

Weatherford College Student Handbook



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Purpose

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

Programs and statements included in this publication are subject to continuous review and evaluation. Weatherford College reserves the right to make changes at any time without further notice to students.

Mission Statement

Weatherford College embraces a culture of excellence, fostering the success of all of its students and enriching the communities it serves through innovative, affordable, and accessible learning and cultural opportunities.

EXPANDED MISSION AND PURPOSE STATEMENT

As a publicly supported, comprehensive community college, Weatherford College primarily serves the needs of the citizens of its service area through teaching, public service, and learning and cultural experiences.

Weatherford College offers courses pursuant to a spectrum of educational goals:

- Bachelor of Applied Science Degrees
- Associate of Arts degree
- Associate of Science degree
- Associate of Applied Science degrees
- Field of Study transfer majors
- Core transfer curriculum
- Workforce training
- Adult literacy and other basic skills
- Personal enrichment

Weatherford College maintains a culture of caring that encourages student pursuit of educational excellence. The College offers counseling and guidance to help students identify and attain their personal goals.

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

Weatherford College fosters a culture that embraces diversity and inclusion. The college embraces continuous improvement through systematic and regular planning, execution, assessment, and improvement.

Introduction

Welcome Message

Dear Weatherford Coyotes,

I am extremely pleased to welcome you to campus, either for the first time, or back to Weatherford College! As you begin your academic journey, you are starting on a path full of promise and hope. The division of Student Services is committed to working with you and encouraging you on this journey to take full benefit of the opportunities you will find at Weatherford College

We are dedicated to meeting the needs of all students. We have committed faculty and outstanding staff, and a beautiful campus all creating an atmosphere to support your academic goals. Students are most successful if they make connections. Whether you are planning to commute or stay on campus, getting involved in student life will take you a step further in your journey. We encourage you to join one or more of our student organizations. All of them offer opportunities for leadership development, academic support, networking, personal growth and community service.

Walk the campus, ask questions, meet faculty and staff, and learn all you can about your college. Study hard, make new friends, get involved and have fun. These are the best of times for you. We are here to help in any way we can. We hope you reach all of your goals and realize all your dreams.

Adam Finley
Executive Dean of Student Services

Alma Mater

"Old Black and Gold"

"Old Black and Gold, Old Black and Gold
We'll sing your praise tonight
To let you know where'er we go
For the black and gold we'll fight.
We'll sing your worth o'er all the earth
And pledge our love to thee;
In books of fame, we'll write your name
Old W.C."

Accreditation & Compliance

Weatherford College of the Parker County Junior College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

Contact the Commission of Colleges at 1866 Southern Lane, Decatur, Georgia 30033-40978 or call 404-679-4501 for questions about the status of Weatherford College. Interested constituents may communicate with the Commission on Colleges (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

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

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

STATEMENT OF COMPLIANCE

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

Equal Opportunity Institution & Employer

Weatherford College is an equal opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of age, sex, race, color, religion, national origin, disability, veteran status, genetic information, sexual orientation or gender identity.

Students Right to Know

www.wc.edu/about/consumer-information

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

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

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

Mission Statement

Weatherford College enriches the lives of the students and communities it serves through innovative, affordable, and accessible learning and cultural opportunities.

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

Weatherford College offers courses under a spectrum of educational goals

- Associate in Arts degrees (AA)
- Associate in Science degrees (AS)
- Associate in Applied Science degrees (AAS)
- Bachelor of Science in Nursing - (BSN)
- Core curriculum designed for transfer to a university
- Career/technical certificates
- Occupational Advancement
- Developmental education
- Adult literacy and other basic skills
- Personal enrichment

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

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

Weatherford College fosters a culture that embraces diversity and inclusion.

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

Access to Student Records

FERPA

What is FERPA

The Family Educational Rights and Privacy Act of 1974, as Amended, is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the education records and the access provided to these education records.

Who must comply with FERPA

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To comply with FERPA, educational institutions are required to:

- Annually notify students of their FERPA rights;
- Protect the students' FERPA rights;
- Ensure that personally identifiable information from a student's education record is not re-disclosed;
- Keep records of requests for and disclosures of student education records (with some exceptions).

Education Records under FERPA

Under FERPA, education records are defined as records that are directly related to a student and/or from which a student can be identified (personally identifiable information) and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

Education records do not include such things as:

- Sole possession records, i.e., records/notes made by one person as an individual observation or recollection (used only as a personal memory aid) which are kept in the possession of the maker and not revealed or accessible to any other person except a temporary substitute;
- Medical treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists;
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- Records created and maintained by a law enforcement unit used only for that purpose;
- Post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

Student Rights under FERPA

FERPA rights transfer from the parent to the student when the student turns 18 or attends a post-secondary institution at any age. The student would need to provide a signed consent in order for the disclosure of information to the parents

In accordance with FERPA, Weatherford College annually notifies students of their FERPA rights. Students are notified of their FERPA rights in the college catalog, website, and student handbook. A student's FERPA rights include:

- The right to inspect and review their education records;
- The right to request the amendment of an education record they believe is inaccurate, misleading, or in violation of the student's rights of privacy (including the right to a hearing regarding the request for amendment);
- The right to have some control over the disclosure of information from their education records;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Right to Inspect and Review Education Records

Students (which includes former students) have the right to inspect and review their education records within 45 days from making such a request. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The institution may refuse to provide a copy of a student's education record provided such refusal does not limit access

Limitations exist on students' rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Financial information submitted by parents;
- Education records containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);
- Confidential letters and statements of recommendation, placed in the records to which the student has waived his or her right to review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

Right to Have Some Control of the Disclosure Information from Education Records

According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student. The written consent must specify the records that may be disclosed, state the purpose of disclosures, and identify the party to whom disclosures may be made. A "FERPA Release" form is available in the Student Services Office.

With few exceptions (stated below), Weatherford College will not disclose personally identifiable information from a student's education record without the student's written consent. Weatherford College will not release a student's record to a parent/guardian without the student's written permission or documentation proving the student is claimed as a dependent for tax purposes. This procedure is in effect regardless of the student's age or financial dependency upon the parent/guardian.

Exceptions

Notable exceptions which permit access and/or disclosure of information in a student's education record without the student's written consent include

Directory Information: Disclosure of those items the College designates as directory information. Weatherford College has designated the following information as directory information and may release this information, unless the student has submitted a request for non-disclosure:

- Name
- Address
- Telephone Number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and Height of members of athletic teams
- Other similar information, including gender, minor status, current class schedule, number of hours currently enrolled, classification, marital status, prospective graduate, religious preference, other educational agencies or institutions attended, names and addresses of parents, parking permit records.

A student's directory information may be disclosed unless a student files a "Request for Non-Disclosure of Directory Information" form with the Student Services Office.

School Official: Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as

disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Solomon Amendment: Pursuant to the Solomon Amendment, Weatherford College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student's name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

Other disclosures permissible without written consent include disclosure to: officials of another school in which a student seeks or intends to enroll; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the College; accrediting organizations; appropriate officials in cases of health and safety emergencies; State and local authorities, within a juvenile justice system, pursuant to specific State law; victims of certain offenses the final results of a disciplinary proceeding regardless of the outcome; anyone the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies; comply with a judicial order lawfully issued subpoena.

Right to File a Complaint

If a parent or eligible student feels that the college has not fully honored his/her privacy rights under FERPA, the student can follow Weatherford College Complaint Policy. Additionally, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Subpoena

Weatherford College will comply with all subpoenas served by a proper means of service. In keeping with the law, if the student has not signed a consent for their records to be released, the college will make their best effort to notify the student in writing that a subpoena requesting their educational records has been received. The student will be given 10 working days from the date the letter is mailed to respond and object to the release of records. A notice stating the student's intent to object to the release of records should be sent to the Weatherford College Registrar's Office. The student must also file a motion to that effect in the court from which the subpoena was issued. A copy of this filed motion should be sent to Weatherford College.

Hold on Student Records

Grades and transcripts will not be released if the student has a certain "hold" on his/her records. Holds may be placed on a student's record for failure to meet admission requirements, financial obligation to the college, materials overdue at the library or for other reasons deemed necessary by the college. These holds can be released only after the cause of the hold has been satisfactorily cleared.

Change of Address

A student who, after being admitted, changes his or her home address, is expected to notify the Office of Student Services immediately. The student will be held responsible for any communication from the college sent to the address last given and may not use the fact that the communication was not received at the current address to avoid penalties or responsibilities to the college.

Administrative Procedures

Speech and Advocacy

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

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

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

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

NON-SCHOOL LITERATURE: All written or printed materials, handbills, photographs, picture, films, tapes, or other visual or auditory material not sponsored by the College, shall not be sold, circulated, distributed, or posted on any campus by a student or organization without direct permission from the Associate Dean of Student Development in the Office of Student Development and Wellness in the Doss Student Center.

POSTING OF SIGNS: Students and student organizations may publicly post signs on college property in areas designated and approved by the Associate Dean of Student Development. The posting of signs shall not interfere with the rights of others, nor violate local, state, or federal laws or college policies and procedures.

Information Technology Service Policy & Procedures

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

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

The use of the Internet must be consistent with the missions of Weatherford College, the policies of the College, and State and Federal Law. Access to the Internet per College computers is a privilege granted to users. The College reserves the right to suspend this privilege if a user violates any acceptable use policy and/or clause.

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

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

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

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

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

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

1. Damage or destruction of equipment, software, or data belonging to the College or to other users, including adding, altering, or deleting files on College workstations and servers.
2. Altering of system settings or Internet browser settings on College computers without specific permission of an instructor or an authorized member of the Technology Services staff.
3. Reproduction of materials protected by copyright.
4. Violating software license agreements.
5. Violating or attempting to violate computer system or network integrity, including attempts to bypass network security functions, or to obtain restricted passwords for system administration.
6. Using College technological resources to harass others.
7. Utilizing the Internet and/or College equipment for unauthorized material/commercial gain or profit.
8. Using the Internet or any College technological resource for any activity prohibited by Federal, State, or International law.
9. Attempting to utilize computing resources for which you do not have access.
10. Sharing your personal password with others.
11. Impersonating another via any form of electronic messaging.
12. The production of and/or intentional dissemination of self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.

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

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

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

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

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

Use of College Facilities

The grounds and facilities of the college can be made available to students or student organizations when use does not conflict with the normal operation of the college. The requesting student or organization must reserve facilities through the Facilities Coordinator with permission from the Associate Dean of Student Development.

Excused Absence for Religious Holy Day Observation

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

Excused Absence for College-Sanctioned Activity

Student participation in a college-sanctioned activity is considered an excused absence. The student must complete the 'Excused Absence Form', have it signed by the organization/department/club advisor and/or director, and present it to all instructors prior to the impending absence. Instructors signing the form should note if the absence will be detrimental to the student's progress in a course. The form must be returned to the activity advisor prior to the activity. Upon evaluation of the instructor comments, the activity advisor may deny the student the privilege of participating in the activity.

Identity Verification Procedures

In order to uphold the integrity of online classes and ensure the validity of the grades earned, Weatherford College has implemented the following Identity Verification Policies:

1. Students in fully online classes will send a photo of themselves holding a picture ID with their name on it to the instructor of record for the class. Any sensitive information on the ID should be covered up or otherwise obscured.
2. Students in online classes are required to be familiar with and adhere to Weatherford College's Academic Integrity Policy as outlined in the Student Handbook. Any student determined to have violated these policies is subject to disciplinary action.
3. Instructors of online classes will design course assessments in a way that encourages student learning and discourages violations of the Academic Integrity Policy. Each department may devise a policy with additional requirements that align with the course subject matter and learning objectives. These additional requirements may include—but are not limited to—requiring the use of a plagiarism detection program (e.g., Turnitin) and/or requiring that exams be administered through a remote proctoring service.

Services Provided to Students

Departments, Organizations, & Programs

ACADEMIC ADVISING

The Office of Student Services provides general advising related services to all current and future students. These services include degree audits, course selection and course planning, registration, developmental education advising (TSI), and interpreting the College's policies and procedures. Assistance is provided by academic advisors to help students make the best possible use of academic resources and facilitate academic progress and success.

Weatherford College advisors assist students' transition to the college environment and help students develop meaningful educational plans that are compatible with the student's life goals. All new students are required to meet with an academic advisor before registering for the first time and are advised to continue seeing an advisor regularly throughout their WC experience. For more information about academic advising, please call 817-598-6499.

ALUMNI ASSOCIATION

www.wc.edu/alumni

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

ATHLETICS

www.wc.athletics.com

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

COLLEGE BOOKSTORE

www.weatherfordbooks.com

Phone: 817-598-6286

Email: weatherford@texasbook.com

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

Regular Store hours: Monday-Thursday 7:45 a.m – 5 p.m. and Friday, 8 a.m. – 4 p.m.

Summer Store hours: Monday-Thursday 7:45 a.m – 5:30 p.m. Closed select Fridays during the summer.

Textbook Refund Policies

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

The textbook must be returned during the semester for which it was purchased to receive a full refund. For the fall or spring semester, full refunds are allowed during the first five (5) class days. After that, a full refund will only be given through the 12th class day with a receipt and a drop slip. Textbooks for Summer classes must be returned during the first five (5) days of the semester for which it was purchased. Students who miss the return dates may sell their books back at any time and receive the current wholesale price.

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

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

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

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

Buy-Back Dates

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

COYOTE PANTRY

Students needing assistance with food and other items can contact the Coyote Pantry. This service is sponsored by the Wesley Foundation.

DISABILITIES AND ACCOMMODATIONS

accommodations@wc.edu

The Office of Disabilities and Accommodations (located in Student Services-upper level) serves students who have documented learning, mental, and physical disabilities. To help students succeed in the regular academic life of the college, the advisor studies the provided documentation and makes an accommodation plan with the student. The accommodation plan may include: peer tutoring, extended testing time, quiet testing environment, interpreting for the deaf/hard of hearing, and note taking.

Eligibility for disability services at Weatherford College is dependent upon the nature of the disability and its impact on learning. A disability is defined as any mental or physical condition that substantially limits an individual's ability to perform one or more major life activities. These disabilities may be: physical, visual or auditory, neurological or psychological in nature, and also include chronic health problems and learning and communication disorders.

Due to the high volume of students who receive services through this office it is highly recommended that students make appointments with the Office of Disabilities and Accommodations or call 817-598-6350.

EMPLOYMENT INFORMATION

www.wc.edu/campus-administration/human-resources and click on "Available Positions."

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

INTERNATIONAL STUDENTS

<https://www.wc.edu/international-students>

International Students should contact the International Student Office located in Student Services (upper level) for current guidelines and admissions requirements, or call the international student advisor's office at (817) 598-6468.

STUDENT DEVELOPMENT & WELLNESS CENTER

PERSONAL COUNSELING

The College Counseling staff provides professional service to students and area residents. These services include individual and group counseling for educational, occupational, and personal development. These services are

available to all students. Personal issues and concerns such as decision-making, personal relationship skills, increasing self-confidence, and personal adjustments necessary to be successful may be topics through which students might work with the guidance of a counselor. Appointments can be scheduled in the Student Development & Wellness office, or by calling the Director of Counseling at 817-598-6246.

STUDENT LEADERSHIP & DEVELOPMENT

Student involvement is an important part of student growth and development. There are many clubs and organizations, including cheerleading at Weatherford College in which students can participate. Students can also enhance their leadership skills through the social interactions with peers and by participating in educational programs; being a member of leadership organizations, and attending leadership conferences and workshops. Please call 817-598-6247

STUDENT LIFE ACTIVITIES

The Office of Student Life provides various interactive activities for the WC campus community. To become more involved on campus through student activities (dances, intramural sports, cookouts, novelty shows, etc.), please visit the Student Development & Wellness Center or call 817-598-817-598-8956 or 817-598-6446.

STUDENT SUPPORT SERVICES (SSS)

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

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

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

Program eligibility requirements:

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

Applications to the program may be obtained in the TRiO Student Support Services located in Student Services, room #118 (upper level). To contact SSS, please call 817-598-6484.

TECHSTOP

Tech-Stop, located on the first floor of the Weatherford College Library and staffed by the IT department, assists all users needing help with logins, CANVAS, etc. Call 817-598-6364 for assistance or come by in person.

TESTING SERVICES

testing@wc.edu

The Weatherford College Testing Center offers a secure testing environment that is conducive to achievement. The testing center administers national and state standardized tests, such as a Texas Certificate of High School Equivalency (TxCHSE), ACT, CLEP, TCFP and TCOLE. The testing center administers local tests such as TSI, Accuplacer, ATI TEAS, HESI A2 and campus faculty tests. The testing center is also available for students and community members to have tests proctored while taking on-line or correspondence courses from other colleges or universities. For more information, contact the Testing Center at 817-598-6383.

VETERAN CENTER

<https://www.wc.edu/military-veterans>

Individuals receiving Veterans Administration Educational Benefits should contact the Veterans Counselor in the Student Services office (upper level) for the latest requirements and guidelines. For general information on V.A. College Benefits, please call 1-888 442-4551 toll-free. For more information, please call 817-598-6248.

WELCOME CENTER

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

Weatherford College's Welcome Center brings thousands of visitors to campus each year, offering campus tours and providing information about WC and campus life.

Located on the first floor of the Academic Building, the Welcome Center is an information hub for potential students to obtain general information about the college. The staff is committed to quality customer service, assisting students with new student orientation, individual tours, student planning, and campus navigation.

The goal of the Welcome Center is to provide an inviting atmosphere for potential students exploring their academic options, to make each visitor feel at home and part of a dynamic college community, and to create collaborative space for current students to study, meet, and make connections.

Housed in the WC Welcome Center is Ryan Dickerson, Student Life Coordinator and Career Services Advisor. Mr. Dickerson will help you make the most out of your Weatherford College experience so can find your own niche on campus, get involved in student organizations, identify leadership opportunities, and explore careers, degree plans, and the steps to take each year in order to develop the job-search and career decision-making strategies you will use at WC and beyond.

Additionally, the Welcome Center houses the Coyote Student Ambassador Program. The SA program is both a leadership and scholarship opportunity for students who are dedicated to personal and professional growth by serving and representing Weatherford College. Student Ambassadors provide campus tours, serve as WC representatives, and perform duties at various WC campus and community events.

The Welcome Center hosts several events throughout the year, including job fairs, university transfer fairs, student organization meetings, and professional development workshops. For additional information, please call 817-598-6393 or visit the Welcome Center (located in the ACAD Building, room 127) on the Weatherford Campus.

Welcome Center Hours of Operation - Fall and Spring Semesters

Monday, Tuesday, Wednesday, Thursday Friday

7:30am to 6:00pm

7:30am to 4:00pm

Coyote Connect

<https://coyoteconnect.wc.edu/>

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

- Locate your Student I.D. number
- Register/Add/Drop Classes
- Class schedule
- Grade report
- Course availability
- Unofficial transcript

- Account status/Pay account
- Degree Audit
- Demographic information
- Financial aid
- Official Transcript Request

Instructional Support Services

LIBRARY SERVICES

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

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

Facilities and hours: Speaker Jim Wright Library is a two-story building located in the heart of campus. Five study rooms and individual study carrels are available for student use. The Health Science Room includes print and AV materials specifically for Nursing and all other Health Science programs, video viewing equipment, and two group study areas. Health Science students may reserve these study areas for group work. The Faculty Development Room (FDR) is a conference room that may be reserved by faculty and staff for meetings. When not in use, it is available as an open study space for students. Contact the library's Circulation Desk at 817-598- 6251 or library@wc.edu to make a reservation. Archival collections, centered on the history of the College, are available for viewing by appointment. Contact the library's Circulation Desk at 817-598-6251 or library@wc.edu .

The Streib Center Computer Lab is primarily used for teaching library research instruction classes. Instructors may reserve the Streib for either library research or for general classroom use that requires students to have computer access. Contact the library's Circulation Desk at 817-598-6251 or library@wc.edu to make a reservation. When not reserved, the Streib is a designated quiet study space in the library and open to all students for walk-in use.

The Adjunct Corner provides two laptop workstations exclusively for adjunct faculty teaching for Weatherford College. Adjuncts are welcome to use these computers to work on their classes, print assignments, and meet with students.

Students who need to print papers and documents can do so from any of 36 computer work stations. Both printing and photocopying are for a minimal fee. Students can also scan and save documents to email or a flashdrive. Wireless internet is available for users who bring their devices. A charging station and coffee vending machine are also available. Library hours vary according to the school year and are posted on the entrance to the library and on the library's website. For library hours on the Wise County and Granbury (Hood County) campuses, check those locations specifically.

SERVICES

Librarians are available to teach research skills on all campuses. To schedule a time, email library@wc.edu with 'Instruction' in the subject line.

TechStop, located on the first floor and staffed by the IT department, assists all users needing help with logins, Canvas, etc. Call 817-598-8900 for assistance or come by in person.

Interlibrary Loan (ILL) allows faculty, staff, and students to request items not owned by the Weatherford College library. In the Library Catalog, click on the link "Request item through Interlibrary Loan" to submit requests. In all other situations, email citations directly to interlibraryloan@wc.edu. There is no charge for using ILL.

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

Course reserves (textbooks) are available at the Circulation Desk. These materials check-out for 2 hours/in-library use only.

The “Ask the Librarian” feature on the library’s website welcomes any questions about the library. Students may check out up to 25 items with a photo ID for a loan period of 7 days up to three weeks with one renewal. Overdue and lost materials will result in a fine. Unpaid fines will result in blocking access to future registration and transcripts.

RESOURCES

The library’s print and online collections support the curriculums offered on all campuses. All online resources are accessible from off-campus. The webpage “Library Resources Tutorials” provides on-demand help on using library databases.

THE CENTER OF RESEARCH & WRITING (CRW)

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

ACADEMIC SUPPORT CENTER (ASC)

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

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

Services include:

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

Student Life & Activities

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

To participate in extracurricular clubs, organizations, and activities sponsored by the College, students must be in good standing. To hold an office in an organization, students must be enrolled for at least twelve semester/term

hours, or be enrolled in an admission based program and maintain at least a 'C' average. Certain organizations and activities may require more stringent standards. For information regarding student activities and intramural/recreational sports, please contact the Student Life Coordinator located in the Welcome Center (ACAD Building) or call (817) 598-8956. For student leadership and student clubs and organizations, please contact the Associate Dean of Student Development at (817) 598-6247.

Student Government Association (SGA)

It is the desire of the administration at Weatherford College to involve the students as much as possible in the planning and presentation of student programs. Elections for certain student government officers are conducted in the early fall semester. Through the Student Activities Committee, a standing committee of the Student Government Association, students can plan and present various activities to the student body of Weatherford College. A simple expression of interest and a short discussion with the student government advisors will be the first step to take in being an activities member of a group that helps to plan activities for the entire campus. These student leaders also have the opportunity to serve on WC Committees throughout the year. Interested students should apply in the Office of Student Development & Wellness in the Doss Student Center. Please speak with the Associate Dean of Student Development.

Residence Life

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

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

Community Center Amenities

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

Rates, Availability, and Deposits

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

Coyote Cafe

The Coyote Café, located in the Doss Center, features a variety of delicious and nutritious dining choices served in a pleasant and casual atmosphere. The dining hall follows the official College calendar closing for all holidays, including Thanksgiving, Easter, Spring Break, and between semester breaks. There are no dining hall services during the summer sessions. Contact the Food Service Director at (817) 598-6285, or email edavidson@wc.edu with questions about meal plans.

Campus Safety & Security

Campus Safety

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

Missing Student Procedure

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

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

All relevant law enforcement agencies in the area, including those of the student's normal route(s) of travel and his or her hometown P.D., will be notified and asked to render assistance with the search. All law enforcement agencies involved in the search will receive routine investigation status reports issued by WC Campus Police during the investigation.

Parking Permits

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

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

Vehicle Changes

If a registered vehicle is sold, traded, or otherwise change ownership, the parking permit affixed to that vehicle must be removed and brought to the Campus Police Department. Once the voided permit is presented to the Campus Police Department, a new permit will be issued free of charge. However, if the voided permit is not removed from the sold or traded vehicle, a new permit must be purchased. As legal drivers, students are responsible for any vehicle operated on campus regardless of the vehicle's ownership registration on file with the State of Texas or elsewhere. Parking citations are issued to both the automobile and the operator and are also the financial responsibility of the registered owner of the vehicle.

Traffic and Parking Regulations

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

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

Disciplinary Action for Traffic or Parking Violations

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

NOTE: All appeals must be submitted within seven days from the date on the citation.

Delinquent citations (not paid within seven days) may be handled in the following manner:

- A financial "hold" will be placed on the student's account in the Registrar's Office.
- The cited vehicle can be removed from campus.
- A citation may be filed in the Justice of the Peace Court
- In the case of excessive violations, the College reserves the right to revoke a driver the privilege of operating a motor vehicle on campus.

Traffic & Parking Regulations Brochure

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

Bad Weather Days (Inclement Weather)

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

For detailed information on campus closings, please go to:

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

Student I.D. – the Coyote Card

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

To get your Coyote Card, you will need:

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

Emergency Messages

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

State & Federal Criminal Penalties

State and Federal Laws regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs are strictly enforced by the Weatherford College Campus Police Department. Violators are subject to disciplinary actions by WC administration as well as subject to criminal prosecution by Local, State, and Federal Law Enforcement agencies resulting in fees, fines, and possible imprisonment.

Texas Statutes: Offense & Penalties under Texas State Law

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

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

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

Public intoxication:

Minimum: A fine not to exceed \$500

Maximum: Varies with age and number of offenses

Purchase, possession, consumption of alcohol by a minor:

Minimum: A fine not to exceed \$500

Maximum: Varies with age and number of offenses

Purchase for or furnishing of alcohol to a minor:

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

Possession of controlled substances (drugs):

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

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

Manufacture or delivery of controlled substances (drugs):

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

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

Possession of marijuana:

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

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

Delivery of marijuana:

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

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

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

Federal Statutes: Offense & Penalties under Federal Law

Possessions of drugs (including marijuana):

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

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

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

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

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

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

Minimum: Double the federal penalty for distribution of drugs

Maximum: Triple the federal penalty for distribution of drugs

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

Weatherford College Sex Offender Registration Policy

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

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

Health and Safety

Bullying & Dating Violence

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

Bullying

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

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

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

Dating Violence

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

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

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

Notification of Bullying & Dating Violence

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

Sexual Harassment And/Or Assault

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

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

EXAMPLES OF QUESTIONABLE CONDUCT

Verbal:

- Unwelcome sexual flirtation, advances or proposition for sexual activity
- Continued or repeated verbal abuse of a sexual nature.
- Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person's body or clothing.
- Stating, indicating and/or implying that benefits will be gained or lost based on response to sexual advances.

Non-Verbal:

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

Physical:

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

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

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

SEXUAL HARASSMENT BY AN EMPLOYEE

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

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

SEXUAL HARASSMENT BY OTHERS

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

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

STATE OF TEXAS CRIMINAL JUSTICE SYSTEM

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

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

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

NOTIFICATION OF SEXUAL MISCONDUCT

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

EDUCATIONAL MATERIALS – SEXUAL MISCONDUCT

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

Freedom from Discrimination, Harassment, & Retaliation

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

Discrimination

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

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

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited conduct (Sexual Harassment and Assault, Bullying, Dating Violence, Discrimination, or Retaliation) or believes that another student has experienced

prohibited conduct should immediately report alleged acts to an instructor, counselor, administrator, or other College District employee. Alternatively, a student may report prohibited conduct directly to one of the College District officials below:

ADA/Section 504 Coordinator

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

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

Title IX Coordinator

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

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

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

Medical Treatment Facility

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

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

HIV/AIDS Education

Weatherford College promotes HIV/AIDS education available to its students through programs and material provided by local agencies regarding basic information regarding the modes of transmission and prevention of HIV; to reduce fear and misinformation; to help people recognize and avoid personal behaviors that might cause them to become infected; to encourage nondiscrimination that will enable the HIV-infected individual to remain enrolled as a student as long as physically possible; and to provide continuing education about the human immunodeficiency virus also called HIV. Weatherford College will work with local health and social service agencies, and other related

healthcare providers, to establish an effective community-based resource and referral system. An educational pamphlet on HIV infection, developed by the Texas Department of Health, is available to students on request from the Office of Student Services.

Immunizations

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

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

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

STUDENT HEALTH INSURANCE

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

WEATHERFORD COLLEGE MENINGITIS VACCINE POLICY

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

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

What is Meningitis?

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

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

What is the Cause of Meningococcal Meningitis?

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

Why are College Students at Risk?

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

How is Meningococcal Meningitis Spread?

Meningococcal meningitis is transmitted through the air via droplets of respiratory secretions or through direct

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

What are the Common Symptoms?

Early symptoms resemble the flu and may include:

- High Fever
- A headache
- Stiff neck
- Rash
- Nausea
- Vomiting
- Lethargy

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

When do Outbreaks Occur?

Meningococcal meningitis usually peaks during late winter and early spring.

How can Meningitis be Prevented?

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

Tobacco/E-Cigarettes/Vapes

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

Marijuana and THC Edibles

Marijuana Vapes and THC-Infused Edibles are prohibited on campus.

- Marijuana may be legal in some states, but in the state of Texas, possession is a felony.
- Offense in the State of Texas: Possession or delivery of marijuana
- Class/Degree in the State of Texas: Class B Misdemeanor to third degree felony BAC-.08
- Minimum punishment in the State of Texas: 72 hours to 180 days in jail or a fine up to \$2,000, or both.

Under Texas law, possession of less than four ounces of marijuana is a misdemeanor, and possession of marijuana extracts, such as hash or resin of the plant can be charged as a felony. All forms of THC concentrates, such as oils, waxes, sugars, powders, and edibles are illegal in Texas. Concentrates such as these could be eaten on their own, sprinkled on food, or otherwise mixed with food or drinks to be ingested.

THC gummies and other edibles are not in the same penalty category as marijuana. THC edibles are under the group two drug penalty due to it being more concentrated than marijuana, which is the most heavily regulated drug penalty groups. Texas Health and Safety Code Section 481.116 provides that the possession of less than one gram of THC edibles can result in a state jail felony charge, which can be carried at a minimum of 180 days in jail to a maximum of up to two years, as well as fines up to \$10,000.

Possession of between one and four grams of THC is considered a third-degree felony and can carry a prison sentence between two and 10 years and a fine of up to \$10,000.

Possession of between four and 400 grams of THC is a second-degree felony and carries a prison sentence of between two and 20 years in prison and a fine of up to \$10,000.

If you are accused of possessing more than 400 grams of THC, this falls into the category of first-degree felonies, which could mean 5 to 99 years in prison and a fine of up to \$50,000.

Alcohol and Drug Misuse

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

OVERDOSE (possibly death)

DEPENDENCE (substance use disorder with painful psychological and/or physical results)

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

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

Commonly Misused

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

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

Controlled Substances

STIMULANTS (“uppers”)

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

DEPRESSANTS

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

HALLUCINOGENS

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

NARCOTICS

Heroin, Morphine, Opium, Codeine, Meperidine, Methadone

CANNABIS

Marijuana, Hashish, Hashish Oil, Edibles

DELIRIANTS

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

Actions & Penalties

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

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

WC Alcohol and Drug Policy

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library

buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District regarding the possession and consumption of alcoholic beverages.

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

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

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

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

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

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

Policy Statement

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

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

Sources of Help

Aimee Schwartz-Jarrett, MS, LPC
Professional Counselor
Office - Coyote Care Center (LART Building, Lower Level)
(817) 598-6245
aschwartzjarrett@wc.edu

Doug Jefferson, M.Ed., CRT,
Associate Dean, Student Development
Office of Student Development and Wellness
Doss Student Center
(817) 598-6247
djefferson@wc.edu

Coyote Clinic
Lower-Level of LART
(817) 598-8898
coyoteclinic@wc.edu

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

Al-Anon/Al-Ateen Meeting Information Line, 800-356-9966

The Bunk House, 817-598-1335

The Center of Hope, 817-594-0266

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

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

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

SOURCES FOR HEALTH INFORMATION

Texas Department of Health (URL: <http://www.tdh.state.tx.us/>)
Centers for Disease Control and Prevention (URL: <http://www.cdc.gov>)
National AIDS Hotline (toll-free): Phone: 800-342-AIDS
STD Hotline (toll-free): Phone: 800-227-8922

Medical Amnesty for Alcohol Emergencies

Weatherford College encourages students to be active bystanders when an emergency arises. This involves taking responsible action when noticing a situation/emergency, providing help, and pursuing appropriate assistance. This also means working to prevent emergencies by choosing to conduct yourself responsibly and encouraging fellow students to do the same.

Emergencies include but are not limited to:

1. Alcohol overdose or adverse reactions
2. Alcohol-related sexual assault or violence
3. Alcohol-related injuries

Alcohol poisoning is a serious and life-threatening medical emergency by drinking a harmful amount of alcohol. Students who choose to drink as well as those who choose not drink may encounter alcohol related emergencies during their time at Weatherford College.

Signs and symptoms of alcohol poisoning may include:

- **M**ental Confusion
- **U**nresponsive
- **S**noring/Gasping for Air
- **T**hrowing Up
- **H**ypothermia
- **E**rratic Breathing
- **L**oss of Consciousness
- **P**aleness/Blueness of skin

Appropriate Action is expected but not limited to:

- Call 911 on campus or off campus.
- DO YOU WANT TO ADD CAMPUS PD PHONE NUMBER??!

- Stay with the person and cooperate with all emergency personnel.

What to expect?

1. Students will be referred to the Associate Dean of Student Development to be evaluated for amnesty.
2. Situations will be evaluated in a case-by-case setting to determine further action taken.

This policy, in congruence with the state amnesty policy Texas 911 Lifeline Law (S.B. 1331), provides amnesty for minor conduct offenses in order to encourage students to seek help during alcohol related emergencies. The Medical Amnesty provides protection against formal disciplinary action by the College, whereas, the state law provides protection against legal action.

Amnesty applies to the following conduct charges:

1. Possession of alcohol by a minor
2. Unauthorized possession or use of alcohol by a minor
3. Consumption of alcohol by a minor
4. Intoxication as a result of using alcohol
5. Amnesty does not apply to more serious offenses (e.g., hazing, physical or sexual assaults, harassment, vandalism, providing alcohol to minors, fake-ID's)
6. *Amnesty may not be provided in the case of repeated incidents.*

Who is it for?

Amnesty may be granted to the student(s) calling for help, as well as to the student experiencing the alcohol emergency.

1. For those in need of assistance
2. For those that offer assistance

Not for student organizations and groups affiliated with events, such as parties, at which an incident occurs.

There are limitations to this program and amnesty is not automatic. Whether or not you receive amnesty is under the discretion of the Office of Student Services. If abuse of the medical amnesty policy is suspected you may be subject to judicial sanctions.

Medical Amnesty Policy

For Those In Need of Assistance:

Weatherford College provides amnesty to students who may be hesitant to report to College officials because they fear that they may be accused of minor policy violations, such as underage drinking at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

For Those Who Offer Assistance:

To encourage students to offer help and assistance to others, Weatherford College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Associate Dean of Student Development, amnesty may also be extended on a case-by-case basis to the individual who is receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

Abuse of amnesty requests can result in a decision by the Assistant Vice President of Student Services not to extend amnesty to the same person repeatedly.

Symptoms:

Alcohol poisoning signs and symptoms include:

1. Confusion
2. Vomiting
3. Seizures

4. Slow breathing (less than eight breaths a minute)
5. Irregular breathing (a gap of more than 10 seconds between breaths)
6. Blue-tinged skin or pale skin
7. Low body temperature (hypothermia)
8. Passing out (unconsciousness) and can't be awakened

It is not necessary to experience all these signs and symptoms before seeking help. An individual who is unconscious or can't be awakened is at risk of dying.

Source: ***Alcohol Poisoning by Mayo Clinic***

Know the Signs:

The Signs of Alcohol Poisoning

If you suspect that someone has alcohol poisoning, even if you don't see the classic signs and symptoms, seek immediate medical care. In an emergency, follow these suggestions

1. If the person is unconscious, breathing less than eight times a minute or has repeated, uncontrolled vomiting, call 911 immediately. Keep in mind that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will "sleep off" alcohol poisoning.
2. If the person is conscious, call 800-222-1222 (in the U.S.) and you'll automatically be routed to your local poison control center. The staff at the poison control center or emergency call center can instruct you as to whether you should take the person directly to a hospital. All calls to poison control centers are confidential.
3. Be prepared to provide information. If you know, be sure to tell the hospital or emergency personnel the kind and amount of alcohol the person drank and when. Don't leave an unconscious person alone. While waiting for help, don't try to make the person vomit.
4. Alcohol poisoning affects the way your gag reflex works. That means someone with alcohol poisoning may choke on his or her own vomit or accidentally inhale (aspirate) vomit into the lungs which could cause a fatal lung injury.

Source: ***Know the Signs by AwareAwakeAlive***

Alcohol and Drug Penalties

Texas State Law

OFFENSE	CLASS/DEGREE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT	FOR MINORS
Manufacture or delivery of controlled substance (drugs)	State Jail Felony to First Degree Felony	Up to 2 years in jail and a fine of up to \$10,000	10 years to life in jail and a fine of up to \$250,000	Same
Possession of controlled substance (drugs)	State Jail Felony to First Degree Felony	Up to 2 years in jail and a fine of up to \$10,000	15 years to life in jail and a fine of up to \$250,000	Same
Possession or delivery of marijuana	Class B Misdemeanor to First Degree Felony	180 days in jail or a fine of up to \$2,000, or both	5 years to life in jail and a fine of up to \$250,000	Same

Driving while intoxicated (alcohol or other drugs, or both)	Class B Misdemeanor to Third Degree Felony BAC - .08	72 hours to 180 days in jail or a fine of up to \$2,000, or both	2 to 10 years in jail and a fine of up to \$10,000	Any detectable amount
Public intoxication	Class C Misdemeanor	Fine of up to \$500	Fine of \$250 to \$2,000, jail time of up to 180 days, community service of 8 to 40 hours, driver's license suspension for 30 to 180 days, and attend one alcohol awareness class	Begin with maximum punishment
Purchase, consumption, or possession of alcohol by a minor	Class C Misdemeanor	Attend one alcohol awareness class, 20-40 hours community service, fine up to \$500, 30-day driver's license suspension	180 day driver's license suspension, up to \$2,000 fine, 180 day jail term	N/A
Sale of alcohol to a minor	Class A Misdemeanor	Fine up to \$4,000, up to one year in jail, or both, 180-day driver's license suspension	Fine up to \$4,000, up to one year in jail, or both, 180-day driver's license suspension	N/A

OFFENSE

Manufacturing, distribution, or dispelling of illegal drugs

Possession of illegal drugs

Distribution of drugs to a person under 21 years of age

MINIMUM PUNISHMENT

Imprisonment up to 3 years or a fine of \$250,000, or both

Imprisonment for up to 1 year and a fine of not less than \$1,000

Double the federal penalty for distribution of drugs

MAXIMUM PUNISHMENT

Life imprisonment (no parole) and fine up to \$8 million (individual) or \$20 million (other)

5 to 20 years imprisonment and fine of at least \$5,000 plus investigation/court costs

Triple the federal penalty for distribution of drugs

Naloxone

The purpose:

Opioids are present in most drug overdoses. Opioids cause death by inducing fatal respiratory depression which can easily be reversed by administering naloxone. Naloxone is an opioid antagonist (blocker) which rapidly counteracts the effects of opioids and has saved countless lives. If given soon enough, naloxone can counter the overdose effects, usually within minutes. However, the medication only pauses the effects of opioids, and emergency medical help is still required.

Naloxone is not a controlled substance and cannot be misused.

Naloxone is a medication that can be administered to reverse the effects of opioid overdose. Please note that naloxone will not provide medical rescue help to someone passed out or overdosing from a non-opioid substance, such as alcohol or Xanax. If naloxone is administered to an individual who is unresponsive and it is not due to an opioid overdose, it will not harm them. If a person shows signs of an opioid overdose, call 911 immediately and begin administering naloxone.

Naloxone temporarily blocks the effects of opioids. This can include:

- Heroin
- Morphine
- Oxycodone
- Methadone
- Fentanyl
- Hydrocodone
- Codeine

Signs of an opioid overdose:

- The person may be breathing very slow or not breathing at all.
- Have blue or purplish lips or fingernails.
- Their body may be limp.
- Vomiting or gurgling.

- They could be unresponsive.

Naloxone has been strategically placed throughout the campus community. Staff members who have received training will have access to Naloxone and can administer it when an emergency is presented.

Severe Weather Safety Plan

Severe Weather Shelter Areas

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

College Facilities by Name

ACAD/Academic Building

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

AG/Agriculture Building

- Move to center offices, hallway, and restrooms

Roger Williams Ball Park (Men's Baseball)

- Spectator Stands – move to restrooms
- Field – Dugouts – move to field house showers

BUSI/I.B. Hand Business Building

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

COVL/Coyote Village

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

DOSS/Doss Student Center/Bookstore/Cafeteria

- Move to bookstore, kitchen or east restrooms

F.A./Majorie Black Alkek Fine Arts Center

- Rm. 101-103 move to east restrooms
- Rm. 104-106 move to Band Hall
- Stage & Shop move to the dressing room
- Auditorium – Center & East seating move to East-end hallway by restrooms and sound booths, use the booths and piano practice room

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

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

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

- Success Connection – move to the north-east corner of room & office
- Rm. 101-105 – move to Switchboard, utilize restrooms and teacher lounge

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

GYMN/Betty Jo Crumm-Graber Athletic Center

- Move to men’s locker room

HLSC/Don Allen Health Science Building

- Move downstairs to Men’s and Women’s restrooms or Room 112

LIB/Speaker Jim Wright Library

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

MINC/E.W. Mince Building

- Move to lower level restrooms and Dance Room

Stuart Field (Women’s Softball)

- Spectator Stands – move to restrooms
- Field – Dugouts – move to field house showers

STSV/Student Services Building

- Move to lower level behind counter

TECH/Jim & Velda Boyd Technology Building

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

TEPS/1st Lt. Jack Knight Building

- Move to Lecture Hall, restrooms or break room

Weatherford College Wise County

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

Educations Center – Mineral Wells

- Building 704 – Academic Center proceed immediately to the basement of the building
- Building 790 – Welding/Machine Shop proceed immediately to the basement in Bldg. #704

Education Center – Granbury

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

Medical and Mental Health Emergencies and Withdrawals Procedure

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

WC Care Team:

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

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

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

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

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

All requirements and conditions determined by the WC Care Squad will be outlined in writing in a letter from the Assistant Vice President of Student Services or designee delivered or mailed to the student.

Procedures

Medical Interim Suspension

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

Voluntary Medical Withdrawal

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

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

Involuntary Medical Withdrawal

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

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

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

Code of Conduct Violations

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

Clearance Procedures

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

STUDENTS RIGHT TO KNOW

www.wc.edu/about/consumer-information

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

- Basic financial aid information available in Registration Guides, the catalog, and on the WC website, www.wc.edu
- General information about Weatherford College available in Registration Guides the catalog and on the WC website, www.wc.edu
- Students Right-to-Know Act information about completion/graduation rates for the general student body and student-athletes is available in the Student Services office
- Equity in Athletics information about student-athletes is available on the website, and the hardcopy form is available in the Student Services Office

- The Jeanne Cleary Crime Statistics report is available on the Weatherford College website, and the hard copy is available in the Student Services Office and the Campus Police Department**
- Family Education Rights and Privacy Act (FERPA) information is located in the WC Catalog and on the website, www.wc.edu

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

Conduct & Grievances

Statement of Student Rights and Responsibilities

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

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

Acquaintance with Policies, Rules, and Regulations

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

The student is responsible for obtaining and understanding published materials to update the items in this code. Students are also expected to comply with all federal, state and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on the College or the educational process.

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

Non-Success in Academic Performance

Non-success in academic performance will result in the student being assigned an academic advisor who will work with the student to create an individualized development plan. Students will be required to meet with academic advisors to establish their development plans and make sure they are progressing through that plan. Students will be required to follow their development plans to remain actively enrolled with the College. Failure to follow or progress in a mandated development plan will result in the student's suspension from the next term's enrollment. Student appeals of suspension for non-success will route to the Student Appeals Committee.

Academic success, or Good Academic standing, is defined within the college catalog as a cumulative GPA of 2.00 or greater and a term GPA of 2.00 or greater. Requirements of the institution's Scholastic Probation and Academic Suspension procedure can be found within the Academic Policies section of the College catalog.

Student Code of Conduct and Procedure for Discipline

The mission of Weatherford College is to provide an opportunity for education to all its students. To achieve this mission, it is important to define a standard or a code of conduct for behavior that will enable students to work together and with the faculty, staff, and administration in a positive manner. The following regulations have been

established by the College staff and approved by the governing board of Weatherford College and will apply on-campus, any College-sponsored or sanctioned activities, and any off-campus behavior which reflects the mission of the College.

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

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

Student Conduct

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

Student Appeals

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

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

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

Definition of Behavioral Misconduct

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

1. Alcoholic Beverages
 - a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by College policy and federal, state, and local law.
 - b. Being under the influence of alcohol and intoxication as defined by federal, state, and or local law.
 - c. Inability to exercise care for one's safety, or the safety of others, due in whole or in part to alcohol consumption. Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and loss of control of bodily functions.
 - d. Violating any policy while under the influence of alcohol.
 - e. Storage of alcohol in any amount or use of alcohol containers for decoration.
2. Narcotics or Drugs
 - a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and local law.
 - b. Possession of drug-related paraphernalia, except as expressly authorized by federal state and or local law.

- c. Being under the influence of narcotics, drugs, or medication(s) prescribed to someone else, chemical compounds and other controlled substance, except as permitted by federal, state and local law.
 - d. Violation of any other policy while under the influence of a controlled substance.
 - e. The inability to exercise care for one's safety or the safety of others, due to whole or in part to being under the influence of a controlled substance.
3. Firearms, Weapons, and Explosives
- a. Use or possession of any item (s) considered a legal weapon, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, B.B. guns, knives, explosive and/ or noxious materials deemed potentially harmful to another on College premises are forbidden, except as expressly permitted by federal, state, or local law enforcement.
 - b. Flammable Materials/Arson Use or possession of flammable materials, including incendiary devices, or other dangerous materials or substances used to ignite, spread or intensity flames for fire.
 - c. Attempting to ignite or the action of igniting College facilities, or personal property either by intent or through reckless behavior which results in damage to College or student property.
 - d. Use or possession of flammable materials, including incendiary devices, or other dangerous materials or substances used to ignite, spread or intensity flames for fire.
 - e. Attempting to ignite or the action of igniting College facilities, or personal property either by intent or through reckless behavior which results in damage to College or student property.
4. Flammable Materials/Arson
- a. Use or possession of flammable materials, including incendiary devices, or other dangerous materials or substances used to ignite, spread or intensity flames for fire.
 - b. Attempting to ignite or the action of igniting College facilities, or personal property either by intent or through reckless behavior which results in damage to College or student property.
5. Theft, Damage or Unauthorized Use
- a. Attempted or actual theft of property or services of the College, other College students, other members of the College community or campus visitors.
 - b. Possession of property known to be stolen or belonging to another person without the owner's permission.
 - c. Attempted or actual damage to property owned or leased by the College, by College students, members of the college community or campus visitors.
 - d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, account information or personal check.
 - e. Alteration, forgery or misrepresentation of any form of identification.
 - f. Possession or use of any form of false identification.
6. Actions against Members of the College Community
- a. Conduct that threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical abuse, verbal abuse, threats, intimidation, harassment, stalking, sexual harassment, sexual assault, rape, and coercion.
 - b. Intentional or reckless conduct endangers the health or safety of self or others.
 - c. Disrespectful behavior toward a student, staff member, or faculty member (as defined by a reasonable person.)
 - d. Behavior that disrupts the normal operation of the College, including its students, faculty, and or staff. Disruptive behavior can include but is not limited to, any behavior that disturbs, interferes with, disrupts or prevents any normal operations and functions of the College. As the primary function of the College is education, "normal operations" would include, but are not limited to, teaching, classroom activities, and a student's right to pursue educational opportunities.
 - e. Sexual misconduct that involves:
 - Deliberate touching of another's sexual parts without consent.
 - Deliberate sexual invasion of another without consent.
 - Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
 - Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, (II) College employment, (III) participation in activities sponsored by the College, organizations or groups related to the College, or (IV) opportunities to benefit from other aspects of College life.
 - Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.

- Passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive behaviors are those students whose poor personal hygiene so seriously offends the sensibilities of roommates/classmates and instructors that the classroom becomes an academic/residential environment that is no longer tenable.
7. Failure to register as a sex offender with the Campus Police Department.
 8. Gambling, Wagering, Gaming or Bookmaking as defined by federal, state, and/or local laws is prohibited on College premises or while using College equipment or other services.
 9. Hazing
Hazing is any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring on or off the premises that endangers the mental and/or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.

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

Hazing includes but is not limited to:

- a. Any physical brutalities, such as whipping, beating using a harmful substance on the body or similar activity.
- b. Any physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, or calisthenics that subjects the student to an unreasonable risk of harm or that adversely affects the mental and or physical health or safety of a student.
- c. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- d. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation that adversely affects the mental health or dignity of a student or that discourages a student from entering or remaining registered at this educational institution or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- e. Any activity in which a person engages in hazing; solicits, encourages, directs aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Student Services.
- f. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

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

10. Fire Safety, False Alarms or Terroristic Threats
 - a. The intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.
 - b. Failure to evacuate the building immediately upon the sound of an alarm or follow specific evacuation and safety procedures.
 - c. Exceeding designated fire code capacity of a room/facility.
11. Financial Irresponsibility
 - a. Failure to meet financial obligations owed to the College or components owned or operated by the College including, but not limited to, the writing of checks from accounts with insufficient funds.
12. Unauthorized Entry, Possession or Use
 - a. Unauthorized entry into or use of College premises or equipment.

- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device. College Identification Card or access code for use on College premises or equipment.
 - c. Unauthorized use of the College name, logos, registered marks, and or symbols of the College.
 - d. Unauthorized use of the College's name to advertise or promote events or activities in a manner which suggests sponsorship or recognition by the College.
13. College Parking Services
- a. Violation of College traffic and parking regulations.
 - b. Obstruction of the free flow of vehicular and or pedestrian traffic on College premises.
14. Failure to Comply
- a. Failure to comply with the reasonable directives or requests of a College official acting in the performance of his duties.
 - b. Failure to present student identification or request or identify oneself to any College official acting in the performance of his duties.
15. Abuse, Misuse or Theft of College Computer Data, Programs, Time, Computer or Network Equipment
- a. Unauthorized use of computing and or networking resources including, but not limited to private information and passwords.
 - b. Use of computing and or networking resources for unlawful or nonacademic purposes including but not limited to illegal access.
 - c. Unauthorized accessing, copying or installing programs, records, copy-write data material or software belonging to the College or another user without permission.
 - d. Attempted or actual breach of the security of another users account and or computing system depriving another user of access to College computing or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
 - e. Attempted or actual use of the College's computing and or networking resources for personal or financial gain.
 - f. Attempted or actual transport of College programs, records or data to another person or computer without written authorization.
 - g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to the College or another user.
 - h. Attempted or the actual use of the computing or networking facilities to interfere with the normal operation of the College's computing or networking systems; or through such actions causing a waste of such resources (i.e. people capacity, and computer)
 - i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
 - j. Allowing another person, either through one's personal computer account or by other means to accomplish any of the above.
16. Providing False Information or Misuse of Record
- a. Knowingly furnishing false information to the College, or to a College official in the performance of his/her duties, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.
17. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices
- a. Use of skateboards, rollerblades, rollerblades, scooters, bicycles or other similar devices in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property.
18. Violation of Published College Policies, Rules or Regulations
- a. Violation of any published College policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of College Operating Policies and Procedures.
19. Violation of Federal, State, or Local Law
- a. Misconduct which constitutes a violation of any provisions of federal, state or local laws.
20. Abuse of the Discipline System
- a. Failure of a student to respond to a notification to appear before the judicial officer during any stage of a disciplinary proceeding.
 - b. Failure to comply with or respond to a notice issued as part of a disciplinary procedure or failure to appear will not prevent the Judicial Officer from proceeding with disciplinary action.
 - c. Falsification, distortion or misrepresentation of information in disciplinary proceedings.
 - d. Disruption or interference with the orderly conduct of a disciplinary proceeding.
 - e. Filing an allegation known to be without merit or cause.

- f. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
 - g. Influencing or attempting to influence the impartiality of a member of a disciplinary body before or during the disciplinary proceeding.
 - h. Harm, a threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during or after disciplinary proceedings.
 - i. Harm, a threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body before, during or after disciplinary proceedings.
 - j. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
 - k. Failure to comply with the sanctions, conditions or restrictions imposed under the Code of Student Conduct or the Student Handbook by the Judicial Officer.
21. Fire Safety
- a. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
 - b. Misusing or tampering with fire safety equipment. Examples include removal of doors, door closures, exit signs, smoke detectors or fire extinguishers.
 - c. Exceeding designated fire code capacity of a residential room.
22. Guests
- a. Failure to take immediate and appropriate action to prevent or to stop a violation by a guest.
 - b. Persons who have been evicted/trespassed from the residences/campus for any reason returning as guests following eviction/ trespassing.
 - c. The presence of a guest after visitation hours in the residential facility.
23. Noise
- a. Unreasonable noise in and around residential facilities that disrupts or potentially disrupts residents or neighboring community members.
 - During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area or noise that could travel into another room/common area.
 - During Courtesy Hours, unreasonable noise is noise that can be heard outside of a room/common area.
 - b. Use of amplified sound, subwoofers or musical instruments that violate Quiet or Courtesy Hours.
 - c. Noise from a vehicle that distracts residents, classrooms, College functions or neighboring community members.
24. Possession of a Pet on campus
- a. Other than a service animal, pets are not allowed on campus. Fines, as well as other disciplinary sanctions, will result in a violation of a pet on campus. The fine for being in possession of a pet on campus is \$250.00, and the pet is to be removed immediately.

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

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

Academic Integrity

ACADEMIC INTEGRITY

Academic integrity is fundamental to the educational mission of Weatherford College and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not

limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities, will be subject to immediate disciplinary action in accordance with institutional procedures.

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

- Copying from another student's test paper or devices;
- Failing to comply with instructions given by the person administering the test;
- Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids;
- Using, buying, stealing, transporting, selling, or soliciting in whole or part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program;
- Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority;
- Discussing the contents of an examination with another student who has taken or will take the examination without authority;
- Appropriation through purchasing, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source including words, ideas, illustrations, structure, computer code, other expression, and media, and presenting that material as one's own academic work to instructors for credit;
- Unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- Unauthorized use of Generative AI to produce work of any type (text, image, code, etc.) and presenting that work as one's own;
- Citation of sources that do not exist or citation of material within a source that does not exist;
- Misrepresentation of information or phrasing taken out of context changing the original meaning of the source;
- Falsifying research data, laboratory reports and/or other academic work offered for credit;
- Substituting for another person or permitting another person to substitute for oneself to take a course, take a test or complete any course-related assignment.

The appropriate instructional dean or campus director may investigate to determine if the charges have merit, and/or if they can be disposed of administratively by mutual consent of the student(s), and the College official who referred the matter. After the initial investigation, the instructional dean or campus director may issue one or more of the following:

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

NOTE: In extreme cases information gathered during the investigation may be required to be reported to agencies within and/or outside the institution. Examples include, but are not limited to: Counseling, DHS, Law enforcement,

clinical agencies, and accrediting boards. individual departments and/or programs may create and enforce a more stringent version of the Academic Integrity Policy as required by their discipline and as approved by the Weatherford College Board of Trustees.

Appeals from disciplinary actions by the faculty may be made pursuant to the Student Appeals Procedure.

Academic Dishonesty Reporting Process:

1. The instructor of record shall report in writing an allegation of academic dishonesty to the department chair for the coursework impacted by the alleged violation. Because the authenticity of the student work presented is in question, the assignment cannot be graded at this time.
2. The department chair shall review the allegation of academic dishonesty as well as any supporting documentation regarding the incident to determine if the allegation merits further action and if there is sufficient evidence to support the allegation, the chair may either dismiss the allegation or advance it to the division dean for further action.
3. The divisional dean shall review the allegation and supporting documentation and, when warranted, may conduct further investigation into the incident. The Dean shall schedule a mandatory meeting with the student who is alleged to have violated the Academic Integrity Policy to discuss the allegation. The dean shall issue a finding regarding the alleged violation and authorize either grading of the assignment or dismissal of a compromised assignment. Compromised assignments cannot be awarded academic credit. When the divisional dean determines a violation has occurred, the dean may recommend academic and/or disciplinary action. The divisional dean shall inform the student of any academic and or/ disciplinary action as well as the due process procedure for appeals.
4. Appeals of academic action (grades) may be addressed to the Executive Vice President of Academic Services
5. Appeals of Disciplinary Action may be addressed through the Student Appeals Policy (FMA, Local).

Charges and Hearings

Disciplinary action may originate with the Vice President of Academics and Student Services, a designee, or other College units, which may initially deal with the alleged misconduct or academic performance. The first option for resolving a concern is to address the issue through an informal process. A College employee may refer an alleged student violation to the Vice President of Academics and Student Services if the individual reporting believes disciplinary action may be warranted. Referral(s) to the Vice President of Academics and Student Services shall be in writing and signed by the employee making the referral. A referral should be submitted as soon as possible after the event occurs, preferably within forty-eight (48) hours.

The Vice President of Academics and Student Services or designee may investigate whether the charges have merit or if they can be disposed of administratively by mutual consent. After the investigation, the Vice President of Academics and Student Services or designee may issue one or more of the following:

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

All sexual misconduct or harassment allegations will be promptly forwarded to the Institution's Title IX Coordinator. The Title IX Coordinator will follow the institution's policies and procedures relating to investigation and proper due process proceedings.

Types of Disciplinary Action

The Vice President of Academics and Student Services or designee may impose one or more of the following penalties:

- Reprimand – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

- Conditional Probation – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include social and behavioral restrictions, restitution for harm caused by student misconduct, or specified community service. This probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- Loss of Privileges – Denial of specified privileges for a designated period.
- Restitution – Compensation for loss, damage or injury. Restitution may take the form of appropriate services, monetary, or material replacement.
- Discretionary Sanctions: Work assignments, service to the College, or other related discretionary mandates.
- Withdrawal – Administrative removal of a student from a class or the College may be imposed in instances of unmet financial obligation or for reasons of health, pending the outcome of a competent medical evaluation. The withdrawn student may also be barred from re-enrollment until specific conditions have been met.
- Suspension – Forced withdrawal from the College for a defined period or until stated conditions have been met. Normally, the suspension shall extend through one regular long semester (with summer sessions not counting in the one-semester minimum time-lapse). When circumstances warrant it, a suspension may exceed the one-semester minimum.
- Student Housing Suspension – Separation of the student from Student Housing for a defined period or until specific conditions have been met, after which the student is eligible to return. Conditions for readmissions may be specified.
- Interim Suspension – In certain circumstances, the Executive Dean of Student Services/designee may impose an immediate but temporary College or student housing suspension. An interim suspension may be imposed before the hearing with the Appeals Committee:
 1. To ensure the safety and well-being of members of the College community or preservation of College property.
 2. To ensure the student's physical or emotional safety and well-being
 3. If the student poses a threat of disruption or interference with the normal operations of the College.

Note: During the interim suspension, the Executive Dean of Student Services may deny a student access to the residence halls, the campus (including classes), and other College activities or privileges for which the student might otherwise be eligible.

- Student Housing Expulsion – Permanent separation of the student from Student Housing.
- Expulsion – Permanent enforced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in their permanent record.

Student Conduct & Behavior

Student issues arising from behavior or conduct related to student life and distinctly separate from the classroom will be routed to the Executive Dean of Student Services. The Executive Dean of Student Services or designee will adjudicate the student conduct issue following established college policy. When the Executive Dean of Student Services' intervention does not resolve concerns, the appeal will route to the Student Appeals Committee.

Student issues regarding discrimination, harassment, bullying, and retaliation will be forwarded to the institution's Title IX Coordinator. When the Executive Dean of Student Services' intervention does not resolve concerns, the appeal will route to the Student Appeals Committee. The Student Appeals Committee is authorized to review appeals from the respondent or complainant.

Technical Program Grievances

Student issues related to technical program academic or disciplinary responses will route to the program area's instructional dean, who shall function as the vice president's designee in these matters. When the dean's intervention does not resolve concerns, the appeal will route to the Student Appeals Committee.

Appeals Procedure

College policy dictates that a student subjected to academic or disciplinary response may appeal the ruling before the Student Appeals Committee. If dissatisfied with the judgment of the Appeals Committee, the student, complainant, or the administrative officer of the College may appeal to the College President for a disposition of the case.

Student Appeals

Students have the right to a fair hearing. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Weatherford College will follow the procedures listed below to ensure fairness to all.

Appeals Committee:

In cases where the accused student disputes the facts and/or penalties upon which the charges are based, the Student Appeals Committee shall hear such charges. The Student Appeals Committee will be comprised of three faculty representatives, one Student Services Administrator, one Student Advisor, and one student government representative. When appropriate, the appeals committee will include one or more branch campus/education center representatives. The committee shall preside over a fair hearing for the student and the institution's administration. Counsel may represent the student and the institution at the appeals.

Notice:

The appeals committee shall notify the accused student by letter, telephone, or email of the appeals date, time, and location. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the letter's date. If the student has been suspended, the appeals shall take place as soon as possible.

Contents of the Notice:

The notice shall:

1. Direct the student to appear at a specified time, date, and location.
2. Advise the student of their rights:
 1. To be represented by counsel at the appeals.
 2. To call witnesses, request copies of evidence in the District's possession, and offer evidence on their behalf.
 3. To have the appeals recorded verbatim and have a stenographic digest made of the recording.
 4. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare their defense against the charges.
5. State the proposed consequences or range of consequences that may be imposed.

Failure to Appear for Hearing:

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

Hearing Procedure:

The appeal shall proceed as follows:

1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of their rights.

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

Evidence:

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the appeal, the College District shall be required to provide evidence that the charges are accurate.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue and determine an appropriate penalty, when indicated, solely based on the hearing evidence.
5. A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made at the student's expense if needed for an appeal. The student may request and shall be given provided a copy of the digest. A student defendant or their representative may listen to the tape recording and compare it with the digest. At their expense, a student may have a stenographer present at the hearing to make a stenographic transcript of the hearing.

Decision:

The appeals committee shall render a written decision as to the accused student's guilt or innocence of the charges. The committee may either uphold the prior determination or alter it, in total or part, at its discretion. If the committee finds the student guilty, it shall include facts in support of its decision. The Vice President of Academics and Student Services or designee shall administer the penalty if any.

Petition to the College President

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

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

The College President shall provide the student with a written response, stating the basis for the President's decision, within ten College District business days following the conference. In reaching a decision, the College President may

consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may affirm, modify, remand, or reverse the appeals committee's decision.

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

Expulsion Hearing

If the Vice President of Academics and Student Services or designee determines that the student's misconduct warrants expulsion [see Charges and Hearings, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the College President.

The Board shall proceed according to the procedures set out at Appeals Committee—Failure to Appear for Hearing, Appeals Procedure, and Evidence, above. In an appeal to the Board of Trustees, the Board shall be understood to serve as the committee, and the presiding officer of the Board substituted for the committee chairperson.

Hearing Records:

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

Student Complaint Policy

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

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

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

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

- Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, TX 78711-2788
For more information, please visit the Texas Higher Education Board website.

For Out-of-State Students Enrolled in Weatherford College Programs:

Students within SARA states may file a complaint with the [SARA Portal Agency](#) in the home state of the institution. Students should then select their state for information on how to file a complaint.

Grade Dispute

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

Administrative Hierarchy:

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

Record Dispute

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

Intellectual Property Rights

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