

STUDENT HANDBOOK 2018-2019

WEATHERFORD COLLEGE MAIN CAMPUS

225 College Park Drive • Weatherford, Texas 76086
817-594-5471 • 800-287-5471
www.wc.edu

WEATHERFORD COLLEGE WISE COUNTY

502 Big Sandy Court • Bridgeport, Texas 76426
940-627-2690 • 800-287-5471
wisecounty.wc.edu

EDUCATION CENTER AT MINERAL WELLS

704 Hood Rd. • Mineral Wells, Texas 76067
940-325-2591 • 800-300-2591

EDUCATION CENTER AT GRANBURY

210 N. Jones • Granbury, Texas 76048
817-598-6392



WC BOARD OF TRUSTEES

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Dr. Andra Cantrell, Executive Vice President of Financial and Administrative Affairs
Adam Finley, Executive Dean of Student Affairs

Weatherford College

of the Parker County Junior College District

is accredited by the

Commission on Colleges of the Southern Association of Colleges and Schools to award the
associate degree.

Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-40978 or call 404-679-4501 for questions
about the status of Weatherford College.

Interested constituents may contact the Commission on Colleges (1) to learn about the accreditation status
of the institution, (2) to file a third-party comment at the time of the institution's decennial review,
or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

The Commission is to be contacted only if there is evidence that appears to support
an institution's significant non-compliance with a requirement or standard.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc.,
should be addressed directly to Weatherford College and not to the Commission's office.

Also approved by the

Texas Higher Education Coordinating Board

Weatherford College

Is a member in good standing of the

American Association of Community Colleges

National Junior College Athletics Association

North Central Texas Council of Governments

Northern Texas Junior College Athletic Conference

North Texas Community College Consortium

Texas Association of Community Colleges

Texas Association of Community College Trustees and Administrators

Texas Association of School Boards

Texas Community College Association

Texas Community College Teachers Association

Texas Council of Academic Libraries Association

AN EQUAL OPPORTUNITY COLLEGE

Weatherford College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of
merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

WEATHERFORD COLLEGE STUDENT HANDBOOK

PURPOSE

The purpose of the Student Handbook is to provide information about the policies and procedures that concern students of Weatherford College.

Policies concerning class attendance, scholastic probation, continuance in the College, and other related matters are found in the official College catalog, a reference point for all decisions made by the faculty and administration in matters relating to you as a member of our student body.

Any student who registers at Weatherford College automatically accepts the obligation to comply with the regulations and standards of conduct set forth by the College. Therefore, it is to your advantage to familiarize yourself with policies and regulations that are listed in the Student Handbook, as well as those listed in the College Catalog.

Programs and statements included in this publication are subject to continuous review and evaluation. Weatherford College reserves the right to make changes at any time without further notice to students. An official copy of the Student Handbook can be located at <http://www.wc.edu/>.

ACCREDITATION & COMPLIANCE

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Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Weatherford College and not the Commission's office.

STATEMENT OF COMPLIANCE

Weatherford College does not discriminate on the basis of age, sex, race, color, disability, national or ethnic origin in the administration of its educational and admission policies, scholarship and loan programs, employment practices, athletics, and other school-administered programs.

WEATHERFORD COLLEGE INSTITUTIONAL MISSION STATEMENT

MISSION STATEMENT:

The mission of Weatherford College is to provide effective learning opportunities that enrich the lives of its students and the communities it serves.

As a publicly supported, comprehensive community college and a member of the Texas system of higher education, Weatherford College primarily serves the needs of the citizens of its service area (Parker, Wise, Hood, Palo Pinto, and Jack Counties) through teaching, research, public service, and learning.

Weatherford College offers courses under a spectrum of educational goals:

- Associate in Arts degrees
- Associate in Science degrees
- Associate in Applied Science degrees
- Core curriculum designed for transfer to a university
- Career/technical certificates
- Occupational Advancement
- Developmental education
- Adult literacy and other basic skills
- Personal enrichment

Weatherford College maintains a friendly and respectful environment that encourages student pursuit of educational achievement and offers counseling and guidance to help students identify and attain their goals.

Weatherford College requires the professional development of all full-time employees and encourages research to seek out, develop, and implement methods to improve student learning. Weatherford College also conducts research to ensure the College offers programs that contribute to the cultural and economic well-being of the service area citizens.

Weatherford College fosters a culture that embraces diversity and inclusion.

Weatherford College strives for continuous improvement through systematic and regular planning, execution, assessment, and improvement.

FERPA

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate officials, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's educational records if found inaccurate, misleading, or otherwise erroneous. Students may ask the College to amend a record that they believe is inaccurate or misleading. A letter of correction(s) must be mailed to the College official responsible for the record. This document shall clearly identify the part of the record in question and specify why it is inaccurate or misleading. If the College reaches a decision not to amend the record as requested, the students will be notified in writing and advised of his or her right to an official hearing regarding the issue. Additional information regarding the actual hearing procedures will be provided to the student upon notification of hearing.

The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent.

NOTE: One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, e.g. disciplinary or grievance committee members and staff assisting another school official in performing his or her task(s). A school official has a genuine educational interest if the official must review an education record to fulfill his or her professional responsibility.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by Weatherford College to comply with the requirements of FERPA.

FERPA contact:

Family Policy Compliance Office

U.S. Department of Education 600
Independence Avenue, SW Washington,
DC 20202-4605 Phone: (202) 260-3887
FAX: (202) 260-9001

DIRECTORY INFORMATION – DEFINED

The following information is directory information that can be released to the public without consent of the student:

- Name
- Address
- Telephone Number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and Height of members of athletic teams

Other similar information, including gender, minor status, current class schedule, number of hours currently enrolled, classification, marital status, prospective graduate, religious preference, other educational agencies or institutions attended, names and addresses of parents, parking permit records.

EQUAL OPPORTUNITY INSTITUTION & EMPLOYER

Weatherford College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

ORGANIZATIONS, PROGRAMS & DEPARTMENTS

ALUMNI ASSOCIATION

www.wc.edu/alumni

The Alumni Association extends membership to all former students of Weatherford College. Members of the faculty, staff, and board of trustees are honorary members. The local Coyotes Ex- Students Association convenes in the Doss Student Center for a program and business meeting every second Monday over lunch.

ATHLETICS AND INTRAMURAL SPORTS

www.wc.athletics.com

Athletics at the intercollegiate level offered at WC includes baseball, softball, rodeo and men's and women's basketball. The College is a member of the National Junior College Athletic Association and the Northern Texas Junior College Athletic Conference and National Intercollegiate Rodeo Association. Students may also participate on intramural sports teams including basketball, softball, volleyball, tennis, and flag football.

MYWC

<https://mywc.wc.edu>

myWC is the web-based student portal used by Weatherford College and is available from any computer with web-based capabilities. The following student information can be either printed or displayed from an individual student login:

Locate your Student I.D. number:

- Register/Add/Drop Classes
- Class schedule
- Grade report
- Course availability
- Unofficial transcript
- Account status/Pay account
- Degree Audit
- Demographic information
- Financial aid
- Official Transcript Request

EMPLOYMENT INFORMATION

www.wc.edu/campus-administration/human-resources and click on "Available Positions." Information about on-campus employment is available through the Human Resources office.

Information about the on-campus Work-Study program is available through Financial Aid. Additional employment resources can be found at <http://www.Collegecentral.com/wc> or visit the Career/Transfer Center.

VETERANS AND THEIR DEPENDENTS

Individuals receiving Veterans Administration Educational Benefits should contact the Veterans Counselor in the Student Services office for the latest requirements and guidelines. For general information on V.A. College Benefits, please call 1-800-827-1000 toll-free. For more information, please call 817-598-6248.

INTERNATIONAL STUDENTS

International Students should contact the International Student advisor's office located in the Student Services office for current guidelines and admissions requirements, or call Student Services at (817) 598-6468 and ask to be transferred to the Office of International Students.

EXCUSED ABSENCE FOR RELIGIOUS HOLY DAY OBSERVATION

Students are allowed an excused absence per Texas Education Code 51.911, for the observance of a recognized religious holy day. Students must notify their instructor(s) in writing several weeks prior to the date of the religious holy day.

COLLEGE BOOKSTORE

Manager, phone: 817-598-6286

Email: weatherford@texasbook.com

Web address: www.weatherfordbooks.com

Students are responsible for purchasing their textbooks and class supplies. The WC Bookstore, operated by Texas Book Company and located in the Doss Student Center, is maintained for the convenience of students and has all the necessary textbooks and course materials required. The bookstore also has an assortment of school supplies, academic priced software, reference materials and WC clothing and gifts. If you plan to participate in the graduation ceremony, you will need to order your cap, gown and diploma cover from the bookstore. These items are required to participate in the ceremony. You may also purchase graduation announcements. Items are also available for purchase on the bookstore website.

Please visit us at www.weatherfordbooks.com

Regular Store hours: Monday-Thursday 8 a.m – 5 p.m. and Friday, 8 a.m. – 4 p.m.

Summer Store hours: Monday-Thursday 8 a.m – 5:30 p.m. Closed select Fridays during the summer.

Textbook Refund Policies

An original receipt is required for every refund, no exceptions.

The textbook must be returned during the semester for which it was purchased to receive a full refund.

For the fall or spring semester, full refunds are allowed during the first five (5) class days. After that, a full refund will only be given through the 12th class day with a receipt and a drop slip. Textbooks for Summer classes must be returned during the first five (5) days of the semester for which it was

purchased. Students who miss the return dates may sell their books back at any time and receive the current wholesale price.

New books must be returned in the same condition as when purchased, with all included material or inserts. All shrink wrapped books must be returned in the original shrink wrap. Any new books returned with blemishes, writing, markings, bent pages or covers, and any other damage will be considered for a return at the used price. If a textbook is not in its original selling condition, it will be considered for a return at the used price.

All general merchandise can be returned in like condition within three business days of purchase accompanied by the original receipt.

Unfortunately, we cannot refund software, study guides, lab manuals, outlines, exam guides, photocopied materials, special orders, or clearance items.

Textbooks or course related materials purchased during the last two weeks of the semester or mid-terms are not eligible for refunds.

Buy-Back Dates

We buy back books every day. Students can receive the most value for their books during finals week buyback.

SPEECH AND ADVOCACY

Students have the right of free expression and advocacy on campus. However, the time, place, and manner of exercising speech and advocacy shall be regulated to ensure orderly student conduct, non-interference with College functions and activities; this includes the identification of sponsoring groups or individuals.

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive. Therefore, anyone in any way responsible for action(s) leading to disruptive activity may be in violation of College regulations and state law. The following conditions shall formally be sufficient to classify behavior as disruptive:

- | • Blocking or otherwise interfering with access to College facilities.
- | • Any aggressive or violent behavior to willfully interfere with College functions and activities.
- | • Causing others to demonstrate violent actions and behavior through physical and mental intimidation.
- | • Verbal threats or persuasion accompanied by physical force toward another.
- | • All other actions not listed deemed as violent and/or aggressive behavior by society.

FREE SPEECH AREA

Weatherford College supports and encourages the right of its students to assemble for free speech. WC has designated the Memorial Plaza as the area for free speech. Any student who wishes to make public announcements or addresses must do so in this designated free speech area. The designated area for free speech at WCWC is at the northwest entrance to the building, just off the student parking area. The designated area for free speech at ECGB and ECMW is at the flagpole on those centers.

NON-SCHOOL LITERATURE

All written or printed materials, handbills, photographs, picture, films, tapes, or other visual or auditory material not sponsored by the College, shall not be sold, circulated, distributed, or posted on any campus by a student or organization without direct permission from the Executive Dean of Student Services.

POSTING OF SIGNS

Students and student organizations may publicly post signs on college property in areas designated by the Executive Dean of Student Services approval. The posting of signs shall not interfere with the rights of others, nor violate local, state, or federal laws or college policies and procedures.

SERVICES PROVIDED TO STUDENTS

ACADEMIC ADVISING

The Office of Academic Advising provides general advising related services to all current and future students. These services include degree audits, course selection and course planning, registration, developmental education advising (TSI), and interpreting the College's policies and procedures. Assistance is provided by academic advisors to help students make the best possible use of academic resources and facilitate academic progress and success. Weatherford College advisors assist students' transition to the college environment and help students develop meaningful educational plans that are compatible with the student's life goals. All new students are required to meet with an academic advisor before registering for the first time and are advised to continue seeing an advisor regularly throughout their WC experience. For more information about academic advising, please call 817-598-6499.

CAREER & TRANSFER CENTER

www.wc.edu/campus-resources/career-transfer-center

The Career and Transfer Center provides career advising, job search resources (including a free career assessment, an online job board, resume preparation, and mock interviews), and information related to University transfer procedures. Also, CTC advisors work with students who have not declared a major or chosen a career pathway, and with individuals who are making a career change, to develop an education plan based on career goals.

Students should schedule an appointment with a Career and Transfer Center advisor as soon as possible after enrollment at Weatherford College. Advising will include discussion of career-related education options and associated coursework, enabling students to select courses that correlate with university degree plans properly. The CTC will also provide materials and resources related to transfer procedures.

Several events are sponsored by the Career and Transfer Center throughout the year, including job fairs, university transfer fairs, and various workshops. For additional information, please call 817- 598-6377 or visit the Career and Transfer Center on the main campus in Weatherford. Our location and hours are posted on our website. Services are also provided at Weatherford College Wise County, Education Center at Mineral Wells and Education Center at Granbury.

PERSONAL COUNSELING

The College Counseling staff provides professional service to students and area residents. These services include individual and group counseling for educational, occupational, and personal development. These services are available to all students. Personal issues and concerns such as

decision-making, personal relationship skills, increasing self-confidence, and personal adjustments necessary to be successful may be topics through which students might work with the guidance of a counselor. Appointments can be scheduled in the Student Services office, or by calling 817-598-6247.

TESTING SERVICES

The Weatherford College Testing Center offers a secure testing environment that is conducive to individual achievement. The Center administers national and state standardized tests such as GED, ACT, CLEP, TCLEOSE and the TSI Assessment. The center also administers local tests, such as TEAS and Virtual College of Texas as well as online and hybrid testing for WC courses. Also, the Testing Center is publicly available for proctoring students and residents alike who are engaged in course studies with other colleges and universities. All testing fees must be paid by cash, money order or credit/debit card to the WC Business Office. For more information call 817-598-6383 or 817-598-6439.

RESIDENCE LIFE

www.wc.edu/campus-resources/student-housing

Coyote Village is a unique alternative to traditional on-campus lodging. Walk to class from our luxury apartments located on the north-east corner of the campus. Coyote Village offers the best of both worlds with the comfort and amenities of an apartment-style community, and the convenience of on-campus residency at reasonable rates. For your convenience, our units rent on an "individual lease basis," meaning you are not responsible for your roommate's unpaid rent. For your added privacy, the bedrooms are individually keyed and also include a separate telephone and Ethernet connection in each bedroom. The kitchenettes are fully equipped for all your needs with a comfortable dining and living area. Additional amenities offered to our resident students including:

Community Center Amenities

- Social lounge with big screen TV
- 24-hour laundry facility
- Sand volleyball court
- Basketball sport court
- Computer learning center/cyber lounge
- 24-hour courtesy patrol serviced by our WC Campus Police Department
- On-site community assistant staff
- On-site management and maintenance

Rates, Availability, and Deposits

Current rates, required deposits, and dates of availability are provided upon request. Early reservations are accepted and highly recommended as studio choices are at a minimum by August. Apartments rent on an individual lease basis. For more information, please contact the Director of Housing at 817-598-8876. *All Coyote Village residents are required to purchase a meal plan through the Weatherford College cafeteria. All residents will have a criminal background check administered through the WC Campus Police Department.

COYOTE CAFÉ

The Coyote Café, located in the Doss Center, features a variety of delicious and nutritious dining choices served in a pleasant and casual atmosphere. The dining hall follows the official College calendar closing for all holidays, including Thanksgiving, Easter, Spring Break, and between semester breaks.

There are no dining hall services during the summer sessions. Contact the Food Service Director at (817) 598-6285, or email edavidson@wc.edu with questions about meal plans.

INSTRUCTIONAL SUPPORT SERVICES

LIBRARY SERVICES

<https://www.wc.edu/academics/library>

The mission of the Weatherford College Library is to support programs, faculty, and students with quality resources and excellent customer service. The library values the input of all users in meeting the needs of the Weatherford College community.

Facilities and hours: The Weatherford College Library is a two-story building located in the heart of campus. Four study rooms and individual study carrels are available for student use. The Fire Science/Health Science Room includes special collections for fire science, Health science, video viewing equipment, and a group study area. Archival collections, centered on the history of the College, Parker County, and ranching, are held in the Faculty Development Room.

The Streib Center Academic Computer Lab is open to the Weatherford College community. It offers software for foreign language, mathematics, and Physio-Ex. Instructors who wish to reserve the Streib can do so by emailing library@wc.edu with "Streib" in the subject line or by calling 817-598-6251.

The AC Center has individual listening/viewing stations with software to assist users who are visually or hearing impaired. There are an additional 36 computers for student use, and wireless internet is available for users who bring their laptops. Library hours vary according to the school year and are posted on the entrance to the library and the library's website. For library hours in the Wise County, Mineral Wells, and Granbury (Hood County) campuses, check those locations specifically.

Services: Librarians are available to teach research skills on all campuses. To schedule a time, email library@wc.edu with "Instruction" in the subjectline.

TechStop, located on the first floor and staffed by the IT department, assists all users needing help with logins, Moodle, etc. Call 817-598-6364 for assistance or come by in person.

Interlibrary Loan allows faculty, staff, and students to request items not owned by the Weatherford College library. In the WorldCat database, use the ILL option to submit requests. In all other situations, email citations directly to interlibraryloan@wc.edu. There is no charge for using ILL.

The TExShare Library Card is available to all enrolled students and faculty. TexShare is a statewide library card that grants borrowing privileges in participating libraries throughout Texas. Apply for a TexShare Card at the Circulation Desk.

Course reserves are available at the Circulation Desk. Ask reference questions through "Ask the Librarian" feature on the library's website. Printing and photocopy services are available at the library for a minimal fee. Students may check out up to 25 items with a student ID for a loan period of 7 days up to three weeks with one renewal. Overdue materials will result in a fine. Unpaid fines may result in blocking access to future registration and transcripts.

Resources: The library's collection both print and online supports all disciplines in the curriculum. The Wise County campus has a librarian on staff and provides all library services such as reserves and instruction. Campuses at Wise County and Mineral Wells offer a selection of materials relevant to the curriculum at those sites.

The library's catalog and all online resources are available both on and off-campus through the library website <https://www.wc.edu/academics/library/online-resources>.

THE CENTER OF RESEARCH & WRITING (CRW)

Located in the Academic Building, Room 121, CRW can help students, faculty, and staff at any stage of the writing process. CRW also serves as a complement to the library to assist with research.

ACADEMIC SUPPORT CENTER

<https://www.wc.edu/asc>

Located on the lower level of the Liberal Arts building (LART-1-2), the Success Connection is a resource center for students who need assistance in gaining the skills and knowledge needed to achieve academic success. The Success Connection staff is dedicated to providing support to the entire Weatherford College community by maintaining an up-to-date computer lab; presenting workshops on study skills and specific math topics; offering to tutor for developmental classes, and providing a variety of other testing services. Handouts, videotapes, books, and study guides are available for students needing these resources.

Services include:

- | • Tutoring is offered on a drop-in basis to all WC students in a variety of subject areas.
- | • Content specific tutoring in Anatomy & Physiology, Chemistry, Biology, and Government is available by appointment and in small group tutoring sessions.
- | • All required tutorials for developmental coursework web page through the Success Connection.
- | • Academic and learning styles assessments through computerized testing is available to assist students in identifying academic strengths and weaknesses, information is provided to enable students to develop effective learning strategies, and online tutorials are available to help students overcome areas of academic weakness.
- | • Study skills workshops are offered throughout the semester to teach students how to develop stronger study strategies. Topics include time management, note-taking, listening skills, and test-taking strategies, among others. Please call the Success Connection at 817-598-6278 for more information. A schedule of workshops is posted on the Success Connection web page. Additionally, fliers and emails announcing topics, dates, times, and locations are regularly distributed to students and instructors.
- | • Special Needs Students are served by our Special Populations Assistants who are available by appointment to support students with reading assignments, and other activities requiring one-on-one assistance. Contact the Success Connection 817-598-6278 for further information.
- | • TSI Assessment and TEAS workshops are offered throughout each semester. Schedules are posted on the Success Connection web page. Study guides and computer programs are also available to assist individuals.

NON-SCHOOL LITERATURE

All written or printed materials, handbills, photographs, picture, films, tapes, or other visual or auditory material not sponsored by the College, shall not be sold, circulated, distributed, or posted on any campus by a student or organization without direct permission from the Executive Dean of Student Services.

www.wc.edu/campus-resources/trio-programs

Student Support Services (SSS) is a TriO program funded by the U.S. Department of Education. Its mission is to help eligible students to succeed and graduate from College, and/or to transfer College credits from a 2-year institution to a graduate program for the completion of a higher degree.

SSS participants are provided personal one-on-one academic advising, individual development plans, tutoring and supplemental instruction, financial aid assistance, personal counseling, career advising, transfer support through campus tours and cooperative advising, and cultural enrichment events at no additional cost to eligible students.

Program eligibility requirements:

- a) A student must be enrolled at Weatherford College at the time of application.
- b) He or she must be a citizen or permanent resident of the U.S.
Also, one (or more) criterion must apply:
 - The family income must fall within the federal low-income guidelines.
 - The student must be a first-generation student (no one in the immediate family has a 4-year degree).
 - The student must have a medically documented disability.

Applications to the program may be obtained in the Student Outreach offices located in Student Services, room #104 (upper level). To contact SSS staff directly, call 817-598-6483.

USE OF COLLEGE FACILITIES

The grounds and facilities of the college can be made available to students or student organization when use does not conflict with the normal operation of the college. The requesting student or organization must reserve facilities through the Facilities Coordinator once permission currently with the Executive Dean of Student Services or designee.

INFORMATION TECHNOLOGY SERVICE POLICY & PROCEDURES

USE OF COMPUTER AND INTERNET RESOURCES

Weatherford College provides computer and Internet resources to its students, faculty, and staff, as well as to the community, as a means of enhancing learning, efficiency, and productivity. This technology allows students to access resources beyond the boundaries of our physical campus so that learning may become more global and students, faculty, and staff can be more efficient in the production of their assignments and work tasks. Finally, these resources enhance productivity by providing avenues of immediate communication on a global scale. To provide this resource to all persons affiliated with the College, a set of standards must be established for its management.

THE INTERNET

The Internet, as an information resource, enables Weatherford College to provide information beyond the confines of its campus. It allows access to ideas, information, and commentary from around the world. While the Internet offers a wealth of material that is personally, culturally, and professionally enriching to individuals of all ages, it also enables access to some material that may be offensive or disturbing to others, inaccurate, or illegal under U.S./ law. Weatherford College cannot police the global network and takes no responsibility for its content. Rather, all users must take responsibility for their activities on the Internet.

The use of the Internet must be consistent with the missions of Weatherford College, the policies of the College, and State and Federal Law. Access to the Internet per College computers is a

privilege granted to users. The College reserves the right to suspend this privilege if a user violates any acceptable use policy and/or clause.

USER ACCOUNTS AND FILES

All accounts, including email, are the property of Weatherford College. As such, any information associated with these accounts is not private.

USER LIMITATION

Accounts on any College-owned computer are limited to current employees and current students. Access to College networks is restricted to faculty, currently registered students, and staff. Community members and others who do not meet the requirements above are allowed computer access at the WC Library. All authorized users are solely responsible for managing their files (including the files that constitute a web course) and their email.

DELETING OF ACCOUNTS

Accounts may be deleted when student status had ended, at the discretion of the College Administration or Network Administrator. The College is under no obligation to recover or protect user files from deleted account.

USE OF COPYRIGHTED MATERIAL

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Weatherford College is strictly prohibited. Unauthorized copying or copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted movies, and the installation of any copyrighted software for which Weatherford College, or the end user, does not have an active license is strictly prohibited. Violations of "Use of Copyrighted Material" clause can result in the loss of computer access, suspension, or dismissal.

WEB PAGES/SITES

All persons who publish web pages are responsible for the content of those pages and are required to comply with the Weatherford College policies and procedures as well as State and Federal Laws.

GENERAL PROVISIONS

The following actions (including but not limited to) will result in disciplinary action including, but not limited to, the suspension of computer privileges at WC:

1. Damage or destruction of equipment, software, or data belonging to the College or to other users, including adding, altering, or deleting files on College workstations and servers.
2. Altering of system settings or Internet browser settings on College computers without specific permission of an instructor or an authorized member of the Technology Services staff.
3. Reproduction of materials protected by copyright.
4. Violating software license agreements.
5. Violating or attempting to violate computer system or network integrity, including attempts to bypass network security functions, or to obtain restricted passwords for system administration.

6. Using College technological resources to harass others.
7. Utilizing the Internet and/or College equipment for unauthorized material/commercial gain or profit.
8. Using the Internet or any College technological resource for any activity prohibited by Federal, State, or International law.
9. Attempting to utilize computing resources for which you do not have access.
10. Sharing your personal password with others.
11. Impersonating another via any form of electronic messaging.
12. The production of and/or intentional dissemination of self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.

COMPUTER MAINTENANCE

The responsibility for maintaining the campus computing environment rests with the Department of Institutional Information Services (ISS). To ensure the smooth functioning all students, faculty, and staff must observe the following:

1. Only authorized software may be installed on any College computer. The IIS department is responsible for determining what software may or may not be installed, a decision based on technical specifications and licensing.
2. Only authorized IIS personnel may repair College computer equipment.
3. Maintenance requests for labs should be submitted in a timely fashion, i.e. at least two weeks in advance. A list of all required software and proof of licensing should be provided to the technician at that time.

RIGHT OF APPEAL

Any student, faculty or staff member in violation of this Policy may appeal their case to the relevant College Administrator. Students who have lost the privilege to use computer resources may appeal to the Student Appeals Committee to have their access reinstated. Faculty and staff may appeal to their Dean or Director.

RIGHT OF FREE SPEECH

The purpose of this Policy is not to restrict computer access information or to restrict personal expression. The guidelines stated herein are to ensure the health of the network for educational purposes and to conduct the business of the College. You may disagree with any or all elements of this Policy either publicly, privately, or in accordance with your First Amendment rights. However, you may not violate any published Policy for any reason or cause. Questions regarding this Policy should be submitted to the Director of Institutional Information Services.

DISCLAIMER

The College accepts **NO RESPONSIBILITY** for any damages to or loss of data due directly to the use of Weatherford College computing resources or any consequential loss or damage. It makes the representation of **NO WARRANTY**, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be **LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE** for the use of the computing resources, which resulted in a said loss or damage.

STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

STUDENT ACTIVITIES

Weatherford College believes in the value of extracurricular experiences as a means of helping students to develop a sense of civic responsibility, social poise, friendliness, initiative, and inventiveness. WC gives serious attention to sponsoring such activities and organizations that will contribute to these and other worthy goals. All student activities, clubs, and organizations will be required to participate in sponsored community service activities.

To participate in extracurricular organizations and activities sponsored by the College, students must be in good standing. To hold an office in an organization, students must be enrolled for at least twelve semester hours, or be enrolled in an admissions based program and maintain at least a "C" average. Certain organizations and activities may require more stringent standards.

STUDENT GOVERNMENT ASSOCIATION

It is the desire of the administration at Weatherford College to involve the students as much as possible in the planning and presentation of student programs. Elections for certain student government officers are conducted in the early fall and late spring semesters. Through the Student Activities Committee, a standing committee of the Student Government Association, students can plan and present various activities to the student body of Weatherford College. A simple expression of interest and a short discussion with the student government advisors will be the first step to take in being an active member of a group that helps to plan activities for the entire campus. Interested students should apply in the Office of Student Life in the Doss Student Center.

STUDENT ORGANIZATIONS

<https://www.wc.edu/campus-resources/organizationsclubs>

The Anime Club is for students who are interested in art.

BASO (*Black Awareness Student Organization*) brings together all students on the campus with an emphasis on multicultural education; the promotion of a sense of high self-esteem; the individual importance of black students and all other minority students.

CARE (*Caring and Responsible Educators*) club is open to anyone interested in the growth and development of young children.

Coalition of Student Human Service Providers is open to all students interested in the field of social work and related professions. Workshops and speakers promote opportunities for career exploration to club members.

Coyote Corps is an organization that promotes a positive atmosphere of school spirit, tradition, and fellowship.

Drama Club formed for students who are interested in theater. The Drama Department presents four main stage productions a year.

Forensic Science Club for students who enjoy CSI-type TV shows and the scientific facts behind them.

Hispanos Unidos Club brings together all students on the campus with an emphasis on multicultural education; the promotion of a sense of high self-esteem; and the individual importance of Hispanic students and all other minority students.

Intermedia Arts Club welcomes all individuals interested in radio, television, publications, or other media related area.

Jazz Band is comprised of some of the state's finest jazz musicians. The band is nationally renowned and performs several times each year on campus and throughout the Dallas/Fort Worth area.

National Student Nurse Association (WCWC) assumes responsibility for contribution to nursing education to provide the highest quality healthcare.

Phi Theta Kappa is a National Community College scholarship society. Eligibility for membership is based upon scholarship, character, leadership, and service. The charter of the local chapter dates back to 1929.

The Rad Tech Club promotes opportunities for social and academic interaction with Radiologic Technology students, faculty and guest speakers in the field.

Respiratory Care Club is for students enrolled in the Respiratory Care program. The club provides opportunities for students to share mutual interests, ideas, and experiences related to the field of respiratory care.

Sonography Club serves to enhance the education of present and future sonography students, as well as provide moral support and a problem-solving forum for individual members.

Student Government Association is comprised of class and organizational representatives who serve as the student leadership and decision-making body on campus.

Student Nurses Association is open to any Weatherford College student enrolled in the Associate Degree Nursing program. Members must be in good academic standing, maintain a 2.0 GPA, and adhere to the ADN Code of Conduct. Professional and social activities are voted on during monthly meetings.

Student Occupational Therapy Association (SOTA) is an organization established to enhance the growth of student and professional development in the profession of occupational therapy at Weatherford College and surrounding communities.

Student Vocational Nurses Association provides for fellowship among nursing students, and networking within the community promotes vocational nursing; plans and promotes professional development activities; provides opportunities for club members to explore employment opportunities. The association is open to any Weatherford College student enrolled in the Vocational Nursing program.

Student groups sponsored by religious organizations under the supervision of their respective churches, or bona fide members thereof, are given a place on the campus so long as their campus activities do not interfere with the daily operations of the college. Groups currently active on campus include the Wesley Foundation, and the Baptist Student Ministry (BSM). These groups welcome students, regardless of faith or their belief system, seeking spiritual knowledge.

Veterans Organization is open to all students interested in honoring our Veteran students and their family members. Activities include community service, participation in the Veterans' Day program on campus and the citywide Veterans' Day Parade.

WC Squared cultivates, promotes, and maintains interest in cultural and service activities around Wise County. To educate about the importance of community involvement, and develop a spirit of collegiality among persons interested in building a better society here at Weatherford College.

WC Spirit Club and Mascots; all full-time students are eligible to try out in the spring semester for cheer and mascot positions.

Weatherford College Republicans is a student organization open to any individual enrolled at the College. While supporting the ideas of Texas and the national Republican Party organizations, this College group comes together for the purpose of promoting discussion of topics related to government and the political process. It is open to any student with interest in these subjects. Programs, speakers, and forums will be scheduled during the year to foster and encourage political dialogue.

Weatherford College Criminal Justice Club promotes professional, academic and public awareness of criminal justice issues. Promotes high standards of ethical conduct, professional training, and higher education within the criminal justice field.

Weatherford College Young Democrats is an organization open to any student with a serious interest in politics and the process of selecting our elected leaders. The organization meets on a regular basis to hear speakers and program presentations on civic engagement. While supporting the ideas of local, state, and national Democratic groups, the WCYD exercised an open door policy to all political philosophies in the pursuit of raising the level of public discussion on important governmental issues.

DOSS STUDENT CENTER

Use of the Doss Student Center may be scheduled by the advisors/sponsors of any Weatherford College student organizations with the following provisions:

- Approved College activities may be scheduled in the Doss Student Center with the approval of the Executive Director of Student Development or designee. The Activity Approval forms are available in the Office of Student Life.
- After approval of activity has been obtained, a Facility Use Request shall be completed and submitted to the WC Facilities Coordinator at 817-598-8879 at least one week before the requested date.
- Only one request to use the Doss Student Center may be presented at a time, and another request may not be submitted until the expiration of the previous request.
- Approved sales activities by student organizations will be restricted to the Doss Student Center, in a location and space dimension pre-approved by the Executive Director of Student Development, or designee.
- Approved sales activities will be limited to weekdays and scheduled one day at a time.
- Each student organization may schedule the use of the Doss Student Center for sales activities no more than two (2) days per semester (mini's excluded).

- Sales activities in other locations on-campus or off-campus are at the discretion of the Executive Director of Student Development
- Outright community solicitation by Weatherford College student organizations is not allowed without prior approval from the Vice President of Institutional Advancement.

It is understood that the funds of all Weatherford College student organizations are subject to the WC Business Office policy & procedures guidelines, including any audit procedures.

CAMPUS SAFETY

Weatherford College provides a campus police department located in Couts Hall (COUT) consisting of a Chief of Police, several full-time and part-time State-of-Texas Certified Peace Officers, and a Crime Victim Liaison. WC Campus Police is on duty to provide a safe and secure campus environment for students, faculty, staff, and guests of the College. A crime victim liaison is available to assist any student, faculty, or staff member if subjected to a violent crime on campus. For emergency cases, please dial 911. To reach the WC Campus Police call 817-594-1731, after hours call 817-771-3535.

MISSING STUDENT PROCEDURE

If there is a reason to believe that a student is missing from the premises, whether or not the student resides on campus, Campus Police and the Executive Dean of Student Services will make every possible effort(s) to locate the student and determine his/her state of well-being by WC policy.

- If the student lives on campus, Campus Police and the Office of Student Services will coordinate efforts to locate the student, including conducting a welfare check into his/her room in serious circumstances.
- If the student lives off-campus, the Executive Dean of Student Services will enlist the support of local police; concurrently, Weatherford College officials will make every effort to determine the student's whereabouts through contact with friends, associates, teachers, and/or the student's employer.
- If the student is located, verification of the student's state of health and intention of returning to WC shall conclude the search.
- If student Also, the Executive Dean of Student Services shall notify the immediate family within 24 hours of receiving the initial missing student report that the whereabouts of the student is unknown.
- If the missing student resides off-campus, family members or associates are encouraged to file an official missing person's report with the local police department. Campus Police and Student Services will cooperate, aid, and assist local and state law enforcement officials as prescribed by law and/or east end agreements.
- If the student lives on-campus, Weatherford College Police and Student Services will conduct an official investigation in conjunction with local police officials as the primary investigative unit.

All relevant law enforcement agencies in the area, including those of the student's normal route(s) of travel and his or her hometown P.D., will be notified and asked to render assistance with the search.

All law enforcement agencies involved in the search will receive routine investigation status reports issued by WC Campus Police during the investigation.

PARKING PERMITS

Students who operate a motor vehicle on College property and/or right-of-ways, including WCMW, ECGB, and the WCWC campus, must register the vehicle and obtain a College parking permit before operating the vehicle on said property. Students can register their vehicle online at www.wc.edu/campus-administration/campus-police/parking.

Parking permits shall be purchased at the WC Business Office (main campus) and picked up at the Campus Police Department located in Couets Hall on the east end of the main parking lot. This parking permit must be appropriately displayed and visible at all times while parked on College property.

VEHICLE CHANGES

If a registered vehicle is sold, traded, or otherwise change ownership, the parking permit affixed to that vehicle must be removed and brought to the Campus Police Department. Once the voided permit is presented to the Campus Police Department, a new permit will be issued free of charge.

However, if the voided permit is not removed from the sold or traded vehicle, a new permit must be purchased. As legal drivers, students are responsible for any vehicle operated on campus regardless of the vehicle's ownership registration on file with the State of Texas or elsewhere. Parking citations are issued to both the automobile and the operator and are also the financial responsibility of the registered owner of the vehicle.

TRAFFIC AND PARKING REGULATIONS

It is a violation to park in restricted areas marked by yellow, red, or blue curbs, loading zones, no parking zones, or areas designated and identified as personalized.

- Only authorized vehicle may park in handicapped parking (blue curb) with either a current hang tag displayed on the windshield or a special license plate attached to the bumper.
- The speed limit on campus is 20 mph. You will be cited for excess speed on campus with a City of Weatherford speeding ticket; such citations are legally binding in the courts.

DISCIPLINARY ACTION FOR TRAFFIC OR PARKING VIOLATIONS

Students who receive citations on their vehicle should report to the Business Office within seven days from the date on the citation to pay the fine. Rates for citations range from \$15.00 - \$30.00 and are listed in the Traffic & Parking Regulations Brochure. Should the violator wish to appeal a citation, an appeal form may be completed at the Campus Police Department.

NOTE: All appeals must be submitted within seven days from the date on the citation. Delinquent citations (not paid within seven days) may be handled in the following manner:

- A financial "hold" will be placed on the student's account in the Registrar's Office.
- The cited vehicle can be removed from campus.
- A citation may be filed in the Justice of the Peace Court

- In the case of excessive violations, the College reserves the right to revoke a driver the privilege of operating a motor vehicle on campus.

TRAFFIC & PARKING REGULATIONS BROCHURE

The Weatherford College Traffic & Parking Regulations Brochure is available at the Campus Police Department. All WC students should pick up a copy to read from the Campus Police Department if they did not receive a copy during registration.

BAD WEATHER DAYS (INCLEMENT WEATHER)

When scheduled classes are canceled due to inclement weather, every effort will be made to notify students of the cancellations per television, radio or per telephone, when necessary. The "lost" class or laboratory time is to be made up through a variety of possible means. These include group work outside the classroom, research in the College library, or additional class time beyond the regular class hours. Each instructor will decide on which approach is best for his/her curriculum and then notify the immediate supervisor or instructional administrator of the decision.

For detailed information on campus closings, please go to:

1. The **WCCOYOTEALERT/SchoolCast** (an email will be sent to your student email account after the 12th class day, for long semesters, with instructions on how to set up your School Cast account).
2. Also, check our College's website at <http://www.wc.edu>
3. Next, call our main WC telephone number at 817-598-5471 for a notification.
4. Turn your radio to KYQX 89.5 FM, or go to www.qxfm.com and "Listen Live."
5. Local TV Channels 4, 5, 8 and 11 will be notified of campus closings.

STUDENT I.D. – THE COYOTE CARD

The Coyote Card is the official student I.D. for Weatherford College. It will be used for all refunds including those from financial aid, student discounts from area merchants and for entrance to student activities. Additional information is available at the Business Office, the Financial Aid Office and in the Student Services Office.

To get your Coyote Card, you will need:

- Driver License
- Student I.D. number
- *Under 18 requires parent signature*

EMERGENCY MESSAGES

No personal messages will be delivered to a student other than emergency messages. "Emergency" is defined as a situation involving death, a serious accident, and/or a life threatening illness. Student calls may be made over the pay telephone located by the Business Office, or from a desk phone located inside the Student Services Offices after obtaining permission.

STATE & FEDERAL CRIMINAL PENALTIES

State and Federal Laws regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs are strictly enforced by the Weatherford College Campus Police Department. Violators are subject

to disciplinary actions by WC administration as well as subject to criminal prosecution by Local, State, and Federal Law Enforcement agencies resulting in fees, fines, and possible imprisonment.

Texas Statutes: Offense & Penalties under Texas State Law

Driving while intoxicated (includes intoxication from alcohol, drugs, or both):

Minimum: A fine of not more than \$2,000 and confinement in jail for a term of not more than 180 days nor less than 72 hours

Maximum: A fine not to exceed \$10,000 and imprisonment for a term of not more than ten years nor less than two years.

Public intoxication:

Minimum: A fine not to exceed \$500

Maximum: Varies with age and number of offenses

Purchase, possession, consumption of alcohol by a minor:

Minimum: A fine not to exceed \$500

Maximum: Varies with age and number of offenses

Purchase for or furnishing of alcohol to a minor:

A fine not to exceed \$4,000 and/or confinement in jail for a term not to exceed one year

Possession of controlled substances (drugs):

Minimum: A fine not to exceed \$10,000 and confinement in jail for a term of not more than two years or less than 180 days

Maximum: A fine not to exceed \$250,000 and imprisonment for life or a term of not more than 99 years nor less than fifteen years

Manufacture or delivery of controlled substances (drugs):

Minimum: A fine not to exceed \$10,000 and confinement in jail for a term of not more than two years or less than 180 days

Maximum: A fine not to exceed \$250,000 and imprisonment for life or a term of not more than 99 years nor less than fifteen years

Possession of marijuana:

Minimum: A fine not to exceed \$2,000 and/or confinement in jail for a term of not more than 180 days

Maximum: A fine not to exceed \$250,000 and imprisonment for life or a term of not more than 99 years nor less than five years

Delivery of marijuana:

Minimum: A fine not to exceed \$2,000 and/or confinement in jail for a term of not more than 180 days

Maximum: A fine not to exceed \$100,000 and imprisonment for life or a term of not more than 99 nor less than ten years.

The penalties listed above are based on language contained in applicable Texas statutes and are subject to change at any time by the Texas Legislature and the State Governor.

Federal Statutes: Offense & Penalties under Federal Law

Possessions of drugs (including marijuana):

Minimum: A fine of not less than \$1,000 and/or imprisonment for up to one year

Maximum: A fine of not less than \$5,000 plus costs of investigation & prosecution and imprisonment for not more than 20 years nor less than five years

Manufacture, distribution, or dispensing of drugs (including marijuana):

Minimum: A fine of \$250,000 and/or imprisonment for up to three years

Maximum: A fine not to exceed \$8,000,000 for an individual (or \$20,000,000 if other than an individual) and imprisonment for life without release (no eligibility for parole)

Distribution of drugs to a person under 21 years of age:

Minimum: Double the federal penalty for distribution of drugs

Maximum: Triple the federal penalty for distribution of drugs

The federal penalties quoted are based on language contained in the applicable federal statutes creating criminal offenses regarding controlled substances and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1000 feet of a school or a public university.

WEATHERFORD COLLEGE SEX OFFENDER REGISTRATION POLICY

(Texas Code of Criminal Procedure, Article 62.153 – Registration of Workers or Students at Institution of Higher Education.)

In compliance with the Texas Code of Criminal Procedure Article 62.153, any sex offender who registers for classes at Weatherford College shall report to the Weatherford College Police Department no later than the seventh (7th) day after the date on which the student first attended class. The person described herein shall provide the WC Campus Police Department all information as required under the Texas Code of Criminal Procedure, Section 62.02. The Campus Police Department shall promptly forward all information received from said person to Weatherford College administration. Also, any sex offender described above shall notify the WC Campus Police Department not later than the seventh (7th) day after the date of graduation, termination, or permanent departure from WC of a changed status.

HEALTH & SAFETY

SEXUAL HARASSMENT AND/OR ASSAULT

Definition – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or
- the condition of instruction, employment, status or participation in any course, program or
- other College activity.
- Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or if
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performances; creating an intimidating, hostile, and/or offensive environment.

EXAMPLES OF QUESTIONABLE CONDUCT

Verbal:

- Unwelcome sexual flirtation, advances or proposition for sexual activity
- Continued or repeated verbal abuse of a sexual nature.
- Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person's body or clothing.

- Stating, indicating and/or implying that benefits will be gained or lost based on response to sexual advances.

Non-Verbal:

- Displaying sexually demeaning or offensive objects and pictures.
- Staring at someone, blocking another's path, or otherwise restricting his or her movements, e.g., invading a person's personal body space.
- Bringing material to work that expresses sexually offensive comments regarding male or female.
- Making sexual gestures with hands or body movements.
- Letters, gifts or materials of a sexual nature.

Physical:

Offensive physical contact.
Sexual assault; coerced sexual intercourse; rape; sexual battery or other sexual motivated conduct or contact.

Weatherford College will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including 'date or acquaintance' rape), sexual assault or sexual harassment. In instances where there is reason to believe that these policies prohibiting sexual misconduct have been violated, administration will immediately pursue disciplinary action.

For a complete listing of college policies relating to student welfare, please visit:
<http://pol.tasb.org/Home/Index/981>

SEXUAL HARASSMENT BY AN EMPLOYEE

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

1. A college district employee causes the student to believe that the student must submit to the conduct to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile or abusive educational environment.

SEXUAL HARASSMENT BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

STATE OF TEXAS CRIMINAL JUSTICE SYSTEM

The College and victim may also elect to pursue the concern through the State's Criminal Justice system. If the College has reason to believe that sexual misconduct has occurred, sanctions may include warnings, probation, restrictions, suspension and finally expulsion. Sexual assault is defined as having sexual contact or sexual intercourse with another person without the consent of that person. Legal consent of a party is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied from silence or passivity nor a state of intoxication [alcohol or otherwise induced], or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

In the event of sexual assault, the victim is encouraged to report the crime to the Campus Police Department if the act occurred on campus or to the appropriate local authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault which may be necessary evidence as proof of the alleged crime (i.e., do not take a shower).

Prosecution of the Perpetrator is a matter for the victim to consider in addition to reporting the crime. The information disclosed by the crime victim will be treated with total confidentiality. Students may also report the incident to the staff within the residence halls, a licensed student counselor located in Student Services, or other College staff who will in turn alert the Student Services Administration. Victims are also encouraged to report the crime directly to the Executive Dean of Student Services to pursue disciplinary action through the Student Code of Conduct system. Students may request that campus personnel assist them in the reporting of the crime of sexual assault. False reporting of a crime is a misdemeanor, and legal action will be taken by the College's administration.

NOTIFICATION OF SEXUAL MISCONDUCT

Reports of sexual harassment and/or assault shall be made as soon as possible after the alleged act or knowledge of the alleged act. Any student who believes that he or she has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or another college employee. The Executive Dean of Services or designee will investigate all allegations.

EDUCATIONAL MATERIALS – SEXUAL MISCONDUCT

Educational materials related to sexual misconduct will be disseminated to each incoming student during orientation, as well as students currently enrolled at WC. Orientation of all new students will include a component related to sexual assault and its prevention. Programming to promote the awareness and prevention of sexual misconduct will continue to be offered in the residence halls as well as other locations accessible to the greater student body. Self-defense seminars will be offered to the student body through the CampusPolice.

BULLYING & DATING VIOLENCE

Weatherford College prohibits bullying and dating violence as defined by college policy, Student Welfare: Freedom From Bullying and Dating Violence (FFE-Local). This policy can be found on the Weatherford College website and/or by speaking with a college administrator. Retaliation against anyone involved in the complaint process is a violation of College policy and is prohibited.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on campus, or college related activity and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm.
2. Creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

Dating Violence

Dating Violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that the abuse:

1. Affects the student's ability to participate from an educational program or activity.
2. Has the purpose or effect of interfering with the student's academic performance, or
3. Adversely affects the student's education opportunities.

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members, and/or destroying property belonging to the student.

Notification of Bullying & Dating Violence

Reports of bullying, dating violence or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. Any student who believes that he or she has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other college employee. The Executive Dean of Student Services or designee will investigate all allegations.

FREEDOM FROM DISCRIMINATION, HARASSMENT, & RETALIATION

Weatherford College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability or any other basis prohibited by law as defined by college policy, Student Welfare: Freedom from Discrimination, Harassment, and Retaliation.

Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive education environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

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

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited conduct (Sexual Harassment and Assault, Bullying, Dating Violence, Discrimination, or Retaliation) or believes that another student has experienced prohibited conduct should immediately report alleged acts to an instructor, counselor, administrator, or other College District employee. Alternatively, a student may report prohibited conduct directly to one of the College District officials below:

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the American with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dawn Kahlden
Position: Director of Special Populations
Address: 225 College Park Drive, Weatherford, TX 76086
Telephone: (817) 598-6350

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment and sexual harassment in the form of sexual violence, and bullying may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Adam Finley
Position: Executive Dean, Student Services
Address: 225 College Park Drive, Weatherford, TX
76086
Telephone: (817) 598-8831

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

MEDICAL TREATMENT FACILITY

Medical treatment is available through local physicians or at the Weatherford Regional Medical Center located at 713 E. Anderson in Weatherford, TX. Palo Pinto General Hospital located at 400 SW 25th Ave., Mineral Wells, TX. Lake Granbury Medical Center located at 1310 Paloxo Rd., Granbury, TX. Wise County Medical Center located at 1306 1st St., Bridgeport, TX. Hospitals collect and preserve evidence for the prosecution of the perpetrator at a later date if the victim so decides. Students are encouraged to seek support from College counselors trained in these matters. Counselors will provide initial counseling and necessary referrals to those students requesting assistance.

NOTE: Weatherford College will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault.

HIV/AIDS EDUCATION

Weatherford College promotes HIV/AIDS education available to its students through programs and material provided by local agencies regarding basic information regarding the modes of transmission and prevention of HIV; to reduce fear and misinformation; to help people recognize and avoid personal behaviors that might cause them to become infected; to encourage nondiscrimination that will enable the HIV-infected individual to remain enrolled as a student as long as physically possible; and to provide continuing education about the human immunodeficiency virus also called HIV. Weatherford College will work with local health and social service agencies, and other related healthcare providers, to establish an effective community-based resource and referral system. An educational pamphlet on HIV infection, developed by the Texas Department of Health, is available to students on request from the Office of Student Services.

IMMUNIZATIONS

It is strongly recommended that students and their families review their vaccinations to ensure that they are up-to-date. Special attention should be paid to such diseases as diphtheria, measles, mumps, tetanus and polio. While the College does not require proof of vaccination other than the Meningitis Vaccination, students are reminded that current vaccinations are a major step in providing protection for most individuals. Students in Allied Health and Public Safety programs may be required to provide health records and proof of vaccination as a condition of enrollment. Contact the individual program for additional information.

Recommended Vaccines by the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP):

1. Tetanus-diphtheria-acellular-pertussis (Tdap) protects against pertussis or also known as Whooping Cough, recently on the increase again according to news reports.
2. Human papillomavirus (HPV) vaccine protects girls against cervical cancer.

STUDENT HEALTH INSURANCE

Weatherford College does not provide health insurance coverage to individual students. Information on carriers offering student policies is available in the Student Services Office.

WEATHERFORD COLLEGE MENINGITIS VACCINE POLICY

Texas SB 1107 makes meningitis vaccination mandatory for all students who are new or an institution of higher education or who are returning to an institution of higher education following a break of at least one fall or spring semester. Students must have had the vaccine at least ten days before the start of the semester they are planning to attend and must provide documentation of the vaccine by completing the Weatherford College Bacterial Meningitis Vaccine Form and providing the required documentation to accompany the form.

Meningitis vaccination is not required for a student who is enrolled only in online or other distance education courses or who is 22 years of age or older.

What is Meningitis?

Meningitis is a rare but potentially fatal bacterial or viral infection. It can result in permanent brain damage, learning disabilities, loss of limbs, loss of hearing, organ failure, and death. Meningitis is an inflammation of the membranes surrounding the brain and spinal cord.

Meningococcal meningitis strikes about 3,000 Americans each year and is responsible for approximately 300 deaths annually. It is estimated that 100-125 cases of meningococcal meningitis occur on college campuses and 5-15 students die each year as a result.

What is the Cause of Meningococcal Meningitis?

Meningococcal meningitis is caused by the Bacterium *Neisseria Meningitidis*. This bacterium is the leading cause of meningitis and septicemia (blood poisoning) among teenagers and young adults in the United States.

Why are College Students at Risk?

Studies show that individuals between the ages of 15-24 are at a greater risk of contracting meningococcal meningitis. Data suggests that certain social behaviors common among college students such as smoking, partying, excessive alcohol consumption and irregular sleep patterns may increase a student's risk of contracting the disease. The Centers for Disease Control reports that students living in dormitories have six times the risk of contracting meningococcal meningitis than college students overall. Outbreaks of meningitis have risen sharply in the past ten years.

How is Meningococcal Meningitis Spread?

Meningococcal meningitis is transmitted through the air via droplets of respiratory secretions or through direct contact with an infected person. Direct contact is defined as oral contact with an infected person. Direct contact is defined as oral contact with shared items such as cigarettes or drinking glasses or through intimate contact such as kissing. Many people are carriers of the organism and are immune to infection; however, they can spread meningococcal meningitis to others.

What are the Common Symptoms?

Early symptoms resemble the flu and may include:

- High Fever - Headache - Stiff neck - Rash
- Nausea - Vomiting - Lethargy

Meningococcal meningitis is often mistaken as something that is less serious. If it is not detected early, often within hours of the first symptom(s), the disease can progress. Students are urged to seek medical care immediately if they experience two or more of the above symptoms concurrently.

When do Outbreaks Occur?

Meningococcal meningitis usually peaks during late winter and early spring.

How can Meningitis be Prevented?

A vaccine is available for the four types of bacteria that cause meningococcal meningitis. The four types are serogroups: A, C, Y and W-135 and account for two-thirds of meningococcal meningitis cases among the college population. The development for immunity post-vaccination usually requires 7- 10 days. The Centers for Disease Control recommends that college students become educated about meningococcal meningitis and the benefits of the vaccination.

TOBACCO / E-CIGARETTES / VAPORS

The use of tobacco products, e-cigarettes, and vapors are not permitted on any Weatherford College campus.

ALCOHOL AND DRUG ABUSE

Drug abuse is the use of natural and synthetic chemical substances for non-medical reasons to affect your body, mind, and behavior. When drugs are abused, their use can cause health problems, social difficulties, and legal problems. When a person engages in drug abuse, they risk:

OVERDOSE (*possibly death*)

DEPENDENCE (*addiction with painful psychological and/or physical results*)

ILL HEALTH (*organ damage, mental illness, hepatitis, AIDS*)

SOCIAL DIFFICULTIES (financial difficulties, inability to relate normally to others, and legal problems leading to imprisonment)

Commonly Abused

There are six classifications of types of drugs that are commonly abused and are by law controlled substances: stimulants, depressants, hallucinogens, narcotics, cannabis, and deliriant.

There are two additional drugs which are controlled by law in a different way from above: alcohol and nicotine. The abuse of these two drugs has a massive ill effect on individuals and society.

Controlled Substances

STIMULANTS (“uppers”)

Amphetamines (Dexedrine, Desoxyn, Biphphetamine), Nicotine (in tobacco), Cocaine (“coke”, “snow”, “flake”, “rock”, “crack”).

DEPRESSANTS

Barbiturates (Phenobarbital, Seconal, Amytal), Tranquilizers, (Valium, Equanil, Librium), Methaqualone (Quaalude, Somnafac, Parest, Mequin), Alcohol (beer, wine, other distilled alcoholic beverages).

HALLUCINOGENS

Lysergic Acid Diethylamine (LSD acid), Phencyclidine, (PCP, angel dust), Mescaline, MDA, DMT, STP, Psilocybin

NARCOTICS

Heroin, Morphine, Opium, Codeine, Meperidine, Methadone

CANNABIS

Marijuana, Hashish, Hashish Oil

DELIRIANTS

Aerosol products, lighter fluid, paint thinner, Amyl nitrite, other inhalants.

Actions & Penalties

Appropriate action and/or penalties will be imposed against employees and students found to have violated College-prescribed standards of conduct up to and including termination of employment or enrollment. Actions and/or penalties may include participation in a drug counseling or rehabilitation service; however, Weatherford College does not assume responsibility for the cost.

Penalties under Federal Law and the Texas Penal Code range from a Class B misdemeanor (maximum of 1 yr. and/or \$1000 fine) to a First-Degree Felony (maximum of 15 to 99 years and/or \$250,000 fine). The penalty assessed upon conviction is determined by several considerations including the controlled substance involved, the amount, and the circumstance of unlawful manufacture, delivery, distribution, possession, and/or use.

WC Alcohol and Drug Policy

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the

institution. State law shall be strictly enforced at all times on all property controlled by the District regarding the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Each student taking one or more classes for any type of academic credit except for continuing education units shall have access to the District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690, Sec. 5153 and 34 C.J.R. 85.630) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226, Sec. 1213 and 34 C.F.R. 86), it is the policy of Weatherford College to maintain a drug-free educational institution and workplace. Therefore, Weatherford College prohibits the unlawful manufacture, distribution, dispensation, possession, or other unlawful use of alcohol and/or a controlled substance (as that term is defined in Texas and federal law) in the workplace, on its property, or at any of its activities.

Compliance with the policy of prohibition is a requirement for employment and enrollment at Weatherford College.

Sources of Help

Student Counselor, Phyllis Tiffin, 817-598-6246

Alcoholics Anonymous (AA), 24 Hour Hotline, 817-332-3533 or Support Group, 817-598-9021

AI-Anon/AI-A-Teen Meeting Information Line, 800-356-9966

The Bunk House, 817-598-1335 The Center of Hope, 817-594-0266

Serenity Foundation of Texas-Serenity House (24 hr hotline), 866-795-4673

Weatherford Area Alcoholics Anonymous 502 East Oak St Weatherford, TX 76086, 817-598-9021

Weatherford College does not recommend or promote any service or source of help over another. Those listed here are for convenience only. Additional sources of help may be obtained by contacting the college counselors.

SOURCES FOR HEALTH INFORMATION

Texas Department of Health (URL: <http://www.tdh.state.tx.us/>)

Centers for Disease Control and Prevention (URL: <http://www.cdc.gov>)

National AIDS Hotline (toll-free): Phone: 800-342-AIDS

STD Hotline (toll-free): Phone: 800-227-8922

SEVERE WEATHER SAFETY PLAN

Severe Weather Shelter Areas

The following procedures will be enacted if severe weather is in the area. The Campus Police Department will monitor the National Weather Service forecast over cable TV, Police Band Radio, and the Internet. When an actual tornado or funnel cloud has been sighted and is moving in the general vicinity of the college, the Chief of Police, or a designated representative, will enact Coyote Alert (the campus emergency notification system) to notify students, faculty, and staff shall proceed immediately to the WC designated shelter areas below.

College Facilities by Name

ACAD/Academic Building

| All occupants should proceed immediately to the first floor, center hallway on west side.

AG/Agriculture Building

| Move to center offices, hallway, and restrooms.

Ball Park

| Spectator Stands – move to restrooms

| Field – Dugouts – move to field house showers.

BUSI/Business Building

| Move to Level 1-Hallway and Women's Restroom.

COUT/Couts Hall Building

| Move to back restrooms.

COVL/Coyote Village

| All occupants should proceed immediately to the ground floor inner core apartments.

DOSS/Doss Student Center/Bookstore/Cafeteria

| Move to bookstore, kitchen or east restrooms.

F.A./Fine Arts Building

| Rm. 101-103 move to east restrooms

| Rm. 104-106 move to Band Hall

| Stage & Shop move to the dressing room

| Auditorium – Center & East seating move to East-end hallway by restrooms and sound booths, use the booths and piano practice room

FACL/Faculty Offices, Bldg. #2 (West-side of campus)

| Move to Building #1 Storage, Mech., and Telephone room.

LART/Liberal Arts Building (West-side of campus)

| Success Connection – move to the north-east corner of room & office

Rm. 101-105 – move to Switchboard, utilize restrooms and teacher lounge
Rm. 106-109 – move to upper-level restrooms
Rm. 113, 114, 115, 122, 123, 124 – move immediately to Switchboard area
Rm. 116, 117, 118, 119, 120, 121 – move to Technology 201.

GYMN/Betty Jo Graber Athletic Center Building

Move to men's locker room.

HLSC/Don Allen Health Science Center

Move downstairs to Men's and Women's restrooms or Room 112.

LIB/Library

Move to Student Services, lower level, behind service counter.

MINC/E.W. Mince Building

Move to lower level restrooms and Dance Room.

STSV/Student Services

Move to lower level behind counter.

TECH/Technology Building

Move to lower level restrooms, Mechanical Room, Work Room & Offices Hallway

TEPS/1st Lt. Jack Knight Building

Move to Lecture Hall, restrooms or break room.

Weatherford College Wise County

Students, faculty & staff assigned to WC Wise County should proceed immediately to the center hall of the campus

Educations Center – Mineral Wells

Building 704 – Academic Center proceed immediately to the basement of the building

Building 790 – Welding/Machine Shop proceed immediately to the basement in Bldg. #704.

Education Center – Granbury

All occupants should proceed immediately to the Commons area on the ground floor

MEDICAL AND MENTAL HEALTH EMERGENCIES AND WITHDRAWALS PROCEDURE

Weatherford College cares deeply about the physical and mental health of its students. At times, however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The college will support student-initiated self-care plans, and/or initiate actions, that consider the welfare of the individual student and the College community.

WC Care Squad:

The Executive Dean of Student Services has formed the WC Care Squad, a committee that meets regularly to address student's needs. One of the goals of the committee is to provide a safety net for students to ensure their academic and interpersonal success. The WC Care Squad is typically composed of the Associate Dean of Student Engagement, College Counselor, Director of Housing, and Director of Special Populations. Depending on the emergency or concern, the Executive Dean of Student Services may appoint other advisors to the committee as needed. College staff, faculty, and/or students can make referrals to the WC Care Squad in writing or phone to the Executive Dean of Student Services or designee.

Student situations that might be considered by the WC Care Squad include but are not limited to:

- Acute decline in physical health

- Suicidal threat, intent and/or behavior; self-injurious behavior
- Destructive, threatening, or other disruptive behavior
- Drug and alcohol abuse; including overdose or misuse of over-the-counter or prescription medications
- Any physical or mental health problem that points to possible imminent or foreseeable danger to oneself or another member of the College community, or requires intensive monitoring to prevent such danger

In responding to these situations, the WC Care Squad reserves the right to determine appropriate response, but not limited to, the following options:

- Allow the student to remain in school, but require a specific mental health or physical health evaluation, within a certain period. The student will be responsible for any cost incurred by the evaluation and/or treatment. In the interest of gaining a better understanding of the student's ability to function in the college community, the College may request the student to sign appropriate release forms allowing designated Weatherford College staff to consult with the evaluating and/or treating clinician(s) serving the student. Based on the evaluation results, the WC Care Squad will determine appropriate next steps, including the possibility of allowing the student to remain on campus if a commitment is made to the recommended treatment plan
- Invoke an Involuntary Medical Withdraw (see below), or encourage a Voluntary Medical Withdrawal
- Notify the student's parent(s) and appropriate College officials about a mental or physical health or safety emergency. Note: College notifications will respect confidentiality, and will share limited information on a need-to-know basis only.

All requirements and conditions determined by the WC Care Squad will be outlined in writing in a letter from the Associate Dean of Student Engagement delivered or mailed to the student.

Procedures

Medical Interim Suspension

The WC Care Squad may invoke a interim medical suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows times for a student to receive needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the college. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the bases for the decision by contacting the Executive Dean of Student Services.

Voluntary Medical Withdrawal

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in and completion of, academic course work; when safety is in question; or when the demands of college life are interfering with the ability to recover from, or adjust to significant physical or mental health challenge.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with the college counselor, or they may independently initiate the process in Student Services. After the voluntary withdrawal is approved, the person is no longer considered a student and must leave campus and, if applicable, officially check out of on-campus housing.

Involuntary Medical Withdrawal

In rare circumstances, the WC Care Squad may determine that a student must be involuntarily medically withdrawn as the college has an obligation to protect its community members from the risk of harm and preserve the integrity of its educational environment. Some student behaviors, which threaten health and safety and disrupt the learning environment, may prove to be caused by treatable medical or mental health conditions, which are classified as disabilities under State and Federal discriminations laws. While Weatherford College reasonably accommodates students with disabilities in the College's educational facilities and programs in compliance with Section 503 and 504 of the Rehabilitations Act of 1973, the American with Disabilities Act of 2008 (ADAAA), and any applicable State regulations, the College has an obligation to assess whether the student who is exhibiting harmful behavior can be reasonably accommodated on the college learning environment without unacceptable risk to others. Pursuant to this procedure, an Involuntary Medical Withdrawal may be imposed when a student behaves in a way which threatens harm to others, or when the student is unable to effectively function, or when the student's behavior significantly disrupts the educational environment of others.

Those who are medically withdrawn for any health reason are not allowed to participate in any college activities, attend class, reside in or visit on-campus housing, and may not be on campus except to attend a meeting or hearing related to his/her case.

If a student believes that a decision for involuntary medical withdrawal made by the WC Care Squad in unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to Executive Dean of Student Services. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has three business days to submit his/her appeal. The college will follow the student appeals procedure listed in the Student Handbook.

Code of Conduct Violations

Evidence of the student's conduct, which resulted in the imposition of an Involuntary Medical Withdrawal, may be referred by the Executive Dean of Student Services (or designee) to the College's disciplinary process at any time during or following the Involuntary Medical Withdrawal, and may result in disciplinary action against the student under the College's Code of Conduct.

Clearance Procedures

Any student who has been placed on an interim medical suspension or an involuntary medical withdrawal will need to complete the clearance procedures outlined by the WC Care Squad before being allowed to return to the College. The WC Care Squad may also require a student who takes a voluntary medical withdrawal to complete specific clearance procedures. Clearance procedures are designed to ensure that a health emergency no longer exists, and a treatment plan for continuing good health and safety is in place. Each requirement will be listed and given to the student in writing.

STUDENTS RIGHT TO KNOW

www.wc.edu/about/consumer-information

Weatherford College provides certain consumer information to our future and current students. Listed below is some of the information that is available to you:

- Basic financial aid information available in Registration Guides, the catalog, and on the WC website, www.wc.edu
- General information about Weatherford College available in Registration Guides the catalog and on the WC website, www.wc.edu
- Students Right-to-Know Act information about completion/graduation rates for the general student body and student-athletes is available in the Student Services office
- Equity in Athletics information about student-athletes is available on the website, and the hardcopy form is available in the Student Services Office
- The Jeanne Cleary Crime Statistics report is available on the Weatherford College website, and the hard copy is available in the Student Services Office and the Campus Police Department**
- Family Education Rights and Privacy Act (FERPA) information is located in the WC Catalog and on the website, www.wc.edu

Employees are available during regular business hours to assist with accessing any of the above information.

CONDUCT & GRIEVANCES

RIGHTS AND RESPONSIBILITIES

Weatherford College students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. They are subject to the same federal, state, and local laws as non-students and they are the beneficiaries of the same safeguards of individual rights as non-students.

As members of the WC community, students are subject to the rules and regulations of the College. Students retain the responsibility of citizenship upon enrollment in the College District. The College District expects that each student will conduct himself or herself in a manner compatible with the College District's function as an educational institution. Regardless of place of residence, each student must observe all federal, state, and applicable local laws both on and off campus. Any student who violates any provision of these laws is subject to disciplinary action, including expulsion, notwithstanding action taken by civil authorities on account of the violation.

ACQUAINTANCE WITH POLICIES, RULES, AND REGULATIONS

Each student is expected to be fully acquainted with all published policies rules, and regulations of the College, copies of which shall be available to each student for review at the Student Services office. The College holds each student responsible for compliance with these policies, rules, and regulations.

The student is responsible for obtaining and understanding published materials to update the items in this code. Students are also expected to comply with all federal, state and local laws. This principle

extends to conduct off campus which is likely to have an adverse effect on the College or the educational process.

For a complete listing of college policies please visit <http://pol.tasb.org/Home/Index/981>.

STUDENT CODE OF CONDUCT AND PROCEDURE FOR DISCIPLINE

The mission of Weatherford College is to provide an opportunity for education to all its students. To achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff, and administration in a positive manner. The following regulations have been established by the College staff and approved by the governing board of Weatherford College and will apply on –campus, any College sponsored or sanctioned activities, and any off-campus behavior which reflects the mission of the College.

Enrollment at Weatherford College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Weatherford College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves.

Weatherford College is an institution of higher learning. The rules and regulations are designed to ensure optimal conditions for learning for all students. The standard of code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior.

STUDENT CONDUCT

The conduct of Weatherford College students, both on and off campus is expected to be that of any responsible adult in a public place. Students should consider at all times the effect of their actions on the reputation of the College. It is recognized that each student has the inherent right to free speech and free thought. However, it is also recognized that these rights must be extended to all other individuals. With these statements as guidelines, the College reserves the right to immediately suspend any student found guilty of a felony; found guilty of the possession or use of narcotics; engaged in action that disrupts or interferes with regular College classes or a College-sanctioned function; found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the College. The length of suspension will be dependent on nature, severity, and future risk to the campus community.

STUDENT APPEALS

Any student disciplined under this policy may appeal the ruling before the Appeals Committee. If dissatisfied with the ruling of the Appeals Committee, the student or the administrative officers of the College may appeal to the College President for a disposition of the case.

An expelled student will be dropped from all classes and will receive grades that are consistent with the withdrawal policy in this catalog. The expulsion status will be reflected on the student's transcript. Certain forms of authority for disciplinary actions are traditionally delegated to the faculty of Weatherford College. Disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. The same policy applies in cases of academic dishonesty.

Additionally, faculty may request through the Department Chair and appropriate Instructional Dean or Campus Director that disciplinary action is considered at the administrative level.

INTELLECTUAL PROPERTY RIGHTS

A student shall retain all rights to work created as part of instruction or using College District technology resources.

ACADEMIC INTEGRITY

Every student, faculty, and instructional administrator of Weatherford College is responsible for academic integrity. As such, allegations of academic dishonesty are addressed through the student, instructor, department chair, divisional dean, and the Vice President of Instruction and Student Services who has ultimate authority regarding these issues for Weatherford College. Students found to be in violation of the Academic Integrity policy may be subject to disciplinary actions as outlined in the Student Disciplinary Policy (FMA, Local.)

Examples of cheating, collusion, or plagiarism, include but are not limited to:

1. Copying from another student's test paper or devices.
2. Using unauthorized materials during a test.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which is not authorized by the person administering the test.
5. Using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of a un-administered test, test key, the 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 assignments without authority.
7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
8. Substituting for another person, or permitting another person to substitute for oneself to take a course, take a test or complete any course-related assignment.

9. Paying or offering to pay money or other valuables or coercing another person to obtain items including, but not limited to, and unadministered test, test key, a homework solution or computer program, or information about an unadministered test, test key, homework solution or computer program.
10. Falsifying research data, laboratory reports and/or other academic work offered for credit.
11. 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.
12. Possession at any time of current or previous test materials without the instructor's permission.

CLARIFICATION OF TERMINOLOGY

- "Plagiarism" includes, but is not limited to, the appropriation of purchasing, 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 that material as one's own academic work to instructors for credit.
- "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- "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 for, or related to, any academic record of the College. Academic records include, but are not limited to, applications for admissions, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.
- "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 to obtain 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.

ACADEMIC DISHONESTY REPORTING PROCESS:

- The instructor of record shall report in writing an allegation of academic dishonesty to the department chair for the coursework impacted by the alleged violation. Because the authenticity of the student work presented is in question, the assignment cannot be graded at this time.
- The department chair shall review the allegation of academic dishonesty as well as any supporting documentation regarding the incident to determine if the allegation merits further action and if there is sufficient evidence to support the allegation, the chair may either dismiss the allegation or advance it to the division dean for further action.

- The divisional dean shall review the allegation and supporting documentation and, and when warranted, may conduct further investigation into the incident. The Dean shall schedule a mandatory meeting with the student who is alleged to have violated the Academic Integrity Policy to discuss the allegation. The dean shall issue a finding regarding the alleged violation and authorize either grading of the assignment or dismissal of a compromised assignment. Compromised assignments cannot be awarded academic credit. When the divisional dean determines a violation has occurred, the dean may recommend academic and/or disciplinary action. The divisional dean shall inform the student of any academic and or/ disciplinary action as well as the due process procedure for appeals.
- Appeals of academic action (grades) may be addressed to the Vice President of Instruction and Student Services.
- Appeals of Disciplinary Action may be addressed through the Student Disciplinary Policy (FMA, Local).

TYPES OF DISCIPLINARY ACTIONS FOR ACADEMIC INTEGRITY VIOLATIONS:

After the initial investigation, the instructional dean may issue one or more of the following:

- Take no action.
- Take administrative action to counsel, advice, or admonish the student.
- Forward the grievance to an appropriate administrator/committee.
- Take disciplinary action against the offending student ranging from a warning to suspension or expulsion. The range includes:
 - Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
 - Probation: A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
 - Discretionary Sanctions: Re-writing paper, completing a substitute project or other classroom assignment, re-taking a test.
 - A grade of Zero-Grade of zero on an assignment, project, test. (Whole or portion)
 - Failure of the Course-A grade of "F" is recorded on the student's transcript for the course.
 - Withdrawal: Withdrawal is an administrative removal of a student from a class.
 - College Suspension: Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified such as a psychological examination by an approved professional.
 - Expulsion: Permanent severance from Weatherford College.

NOTE: In extreme cases, information gathered during the investigation may be required to be reported to agencies within and outside the institution. Examples include but are not limited to Counseling, DHS, Law Enforcement, clinical agencies and accrediting boards. Individual departments and programs may

create and enforce a more stringent version of the Academic Integrity policy as required by their discipline and as approved by the Weatherford College Board of Trustees. –Policy adopted, November 2003.

DEFINITION OF BEHAVIORAL MISCONDUCT

Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages
2. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by College policy and federal, state, and local law.
 - a) Being under the influence of alcohol and intoxication as defined by federal, state, and or local law.
 - b) Inability to exercise care for one's safety, or the safety of others, due in whole or in part to alcohol consumption. Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and loss of control of bodily functions.
 - c) Violating any policy while under the influence of alcohol.
 - d) Storage of alcohol in any amount or use of alcohol containers for decoration.
3. 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 expressly permitted by federal, state, and local law.
 - b) Possession of drug-related paraphernalia, except as expressly authorized by federal state and or local law.
 - c) Being under the influence of narcotics, drugs, or medication(s) prescribed to someone else, chemical compounds and other controlled substance, except as permitted by federal, state and local law.
 - d) Violation of any other policy while under the influence of a controlled substance.
 - e) The inability to exercise care for one's safety or the safety of others, due to whole or in part to being under the influence of a controlled substance.
4. Firearms, Weapons, and Explosives
 - a) Use or possession of any item (s) considered a legal weapon, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, B.B. guns, knives, explosive and/or noxious materials deemed potentially harmful to another on College premises are forbidden, except as expressly permitted by federal, state, or local law enforcement.
5. Flammable Materials/Arson
 - a) Use or possession of flammable materials, including incendiary devices, or other dangerous materials or substances used to ignite, spread or intensity flames for fire.

- b) Attempting to ignite or the action of igniting College facilities, or personal property either by intent or through reckless behavior which results in damage to College or student property.

6. Theft, Damage or Unauthorized Use

- a) Attempted or actual theft of property or services of the College, other College students, other members of the College community or 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, by College students, members of the college community or campus visitors.
- d) Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, account information or personal check.
- e) Alteration, forgery or misrepresentation of any form of identification.
- f) Possession or use of any form of false identification.

7. Actions against Members of the College Community

- a) Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical abuse, verbal abuse, threats, intimidation, harassment, stalking, sexual harassment, sexual assault, rape, and coercion.
- b) Intentional or reckless conduct which endangers the health or safety of self or others.
- c) Disrespectful behavior toward a student, staff member or faculty member (as defined by a reasonable person.)
- d) Behavior that disrupts the normal operation of the College, including its students, faculty and or staff. Disruptive behavior can include, but is not limited to, any behavior that disturbs, interferes with, disrupts, or prevents any normal operations and functions of the College. As the primary function of the College is education, "normal operations" would include, but not limited to, teaching, classroom activities, and a student's right to pursue educational opportunities.
- e) Sexual misconduct that involves:
 - Deliberate touching of another's sexual parts without consent.
 - Deliberate sexual invasion of another without consent.
 - Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
 - Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with, or creates an intimidating, hostile, or demeaning environment for an

individual's academic pursuits, (II) College employment, (III) participation in activities sponsored by the College, organizations or groups related to the College, or (IV) opportunities to benefit from other aspects of College life.

- 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
- Passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive behaviors are those students whose poor personal hygiene so seriously offends the sensibilities of roommates/classmates and instructors that the classroom becomes an academic/residential environment that is no longer tenable.

8. Failure to register as a sex offender with the Campus Police Department.

9. Gambling, Wagering, Gaming or Bookmaking as defined by federal, state, and/or local laws is prohibited on College premises or while using College equipment or other services.

10. **Hazing**

Hazing is any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring on or off the premises that endangers the mental and/or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.

NOTE: Consent or acquiescence by a student subjected to hazing is not considered a reasonable defense in a disciplinary proceeding.

Hazing includes, but is not limited to:

- a) Any physical brutalities, such as whipping, beating using a harmful substance on the body or similar activity.
- b) Any physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, or calisthenics that subjects the student to an unreasonable risk of harm or that adversely affects the mental and or physical health or safety of a student.
- c) Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- d) Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation that adversely affects the mental health or dignity of a student or that discourages a student from entering or

remaining registered at this educational institution or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

- e) Any activity in which a person engages in hazing; solicits, encourages, directs aids or attempts to aid another in engaging in hazing: intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Student Services.
- f) Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

NOTE: See Texas Education Code, Sections 37.151-37.155; Section 51.936
(<http://www.capitol.state.tx.us/statutes/ed.toc.htm>)

11. Fire Safety, False Alarms or Terroristic Threats

- a) The 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, filing false police reports, improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.
- b) Failure to evacuate the building immediately upon the sound of an alarm or follow specific evacuation and safety procedures.
- c) Exceeding designated fire code capacity of a room/facility.

12. Financial Irresponsibility

- a) Failure to meet financial obligations owed to the College or components owned or operated by the College including, but not limited to, the writing of checks from 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 on College premises or equipment.
- c) Unauthorized use of the College name, logos, registered marks, and or symbols of the College.
- d) Unauthorized use of the College's name to advertise or promote events or activities in a manner which suggests sponsorship or recognition by the College.

14. College Parking Services

- a) Violation of College traffic and parking regulations.
- b) Obstruction of the free flow of vehicular and or pedestrian traffic on College premises.

14. Failure to Comply

Failure to comply with the reasonable directives or requests of a College official acting in the performance of his duties.

Failure to present student identification or request or identify oneself to any College official acting in the performance of his duties.

15. Abuse, Misuse or Theft of College Computer Data, Programs, Time, Computer or Network Equipment

- a) Unauthorized use of computing and or networking resources including, but not limited to private information and passwords.
- b) Use of computing and or networking resources for unlawful or nonacademic purposes including but not limited to illegal access.
- c) Unauthorized accessing, copying or installing programs, records, copy-write data material or software belonging to the College or another user without permission.
- d) Attempted or actual breach of the security of another users account and or computing system depriving another user of access to College computing or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
- e) Attempted or actual use of the College's computing and or networking resources for personal or financial gain.
- f) Attempted or actual transport of College programs, records or data to another person or computer without written authorization.
- g) Attempted or actual destruction, disruption or modification of programs, records or data belonging to the College or another user.
- h) Attempted or the actual use of the computing or networking facilities to interfere with the normal operation of the College's computing or networking systems; or through such actions causing a waste of such resources (i.e. people capacity, and computer)
- i) Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
- j) Allowing another person, either through one's personal computer account or by other means to accomplish any of the above.

16. Providing False Information or Misuse of Record

- a) 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 document, record or instrument of identification.

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

- a) Use of skateboards, rollerblades, rollerblades, scooters, bicycles or other similar devices in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property.

18. Violation of Published College Policies, Rules or Regulations

- a) 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 Policies and Procedures.

19. Violation of Federal, State, or Local Law

- a) Misconduct which constitutes a violation of any provisions of federal, state or local laws.

20. Abuse of the Discipline System

- a. Failure of a student to respond to a notification to appear before the judicial officer during any stage of a disciplinary proceeding.
- b. Failure to comply with or respond to a notice issued as part of a disciplinary procedure or failure to appear will not prevent the Judicial Officer from proceeding with disciplinary action.
- c. Falsification, distortion or misrepresentation of information in disciplinary proceedings.
- d. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- e. Filing an allegation known to be without merit or cause.
- f. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- g. Influencing or attempting to influence the impartiality of a member of a disciplinary body before or during the disciplinary proceeding.
- h. Harm, a threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during or after disciplinary proceedings.
- i. Harm, a threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body before, during or after disciplinary proceedings.
- j. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- k. Failure to comply with the sanctions, conditions or restrictions imposed under the Code of Student Conduct or the Student Handbook by the Judicial Officer.

21. Fire Safety

- a. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
- b. Misusing or tampering with fire safety equipment. Examples include removal of doors, door closures, exit signs, smoke detectors or fire extinguishers.
- c. Exceeding designated fire code capacity of a residential room.

22. Guests

- a. Failure to take immediate and appropriate action to prevent or to stop a violation by a guest.

- b. Persons who have been evicted/trespassed from the residences/campus for any reason returning as guests following eviction/ trespassing.
- c. The presence of a guest after visitation hours in the residential facility.

23. Noise

- a. Unreasonable noise in and around residential facilities that disrupts or potentially disrupts residents or neighboring community members.
- i. • During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area or noise that could travel into another room/common area.
- ii. • During Courtesy Hours, unreasonable noise is noise that can be heard outside of a room/common area.
- b. Use of amplified sound, subwoofers or musical instruments that violate Quiet or Courtesy Hours.
- c. Noise from a vehicle that distracts residents, classrooms, College functions or neighboring community members.

24. Possession of a Pet on campus

- a. Other than a service animal, pets are not allowed on campus. Fines, as well as other disciplinary sanctions, will result in a violation of a pet on campus. The fine for being in possession of a pet on campus is \$250.00, and the pet is to be removed immediately.

NOTE: Please contact the Special population's Director located in the Student Services office for Requesting an Exception to the Residential Pet policy for a Service Animal if you need a service animal as an accommodation for disability.

25. Trespassing

- a. Entering any private room, locked building, or common area without following security procedures or obtaining appropriate permission.
NOTE: This includes, but is not limited to, entering a roommate's bedroom without resident's permission. * *This policy does not apply to Hall staff in the performance of official duties.*
- b. Entering the College Campus, residential facilities, parking lots, sporting fields, gymnasium, etc. after being trespassed from the specific area.

CHARGES AND HEARINGS

Disciplinary action may originate with the Executive Dean of Student Services/designee or in other units of the College, which may initially deal with the alleged misconduct. A faculty member or College official may report any student violation, which is not resolvable through an informal process if he/she believes that disciplinary action may be warranted. Any such referral(s) to the Executive Dean of Student Services shall be in writing and shall be signed by the College official making the referral. Any referral should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

The Executive Dean of Student Services Services/designee may conduct an investigation to determine if the charges have merit or if they can be disposed of administratively by mutual consent of the student(s) and the College official who referred the matter. After the initial investigation, the Executive Dean of Student Services or designee may issue one or more of the following:

- Take no action.
- Take administrative action to counsel, advise, or admonish the student.
- Forward the grievance to an appropriate administrator/committee.
- Take disciplinary action against the offending student ranging from a warning to suspension to expulsion.

Types of Disciplinary Action

The Executive Dean of Student Services/designee may impose one or more of the following penalties:

- **Reprimand** – A verbal or written warning to the student following a Rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- **Conditional Probation** – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include social and behavioral restrictions; restitution for harm caused by the misconduct of student, or specified community service. This probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- **Loss of Privileges** – Denial of specified privileges for a designated period of time.
- **Restitution** – Compensation for loss, damage or injury. This may take a form of appropriate service or monetary or material replacement.
- **Discretionary Sanctions** – Work assignments, service to the College or other related discretionary assignments.
- **Withdrawal** – Administrative removal of a student from a class or the College and may be imposed in instances of unmet financial obligation; for reasons of health; pending the outcome of a competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.
- **Suspension** – Forced withdrawal from the College for either a definite period or until stated conditions have been met. Normally, the suspension shall extend through one regular long semester (with summer sessions not counting in the one-semester minimum time lapse). However, suspension may exceed the one-semester minimum.
- **Student Housing Suspension** – Separation of the student from Student Housing

for a defined period, after which the student is eligible to return.
Conditions for readmissions may be specified.

• **Interim Suspension** – In certain circumstances, the Dean of Student Services/designee may impose a College or student housing suspension before the hearing before an Appeals Committee. Interim suspension may be imposed:

- A. To ensure the safety and wellbeing of members of the College community or preservation of College property.
- B. To ensure the student's physical or emotional safety and well-being.
- C. If the student poses a threat of disruption or interference with the normal operations of the College.

NOTE: During the interim suspension, students may be denied access to the residence halls and to the campus (including classes) and all other College activities or privileges for which the student might otherwise be eligible as the Executive Dean of Student Services may determine to be appropriate.

- **Student Housing Expulsion** – Permanent separation of the student from Student Housing.
- **Expulsion** – Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

APPEALS PROCEDURE

Students have the right to a fair hearing. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Weatherford College will follow the procedures listed below to ensure fairness to all. Note: A student who is enrolled in a Technical Program will have their hearing with the Technical Appeals Committee. The Technical Appeals Committee will follow the same procedures listed below; however, differences will be noted within the procedures.

Appeals Committee:

In cases in which the accused student disputes the facts and/or penalties upon which the charges are based, such charges shall be heard and determined by the appropriate appeals committee. The appeals committee shall preside over a fair hearing for the student and the institution's administration. The student and the institution may be represented by counsel at the appeals.

Notice:

The appeals committee shall notify the accused student by letter, telephone, or email of the date, time, and place for the appeals. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the date of the letter. If the student has been suspended, the appeals shall take place as soon as possible. Technical Appeals will take place within two (2) business days of the case being forwarded to the committee.

Contents of the Notice

The notice shall:

1. Direct the student to appear at a specified time, date and location.
2. Advise the student of his or her rights:
 - a. To be represented by counsel at the appeals.
 - b. To call witnesses, request copies of evidence in the District's possession, and offer

- evidence and agreement in his or her behalf.
- c. To have the appeals recorded verbatim and have a stenographic digest made of the recording. To ask questions of each witness who testifies against the student.
 3. Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.
 4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
 5. State the proposed consequences or range of consequences that may be imposed.

Failure to Appear for Hearing

Except in cases of a student charged with failing to comply with College authority, no student may be found to have violated programmatic rules/regulations solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered.

Hearing Procedure

The appeal shall proceed as follows:

1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the institution's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the institution's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision unless more time is needed to conduct further investigation and determined by the committee chair. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within 15 business days of the hearing. Technical Appeals within 1 business day.
11. The appeal Chairperson may approve deviation to an appeal proceeding as long as it does not alter the fundamental fairness of the hearing.

Evidence

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At Weatherford College, students will be found in violation of College policies only if the information shows that it is more likely than not that a policy was violated. (preponderance of evidence)
3. A student may not be compelled to testify.

4. The appeal committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made if needed for an appeal at expense to the student and, on request, a student shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student may, at his or her expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

Decision

The appeal committee shall render a written decision as to the student's violation of programmatic rules/regulations. The committee may either uphold the prior decision or alter it, in total or part, at their discretion. If the committee finds the student has violated programmatic rules/regulations, it shall set forth findings of facts in support of its decision. The Dean of Student Services/designee shall administer the penalty if any.

Hearing Records

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record. Records are kept for one year from the final administrative decision.

Petition to the College President

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference with ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis for the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

TECHNICAL PROGRAM APPEALS

The purpose of this procedure is to secure at the first possible level, prompt and equitable resolution of a student appeal of disciplinary action including release from a technical program due to a dispute of facts and/or penalties upon which charges are based as outlined in the respective program's student handbook (academic or discipline issues).

A student desiring to appeal release from a technical program must submit such request in writing to the department chair/program director within one (1) business day of the release from a technical program. The written notification of appeal should include a detailed explanation of the reason or justification for appeal, any other evidence in support of the student's claim(s), why the release should be overturned, and be signed and dated by the student.

A student appealing release from a technical program may be allowed to remain in the program, class, or clinical pending outcome of the appeal hearing only if this does not cause disruption of the program and/or compromise patient safety, and the student agrees to the conditions set forth in writing by the program director.

A student who fails to meet the written conditions set forth by the program director pending the completion of the appeal process will be released from the program and forfeits the right to any further appeal of their release.

The department chair/program director will meet with the student regarding the appeal and may conduct an additional investigation to determine the merit of the allegations against or by the student and the appeal, and if the matter can be resolved by mutual consent of all parties. The department chair/program director may dismiss the appeal if it is without merit or failed to articulate sufficient justification for appeal; otherwise, the department chair/program director will forward the appeal the Dean of Student Services/designee and may be addressed through the Student Disciplinary Policy (reference Appeals procedure.)

Petition to the Vice President of Instruction

Any student disciplined pursuant to this policy may, within 3 days of receiving notice of the Appeal committee's decision, petition in writing the Vice President of Instruction to review the decision. The student's petition will state with particularity why the decision is believed to be incorrect or unfair. The Vice President of Instruction may, in his/her sole discretion, choose to allow oral argument on the petition.

Within three days of receiving the petition, Vice President of Instruction may act to affirm, modify, remand, or reverse the decision.

STUDENT COMPLAINT POLICY

Weatherford College encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal complaint process by filing a written complaint form. The student complaint form and policy can be found online at www.wc.edu and in the Office of Student Services. Completed forms may be submitted to an instructor, college counselor, appropriate administrator or other college employee. Forms will be directed to the Associate Dean of Student Engagement and then forwarded to the appropriate administrator who can address the concern.

If the student did not receive the relief requested, the student may request a conference to the next level of administration by following the student complaint policy. When addressing a student complaint, the college will follow the institution's student complaint policy, unless the complaint is regarding discrimination, harassment, retaliation, disciplinary decisions, or commissioned peace officers employed by the college. These alleged grievances are adjudicated through separate policies and have varying due process procedures.

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with the Texas Higher Education Coordinating Board by sending the required forms either by electronic mail to StudentComplaints@thehb.state.tx.us or by mail to:

**Texas Higher Education Coordinating Board
College Readiness and Success Division**

P.O. Box 12788 Austin, TX 78711-2788

For more information, please visit the Texas Higher Education Board website.

GRADE DISPUTE

Students disputing a grade must contact their course instructor no later than 30 days after the grade was awarded. If the student is not satisfied after consulting the instructor, the student may request a review of the grade by submitting a written request to the next level of instructional administration. The request for each subsequent review by the administration is ten calendar days from the decision of the previous level.

Administrative Hierarchy:

- Department Chair
- Instructional Dean
- Vice President of Instruction & Student Services
- College President

RECORD DISPUTE

The Office of Student Services maintains all permanent student records and transcripts. If a student feels that there is a data error in his/her record, the student should contact Student Service immediately. Students must dispute a data error no later than one (1) calendar year from the date of discovering a record discrepancy. Questions regarding individual grades, or how they were calculated, should be directed to the course instructor.