



WESTERN
— **TEXAS COLLEGE** —

Student Handbook

Revised April 2019

This Handbook Supersedes All Previous WTC Student Handbooks



WESTERN — TEXAS COLLEGE —

Student Handbook

6200 College Avenue
Snyder, Texas 79549
325-573-8511
wtc.edu

Frequently Called Numbers

Western Texas College – Main Telephone.....	325-573-8511
Admissions & Registration	325-574-7915
Bookstore	325-574-7601
Business Office.....	325-574-7610
Counseling & Advising.....	325-574-7621
Dean of Instructional Affairs.....	325-574-6502
Dean of Students	325-574-7625
Financial Aid	325-574-7640
Library	325-574-7676
Security	325-207-3709
Student Housing	325-574-7649

Accreditation

Western Texas College is accredited by
the Southern Association of Colleges and Schools Commission on Colleges.

SACSCOC
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number 404-679-4501

Equal Opportunity Statement

Western Texas College does not discriminate on the basis of age, sex, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarship and loan programs, employment practices, and all institutional programs.

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Welcome to Western Texas College

We take pride in our students and our college and are pleased that you have chosen to begin your college career at WTC. We hope that your college career will be rewarding and that your association with WTC faculty, staff, and students will be enjoyable and enlightening. We believe that you are the most important person on our campus. WTC faculty and staff are here to serve your educational needs.

This Student Handbook was designed by the Student Services Office to help you find out more about Western Texas College. It is intended to provide essential facts about many aspects of college life. It contains important rules and procedures, academic and general information, details on student services and facilities, activities and organizations, and academic and career services.

We encourage you to review this Student Handbook and use it to learn more about how you can be successful at Western Texas College. If you have questions or need additional information, please contact the Vice President and Dean of Student Services located in the Visitor Center (Building 22).

Mission Statement

Western Texas College is committed to excellence as it challenges students to reach their full potential.

Institutional Goals

The institutional goals of Western Texas College are to:

- Provide quality education for pre-professional, general, career, technical, workforce and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff and faculty succeed
- Provide a safe learning environment that encourage and facilitates social, cultural, economic and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation, and civic responsibility.

Where to Go for Information

Absences/Grades	Instructor
Make-up work	Instructor
Activities, On-Campus Student	Director of Student Activities
Admission Policies	Registrar
Adult Education Services	Dean of Instruction
Affirmative Action	Human Resource Office
Catalogs	wtc.edu
ADA	Counselor/Advisor
Change of Address	Registrar
Credit by Exam	Counselor/Faculty
Drop/Add	Counselor/Advisor
Withdrawal	Counselor/Advisor
Transferability	Counselor/Advisor
Non-Credit Courses	College on the Square
Degree Information	Counselor/Advisor
Graduation Information	Registrar
Graduation Regalia	Director of Student Activities
Emergencies	Security
Foreign Student Services	Director of International Students
Grades Recorded and Released	Registrar
Health Insurance	Housing Director
Housing, on and off-campus	Housing Director
I.D. Cards	Security
Work Study, Scholarships, and Grants	Financial Aid Office
Lost and Found	Security
Meeting Rooms, Students	Director of Student Activities
Meeting Rooms, Other	Events Coordinator
Fees or Refunds	Business Office
Posters on Campus	Vice President and Dean of Student Services
Financial Problems	Financial Aid Officer
Personal Assistance or Services	Counseling and Advising Office
Residency Classification	Registrar
Scheduling Classes	Counselor/Advisor
Student Organizations	Director of Student Activities
Tutoring	SSS / Student Success Center

Sources of Information

WTC General Catalog

The annual catalog is an important source of information about the college. It includes general degree and course information. Copies are available online at wtc.edu.

Class Schedules

These contain a listing of all course offerings, schedules and time tables for classes for a given semester. Schedules are available and online at my.wtc.edu.

Scholarship Opportunities

This link gives information available for scholarship programs maintained by Western Texas College and the Western Texas College Foundation: wtcfoundation.com.

Campus Parking and Traffic Regulations

See page [22](#) for more information.

Student Financial Aid

This web page contains details on financial aid programs, forms, as well as requirements and procedures for applying. It is available online at wtc.edu.

Housing Policies and Guidelines

The housing web page provides information, policies, and regulations governing students living in on-campus housing. It is available online at wtc.edu.

Student Life

To add enrichment and satisfaction in personal development, college activities outside the classroom are provided for Western Texas College students. The student activities program, including social events, concerts, lectures, films, and forums, offers a wide variety of social, cultural, intellectual, and recreational opportunities for students. The Director of Student Activities is coordinator for all on and off-campus student activities of the college, and is located in the Student Center (Building 3).

College Colors

During the fall of 1971, the student body of Western Texas College selected official colors. College colors chosen were blue, green, and white.

Activities Available to Students

All registered students in good standing have unrestricted access to the following Student Services Activities through the payment of their tuition and fees. Only those activities with an asterisk (*) involve additional charges for students; special reservations may be required when seating or facility space is limited. Student Activities include:

- WTC NIRA Rodeo
- All Activities Sponsored by the Student Activities Office or Student Government Association
- All Intramural Activities
- All Drama Productions

- All Counseling and Health Education Services (except testing)
- Golf Course - Reduced Rate*
- Racquetball Courts - Reduced Rate*
- All Athletic Contests except tournaments
- Student Health Services
- Student Body Elections and Offices, except as excluded by the WTC Constitution.

Student Center

The Student Center is the multi-purpose gathering place for student life and student services on the WTC campus. The Student Center building is equipped with wireless technology to allow students to use their own equipment as well as an internet café with computers available to check email, instant message, and catch up on the latest news. Facilities include an elevator and stair access to the three levels.

The lower level houses WTC's cafeteria with food service provided by Great Western Dining. Offerings include rotating main dishes and nutritional sides. Hamburgers and fries, pizza, as well as a soup and salad bar are available every day. The cafeteria accommodates up to 400 people and has a meeting room for 25 that can be reserved for special activities.

The main level also houses the college bookstore, KGWB including the radio broadcasting booth and classroom, and the Student Activities office. In addition, TRiO offices are located in the corridor past the bookstore. These offices include Upward Bound, Talent Search, and Student Support Services.

The upper level of the Student Center is a student lounge that includes a game room with a large-screen TV, pool table, and Ping-Pong table.

Student Commons

Located in Glover Hall, the Student Commons offers a multi-purpose gathering place for student life on campus. Equipped with wireless technology to allow students to use their own devices, the Commons also houses large screen TVs, pool tables, and ping pong tables for recreation. Comfortable sofas, chairs, and tables abound in the area for all student lounging needs.

Curfew hours for the Commons are as follows:

Sunday through Thursday:	12:00 Midnight
Friday & Saturday:	1:00 a.m.

Awards and Recognition

During each year, outstanding students are recognized by the faculty, administration, and student body. Recognition is given for accomplishments in academics, leadership, and all-around participation and involvement in student activities at Western Texas College. Students named to special awards are recognized at the annual Awards Day held at the close of the spring semester.

Phi Theta Kappa

Phi Theta Kappa is the recognized national honor society for junior and community colleges committed to the promotion of academic excellence, leadership, and campus and community service. The Psi Zeta chapter of Phi Theta Kappa at Western Texas College honors those who

reach high academic achievement. Qualification for membership is based on the student's overall grade point average (students must complete 12 semester hours with a GPA of 3.5) and is by invitation only.

Who's Who Among Students in American Junior Colleges

This program honors students for scholastic achievement and campus involvement on a national level. To qualify for nomination to this award, students must have a 3.2 GPA and be a contributing member of the campus community. Nominations are made by college faculty and administrators. A selection committee screens all nominations and makes the final selections.

President's Honor Roll

The President's Honor Roll recognizes students who have completed a minimum of 15 semester hours of college-level credit in a given semester and have attained a 4.0 GPA. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

Dean's Honor Roll

The Dean's Honor Roll recognizes students who complete a minimum of 15 semester hours of college credit with a GPA of 3.5 to 3.99. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

Departmental Awards

A number of academic and technical departments on campus recognize outstanding students in specific programs of study. Selections to these awards are based on the student's academic achievements and total contribution to the program. Selection is made by program faculty.

Student Organizations

Depending upon individual interests, students at Western Texas College have an opportunity to select from several student organizations which offer opportunities in responsible leadership. Organizations at WTC include honor societies, spirit organizations, religious organizations, and special interest groups, as follows:

Agriculture Club

The Agriculture Club is a student organization on campus that is associated with the Texas Junior College Agriculture Association. The club hosts monthly meetings on campus that all students are invited to attend. The club is also very involved with the community and promotes the Agriculture Department at WTC at a wide array of events and activities.

Art Club

The Art Club is open to all WTC students with an interest in art. Members enjoy meetings, fundraisers and field trips focused on art.

Baptist Student Ministries

The Baptist Student Ministry provides students with an opportunity for Christian fellowship and service. Membership is open to all WTC students regardless of church affiliation. The Baptist Student Center is located in Building 21.

Fellowship of Christian Athletes

The on-campus organization of the Fellowship of Christian Athletes is composed of current college athletes, former high school competitors, and other interested individuals. The purpose of the organization is to bring athletes together to talk about their concerns, doubts, feelings, and faith. The WTC Fellowship of Christian Athletes is a member of the national organization and can therefore offer members programs and opportunities for a rewarding experience.

National Society of Leadership and Success

The Society is the nation's largest leadership society. The Society provides a step-by-step program for members to build their leadership skills through participation on their campus.

WTC Honor Code Ambassadors

Western Texas College Honor Code Ambassadors are student leaders who embody the WTC Honor Code and lead by example.

The faculty, staff, and administration nominate students for the WTC Honor Code Ambassadors during the fall semester. Nominees are screened for a GPA of 3.0 or above, disciplinary issues and classroom behaviors. The Honor Code committee, Faculty Association, and current WTC Honor Code Ambassadors review the nominees to ascertain the nominees are worthy of honor code selection i.e. student leaders who embody the code and lead by example.

The WTC Honor Code Ambassadors are required to complete monthly service projects and/or assist with events. Past service projects and events include:

- Freshman Orientation
- Move-in Day
- Kick-off Bash
- White Buffalo 5K
- Fall Fest
- Veterans Day
- Food Cupboard Can Drive
- Student Awards Day
- Highway Cleanup
- 8th and 10th Grade Campus Tours
- College Presidential Interviews
- Reading to Elementary School Students
- Deep Creek Speaker Series
- MLK Town Hall Discussion
- WTC Graduation

The Western Texas College Honor Code

D - Dedicated
R - Respectful
E - Ethical
A - Accountable
M - Motivated

We are Westerners!

As a Westerner we are **Dedicated**. We are dedicated to our school, our classmates and ourselves. We are devoted to be the best we can be academically, physically and mentally. We put pride and heart into everything we do.

As a Westerner we are **Respectful**. We are respectful to the people around us as well as ourselves. We are quick to listen and slow to speak. We will listen to others, respect their opinions and speak appropriately and politely in return.

As a Westerner we are **Ethical**. We have a high set of honorable standards that we will uphold to ourselves and to those around us. We will not cheat, steal or tolerate those who do.

As a Westerner we are **Accountable**. We, students, faculty, staff and administration will take responsibility for our actions and hold others accountable for theirs. We will acknowledge accomplishments and assist those who are in need.

As a Westerner we are **Motivated**. We strive to bring out the best in ourselves and others. Our motivation should be contagious and be seen by others in our school and our community.

Student Services Information

The Student Services staff members work toward seeing that every phase of the college experience represents an opportunity for the growth of the student. The program is based on the premise that all of college life, both in and out of class, represents a real and significant part of the student's educational development. Contact Student Services at 325-574-7625 for information and assistance.

Counseling and Advising

Counseling and advising is the basic foundation for your educational experience at Western Texas College. WTC advisors are professionals who help you plan your college career. This includes everything from completing your class schedule to making sure your transfer to a four-year university will be a smooth one. Information is also available at the Counseling & Advising Office in printed form on drug and alcohol abuse, study skills, AIDS, pregnancy, military service, and many other topics.

Housing

The Housing staff consists of the Director of Housing, a Housing secretary, and 6 Resident Assistants (RA). If any student housed in WTC facilities should have a problem or issue that needs to be resolved or reported, the student has the option of informing their particular RA, the housing secretary and/or the Director. The proper steps will then be taken to confer with campus maintenance, campus security, or the Vice President and Dean of Student Services, if needed. However, in the case of an emergency, a student should never hesitate to call campus security or if the situation requires, 9-1-1. (If calling from a campus landline, students should dial 9-9-1-1.)

MyWTC

MyWTC is Western Texas College's Online Registration and Student Information System. Services of MyWTC include Bill Review, Class Schedules, Course Availability, Grades, Student Information, Financial Aid, PIN Maintenance, and Unofficial Transcript. To become eligible for on-line registration or to change your schedule via MyWTC, you must contact the Counseling & Advising Office at 325-574-7621. Students who have holds on their records are blocked from using most MyWTC options. A student who cannot use MyWTC because of a hold should contact the Business Office at 325-574-7610.

Student Insurance

Student health and accident insurance is available to those students who desire insurance by the semester or annually. Students in programs which require internships or on-the-job training may be required to purchase liability insurance. Information may be obtained from the Housing staff or by visiting www.ejsmith.com.

Vacations and Breaks

Residence Halls will be closed during Thanksgiving, Christmas, between semesters, and Spring Break. Students are allowed to leave belongings in assigned rooms, but will need to vacate the facilities. WTC is not responsible for any lost or stolen items. If a student needs to reside on campus during any of the recesses listed above, he or she must first have approval from the Vice President and Dean of Student Services.

Westerner Student ID Card

It is mandatory that all students on the Western Texas College Campus obtain and carry a Westerner ID Card. You'll use your Westerner Card often, so make sure to carry it with you at all times. You'll need it to:

- Receive financial aid disbursements
- Receive book buyback credits
- Purchase food through your meal plan
- Check out books from the library
- Attend athletic events

Western Texas College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Westerner Card. The Westerner Card is a MasterCard Debit Student ID which allows you free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It's the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No monthly service fee
- Easy access to free Herring Bank ATMs on and around campus
- Free access to online banking – check balances and view your checking account statement online from anywhere you have internet access.
- Get paid faster – when you request direct deposit of your financial aid and/or direct deposit of your paycheck

Visit the Security Office to get your Westerner Card. Use your new Westerner Card, your official student ID, for all of your on-campus needs and to access your Herring Bank checking account.

For information on how to obtain your Westerner Card, call the Security Office at 325-574-7905 or visit the Security Office in Building 15, Rm. 113 during business hours.

Need to report a lost or stolen card? Contact Herring Bank at 1-866-348-3435. You will also need to go to the Security Office for a new card.

Student Rights and Responsibilities

Student Rights

Western Texas College recognizes that students are both citizens and members of the college community, and neither gain nor lose through their student status any of the rights or responsibilities of other citizens. WTC students are subject to the same federal, state, and local laws as non-students. As members of the college community, they are also subject to the rules and regulations of the college.

Student Grievances and Complaints

Information is available in the Counseling and Advising Office or online at <http://www.wtc.edu/students/applications-forms/GrievanceProcedure.html>

Freedom of Inquiry and Expression

Students are guaranteed the freedom of discussion, inquiry and expression, both publicly and privately, in the classroom and through speakers sponsored through student organizations. They are subject to all city, state, and federal law, as well as WTC regulations, which pertain to those freedoms.

Freedom of Responsible Press

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

Right to Distribute or Post Printed Materials

Students are permitted to distribute or post handbills, posters, or similar printed information in compliance with the college's posting policy. Upon approval from the Vice President and Dean of Student Services, students are free to sell merchandise or services, or to obtain contributions for approved clubs and organizations. Proceeds must be used to fulfill the purpose of the club or organization.

Right to Assembly

Students have the right to assemble peacefully as long as the rights of others are not restricted and the normal functions of the college are not disturbed.

Equal Rights

All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Freedom from Improper Disclosure

Information about student views, beliefs and political associations which faculty and staff acquire in the course of their work as instructors, advisors and counselors is confidential. Academic, financial aid and disciplinary records will not be released to anyone outside the college without the student's written authorization. Transcripts shall only contain information about academic status.

Freedom to Examine Records

Students have the right to examine, with an authorized staff member, their own personal records.

Health, Safety, and Security

Student Health Services

The mission of the Western Texas College Student Health Services is to provide students with quality primary health care and education about healthy lifestyles. Student Health Services also provide a full range of primary care, treatment, and referral services, as well as related health education programs. All programs and services are aimed at maintaining the physical and emotional well-being of the Western Texas College student body.

Communicable Diseases

Western Texas College recognizes that students with communicable diseases may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allows, including attending classes or working. Since these students are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administration of the college should be sensitive to their condition and ensure that they are treated consistently and equally with other students. At the same time, Western Texas College has an obligation to provide a safe environment for all students. A student with a communicable disease is required to report the condition to the Student Services Office, as appropriate. Every precaution should be taken to ensure that a student's condition does not present a health or safety threat to others. The fact that a student has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he or she is enrolled in classes. All efforts will be made to protect the student's right to confidentiality.

Bacterial Meningitis Immunization

Sec. 51.9192 in Subchapter Z of the Texas Education Code states that a student must show evidence of being immunized against bacterial meningitis. This state requirement applies only to first-time students or transfer students enrolling in public, private, or independent institutions of higher education on or after January 1, 2010 who plan to live in on-campus housing facilities.

What is Bacterial Meningitis?

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so take utmost caution. The infection causes an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. The disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is treatment, but those who survive may develop severe health problems or disabilities.

What Are The Symptoms?

High fever, severe headaches, rash or purple patches on skin, vomiting, light sensitivity, stiff neck, confusion and sleepiness, nausea, lethargy, and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk. If these symptoms appear, seek immediate medical attention.

How Is Bacterial Meningitis Diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

How Is The Disease Transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk Of Getting Bacterial Meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What Are The Possible Consequences Of The Disease?

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

Can The Disease Be Treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but do not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. The costs of vaccinations vary, so check with your health care provider. Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

How Can I Find Out More Information?

- Contact your health care provider.
- Contact your local or regional Texas Department of Health office.

Drug and Alcohol Abuse

(Please refer to Policy FLB (Local) Student Rights and Responsibilities, Student Conduct, located in the appendix for further information.)

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that students, faculty and staff be aware of the Western Texas College policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as a part of any of its activities. Western Texas College recognizes that drug and alcohol abuse is a persistent social and health problem of major proportions in our society. Members of the college community, as members of the greater society, may have social, environmental and personal characteristics which could foster such abuse. Western Texas College is committed to taking positive steps to address drug and alcohol abuse through education and enforcement.

Drugs and Paraphernalia

The use, possession, sale, or distribution of paraphernalia, narcotics or illegal drugs (e.g., marijuana, ecstasy, cocaine) is strictly prohibited on the campus and in the residence halls of Western Texas College. The unauthorized use of, possession, sale, or distribution of drugs sometimes prescribed for medical purposes (e.g., anti-depressants, amphetamines, barbiturates, and tranquilizers) are also strictly prohibited. Pipes, bongs, hookahs, and the like are not permitted. The Western Texas College Housing Offices reserves the right to confiscate such items, regardless of their decorative purpose. Students are subject to judicial action if they are present in the room when any of the aforementioned drug violations take place.

Alcohol

The college prohibits possession, use and/or consumption of alcoholic beverages on campus.

Controlled Substances (Drugs)

Western Texas College requires that all students be in compliance with all local, state, and federal laws regarding controlled substances to include, but not limited to their use, sale, possession, or manufacture.

Western Texas College Sanctions

(Please refer to Policy FM (Local) Discipline and Penalties, and Policy FMA (Local) Discipline Procedures, located in the appendix for further information.)

All students are expected and required to obey the law, to comply with Western Texas College rules and with directives issued by an administrative official in the course of his or her authorized duties. Students are expected to observe standards of conduct appropriate for an academic institution. When the standards of conduct regarding alcohol and drugs are violated, Western Texas College will impose sanctions up to and including suspension or expulsion. College-imposed sanctions are in addition to any legal actions taken by local, state or federal authorities.

Texas Legal Sanctions

Students found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate College disciplinary action.

Referral Services

Western Texas College strives to provide students with a confidential source of help when dealing with drug or alcohol abuse or addiction problems. Information is available in the Counseling and

Advising Office.

Drug and Alcohol Abuse Counseling Services

Alcoholics Anonymous	325-573-2101
Lubbock MHMR	806-766-0310
Snyder MHMR	325-573-5621
WTC Counseling and Advising Office	325-574-7621

Additional information both on the effects of specific drugs and alcohol and drug counseling resources in the surrounding areas is available in the Student Services Office or the Counseling and Advising Office.

Phone Calls and Messages

Only emergency messages can be transmitted to students who are in class. These must be handled through the Student Services Office.

Campus Security

The Western Texas College Security office is located in Building 15, Room 113. Security is provided 24 hours a day 7 days a week on campus. Students, faculty, and visitors should dial 9-911 if utilizing a campus telephone to report all emergencies occurring on the campus. For non-emergencies, Campus Security can be contacted at 325-207-3709 or through e-mail at security@wtc.edu or Imcaden@wtc.edu.

Parking and Traffic Regulations

Western Texas College offers an open parking policy to its students, employees, and faculty. All students are required to register their vehicles and display a current parking permit. You may obtain a parking permit and a map detailing parking and traffic regulations at the Security Office located in Building 15, Room 113. The college strongly urges students, staff and faculty to abide by parking regulations.

Parking in a loading or fire zone may result in the vehicle being towed. Fire zones are painted red, loading zones are painted with yellow slashes or designated with signs, and visitor spaces are painted white. All other parking, unless designated as “reserved,” is open on a first come basis. The covered parking area is reserved for paying WTC employees, and students are prohibited from parking in this area. Parking violations may result in a warning or ticket with a fine.

There is an escalating scale of fines that accompany parking violations:

First Offense	\$25.00
Second Offense	\$50.00
Third offense	\$100.00

Violations

The following violations may be cited by college officials or their representatives:

- 1. Illegal parking in the visitors’ area.
- 2. Illegal parking in the handicapped area.
- 3. Illegal parking in loading zones & service roads.
- 4. Parking incorrectly.

5. Illegal parking in a fire lane.
6. Other violations as defined on the citation.

Payments of fines for parking violations are to be made to the Business Office within one week from the date of the ticket. Unpaid fines may result in a hold being placed on the student's account. Appeals for parking or traffic violations must be made in writing to the Student Welfare Committee through the [Vice President and Dean of Students](#) within three days of the offense.

Handicap Facilities Map

Facilities for handicapped access are clearly marked on campus. If a student requests assistance in planning a route, he/she should contact the ADA Accessibility Coordinator in the Counseling and Advising Office.

Sexual Harassment

(Please refer to Policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation, Sex and Sexual Violence, online and in the appendix for further information.)

Western Texas College (WTC) seeks to maintain an educational environment free from any form of discrimination or harassment including, but not limited to discrimination, harassment, and/or violence on the basis of sex in accordance with Title IX of the Education Amendments of 1972.

WTC prohibits discrimination against or harassment of students on the basis of sex in connection with all academic, educational, extracurricular, and other programs of the College, whether they take place in the facilities of the College, at a class or training program sponsored by the College at another location, or elsewhere. This policy applies whether the alleged harasser is a WTC employee, a fellow student, a visitor to the College, or a vendor of the College.

Understanding Title IX

Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of gender-based discrimination prohibited by Title IX. It creates a hostile environment that has no place on the WTC campus.

WTC Title IX Coordinator

The WTC Title IX Coordinator is:

Sheila Williamson
Director of Human Resources
6200 College Avenue
Snyder, Texas 79549
325-574-7602
swilliamson@wtc.edu

Our Title IX Coordinator is available to you and is responsible for:

- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions
- Identifying and addressing any patterns or systemic problems that arise
- Being available to meet with students, provide support and answer questions
- Working with other college or university officials

- Coordinating training, education and communication pertaining to Title IX
- Being available to assist school law enforcement employees regarding how to respond appropriately to reports of sexual violence
- Ensuring that our institution carries out its Title IX responsibilities

Title IX of the Education Amendments of 1972 provides that “no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The law considers harassment or violence based on sex to be a form of discrimination.

Students are encouraged to report sexual harassment/sexual violence. WTC will provide support and put you in touch with the Title IX coordinator and other resources right away. Deterring gender-based discrimination makes our campus a safer, more welcoming place to be.

Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of gender-based discrimination prohibited by Title IX.

WTC prohibits discrimination or harassment of all forms, including, but not limited to sexual discrimination, sexual violence, or sexual harassment (including intimidating/bullying behavior based on gender). The College shall exercise reasonable care to prevent and promptly correct discriminating, violent, or, harassing behavior and shall develop preventative or corrective measures to address these behaviors. WTC also prohibits retaliation against anyone for reporting discriminating, violent, or harassing behavior or for participating in discrimination or harassment investigations or lawsuits.

Title IX Definitions

“Sexual harassment” is defined as unwelcome conduct of a sexual nature which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature and:

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.

“Unwelcome conduct” is defined as conduct that is not requested or invited and is reasonably regarded as undesirable or offensive.

“Sexual violence” includes, but is not limited to physical assault of a sexual nature, forceful touching, and/or rape. It also refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence is a form of unwelcome conduct.

Sexual harassment may involve the behavior of a person of either sex against a person of the other sex or of the same sex, and sexual harassment or sexual violence can be perpetrated by other students, college employees, visitors or third parties contracted by the college.

There are two types of Sexual Harassment:

1. “Quid Pro Quo Harassment” occurs when a campus employee causes a student to believe he/she must submit to unwelcome sexual conduct in order to participate in a college program or activity, or causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. It doesn’t matter whether the student resists and suffers the threatened harm or submits to and avoids the threatened harm for it to be considered harassment.
2. “Hostile Environment” is when an atmosphere is infused with unwelcome sexual conduct/ behavior that is so severe or pervasive that it interferes with an individual’s academic performance or learning environment or creates an intimidating, hostile or offensive environment.

Examples of unwelcome sexual conduct can be verbal, nonverbal, or physical in nature and can include, but are not limited to:

- Making sexual propositions or pressuring students for sexual favors;
- Touching of a sexual nature;
- Inappropriately displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Name calling and slurs;
- Spreading sexual rumors or rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature; or
- Intentionally interfering with or physically restricting the movement of another individual.

Notice of Student Rights and Complaint Process

Any student who believes he or she has observed or has been the object of sexual discrimination, sexual harassment, or sexual violence has the right to file a complaint with the Title IX Coordinator:

Sheila Williamson
Director of Human Resources
6200 College Ave
Snyder, Texas 79549
325-574-7602
swilliamson@wtc.edu

All complaints of alleged sexual harassment, sexual assault or discrimination will be promptly investigated under the oversight of the College’s Title IX Coordinator.

Students may also file a complaint with the United States Department of Education Office for Civil Rights by using the online complaint form at the [U.S. Department of Education Office for Civil Rights website](#).

Please refer to Policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation, Sex and Sexual Violence, in the appendix for further information relating to the complaint process.

The Violence Against Women Reauthorization Act

The Violence Against Women Reauthorization Act (“VAWA”) imposes obligations on colleges and universities under its Campus Sexual Violence Elimination Act (“SaVE Act”) provision, Section 304. Although it is called the “Violence Against Women Act,” people of all genders are protected under this federal legislation. People of all genders can be perpetrators as well.

The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery.

“Dating violence” means violence by a person who is or has been in a romantic or intimate relationship with the victim. Dating violence can take place in person or via technology, such as repeated texting or posting sexual photos of a partner online without consent.

“Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

The National Domestic Violence Hotline

1-800-799-7233

“Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Western Texas College, in accordance with the VAWA, has a prescribed standard for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases. WTC Security as well as the Vice President and Dean of Student Services are trained to listen, take your report and guide you to appropriate resources. You’ll receive information about support options and the student disciplinary process, plus how to pursue a criminal complaint - if YOU choose to do so.

Under the federal Clery Act law, WTC must report where and when a crime occurred, but not necessarily who was involved. When it comes to confidentiality, the College will balance the need to keep the campus community safe with protecting your request for confidentiality to the maximum extent possible.

Bullying

Engaging in written, verbal or electronic expression or physical conduct that the Vice President and Dean of Students determines:

1. will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to student’s person or of damage to the student’s property; or
2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Harassment

“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health and safety.

Hazing

“Hazing” means any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to any unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Procedures for Reporting Incidents

Any student believing that he or she has been the object of harassment should report any such incident to the Vice president and Dean of Student Services.

Responses to Reported Incidents

Every reported incident of harassment will be thoroughly and promptly investigated with the cooperation of the student, and the administration shall respect the confidences and sensitivities of all persons involved in the incident. The concerned student will be afforded protection from retaliation, and the results of any investigation shall be promptly communicated to the student.

Where charges of harassment are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination, depending on the nature and gravity of the situation. False or malicious reports will subject the concerned student to appropriate action. Appropriate action in this case will range from counseling to expulsion from Western Texas College.

Student Conduct

(Please refer to Policy FLB (Local), Student Rights and Responsibilities, Student Conduct, located in the appendix for further information.)

Western Texas College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

Cheating

Cheating includes but is not limited to the following: unauthorized assistance in taking quizzes, tests or examinations and/or dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.

Plagiarism

Plagiarism includes but is not limited to the following: The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials. Conduct of students which may cast unfavorable reflection upon the College will result in the student receiving disciplinary action for misconduct. Notation of disciplinary actions imposed upon students shall be made a part of the student's permanent file. Noncompliance with adopted policies and standards of conduct is sufficient cause for disciplinary action, including suspension from the College as a final action. Authority for disciplinary action, including suspension from college, is granted to the college administration.

Official Communications

A request for a student to report to a Western Texas College administrative or faculty office may be made by email, letter or telephone. Students are to comply with such a request. [MyWTC](#) and [wtc.edu](#) are sources of communication to the entire student body. Each student is responsible for frequent checking of these sites and for giving proper heed to such communications.

Student Misconduct

Conduct which reflects adversely upon the student or the College will result in disciplinary action. Examples of misconduct include but are not limited to the following:

Alcoholic Beverages

Violations include the possession or use of alcoholic beverages on the college campus or while representing the college on an off-campus trip or activity. Violation may also occur when a student's conduct is adversely affected by the consumption of alcohol.

Animals on Campus

Animals (including fish) are not allowed in any college building except when needed for instruction or where needed by a handicapped employee or student. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner.

Anonymous Activities

Participation in activities such as threatening or obscene letters, disturbing telephone calls, bomb threats and false alarms.

Classroom Conduct

Failure to comply with lawful direction of the classroom professor or instructor relative to maintaining good order is considered misconduct on the part of the student.

Disruptions

The use of force or violence or tactics which cause obstruction or disruption of teaching, administration, disciplinary procedures or college authorized activities on college premises or the use of language or behavior calculated to provoke or disrupt.

Distribution of Literature, Advertising, Selling or Solicitation

Selling and soliciting is only permitted on the campus with official authorization. No solicitation of students, faculty, or staff members by personal contact by distribution of advertising leaflets or handbills to promote sales is permitted on the Western Texas College campus or in college buildings, residence halls or Student Center without prior approval of the Vice President and Dean of Student Services.

Failure to Comply With Official Directives

Failure to comply with lawful directives of college officials acting in the performance of their duties.

Falsification of Records

Knowingly furnishing false information to the college or forging, altering, or making unauthorized use of a college document, record or identification.

Fighting or Physical Abuse

The use of physical violence against another person or the threat to do so.

Financial Irresponsibility

The demonstration of financial irresponsibility relative to such matters as bad checks or failure to pay debts both on and off campus.

Firearms

Individuals will not be allowed to openly carry a handgun at WTC. Only an individual with a concealed carry license may carry a handgun on a Texas public college campus under Texas Senate Bill 11.

During the 84th Texas Legislature, lawmakers passed a law we know as the "Campus Carry" Bill (Senate Bill 11). It allows licensed individuals to carry concealed handguns on academic campuses. In compliance with Texas Senate Bill 11, Western Texas College established a Campus Carry Policy that establishes exclusionary zones, areas of the college campus where concealed carry license holders may not carry handguns at any time. This policy does not apply to commissioned peace officers as defined in Texas Code of Criminal Procedures.

Individuals with a concealed carry license may carry a handgun on the Western Texas College campus with the exception of:

- Tefertiller Hall Health Clinic
- Premises where any Board of Trustees meeting is being held
- Premises where any UIL sanctioned competition is being held
- All WTC Athletic Fields (Softball, Baseball, Soccer, Golf Course) and the Gym/HPE when sporting events are taking place.

For more information, see Campus Carry at wtc.edu.

Fireworks and Explosives

The unauthorized possession or use of fireworks or explosives of any description on college grounds or property, including residence halls is prohibited.

Food and Drinks

Food and drinks are not permitted in classrooms, laboratories, shops, the theater, library, and other designated areas on campus.

Gambling

Gambling of any form as prohibited by state law on college grounds or property, including college residence halls.

Illegal Drugs or Narcotics

The use, possession or transfer of any illegal narcotic drug, medicine or chemical compound.

Illegal Sale of Books

The selling of books belonging to another person, organization, firm or institution.

Lewd, Indecent or Obscene Conduct

Lewd, vulgar, indecent or obscene conduct or expression on college property or function of campus identified with Western Texas College.

Misuse of Student Identification Card

The use of student identification card by anyone other than the person to whom it is issued. Failure to present or relinquish student identification card to a member of the faculty, staff or administration.

Smoking Prohibited

The college prohibits the use, distribution, and/or sale of tobacco, smoke, and nicotine vapor products and devices (including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, or any other related products or devices) by any person inside all college facilities, and buildings owned, rented, leased or supervised by the college.

Student Dress

Reasonable standards of decency apply to the college community. In all academic buildings, classrooms, offices, the Student Center, and dining facility, students are required to wear shirts and shoes.

Theft

The removal of property belonging to the college or another person or the possession/transfer of such property.

Unauthorized Entry

The unauthorized entry of college buildings, offices, or facilities.

Unauthorized Possession of Keys

The possession by students of keys to college buildings or facilities that have not been issued by an authorized college official.

Vandalism

The willful malicious destruction, damage or defacing of property whether it belongs to the college or another student.

Violation of Local, State or Federal Law

Any action, event or group of events which provides grounds for a charge or violation of local, state, or federal laws or college regulations.

Visitation in Residence Hall

Visitation is from 12:00 Noon to 12:00 Midnight Sunday through Thursday, and from 12:00 Noon to 2 a.m. Friday and Saturday. Fines will be imposed for violations.

Disciplinary Bodies and Their Functions

At Western Texas College, alleged offenses of students will fall under the primary jurisdiction of one of four campus bodies or officials: the Housing Director; the Vice President and Dean of Student Services; the Student Welfare Committee; and the Disciplinary Appeals Committee. The jurisdiction and function of each group is outlined below.

Traffic Appeals

The Student Welfare Committee has jurisdiction over all traffic offenses at Western Texas College. Appeals to this Board must be submitted to the Vice President and Dean of Student Services within three days of the offense. Any reinstatement fee must be paid within one week of the violation. The rulings of the Traffic Appeals Board are final. For cases involving continued abuse of campus parking or traffic regulations, the Vice President and Dean of Student Services has the final decision.

Director of Housing

All alleged minor offenses occurring in the Residence Halls or Apartments whether by a visiting person or a resident are reviewed by the Director of Housing. The Director has the authority to assess disciplinary measures or refer the case to the Vice President and Dean of Student Services and/or local law enforcement personnel.

Vice President and Dean of Student Services

The Vice President and Dean of Student Services has the overall responsibility for the conduct of Western Texas College students. The Vice President and Dean of Student Services has the authority to assess disciplinary measures and to make recommendations for suspension and expulsion.

Student Welfare Committee

(Please refer to Policy FMA (Local), Discipline and Penalties, Discipline Procedure, located in the appendix for further information.)

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When suspension is a possible sanction, an automatic student appeal to the Student Welfare Committee is scheduled for review. The committee shall be composed of a chairperson appointed by the president, and six members (four faculty members and two students). The Vice President and Dean of Student Services will be responsible for the following relative to the hearing before the Student Welfare Committee:

1. Notify the accused, the committee members, and all witnesses of the date, time and place of the hearing at least three days prior to the hearing. Notice to the accused must include specific charges and potential sanctions.
2. Notify the accused of his/her right to an advisor of his/her choice (to advise, but not otherwise participate in the hearing) and his/her right to bring any supporting witnesses. Notify the accused of all witnesses against him/her, allow documentary evidence, and inform the accused of his/her right to cross-examine each witness. Also inform the student that he/she does not have to testify in his/her own behalf, but may be cross-examined if he/she does not testify.
3. Conduct a thorough investigation and obtain evidence and witnesses to present such at the hearing.
4. Advise, in writing, students who are assessed disciplinary suspension by the Disciplinary Appeals Committee their right to appeal and the appropriate procedure to initiate the appeal.

Appeal

Appeal of the Student Welfare Committee decision is to be made in writing to the President of the College within one college district business day of the committee's decision.

This request for an appeal must include the basic nature and reason for the appeal as well as the student's own suggestions for resolution and expectation of the appeal.

Discrimination

If you have reason to believe that you, as a student, have been discriminated against on the basis of sex, color, race, national origin, age, or handicap, you should address your grievance in a letter to the chairperson of the Disciplinary Appeals Committee. A hearing will then be set to review your grievance. Appeals follow the same process as in a disciplinary hearing.

Status of Students Awaiting Disciplinary Action

Normally, disciplinary penalties shall not begin until time for appeal has elapsed without an appeal having been made or the entire appeal process has been exhausted. However, should, in the judgment of the Vice President and Dean of Student Services, the physical or emotional well-being of the student or of other students or members of the faculty and staff be endangered, the student shall be temporarily suspended.

Penalties for Misconduct

Penalties for misconduct include, but are not limited to the following, as determined appropriate by the Vice President and Dean of Student Services.

Warning or Reprimand

Reprimand may include, but is not limited to, counseling with or writing a letter to the student. Fines may also be imposed. These actions are cumulative and are considered official college actions recorded in the Student Services Office.

Restriction

It may be determined that a student should be restricted from specified campus facilities as a part of disciplinary action.

Community Service

A student may be assigned to do additional class work or other community service jobs on campus, as determined by the Vice President and Dean of Student Services.

Disciplinary Probation

Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to:

- removing the right of the student to receive any college award, scholarship, or financial aid;
- to occupy a position of leadership in any college or student organization or activity;
- to operate a motor vehicle on campus.

The student is required to show appropriate changes in attitude and behavior during the probationary period.

Disciplinary Suspension

Suspension is normally for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except for readmission. The status of suspension will appear on the student's transcript. Readmission from probation will be granted after the suspension period.

Expulsion

Expulsion is the permanent removal from Western Texas College with no opportunity for readmission.

Removal from College Housing

In certain instances, the Vice President and Dean of Student Services may remove a student from college housing and allow him or her to continue attending classes

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Important Information

Class Days

Class-day count begins on the first day of classes as listed in the college calendar for all semester or quarter length classes.

Book Refunds

The Western Texas College Bookstore will repurchase your textbooks provided they will be used again, they are needed, and they are in salable condition. The bookstore follows the standard buy-back procedure of buying for one-half the sale price. There is no guarantee, however, either expressed or implied, that your textbooks will be repurchased. Books purchased for classes that do not run will be fully refunded upon presentation of the book and receipt of purchase. New books must not be marked or defaced in any manner.

Grades and Reports

A grade is assigned for all courses in which a student is regularly enrolled during any semester or term. A grade, once earned and recorded, cannot be removed and may not be changed without the approval of the instructor and the Dean of Instructional Affairs. If a student repeats a course, it is with the understanding that the last grade is the one applied toward fulfillment of degree requirements.

Grade	Interpretation	Grade Points per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	Not Computed
W	Withdrawal	Not Computed
Aud	Audit	Not Computed
Q	Quit	Dropped

The grade of "I" is given only when a student's work is satisfactory in quality, but due to reasons beyond his or her control, has not been completed. These grades are not given in lieu of an "F". "I" grades will become an "F" at 30 class days into the next regular semester, unless the course requirements have been satisfactorily completed.

Grade Point Average (GPA) Computation

The following illustration describes the computation used to arrive at the GPA using a 4 point system: An A=4 points per semester hour; B=3 points per semester hour; C=2 points per semester hour; D=1 point per semester hour; and an F=0 points per semester hour.

Computing Your Grade Point Average

Courses	Grades	Semester Hours	Grade Points
English 1301	C	(2) X 3	6
Biology 1408	B	(3) X 4	12
PHED 1106	B	(3) X 1	3
Speech 1315	A	(4) X 3	12
Math 1314	F	(0) X 3	0
History 2301	W	(0) X 0	0
		Total 14 = 33	

Attempted 14 semester hours, passed 11 semester hours, earned 33 grade points.
GPA (33 divided by 14) is 2.357.

Class Attendance

Punctual and regular class attendance is required of all students attending Western Texas College. When a student has been absent for a period of six hours of instruction, the instructor will report the absences to the Counseling and Advising Office. Students will be contacted by the Counseling and Advising Office to determine their status and the reasons for their absences. Students not responding to counselor or advisor questionnaires concerning absences may be administratively withdrawn from their classes. For each absence, the student must establish to the instructor's satisfaction the validity of an excuse for absence, and make acceptable arrangements for making up missed work. A student may be withdrawn from all course work for failure to comply with attendance policy. Placement in developmental course work whether by TSI scores or local assessment is under specific attendance requirements. When a class is dismissed for inclement weather, non-scheduled holiday, national disaster, or other unavoidable circumstances, the class is to be made up in a manner determined by the faculty member responsible for the class.

Religious Holy Days

In accordance with Section 51.911 of the Texas Education Code, Western Texas College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with the instructor within the first fifteen (15) days of the semester in which the absence will occur. This notice shall be in writing, and acknowledged in writing by the instructor. Religious holy days means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code.

Change of Name or Address

Students who have a change in name or address after their last registration must notify the Office of the Registrar prior to the next semester. A student may not register under a name different from that used during the last enrollment without completing the change of name form.

Credit by Examination

If a student feels that he or she possesses the background knowledge and skills required in certain courses offered by Western Texas College, he or she may request to challenge these

courses for credit by examination or by the evaluation of ACT or SAT scores. For a complete listing of courses for which credit can thus be given, refer to the current Course Catalog. For more information, contact the Counseling and Advising Office.

Scholastic Standards, Progress and Requirements

It is the philosophy of Western Texas College that every student admitted to register for classes should have the opportunity to demonstrate his or her ability to perform acceptable college-level work. At the same time, however, students are expected to assume responsibility for their actions, which include a mature attitude and dedication, well-defined study habits and regular class attendance. Western Texas College has established minimum academic standards which must be achieved by each student. Both the cumulative grade point average (GPA) and the GPA for their term just completed are taken into consideration after a student has attempted a minimum of twelve (12) semester hours of work at Western Texas College. Students may continue to enroll in succeeding terms so long as they meet or exceed the minimum academic standards.

Progress Reports

Students are encouraged to check with instructors periodically to determine their progress in each course. Students can view their term and cumulative GPA's by accessing their unofficial transcript on MyWTC.

Academic Probation and Suspension

Term GPA includes all grades earned in all courses at Western Texas College (includes developmental courses) each semester.

Cumulative GPA includes grades earned in all courses at Western Texas College (does not include developmental courses) for all semesters attended.

Students can view their term and cumulative GPA's by accessing their unofficial transcript on MyWTC.

A student is considered in Good Standing if their term and cumulative GPA is above 2.0.

A student is placed on Academic Warning if their term or cumulative GPA falls below 2.0 in any given semester.

A student is placed on Academic Probation if their term or cumulative GPA falls below 2.0 for 2 subsequent long semesters.

A student on Academic Warning or Probation shows Academic Progress if their term GPA is above 2.0 even if their cumulative GPA remains below 2.0.

A student is placed on Academic Suspension if their term and cumulative GPA falls below 2.0 for 2 subsequent long semesters.

Academic Probation

Students placed on Academic Probation can only remove this status by showing Academic Progress in the succeeding long semester. Summer and mini sessions do not constitute a semester for this purpose.

Students placed on Academic Probation are not allowed to enroll in mini-terms and are limited to enrolling in one course during the summer sessions. If a student on Academic Probation enrolls in a course during Summer I and does not pass the course with a C or higher, they will not be allowed to enroll in Summer II term.

A student placed on Academic Probation is obligated to know if he/she has satisfied the conditions for continuing in college.

Academic Suspension

Students placed on Academic Suspension are not allowed to enroll in courses for one long semester. If a student is placed on Academic Suspension at the end of the Fall term they are not allowed to take classes until the next Fall term. Students placed on Academic Suspension at the end of a Spring term are not allowed to take classes until the next Spring term.

After a semester of enforced withdrawal, the student may then enroll on scholastic probation. Should the student fail to achieve the minimum standard during this probation, the student will be placed on suspension for one calendar year (including mini and summer sessions).

Upon a third scholastic suspension, a student is not eligible for readmission except by special permission of college officials. An ineligible student who registers with the college will be subject to dismissal with forfeiture of all tuition and fees.

A student placed Academic Suspension may appeal the suspension by petitioning, in writing, for admittance through the Admissions Committee. (See the Conditional Admissions Section.) After that time he/she may be readmitted upon approval of proper college officials. He/she will be readmitted on scholastic probation and must satisfy the terms of this probation in order to remain in college.

Grade Appeal Process

The student should begin the grade appeal process with a confidential session with the instructor. Should the issue not reach resolution, the student may further appeal to the Division Chair of the department. If a resolution is still not reached, the student may to the Grade Appeals Committee within 24 hours through the Vice President and Dean of Student Services.

Graduation

Western Texas College offers four two-year college degrees: the Associate of Arts (A.A.) Degree, the Associates of Science Degree (A.S.), the Associate of Applied Science (A.A.S.) Degree and the Associate of Arts in Teaching (A.A.T.) Degree to students who complete graduation requirements. Hour requirements for Associate of Applied Science Degree will vary with program.

General Requirements for Graduation

- a. Meet the admission requirements of the college.
- b. Earn at least 60 semester hours of college credit.
- c. Complete the Core Curriculum for all degrees except Associate of Applied Science. *
- d. Complete required Freshmen Seminar Requirement (EDUC 1300 or EDUC 1100). **
- e. For all AA, AAT, or AS degree programs, earn at least 15 semester hours of residence credit at Western Texas College, not including credit by examination. The number of hours of residence credit required in the Associate of Applied Science Degree programs will always be a minimum of 25% of the total degree program. Twelve of these must be of sophomore rank. Earn at least 30% of the hours required for a certificate program through Western Texas College, excluding credit by examination. A student must be enrolled at WTC during the semester graduation requirements are completed.
- f. Any deviation from the above must be approved by the Dean of Instructional Affairs or their designee.
- g. Earn a grade point average of 2.0 in all courses attempted. A 2.0 grade point average must be earned on course work completed at Western Texas College.
- h. Meet all financial obligations to the college.
- i. Complete requirements of the “Texas Success Initiative.”
- j. Submit the [Application for Graduation](#) and pay a \$50 commencement fee on or before October 31 for the fall semester and March 31 for the spring semester.

**This requirement may be waived for transfer students using course equivalencies for Core Curriculum obligations.*

***New or transfer students who are TSI met in all three areas and have shown success in college level coursework may be exempted from this requirement.*

Student Enrollment Status

Each student is held responsible for knowing his or her academic status and for knowing whether he or she is eligible to re-enroll in the college. If it is determined that an ineligible student has enrolled, the student will be dropped immediately. Students who are admitted after attendance at another college who do not meet the minimum academic standards of Western Texas College will be admitted on academic probation.

Family Education Rights and Privacy Act (FERPA)

Guidelines for Release of Student Information

Western Texas College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974(P.L. 93-380 Educational Amendments of 1974), and the institutional procedures in determining access to the release of student records. If a student does not want

information released, he/she must sign a statement to that effect in the Admissions Office. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Vice President and Dean of Student Services' office.

Late Registration

Registration will be closed in accordance with the official Western Texas College catalog. A fee may be charged to those approved for late registration. Late registration more than one week after the regular registration date, but prior to the twelfth class day, will require both dean and instructor approval.

Transcript of College Record

A transcript of college work is an official copy of the student's permanent record bearing the college seal and the signature of the Registrar. Copies of the student's transcript are available upon written request from the Office of the Registrar. Transcript request forms can be found online at wtc.edu.

Degree Plan

Every degree-seeking student enrolled at Western Texas College is required to have a degree plan on file in the Counseling and Advising Office. Please contact the Counseling and Advising Office located in the LRC/Library or call 325-574-7621.

Dropping a Class

Any student wishing to drop a class may do so provided the drop procedure outlined below is completed prior to the date of the last day to drop a class as indicated on the college calendar. Special restrictions apply when dropping a developmental course. Students may drop or add classes from pre-registration through the regular registration day without a fee. In order to drop a class after the regular registration date, a student must obtain a Drop Form from the Counseling and Advising Office, have the instructor of the class he or she is dropping sign the form, and take the form to the Registrar's Office and pay the fee that is required. Students enrolled in off-campus or online courses can drop a class by filling out the drop form located on the WTC website under the student tab and applications/forms: <https://www.wtc.edu/dropcourse.html>.

Administrative Withdrawal

The college reserves the right to withdraw a student from classes if, in the judgment of the college officials, such withdrawal is in the best interest of the student or the college.

Withdrawal from College

Any student wishing to withdraw from the college for the remainder of a semester must secure an honorable dismissal through the Registrar's Office. A request for honorable dismissal may be considered after the student has returned all library books and other equipment charged to him/her, paid all fines and fees, and cleared himself/herself in every respect with the college offices. Withdrawal procedures begin in the Counseling and Advising Office.

Students may withdraw from the institution without grade penalty up to the week before final exams. A student who fails to comply with the above terms will not be recommended to another college or university, nor will he/she be eligible to receive a refund of any fees or deposits. Merely discontinuing class attendance does not constitute a drop or withdrawal. Evening school students must notify the Registrar's Office in writing before they will be officially withdrawn from class.

Distance Learning

Western Texas College provides many distance learning opportunities to students. Most distance learning courses are accessed through the Internet, allowing a student to take certain courses outside the classroom by using an Internet-connected personal computer. Course information and individual lessons are delivered through the WTC course management system, Moodle. Assignments are submitted either directly through the course management system or via e-mail.

Distance learning courses are not easier than on-campus courses. Successful students must be self-disciplined and exercise good study habits. Distance learning courses are of the same quality as classroom-based courses. Students often find that they learn more because they are better able to focus on the course material in an isolated environment.

Anyone eligible to enroll in a course at Western Texas College may enroll in a distance learning course. Distance learning courses fill up fast, so you are encouraged to register early. Contact the Distance Learning office located in the Counseling and Advising Office in the Library (Building 2 Room 104) or by phone at 325-573-8511, ext. 7623 for additional information.

Financial Aid

Western Texas College offers financial aid based upon two award rationales:

1. federal, state, and institutional aid based upon documented financial need, and
2. institutional aid based upon merit and/or participation in a college activity.

Financial Need Based Programs

Application for need-based financial aid requires an analysis of the student's financial circumstances to determine need. The application process used by Western Texas College to perform the analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA application form is available from the college, high school counselors, and other financial aid offices as well as [online](#).

In order to be considered for financial aid for the Fall and Spring Semesters, a student must complete the FAFSA as early as possible. Priority is given to students that have completed and submitted all their required paperwork by the priority dates for Fall (May 1) and Spring (October 1). Even though the financial aid office will be working as quickly as possible throughout the summer to complete as many files as possible, we will not guarantee that all the files submitted after the priority dates will be completed by the time classes start in the Fall and Spring. All applications will be worked on throughout the year until they are completed. The length of time required to complete a financial aid file will depend on whether the file has been marked for verification or not by the Department of Education, how long it takes the student to submit all the required paperwork and the questions and phone calls that the financial aid office receives. Students interested in making application for financial aid should request detailed information by contacting the Financial Aid Office, Western Texas College, Snyder, Texas 79549 by mail or phone at 325-574-7640.

The following listing very briefly identifies the different financial aid programs. Complete information may be obtained from the Financial Aid Office or other college offices as noted below.

Pell Grant

The Pell Grant is a federal student aid program designed to provide an eligible student with a

foundation of aid to help pay for his/her first undergraduate degree. Eligibility is determined by need analysis (FAFSA), and the award amount is based upon the documented financial need, the number of hours in which a student is enrolled, and the annual federal award schedule.

Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant (SEOG) is a federal grant designed to help students with an “exceptional” financial need pursuing their first undergraduate degree. Eligibility and amount is determined by documented need (FAFSA) and Western Texas College.

The Texas Public Education Grant

The Texas Public Education Grant (TPEG) is funded through tuition payments at Western Texas College to assist students demonstrating financial need. Eligibility and amount is determined by documented need (FAFSA) and Western Texas College.

Texas Education Opportunity Grant

The Texas Education Opportunity Grant (TEOG) is to provide grant money to enable well-prepared eligible students to attend college. Documented need (FAFSA) and Western Texas College determine eligibility and amount.

College Work-Study

College Work-Study (CWS) is a joint federal and Western Texas College program financed with both federal and college funds. The program is designed to provide campus employment to students demonstrating financial need. A college work-study student will generally work 10/12 hours per week with work hours arranged to fit the student’s academic schedule. Eligibility is determined by documented need (FAFSA).

Loans

The College participates in the following loan programs:

- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Parent Plus Loans.

Information on how to apply for the loans is located on the Financial Aid page at wtc.edu and in the financial aid office.

Other Aid

Institutional Scholarships

Students with high academic potential and achievement are invited to apply for all institutional scholarships. Be sure to submit all applications by the deadline, April 13.

Athletic Scholarships

WTC offers scholarships for Division I student athletes and a university parallel curriculum designed for students transferring to the university level. Western Texas College is affiliated with the National Junior College Athletics Association (NJCAA) and participates on the Division I level in Region V of the NJCAA and Western Junior College Athletic Association Conference.

Glossary

Academically at-risk student: This is a student who is at risk of not reaching their goals because their grade point average (GPA) has fallen below 2.0.

Academic Probation: The status between good standing and suspension. The student may remain enrolled under stated conditions according to college policies. The probation covers a period during which it is determined whether the student is returned to good standing having met the stated requirements, or is suspended for failure to meet the stated requirements.

Academic Suspension: An involuntary separation of the student from the college. It may extend for one semester, or until a stated condition is met.

Academic Year: The period of the annual session, exclusive of summer school. It is divided into two semesters and extends from late August through the middle of May.

Activities, Extracurricular: Activities that are part of student life, generally considered to benefit the student, but that are not part of the curriculum. These include intramural, dances, clubs, etc.

Add: Enrollment in a course after initial registration.

Admission: Acceptance of a candidate for enrollment at the college.

Administrative Hold: Results when a student fails to comply with the administrative policies.

Audit: To enroll for informal instruction only. The student attends class or classes without credit.

Census Date: The date on which the college certifies enrollment to the state. Courses dropped by students on or prior to the Census Date will NOT appear on permanent records.

Certificate: A document showing satisfactory fulfillment of the requirements of a particular program of study.

Classification: Student's status in respect to progress toward the completion of his or her curriculum, freshman or sophomore, usually based upon the number of hours or courses to his or her credit at the time of any given registration. (Freshmen: 0 -29 hours; Sophomore: 30-60+ hours.)

Course: Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or a certificate is usually given.

Course Credits: The semester hour is the unit of credit and is defined as the amount of credit given for one lecture hour a week for sixteen weeks or its equivalent. A lecture class meeting three hours a week, therefore, counts as three-semester hours credit for a course.

Course Load: The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 credit hours during the fall and spring semesters and 1-9 during the summer semesters. Any student wishing to take more than 18 credit hours must get approval for an overload by the Dean of Instructional Affairs.

Course Number: All credit courses offered by Western Texas College are identified by a four-digit number. The first number signifies the course level: zero signifies a developmental education course, 1 signifies a Freshman course, and 2 signifies a Sophomore course. The second digit indicates the number of semester hours, and the last two digits identify the specific course. For example, MATH 2314 is a Sophomore-level, three semester-hour course.

Course Syllabus: The course syllabus includes instructor information, course description, course requirements, grading system, attendance policy, and makeup procedures. Complete understanding of the syllabus is the responsibility of each student in the class.

Curriculum: A body of courses required for a degree or constituting a major field of study.

Degree, Associate: A title conferred upon students by a college, university, or professional school upon completion of a unified program of study, ordinarily a two-year program.

Developmental Courses: Courses designed for students whose records indicate they need preparation for entering standard college-level courses.

Discipline: (noun) Refers to an area of knowledge such as History, typically studied in higher education; (verb) Refers to punitive action taken due to a violation of the Student Code of Conduct.

Drop: Voluntary or involuntary official withdrawal from a course (or all courses).

Drop Slips: In order to officially withdraw from a course, the [Drop a Course form](#) must be submitted to the registrar's office.

Elective: Any of a number of courses that a student is allowed to select. A course not required in the curriculum is called a free elective.

Finals: Final examinations or end-of-semester course examinations. Students should refer to the course schedule for the exam schedule since it is different from the normal class schedule. All students are required to take final exams.

Flex Term: These eight-week courses are scheduled during the Fall and Spring semesters. FLEX I begins with the regular semester and ends at mid-semester. FLEX II begins at mid-semester and ends with the regular semester.

Freshman: A student with fewer than 30 (0-29) semester hours of college-level credit.

Full-Time Student: The classification given students who are pursuing 12 semester hours of credit at the beginning of a semester.

Major: A student's primary concentration in a program of study toward a degree.

Non-Credit Courses: A course for which no college credit is given.

Orientation: A program designed to help students understand the college environment, resources available, success strategies, and WTC College rules and regulations. Covered at orientation are general academic terminology and information, tutoring, balancing work and school, programs and services offered at Western Texas College, Texas Success Initiative requirements, course advisement, institutional procedures and policies, sexual harassment, and the registration process.

Overload: A load of more semester hours than a student is normally permitted to schedule in a given semester.

Part-Time Student: A student who is enrolled for less than 12 semester hours during a regular semester.

Permanent Record: Part of the official archives of the College, which contains personal identifying data, test scores, summary of transfer and admissions information.

Plagiarism: The taking and using of ideas, passages, etc., from someone else's work and representing them as your own. Plagiarism is academic dishonesty and will result in disciplinary action.

Prerequisite: A course or skill level required before enrolling in a more advanced course; e.g. English 1301 is the prerequisite for English 1302.

Section Number: The 3 digit number following the course number identifying the class day, time, location, and instructor of a class; e.g. Engl 1301.001; on the schedule there may be numerous sections of English 1301. Each class is called a section (ENGL 1301.001, ENGL 1301.002, etc.).

Semester: An academic term for a period of time, usually 15 weeks long, established for the purpose of offering a course of study.

Semester Hour(s): Credit value of a course indicated by the SECOND digit of the course number.

Sophomore: A sophomore is a student who has over 30 semester hours of college-level credit.

Transcript: An official copy of a student's record (courses taken, grades, grade points, degrees, etc.).

TSI (Texas Success Initiative) Program/Assessment: A state required program that consists of a placement test to determine reading, mathematics, and writing skills of students entering Texas public colleges and universities, and a program of counseling and developmental education for those students not meeting the standard on one or more sections of the test. The TSI is a placement test, not a test to determine admission.

Undergraduate: The classification applied to any student with less than a Bachelor's Degree.

Withdrawal: A release from enrollment. The student initiates the withdrawal by seeing a counselor or advisor and completing the proper forms. A student who ceases to attend classes but does not officially withdraw may receive a grade of "F" for each course in which he/she is enrolled.

APPENDIX

Policy FFDA (Local) Freedom From Discrimination, Harassment, and Retaliation; Sex and Sexual Violence

Policy FLB (Local) Student Rights and Responsibilities; Student Conduct

Policy FM (Local) Discipline and Penalties

Policy FMA (Local) Discipline and Penalties; Discipline Procedure

Western Texas College Campus Map

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

	<hr/> Note: This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, and retaliation targeting employees, see DIAA. <hr/>
Statement of Nondiscrimination	The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.
Discrimination	Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.
Sexual Harassment By an Employee	Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when: <ol style="list-style-type: none">1. A College District employee causes the student to believe that the student must submit to the conduct in order 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; or2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.
By Others	Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.
Sexual Violence	Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.
Examples	Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual na-

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ture; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

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

Gender-Based Harassment

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

Examples

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

Retaliation

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

Examples

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

False Claims

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

Prohibited Conduct

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

Reporting Procedures

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

Responsible Employee

1. Who has the authority to remedy prohibited conduct;
2. Who has been given the duty of reporting incidents of prohibited conduct; or

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

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

Student Report Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee or submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

Employee Report Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy. An employee who does not meet the description of a responsible employee in accordance with this policy may alternatively submit the report electronically via the College District's website.

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

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

Definition of College District Officials For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

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

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FFDA
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Name: Sheila Williamson
Position: Director of Human Resources
Address: 6200 College Avenue, Snyder, TX 79549
Telephone: (325) 574-7602

Other Anti-discrimination Laws	The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
Alternative Reporting Procedures	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.
Investigation of the Report	The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p>
Informal Resolution	If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official shall determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facilitate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.

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Formal Resolution	If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official shall authorize or undertake an investigation, except as provided below at Criminal Investigation.
Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
Notification of the Outcome	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person

	against whom the complaint is filed. The parties shall be given the opportunity to respond to the report.
College District Action	The College District shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]
Prohibited Conduct	
Corrective Action	Examples of corrective action may include: <ul style="list-style-type: none">• Providing a training program for those involved in the complaint;• Providing a comprehensive education program for the College District community;• Providing counseling for the victim and the student who engaged in prohibited conduct;• Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;• Involving students in efforts to identify problems and improve the College District climate;• Increasing staff monitoring of areas where prohibited conduct has occurred; and• Reaffirming the College District's policy against discrimination and harassment.
Exception	The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

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Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

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FFDA(LOCAL)-AJC

ADOPTED:

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STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

Definitions

Definitions of terms used in this policy shall be as follows.

“Student”

A “student” shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to the institution.

“Scholastic Dishonesty”

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another person or outside source during a test without permission from the instructor;
4. Knowingly using, sharing, buying, selling, stealing, or soliciting any part of a test, paper, or other assignment;
5. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
6. Bribing another person to obtain a test or information about a test; or
7. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Appropriate Student Conduct

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with the contents and provisions of the College District’s rules and regulations. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;

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STUDENT CONDUCT

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(LOCAL)

3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law	Violations of federal, state, or local law or College District policies, procedures, or rules shall be prohibited.
Prohibited Weapons	Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.
Drugs and Alcohol	<p>The following behavior regarding drugs and alcohol shall be prohibited:</p> <ol style="list-style-type: none">1. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act. Use or possession may be identified through drug testing, self-acknowledgment, or other means.2. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage.
Debts	Owing a monetary debt to the College District that is considered delinquent shall be prohibited.
Disruptions	Disorderly conduct, disruptive behavior, or any conduct or activity that brings reproach to the College District shall be prohibited.
Behavior Targeting Others	<p>The following behavior targeting others shall be prohibited:</p> <ol style="list-style-type: none">1. Threatening or endangering the health or safety of others.2. Intentionally, knowingly, or negligently causing physical harm.

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3. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student. [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.

Property

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel, including campus security acting in performance of official duties shall be prohibited.

Tobacco and
E-cigarettes

Possession or use of tobacco products or e-cigarettes in College District buildings, in College District vehicles, and at College District-related activities shall be prohibited. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:

1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Misuse of
Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;

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2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above.
2. Making false accusations.
3. Intentionally or knowingly falsifying documents or providing false information to the College District.

Gambling

Gambling shall be prohibited.

Other Conduct

Engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension or expulsion, in accordance with FM and FMA if the student is found in violation of this policy.

Note: For procedures related to student discipline, see FMA.

Penalties for Student Misconduct

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties. Each case of student misconduct is distinct and shall be treated on an individual basis.

1. Reprimand—A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution—Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties—The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty.
4. Disciplinary probation—The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Disciplinary probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation, or continued infraction of regulations, may lead to suspension or expulsion.
5. Removal from campus housing—Mandatory vacating of on-campus housing. A student who has been removed from campus housing shall be permitted to utilize the cafeteria meal plan he or she purchased as long as the student remains enrolled. No housing refund shall be issued, and the student shall be financially responsible for that semester's room cost. Once a student has been removed from on-campus housing, he or she shall not be permitted to visit any campus residence hall or apartment.
6. Suspension—Forced withdrawal from the College District for a stated period of time. A student who has been suspended from the College District for disciplinary reasons shall not be permitted on the campus or at other College District facilities.
7. Expulsion—Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have

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the action noted in the student's permanent record. A student who has been expelled from the College District for disciplinary reasons shall not be permitted on the campus or at other College District facilities.

Disciplinary Record

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

Publication

Information regarding student discipline described in College District policies and accompanying procedures shall be published in the student handbook.

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DISCIPLINE PROCEDURE

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**Reports of Alleged
Misconduct**

College District faculty and staff shall report an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the dean of student services within ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The dean of student services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the dean of student services or designee shall dismiss the allegation.

Conference

If, however, the dean of student services or designee determines that the allegation warrants further consideration, the dean of student services or designee shall summon the student for a conference to be held within ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the dean of student services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

**Unfounded
Allegations**

After conferring with the student, if the dean of student services or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

**Misconduct
Warranting a
Penalty**

If the dean of student services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the dean of student services or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee within two College District business days. The disciplinary appeals committee hearing shall take place within ten College District business days of notice of appeal.

Suspension

If the dean of student services or designee determines that the student committed misconduct that warrants a suspension, the dean of student services or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

Expulsion

If the dean of student services or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The dean of student services or designee shall forward the determination and all evidence collected during the investigation and conference to

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	the College President in order to schedule an expulsion hearing before the Board [see Expulsion Hearing, below].
Interim Disciplinary Action	The dean of student services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.
Disciplinary Appeals Committee	The disciplinary appeals committee shall be convened automatically if the dean of student services or designee determines that a student committed misconduct warranting suspension.
Composition	The disciplinary appeals committee shall be comprised of one chairperson appointed by the College President, two faculty members, and two students. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.
Hearing Notice	The dean of student services or designee shall notify the student by e-mail and letter of the date, time, and place for the hearing. The hearing shall take place within ten College District business days after the date of e-mail and letter notification.
<i>Contents of Notice</i>	<p>The notice shall:</p> <ol style="list-style-type: none">1. Direct the student to appear on the date and at the time and place specified.2. Advise the student of his or her rights:<ol style="list-style-type: none">a. To have a private hearing;b. To be assisted by an adviser or legal counsel at the hearing;c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf;d. To make an audio recording of the proceedings; ande. To ask questions of each witness who testifies against the student.3. Contain the names of known witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.

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5. State the proposed punishment or range of punishments that may be imposed.
- Failure to Appear for Hearing The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee shall proceed with the hearing in the student's absence.
- Hearing Procedure The hearing shall proceed as follows:
1. The chairperson shall announce that the hearing will be recorded by the College District.
 2. The chairperson shall read the description of the misconduct.
 3. The chairperson shall inform the student of his or her rights.
 4. The designated official shall present the College District's case.
 5. The student shall present the student's defense. The student shall be permitted to have legal counsel present to provide advice during the disciplinary hearing; however, the student's legal counsel shall not be permitted to present evidence, cross-examine witnesses, or formally address the disciplinary appeals committee or the designated College District official.
 6. The designated College District official shall present rebuttal evidence.
 7. The committee members may ask questions of the student, the College District official, and all witnesses.
 8. The designated official shall summarize and argue the College District's case.
 9. The student shall summarize and argue his or her case.
 10. The designated official shall have an opportunity for rebuttal argument.
 11. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures.
 12. If the committee finds the student did commit misconduct, the committee shall act to affirm, modify, remand, or reverse the penalty proposed by the dean of student services or designee.

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13. The committee chairperson shall verify the student's e-mail address and communicate the decision to the student by e-mail within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

Evidence

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student witness may not be compelled to testify.
4. Based solely on the evidence presented at the hearing, the committee shall determine whether a violation has occurred.

**Appeal to College
District
Administration**

A student may, within one College District business day of notice of the disciplinary appeal committee's decision being sent to the student's verified e-mail address, 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 and the audio recording of the hearing to the College President.

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

The College President shall issue a written response within ten College District business days after the conference. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee. The College President's decision is final, irrevocable, and not subject to appeal.

Expulsion Hearing

If the dean of student services or designee determines that the student's misconduct warrants expulsion, the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents

described at Disciplinary Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the dean of student services or designee.

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student, any presentation from the administration, and questions from the Board with responses, shall be audio recorded.

The Board shall proceed according to the procedures set out at Disciplinary Appeals Committee—Failure to Appear for Hearing, Hearing Procedure, and Evidence, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson. The presiding officer may set a reasonable time limit for the presentation.

The Board shall consider the evidence in closed session. The Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If, for any reason, the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board shall uphold the decision by the dean of student services.

Western Texas College Campus Map



Building Key

Administration – 22
Admissions – 20
Agriculture – 6
Art Lab – 19
Athletic Director – 7
Athletic Training – 29
Automotive/Carpentry Shop – 12
Bookstore – 3
Business Office/Cashier – 20
Cafeteria – 3
Chief Financial Officer – 20
Coaches – 7
College Advancement – 15
Computer Labs – 2, 3

Commons – 28
Counseling and Advising – 2
Dean of Institutional Research – 6
Dean of Instructional Affairs – 22
Dean of Technology – 2
Developmental Education – 5
Dual Credit/VCT – 2
Faculty Offices – 5
Financial Aid – 20
Foundation Office – 15
Grounds – 9
Gym/HPE – 7
Health Services – 29
Horticulture – 13
Housing – 1, 14, 27
Human Resources – 15

International Student Services – 2
ITBM – 16
KGWB Radio – 3
Library – 2
Maintenance – 10
Marketing – 2
Payroll – 20
Planetarium – 6
President – 22
Pro Shop – 8
Purchasing – 20
Recruiting – 20
Registrar – 20
Science – 4
Scurry County Museum – 23
Security – 15

Security Director – 2
Service Center/Mailroom – 2
Student Activities – 3
Student Center – 3
Student Commons – 28
Technology – 2
Theater – 19
Trio Grants – 3
Tutoring Center – 18
Vice President & Dean of Students – 22
Visitor Center – 22
Welding – 11
Workforce/CTE – 15

* = Storm Shelter Location

Please note that the Covered Pavilion is Paid Private Parking. Unauthorized Vehicles will be Towed.

Western Texas College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment practices.