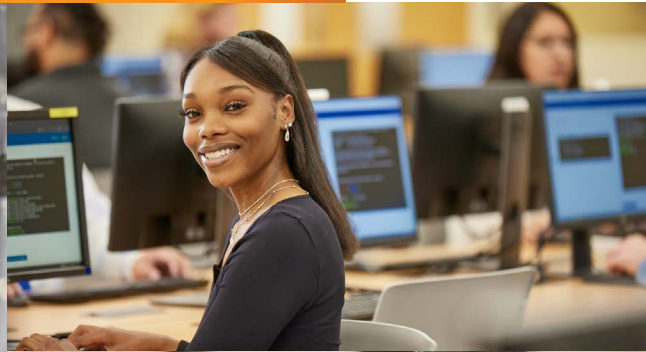


# 2023-2024 STUDENT HANDBOOK



**CENTRAL  
TEXAS  
COLLEGE**



**FOR STUDENTS OF  
THE REAL WORLD.**

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# **I. Important Information**

## **A. Institutional Mission Statement**

Central Texas College provides accessible and quality educational opportunities that meet the needs of a diverse student population and supports student success, completion and employability.

## **B. Equal Educational & Employment Opportunity**

Central Texas College District (“Central Texas College”, “College”, or “CTCD”) is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. Central Texas College does not discriminate in admissions, access to, treatment of, or employment in, its programs or activities on the basis of race, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender status, or any protected class of individuals. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students is Dr. Christy Shank, Director of Disability Support Services. She can be reached at 254-526-1291. Larry Murphy is the Director, Risk Management / Title IX Coordinator, and he can be reached at 254-501-3028. For assistance with access to the premises, please contact Facilities and Construction, at 254-526-1196.

Central Texas College has established programs to ensure that a deficit in English language skills is not a barrier to admission, participation and success in all educational and vocational programs.

Administrative policies and procedures of Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, we encourage you to contact the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, 254-526-1258 or fill out and submit a Student Complaint Form <https://www.ctcd.edu/forms-1/student-forms/student-complaint/>.

## **C. Statement on Harassment, Sexual Misconduct and Discrimination**

In accordance with state and federal laws, Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Discrimination and harassment on the basis of race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, genetic information, or transgender status is prohibited. Central Texas College strives to protect the rights and privileges and to enhance the self-esteem of all its students and employees.

Students who believe they have been treated in a discriminatory or harassing manner because of membership in a protected group may discuss the allegations or file a complaint of discrimination or harassment with the Director of Student Life at 254-526-1258. Title IX concerns will also be referred to the Central Texas College Director, Risk Management / Title IX Coordinator at 254-501-3028. Students may also file a complaint of discriminatory treatment in the provision of educational programs and services with the Department of Education, Office of Civil Rights.

**Title IX prohibits harassment and discrimination on the basis of sex or gender in education programs on all CTCD campuses, or at any and all activities sponsored by, or in which CTCD participates. Sexual violence is a form of sexual harassment and is prohibited. Central Texas College will not tolerate violence of any kind, to include: domestic violence, dating violence, sexual assault, sexual harassment, or stalking. (See XII. Sexual Assault and Other Prohibited Violence for more information.)**

To raise a sexual misconduct discrimination or harassment concern or to file a complaint contact:

- CTCD Police at 254-526-1427
- Director of Student Life at 254-526-1258 - Students
- Human Resources Department at 254-526-1128 – Faculty and Staff
- Director, Risk Management / Title IX Coordinator at 254-501-3028
- Online complaint: <https://www.ctcd.edu/locations/central-campus/student-support/title-ix/report-sexual-misconduct/>

#### **D. Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) makes it unlawful to exclude or deny a qualified individual with a disability from participation in the benefits of the services, programs, and activities of Central Texas College. Central Texas College shall make reasonable accommodations in policies, practices, or procedures, as appropriate, to ensure equal access for all. For further information log onto [www.ctcd.edu/disability-support/](http://www.ctcd.edu/disability-support/) or call the Disability Support Services office at 254-526-1195.

#### **E. Security**

The mission of Central Texas College's Campus Police Department is to provide a safe and orderly environment by protecting students, employees, visitors, and property from crime, violence and disruption. The Central Texas College Police Department is located in Building 211, directly behind the Enrollment Center (Registration) Building 209. Statistics of crime and fire safety on Campus are compiled yearly and published and available for anyone on the Campus Police web page at:

<https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-police1/>

For information about Texas Campus Carry requirements at Central Texas College, go to <https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-carry-implementation/>

#### **F. Emergency Situations**

You may dial 9-1-1 directly from any campus phone to request immediate assistance in the case of fire, injury, illness or other emergency situations.

#### **G. Emergency Alert System**

Each student is automatically enrolled in the no cost Central Texas College's Emergency Alert System. Students are responsible for updating their contact information in Eagle Self-Service, to ensure they receive messages at the correct email and phone number. This system is used to make notification in the event of a campus emergency and provide ongoing updates to the event. Call the Central Texas College Risk Management Department if you have any questions at 254-526-1347 or go to <https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/emergency-preparedness/emergency-alerts/>



## **H. Emergency School Closings**

KNCT (91.3 FM) radio, along with other local radio and television stations, will broadcast information about school closings because of inclement weather or other emergencies. Central Texas College will send announcements through its Emergency Alert System, social media, and post a message to the website. The inclement weather number to call for notice of changes in hours of operation in Texas is **254-501-3100**. Outside of Texas, students are advised to contact the site location where they are taking classes for information.

## **I. Smoking and Tobacco Use Policy**

Central Texas College prohibits all smoking and/or tobacco use on all campuses, which includes, but is not limited to, hookahs, smokeless tobacco, e-cigarettes, vaping apparatuses, and other such tobacco substitutes. The only exception to this rule is inside the enclosed cab of a person's personal vehicle. Failure to comply can result in a campus citation. Repeat violators may be subject to fines and discipline pursuant to the Student Code of Conduct.

## **J. Drug and Alcohol Abuse Policy**

### **1. Introduction:**

You are admitted to Central Texas College for the purpose of educational, social and personal enhancement. Substance and alcohol abuse disrupts the college environment and threatens not only the lives and well-being of students, faculty and staff, but also the potential for educational, social and personal enhancement.

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

### **2. Education, Prevention and Treatment:**

Central Texas College's Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC), located in Building 264, provides individual counseling and educational support programs which will assist in prevention of alcohol and substance abuse.

Central Texas College recognizes the importance of treatment services in assisting students in overcoming substance and alcohol abuse problems. Assessment and intervention services for students are available through the SEAP/SARC. Active duty military and their dependents may seek assistance through the on-post Alcohol and Drug Community Activity Division. If further treatment is necessary, students may be referred to outside counselors and programs. Information related to outside agencies is available through the SARC office or the appropriate Campus Dean. Students attending at a site other than Central Campus, should contact the site location for information.

**Contact SEAP/SARC at 254-526-1166**

### **3. Health Risks:**

Controlled substances or dangerous drugs as defined by law include, but are not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, and barbiturate. Physical and mental health risks are associated with abuse of these substances. Depending on the drug of abuse, health risks include, but are not limited to:

<b>Physical</b>	<b>Mental</b>
<ul style="list-style-type: none"> <li>• Altered heart rate</li> <li>• Lung/pulmonary system damage</li> <li>• Hepatitis</li> <li>• Altered blood pressure</li> <li>• Stroke</li> <li>• Birth defects</li> <li>• Spread of disease through needle injection</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Impaired memory</li> <li>• Reduced concentration</li> <li>• Reduced coordination</li> <li>• Psychological dependence</li> <li>• Psychosis</li> <li>• Delusion</li> <li>• Coma</li> <li>• Paranoia</li> </ul>

#### **4. Legal Aspects:**

Faculty, staff and students of Central Texas College are required to abide by local, state and federal laws pertaining to controlled substances, to include the illegal use of approved drugs. CTCD prohibits the manufacturing, possessing, having under control, selling, transmitting, using any drug in an illegal fashion, or being party to any illegal drug activities, to include possession of drug paraphernalia on college premises or at college-sponsored activities.

The City of Killeen, home to Central Campus, currently has a local law that allows possession of small amounts of marijuana. However, that law does not affect the validity of the CTCD policy prohibiting marijuana on CTCD premises or the authority of CTCD police officers to arrest anyone in possession of marijuana on CTCD premises or at college-sponsored events.

Also prohibited is the manufacture, possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any college-owned or operated facility or at any college sponsored event except when pre-approved in writing and signed by the Chancellor or Board of Trustees of the College District.

The term “controlled substance” refers to those drugs and substances whose possession, sale, or delivery can result in criminal sanctions under the Texas Controlled Substances Act. Penalties for drug possession are governed by the Texas Health and Safety Code. Specific penalties may vary depending on the type of drug and amount seized. Additional information concerning other federal, state and local violations and consequences can be found at the Central Texas College Police Department.

#### **5. Institutional Disciplinary Action and Process:**

Institutional disciplinary action may be brought against students found by the College to have violated College regulations and/or local/state and/or federal laws concerning controlled substances or other criminal offenses. Violations of any state or federal law pertaining to controlled substances or any other criminal offense that occur during off campus activities may also result in College disciplinary action in situations in which the activity or continued presence of the individual is likely to impact or interfere with the educational mission and the orderly operation of Central Texas College.

College disciplinary proceedings will be in accordance with procedures outlined in this *Student Handbook*. Disciplinary action in cases involving drug or alcohol related situations by students may result in suspension or expulsion from the College for the first offense, depending on the nature and seriousness of the case. Participation in a substance or alcohol abuse educational program may be required in addition to other sanctions. Any disciplinary action imposed by the College is in addition to and separate from any penalty imposed by federal, state or local authority.

## II. Introduction

Central Texas College is delighted that you have chosen to begin or continue your college career with us. This *Student Handbook* will provide you with useful information to aid in the development of communication between you and CTCD's faculty and staff. The *Student Handbook* includes the institution's policies and regulations relating to student conduct and activities. Other publications include:

### A. College Catalog

The *College Catalog* ([www.ctcd.edu/academics/catalog](http://www.ctcd.edu/academics/catalog)) is an official publication of Central Texas College (published online each year) containing the institution's policies, regulations, procedures and a schedule of tuition and fees. Central Texas College reserves the right to amend the contents of the *Catalog* at any time to reflect board policies, administrative regulations and procedures, state law requirements, and tuition and/or fee changes. Students are responsible for observing the regulations and policies contained in the *Catalog*.

### B. Guide to Enrollment for New Students

Before each semester registration period, Guide to Enrollment for New Students is published online which provides a listing of activities and registration procedures. For administrative purposes, the *Guide to Enrollment for New Students* becomes the official semester calendar for which it is published. The most current course listing may be found on Eagle Self-Service

### C. Student Communications

To keep students informed of college events, activities and support services the Central Texas College Marketing Department sends students email communication to the Eagle Mail accounts and posts updates to college Facebook, Twitter, and Instagram accounts. In addition, a college activities calendar is available on the Central Texas College website. To access EagleMail, students should visit the following link: [www.ctcd.edu/eaglemail](http://www.ctcd.edu/eaglemail).

## III. Academic Information

### A. College Credit

Academic credit is measured by units called semester hours. One semester hour is earned by attending a class one hour per week for a full semester. Most classes meet three hours per week for 16 weeks; therefore, you will have earned three semester hours at the end of the course. Lab and clinical hours add to the semester hour value of a course.

### B. Course Load

A full-time course load is 12 or more semester hours during the spring or fall semester and 8 or more semester hours during the ten-week Summer session. A student registering for at least four hours during the shorter Summer I and II semesters is also considered to be full-time; however, if receiving Financial Aid or VA benefits, please check with the appropriate office. If you wish to enroll in more than 18 hours during regular sessions, you must receive special permission from the Dean of Instruction or the Dean of Student Services.

### C. Prerequisites

A prerequisite is a course that must be completed satisfactorily before enrollment in another course. Prerequisites can be found under the course description in the CTC Catalog found at [www.ctcd.edu/academics/catalog/](http://www.ctcd.edu/academics/catalog/). Prerequisites indicate what skills and knowledge you must have to succeed in the new course. You must have a grade of C or better in a prerequisite course. If you already qualified and want to skip a prerequisite or are unable to schedule a prerequisite course, you must obtain permission from the department. Don't wait until registration to get permission—take care of this early!

### D. Developmental Continuous Enrollment Requirements

A student is college-ready if he/she successfully completes the Texas Success Initiative Assessment (TSIA2) in English Language Arts & Reading (ELAR) and Mathematics. If the student is not successful in a section of the TSIA2, then they are not TSI Complete in that subject area and must enroll in co-requisite (“paired”) College course with a supplemental course or in a pre-requisite developmental course. With co-requisite courses, if a student drops the college course or its associated paired supplemental course, the student will be dropped from the other paired course as well. For example, if a student drops from a supplemental reading/writing course, which is paired with an English 1301 course, then the student will be dropped from the English 1301 course as well.

### E. Class Attendance and Course Progress

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

**Absence/Participation Policy/Census Date:** The census date is the day that CTC legally certifies with the State of Texas the number of enrollments in each course. This chart depicts the census date based on course length:

Length of Class in Weeks	Census Date	Last Date to Withdraw from a Class
3	2nd Class Day	End of 2nd Week
5	4th Class Day	3 1/2 Week
8	6th Class Day	End of 6th Week
10	7th Class Day	End of 7th Week
12	9th Class Day	End of 9th Week
16	12th Class Day	End of 12th Week

Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay tuition and fees. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required.

Students may be reinstated after certification date if they meet one of the exception rules listed below:

- It is the last class they need to graduate (determined by Student Services)
- They were on field duty in the military (with documentation)
- They had a death in the immediate family
- The course won't be offered next term
- There was an institutional error

If students meet one of these exceptions, they must request reinstatement within 5 business days after the census date. THERE WILL BE NO REINSTATEMENTS AFTER THAT TIME FRAME. Students should contact their instructor if one of the exceptions is applicable.

## F. Religious Holy Days

If you need to be absent from classes for the observance of a religious holy day, you are required to submit a written request to each instructor prior to the absence for the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed in the timeframe specified by each instructor due to your absence on the religious holy day. The instructor will respond appropriately if you fail to satisfactorily complete the assignment or examination within the specified time frame. A “religious holy day” means a holy day observed by a religion that is exempt from taxation under the federal tax code. Please contact the Director of Student Life at 254-526-1259 should you have further questions.

## G. Withdrawal From Courses

Faculty is prohibited from withdrawing students from a course after census. After the census date, students wishing to withdraw must withdraw themselves through the CTCD business office, Eagles on Call, E-Form (online). Contact your local site representatives or Eagles on Call if you have questions.

**NOTE:** *For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.*

### Administrative Initiated Withdrawals:

A student may be administratively withdrawn by a designated member of the Registrar’s Office under the following conditions:

- The student has been placed on Academic Suspension or Disciplinary Suspension;
- The student has an outstanding financial obligation owed to the college; or
- The student registered for a course without the required prerequisite or departmental permission.
- The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.

## H. Grading System

The grading system at Central Texas College is as follows:

Grades	Grade Points	
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
IP	Incomplete, in progres (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed

## I. Incompletes

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the

deadline exceed 110 days after the scheduled end of the course. It is the student's responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the "IP" within the time specified. An "IP" grade cannot be replaced by the grade of "W". If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course.

At the end of the 110 calendar days any unresolved "IP" will be converted to an "F" on the student's official transcript.

**The IP grade is not used for developmental study courses and designated nontraditional, modular courses.**

## **J. Academic Probation and Suspension**

Information pertaining to Scholastic Probation and Suspension is located in the *College Catalog*.

### **Academic Probation**

A student with 7 or more credit hours who achieves a cumulative GPA below 2.0 will be notified via EagleMail and placed on Academic Probation. Students on Academic Probation must achieve a term GPA of 2.0 or above the following semester.

### **Academic Suspension**

Students on Academic Probation status who do not achieve a minimum 2.0 term GPA the following semester will be placed on suspension. Suspended students will not be permitted to register or take classes for one (1) long, sixteen-week, semester (Fall or Spring) OR two (2) short semesters (Summer 1 & 2). Students can go through a process to appeal their academic suspension. Students should talk to an academic advisor and/ or Student Success and Persistence for more information.

## **K. Grade Point Average (GPA)**

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through Eagle Self-Service

### **Course Grade Points Hours Calculation**

Course	Grade	Grade Points	Credit Hours	GPA Calculation
BUSI 1301	A	4	3	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1309	C	2	3	$2 \times 3 = 6$
CJLE 1211	D	1	2	$1 \times 2 = 2$
				$29/11 = 2.636$ GPA

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. Grades of IP, W, N, XN or P and grades in developmental courses (A, B, C) are not included in the grade point averaging. Please note that a minimum GPA of 2.0 is required for graduation.

## **L. Dean's Honor Roll**

Students whose scholastic achievement is outstanding may qualify for the "Dean's Honor Roll." The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the summer semester. Students completing 12 or more semester credit hours of college-level

credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status. Texas students, please contact the Deans of Instruction at 254- 526- 1116 or 254-616-3413 with any questions. Students outside of Texas should contact the Dean of Student Services at 254-526-1373.

## **M. Graduation Requirements** *254-526-1592*

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science and Certificates of Completion. To graduate from Central Texas College, the student must:

- Apply for graduation by the deadline date.
- Successfully complete all courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at Central Texas College (to fulfill residency requirements).
- Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all Central Texas College coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the Central Texas College GPA, even if the courses were not used to meet specific degree or certificate requirements.
- Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and Central Texas College coursework.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

## **IV. Testing Information** *254-526-1254*

Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses. Cell phones and children are not permitted in the testing areas.

Test Services include:

- **Entrance Examination** - American College Test (ACT). The ACT is not required for admission to Central Texas College. The ACT is administered on nationally established test days each year.
- **TSI Assessment** - The Texas Success Initiative (TSI) Assessment is the state-approved assessment test that replaces the ACCUPLACER, ASSET, COMPASS and THEA tests. Students who did not enroll in a Central Texas College course prior to August 26, 2013, are required to take the TSI Assessment, regardless if the student had previously taken the ACCUPLACER, ASSET, COMPASS or THEA. Students will be required to complete a Pre-Assessment before taking the TSI Assessment.
- **Health Education Systems Inc. Admissions Assessment (HESI A2)** - The HESI is a timed, computerized exam that consists of five sections. The exam is required by the Central Texas College Department of Health Services. The exams measure the examinee's ability to apply nursing and health professional concepts to clinical problems.
- **Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations** – The certification examinations are available for automotive professionals.
- **College Level Examination Program (CLEP) and DANTES Subject Standardized Tests** – The CLEP and DANTES examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained.
- **General Educational Development (GED) Examinations** – The GED is a computer-based exam for individuals who have not completed a formal high school education.

- **Institutional Challenge Examinations** – A student may request through the appropriate department chair permission to take challenge examinations for certain courses.
- **Comprehensive English Language Test (CELT)** – A test, which is administered by the English as a Second Language Department, for course placement of non- English or limited-English speakers.
- **Miller Analogies Test (MAT)** is a graduate level entrance exam.
- **Texas Commission on Law Enforcement (TCOLE)** certification exams for Peace Officers, Jailers, and Telecommunicators.
- **Texas Commission on Environmental Quality (TCEQ)** certification exams for water treatment facilities.
- **PearsonVUE certification** exams for various IT companies.
- **The Advanced Math Placement Exam (AMP)** – An exam administered by the Mathematics Department for students who score above 350 on the TSI (mathematics) and would like to be placed above College Algebra (Pre-Calculus or Calculus I).

For detailed information visit the Central Texas College testing website at [www.ctcd.edu/students/current-ctc-students/testing-services](http://www.ctcd.edu/students/current-ctc-students/testing-services) and refer to the “College Costs” section of the catalog for fees.

**NOTE** *If special accommodations are needed because of a disability, please contact Disability Support Services at 254-526-1195 before taking the test.*

## V. Financial Information

Students are financially responsible for tuition, books, fines and all educational materials necessary to complete and be successful in classes. Students may be denied transcripts if they have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements or any other indebtedness to Central Texas College.

### A. Financial Aid 254-526-1508

A variety of state and federal grants, loans, and scholarships are available through the Office of Financial Aid at Central Texas College to help you with educational and living expenses. Many programs are need based and available to qualifying students who are making satisfactory academic progress. Please review the *Central Texas College Catalog* for details on Financial Aid academic progress.

Grants do not have to be repaid as long as the student stays enrolled and makes satisfactory academic progress. The Pell Grant is the primary federal grant. Others include the Federal Supplemental Educational Opportunity Grant (SEOG) and the Texas Educational Opportunity Grant Program (TEOG). Work Study Program (WSP) is also available at Central Texas College, and this program allows a student to work up to 20 hours a week while enrolled in college.

Loans must be repaid after you complete your educational program or if you are no longer enrolled at least half-time. The Federal Direct Student Loan Program is available to all eligible students. For information, please contact the Student Loan Officer in Building 215, Room 128, telephone 254-616-3313.

The Central Texas College Foundation also offers a number of competitive scholarships for students attending any of the Texas campuses. The scholarships will be awarded based on financial need, academic achievement, leadership, creative ability, or student life involvement. In addition, the foundation offers scholarships for students working in specified subject areas. To learn more about the Central Texas College Foundation and Scholarships visit [www.ctcd.edu/about-ctc/ctc-foundation/about-us/](http://www.ctcd.edu/about-ctc/ctc-foundation/about-us/)



**Steps to Financial Aid:**

Go to the Central Texas College web site: [www.ctcd.edu](http://www.ctcd.edu)

Click on “Students”

Click on “Current Students”

Click “Financial Aid”

Click on “Steps to Financial Aid”

Complete the financial aid process prior to enrolling in classes.

The CTC website financial aid webpage provides information about important deadlines, instructions to apply for financial aid, and may other links for funding opportunities to help reduce the cost of attendance.

If you encounter problems, please contact the Financial Aid Office.

To check the status of your Financial Aid log into the Central Texas College Eagle Self-Service:

Go to [www.ctcd.edu](http://www.ctcd.edu)

Click on the Eagle Self-Service under “Student Tools” of the webpage

Click on “Financial Aid”

This will allow you to check on the status of your financial aid process.

**B. Business Office 254-526-1217**

The College Business Office will accept cash, credit cards (Visa, MasterCard, Discover, American Express), or checks for payment of tuition and fees. An appropriate fee will be charged for each check returned unpaid by the bank. Restitution for non-sufficient funds checks must be made in cash or money order. Tuition and fees are due at the time of registration unless paid under the Deferred Payment Plan, which is available for 16-week semester courses only.

All fees or charges, such as late fees on library books, traffic citations, past due loan payments, non-sufficient fund checks and return check fees, transcript fees, late dormitory and meal charges, and breakage fees must be paid before you can enroll for a new semester or before a college transcript can be released.

Refunds of tuition and fees are made on a decreasing percentage basis. All refunds for tuition and fees will be computed from the date the Application for Withdrawal/Refund form is filed with the Business Office. See the current *Guide to Enrollment for New Students* for the refund schedule by date.

**C. Veterans Services 254-526-1160**

Central Texas College programs are approved for individuals who wish to attend and make use of VA educational benefits.

If you are receiving veteran educational benefits, make sure you visit the Veteran Services Office before registering each semester to ensure that the classes you enroll for are on your degree plan and to complete the form requesting certification for VA educational benefits. Please notify the Veteran Services Office of any change in your enrollment status.

Veterans must have military credits evaluated for college credits upon completion of six college credits with Central Texas College. Any transfer credits from prior education must be evaluated by the end of your first semester. It is the student’s responsibility to furnish the Veteran Services Office with a copy of the evaluated degree plan. For further information, please see the current *Central Texas College Catalog*.

# VI. Academic Advisement & Student Records

## A. Academic Advising

The Central Texas College Academic Advising office provides advisement services to assist you with career planning and establishing your educational and personal goals. Services include occupational and labor market information, degree program planning, and general academic advising.

All new students are highly encouraged to meet with an academic advisor upon starting with CTCD. Students who have not met the state requirements for the Texas Success Initiative should meet with an academic advisor each semester. It is strongly recommended that all students meet with an academic advisor on a regular basis to review their academic progress and graduation requirements.

Through the Office of Academic Advising you can find out about academic and vocational college courses being offered at any of Central Texas College's Texas locations: Fort Hood, Service Area, and Central Campuses; seek assistance in deciding on a vocation; undergo academic advisement and establish educational goals; learn new study and/or college survival skills.

## B. Transfer Advising

Assistance in planning to transfer to other colleges and universities is available through the Academic Advising office located in the Central Campus's Enrollment Center Building 209. Students who plan on transferring to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits and transfer scholarships.

## C. Transcripts

Students may obtain an *unofficial* CTCD transcript through their CTCD Eagle Self-Service student account. For *official transcripts*, CTCD has retained the National Student Clearinghouse (NSC) to accept official transcript requests over the Internet via a secured site. Visit the CTCD "Transcript Services" webpage on the CTC website at [www.ctcd.edu](http://www.ctcd.edu) for specific transcript ordering information. Transcript delivery options include Electronic, PDF or paper (mailed). Transcript order handling fees vary based on the delivery method requested. You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, or any other indebtedness to CTC.

## D. Name/Address Change

It is important that you provide your legal name on your Application for Admission because this is the name that will appear on your official student record. **It is the student's responsibility to have current name and contact information on file.** To change a legal name to a new legal name, please submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, a copy of the marriage certificate is required. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Name change documents and affidavits should be submitted to Central Texas College Registration and Records, Central Campus, Killeen, Texas.

## E. Student Records

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

Student records include, but are not limited to:

- Application of admission
- Financial aid
- Veterans' training
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

## **F. Student Identification Cards**

Once you have completed enrollment and paid all fees, you are eligible to obtain a student identification card *if attending at Central Campus*. Your student ID card is used as your library card, to sign in at the Student Lounge, to check out equipment in the Student Lounge and to access Central Texas College's Sports Center and Natatorium. If you wish to participate in intramural sports, you will be required to present a current student ID.

Your first ID card is free and may be issued at registration or any time during the semester. The ID card section is located in the Enrollment Center Building 209. You must bring a picture ID, your current class schedule or tuition receipt showing full payment with you.

To replace a lost or stolen ID card, you must pay \$5 to the Business Office in Central Campus Student Services building 209 and bring the receipt to the ID card section during normal business hours. Please note that the misuse of your Central Texas College ID card may result in disciplinary action.

## **G. Residency**

You may need to provide residency information at the time of registration. The Admissions department will notify you of what documents are required for residency classification, based on how you answer your application questions. Check the *College Catalog* for a complete listing of documents that may be used for residency verification.

## **H. Evaluation of Previous Education**

Refer to the *College Catalog* for information regarding Central Texas College's evaluation procedures to award transfer of credit from another college or university you've attended, or through non-traditional means, such as CLEP and DANTES testing programs. Active duty soldiers should contact the Central Texas College Student Services Office, Bldg. 209, Room 212B at 254-526-1635. All other Active Duty Service Members, Military retirees and civilians should contact the Central Texas College Student Services Office at 254-526-1317.

## **I. Disability Support Services 254-526-1195**

Disability Support Services (DSS) at Central Texas College provides reasonable accommodations and services to students with Disabilities, while maintaining compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and all subsequent amendments to the Act (ADA). Disability Support Services is a place where students with disabilities can register and receive reasonable accommodations based on ADA and Section 504. Students needing reasonable classroom accommodations are responsible for contacting the disability office to request accommodations. Information and policies on classroom, pregnancy, housing, and service animal accommodations can be found at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support). Students needing accommodations for graduation, school events and/or school activities must contact the disability office at least 7 business days in advance to request accommodations. The DSS office may require students to provide medical documentation when requesting accommodations.

## **J. International Student Services 254-526-1107**

The staff of the International Student Services office is available to assist and provide admission and support services related to the enrollment of non-immigrant international students and other Central Texas College District (CTCD) students.

Services include:

- Academic advisement for admissions, degree planning, testing and registration into academic and English for Speakers of Other Languages (ESOL) courses.
- Advise non-immigrant international students on their legal responsibilities as F-1 visa students.
- Provide non-immigrant students' information on procedures for employment authorization and other processes with respect to their F-1 student visa.
- Advise non-immigrant students on their legal responsibilities as an F-1 visa student.

## **K. Change of Status Application**

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

## **L. Student Email (EagleMail)**

All Central Texas College credit students worldwide receive a Central Texas College student email account after registering and paying for classes. It is important to note the following:

- Accounts will be automatically created.
- You will receive an activation email with instructions for accessing your new email account within two days after a student's enrollment to a credit course at CTC.
- All official communication from Central Texas College will be sent to this new email account.
- You can forward your student email to any personal account.

# **VII. Campus Services**

## **A. Bookstore**

[www.ctcbookstore.com](http://www.ctcbookstore.com) • 254-526-1219

The Campus Bookstore at Central Campus is a full service retail store which carries new and used textbooks, supplies, gifts, and other general merchandise. Contact the Bookstore directly for information on the return policy and the book buyback program.

Bookstore hours: Monday - Thursday 7:30 a.m. – 5:30 p.m. and Friday 7:30 a.m. – 11:30 a.m.

## **B. Career Center**

[www.ctcd.edu/career-center](http://www.ctcd.edu/career-center) 254-526-1106

Career Services provides career planning and job search assistance for students and alumni. Their mission is to support students' pursuit of career success through the cultivation and enhancement of the students' ability to choose careers, master job search techniques and research employment information. This is done by offering services such as career assessments, career counseling, resume assistance, mock interviews, workshops, career fairs, and access to a variety of career-related resources and tools. The Career Center is located on Central Campus, but all career related services are available to students world-wide in a virtual format.

### **C. Child Development Center/Lab School**

*Child Development Building • 254-526-1900*

The Child Development Center/Lab School in Central Campus is accredited by The National Association for the Education of Young Children (NAEYC) and has a 4 star excellent rating from Texas Rising Star. The Center welcomes children from CTCD staff and students, and the community, ages 6 months – 5 years. The Center provides a developmentally appropriate program designed to meet the physical, social, emotional and intellectual needs of children. Highly qualified teachers model best practices in a safe, nurturing, research-based learning environment which also serves as a lab school for college students. Students from child development, teacher education, nursing, psychology, and other programs on campus complete lab hours, observe and practice what they are studying. The Child Development Center/Lab School follows Central Texas College operational hours and holiday schedule.

### **D. Food Service 526-1242**

The food service facilities are housed in the Anderson Campus Center in Central Campus. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The cafeteria line provides full meals or a la carte entrees Monday through Friday. The snack bar offers fast food grill items, snacks and beverages. Both facilities are open to the public. People with special diets should contact the Chef first.

### **E. Natatorium and Physical Education Center 254-526-1495/1588**

The Central Texas College Gymnasium is the focal point for all athletic and sports activities on Central Campus. The gym, weight room, pool and tennis courts are used by the Kinesiology Department for classes and are also open to students when classes are not in session. A valid Central Texas College ID card is required for entry or to use facilities.

The specific hours of operation for the gym, weight room, pool and tennis courts are posted at the Gymnasium, on bulletin boards in the Student Center, and on-line at <https://www.ctcd.edu/locations/central-campus/fitness-sports/>

### **F. Intramural Sports 254-526-1495/1512**

Intramural sports and activities at Central Campus are coordinated by the Kinesiology Department and provide a well-rounded schedule of activities for Central Texas College students, faculty and staff.

The Intramural Sports Program offers a variety of tournaments, leagues and other events to meet the recreational interests of the student body. League play includes flag football, volleyball, basketball, softball and soccer. Tennis tournaments, 5K runs and other activities are also held throughout the school year. Awards are presented to winners in each event and league champions are recognized on a Hall of Fame plaque displayed in the Gymnasium.

Students can learn of upcoming events on the intramural web page – [www.ctcd.edu/locations/central-campus/fitness-sports/intramurals/](http://www.ctcd.edu/locations/central-campus/fitness-sports/intramurals/) .

Central Texas College will not be responsible for any injuries or any medical expenses accrued because of injuries while participating in the Intramural program. The student, through voluntary action of applying to participate in intramural sports, assumes all obligations and risks related to participation.

Intramural sports participants are required to become acquainted with the various rules and regulations which govern the program. A valid Central Texas College student, faculty, or staff ID card is required for use.

## **G. Morton Residence Hall** 254-526-1926/1790

Central Texas College operates a co-ed residence for 120 full-time students at Central Campus. Supervision is provided by a full-time residence hall staff who are responsible for daily operations, as well as educational and social programming. Each student residing in Morton Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious community life. A meal plan for residence hall student is available for breakfast, lunch and dinner Monday to Friday. No weekend meals or meals on holidays or during campus closures are available.

## **VIII. Educational Support**

### **A. Academic Studio – Student Success Center** 254-526-1580

The Academic Studio – Student Success Center (AS-SSC) provides comprehensive services that support student success and goal completion. Tutoring services; academic advising; information and resource referrals; scholarly success and study skills workshops, and textbook and childcare assistance for qualified Career and Technical students make the AS-SSC the premier one-stop location for all of your student needs.

The AS-SSC offers a variety of services including:

- One-on-one tutoring in a variety of subjects and assistance with both online and face-to-face courses.
- Online tutoring available for students. Students can access online tutoring at [www.ctcd.edu/tutoring](http://www.ctcd.edu/tutoring), or students can call 254-526-1580.
- Assistance with exam preparation, speeches, outlines, proofreading, presentations and projects.
- Information and resource referrals for internal and external services to support student needs.
- Drop-in advising services for education counseling, faculty advising and degree program assistance.
- Textbook Lending, Child Care and Transportation assistance programs for qualified Career and Technical are available for students attending at Central Campus.
- Computer access, Wi-Fi, printing services, free supplies and project materials.
- Support services for former foster care students (Contact the CTC Foster Care Liaison, Charlotte Wesley, at 254-501-3072.)

Located on the second floor of the Roy J. Smith Student Center (Building 220), the Academic Studio's engaging and student friendly environment make it ideal for study, research, homework or projects and is equipped with:

- Desktop computers with headphones for homework, studying, research and lab work.
- Collaborative study tables with charging stations and large view monitors to support study groups.
- Comfortable seating and flexible furnishings for one-on-one tutoring or group work.
- An advising and information section for academic advising, information, resources and support.
- Balcony seating for quiet reading, conversation or studying with friends.

#### **Hours of operation:**

(Fall and Spring Terms) Monday – Thursday: 9 a.m. to 5 p.m. and Friday : 9-11 a.m.

- Services are provided on a walk-in basis or by appointment and are free for all Central Texas College staff, faculty and students.
- A current and valid Central Texas College Identification Card is required for face-to-face tutoring in the Academic Studio.

### **B. Professor Reviewed Online Writing Lab (P.R.O.W.L.)**

P.R.O.W.L. provides a 48-hour return of papers reviewed by professors via Blackboard.

### **C. Math Express and Developmental English Lab** 254-526-1444

The Math Express Lab is located in room 141 of Building 267 Technology Center/Frank & Sue Mayborn Science Theater on Central Campus (254-501-3070). Use of this lab is limited to students that are enrolled in the developmental math courses. Mathematics tutors are available in the lab.

For hours of operation please visit the following link: <https://www.ctcd.edu/academics/instructional-departments/mathematics/math-express/tutoring-labs/>

The Developmental English Lab is located in the Academic Studio of Building 220 on Central Campus. Use of this lab is limited to students that are enrolled in the developmental English courses and ESOL courses. The tutor is available to help with reading, writing, and English for Speakers of Other Languages (ESOL)

For hours of operation please visit the following link: <https://www.ctcd.edu/academics/instructional-departments/communications/developmental-studies-for-communications/>

### **D. Library Services** 254-526-1621

The Oveta Culp Hobby Memorial Library (OCHML) is located on Central Campus and offers a variety of essential services *in-person* and *virtually*. All services are available through the library's webpage at [www.ctcd.edu/academics/library/](http://www.ctcd.edu/academics/library/). Click on *Academic tab under library, click on More Resources*.

The Library's catalog displays records for 27,500+ print titles, multimedia items, and 80+ print periodical titles. In addition, 339,000+ full-text eBooks are available as well as streaming video.

**Ask a Librarian** is an email service available 365 days a year. A librarian is available to answer questions. Responses will typically be sent within 24 hours of an inquiry.

**Live Chat and Texts** is available during the library's open hours. Library users can type in questions and get an immediate response. Text: 254-400-2275.

**Online Databases:** Over 92 databases, offer full-text articles from scholarly journals, general interest periodicals, and newspapers and provide access to E-books and streaming video 24/7, 365.

**Seminars:** Library seminars cover locating print and electronic materials through the catalog; accessing the databases to locate full-text journal articles, e-books, and streaming videos, and formatting research papers, in-text citations, and source citations. Seminars are available in-person, virtually, and on-demand recordings for select courses

**Writing Center:** provides research paper mentoring, and proofreading to all CTC students. Students receive one-on-one assistance with all aspects of writing a research paper on a drop-in or appointment basis, or virtually. For more information, send an e-mail to Teaching.Learning@ctcd.edu.

**Research Paper Review Service:** Submit papers for review and citation help online by clicking the Research Paper Review link from the library web page.

**Inter-library loan (ILL)** privileges are available to students at no charge. OCHML is a member of TexShare, a regional, cooperative network offering full-text electronic resources and resource sharing/loaning.

### **Printing Services:**

- Faxing: 50 cents per page
- Printing from lab computers: 25 cents per page
- Laminating Services: 50 cents per foot
- Scanning Services Free high speed KIC scanner available. Scanned material can be transferred to personal devices (pads, phones, USB, etc.) or email account. Files can also be converted to audio. ADA compliant

### **Multimedia Lab:**

- Laptops and iPads are available for a three hour check out for use within the library building.
- The library has more than 50 computers available for use.
- Vision impaired software is installed on designated computers.

## **E. Foster Care Liaison**

Students transitioning out of foster care can receive assistance with navigating CTC and the many processes that are part of the student experience.

Point of Contact	Location	Telephone
Charlotte Wesley, Advising & Student Success Coordinator	Student Center, Bldg. 220	254-501-3072
Aubrey Ryan, Residence Hall Manager	Morton Hall, Bldg. 203	254-526-1790

# **IX. Student Life** *254-526-1258*

## **A. Student Life and Activities**

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

## **B. The Student Center Lounge**

The Student Center Lounge houses the Student Government Association Office, a meeting room, pool tables, ping pong tables, a television lounge and the principle commons area for students to gather. Recreational equipment, board games and cards may be checked out from the Student Life Activities Office by presenting a valid Central Texas College ID card.

## **C. Student Organizations**

Approximately 15 clubs and organizations representing a variety of interests are active on campus. You are encouraged to participate in one or more of the groups.

All student organizations and activities must abide by the educational objectives and administrative regulations of Central Texas College, as stated in official documents and the *Student Organization and Sponsors Handbook*. All activities and fund raisers must be cleared through the Student Life Activities Office before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account or local bank account.

If you have interests not represented by a student group, you are encouraged to start a new club by contacting the Director of Student Life. The following is a list of active organizations on campus:

- *Byways* Literary Journal
- Culinary Club
- NetImpact
- Virtual Geek Gaming



- National Federation of Licensed Practical Nurses (NFLPN)
- Otaku Unlimited Club
- Phi Theta Kappa (National Honor Society)
- Psi Beta Psychology (National Honor Society)
- Speech Team
- Student Bible Fellowship
- Student Government Association (SGA)
- Student Nurse Association (SNA)
- Writer's Club

For more information about these campus clubs and organizations or how to start a club on campus, contact the Director of Student Life and Activities at 254-526-1577 or go to [www.ctcd.edu/locations/central-campus/student-life-activities/clubs-organizations/](http://www.ctcd.edu/locations/central-campus/student-life-activities/clubs-organizations/).

#### **D. Facilities Reservations (Student Life Office) 254-526-1258**

Central Campus departments and organizations should contact the Student Life Office for information on available meeting rooms. All student clubs and organizations and other internal events require submission of an event request e-Form sixty (60) days prior to the event date and with full approval of the event. Event request forms are accessed through e-Forms. Student Life 254-526-1258 or sponsoring department. To request a room, sponsors can do so via our AdAstra program at <https://www.aaiscloud.com/CentralTXC/Default.aspx>. Facilities set-up and equipment arrangements must be made through the Facilities Management Office at 254-526-1366. Requests for audio visual equipment should be made by contacting the Audio-Visual Department in the IT Department at 254-526-1537.

***Off-campus organizations must submit their written request for use of campus facilities to Facilities Management at 254-526-1366.***

#### **E. Student Government Association (SGA) 254-526-1151 or email CTC.SGA@ctcd.edu**

The Student Government Association consists of elected officers: President, Vice-President, Treasurer, Secretary and Parliamentarian. In addition, each active club on campus is required to elect a representative to serve on the council. *All students world-wide are members of SGA and can participate in SGA.* The Director of Student Life Activities acts as advisor to the Council, which meets weekly during the fall and spring semesters.

The Student Government Association was formed as a medium through which Central Texas College students can effectively voice their concerns. Members of this group have the opportunity to experience democratic processes; participate in intercollegiate organizations; work toward better student/faculty/administration relations; plan projects to better or beautify the campus and the community; and help plan and produce student activities and events.

#### **F. Student Role in Decision Making**

In accordance with its goal of providing quality educational services to all students, Central Texas College recognizes the importance of utilizing your input regarding instructional program and support services to ensure that your needs continue to be met.

You have many opportunities to actively participate in the College's decision-making processes through the Student Government Association, Central Texas College Foundation, Strategic Planning Council, and various advisory committees. In addition, your input is requested through surveys, questionnaires, and other evaluation instruments that comprise an integral part of Central Texas College's self-study and strategic planning procedures.

Results from these evaluations are compiled and analyzed to identify specific areas in which changes are indicated and to plan appropriate topics for professional development workshops. By providing opportunities for student input in decision-making processes, Central Texas College strives to ensure that its students become leaders in their professions and communities.

## **G. Official Summons**

On some occasions a faculty member, counselor, or administrative official may need to contact an individual student. If you receive a summons from an administrative office, you are required to respond promptly as requested. A summons may take the form of a call from class or a notice by mail or email. Failure to respond to a summons renders the student subject to disciplinary action.

# **X. Student Health**

## **A. Mental Health**

### **1. Suicide Information and Factors:**

The Central Texas College Police Department, Division of Security Services, in conjunction with the Central Texas College District's staff, faculty and administration are able to assist students who are, for many reasons, struggling in dealing with campus life. If you or someone you know is at risk, and for information on suicide facts and prevention contact the office of the Campus Police 254-526-1427 or the Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC) on Central Campus at 254-526-1166.

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

Issues to be considered as serious mental and/or emotional health issues include, but are not limited to:

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

In situations where serious mental and/or emotional health issues arise, analysis and review of the seriousness of the situation will be taken to determine appropriate action as needed. Support, in the manner of on campus counseling, referral to off campus counseling and academic support such as tutoring, along with other methods may be offered to assist the student. Family, or the individuals listed as emergency contact for the student, may be contacted if the College believes doing so is in the best interest of the student.

**2. On Campus Counseling:**

On Central Campus, mental health counseling is available, at no cost, through the Student and Employee Assistance Program (SEAP). Students may make appointments with SEAP directly by calling 254-526-1166. Student Life will also refer students to SEAP as needed. SEAP affords ongoing oversight of student's ability to function safely and effectively in the college environment. As a condition of continued enrollment, the student's referred by Student Life will be required to comply with all recommendations and scheduled meetings with SEAP.

**3. Mandated Off-Campus Assessment:**

The student may be required to complete a comprehensive assessment with an off-campus treatment provider. The purpose of the assessment is to determine the student's competency to function safely and effectively in the college environment. As a condition of continued enrollment, the student may be required to comply with all recommendations of the assessment and requirements set by the college. The student will be responsible for all costs associated with the assessment and recommendations. A student required to complete an assessment and recommendations may, at the discretion of the College, be prohibited from being on campus, in college housing, and/or attending classes until such time that the assessment and recommendations are completed, and have been reviewed by Central Texas College.

**4. Removal from College Housing:**

All students living in College Housing must be able to provide for their own personal care. In situations where it is believed that the student's level of functioning is sufficiently impaired, the student may be removed from College Housing. This action can be short term (e.g. until a formal assessment is completed) or for a longer duration, depending on individual circumstances. Appeals shall be directed to the Dean for Student Success. Any refund of housing costs will be recommended by the Dean of Student Success and approved by the Vice Chancellor of Academic and Student Success on a case by case basis.

**5. Emergency Withdrawal or Medical Leave of Absence:**

The College reserves the right to immediately withdraw a student from the College. Such action will be taken when a student demonstrates the inability to continue as a student or presents an immediate danger to self or others, or significant disruption of Campus operations. Such action will be the responsibility of the Dean of Student Success or Campus Dean depending on whether the presenting issue is related to the disciplinary and/or academic status of the student. (See Student Code of Conduct: Emergency Procedures)

After an emergency withdrawal or medical leave of absence, an evaluation from an appropriate, treating healthcare provider supporting the student's return is required and must be submitted to the Dean for Student Success and to the Director of Student Life, or Campus Dean prior to the student being reinstated in college. Such evaluation shall include written documentation from the attending mental healthcare provider substantiating competency to return to the demands of the College environment, to include coursework, campus life, and campus housing as appropriate, and documentation setting forth whether follow up with the psychologist/psychiatrist or other health care provider is required. On Central Campus, the student will be required to attend one or more re-enrollment meetings with the Director of Student Life and with SEAP prior to returning. For other Campuses, the student will be required to meet with the designated Campus administrator prior to returning.

Students may not return to Campus without appropriate documentation from a qualified health care provider or as required by the College and full participation in all re-enrollment meetings.

Should the physician's documentation not be sufficient and the Dean does not allow re-enrollment, the student may appeal this decision to the Vice Chancellor, Academic and Student Success, whose decision is final.

## 6. Disciplinary Action:

Although the primary purpose of this policy is to address and support the mental and emotional health needs of students, at times the behaviors exhibited may also be violations of College Policy. The College reserves the right to adjudicate such Policy violations through the established adjudicating bodies of the College. See the Central Texas College District Student Code of Conduct herein for more information on rule violations, disciplinary actions and the appeal process.

### B. Mental Health Referral and Contact Information

- Disability Support Services (DSS) for class accommodations 254-526-1195
- Student Life 254-526-1258/1259
- Student and Employee Assistance Program
- Substance Abuse Resource Center (SEAP/SARC) 254-526-1166
- Campus Police 254-526-1427
- Housing Manager 254-526-1490
- Risk Management 254-526-1347

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

### C. Health Services and Student Insurance

Each student is personally and financially responsible for their own health care needs. The College does not employ a medical nurse or physician. However, first aid kits are available in each Central Campus building and the Student Life Office (Roy J. Smith Student Center, Room 130) or Campus Police Department.

If you have a psychological or mental health problem, consult the Director of Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC) at 254-526-1166.

Central Texas College does not provide or recommend insurance programs for students. The Student Life Office maintains a list of health insurance possibilities for students but does not recommend any insurance company.

### D. Infections and Contagious Diseases – Duty to Notify

Students are expected to report to the Director of Student Life and Activities and/or the Dean for Student Success and Persistence all contagious and infectious diseases including, but specifically not limited to COVID-19, Monkey Pox, Tuberculosis, Methicillin-resistant Staphylococcus Aureus (MRSA) and Bacterial Meningitis they may have or know of another having. Appropriate precautions (including required isolations, absences from class/campus, medical clearances, etc.) will be taken as the circumstances warrant to ensure the safety and well-being of the entire College community. The student will receive written documentation of actions required. Designated staff will work with the student to make this situation as least disruptive as possible.

### E. Immunizations and Disease Prevention

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

## F. Bacterial Meningitis Requirement

New students and returning students who enroll in a Central Texas College Texas Site are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement may include students who enroll only in online or other distance education courses, who are 22 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code 51.9192. Some of these exemptions may not apply to those that live in on-campus housing. For more information, see “Important Information about Bacterial Meningitis” herein.

### 1. Important Information about Bacterial Meningitis:

This information is being provided to all new college students in the state of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities

### 2. What are the Symptoms?

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

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention

### 3. 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.

### 4. 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

### 5. What are the Risk Factors?

- Living in close conditions (such as sharing a room/suite in a dorm or group home).
- Sharing eating utensils, food or drinks.
- Sharing cigarettes and toothbrushes.

### 6. What are the Possible Consequences of the Disease?

- Permanent brain damage
- Learning disability
- Gangrene
- Convulsions
- Kidney failure

- Hearing loss, blindness
- Coma
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Death (in 8 to 24 hours from exposure)

#### **7. Can This Disease be Treated?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters.
  - College students 21 years or younger.
- Vaccinations take 7 - 10 days to become effective, with protection lasting from 3 to 5 years.
- The cost of the vaccine varies so check with your health care provider.
- Check with your health care provider for more information.

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

- Contact your own healthcare provider.
- Contact the Bell County Health Office at 254-526-8371.
- Contact web site: [www.cdc.gov](http://www.cdc.gov)

### **G. Measles (aka. Rubeola, Red Measles, Hard Measles, 10-Day Measles)**

Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons; therefore, you should have two doses of the vaccine before beginning classes. Most young adults have had only one dose.

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

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

### **I. Poliomyelitis**

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of world is planned, a physician should be contacted for specific recommendations.

### **J. Bloodborne Pathogens**

Central Texas College District strives to provide the safest learning environment possible. However, you must accept responsibility for minimizing your exposure to blood-borne pathogens by reporting all potentially unsafe conditions and by practicing this universal precaution: Treat all human blood and certain human body fluids as infectious for the Human Immunodeficiency Virus, the Hepatitis B Virus, and other blood-borne pathogens.

A sharps container is available in the Department of Health Sciences in Central Campus, Nursing Labs, for those individuals having a medically documented need for injections while on Institutional grounds (i.e. insulin injections.) All contaminated needles or sharps are to be placed immediately, or as soon as possible, after use into a sharps container. Do not dispose of needles or sharps in trash containers.

# XI. Security and Safety

## A. Student Modes of Transportation

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

### Definitions:

**Motor Scooter** – a self-propelled vehicle with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor not exceeding 40 cubic centimeters; a deck designed to allow a person to stand or sit while operating the device; and the ability to be propelled by human power alone.

**Bicycle** – a device that a person may ride that is propelled by human power and has two tandem wheels at least one of which is more than 14 inches in diameter.

**Rollerblades** – shoe or device attached to a shoe, having a set of wheels (includes roller skates).

**Skateboard** – non-motorized device where two or more wheels are attached to a platform upon which a rider stands.

**Hoverboard** – a self-balancing two-wheeled board, or a self-balancing electric scooter is a type of portable, rechargeable battery-powered scooter. They typically consist of two wheels arranged side-by-side, with two small platforms between the wheels, on which the rider stands.

**Pedestrian** – a person on foot.

Motor scooters and bicycles on campus are subject to motor vehicle laws and regulations outlined by the Texas Transportation Code. Motor scooters must be registered and the operators licensed according to the Texas Transportation Code. All state laws concerning the operation, movement and storage to include parking of the above vehicles are in full force and effect while on college property.

Rollerblades, skateboards and hoverboards as defined, or any variance thereof, are strictly prohibited from being operated on all College property, to include all grounds and buildings owned or occupied by Central Texas College District unless otherwise posted. Vehicle operators shall yield the right-of-way to a pedestrian crossing a roadway in a crosswalk. A pedestrian shall yield the right-of-way to a vehicle if crossing a roadway at a place other than a marked crosswalk. The operator of a vehicle approaching from the rear of a vehicle that is stopped at a crosswalk to permit a pedestrian to cross a roadway may not pass the stopped vehicle. Anyone found in violation of this regulation may be subject to state law penalties and/or campus disciplinary action. To request an exemption to this policy, please contact Risk Management at [rdepartment@ctcd.edu](mailto:rdepartment@ctcd.edu).

## B. Emergency Evacuation Procedures

When an alarm sounds, immediately evacuate through the nearest exit, assisting individuals with mobility issues.

### DO NOT:

- Delay to pack up and collect belongings.
- Use elevators.

Go to the designated meeting place for your class or department. Stay at least 300 feet from the affected building(s).

## C. Emergency Lockdown Procedures

Comply immediately when instructed to lock down or take shelter.

### 1. Violence on Campus:

Immediately get in a room, close and barricade the door, close windows and blinds, turn off lights, silence cell phones, and remain quiet. Quietly call 911 (if able) to report the emergency. **DO NOT** open the door to let others in or out until given the “**all clear**” by police or someone in authority known to you. **DO NOT** evacuate if fire alarm sounds, unless you know for certain a fire exists.

### 2. Tornado/Weather:

Immediately move to an interior room with no windows, close door and stay in place until given the all clear by police or administration.

Students who fail to comply with the emergency evacuation and lockdown procedures will be identified; their ID card may be confiscated, and may be subject to disciplinary action.

For additional information about campus emergency evacuation or lockdown procedures refer to Central Texas College District’s Safety Policies and Procedures Manual, Policy 110 & 111 found at [www.ctcfacstaff.ctcd.edu/faculty-staff/risk-management/safety-manual-policy-and-procedures/](http://www.ctcfacstaff.ctcd.edu/faculty-staff/risk-management/safety-manual-policy-and-procedures/).

## D. Hazing

All forms of hazing are prohibited on all Campuses.

### Definitions:

**Hazing:** According to Education Code (37.151), “hazing” “means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar 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;
- involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E) of the Educational Code, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
- involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
  - a drug; or
  - an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

**Pledge:** Any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in a club/organization.

**Pledging:** Any action or activity related to becoming a member of a club/organization.



**Organization:** A club, fraternity, sorority, association, corporation, order, society, corps, or service, social, or similar group, whose members are primarily students.

**1. Personal Hazing Offense Under State and Federal Laws:**

A person commits an offense if the person:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving a student an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Director of Student Life & Activities or other appropriate official of the institution.

Failure to report firsthand knowledge of a hazing event violates state laws.

**2. Clubs/Organization Hazing Offense:**

A club/organization commits an offense if the club/organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. An offense will be addressed administratively and criminally.

**3. Consent Not a Defense:**

It is not a defense to prosecution of an offense that the person against whom the assault or hazing was directed consented to or acquiesced in the activity.

**4. Immunity from Prosecution Available:**

It is possible that in the prosecution of an offense the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Director of Student Life & Activities or other appropriate official of the institution may be immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity could extend to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

**E. Curfew and Loitering Policy**

The safety of the entire college community is a primary concern of the Central Texas College District Administration. The Campus Police determine curfew times for certain restricted areas on Central Campus including, parking lots, housing, all parks, the duck pond and any other rural property owned or under the control of the college district. Curfew times for these areas vary with time change but are always enforced during the hours of darkness.

All camping, sleeping, sit-ins and overnight stays on college owned or controlled property, not previously authorized by College administration and campus police are strictly prohibited.

Loitering on college-owned or controlled property, including buildings and parking lots, is prohibited. Loitering on college premises is defined as lingering idly or aimlessly in any area of the campus without official authority. Creating or causing unusually loud and disturbing noises and/or wandering aimlessly about campus (especially around the residence hall) between the quiet hours of 11:00 p.m. and 6:30 a.m. is a violation of college policy.

Anyone identified loitering on campus may be cited for violation of the loitering policy, asked to leave or arrested, and/or may be reported to the Director of Student Life Activities for disciplinary action.

## **F. Trespassing**

It is unlawful for any person to trespass on the grounds of any state institution of higher education of Texas or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any institution of higher education.

## **G. Unauthorized Persons; Refusal of Entry, Ejection, Identification**

The governing board of a state institution of higher education or its authorized representatives, Campus Police and/or administrators, may refuse to allow persons having no legitimate business to enter on property under the board's control, and may remove any undesirable person from the property on his/her refusal to leave peaceably on request. Upon request identification may be required of any person anywhere on the property at any time.

## **H. Emergency Warnings**

The Central Texas College District's Marketing & Outreach Department coordinates and manages all information and media communication involving events and activities relating to the college district.

This institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Each student is enrolled in the no cost Central Texas College's Emergency Alert System. This system is used to make notification in the event of a campus emergency and provide ongoing updates to the event.

Warnings may be withheld if they would compromise efforts to contain the emergency; however, every effort will be made to issue crisis warnings without any delay following confirmation of an emergency.

## **I. Emergency Messages**

The Student Life Office or Central Texas College Police will deliver emergency messages to students who are in class. For more information call 254-526-1258. If attending at another location, the personnel at the location will notify students of emergencies and actions required.

## **J. Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Central Texas College Administration or the Chief of Police constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college faculty/staff email system, through the Central Texas College Emergency Alert Broadcast System (see above) and the Central Texas College Campus Police web page.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community and its individuals, the Office of the Campus Police may also post a notice on the Central Texas College website at: [www.ctcd.edu](http://www.ctcd.edu), providing the college community with more immediate notification. In such instances, a copy of the notice is posted in Morton Residence Hall, Bldg. 203 and also available at the Office of the Campus Police. Anyone with information warranting a timely warning is to report the circumstances to the Campus Police, by phone 254-526-1427 or 254-526-1200 or in person at the Campus Police Department, Bldg. 211, directly behind Enrollment Center Bldg. 209 on Main Campus.

## **K. Zero Tolerance Policy**

### ***Central Texas College District is a Violence, Weapon, Discrimination and Harassment Free Zone.***

A zero-tolerance policy is one which requires an appropriate penalty be imposed based on the individual circumstances. It is, as it states, intolerant of the prohibited behavior. As part of a zero tolerance policy, Central Texas College District will take appropriate disciplinary action for every illegal or unauthorized weapon, threat, incident of hazing, stalking, bullying, harassment, discrimination, sexual misconduct, and/or violent act that is reasonably substantiated through investigation. Central Texas College District may also take disciplinary action for certain violations reported off campus to the extent these violations may have an impact on the campus. This includes, but is not limited to violations that require action under state or federal law, pose an ongoing danger to students, or may cause harm to the campus community, including violent crimes, hate crimes, disturbing or threatening actions, sexual assault and/or misconduct and illegal conduct.

Inappropriate behaviors include, but are specifically not limited to:

- Verbal, written, or acts of harassment/discrimination to include sexual harassment/discrimination, and stalking
- Acts or actions which can be interpreted as physical assault, including sexual assault and/or sexual misconduct
- Hazing or dangerous initiations
- Threats or actions to harm someone or endanger the safety of others
- Behaviors or actions interpreted by a reasonable person as having potential for violence and/or acts of aggression
- Threats to destroy or the actual destruction of property
- Unlawful possession of firearms, knife, or any dangerous weapon, drugs, and/or alcohol (to include being under the influence of prohibited drugs or alcohol); and
- Violation of any local, state or federal law.

## **L. Weapons on Campus**

Texas law prohibits the possession of illegal firearms, illegal knives and other prohibited weapons (as defined below) by those unauthorized to do so on the premises of an educational institution. Possession of an unauthorized weapon, firearm or an open carried hand gun on college premises is a third-degree felony; excluding authorized law enforcement officers in the actual discharge of his/her duties. See the CTCDD website for additional information. If you are in a location outside of Texas, you must comply with the local rules and laws.

### **1. Simulated Weapons:**

The limited use of simulated weapons under specific circumstances may be authorized for special events or use.

Simulated weapons shall be constructed of these materials only:

1. Corkboard
2. Cardboard
3. Foam
4. Soft plastic - i.e. plastic that cannot be used to injure another. Use of plastic is on a case-by-case basis as determined by the CTCDD Police; and
5. Paper/paper-mâché

No simulated weapon constructed of wood, metal or metal parts will be allowed, including, but not limited to: any simulated weapon with a blade, simulated hand guns or simulated long guns.

All simulated weapons capable of firing projectiles must be rendered inoperable, excluding non-modified Nerf guns.

### Pre-Authorization of Simulated Weapons

No less than five (5) business days in advance of the event or intended use, all simulated weapons must be inspected by Campus Police. Inspections may also be verified on the day of the event at CTCD's discretion. Once approved, the CTCD Police will tag the simulated weapon and the weapon must show the most recent inspection date for the event or use.

All simulated weapons must clearly be imitation. All "real looking" simulated weapons are prohibited and subject to confiscation.

Any exceptions to the simulated weapons policy must be approved by the Campus Police and Risk Management at least fourteen (14) business days prior to the event

## **2. Weapons on Campus Policy (Texas only):**

In accordance with Texas Penal Code §46.03 or applicable state laws of the campus location or site, all use, storage, carrying or possession of a firearm or other weapon, concealed or otherwise, other than a concealed handgun as authorized under CTCD Safety Policy 131, is prohibited on campuses and at all college events. Safety Policy 131 can be found on the CTCD website on the Risk Management page: <https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Risk%20Management/safety-manual/safety-section1/safety-policy-131.pdf>

This policy does not apply to:

1. Licensed Law Enforcement Officers.
2. Students enrolled in, and while participating in, CTCD-authorized courses utilizing weapons.
3. Managers/supervisors and instructors authorized to utilize weapons for instructional purposes for CTCD-authorized courses.
4. To the extent there is a conflict, the CTCD locations on military installations, CTCD students shall follow the guidelines and procedures of the military installation.
5. A Texas-recognized handgun license authorizing the carrying of a concealed handgun may create an exemption to this policy. See CTCD Safety Policy 131 or Human Resource Policy 716 for concealed carry requirements on Campus.

## **3. Student Information on Campus Carry (Texas):**

Individuals, including CTCD students, may carry a concealed handgun while on campus unless prohibited by state or federal law, or by CTCD policy. Open carrying of handguns is always prohibited on CTCD campuses. Individuals who are otherwise prohibited from carrying a handgun in public in the state of Texas are also prohibited from carrying a concealed handgun on CTCD campus. All concealed handgun carriers are responsible for knowing areas where carrying a concealed handgun is prohibited to include locations on campus where notice is not required to be posted. No one is authorized to carry a concealed handgun on CTCD campus while intoxicated.

Carrying a handgun on campus requires the handgun to be contained in a holster that completely covers the entire trigger guard area at all times. The holster must have sufficient tension or grip to retain it in the holster, even when jostled or shaken.

All concealed handguns on campus must be carried on or about the person at all times in a secure and concealed manner, or secure the handgun in a concealed manner in a locked, privately owned or leased motor vehicle. In compliance with Texas Penal Code §46.035, a LTC Holders may not carry a handgun that is partially or wholly visible on campus, regardless of whether the handgun is holstered. Partially or wholly visible is defined as any portion of the actual handgun being visible, but does not include merely a visible outline of a handgun otherwise properly concealed.

All concealed handguns brought on campus must be holstered and be on or about the LTC Holder's person, which requires that at all times the handgun must be within arm's reach of the LTC Holder without him/her materially changing their position.

Storage of any weapon on CTCD property, including handguns, is prohibited, to specifically include any CTCD lockers. Handguns may only be stored, out of sight, in a personally owned or leased vehicle.

*Display of a Concealed Handgun.* A partially or wholly visible handgun, the intentional or knowing display a handgun in plain view of another person, even if holstered, while on campus premises, including public driveways, streets, sidewalks or walkways, parking lots, or other parking areas is prohibited.

*Requirement to Display License.* An LTC Holder must display his or her License to Carry a handgun when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code.

*Gun-Free Zones:* A location or area of campus, a building, or a room in which the possession of all weapons, specifically including a licensed concealed handgun, is prohibited and such location is identified as a Gun-Free Zone in accordance with Texas laws.

**Gun Free Zones By Law and/or CTC Policy:**

1. All locations used for early childhood education, daycare, Pre-K-12 school learning or activities, and all areas and CTCD events predominately visited by minor children..
2. CTCD Mental Health care service locations, including individual and group sessions.
3. Areas for all sporting or interscholastic events.
4. Polling locations – to include early voting.
5. Locations where the Board of Trustees are meeting.
6. All Independent School District locations, Example: Shoemaker Center, Bldg. 224.
7. All other locations where the carrying of handguns is proscribed by Texas or federal law.
8. Mayborn Science Theater during events for minors, such as Cub Scout meetings, ISD events, minor's birthday parties, etc.
9. Sole occupant offices at occupant's discretion. Occupant must post a sign or give verbal notice to visitors that their office is a gun-free zone. An employee designating his/her office as a gun-free zone shall also be prohibited from having a handgun in that office. Occupant's duties that require them to meet with an LTC Holder will make reasonable arrangements to meet them in a location in which the LTC Holder is permitted to possess a concealed handgun under CTC policies and state law.
10. Locations used to discuss discipline with a student or employee or hear grievances.
11. Morton Hall residence housing is a gun-free zone as to all areas, with the exception of the study room, lobby and lounge, game room and T.V. room. This will not prevent the parents of dorm residents or CTCD staff frequenting Morton Hall to conduct CTC business from carrying a concealed handgun into dorm rooms in accordance with this policy.
12. Locations where dangerous materials or chemicals are stored or used, such as science laboratories, facilities chemical storage locations, power plant, etc.
13. CTCD owned, rented or leased vehicles when used to transport only minors or for transportation for sporting or interscholastic events.
14. Areas containing critical college infrastructure.
15. Areas where contractual or licensing obligations require exclusion of firearms.

A student who possesses an item or material in violation of the campus carry and weapons policies may be subject to discipline under the Student Code of Conduct, up to and including expulsion, for the first occurrence. Any person in violation of the policies, which also constitutes a violation of Texas or federal laws, may be subject to arrest and prosecution, in addition to CTCD disciplinary action. It is the responsibility of the LTC holder to be familiar with campus carry laws, gun free zones and required signs prohibiting the carrying of a concealed weapon.

A direct link to all campus carry information and policies can be found at: <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-carry-implementation/>

## **M. Off-Campus Criminal Activity**

When a Central Texas College student is involved in an off-campus offense, or investigation, Central Texas College police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Killeen and Copperas Cove police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate areas surrounding campus. Central Texas College operates no off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods surrounding the college. Killeen and Copperas Cove police have primary jurisdiction in all areas off campus. Central Texas College officers can and do respond to incidents that occur in close proximity to campus. If attending at another location, the police that serve that location will have jurisdiction.

Central Texas College police officers have direct communications with city police departments, fire departments and ambulance services to facilitate rapid response in any emergency situation. Any student who violates the Central Texas College Student Code of Conduct or local, state or federal laws off campus that impacts the College may be subject to disciplinary action up to and including expulsion from college. Students whose behavior constitutes a violation of the Student Code of Conduct and federal, state or local laws not otherwise enumerated herein may be accountable to both the College and civil/criminal authorities. Disciplinary action by the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending.

## **N. Campus Policy on Reporting Missing Residential Students**

The establishment of procedures for the college's response to missing residential students, as required by the Higher Education Opportunity Act (HEOA) of 2008 applies to all students who reside in any on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if:

- The person's absence is contrary to his/her usual pattern of behavior; or
- Some unusual or unexplained circumstance may have caused the absence.

Such circumstances could include, but are not limited to:

- Suspicion that the missing person may be the victim of foul play;
- Past expression of suicidal thoughts;
- Is or may be drug dependent;
- Has been with or is acquainted with persons who may endanger the student's welfare.

### **1. Procedures for Designation of Emergency Contact Information:**

#### **Students age 18 and above and emancipated minors**

Residential students will be given the opportunity after registering for classes and upon moving into on-campus housing, to designate individual/individuals to immediately be contacted by the college, but not more than 24 hours after the time the student is determined to be missing, in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student.

### **Students under the age of 18**

In the event a residential student who is not emancipated is determined to be missing, the college is required to notify a custodial parent or guardian immediately, but not more than 2 hours after the student is determined to be missing in accordance with the procedures set forth below.

The Manager of Morton Residence Hall shall maintain up to date emergency contact information for all on-campus residential students, and shall be aware of and comply with the requirements of the procedures for reporting missing residential students as required in Higher Education Opportunity Act (HEOA).

### **2. Official Notification Procedures for Missing Residential Students:**

Any individual on campus who has information that a residential student may be missing is to notify the Campus Police immediately.

The Campus Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (physical description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. The Central Texas College District Administration shall be notified immediately after the report is received.

If the above actions are unsuccessful in locating the residential student or it is immediately apparent that the student is actually missing (e.g., witnessed abduction, signs of foul play), the Campus Police will initiate a missing person report and take charge of the investigation.

The Campus Police or the Director of Student Life Activities will notify the emergency contact person (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) that the student is believed to be missing.

### **3. Campus Communications about Missing Residential Students:**

In cases involving missing residential students, Campus Police shall coordinate with the Central Texas College District Office of Marketing & Outreach, who are best situated to provide information to the media, to elicit public assistance and information in the search for a missing residential student. Information regarding missing residential students will be initiated and verified by Campus Police and pertinent information disseminated through the Office of Marketing & Outreach, unless other arrangements are warranted. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to Marketing & Outreach, who may refer such inquiries and information back to Campus Police. Contact shall also be made with the Central Texas College District's Office of Marketing & Outreach to initiate a campus wide emergency broadcast alert message.

### **4. Issuing a Timely Warning:**

Once a report of a missing person is received, the Chief of Police may disseminate a campus wide "timely warning" should the circumstances potentially place other members of the campus community in danger.

### **O. Campus Police - Security Services**

*254-526-1200 - automated information line*

*254-526-1427 - on duty officer*

*911 - all emergencies regardless of location*

**1. General Information Police:**

The office of the Campus Police is located on Central Campus. To contact the campus police non-emergency line dial extension 1427 from any on-campus office phone. To contact the campus police dial 254-526-1427. In case of emergencies, dial 911.

**2. Emergency Medical Calls:**

Central Texas College police officers are trained as first responders in stabilizing patients, administering CPR and first aid, and in the use of an Automated External Defibrillator (AED). For medical emergencies call 911. On Central Campus you must also notify campus police. The campus is serviced by the Killeen and Copperas Cove EMS ambulance services in cases of medical emergencies.

**3. Fire:**

All campus buildings are equipped with internal fire alarm systems. In the event of a fire or possible or suspected fire, the fire alarm should be activated and notification should be made to the campus police and 911. The campus is serviced by the Killeen or Copperas Cove Fire Department.

**4. Parking and Campus Vehicle Registration Information:**

The Texas Education Code and the Central Texas College District Board of Trustees give the Central Texas College Police Department the authority to regulate parking and traffic on Central Campus and to issue parking permits and citations. Each person operating a motor vehicle or motorcycle as defined by the Texas Transportation Code, on campus shall be held responsible for obeying all campus parking regulations as well as all state parking and traffic laws. Central Texas College considers the use of a vehicle on Central Campus a convenience and is not obligated to furnish unlimited parking to accommodate all vehicles. Central Texas College will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources. Reserved parking rules are enforced 6:00 a.m. - 6:00 p.m. Monday through Friday only.

**Individuals parking on campus, park at their own risk. Central Texas College does not assume any liability for motor vehicles while on campus.**

**5. Motor Vehicles and Parking:**

On Central Campus, student, staff and guest parking is available in parking lots throughout campus except where marked “No Parking”, “Reserved”, “Official Use” or “Adjunct Faculty”, or where temporarily designated for a special individual or activity. The entire vehicle must be within the boundaries of the marked space indicated by the painted yellow or white lines. Reserved parking spaces are limited to full-time employees only. The vehicle owner/driver will be responsible for finding a legal parking space, and the lack of parking spaces close to where the student or staff member works or attends class is not a valid excuse for violating any parking regulation. Students are never allowed to park in “Reserved”, “Maintenance”, “Visitor”, “Official Use” or “Adjunct Faculty” spaces between the hours of 6:00 a.m. and 6:00 p.m.

Vehicles parked in violation of any state law, rule or regulation regulating parking on campus will be cited and can be immobilized or towed to a storage facility, all charges incurred become the responsibility of the vehicle owner or operator. Motorcycles must obey all parking regulations; parking outside lines provided, on grass, on a cement median, in drainage ditches or at the end of a row of parking spaces in a striped off area is strictly prohibited.

Outside of Central Campus, you should follow the law and regulations of that location. Please ask the Central Texas College staff at that location to clarify any questions you may have.



## **6. Handicapped Parking:**

Only those persons who have an official disabled person placard hung on the rearview mirror, or an official disabled person license plate will be allowed to park in a disabled space. Those individuals who misuse disabled parking privileges will be issued a Justice of the Peace Citation. The Campus Police reserve the right to verify the identity of the owner of a handicapped placard or disabled plate.

## **7. Parking Permit:**

All students (full or part-time) attending Central Texas College at Central Campus in Killeen, Texas, including continuing education and distance education students who test on campus, who park a motor vehicle on either the Central Texas College Central Campus and/or the Fort Hood Campus, regularly or occasionally, and all CTCD faculty and staff members are required to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime during normal business hours and can be obtained at the CTC Police Department, Building 211, directly behind Enrollment Center, building 209. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations. *In other locations, please refer to the policy at the site.*

Students and staff may park in any of several parking lots across Central Texas College Main Campus. Parking spots marked “Reserved”, “Official Use Only (OUO)”, “Adjunct Faculty”, or special reserved spaces for an individual or activity are restricted from use by all students during normal business hours. From 6:00 pm to 6:00 am Monday-Friday, and all-day Saturday and Sunday, all reserved parking spaces are available for use by everyone on a first come, first served basis. Parking spots marked “For Official Use” or “Official Use Only” are intended for CTC staff members only and require a special parking placard displayed on the dash board of the vehicle at all times when parked in an OUO space; with time limited for use to no more than two hours.

All CTC students, faculty and staff members, including adjunct faculty, are required to obtain a parking permit for any vehicle they drive and park on campus, including those having a reserved parking space. State vehicle registration documents, current CTC ID card, and a valid driver’s license are required to register a vehicle to park on campus. Parking permits are issued at no charge; however failing to display a CTC parking permit, as required, can result in a \$25 fine.

### **CTC Students, Faculty and Staff at Central Campus are required to:**

- Register all their vehicle(s) with the CTC Police Department (permits are free).
- Properly display and/or affix the parking permit to the vehicle, as instructed.
- Become familiar with and abide by parking and traffic rules and regulations on campus.
- Report any temporarily disabled vehicle to the campus police office at 254-526-1427.
- Obtain a temporary parking permit when using a temporary means of transportation such as a rental car or when driving a new vehicle with temporary license plates.

## **8. Display of Parking Permit Required:**

Parking permits shall be placed on the outside lower-left corner of the vehicle’s rear window, clearly visible to the officer and not obstructed. Motorcycles shall display the parking permit on the front fork or windshield of the vehicle. Parking permits are not transferable from one vehicle to another. Permits are available anytime during normal business hours at the CTC Police Department, Building 211, located behind the Enrollment Center (registration) Building 209.

## 9. Traffic Parking Violations and Fines:

Persons found to be in violation of Texas traffic laws on campus will be cited for those violations and issued a Campus or Justice of the Peace citation to the appropriate county (Bell or Coryell) in which the offense occurred. Those fines will be assessed by the appointed Judge in the Justice of the Peace court. Students accumulating three citations during their enrollment at Central Texas College may be placed on disciplinary probation. Continued parking offenses will lead to suspension of campus driving privileges and may result in the student's dismissal from college. Referrals for repeated campus citations are directed to the Director of Student Life and Activities.

Upon receipt of a Campus parking citation, individuals must contact the Central Texas College Police Department, Building 211 within 10 working days of the date of the citation to make arrangements to pay the fine or submit a written appeal. Failure to pay parking fines will prevent the student from registering for class, receive copies of transcripts or grades, or obtain a degree from Central Texas College. Late fees will be assessed if the citation goes unpaid after the initial due date. Payment extensions can be approved by calling the campus police office at 254-526-1427, prior to the due date. Payment plans for overdue citations are not accepted.

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

- Parked within 15 feet of a fire hydrant
- Parked blocking handicapped ramp
- Parked in a cross walk
- Parked in red/fire zone
- Parked in a loading zone
- Parked blocking drive-way or thoroughfare
- Improper/Unsafe parking
- Parked left wheel to curb/more than 18" from curb
- Parked in a reserve space (6:00 a.m. – 6:00 p.m. M-F)
- Parked within 20 feet of an intersection
- Parked outside lines provided
- Parked in a maintenance space, or Official Use Only space
- Parked on the grass or landscaping

Multiple violations will reflect an aggregated total amount due. For example, parked in a reserved space (\$25) and parked outside lines provided (\$25) = total amount due is \$50.

Speed limits on campus vary and are posted accordingly. Speed limits in all parking lots shall not exceed 10 miles per hour. All Campus Police vehicles are equipped with operational speed detection devices (radar). A student, faculty or staff member or guest guilty of violating a posted speed limit on campus will be assessed a fine of \$25 plus \$1 per mile for each mile in excess of the authorized speed limit if issued a campus citation. Speeding violations in excess of 10 miles per hour over the posted speed limit will be referred to the applicable Justice of the Peace court for disposition.

If the student has the same family name or home address as the registered owner of a vehicle for which a campus citation has been issued, the citation and accompanying violation charges and fees will be recorded in the student's name.

Unpaid charges for parking violations are recorded in either:

- The name of the person who has previously paid parking citation charges on the same vehicle;
- The registered owner or driver;
- A member of the same household, current or former student/employee, or
- Any combination of the above.

### **10. Appeal Process (Central Campus Citation Only):**

If a person receives a citation and believes it is unwarranted, he/she may enter a plea of *Not Guilty* at the Central Texas College Police Department and complete an appeal form. All appeals must be requested in person and filed prior to the citation due date. All appeals will be reviewed by the Chief of Police or his/her designee for disposition. Upon an appeal being denied by the initial authority, further appeals must be requested at the Campus Police office by the date indicated on the appeal decision letter.

Students have the right to further appeal any parking citation to the Director of Student Life and Activities, who has final determination of the appeal. No further appeals are available beyond the Student Life and Activities Director's review. If an appeal is not submitted within the above prescribed time, the recipient loses his/her right to appeal his/her campus citation.

### **11. Justice of the Peace Citations:**

Appeals or pleas of not guilty to a Justice of the Peace citation must be presented to the appropriate Justice of the Peace Judge in the court designated on the bottom of the J.P. citation and according to the Court's rules.

### **12. Racial/Bias-Based Profiling:**

Central Texas College has adopted a Racial/Bias-Based Profiling policy to reaffirm our commitment to unbiased policing in all its encounters between officer and any person. Please contact the Police Department if you would like to make a compliment or a complaint regarding your motor vehicle stop. To access the Central Texas College policy on racial/bias-based profiling, visit: <https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-police/campus-rules-regulations-and-policies/racial-profiling/>

### **13. Abandoned Vehicles:**

Vehicles left on Central Campus for a period of 48 hours or more will be considered abandoned unless prior approval for overnight parking is given by the Campus Police. The vehicle will be tagged and if not removed within the specified time period, it will be inventoried and towed to a vehicle storage facility for further disposition. All towing and storage charges incurred will be the responsibility of the owner.

## **P. Crime Prevention**

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

Central Texas College Police Department crime prevention programs stress campus community awareness through the dissemination of materials and presentations to familiarize students, faculty, and staff of their individual responsibility to help reduce criminal activities. Presentations, posters and handouts are all utilized in an effort to make all members of the campus community aware of the potential for crime. The campus online student newsletter "In the Loop" and the Central Texas College staff NEWSLINK are used for presenting crime information to the campus community, which includes the occurrence of serious crimes on the campus. Security awareness and crime prevention programs are based upon a dual concept of eliminating and minimizing criminal opportunities, when possible, and encouraging students, faculty and staff to share safety responsibilities. Crime prevention and sexual assault prevention programs are presented on campus each semester.

Topics covered in these presentations include:

- Sexual offenses, including sexual misconduct, harassment, and stalking;
- How to report offenses;
- Who to contact;

- How offenders choose victims;
- Prevention practices;
- Parking lot safety;
- What to do if assaulted;
- Victim services and/or
- Shots Fired – What to do if there is a shooter on Campus.

## **Q. Campus Crime Prevention Programs at Central Campus**

### **1. Operation Identification:**

To discourage theft on campus under this program, personal property items are engraved with the owner's personal identification number, known as an "owner applied number."

### **2. Campus Escorts:**

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

### **3. Vehicle Assistance:**

The Campus Police will assist your stranded vehicle with a courtesy jump start or unlock if you accidentally lock your keys inside. A tire inflation device is also available if your tire is low on air.

### **4. Child Identification and DNA Kit:**

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

### **5. Crime Reporting:**

All incidents of crime, alleged crime, violence, rape, date rape, sexual assault, or other sex offenses occurring on campus are to be promptly reported to the Campus Police. Crimes and criminal activity are investigated and a written report maintained in the office of the campus police. Patrol officers maintain a written daily log of all criminal activity observed or reported which includes the nature, date, time and general location of each crime and the disposition of the complaint if known. For more information or to report crime or criminal activity on campus, contact the office of the Campus Police at 526-1427. The Central Texas College Police Department also disseminates crime information through the Campus Crime Alert Bulletin as a part of the Central Texas College Police Department Community Oriented Policing Program.

### **6. Sex Offenders:**

Information regarding registered sex offenders as set forth by the Violent Crime Control and Law Enforcement Act is available by accessing the Texas Department of Public Safety Sex Offender website at: <https://texas.staterecords.org/sexoffender>. You can also contact the office of the Campus Police for information on registered sex offenders or how to register as a sex offender. Registered sex offenders have seven (7) days from the first day of class to make contact with the Campus Police to register on Campus as a sex offender.

Texas Code of Criminal Procedure, Chapter 62, Article 62.153 states:

(a) Not later than the later of the seventh (7th) day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register, a person required to register under Article 62.152 or any other provision of this chapter who is employed, carries on a vocation, or is a student at a public or private institution of higher education in this state shall report that fact to:

(1) the authority for campus security for that institution; or

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

(A) the municipality in which the institution is located; or

(B) the county in which the institution is located, if the institution is not located in a municipality. (b)

A person described by Subsection (a) shall provide the authority for campus security or the local law enforcement authority with all information the person is required to provide under Article 62.051(c).

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

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

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

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

(1) an authority for campus security; or

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

(G) Notwithstanding Article 62.059, the requirements of this article supersede those of Article 62.059 for a person required to register under both this article and Article 62.059. The authority for campus security at Central Texas College is: Joseph Barragan, Chief of Police.

## **R. Drone Usage**

### **1. Purpose**

The Central Texas College District is committed to providing a safe environment to live and learn for all students, faculty and staff. This policy addresses the prohibition for use of Unmanned Aircraft Systems and Drones.

### **2. Scope**

This policy applies to all CTCD employees, students, visitors and guests at all CTCD Campuses, sites, and locations where property is owned, occupied or leased by the CTCD.

### **3. Policy**

Individual students, staff, outside entities, visitors, and guests on CTCD campuses are prohibited from operating unmanned aircraft/drones on Central Texas College campuses, interiors or exteriors, without prior written permission from the Chancellor and/or Vice Chancellor of Finance and Administration.

### **4. Definitions**

a. Campus: for the purpose of this policy, campus includes all property that is owned, leased or occupied by the CTCD.

b. Drone: All Unmanned Aircraft Systems, Unmanned Aerial Vehicles, and all aircraft without a human pilot onboard and/or controlled remotely by an operator.

c. User: Student, staff, faculty, third party or entity who wishes to operate a Drone on any CTCD campus.

## **5. Procedures**

### **a. Use of Drones During Class Instruction on Central Campus**

All use of Drones on CTCD Central Campus, as part of the class instructional curriculum conducted by a CTCD instructor, must have prior written approval from the Dean of Academic Instruction, the Vice Chancellor, Instruction and Workforce Initiatives and the Vice Chancellor, Finance & Administration.

- Upon written approval, and at least fourteen (14) days advance, User is to provide written notice to Campus Police stating the date, time, location and other specifics of the Drone use. User shall coordinate with Campus Police to ensure approval for operation on dates, time and at location desired, and for proper oversight of the activity.
- Campus Police and the Vice Chancellor, Instruction and Workforce Initiative's office shall maintain a list of instructors, classes, dates, and times of class instruction during which a Drone will be utilized. Such list will be updated on a regular basis as needed and will be available to the Chancellor, Vice Chancellors, Deans, Associate Vice Chancellors, Directors, Facilities Management, Risk Management and other relevant CTCD employees as each circumstance dictates.

### **b. Drone use on CTC Fort Cavazos, Service Area, Continental Sites**

- Prior written approval is to be gained from the Campus Dean stating the date, time and locations of the drone activity.
- All Drone use on US Military Bases or Navy ships shall comply with the rules for Drone use on the Base or ship.

### **c. Drone use on CTCD Central Campus other than for Instructional Purposes**

Use of Drones other than as part of the class instructional curriculum is considered an event and must be approved through the on-line Event e-form. Approval through the Event e-form shall constitute written consent. Upon receipt of the Event e-form requesting Drone approval, CTCD Risk Management shall obtain authorization for Drone use from the Vice Chancellor, Finance & Administration prior to event approval. Failure to submit the requisite Event e-form within the required time frame could result in denial of the event. (See Safety Policy 180.)

### **d. All CTCD authorized use of Drones requires that such use be conducted within the parameters of state, federal and local laws and regulations. User's failure to comply with such laws and regulations could result in criminal charges against the User.**

## **6. Reporting Violations**

Violations of this policy shall be immediately reported to the CTCD Police Department at 254-526-1427.

CTCD Police and other law enforcement agencies (including but not limited to City of Killeen Police Department, or other first responders) are exempt from these guidelines in their use of Drones for immediate police pursuit or investigative purposes only.

Outside law enforcement is to coordinate with CTCD Police prior to such activity as much as possible, and is to notify CTCD Police as soon as possible during Drone use for immediate pursuit.

## **7. Disciplinary Action**

A student who violates this policy may be subject to discipline under the Student Code of Conduct, up to and including expulsion, for the first occurrence.

An employee who violates this policy may be subject to discipline under the CTCD Human Resource Policy and Procedures Manual up to and including, termination for the first occurrence.

Visitors or guests to campus who violate this policy may be barred from campus, including for first occurrence.

All misuse of Drones may be subject to civil and/or criminal sanctions.

## **S. Free Speech, Peaceful and Expressive Activity**

To support and protect expressive activities including the free expression of ideas and to petition and assemble in a peaceful manner on Central Texas College District (“CTCD” or “College”) campuses. Policy No. 185 Free Speech, Peaceful Assembly & Expressive Activity applies to all CTCD employees, students, visitors and guests at all CTCD Campuses in Texas. All requests for peaceful assembly or expressive activity shall be submitted to the CTCD Police Department on CTCD’s application for peaceful assembly. Adherence to the requirements set forth in this policy and all CTCD Safety Policies found at <https://www.ctcfacstaff.ctcd.edu/faculty-staff/risk-management/safety-manual-policy-and-procedures/>

Link for Application:

<https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-police1/campus-rules-regulations-and-policies/>

# **XII. Title IX, Sexual Assault and Other Prohibited Violence**

## **A. Purpose**

CTCD is dedicated to creating an environment free from sexual misconduct in any form and providing a safe and reliable environment for reporting all acts in violation of the Title IX regulations. Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds

## **B. Scope**

This policy applies to all CTCD employees, students, contractors, volunteers and guests at all CTCD locations in the United States that occur while participating in or attempting to participate in a CTCD educational program or activity on or off campus.

CTCD prohibits all forms of sexual misconduct. Such behavior violates the values of the institution and disrupts the living, learning, and working environment for students, faculty, staff, and visitors.

## **C. Definitions**

**Actual Knowledge:** Notice of sexual misconduct or allegations of sexual misconduct to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.

**Complainant:** The individual who alleges to be the victim of conduct in violation of this policy

**Consent:** An affirmative, unambiguous, voluntary and conscious decision by each involved participant engaging in a specific agreed-upon sexual activity. Consent can never be implied.

The consent has to be “ongoing” throughout the sexual contact and can be revoked at any time and for any reason. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent is active, not passive and silence or the absence of resistance alone is not sufficient to be interpreted as consent. Consent can be given by words or actions, as long as those words or actions generate mutually understandable permission regarding the conditions of the sexual activity. Instances involving intoxication, lack of consciousness, or drug use of any of the involved participants renders consent null and void. Incapacity to provide effective consent may also result from mental disability, intellectual disability, unconsciousness or sleep. A person giving consent must be of legal age (17 in the state of Texas), sound mind, and fully cognizant of their surroundings and the situation.

Examples of indicators that a person is incapacitated and does not have the ability to give proper consent include, but are not limited to:

- under the legal age limit;
- consumption of alcohol, medication or drugs;
- imbalanced or stumbling;
- slurred speech;
- lack of consciousness or inability to control bodily functions movements, or vomiting;
- low intellectual capacity.

**Dating Violence:** Violence (including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse) between two people who are or have been in a social relationship of a romantic or intimate nature. The existence of such a relationship will depend on the length and type of the relationship and the frequency of interactions between the persons involved.

**Domestic Violence:** Violence between two people who are or have been in an intimate or romantic relationship, who share a child in common, or who live or have lived together as spouses or intimate partners. Violence against any person by that person’s caretaker or guardian (such as abuse against an elderly, young, or disabled person) may also be considered domestic violence. Examples of domestic violence include but are not limited to physical, emotional, sexual, and financial abuse or threat of abuse.

**Formal Complaint:** A document filed by the complainant or signed by the Title IX Coordinator alleging sexual misconduct against a respondent and requesting that CTCD investigate the allegation of sexual misconduct under this policy.

**Respondent:** The individual who has been reported as the perpetrator of conduct that could constitute a violation of this policy.

**Sex Assault:** Any physical sex acts perpetrated against an individual without consent, to include when a person is incapable of giving consent due to alcohol, drugs or disability. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. The following are general descriptions and legal definitions and violations may differ by jurisdiction:

- **Forcible Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. and includes rape and sexual assault, sexual misconduct, and sexual violence.
- **Fondling** – Intentional touching, no matter how slight, whether clothed or unclothed, of another person’s private body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part of the perpetrator, without consent and/or by force. It also includes forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. The victim may also be incapable of giving consent due to age or temporary or permanent mental incapacity and includes sexual battery and sexual



misconduct.

- **Incest (non-forcible)** – Unlawful sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Unlawful sexual intercourse with a person who is under the statutory age of consent. Seventeen is the legal age in the state of Texas. Campuses outside of Texas are to adhere to local jurisdiction requirements for age of consent.

**Sexual Coercion:** The use of manipulation, intimidation or threat to engage in sex with another person. Coercion transpires when sexual activity occurs devoid of legal and appropriate consent. Coercion may include behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone.

**Sexual Exploitation:** A situation in which a person takes non-consensual or abusive sexual advantage of another person or violates the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including then they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe a person undressing, using the bathroom, or engaged in sexual or intimate activity without that person's consent;
- Taking pictures or video or audio recording of another person engaged in sexual or intimate activity, or in any private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
- Prostitution or trafficking, to include recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent regardless of whether prohibited sexual conduct actually occurs;
- Exposing one's genitals in non-consensual circumstances.

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, hostile environment based on gender, and other physical or verbal conduct of a sexual nature and is defined as:

- any instance of sexual assault, dating violence, domestic violence or stalking as defined in the Violence Against Women Act; and
- that is so severe and pervasive and objectively offensive to a reasonable person to effectively deny a person equal educational access.

**Sexual Misconduct:** Sexual misconduct as defined in this policy encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another, and any other conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment, or has the effect of threatening or intimidating the person against whom such conduct is directed.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her own safety or the safety of others and/or (2) suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

## **D. Policy**

CTCD prohibits discrimination and harassment on the basis of sex, gender identity, pregnancy, and parental status. CTCD also prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual coercion, and stalking.

All interpersonal relationships and interactions – especially those of an intimate nature - must be grounded upon mutual respect, open communication, and clear consent. ***Sexual activity must be consensual; otherwise, it is sexual assault.***

## **1. Reporting and CTCD Response Process**

- a. The first priority of an individual who believes s/he is the victim of sexual assault/misconduct is to get to a place of safety and then obtain the necessary medical treatment. The individual should inform his/her health care provider that he/she is the victim of a sexual assault to ensure medical evidence is preserved. Victims should not wash, douche, change clothes, or use the restroom if possible prior to being examined by their health care provider or meeting with the Police.
- b. CTCD Police Officers are trained in the proper handling of sexual assault/misconduct victims and associated medical evidence. Individuals reporting a sexual assault/misconduct on the Central Campus or Fort Cavazos location are encouraged to immediately contact CTCD Police for assistance. Filing a report with the CTCD Police will ensure:
  - Receipt of necessary medical treatment and tests at no expense to the victim;
  - Protection of vital evidence;
  - Access to CTCD Student and Employee Assistance Program (“SEAP”) counselors, and referral to Victim Assistance Programs and trained sexual assault counselors.
- c. CTCD Police along with CTCD SEAP counselors, Chief, Human Resources Officer, Dean, Student Success & Persistence, Title IX Coordinator or other appropriate personnel, will offer assistance to the victim in police reporting, obtaining counseling, and other necessary services.
- d. CTCD employees and contractors who have reason to know of or suspect sexual misconduct has occurred on a CTCD campus or sponsored event are required to promptly report all incidents related to sexual misconduct to any of the following:

Larry Murphy  
Director, Risk Management/ Title IX Coordinator  
Planetarium Building 267, Room 230  
(254) 301-3028  
lmurphy@ctcd.edu

Jacqueline Haire  
Executive Dean, Military Operations/ Alternate Title IX Coordinator  
(254) 526-1222  
Jacqueline.Haire@ctcd.edu

Campus Police Department  
Police Department and Records Storage (Building 211)  
(254) 526-1427 or (254) 526-1200

Local Police Department (outside Central Campus and Fort Cavazos)

9-1-1

Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC)  
SEAP/SARC Building 264  
(254) 526-1166  
ssarc@ctcd.edu

Julie Starkey  
Dean, Student Success & Persistence  
Roy J. Smith Student Center, Building 220, Room 208  
(254) 526-1293  
julie.starkey@ctcd.edu

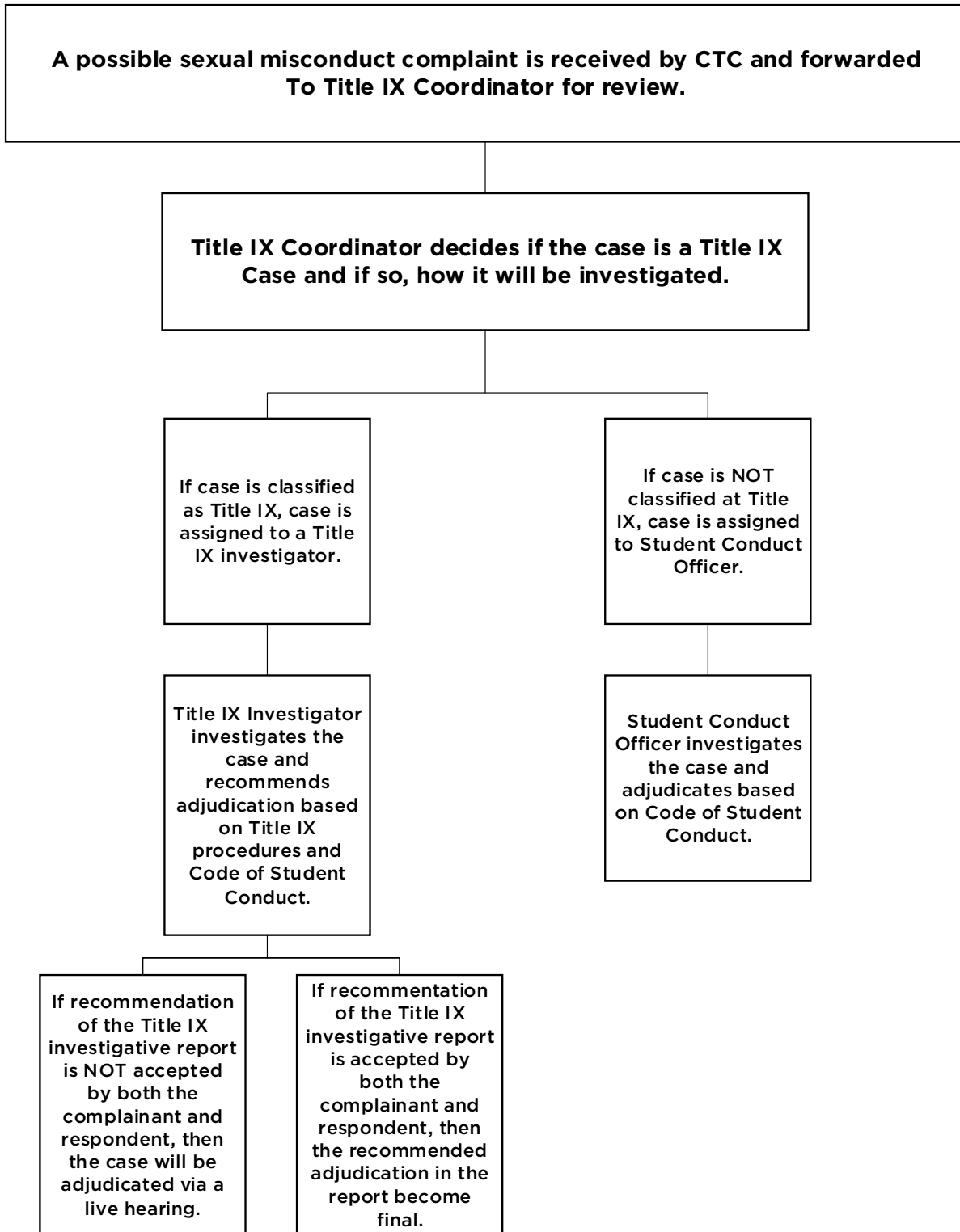
Holly Jordan  
Chief, Human Resource Officer  
Nursing and Allied Health Building 557, Room C108  
(254) 526-1128  
holly.jordan@ctcd.edu

In all cases arising on any CTCD US location and any off-campus incident that involves student or CTCD employees, the Title IX Coordinator must be immediately informed. The Title IX Coordinator will advise CTCD Police, Human Resources and/or Student Life as warranted of the allegations.

- e. CTCD students and all third parties who have reason to know of or suspect a sexual assault has occurred, are strongly encouraged to promptly report such incidents to any of the above individuals or agencies.
- f. Employees receiving a report or complaint of violation of this policy are required to immediately report violations to the CTCD Title IX Coordinator, and/or Human Resources department, The Title IX Coordinator will report violations of this policy to the CTCD Police as necessary.
- g. Once a formal complaint of sexual misconduct in a CTCD program or activity has been made, the Title IX Coordinator will engage in a prompt, fair, and impartial investigation. Upon notice of such an event at all other CTCD locations, CTCD will cooperate fully with all investigations conducted by local or military law enforcement and other appropriate agencies. The CTCD Police may also investigate as deemed necessary.
- h. As warranted, the Director, Risk Management, CTCD Police Chief, Chief Human Resource Officer, Dean of Student Success and Persistence, and/or Director of Student Life and Activities will call a Campus Assessment Response Evaluation and Support (CARES) Team meeting as prescribed in CTCD Safety Policies & Procedure Manual, policy # 310.

# Title IX Process – Student Case

This flowchart helps students understand how cases of sexual misconduct can be handled.



## 2. Confidentiality

CTCD cannot guarantee confidentiality of any report of sexual misconduct and must investigate all such reports. If a victim chooses to make a disclosure to CTCD personnel, the victim will be informed in writing by the Title IX Coordinator to ensure informed expectations concerning privacy and confidentiality.

CTCD will however, treat all reports and information relating to a violation of this policy with the utmost sensitivity and protect the information to the extent possible as required by state and federal law, while carrying out its duties to investigate, handle, and report to state and federal authorities such situations. Generally, information will only be reported to the appropriate CTCD personnel on a business need to know basis only. However, CTCD shall not prohibit the parties from discussing the allegations or gathering evidence.

Licensed health care providers, mental health counselors and pastoral counselors are, under many circumstances, required to keep a victim's information confidential unless permission is provided by the victim. Please check with your health care provider/counselor as to the confidential nature of your discussions with them. Expect that all other CTC employees have a duty to report any violation of this policy.

## 3. Retaliation

Any attempt to penalize or take adverse actions against an individual for reporting and/or participating in a complaint, investigation, legal and/or administrative proceedings, including litigation, regarding allegations of sexual misconduct, is strictly prohibited. Violation of this anti-retaliation provision may lead to discipline up to and including termination or expulsion from CTCD.

Bringing Student Code of conduct charges or charges based on violation of Human Resource policy for materially false statements by a party, witness or other participant during the course of a Title IX process under this policy, is not retaliation.

## 4. Victim Resources

The following list of possible resources is for reference only and is not intended or given as an endorsement of group or agency or the services provided. CTCD has no affiliation with any of the listed groups or agencies and each individual must evaluate the services of these groups and agencies for themselves. CTCD makes no representation as to the quality of services provided. This is not an exhaustive list of groups or agencies that may be helpful.

- National Domestic Violence Hotline, 1-800-799-7233, SMS text 88788 [www.thehotline.org](http://www.thehotline.org)
- Bell County Victim Services Division, [www.bellcountytexas.com/county\\_government/district\\_attorney/victim\\_services\\_division.php](http://www.bellcountytexas.com/county_government/district_attorney/victim_services_division.php), 254-933-5235 or 1-800-460-2355, ext. 5235.
- Texas Association Against Sexual Assault, [www.taasa.org](http://www.taasa.org), 512-474-7190 or National Center on Domestic and Sexual Violence, [www.ncdsv.org](http://www.ncdsv.org), 1-800-799-7233
- Sexual Assault Counseling, Texas Health and Human Services, [www.211texas.org](http://www.211texas.org), dial 211 (24-hour service)
- The Refuge Corporation in Copperas Cove, [www.therefugecorporation.org](http://www.therefugecorporation.org), 254- 547-6753
- Families in Crisis, A United Way Agency, 254-634-1184, 254-773-7765 or 1-888-799-SAFE (Crisis 24-hour hotline Texas Rape & Sexual Assault Resources), [www.familiesincrisis.net](http://www.familiesincrisis.net)
- Texas Abuse Hotline, Texas Department of Family & Protective Services, 1-800-252-5400 (24-hour hotline) [www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp)
- Texas Legal Services Center, 512-477-6000 [www.tlsc.org](http://www.tlsc.org)

## **5. Remedies and Discipline**

No discipline related to Title IX situations shall be administered under this policy prior to a formal or informal complaint being filed.

Discipline imposed due to a final finding of misconduct under this policy will be in accordance with the Student Code of Conduct for students (See Student Handbook), and CTCD Human Resources policies for employees.

Students, employees and all third parties violating this policy, including the failure to make a required report, could be subject to appropriate disciplinary action as determined by CTCD up to and including termination, expulsion, trespass from CTCD campuses, and/or referral to civil or criminal authorities as warranted for violations of state or federal laws.

If a formal complaint is not filed or the formal complaint does not constitute a true Title IX violation after review by the Title IX Coordinator or at the conclusion of an investigation, CTCD will determine if there has been a violation of other CTCD policies and will take appropriate action in accordance with its established policies and procedures.

## **XIII. Computer Usage**

### **A. Computer Ethics Guidelines**

Thousands of users share Central Texas College District computing resources on a daily basis. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt Central Texas College District business or the work of others. Therefore, you must exercise ethical behavior when using Central Texas College District resources.

Central Texas College District resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies. Anyone discovered misusing or abusing Central Texas College computers or not following the guidelines for computer use will be subject to college disciplinary action and/or criminal arrest.

### **B. Student Computer/Network Policy**

Performing any unauthorized, deliberate action that results in damage or disrupts a computing system (i.e. mainframe computers, minicomputers, microcomputers, laptops, mobile devices, networks, software, data, facilities, and related supplies), or alters its normal performance, or causes it to malfunction is prohibited. Internet use is for educational purposes only.

#### **1. Information Technology Security:**

- a.** Users must read, understand, and adhere to all Central Texas College District policies and exercise good judgment in the protection of information resources. Students and guests will follow the rules posted within computer labs. If computer usage rules are not available, users should follow local, state, and national laws regarding computer and Internet usage. Users shall log off systems when they are finished.
- b.** Central Texas College District is not responsible for privately owned systems (e.g., laptops) or data that becomes compromised due to wireless network usage. Users utilizing the Central Texas College District student/guest wireless network do so at their own risk and are encouraged to transmit sensitive data only when strong encryption becomes available.
- c.** Central Texas College District provides open access to an unencrypted student/guest wireless network. Wireless access points not authorized and not managed by the IT Division are not permitted and will be shut down upon discovery by IT.
- d.** Central Texas College District is not responsible for any illegal content that is received, transmitted,

or stored by the user.

- e. Users gaining access to Central Texas College District resources via a virtual private network (VPN), the wireless network, or Outlook Web Access (OWA) are responsible for ensuring their systems are free of malware.
- f. Users should exercise caution when opening email and browsing the Internet, and should avoid opening unexpected or suspicious attachments.
- g. Users shall immediately report any suspected or known information security compromises to the IT Help Desk.

## **2. User Security Violations:**

User violations include, but are not limited to:

- a. Interfering with the operation of anti-virus/malware detection software installed by the IT Division.
- b. Generating malicious or illegal traffic, or attempting to gain access to sensitive or personal data belonging to Central Texas College District or other entities.
- c. Engaging in any activity that is illegal under local, state, or federal law or laws of the applicable host country while utilizing Central Texas College District owned or leased resources.
- d. Examining, copying, modifying, or deleting files and/or data belonging to other users without their prior consent.
- e. Using Central Texas College District computer systems and/or networks to gain unauthorized access to remote systems.
- f. Making any intentional attempts to obtain unauthorized access to or otherwise interfere with the operation of network systems or programs.
- g. Willfully introducing computer malware into the Central Texas College District network.
- h. Intentionally operating any network-intensive application that overloads the network.
- i. Executing port scans, security scans, or any form of network monitoring which will intercept data not intended for you.
- j. Forging or attempting to forge electronic mail messages or header information.
- k. Attempting to read, delete, copy, or modify the electronic mail of other users.
- l. Sending or attempting to send harassing, obscene, or other threatening e-mail to another user.
- m. Making illegal copies of software licensed to Central Texas College District.
- n. Using Central Texas College District-owned computer accounts, computer and communications equipment, software, or networks for commercial purposes.
- o. Using software and hardware provided by Central Texas College District for work outside the teaching, learning, and professional mission of Central Texas College District.
- p. Modifying configuration options or installing additional software that may cause increased security vulnerabilities. For example, installing software or devices to allow remote access to a Central Texas College District-owned computer in such a way that would bypass existing security measures.
- q. Encroaching on others' use of shared computing resources. Such encroachment shall include, but is not limited to, creating a disturbance, displaying or disseminating offensive material, or otherwise interfering with others' use of shared computing resources.
- r. Connecting any wireless access devices to the campus network without prior approval from Information Technology.
- s. Attempting to decrypt system or user passwords or other encrypted information.
- t. Attempting to secure a higher level of privilege on network systems, or attempting to subvert the restrictions associated with your use of accounts and/or software.

# XIV. Code of Conduct

## A. Students Rights and Responsibilities

The Central Texas College Student Code of Conduct sets forth the student's rights and responsibilities at Central Texas College.

### **The Definition of a Student:**

- Any person who is admitted to or enrolled at Central Texas College at any CTCD location worldwide, to include on-line courses and CTCD courses taught at locations other than a CTCD location, whether or not they have attended classes.
- Any person attending classes at CTCD as defined above, to include semester courses, short length courses, continuing education courses and seminars and trainings sponsored by CTC.
- Any person who is not officially enrolled for a particular term, but has a continuing student relationship with the college, e.g. a former student who plans to reenroll after no more than two years since last enrollment in any CTCD class defined within the scope of this definition.
- Any person who has been admitted to or enrolled at CTCD, as defined herein, within the preceding twelve (12) months.

### **Rights:**

Students of, and visitors to, Central Texas College possess certain federally and state protected individual rights. These rights are neither increased nor diminished by reason of a person's association with Central Texas College, and nothing in this Student Handbook or Code of Conduct shall abridge a student or visitor's constitutional rights, including those related to freedom of speech, expression and the right to peaceably assemble. Central Texas College respects and protects these rights, just as it respects and protects the federally and state legislated freedoms from harassment and discrimination. Furthermore, Central Texas College embraces the following rights and freedoms as being integral to the educational process:

- Freedom of expression in the classroom consistent with commonly accepted standards of decency and respect for others.
- Freedom of speech, expression and the right to peaceably assemble in accordance with state and federal laws.
- Freedom from arbitrary and/or inconsistent academic evaluation.
- The right to have one's personal records kept in confidence in compliance with the Family Education Rights and Privacy Act. Access to records by persons other than the student will be limited to those allowed as specified in the statute. Records will be maintained of persons granted such access.
- Procedural due process in disciplinary proceedings.
- Conducive learning environment.

Please note that the most updated policies and procedures are located in the digital copy of the Student Handbook located at [www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf](http://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf)

### **Responsibilities:**

Central Texas College students, visitors and guests shall be held accountable for the following responsibilities:

- Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Student Life Office and the Central Texas College website.
- Compliance with federal, state and local laws.
- compliance with and support of duly constituted civil authority.
- Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.



- To exercise disagreements in a responsible manner and within the framework compatible with the orderly resolution of differences.
- To self-advocate when in need and to independently complete all expected tasks of a college student, to include: living, classwork and other collegiate requirements.

### **Notice of Time Limits:**

All notification under this section will be in person or by US mail to the student's current address on file with Central Texas College and/or EagleMail. It is the student's responsibility to keep his/her address updated. Once mailed, it is the student's responsibility to obtain and respond appropriately and within all specified time limits as set forth herein.

A notice relating to academic misconduct will give the student three (3) business days to appeal at each level in writing and the respondent has ten (10) business days to reply with a decision.

A notice relating to disciplinary misconduct that is hand-delivered or sent by Eagle Mail to the student requires receipt by Central Texas College of the student's response within three (3) calendar days of the date that the notice was given to him/her. A notice sent to the student by US mail requires receipt by Central Texas College of the student's response within eight (8) calendar days from the date of mailing the notice.

**Failure to act within specified time limits is a waiver of student's rights under this section.**

## **B. Central Texas College Code of Conduct**

Enrollment at Central Texas College creates a responsibility for all students for the following:

1. Knowledge of, and compliance with, all CTCD published policies, rules, and regulations, including parking. Copies of such documents are available in the Student Life Office and on the CTCD website. A copy of the Central Texas College Student Handbook that outlines many CTCD policies, rules, and regulations can be accessed using the following link: [www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf](http://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf)
2. Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
3. Knowing and complying with all guidelines, policies, and procedures that are required for academic and career training programs.
4. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
5. To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

## **C. Disciplinary Procedures and Appeals**

Students accused of misconduct have certain rights to contest the allegations and appeal discipline imposed. Depending on the nature of the violation, Central Texas College may pursue the Academic Integrity violation and/or Disciplinary Misconduct Policy. A student may be subjected to one or both based on the circumstances.

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

## 1. **Academic Integrity:**

Post-secondary students are scholars. As such, students earn course completion credit by demonstrating the requisite level of content mastery (i.e., knowledge, comprehension, application, analysis, synthesis, evaluation) via original thought often supported by appropriately cited work of others (i.e., credible, scholarly, published). Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating).

Faculty guard against student academic misconduct to preserve the integrity and reputation of the learning and teaching environment. CTC leverages technology to aid in detecting academic misconduct. By enrolling in CTC courses, students agree that all assignments and assessments (i.e., required papers, exams, class projects, portfolios) submitted as coursework to faculty may be further reviewed and evaluated by SafeAssign or a similar vendor for originality and intellectual integrity. CTC also employs Biometric Signature ID (BioSig-ID) via Internet Protocol (IP) address tracking to determine host/network interface location that the registered student is indeed the person submitting the coursework and/or completing the exam or assessment.

Students must not:

- **Plagiarize:** present the words or ideas of another as their own to include:
  - Copy without proper citation/source
  - Duplicate ideas without proper citation
- **Commit collusion:** someone other than the student authors some or all of the presented work unless such joint preparation is explicitly approved in advance by the faculty member. NOTE: Collaboration becomes collusion when the intention is to deceive (e.g., permitting someone other than themselves to log in to CTC systems via shared password or BioSig-ID and/or prepare coursework or complete an exam/assessment on behalf of the enrolled student).
- **Cheat:** act in an attempt to gain an academic advantage (e.g., looking at another's answers, copying another student's coursework, using unauthorized written or web-based materials during an exam or assessment, masking IP addresses or otherwise disguising location, permitting someone other than themselves to prepare/submit coursework or complete an assessment/exam).

Violations of this policy drive actions and sanctions as detailed below.

**First offense:** The faculty member will assign a grade of 0 for the assignment or examination where academic misconduct is determined to have occurred. The student will be notified in writing of the offense. The notification will contain directions for the first level of the appeal process.

**Subsequent offenses:** Subsequent violations of the Academic Integrity Policy detected at any time throughout the student's enrollment at CTC result in the faculty member assigning a grade of 0 for the assignment, the student receiving an F in the course, and the student receiving a disciplinary referral. The student will be notified in writing of the offense. The notification will contain directions for the first level of the appeal process. Subsequent violations of the Academic Integrity Policy demonstrate a pattern of behavior, and thusly will include a referral to Student Disciplinary Conduct, starting with Disciplinary Probation and escalating per the Student Code of Conduct.

### **Decision Appeal Process:**

A student retains the right to appeal any decision regarding a violation of the Academic Integrity Policy. The written notification of the violation from the faculty member includes directions for proceeding with the appeal process. A written response to the faculty member stating the student's case invokes the appeal process. If no written response is received within three business days, the decision is final.

**Level 1:** Should the faculty member receive the written response from the student invoking the appeal process, the faculty member has three business days to render a decision whether to affirm or reverse the earlier decision. The faculty member or student may request a meeting—either virtually or in-person—or communicate via email. Within three business days of appeal receipt, the faculty member will provide a written appeal decision to the student, including directions for further appeal if the decision is affirmed and the student wishes to appeal further to the Department Chair. If no written response is received by the Department Chair within three business days, the Level 1 appeal decision is final.

**Level 2:** Should the Department Chair receive the written response from the student invoking the Appeal Level 2 process, the Department Chair will review the material and render a written response to the student within three business days. The written decision to the student will include directions for further appeal if the decision is affirmed and the student wishes to appeal further to the responsible Dean. If no written response is received by the responsible Dean within three business days, the Level 2 appeal decision is final.

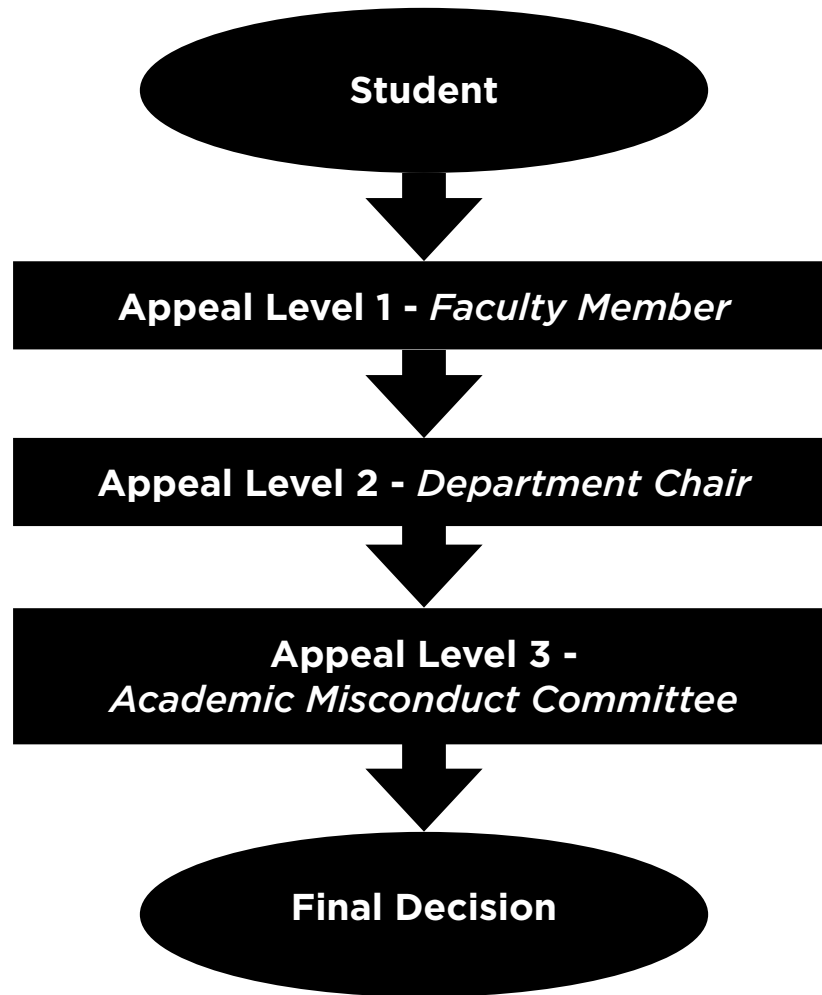
**Level 3:** Should the responsible Dean receive the written response from the student invoking the Appeal Level 3 process, the responsible Dean will convene an Academic Misconduct Committee (AMC). The AMC will review documentation related to the appeal, provide a recommendation to the responsible Dean. The responsible Dean renders a decision in writing to both the student and faculty member. This is the final level of appeal.

*Note: Some departments, such as Nursing, have other discipline-related accreditation standards which may require them to have additional approvals, steps, or timelines to the process while still being congruent with CTC's policies. For example, Nursing will always have the Director of Nursing included in the appeal process.*

### **Due Process Timeline**

At each level of appeal, the student has three business days to appeal in writing. At Appeal Level 1 and Appeal Level 2, the respondent has three business days to render an appeal decision to the student. Appeal Level 3 requires five business days for the Academic Misconduct Committee to convene and for the Dean to render a final written appeal decision to the student.

# Appeal Process



## 2. Disciplinary Misconduct:

Each student is expected to act in a manner consistent with the College's functions and goals as an institution of higher education. The following examples of misconduct constitute an interference with the lawful and orderly use of college premises, facilities, and/or activities for which students may be subject to disciplinary action, up to and including expulsion. Such prohibited behavior includes, but is not limited to:

- a. Theft, burglary, assault, or any credible evidence that there has been a violation of federal, state, or local law.
- b. Interfering with or attempting to interfere with the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Possessing, using, being under the influence of, or selling any illegal substance to include the illegal use of legal substances, or paraphernalia generally associated with the use of illegal substances on any Central Texas College District property or college sponsored events.
- d. Possessing, using, selling, being under the influence of, or providing to minors, alcoholic beverages or having alcoholic beverage containers on campus, in any College owned facility or at any College sponsored event except when specifically authorized in writing by the Board of Trustees of Central Texas College or Chancellor.

- e. Possessing or using on college premises firearms, weapons or explosives unless authorized by the College and law.
- f. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state or federal law or any policy, rule or regulation set forth by the administration of the College, or the Board of Trustees of Central Texas College.
- g. Interference with Central Texas College's ability to conduct normal business, to include teaching, research, administration or other functions.
- h. Engaging in any obscene, profane, reckless, irresponsible, destructive, or unlawful conduct that does not model good citizenship or reflects poorly upon the CTCD community.
- i. Dressing, maintaining hygiene, and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the College. The Director of Student Life is delegated the authority to determine whether any student is violating the policy on attire and personal grooming.
- j. Illegal hazing and/or harassment in all forms are prohibited. (See **Sexual Assault and Other Prohibited Conduct**).
- k. Engaging in the use of slurs or behavior that is that is harassing or discriminatory in nature.
- l. Issuing a check to the College without sufficient funds.
- m. Acting in a manner that endangers the health or safety of self or other persons.
- n. The threat of or acting in a manner that endangers the health or safety of self or other persons.
- o. Committing a malfeasance in an elected or appointed Central Texas College office or position.
- p. Abusing or harassing conduct, including sexual harassment, sexual misconduct, or sexual assault; or the threat of such abuse or harassment of College employees, students, any person on College premises, off campus activity, or at College activities in accordance with college policy or state or federal laws.
- q. Seizing, holding, commandeering, or damaging any personal or real property or facilities of the College, or threatening to do so.
- r. Refusing to depart from any property or facilities of Central Texas College upon direction by College official.
- s. Failing to respond to a Central Texas College administrative summons within the designated time.
- t. Providing false information or evidence at a College investigation or disciplinary hearing.
- u. The misuse of a Central Texas College computer to include mainframe computers, minicomputers, microcomputers, electronic mobile devices (iPads, etc.), networks, software, data, facilities and related supplies is prohibited. Internet use is for educational purposes only. The sending or displaying/downloading of offensive material, to include but not limited to sexually oriented sites or materials, is prohibited. This also applies to the unauthorized downloading of music, videos, etc.
- v. Excessively loud noises or vibrations including, but not limited to, interactions, voices, and music, which disrupt the normal campus business operations indoors or out, to include student housing, is a violation of campus regulations..
- w. Unauthorized use of drones. (See CTCD Safety Policy # 153).
- x. All other violations of local, state or federal laws, CTCD or CTCD departmental policies or procedures.
- y. Violating the terms specified in the Academic Integrity Policy

### **3. Disciplinary Process (other than Professional Code Violations):**

#### **General Policy:**

- a. Any individual violating the Student Code of Conduct may be subject to disciplinary action. Disciplinary procedures will be coordinated by the Director of Student Life or designated Student Conduct officer. If flagrant violations of policy cause sufficient disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, the Dean of Student Success is authorized to take necessary action. (See Emergency Procedures).
- b. Students whose behavior constitutes a violation of both the Student Code of Conduct and federal, state or local laws may be accountable to both the College and civil authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal or other charges involving the same incident have been dismissed, reduced, or are pending.
- c. Instructional departments which offer a professional certification//licensure may separately initiate a disciplinary action based on violation of a professional code of conduct. Discipline due to a violation of a professional code of conduct will be handled by the respective department chair who may perform those investigative and disciplinary functions normally reserved for the Director of Student Life. (See Discipline Involving Professional Code of Conduct Violations).

#### **Procedure for Investigation of Misconduct (excluding Title IX investigations):**

- a. Upon notification of an alleged violation of the Student Code of Conduct, the student may be summoned by the Director of Student Life/ designated Student Conduct officer. If a student fails to report according to the date and time specified in the summons, the student may be disciplined up to and including expulsion from the College.
- b. After meeting with the student involved and reviewing the allegations, specifying the charges, investigating, obtaining the necessary information, and explaining the disciplinary procedures, the Director of Student Life and/or designated Student Conduct officer may exercise the following options as applicable to the situation:
  - Issue a formal warning or impose disciplinary action as set forth below. No appeal is allowed for issuance of a formal warning. If disciplinary action is imposed by the Director of Student Life and/or designated Student Conduct officer, the student will be given a written statement of the charges and the student will be informed of his/her right to appeal, to include appeal submission deadlines.
  - Should the student appeal the discipline in a timely manner; convene a Disciplinary Committee to hear the charges.
  - Carry out the determination of the Disciplinary Committee to include dismissal the charges brought against the student as warranted.
- c. After the meeting with the Director of Student Life and/or designated Student Conduct officer, the student may exercise one of the following options as it relates to the imposition of formal discipline:
  - Accept the decision of the Director of Student Life and/or designated Student Conduct officer.
  - Request a hearing before a Disciplinary Committee for the purpose of allowing the Committee to hear and determine the validity of the charges, and determine disciplinary action, if any.
  - If a student has admitted guilt but disagrees with the disciplinary sanction imposed, the student may request a hearing with the Disciplinary Committee to appeal the sanction recommended by the Director of Student Life. and/or designated Student Conduct officer

## **Disciplinary Actions:**

Disciplinary Actions that could be imposed for misconduct include:

- Disciplinary Probation - An official notice that the student's conduct is in violation of the Student Code of Conduct. Probation serves notice to the student that while his/her conduct not sufficiently serious to warrant suspension or expulsion, further misconduct could result in suspension or expulsion. The duration of the probation will be for a specific designated time, up through the student's tenure at CTCD.
- Suspension - Exclusion from attending the College for a definite period of time, not to exceed twelve (12) months. Conditions may be imposed that the student is required to fulfill prior to or upon returning to the College. The conditions of readmission, if any, will be stated in the dismissal order.
- Expulsion - Termination of student status for an indefinite period of time. The conditions of readmission, if any, will be stated in the dismissal order.

## **Additional Actions:**

- a. In addition to the disciplinary actions that could be imposed for misconduct, additional actions may be imposed by the Director of Student Life and/or designated Student Conduct officer or a Disciplinary Committee and may include, but are not limited to one or a combination of the following:
  - Admonition and Warning - A written statement to a student that he or she is violating, or has violated, the Student Code of Conduct and may be subject to disciplinary action should misconduct continue.
  - Loss of Privileges - The withdrawal of specified privileges for a definite period of time.
  - Referrals - Required attendance in a group or individual program that is deemed necessary.
  - Central Texas College Community Service - A student may be required to complete a specified number of hours of community service.
  - Restitution - Required reimbursement for damage to or misappropriation of property. Reimbursement may take the form of monetary repayment, service to repair, or replacement at CTCD's discretion.
  - Withholding of Transcript or Degree. A hold may be placed on a student's account which prevents the issuance of a transcript and/or degree.
  - Marking of a Transcript with a Disciplinary Notation - A hold may be placed on a student's account which requires that any transcript that is printed/ sent electronically will have disciplinary expulsion or disciplinary action pending marked at the bottom of the student transcript.
- b. The issuance of one form of discipline may be used in combination with another and shall constitute one disciplinary action (i.e., student is suspended with the requirement of a referral and community service).
- c. Prior misconduct (academic integrity violations and disciplinary misconduct) may be considered at the time of adjudication of the discipline.
- d. Disciplinary actions will only be considered after a finding of fact has been made. The more serious the violation of the Student Code of Conduct the lesser impact any mitigating circumstances may have. The following will be dually considered when determining an appropriate disciplinary action:
  - past case precedent;
  - past disciplinary action;
  - whether the actions were directed at another's race, gender, ethnicity, disability or other protected class;
  - seriousness of harm or injury caused by the actions; and
  - responsibility assumed by student throughout disciplinary proceedings.

Nothing in this code precludes the College from pursuing any and all remedies available under this Student Code of Conduct and/or those available by law.

#### **4. Appeals, Disciplinary Misconduct (other than Professional Violations and Title IX Issues):**

##### **Disciplinary Committee:**

- a. The purpose of the Disciplinary Committee is to provide students an opportunity for a hearing when they feel there has been an unfair imposition of disciplinary misconduct. A Disciplinary Committee will not be convened for an action involving Admonition and Warning or Probation.
- b. The Disciplinary Committee shall be composed of two (2) faculty members, one (1) staff member, and two (2) students. The Disciplinary Committee may not convene unless all five (5) members are present for a hearing.
- c. The student must submit a timely written summary of their appeal to the Director of Student Life. The Director will forward the written summary to the members of the Disciplinary Committee for their review. In case of disciplinary actions involving probation during a pre-hearing, the Committee may decide by simple majority vote if the appeal merits convening the Committee for an in-person hearing. The Disciplinary Committee will offer to the accused student a hearing for all cases involving suspension or expulsion. The Director of Student Life will then contact the student with the Committee's decision, informing the student of the date and time of the hearing, as applicable. It is at the Disciplinary Committee's sole discretion whether to require the accused and witnesses to be present at the hearing or to allow the accused and/or witnesses to appear via telephone.
- d. The Disciplinary Committee is empowered to uphold the disciplinary action or modify some or all of the discipline ranging from no action to permanent expulsion from the College. If the committee chooses to lower the disciplinary action imposed by the Director of Student Life, the committee may do so during the pre-hearing if it chooses. No enhancement of a penalty shall be given absent a Committee hearing where the accused and witnesses are given an opportunity to present their case and speak.
- e. The student may appeal the committee's decision to the Vice Chancellor of Academic and Student Services.

##### **Disciplinary Hearing Procedures:**

- a. The Director of Student Life will notify the student of the date and time of the disciplinary hearing and furnish a complete statement of the charges to be considered. Whenever possible, at least three (3) business days will be allotted for preparation between the time of notification of the student and the hearing date. Unless the Director of Student Life determines unusual circumstances exist, the hearing should be held within ten (10) business days of the request for an appeal.
- b. The hearing will be facilitated by the Disciplinary Committee, and conducted on campus in "closed session." The student shall present his/her case without representation from others. The session will be closed to the public, attorneys, press and others. Only those persons, whose presence is required, as determined by the Disciplinary Committee, will be permitted to attend. In circumstances of allegations of violation of a state or federal law including Title IX, that require the College to allow students to bring a representative, the student may, but is not required to, bring a representative of their choice to the hearing.
- c. The hearing proceedings will be recorded. The student may obtain a copy of the hearing by providing written request to the Director of Student Life prior to the hearing and provide an empty USB drive.
- d. Any person, including the student charged, who disrupts a hearing shall be excluded from the proceedings and may be subject to discipline in accordance with the Student Code of Conduct.

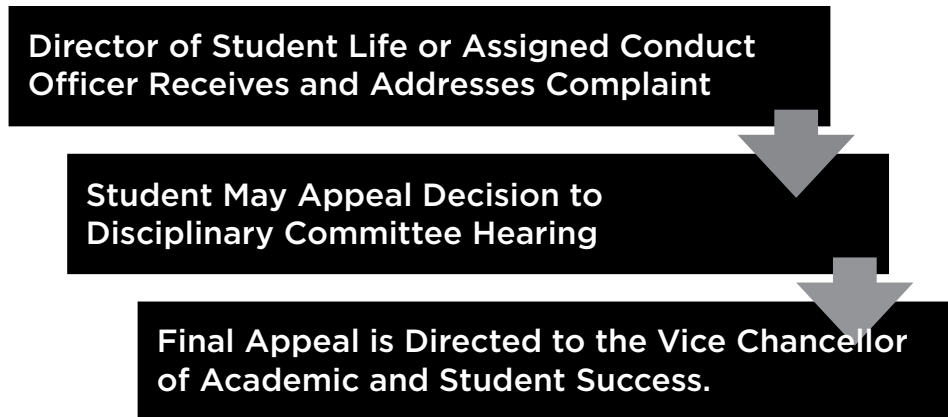


- e. The failure of the student to appear at the scheduled hearing and/or be present at all times while the hearing is in session shall be deemed a waiver of the right to a hearing and the Committee shall proceed and make its decision based on all of the information provided up to that point.
- f. Any witness who is asked to testify at the hearing is expected to do so. It is expected that all statements made to the Disciplinary Committee will be true. Students giving false statements may be subject to discipline in accordance with the Student Code of Conduct. The student may bring witnesses who have factual information about the underlying incidents, and may have up to two (2) character witnesses, testify at the hearing.
- g. All witness shall wait outside of the hearing room until it is their turn to address the Committee.
- h. The Committee, Director of Student Life and the student charged, may ask the witnesses questions.
- i. If one or more witnesses are to appear on behalf of the student, a list of names and a brief statement of what information the witness is expected to provide, must be provided by the student to the Director of Student Life at least twenty-four (24) hours before the hearing. The student is responsible for insuring his/her witnesses attend the hearing. If a witness does not report in time for the hearing the hearing will continue as scheduled and the witness may be excluded at the Committee's discretion.
- j. With the exception of the student's absence pursuant to paragraphs d and e above, all evidence against the student will be presented in his/her presence. Both, Central Texas College and the student will be permitted to rebut the statements of any witness after all evidence has been presented, or as directed by the Committee.
- k. The Disciplinary Committee may impose limits on the number of witnesses and the amount of cumulative evidence that may be introduced.
- l. The Director of Student Life will present charges and information supporting the charges at the disciplinary hearing. The Director of Student Life shall present any witnesses and evidence in support of the charge.
- m. At the hearing, the student may review the information presented to the Disciplinary Committee by the Director of Student Life.
- n. When the Disciplinary Committee is satisfied that all non-cumulative, relevant, available evidence has been presented, the hearing will be adjourned. The Disciplinary Committee will immediately meet privately to consider the evidence and to reach a decision. The Director of Student Life and student shall remain available in the vicinity of the hearing room during the deliberation to clarify any issues the Disciplinary Committee may have, but shall not participate in the deliberation
- o. Deliberations of the Disciplinary Committee will be confidential and will not be recorded.
- p. Except as specified in section "e." of Disciplinary Procedures, the decision reached by the Disciplinary Committee will be based on the information received at the pre-hearing and hearing. The information shall consist of the record of the Disciplinary Committee's proceedings, and all written reports, documents, and other material submitted to the Disciplinary Committee.
- q. The Disciplinary Committee will reach its decision by a majority vote.
- r. The Disciplinary Committee will present its decision in writing to the Director of Student Life and Activities. Each member will sign the decision and within five (5) business days the Director of Student Life will prepare a typed copy of that decision for the record.
- s. The Director of Student Life shall verbally inform the student of the Disciplinary Committee's decision, and will deliver to the student a copy of the written decision once it is typed.
- t. Within five (5) business days following the Disciplinary Committee hearing, the Director of Student Life shall by hand-delivery, US mail, or EagleMail give written notification of the Committee's decision to the student. If disciplinary action is upheld or newly imposed, the student will be informed.

### **Appeal of Hearing Committee's Decision:**

- a. The student may appeal the decision of the Disciplinary Committee by submitting a written request to the Director of Student Life within the time limit specified in Notice and Time Limits in this Student Code of Conduct. The request will then be submitted to the Vice Chancellor, Academic and Student Success.
- b. The Vice Chancellor, or his or her designee, will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Vice Chancellor's sole discretion, he/she may meet with the student, assign a designee, or make a decision based on the records. The Vice Chancellor has full authority to uphold, set aside, increase, or reduce the action of the Disciplinary Committee. **The decision of the Vice Chancellor or his/her designee is final.**

### **Disciplinary Misconduct Process:**



### **5. Disciplinary Procedures Involving Professional Code Violations:**

Individual fields of study, such as Nursing, EMT, Aviation and Protective Services, may have their own licensing and professional Codes of Conduct. These kinds of violations may be handled within the department. All time limits for performance of each step of the process for Professional Code Violations are as specified in C.5 above and in Notice and Time Limits in this Student Code of Conduct C.8 below.

- The departmental process shall at a minimum include an examination of all evidence and a hearing of the student's and witnesses' version of events prior to a decision by the Department Chair.
- The Department Chair may verbally inform the student of his/her disciplinary decision, but will deliver to the student a copy of the written decision.

### **6. Appeal Procedures Involving Professional Code Violations**

- The student may appeal the decision of the Department Chair by submitting a written request to the Dean of Instruction.
- The Dean will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Dean's sole discretion, he/she may meet with the student or make a decision based on the records. The Dean has full authority to uphold, set aside, increase, or reduce the action of the Department Chair. **The decision of the Dean is final.**

### **7. Notice of Time Limits (Disciplinary Misconduct and Professional Code Violations):**

All notification under this section will be in person or by US mail to the student's current address on file with Central Texas College or Eagle Mail. It is the student's responsibility to keep his/her address updated. Once mailed, it is the student's responsibility to obtain and respond appropriately and within all specified time limits as set forth herein.

A notice that is hand-delivered or sent by EagleMail to the student requires receipt by Central Texas College of the student's response within three (3) calendar days of the date that the notice was given to him/her.

A notice sent to the student by US mail requires receipt by Central Texas College of the student's response within eight (8) calendar days from the date of mailing the notice.

*Failure to act within specified time limits is a waiver of student's rights under this section.*

#### **D. Emergency Actions**

At any time warranted and after review of the situation and facts, the Dean of Student Success or Executive Dean, Military Operations may take immediate temporary action to protect the College or the public. This emergency action will take place in instances which involve apparent danger to the health or safety of the individual, students, staff, the community, the public, or which involve disruptions of normal College operations. These actions may include, but are not limited to the following:

- Barring the student from the campus or any part of the campus.
- Removing the student from a particular class or classes.
- Prohibiting the student from participating in a College-sponsored activity, on or off campus.
- Interim suspension pending completion of investigation, hearing, and/or appeals process.

Such emergency actions are temporary in nature and designed to handle an urgent situation and provide Central Texas College administration time to review the student's conduct. Administrative review shall occur as soon as practicable and without unwarranted delay. Once such review has occurred, the student shall be given written notice of the action by the Dean of Student Success and Persistence and a statement of the reasons for any continued action designed to keep the student out of class or off campus.

The student may appeal the Dean's decision to impose emergency action to the Vice Chancellor of Academic and Student Services or his/her designee. The appeal will be limited to the emergency removal from the campus, classes, activities, and suspension.

If the Vice Chancellor, or his/her designee determines that the facts do not warrant emergency action, he/she will notify the Dean of his/her decision, and the emergency action will be terminated. The Director of Student Life and the student will then follow the policy as defined above in section C. Disciplinary Procedures and Appeals.

When emergency action is taken, the Director of Student Life and all parties will take steps to expedite the procedures to provide the student with an opportunity for a hearing of the underlying disciplinary charge as soon as practicable.

Nothing in this Student Code of Conduct shall preclude a faculty or staff member from requesting a disruptive student to leave a class, activity, or location immediately as a one-time removal. If the student fails to comply with the request, the faculty or staff member may seek assistance from the Campus Police. A one-time removal from a class, activity, or location shall not be subject to appeal under this section on "Emergency Actions."

#### **E. Procedure for Initiating an Internal Complaint**

CTCD is committed to providing an educational climate that is conducive to learning. To support that commitment, CTCD has established procedures to allow students to address their concerns related to the academic learning environment. CTCD's goal is to assist all students in effectively and efficiently resolving their concerns while simultaneously supporting due process for all parties involved. Students are encouraged to discuss their concerns directly with the appropriate faculty, staff member, or student as soon as possible to allow early resolution (with the exception of sexual misconduct or imminent danger).

If a student is unable to resolve the concern directly, the student is encouraged to file a formal complaint in writing by completing a Student Complaint Form using the following link: <https://www.ctcd.edu/forms-1/student-forms/student-complaint/>. The student complaint will be routed to a supervisor or administrator to address the situation.

If you would like to speak with someone prior to completing the form please contact the appropriate person or department as indicated below:

**Complaints regarding students:**

Mariceli Santiago, Director, Student Life and Activities, 254- 526-1259, [msantiagocruz@ctcd.edu](mailto:msantiagocruz@ctcd.edu)

**Complaints regarding academic matters:**

Appropriate Academic Department Chair or Site Representative

**Complaints regarding staff and faculty members:**

Jackie Thomas, Coordinator, Equal Employment Opportunity, Nursing and Allied Health Building, Room C105; 254-526-1391, [Jaqueline.thomas@ctcd.edu](mailto:Jaqueline.thomas@ctcd.edu)

**Complaints regarding policy, etc:**

Department where policy issue is occurring (i.e. Disability Support Services for an accommodation issue).  
Mariceli Santiago, Director, Student Life and Activities, 254-526- 1259, [msantiagocruz@ctcd.edu](mailto:msantiagocruz@ctcd.edu)  
can guide you

**Complaints regarding violation of law, to include sexual assault:**

Campus Police, 254-526-1427

Mariceli Santiago, Director Student Life and Activities, Bldg. 220, Room 134; 254-526-1259, [msantiagocruz@ctcd.edu](mailto:msantiagocruz@ctcd.edu)

Dr. Mahone-Lewis, Director of Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC), 254-526-1166

Larry Murphy, Director, Risk Management / Title IX Coordinator; 254-501-3028, [lmurphy@ctcd.edu](mailto:lmurphy@ctcd.edu)

After exhausting all institutional resources without resolution, please contact the appropriate state-level agency at <https://www.usa.gov/state-attorney-general> For students attending a campus in the state of Alaska, students may appeal to the Alaska Commission on Postsecondary Education (ACPE) at <https://acpeseecure.alaska.gov/>. In order for a student to submit a formal complaint with ACPE, a student must first exhaust all resources at the institution.

## **XV. Other Policies & Procedures**

### **A. Dress Code**

You are expected to dress and groom in a manner that does not interfere with the educational mission or is disruptive to the operation of the institution while on campus and while participating in activities sponsored by the College. Some academic programs, may also have specific guidelines and requirements for how to dress. Students, whose conduct and dress cast an unfavorable reflection upon the College, or who are in violation of this policy may be subject to disciplinary action.

### **B. Lost and Found Property**

In Central Campus, lost and found items are housed at the Central Texas College Police Department. All abandoned or found property if not claimed within thirty (30) days by the owner will become Central Texas College property and will be disposed of in accordance with applicable state laws. For further information, consult the office of the Campus Police at 254-526-1200.

### **C. Solicitation and Sales**

All soliciting, selling, and peddling by any person or organization not affiliated with the College is expressly prohibited on campus, unless written permission is granted from the Vice Chancellor of Finance & Administration or his/her designee. Student organizations must obtain permission from the same office before conducting any enterprise that involves sales or solicitation.

### **D. Advertisements and Printed Materials**

Students, faculty, and staff affiliated with the College may distribute flyers, posters, brochures, or other types of printed materials on Central Campus only after obtaining permission from the Director of Student Life. Permission is indicated by a dated and initialed stamp on the document being posted or distributed.

Approved signs, posters, and announcements may only be displayed on general use bulletin boards provided for that purpose. Permission to post approved materials on bulletin boards belonging to academic departments and administrative offices must first be obtained from that particular department or office. At no time will any materials be taped or stapled to walls, doors, or windows in or outside of facilities.

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

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

Any materials in violations of the procedures above will be removed immediately.

### **E. Minors on Campus**

**Minors: Any individual under 18 years of age.**

**Minors who are not students are not permitted in the classroom, lab, or study areas at any time. Minors are not to be left unattended anywhere on campus. Campus Police will be notified of all unattended minors and the parent will be sought to take custody of the children; and the parent may be issued a citation based on current State law.**

**Students enrolled in Early College High School (ECHS) at Central Campus are prohibited from living in the Morton Hall Residence Hall and/or being a visitor at Morton Hall Residence Hall.**

#### **Students under 18 years of age:**

All students age 17 or younger must complete and return a Parental Consent, Waiver, Release and Indemnity for Minor Students Form and the Important Information for Minor Students and Parents/Legal Guardians, also available in the Admissions Office at Central Texas College.

With the exception of Independent School District (ISD) sponsored activities or classes on CTCD campus, Parent/legal guardian is required to be present on CTCD campus (or elsewhere as dictated by the class requirements) at all times when Student, who is age sixteen (16) years or younger is on campus, in order to monitor the Student's activities and to be immediately available in case of an emergency. This includes when student is present either in classes or participating in CTCD activities on or off campus.

### **F. Animals on Campus**

Animals are not allowed in campus buildings, or in campus housing, with the exception of service animals (an emotional support animal may only reside in campus housing if approved by Disability Support Services). Students may voluntarily register their service animal with Disability Support Services) at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support).

Students are prohibited from leaving animals in vehicles while on a CTC campus and any violation could result in criminal action. Animals on the grounds of Central Texas College must be on a leash or otherwise restrained. The owner is responsible for the removal of all animal waste. For more information on service animal and emotional support animal policies, please visit the Disability Support Services website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) or contact Disability Support Services at the Student Services Building room 111 or 254-526-1195.

## **G. Food Consumption**

Unless otherwise posted, eating and drinking are not permitted in libraries or laboratories on our campuses. In Central Campus, the cafeteria and snack bar is located in the Anderson Campus Center, and offers seating for students who wish to purchase or eat food on campus. Picnic tables located strategically around campus, and the Roy J. Smith Student Center Lounge also offer alternative places to eat on campus.

## **H. Photographs & Recordings of Students**

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

If a student does not want a photograph to be used by the College or in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the Marketing & Outreach Department (254-526-1224) within 24 hours after the photograph is taken or when the student first becomes aware the photograph was taken. The College will attempt to notify the photographer, if known, but does not guarantee that a student's photo, digital, video image, or audio recording will not occur while on campus.

## **I. Campus Running Policy**

Central Texas College District maintains a paved trail and a track surrounding the football field located behind the Natatorium & Physical Education Building,. The paved trail and the track are designated to be used for pedestrian exercise such as walking, jogging or running. Walking, jogging, running or otherwise using campus roadways for pedestrian exercise or foot traffic is prohibited Monday through Friday, except to cross roadways at designated crosswalks, or corners. Walking, jogging, running or other pedestrian activity will be limited to campus sidewalks, grass areas, and established trails and tracks designated for pedestrian use.

Pedestrian activity will be allowed on Central Texas College roadways on Saturday and Sunday from 8:00 am to noon only, to ensure daylight hours and low traffic flow; pedestrians are to stay on sidewalks when they are available and limit roadway use to single file when no sidewalk is present; pedestrians will always travel toward oncoming traffic and move off the roadway when traffic approaches.

## **J. Eagle Trail**

Central Texas College's Eagle Trail is available to Central Campus students during the hours posted at the main trailhead and in CTCD Safety Policy 190: Recreational Trail Use. Failure to abide by these rules may result in disciplinary action. The Safety Policy and Procedures Manual can be found on the CTCD website at: <https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Risk%20Management/Policy%20190.pdf>

## **K. Fishing On Campus**

Several areas on Central Campus are devoted to the natural environmental beautification of the campus. Student fishing in these areas by any means is strictly prohibited.

## **L. Fireworks**

The term “fireworks” means a composition or device designed for entertainment to produce a visible or audible effect by combustion, explosion, deflagration, or detonation; and defined by 49 C.F.R. section 173.56(j).

Central Texas College students, faculty, staff and guests are strictly forbidden from manufacturing, assembling, storing, transporting, receiving, keeping, selling, discharging or possessing any fireworks of any description on any property owned, controlled, operated, leased or rented by the College District. Violation of this regulation can result in seizure of fireworks and a campus fine of \$25, and discipline up to and including expulsion and/or criminal action.

Legal definition: Fireworks as used herein shall include all fireworks 1.3G or 1.4G specifically defined in Texas Occupations Code section 2154.001.

## **M. Closed-Circuit TV and Web Camera (CCTV) Monitoring**

The Central Texas College District is committed to enhancing the quality of life of the campus community by integrating effective practices of policing by the use of closed circuit television monitoring and recording. It is recognized that CCTV can be an effective crime prevention program when it is part of a broader crime prevention and community safety strategy.

The Central Texas College Police Department oversees and coordinates the use of CCTV in sensitive areas on campus. Central Texas College Police Department also uses CCTV to monitor public areas in order to deter crime and to assist the College in providing for the safety and security of individuals and property belonging to the college district.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. Monitoring of the CCTV recordings will be based on suspicious behavior, not individual characteristics. Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images will be stored in a secure location with access by authorized staff members only.

Signage giving notice of the College’s possible CCTV monitoring of public areas may be posted as deemed necessary to enhance the crime prevention value of the CCTV system but is not required. The lack of signage in areas under surveillance is not a representation by the College that monitoring is not taking place.

CCTV systems are used regularly in the hallways and common areas of the dormitory and in any area on campus deemed “sensitive” by the Central Texas College Administration. An area may be considered sensitive by the nature of the college property, monies stored in, or the use of the area under surveillance.

Information obtained through video surveillance will only be released when authorized by the Central Texas College District Legal Counsel, or Central Texas College Administration or the CTC Chief of Police, after consultation with CTC Legal Counsel. Those recorded devices which are no longer needed for criminal justice or administrative purposes will be destroyed or electronically erased.

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

## **N. Motorized Vehicles On Campus**

Except as otherwise stated in these policies, only lawfully operated vehicles are permitted on Central Texas College District campus roadways.

Requests for an exception to this policy for authorized special events will be made in writing to the Associate Vice Chancellor, Facilities and Construction for approval who will coordinate with the Campus Police.

## **XVI. Useful Phone Numbers:**

**Police (Central Texas College): 526-1427**

**Emergencies: 911**

<b>About</b>	<b>Office</b>	<b>Phone #</b>
Accidents	Campus Police	516-1427
Add & Drop Courses	Records & Registration	526-1131/1133
Admissions	Admissions	526-1696
Alcohol & Drug Abuse	Substance Abuse Resource Center	526-1166
Books	Bookstore	526-1219
Career Services	Career Center	526-1106
Child Care Assistance	Academic Studio	526-1357
Disability Support Services	Support Services	526-1195
Emergency Messages	Student Life	526-1258
Evaluations		
Active, Retired & All other Services	Student Services	526-1635 526-1317
Financial Aid	Student Aid Office	526-1508
Graduation	Student Services	526-1592
Housing	Morton Residence Hall	526-1926
ID Cards	Academic Advising	526-1226
Inclement Weather		501-3100
Military Evaluations		
Active Duty	Student Services	539-1431
Parking Tickets		
Fines and Appeals	Campus Police	526-1427
Crime Information	Campus Police	526-1427
Placement Testing	Testing Office	526-1254
Publications, Catalogs & Bulletins	Academic Advising	526-1226
Registration	Records/Registration	526-1131
Student Activities/ Organizations/Clubs	Student Activities	526-1258
Textbook Lending Program	Academic Studio	526-1357
Title IX Coordinators	Risk Management Dean Ft Hood/Continental Sites	254-526-1347 254-526-1222
Transcripts	Records Office	526-1372
Tuition and Fees	Business Office	526-1217
Veterans' Information	Veterans' Services	526-1160



1. National Domestic Violence Hotline, 1-800-799-7233, [www.thehotline.org](http://www.thehotline.org)
2. Bell County Victim Services Division, [www.bellcountytexas.com/county\\_government/district\\_attorney/victim\\_services\\_division.php](http://www.bellcountytexas.com/county_government/district_attorney/victim_services_division.php), 254-933-5235 or 1-800-460-2355, ext. 5235.
3. Texas Association Against Sexual Assault, [www.taasa.org](http://www.taasa.org), 512-474-7190 or Victim Assistance, [www.ncdsv.org](http://www.ncdsv.org), 1-888-343-4414
4. Sexual Assault Counseling, Texas Health and Human Services, [www.211texas.org](http://www.211texas.org), dial 211 (24-hour service)
5. 5. Sexual Assault Counseling, Texas Health and Human Services, [www.211texas.org](http://www.211texas.org), dial 211 (24-hour service)
6. The Refuge Corporation in Copperas Cove, [www.therefugecorporation.org](http://www.therefugecorporation.org), 254- 547-6753
7. Families in Crisis, A United Way Agency, 254-634-1184, 254-773-7765, or 1-888-799-SAFE (Crisis 24-hour hotline Texas Rape & Sexual Assault Resources), [www.familiesincrisis.net](http://www.familiesincrisis.net)
8. Texas Abuse Hotline, Texas Department of Family & Protective Services, 1-800-252-5400 (24-hour hotline), [www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp)
9. Texas Legal Services Center, 512-477-6000, [www.tlsc.org](http://www.tlsc.org)