c. The absence of a team player or players is not an acceptable cause for postponement of a scheduled contest.

C. FORFEITS

1. Each intramural activity will have a starting time deadline stated in the rules. Any individual (in an individual sport) or team failing to meet this deadline will be charged with a forfeit.
2. Forfeited contests will not be rescheduled.
3. Teams that forfeit two contests will be dropped from play.
4. Any team using an ineligible player will forfeit all contests in which that player participated.

D. PROTESTS

1. Protests shall be judged by an intramural council.

2. Protests regarding problems of player eligibility must be made in writing and submitted to the Intramural Director within 24 hours after the contest in question.
3. A protest arising out of the interpretation of the game rules must first be stated on the field of play, during the game. A formal protest must be made to the Intramural Director within 24 hours of the conclusion of the contest in question.
4. Under no circumstances shall an official's judgment call be grounds for protest.

E. INTRAMURAL COUNCIL

1. The membership of the Intramural Council shall consist of three students from the Student Senate, three faculty members, and the Intramural Director as chairman. Each campus will have a council.
2. The function of the Council is to resolve protest cases and assist in formulating intramural policies.

F. CODE OF CONDUCT

1. The regulations relating to the intramural program are made with the view of protecting not only the best interests of the individual but also the general welfare of all participants. Students are expected to take part in the program under a code of good sportsmanship and mature conduct that is in harmony with the standards of the college.
2. A student participant who is ejected from a game for misconduct will go before the Intramural Council, and may face probation or suspension in that and/or other sports.
3. Participants involved in fights, which cause them to be ejected from a contest, will go before the Intramural Council. The students may also be referred to the Dean of Students Services (Big Spring), the Dean of Student Affairs (SWCID), or the Campus Dean of Student Services/WTTC Director (San Angelo) for disciplinary action.

Appendix G

CHARGES FOR PUBLIC RECORDS Effective 12-19-05

1. Paper Copy
 - A. Standard Size (up to 8 ½ x 14).....\$.10 per page
 - B. Nonstandard-size (larger than 8 ½ x 14).....\$.50 per page
 - C. Specialty Paper..... Actual Cost
2. Fax Charge
 - A. Local\$.10 per page
 - B. Long Distance\$.50 per page
3. Nonstandard Copy
 - A. Diskette\$ 1.00 each
 - B. Magnetic tape..... Actual Cost
 - C. VHS video cassette.....\$ 2.50
 - D. Audio cassette.....\$ 1.00
 - E. Rewritable CD (CD-RW).....\$ 1.00
 - F. Digital Video (DVD)\$ 3.00
 - G. JAZ Drive Actual Cost
 - H. Other..... Actual Cost
4. Personnel charge\$15.00 per hour
5. Overhead charge..... 20% of personnel charge – Government Code Chapter 552.261(a)
6. Microfiche or microfilm charge
 - A. Paper copy\$.10 per page
 - B. Fiche or film copy..... Actual Cost
7. Remote document retrieval charge..... Actual Cost
8. Computer resource charge
 - A. Mainframe\$10.00 per CPU minute
 - B. Midsize.....\$ 1.50 per CPU minute
 - C. PC.....\$ 1.00 per clock hour
 - D. Client/Services\$ 2.20 per clock hour

9. Programming time charge \$28.50 per hour - Government Code Chapter 552.231
10. Miscellaneous supplies Actual Cost
11. Postage and shipping charge Actual Cost
12. Processing a Request for Public Information..... \$15.00 per hour
13. Other Costs Actual Cost

Charges are based on the adopted rules for charges for public records of the General Services Commission, entered into the Texas Register issue of April 8, 1994.

Appendix H

HOWARD COLLEGE/SWCID RESIDENCE HALLS FINE AND REPLACEMENT COST LIST

RESIDENCE HALL FINE LIST:

Inappropriate use of keys	\$40.00
Fire Extinguisher	\$250.00
Failure to evacuate the residence halls due to a sounding alarm	\$50.00
False Fire Alarm.....	\$400.00
Tobacco (cigarettes, chewing tobacco, etc.)	\$50.00
Change Room w/o permission.....	\$30.00
Dirty Room/Floor/Wall(s)	\$50.00
Dirty Bathroom	\$100.00
Dirty Door (remove graffiti, sticky residue, etc.)	\$35.00
Dirty Mattress	\$35.00
Improper Check-out Fee	\$100.00
Visitation Violation(s).....	\$100.00
Destroying/Abusing Furniture	Actual Replacement/Repair Cost
Quiet Hours Violation	\$100.00
Animals in Residence Halls.....	\$100.00
Mandatory meeting(s) unexcused absence (per meeting).....	\$25.00
Improper disposal of trash.....	\$25.00
Improper activation of fire sprinkler system	\$250.00

RESIDENCE HALL REPLACEMENT COST LIST:

Replace door (room)	\$350.00
Repair door (room)	Actual Cost
Replace door (bathroom)	\$200.00
Repair door (bathroom)	Actual Cost
Replace key core (resulting from a lost key or other).....	\$50.00
Replace door knob (room and/or bathroom)	\$50.00
Replace window (glass large).....	\$200.00
Replacement of window glass (small).....	\$225.00
Replace window blinds/shades.....	\$35.00
Replace floor tile(s) (\$6.00 per square foot).....	\$6.00
Fill and paint nail holes (per wall)	\$20.00
Repair and paint wall/ceiling	Actual Cost
Replace fire sprinkler head	\$75.00
Replace smoke detector	Actual Cost
Repair/replace bed frame.....	Actual Cost
Repair/replace mattress	Actual Cost
Repair/replace drawers/shelves	Actual Cost
Repair/replace desk top.....	Actual Cost
Replace desk chair	\$60.00
Replace trash can	\$10.00
Repair/replace lounge chair.....	Actual Cost

Repair/replace lounge sofa	Actual Cost
Replace overhead light covers	\$30.00
Replace bathroom light covers	\$25.00
Replace desk light covers	\$20.00
Replace light fixtures (room, bathroom, desk)	Actual Cost
Replace thermostat.....	Actual Cost
Replace electrical outlet	Actual Cost
Replace electrical outlet cover.....	\$15.00
Replace electrical switch.....	Actual Cost
Replace electrical switch cover	\$15.00
Replace Video Relay phone box.....	Actual Cost
Repair/replace sink and/or counter/vanity	Actual Cost
Replace closet clothes rod/brackets.....	\$20.00
Replace shower curtain	\$10.00
Replace shower curtain rod	\$20.00
Replace shower fixtures.....	\$160.00
Replace toilet paper dispenser	\$20.00
Replace vent grill.....	\$45.00
Replace vanity mirror.....	Actual Cost
Replace damage/missing towel rack/ring.....	\$30.00

DEFINITION OF TERMS

The following terms are used throughout the catalog. A brief explanation follows each term.

Associate Degree (A.A., A.S., A.A.S., A.T.T.)

A degree granted by a junior college which recognized a student's satisfactory completion of an organized program of study. In many colleges, the degree will require 60 or more semester hours.

A.A.	Associate of Arts
A.S.	Associate of Science
A.A.S.	Associate of Applied Science
A.A.T.	Associate of Arts in Teaching

Audit

Attending a class in order to observe and learn the information without taking part in the discussion or completing the other course requirements. No credit or grade is earned for auditing a class. The same fees are charged if the course is taken for credit or audit.

Capstone

The capstone is a learning experience which results in a consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The capstone experience must occur during the last semester of the student's educational program.

Career/Degree Plan

Once a student decides upon a college major, the student works out a program of studies with help from his or her academic advisor. This career plan contains the course work which the student must successfully complete in order to earn his or her certificate or associate degree.

Career Technical Education

Career technical education and health professions programs are designed to prepare students for employment in a career field. These programs have been developed in cooperation with business and industry to satisfy a need for timely and effective workforce education. Career technical and health professions programs have a competency-based curriculum organized to teach the skills, knowledge, and perspectives needed by a student to enter an occupation. Each program may contain several award levels: Associate of Applied Science, Certificate Level II, Certificate Level I, and/or a Marketable Skills Achievement Award.

Certificate (Program)

A certificate granted by a college which recognizes a student's satisfactory completion of an organized program of study. The difference between an associate degree and a certificate is the length of the program. Certificate programs are normally one year or less and require 15 to 42 semester hours for completion. Certificate programs are also referred to as "short term training programs".

Class Load

Number of credit hours carried by a student during a semester. An average (normal) load would be 15 to 17 credits. Developmental students are encouraged to take 12-15 hours. TRC/VR clients are encouraged to take 12-15 hours.

College

Howard College and the SouthWest Collegiate Institute for the Deaf.

College Official

Includes any person employed by the college while performing assigned administrative or professional responsibilities.

College Premises

Includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college.

Concurrent Enrollment

- (a) Enrollment by the same student in two different colleges at the same time, or
- (b) enrollment by a high school student in high school and college at the same time, or
- (c) enrollment by a student in two related courses in the same semester.

Contact Hours

The number of clock hours a student spends in a given course during the semester.

Course of Study

Students may take one or more courses in designated Workforce Education content areas. A course of study may not include a total of more than 359 clock hours in the area of concentration.

Credit Hours

College work is measured in units called credit hours. A credit hour value is assigned to each course and is normally equal to the number of hours the course meets each week. Credit hours are sometimes referred to as semester hours.

Developmental/Preparatory Studies

A comprehensive program to assist students in developing basic academic skills: reading, writing, study skills and math.

Disciplinary Good Standing

Is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion who has fulfilled in a timely manner, if any, sanctions, conditions and/or restrictions imposed.

Drop/Add

A revision in the courses which a student had registered to take during the semester. A student is usually permitted to add courses or drop courses with permission of his or her advisor and the classroom instructor. There is always a stated deadline after which no additional courses can be dropped or added by a student. Any courses dropped after the twelfth class day will be recorded on the student's transcript as a withdrawal.

Electives

A course chosen by the student that is not required for a certificate or degree.

Flexible Entry Course

A course that permits beginning or ending dates other than the beginning or ending of the semester.

Full-Time Student

Any student who is carrying 12 or more credit hours in a regular semester, six to eight credit hours during a summer session.

General Academic Elective

An appropriate general education course approved as an elective for certificate and degree programs.

General Studies

A comprehensive academic program that provides university-parallel curricula at Freshman and Sophomore levels. This program prepares the student for transfer to a four-year or senior college/university of choice.

Grade Points

The numerical value given to a letter grade earned in a college course: A=4, B=3, C=2, D=1, F=0

GPA (Grade Point Average)

This figure is obtained by dividing the total grade points earned by the number of credit hours attempted.

Hold

Refers to the indicator placed on a student's official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the college office placing the indicator as described in the Howard College/SWCID Catalog and Student Handbook.

Laboratory Hours (Lab)

The number of clock hours in a semester the student spends each week in the laboratory or other learning environment.

Lecture Hours

The number of clock hours in a semester the student spends each week in a classroom.

Major

The student's main emphasis of study.

Member of the College Community

Includes any person who is a student, faculty, or staff member, college official or any other person employed by the college or campus visitors.

Mini-Semester

A condensed, extensive three week long semester generally offered in May at the end of the academic year.

Mirror Course

A course being offered for both credit and non-credit. Example, a computer class for credit is on the fall schedule and Continuing Ed might have the same class on the schedule but it is for non-credit. The students in the class are mixed—some credit—some non-credit.

Non-Resident

A student who has not lived continuously in Texas for one full year prior to enrollment.

Part-Time Student

A student enrolled for eleven or less credit hours in a single semester, five or less credit hours during a summer session.

Placement Tests

Program Entrance Tests. Tests given to students prior to enrollment in a program of studies to determine if the student is capable of doing coursework /tasks involved in the training for the certificate or college degree. The Program Entrance Tests are used in conjunction with counseling and other forms of assessment to help the student select the most appropriate type of college major or training program.

Performance Grades

Grades assigned point values, including A, B, C, D, and F.

Policy

Is defined as the written regulations, standards and/or rules of the college as found in, but not limited to the Howard College/SWCID Catalog and Student Handbook.

Pre-requisite

A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in another course.

Probation

A trial period (often a semester in length) in which a student must improve his or her scholastic achievement or be dismissed from college.

Program

A specified course of study leading to a degree or certificate in a technical/vocational major.

Religious Holy Day

A holy day is observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, Tax Code.

Registration

The process of providing information about one's self, signing up for classes for a semester and paying the tuition charges and other fees.

Resident

A student living continuously for one full year in Texas prior to enrolling and who meets other residency requirements for eligibility. This is an important factor for determining who pays out-of-state tuition costs.

Schedule of Courses

A listing of all the courses to be offered during a semester. This schedule is used for registration. It lists the subject title, course number, course title, units of credit, instructor, time of instruction and location of all classes offered during the semester.

Semester

Fall and spring terms of 16 weeks each.

Semester Hour

An hour that presents the work accomplishment by a class meeting one hour a week for 16 weeks. Most classes meet three hours a week; consequently, most courses will carry three semester hours of credit.

Sponsorship and/or Co-sponsorship

Is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organization.

Stanford Achievement Test with Deaf Norms

Achievement test taken by deaf students. Students who pursue a degree or certificate with nine or more semester hours of general education courses beginning September 1, 1995 must take and pass this test before graduating. Students who do not pass the test will be required to participate in remediation until the test is passed.

Student

Includes all persons taking courses at the college, either full-time or part time. Individuals who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students."

Student Clubs

Refers to a college recognized body of students that work towards a common goal and purpose.

Summer Session

Summer term of 10 weeks with classes meeting the equivalent number of credit hours as that of a semester.

TASP

(Texas Academic Skills Program) Test mandated in the spring of 1989 by the Texas Education Code (TEC) 15.306 provides information about the reading, mathematics and writing skills of students entering Texas public colleges and universities.

TBA

To be announced. Found on the listings in the schedule of courses. It means that the class time, place and/or the name of the instructor has not been determined at the time the schedule was printed.

Texas Success Initiative

Howard College establishes this plan in accordance with the Texas Education Code, Section 51.306 and 51.403, to assess and correctly place undergraduate students entering our institution. Students who do not have college-level skills in reading, writing, or math, as determined by initial testing, will be placed in a college preparatory program (previously termed developmental education) to improve any skill areas that are found deficient. As allowed by law, Howard College/SWCID may require higher passing standards than established by the State.

THEA

Texas Higher Education Assessment Test. THEA replaced TASP.

Transfer Courses

Courses designed to match lower division courses of a four year college or university and for which credit may be transferred to said institution. Under each course description in the catalog is a group of numbers in a bracket () which indicates Coordinating Board classification. This number indicates that other Texas colleges and universities have a similar course and may accept the course for transfer to their college or university.

Transfer Student

Person who changes from one college to another after having met the requirements for admission at the second college or university.

Transferable

College credit earned through satisfactory completion of a course which has been accepted by another college institution, usually an upper division college or university.

Transcript

An official record of all the courses taken at a college or university. It contains the final grade and credit earned for every course taken at the college level.

Unique Course

A general academic course which is not part of the approved Texas Higher Education Coordinating Board course inventory which must be submitted and approved by the Coordinating Board each year and which will count towards the major requirements.

Workforce Education (WFE)

Formerly called Vocational or Occupational Education; includes programs designed to prepare students to enter the job market immediately upon completion of program requirements.

