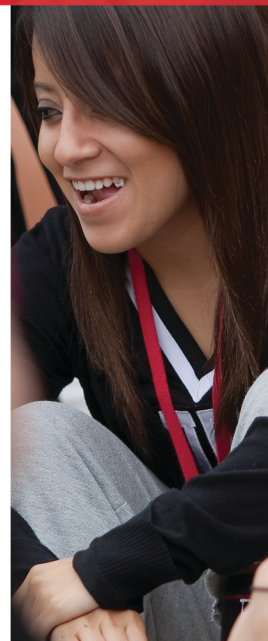


2010 - 2011  
STUDENT HANDBOOK





Beauregard V - Navarro College's mascot

This planner belongs to:

Name:

Address:

City/Town/Zip:

Phone:

# Helpful Numbers

For additional information, please refer to the Navarro College Catalog or contact any of the following offices:

## **Navarro College Main Campus**

3200 W. 7th Ave.

Corsicana, TX 75110

1-800-NAVARRO

## **Waxahachie Campus**

1900 John Arden Drive

Waxahachie, TX 76165

(972) 937-7612

## **Midlothian Campus**

899 Mount Zion Road

Midlothian, TX 76065

(972) 775-7200

## **Navarro College South Campus**

901 N. MLK Hwy.

Mexia, TX 76667

(254) 562-3848

## **Admissions Questions**

(903) 875-7348

## **Residence Life Office**

(903) 875-7541

## **Office of Financial Aid**

(903) 875-7364

## **Navarro College Bookstore**

(903) 875-7388

## **Office of the Registrar**

(903) 875-7349

**International Student Services**

(903) 875-7371

**Department of Public Safety**

(903) 875-7501

**Services for Students with Disabilities**

(903) 875-7377

(903) 875-7455

**Office of Student Relations**

(903) 875-7343

**Personal Counseling**

(903) 875-7377

**Academic Advising**

Corsicana: (903) 875-7374

Mexia: (254) 562-3848

Midlothian: (972) 775-7242

Waxahachie: (972) 937-6327

Mexia: (254) 562-3848

**Navarro College Testing Center**

Corsicana: (903) 875-7457

Mexia: (254) 562-3848

Midlothian: (972) 775-7200

Waxahachie: (972) 937-6329

**Tutorial Lab**

(903) 875-7458

For more information about Navarro College, please visit us on the Internet at: [www.navarrocollege.edu](http://www.navarrocollege.edu)



*Dear Student:*

*Welcome! We are delighted you have made the decision to attend Navarro College. You will soon find it is a wise choice. Our desire is to offer an invigorating and enriching educational environment coupled with a stimulating academic experience and to assist you in achieving your goals with success.*

*Navarro College has a reputation as an outstanding teaching and learning institution. We offer an array of educational offerings designed to provide you with the skills, knowledge, and experience necessary to successfully engage your educational program and prepare for the world of work. Our staff has a compelling commitment to students, and our campuses offer a most pleasing educational setting. Navarro College is a place where people of all ages, from all backgrounds, and from all cultures meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.*

*Our role is to facilitate your success, and we accept this challenge. We look forward to the opportunity of assisting you in identifying your strengths and understanding areas in need of improvement. Navarro College offers a unique opportunity, and we invite you to join us for a memorable and lasting experience.*

*Every good wish for success. I am confident you will enjoy your experience at Navarro College. Our tradition of excellence has prevailed for more than half a century.*

*Sincerely,*

A handwritten signature in cursive script that reads "Richard M. Sanchez". The signature is written in dark ink and is positioned below the word "Sincerely,".

*Richard M. Sanchez  
District President*

# NAVARRO COLLEGE STUDENT HANDBOOK

2010-2011

## Preface

The student handbook is published for the students of Navarro College. Included is information concerning events on campus, student life, college facilities and student services. Also outlined are policies, standards and regulations that contribute to the orderly life of the college community. Please refer to the College Catalog for rules relating to such items as admissions, records, graduation, and academic standards.

This publication does not constitute a contract between Navarro College and the student. The college reserves the right to make changes in this handbook when necessary without notice.

It is the policy of Navarro College to provide equal opportunities without regard to race, color, religion, national origin, gender, age, disability or veteran status. This policy extends to employment, admission and all programs and activities supported by Navarro College.

Equal opportunity shall be afforded within the Navarro College system to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age or disability. Navarro College will make reasonable accommodations for people with disabilities.

## Accreditation

Navarro College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, telephone number 404-679-4501) to award the Associate in Arts Degree, Associate of Arts in Teaching, Associate in Science Degree, and Associate in Applied Science Degree and certificates of proficiency.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he or she intends to transfer credit. Courses for a student's first two years should be planned in accordance with the degree plan of the institution to which he or she will transfer.

**The college supports its mission with qualified personnel  
to ensure the quality and effectiveness of its  
Student Services Programs.**

## **EQUAL EDUCATIONAL OPPORTUNITY**

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admission and education of students, with respect to the availability of students loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the college. Navarro College shall not discriminate against any person in regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or veteran's status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

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## MISSION

### **Our Quest**

We pursue wisdom, truth and knowledge for our students and ourselves.

### **Vision**

Through visionary leadership, outstanding teaching and high-quality service, Navarro College will achieve distinction as an exemplary two-year institution where quality teaching and learning prevail and students are well prepared to engage in higher levels of education, leadership and employment.

### **Purpose**

Navarro College seeks to maintain a stimulating and culturally diverse environment wherein students will be inspired to commit themselves to a high level of personal integrity and intellectual rigor. Through an integrated program of general education and support services, students are afforded the opportunity to develop abilities, which enable them to be responsible stewards of their talents, skills and material resources and to acquire a passion for life-long learning. An open door, public, comprehensive community college, Navarro College primarily serves the educational, civic and business communities in Navarro, Ellis, Limestone, Freestone, and Leon Counties. The college also attracts students from the rest of Texas, from throughout the United States and many other countries, welcoming students from all cultural, educational and socio-economic backgrounds. Navarro College is alert to the changing educational requirements of its constituency and the social and political forces at work within the communities it serves and responds to these changing needs with enthusiasm, creativity, intelligence, and hard work.

The college operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

- \* technical programs up to two years in length leading to an associate degree or certificates;
- \* vocational programs leading directly to employment in semi-skilled or skilled occupations;
- \* freshman or sophomore courses in arts and science;

- \* continuing adult education programs for occupational or cultural upgrading;
- \* compensatory education programs designed to fulfill commitment of an admissions policy allowing the enrollment of disadvantaged students;
- \* a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- \* workforce development program designed to meet local and state-wide needs;
- \* adult literacy and other basic skills programs for adults; and such other purposes may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

In evaluating its mission Navarro College considers institutional research an essential element in determining how effectively it achieves the purposes stated above. In addition, the college supports academic research consistent with the primary function of the institution.

### **Core Values**

We believe in:

- \* providing an accepting, comfortable and safe learning environment conducive to personal growth and development;
- \* recruiting and cultivating a caring faculty and staff dedicated to teaching and service excellence;
- \* ensuring universal access to affordable higher education through both traditional and innovative delivery systems;
- \* encouraging students to participate actively in the learning and decision-making process;
- \* and in upholding the dignity and worth of every human being.

# **ADMINISTRATIVE POLICY AND COLLEGE CREDIT POLICY**

## **ATTENDANCE POLICY**

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course.

The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by the THECB (Texas Higher Education Coordinating Board) policy and law. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements for the course. Class rosters will be certified at 60 percent of the semester by all instructors. Students not attending classes will be dropped.

Veteran's benefits recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received.

## **SATISFACTORY ATTENDANCE AND ACADEMIC PROGRESS REQUIREMENTS FOR RESIDENCE LIFE**

The Navarro College Board of Trustees has adopted the following requirements for all students residing in residence halls. The intent of this policy is to ensure success for students during the semester. The 15 semester credit hour (15 SCH) minimum enrollment is designed to allow students to maintain 12 semester credit hours (12 SCH) so that students may continue to be eligible to reside in the residence hall and maintain financial aid eligibility if it becomes necessary to drop a course.

### **1. Enrollment in 15 SCH while Maintaining 12 SCH**

All students living in residence halls are required to enroll in at least fifteen (15) semester credit hours and maintain twelve (12) semester credit hours during the sixteen-week fall and spring semesters.



Enrollment in at least three (3) semester credit hours is required for residents enrolled in a mini-semester or summer term, and at least six semester credit hours is required for residents enrolled in an eight-week fall/spring term. This policy is effective fall 2007 for first semester freshmen, spring 2008 for first and second semester freshmen, and fall 2008 for all students living in residence halls.

## **2. Attendance Requirement**

All Residence Life students will be monitored to assure that they are in strict compliance with the Navarro College Attendance Policy as cited in the Navarro College catalog. Excessive absenteeism is defined "as being equivalent to two (2) weeks of instruction in a sixteen (16) week semester."

At the end of the fifth, eighth and 10th week of classes, faculty will be required to submit a listing of students with excessive absenteeism or not attending classes (exceptions to this policy will be excused absence due to athletic competition, illness verified by medical doctor, or excused absence by the faculty). This attendance report will be administered by the vice president of student services and a copy of the report will be provided to the Student Financial Aid Office and the Residence Life office.

Students residing in residence halls who are in non-compliance with this policy will be given one warning commensurate with the first offense. Students will be informed they are subject to removal from residence life at the college with one additional occurrence. Notice of the second unexcused absence will result in the student being dismissed from the Navarro College Residence Life Program.

The vice president of student services will require all Residence Life students not attending class or with excessive absences to move out of the residence hall within 48 hours.

## **3. Grade-Point Average (GPA) Requirement**

Any student who completes any fall or spring semester and has achieved no grade-points will not be eligible to reside in the residence hall the following semester.

## **4. Course Load Requirement**

Students residing in residence halls must ensure that their course load includes at least two-thirds traditional lecture/laboratory form with face-to-face teacher-student relationship in a classroom on one of the Navarro College campus sites. This face-to-face teacher-student relationship must prevail throughout the full 16 week semester.

Exceptions to this policy will be approved by the vice president of student services.

Students who fail to meet this requirement two consecutive semesters will not be permitted to continue as a resident student living on campus. If the student course load fails to meet this requirement at any time during a long semester and the student has been permitted to participate in the residence life program, the student will be removed from the residence life program within one week following notice in violation of college policy.

The Residence Life Department strives to provide a suitable environment for all residents during their stay on the Navarro College campus. The purpose of this policy is to nurture residents and to support their academic progress during their enrollment at Navarro College.

The policies will be administered by the vice president of student services. Any appeals or exceptions to these policies must be approved by the Residence Life Appeals Committee composed of the director of residence life, the assistant to the vice president of student services, the director of student activities, a student representing the Student Government Association and a faculty member appointed by the Faculty Association Executive Committee.

## **FREE EXPRESSION AND PUBLIC ASSEMBLY PROVISIONS**

Navarro College recognizes and supports the right of free expression and public assembly. This policy informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Navarro College. It is intended to ensure the primary educational purpose of the college, which includes promoting debate and the sharing of information.

The college will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. Navarro College maintains the right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Neither acts that are disruptive to the normal operations of the college, including but not limited to classes and college business, nor acts that invade the rights of others will be tolerated. Faculty, staff and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

## **AREAS DESIGNATED FOR FREE SPEECH RESERVATIONS**

The areas listed below are considered programmable space and are available on a first-come first-serve basis; however, college sponsored events have first priority on the use of campus grounds. Typically, use of the space will be assigned to the person or organization that requests the area first. Therefore, reservations should be made at least five (5) working days in advance of the event for scheduling purposes.

### **a. Corsicana Campus**

Lawn area east of the Kenneth P. Walker Dining Hall.

### **b. Mexia Campus**

Lawn area on the west central side of the parking lot near the oak tree.

### **c. Midlothian Campus**

Center of patio on the eastern side of the building leaving free access to and from the building through the doors located at either end of the patio area.

### **d. Waxahachie Campus**

Lawn area immediately east of the Administration Building.

A free speech area may be reserved and made available for use between the hours of 8 a.m. and 5 p.m., for up to two (2) consecutive days if there are no scheduling conflicts and may be renewed if space is available upon approval by the vice president for student services. If a specific violation of a significant college interest or college policy occurs, the right to use of the free speech designated area will be revoked.

Individuals or groups wishing to use free speech areas should request use of the space through the Office of the Vice President for Student Services on the second floor of the Gooch One-Stop Student Center on the Corsicana campus. The “Free Speech and Public Assembly Organized Expression Activity Form” must be completed five (5) days prior to the proposed event. The college reserves the right to relocate any assembly at any time to ensure that the activity does not interfere with the normal operation of the college or interfere with the rights of others.

## **GUIDELINES FOR FREE EXPRESSION, SOLICITATION, AND PUBLIC ASSEMBLY**

**a. Speakers:** In view of the desire of the college to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the college, following the provisions of this policy.

**b. The Right to Dissent:** The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his/her message to the audience during his/her allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

**c. Picketing, Solicitation and Distribution of Literature:** Picketing in an orderly manner or distributing literature within the free speech areas is acceptable with the appropriate permit. Picketing is not permitted inside campus buildings or outside the free speech area. Non-commercial literature may be distributed only in the free speech areas. Distribution of commercial literature requires a separate solicitation permit and is limited to the designated free speech areas on campus.

**d. Posted and Printed Materials:** No signs, posters, or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences, or other college property. Posted materials may be placed on bulletin boards but may not cover previously posted material and may not extend beyond the edges of the bulletin board. Printed material may not exceed an overall size of 8" x 11". Defaced material is subject to removal.

**e. Symbolic Protest:** During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audience's view, prevent the audience from being able to pay attention, incite immediate breach of peace, threaten the welfare of others, or violate any college regulations, state or federal laws.

**f. Marches:** Campus marches are acceptable on campus with the appropriate parade/march permit in order to prepare for and facilitate the safety of participants and bystanders. The permit will outline expected attendance and approved parade/march route. Permits should be requested at least five (5) working days in advance of the event for campus marches.

**g. Volume:** The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.

**h. Conduct and Manner for Free Speech and Public Assembly:** Those who schedule and/or participate in speech, expression, solicitation, or public assembly activities on campus must not:

- Threaten passersby.
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Commit any act likely to create an imminent safety or health hazard.
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other college equipment except in designated posting areas.
- Conduct speech that includes fighting words, which are those words that by their very utterance tend to incite an immediate breach of peace.
- Engage in any other speech or action that is not allowed by law.

**i. Expectations During Free Speech and Public Assembly**

Additionally, those involved in any form of free expression on campus must adhere to the following restrictions:

- Public speech that is likely to incite or produce imminent lawless action or that is, under the current legal standards, either defamatory or obscene, is prohibited.
- In accordance with the Texas Education Code, it is unlawful for any person on any property either owned or controlled by the college to refuse to identify him/herself to a college official in response to a request.  
A person may identify him/herself by presenting a student or faculty/staff ID card or driver’s license or some other form of government-issued identification.
- Individuals who damage or destroy college property shall be held responsible for such damage or destruction. This includes the campus lawns, shrubs, and trees.
- A request for use of free speech areas may be denied if a college official determines that the proposed speech/activity will constitute a clear and present danger to the college’s orderly operation.
- All applicable college policies and regulations, state and federal laws and municipal ordinances should be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college police.

## **NO SMOKING**

The purpose of this policy is to protect the health, comfort, and environment of Navarro College's students, employees and guests by creating areas on campus that are reasonably free from tobacco smoke.

### **1. Prohibition**

Smoking is prohibited on the campuses of Navarro College except in designated smoking areas. Smoking also is prohibited in college-owned vehicles, in all residence halls and all residence hall parking lots.

### **2. Definition**

“Smoking” means possession of any lighted tobacco product.

### **3. Designated Smoking Area**

Smoking areas on each official campus of Navarro College will be designated by the college president. No area will be designated as a smoking area that is inside any building or within twenty (20) feet of any entrance to any building located on the campuses of Navarro College.

Designated smoking areas include:

**a. Corsicana Campus** – Northwest corner of the Gooch One-Stop Center; north of the Bain Center and east from the Computer Center; west side of the Waller Classroom Building; north side of Gibson Hall; south side of the Cook Education Center facing West Collin Street; and all parking lots with the exception of residence hall parking lots and no less than twenty (20) feet from any entrance to buildings.

**b. Mexia** – No designated smoking area other than the parking lot and twenty (20) feet from any entrance to the building.

**c. Midlothian** – No designated smoking area other than the parking lot and twenty (20) feet from any entrance to the building.

**d. Waxahachie** – Back northeast area of the campus, all parking lots and not less than twenty (20) feet from any entrance.

Additionally, all cigarettes and cigars are to be completely extinguished and deposited in the appropriate smoking receptacles within the designated smoking areas.

### **4. Public School Sites Utilized for College Functions**

Navarro College students and staff are strictly prohibited from smoking anywhere on the college-owned grounds other than designated areas outlined above (3.). Smoking on public school grounds is in violation of Federal and Texas State Law (Texas Senate Bill 1, 1995,

Sec. 38.006), which prohibits the use of tobacco on public school property.

### **5. Posting of Signs**

Conspicuous signs shall be posted in any designated smoking area, stating that smoking is permitted in such area.

### **6. Reporting of Complaints**

Complaints of non-compliance of this policy shall be reported to the Campus President of Ellis County campuses, the campus dean of the Navarro College South campus or to the vice president of student services.

### **7. Administration and Enforcement**

The Navarro College Department of Public Safety shall, in consultation with proper state authorities, investigate and notify alleged violators of this No Smoking Policy. Violators are subject to fines, probation, and/or college suspension.

## **SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

With a commitment to equal access to facilities, activities and programs, Navarro College provides reasonable and appropriate accommodations for eligible students who are currently enrolled with regard to disabilities and with regard to an identified potential for success in higher education as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students requesting special accommodations must adhere to the following guidelines as per institutional policy set forth by the Navarro College Board of Trustees:

A student who would like to be considered for disability services must request services themselves through the disability services office at least four (4) weeks prior to the beginning of the semester. It is highly recommended that students allow this sufficient time prior to the first day of class for greater likelihood of academic success that semester.

A request for accommodation is considered on an individual basis once a completed application is submitted along with current and complete documentation from an appropriate, qualified professional who has particular expertise in the area of the condition/disability.

Testing evaluations and other documentation should have been administered within the last (3) three years to be considered current. If documentation is insufficient or outdated, the cost of obtaining any professional

verification is your responsibility. Documentation legitimizes a student's request for accommodation and, in general, includes the following:

- Must be comprehensive and substantiate the disability
- States specifically how the disability limits some major life activity, including learning
- Actual test scores from standardized instruments (adult version) must be provided
- Interpretative summary must be included
- Rationale for requested accommodations must be provided
- ARD reviews and IEPs are not valid

Psychological Disorder and/or Traumatic Brain Injury: Documentation no more than six months old with comprehensive psychological/psychiatric evaluation (over six months old must have letter from a professional updating current status and how the disability substantially limits some major life activity, including learning)

Deaf or Hard of Hearing and Blind or Visually Impaired: Certificate of Deafness/Blindness repaired

Students should submit all paperwork to the student support services office in the Gooch One Stop Center on the Corsicana campus; however, applications for services and procedures forms are available from counselors at all campus locations and on the college Web site under disability services.

When a student's special accommodation requires the contracting of an individual or agency, the college will choose the individual or agency with approval of the appropriate college administrator. The college typically provides accommodations only for time spent in the classroom and for the semester in which the request is made. The student must remain officially enrolled in the class and adhere to the attendance policy. Students must request support services at least thirty (30) days prior to the beginning of each succeeding semester to ensure that accommodations are received the first week of class.

### **EXCUSED ABSENCES FOR RELIGIOUS HOLIDAYS**

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if not



later than the 15th day after the first day of the semester, the student notifies the instructor of each class scheduled on the date the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion that its place of worship is exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally (or by certified mail, return receipt requested) to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

### **DROPPING AND/OR ADDING COURSES**

Prior to the “registration closes” date as specified in the college calendar for each individual semester, a student may drop and/or add courses. However, tuition reimbursement is probated beginning with the first day of the semester as per the Refund of Tuition and Fees chart in the current class schedule. Furthermore, after the “registration closes” date, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. Additionally, an instructor may drop a student from a course according to the terms written in the course syllabus and outline.

The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received starting at the beginning of a semester for any course in which the student receives a “W” grade.

Students are responsible for completing required paperwork and for submitting the paperwork to the registrar’s office. Student should keep documentation on file of all drop/adds. Additionally, students are responsible for repayment of financial aid, if required.

### **NOTE OF IMPORTANCE:**

#### **SIX-COURSE DROP LIMIT**

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if “(1) the student was able to drop the course without receiving a grade or incurring an aca-

demic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course, and; (3) the student is not dropping the course in order to withdraw from the institution."

NOTE: Any subsequent statute-referenced "bad" drop, whether faculty or student initiated, will result in the student incurring a failed grade of "F". Please see the Attendance Policy for more information on attendance as it relates to faculty-initiated drops.

## **GRIEVANCE PROCEDURES**

### **Staff Protocol in Response to Student Grievances**

When a staff member is approached by a student with a grievance, the staff member should employ appropriate protocol. The student should be referred to the current Navarro College Student Handbook or the current Navarro College catalog, specifically in reference to the sections on "Student/Instructor Conflict Resolution" and "Student Grievance Procedure." Additionally, the staff member may summarize resolution of the student's concern by recommending the following protocol: 1) communication with the offending staff member involved and 2) if not resolved, through subsequent communication with the supervisory chain of command. As always, students should be instructed to follow up on resolution of such matters and to consult the current Navarro College Student Handbook and/or the office of the vice president of student services for further, more specific information.

### **Student Grievance Procedure**

Navarro College provides all college services on a non-discrimination basis. These services are provided without regard to sex, color, race, national origin, age, and handicap. The college each year assembles a Student Dialogue Committee through which students meet on a regular basis with college personnel to voice concerns/grievances and offer suggestions regarding the improvement of college services.

If a student has a grievance of any type and does not wish to voice it through the Student Dialogue Committee, the student may pursue the grievance on an individual basis. If the grievance is related to educational matters, the student should attempt to resolve the matter first with the instructor. If the problem is not resolved, the student should request subsequent conferences through existing channels available through the assistant dean and dean; if the problem is not resolved, the student may

present the grievance in written form to the vice president of student services, who will initiate the formal process described below.

Students who have a grievance related to student services (activities, clubs, counseling, etc.) should first contact the director of counseling; if the problem is not resolved, the student may present the grievance in written form to the vice president of student services, who will initiate the formal process described below. A grievance related to housing will be brought to the attention of the director of residence life. If the problem is not resolved, the student may present the grievance in writing to the vice president of finance and administration. A grievance related to athletics will be brought to the attention of the director of athletics. If the problem is not resolved, the student may present the grievance to the vice president of student services.

Students who have a grievance related to discipline must follow the Disciplinary Hearing Procedure found in the student handbook.

Students who have a grievance related to a final course grade must follow the “Grade Challenge Policy” found in the student handbook and the college catalog.

### **Formal Procedure**

1. Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, should contact the office of the vice president of student services.
2. The office of the vice president of student services will hear the student’s complaint and assist him/her by providing forms for them to document the issue.
3. After documentation is completed, the office of the vice president of student services will provide a copy of this information to the district president.
4. The vice president of student services may attempt to reconcile the matter if the complainant is agreeable.
5. The vice president of student services may collect and review salient points related to the issue or he/she may appoint a committee to assist him/her in this matter.
6. The committee will have a faculty member, an administrator, a member from student services, and a student.
7. The purpose of the review will be to determine if discrimination has occurred. After review, s/he/they will render a judgment with the basis

for that judgment. The judgment will be forwarded to the vice president of student services for communication to the complainant.

8. If the complainant agrees with the decision, the vice president of student services will, in the case where there was discrimination, seek appropriate redress.

9. The complainant, when not satisfied with the decision, may appeal the judgment to the district president.

10. The district president will review the data and judgment rendered, make his/her own inquiries, including interviewing the complainant. After due study, a judgment will be decided. This judgment will represent the final institutional decision.

(Navarro College Administrative Policies and Procedures Manual, part of Section VI.11.00, 2009)

### **Student/Instructor Conflict Resolution**

If a student feels an instructor has treated him/her unfairly, the student should take the following steps to resolve the issue. The college believes that matters involving an instructor and student(s) are best resolved at that level; therefore, the following procedures are recommended.

1. The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.

2. If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet with the department chair and/or the appropriate assistant dean for further discussion. The instructor or the registrar's office can provide the name of the appropriate assistant dean.

3. If the student continues to believe the issue/concern remains unresolved, the student may meet with the appropriate instructional dean.

4. The expectation is that the issue/concern involving an instructor and student will be resolved by the time it reaches the instructional dean. However, if necessary the student may continue to pursue the issue with the vice president of academic affairs.

5. If after following all the above procedures, the student feels the issue has not been resolved satisfactorily, he/she may arrange a meeting with the district president. The district president is the final authority regarding student/instructor disputes.

**NOTE: Under certain circumstances students may not be allowed to continue in class until the grievance or appeal is resolved.**

## **WITHDRAWAL FROM THE COLLEGE**

Any student who voluntarily withdraws from all classes for which he/she is enrolled must contact the Office of Admissions and Records for a withdrawal form. The withdrawal will not be official until the student signs the form and clearance has been obtained from the offices noted on the form.

Students who drop a class or withdraw from the college before the semester drop deadline will receive a grade of “W” (withdrawn) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. See “Refund Policy” for possible refund eligibility.

Additionally, students may be required to repay some or all financial aid received for the semester.

## **TRANSFER OF CREDITS**

Navarro College has the highest accreditation possible for any college or university. Because of this recognition, Navarro College credits are regarded as equivalent to courses of the same description at all colleges and universities. Transfer problems occur when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to a transfer program.

Counselors can assist with information on credit transfer. Students should work with a counselor to design a degree plan consistent with the student’s educational goals. Changes in plans should be discussed with the counselor to help avoid potential problems.

## **TRANSFER CREDITS FROM OTHER INSTITUTIONS**

Students who have completed lower-level (freshman or sophomore) coursework at another regionally accredited college may transfer that coursework to Navarro College to be applied toward a degree or certificate. Transfer students must have their transcripts evaluated during their first semester of enrollment. The Registrar’s Office has guidelines concerning the acceptability of transfer work.

## **RESOLUTION OF DISPUTES CONCERNING TRANSFER COURSES**

All Texas public colleges and universities must accept transfer of academic courses that are substantially equivalent to courses that are listed in the current edition of Community College General Academic Course Guide Manual and which are applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in the same major. Certain rules and conditions regarding minimum grade standards, number of credits accepted for transfer, age of credit being transferred, etc., must be met before a transfer dispute can be initiated.

Navarro College students who have transfer course credit denied at another institution of higher education in Texas may present written notice of denial of such credit to the dean of Arts, Sciences, and Humanities within 15 calendar days of receipt of the denial. The dean of Arts, Sciences, and Humanities will identify courses that are applicable to transfer dispute resolution and will work with the student and the institution that denied the credit to resolve the dispute in accordance with regulations specified in the Transfer Dispute Resolution Guidelines and using form CB-TDR 2/92 supplied by the Texas Higher Education Coordinating Board. If the dispute is resolved, the Transfer Dispute Resolution form will be forwarded to the commissioner of higher education indicating resolution of the dispute. If the transfer dispute is not resolved to the satisfaction of the student or the institution where credit was denied within 45 days after the date the student received written notice of denial, the dean of Arts, Sciences, and Humanities will notify the commissioner of higher education and request a ruling on the dispute.

## **TRANSCRIPT OF CREDITS**

Official copies of a student's transcript are free up to 10 lifetime copies. Transcripts are \$3 each after the initial 10 copies. All requests should be sent to the Office of Admissions and Records specifying name, social security number and dates of attendance. No student transcript will be released without written signed consent of the student.

## **ALTERNATIVE DELIVERY OF COURSEWORK**

In addition to traditional classroom settings, Navarro College also offers courses through interactive television, via the Internet and through the Virtual College of Texas. For information, call (903) 875-7422.

# ACADEMIC STANDARDS

## MINIMUM STANDARD OF WORK

A cumulative grade-point average of 2.0 or better on a 4.0 scale is required for a student to graduate from any degree or certificate program within the college. Because it is necessary for a student to maintain this average in order to graduate, a 2.0 GPA is considered the minimum standard of work at Navarro College. Failure to maintain this minimum standard results in a student being placed on scholastic probation. If the student's academic performance is not satisfactory during the probationary period, the student will be placed on Academic Suspension for one regular semester.

It is the responsibility of the student to know whether the minimum standard of work requirement has been satisfied and whether he or she is eligible to continue enrollment in the college. An ineligible student who nevertheless registers may or may not be dropped by the college and shall not be entitled to special consideration on a plea of lack of knowledge of scholastic status. Students on financial aid who fail to meet the minimum standard of work may risk financial aid eligibility. Additionally, students who have attempted 30 credit hours of developmental coursework become ineligible to receive federal aid.

## GRADE POINTS

Students earn grade-point values in courses in which they make satisfactory grades. The letter grade "A" earns four grade points for each semester hour. A grade of "B" carries three points. A "C" allows two points, while a "D" carries one point for each semester hour. No points are allowed for an "F", "I", "W", "P", or "S" grade. "CR" grades due to valuated credit are not calculated as part of the student's grade-point average.

A student can determine his or her grade points in a course by multiplying the semester hour value of the course by the grade-point value of the grade received. For example, if the student is carrying a three-semester-hour course and makes a "B", nine grade points have been earned.

To determine the grade-point average, a student adds all the grade points earned and divides the total by the total number of semester hours, which

he or she attempted. If 15 semester hours were attempted, for example, and 30 grade points were earned, this would result in a 2.0 grade-point average, the equivalent of a “C” average.

Courses in which the student received a grade of “W” or “P” are not included in hours attempted. Grades from developmental studies are calculated into the student’s grade-point-average for purposes of athletic eligibility, scholastic suspension and financial aid eligibility. These grades are not included in the calculation for graduation.

As part of the student’s grade-point average at graduation, Navarro College does not grade points earned at other institutions except when considering graduation with honors.

### **GRADES AND VALUES**

<b>Grade</b>	<b>Value</b>	<b>Grade Pts/Hr.</b>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0
I	Incomplete	0
P	Pass	0
W	Withdrawal	0

To receive credit for a course, a student must earn a semester grade of not less than “D” or must receive a grade of “P”. Health profession students in the ADN, OTA, VN, MLT, Fire and EMS programs must score at least a “C” in each course in the program to progress.

**Fire Academy and Emergency Medical Programs grading scales are as follows:**

**A = 93-100**

**B = 84-92**

**C = 75-83**

**Below 75 = Failing**

**Refer to ADN and VN programs for specific grading scales.**



## **“I” GRADE REMOVAL AND GRADE CHANGE LIMITATION**

A grade of “I” (incomplete) may be awarded to a student at the instructor’s discretion when an unforeseen emergency prevents the student from completing the work in a course. A student must be passing the course at the time the “I” is awarded. If the work required to remove the “I” grade is not completed by the end of the first regular semester following the semester in which the student received the grade of “I”, the “I” grade will become an “F” grade.

With the exception of the “I” grade, no grade may be changed 30 days after the close of a semester.

## **SCHOLASTIC PROBATION/SUSPENSION**

Failure to maintain a 2.0, “C” cumulative grade-point average, will result in the student being placed on scholastic probation for the next semester enrolled. A student may remove himself or herself from scholastic probation by bringing his/her cumulative grade-point average to a 2.0 or higher.

Should the student earn less than a 2.0 grade-point average for two semesters of enrollment and have less than a 1.5 grade-point average for the most current semester, the student will be placed on scholastic suspension for one regular semester (fall or spring).

## **RIGHT OF APPEAL**

A student who has met the conditions for scholastic suspension and who feels that his or her case deserves special consideration may appeal the decision in person to the appropriate instructional dean who may, in extenuating circumstances, reinstate the student for one additional semester. If readmission is granted, the student will re-enter on scholastic probation and may be required to enroll in developmental studies courses.

## **DEVELOPMENTAL STUDIES**

The developmental studies program at Navarro College provides basic skills development in the areas of reading, writing, mathematic and study skills for students who are under prepared for college-level studies. Students whose scores fall below the minimum standards on an approved placement test are required to enroll and participate in developmental classes or a non-course-based activity until competency is achieved. Failure to attend or participate in developmental studies classes will subject the student to being administratively withdrawn from college.

Students may enroll in certain courses within their major area of study while simultaneously enrolled in developmental classes; however, a student in basic skills courses will need to reduce the course load in his/her major area or college-level classes since basic skills courses have a large amount of lab time.

Students are expected to achieve mastery of basic skills concepts in a maximum of three semesters of developmental work. Students must meet exit criteria objectives prior to receiving an associate degree from Navarro College. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate.

### **COURSE NUMBER EXPLANATION**

A four-digit number designates each course. The first digit denotes the level of the course. Course numbers beginning with the number one (1) are freshman-level courses, while those beginning with the number two (2) are normally considered sophomore-level courses. The second digit indicates the value of the course in semester hours in all courses except Vocational Nursing. The third and fourth digits are used to identify the sequence or designation within a department. Beginning fall 1992, Navarro College joined with other two-year and four-year colleges in Texas to adopt a common course numbering system. The purpose of this system is to assist students who are transferring between participating institutions.

### **EXAMINATIONS**

Examinations in courses are provided as a means of evaluating the student's progress in a course. Instructors in the courses determine the number of examinations to be given. All students are expected to take all examinations in an atmosphere of honesty.

### **TUITION AND FEE INFORMATION**

A complete schedule of tuition and fees is found at the end of this section. For additional information regarding tuition and fees, please contact the Business Office. Scholarship information and application forms are available from the Office of Financial Aid.

### **SETTLEMENT OF OBLIGATIONS**

Students who do not pay, or make satisfactory arrangements to pay all financial obligations to the college, may have their course credits and

grades withheld. No degree or certificate will be awarded until all financial obligations are settled. The term “financial obligations” shall include the return of all properties of the college on student assignment, including library books.

### **TUITION REFUNDS**

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records and must complete a “Request for Refund” form. “Class Day” is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met.

After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation.

In the event of a student’s official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

### **REFUND OF TUITION AND FEES**

#### **Fall and Spring Semesters**

Prior to the first class day 100%\*

During the first 15th class days 70%

During the 16th to 20th class days 25%

After the 20th class day None

#### **Summer Semesters**

Prior to the first class day 100%\*

During the first five class days 70%

During the sixth and seventh class days 25%

After the seventh class day None

#### **Continuing Education**

Prior to the first class day 100%\*

After the first class day None

Tuition and fees paid directly to Navarro College by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student. Refunds will be processed after the 12th class day.

*Students who are withdrawn from classes for excessive absenteeism, disciplinary concerns, or other administrative purpose are not eligible for a refund unless the withdrawal date falls within the refund dates for the semester.*

*Please consult the Registrar's Office for the refund policy concerning eight-week and minimester classes.*

### **PRESIDENT'S LIST**

The purpose of the President's List is to honor students who achieve academic perfection by making the highest grade-point average possible, 4.0, while enrolled in at least 15 semester hours per regular semester of college-level, degree credit classes. The list is compiled each semester and recognition of this honor will be indicated on the student's transcript.

### **DEANS' LIST**

The purpose of the Dean's List is to honor students for academic achievement. To be eligible for the Deans' List, a student must achieve a grade-point average of at least 3.5 while enrolled in at least 15 semester hours of college-level classes. Acknowledgement of this honor will appear on the student's transcript.

### **HOLD ON STUDENT RECORDS**

Grades and transcripts will not be released if the student has a "hold" on his/her records. Holds may be placed on a student's record for failure to meet admission requirements, financial reasons (returned checks, overdue loans, etc.), materials overdue at the Learning Resource Center 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.

### **BASIC SKILLS COURSES**

Navarro College offers basic skills courses designed for the student whose academic skills in reading, writing and/or math have been identified as insufficient for college-level work. Students identified in need of these courses will find it necessary to complete these courses in order to

achieve success in college-level work. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate.

### **MAJOR/MINOR AREAS OF CONCENTRATION**

The individual degree plans listed on the following pages outline major areas of concentration and provide the minimum and maximum number of credits in each discipline required to obtain a degree from Navarro College.

### **PRESIDENT'S DISTINGUISHED SERVICE AWARD**

The President's Distinguished Service Award may be presented at spring graduation to a student who has displayed exceptional scholarship and leadership abilities and who has brought recognition to the college by enhancing the academic, social and service image of the student body and college as a whole.

### **PRESIDENT'S HONOR AWARD**

The President Honor Award may be presented during the spring graduation ceremony to give special recognition to the associate degree level graduate or graduates who compile the highest academic record. Summa cum laude will be denoted on the transcript of students achieving a 4.0 grade-point average. Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate summa cum laude.

### **GRADUATION WITH HONORS**

The purpose of graduation with honors is to identify those students receiving associate degrees who have compiled a superior academic record. The three different levels that distinguish honor students are as follows:

President's Honor Award - 4.0 GPA - summa cum laude

Deans' List - 3.5 GPA - magna cum laude

Honor Graduate - 3.25 GPA - cum laude

To graduate on the Dean's List, students must achieve a 3.5 grade-point average on all work attempted at Navarro College and other post secondary institutions attended and have no grade lower than "C." Magna Cum Laude will be denoted on the transcript of students achieving this designation. Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate Magna Cum Laude.

To be an Honor Graduate, students must achieve a 3.25 grade-point average on all work attempted at Navarro College and other post secondary institutions attended and have no grade lower than “C.” They must complete a minimum of 15 hours of “honors” courses and 15 hours of community service. See the section below on the Honors Program for more details.

In the event a student has repeated a course with a lower grade at Navarro College, only the higher grade will be considered for calculation as part of the grade-point average and used for consideration of cum laude or summa cum laude recognition.

A student may elect to claim academic fresh start and not use older grades as part of their official grade-point average, as prescribed by state statute. In this case, only the grades that retain a portion of their official grade-point average will be considered in the calculation of the grade-point average.

## **GRADUATE GUARANTEE**

Under certain conditions, Navarro College guarantees that its associate degrees transfer to other colleges and universities and that occupational degrees and/or certificates prepare students for employment in business, industry and service occupations. A complete description of the policies and guidelines related to the guarantee is on file in the Richard M. Sanchez Library and Counseling Center.

## **INDIVIDUALIZED DEGREE PLANS**

The degree requirements outlined in this publication are intended to provide general information for students who are seeking a College degree. Navarro College emphasizes the importance of individualized attention so that each student may realize his or her academic goals with a minimum of problems or delay. It is essential that students work closely with their academic adviser to establish a plan of educational objective.

## **ACCESS TO STUDENTS RECORDS**

### **THE INSTITUTION PROTECTS THE SECURITY CONFIDENTIALITY AND INTEGRITY OF ITS STUDENTS RECORDS.**

#### **Family Rights and Privacy Act**

In compliance with the Family Educational Rights and Privacy Act of 1975, (PL93-380, section 513), as amended (PL 93-568, section 2), information classified as “Directory Information” may be released to the general public without the consent of the student. Navarro College hereby designates the following student information as public or “Directory Information”: Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean’s List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the Registrar’s Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Navarro College assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

The Family Educational Rights and Privacy Act also provides that in addition to Navarro College, employees having a “legitimate educational interest,” certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Registrar’s Office.

#### **CHANGE OF ADDRESS**

A student who, after registration, changes his or her home address, is expected to notify the Office of Admissions and Records 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.

## **ACADEMIC/TEACHING**

Since its founding in 1946, Navarro College has been committed to academic excellence. The foundation of that commitment is faculty. Many members of the teaching staff have received awards and recognition for their contributions to the teaching profession. Navarro College instructors not only know their subject matter, but they also know their students as individuals. Navarro's faculty are devoted to student learning and success. In addition to excellent classroom instruction, the faculty provide support and assistance in a caring and nurturing environment to help students achieve their academic and professional goals. The faculty welcomes the opportunity to serve the students of Navarro College.

### **FACULTY-CENTERED STUDENT ADVISING PROGRAM**

The Faculty-Centered Student Advising Program is designed to enhance student learning and success by assigning a faculty adviser to each student. The roll of the adviser is to meet with advisees during the academic year to:

- \* explore academic and career goals;
- \* assist with class schedules to comply with degree plan requirements;
- \* make students aware of campus support services and external resources;
- \* provide awareness of student's responsibility in the learning process;
- \* inform students of campus organizations, events and activities; and
- \* familiarize students with college policies and procedures.



# Texas Student Success Initiative

## Information on Navarro College's Developmental Education Plan

In compliance with a directive from the Texas Higher Education Coordinating Board regarding the Texas Success Initiative, Navarro College proposes the following Developmental Education Plan:

1. As part of the admission process at Navarro College, all degree-seeking students will be administered a state-approved placement instrument unless he/she is exempt. Students are exempt who:

\*hold a baccalaureate or an associates degree from a regionally accredited Texas public college or university.

\*have a composite score of 23 on the ACT with a minimum of 19 on the English and/or Mathematics tests\*. *Scores must have been earned within the last five years.*

\*have a combined score of 1070 on the SAT with a minimum score of 500 on the mathematics and/or verbal tests\*. *Scores must have been earned within the last five years.*

\*passed the related exit-level (11th grade) sections of TAKS=2200 ELA with a Writing subscore of 3 and/or 2200 on Math\*. *Scores must have been earned within the last three years prior to admission.*

**\*Students who graduated from high school in 2004 or earlier:** scores required for exemption must be attained in one sitting for an appropriate test instrument (ACT, SAT, TAAS). Scores from different exemption instruments or from different administrations of those instruments cannot be used for exemption purposes.

**\*Students may not be exempt from the testing requirement based on end-of-course exams.**

**\*Partial exemptions may be granted using scores from ACT, SAT or TAKS test for students who graduated from high school in 2005 or later.** The ACT and SAT composite score must be met for the partial exemption to be granted (e.g. an ACT English score of 19 requires a

composite score of 23 to be valid for exemption). The TAKS ELA scores of 2200/3 may not be separated to meet Reading or Writing exemptions. The student must meet both score requirements for exemptions to be granted.

- \*scored a minimum of 1770 on the TAAS writing test and minimum Texas Learning Indexes (TLI) of 86 on the Mathematics and 89 on the Reading tests. Scores must have been earned within the last three years.

- \*transfer to Navarro College from a regionally accredited private or independent institution of higher education or a regionally accredited out-of-state institution of higher education may receive an exemption by area with a grade of “C” or better in an approved related course.

- \*have previously attended any accredited Texas Public institution of higher learning and have been determined to have met readiness standards by that institution.

- \*are enrolled in a certificate program of one year or less (level-one certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

- \*are serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment.

- \*on or after August 1, 1990, were honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment.

- \*on or after August 1, 1990, were honorably discharged, retired, or released from active duty as a member of a reserve component of the armed forces of the United States.

2. Students enrolling in a certificate program that includes less than nine credit hours of general education courses are waived from placement testing. A student may not enroll in any courses outside the certificate curriculum without completing the placement test. If a stratified course is required in the degree plan for the certificate (i.e., English 1301), the student must successfully complete the associated component of a placement test before enrolling in the credit course. If the student fails the as-

sociated component, he/she must be remediated according to the Navarro College Developmental Educational Plan.

3. High school juniors who wish to enroll in dual credit or concurrent courses, which are not workforce education (career and technical) courses\*, who have scored 2200/3 ELA and/or 2200 Math on the 10th grade TAKS test are waived from placement testing for the related area. Students under this waiver may enroll in stratified courses as long as course prerequisites have been met. If the student scores 2200/3 ELA and /or 2200 Math on the 11th grade TAKS, the student will be exempt from placement testing. If the student does not meet the 11th grade cut score requirements for exemption, course work may be used to meet TSI requirements. If coursework is not sufficient to meet TSI requirements, the student will need to test (THEA or State approved alternative test) upon graduation from high school.

\*A high school student is eligible to enroll in workforce education ( career and technical) dual credit courses in the 11th and/or 12th grade if the student demonstrates that he or she has achieved the minimum passing standard on the Mathematics section and/or the English/Language Arts section on the 10th or 11th grade TAKS.

(A) A student may enroll only in those workforce education dual credit courses for which the student has demonstrated eligibility.

(B) A student who is exempt from taking TAKS may be eligible to enroll in workforce education dual credit courses if a request for special consideration, submitted by the high school principal, is approved by the Navarro College vice president of academic affairs.

High school students who wish to enroll in dual/concurrent college credit courses but do not meet the requirements for a waiver or exemption must test using THEA or a state-approved alternative test. Test scores determine what course(s) the student is eligible to take. **A high school student may not take remedial courses.**

4. Navarro College will administer THEA, Quick THEA, and ACCU-PLACER as placement instruments. Students will be placed in courses appropriate to their level of knowledge and skills as determined by cut-off scores established by Navarro College. Navarro College will accept placement scores from students who have completed other state-approved instruments. Scores will be used to determine appropriate placement in developmental studies. (See attached matrix for placement guidelines.)

Students will be placed in the appropriate developmental course(s) upon admission to the college and shall continue in the established sequence

of developmental courses until he/she meets one of the following conditions:

- remediation is successfully completed;
- the student has made a grade of C or better in an approved related course;
- the student has passed the appropriate section of the placement test.

A student who attempts one of the approved freshman-level courses and drops or fails to achieve a grade of C or better will be evaluated by the college to determine the most appropriate action for that particular student. The options include:

- returning to developmental work;
- attempting the same or another approved course in an attempt to earn a C;
- retaking the appropriate section of an approved assessment test

Students may use any of the approved assessment instruments (THEA, Quick THEA, or ACCUPLACER) for retakes and may schedule retakes at any time, subject to availability of time and space in the testing center.

5. Students whose skill level is deficient in two or three developmental areas will be required to enroll in a minimum of two developmental courses and strongly advised to enroll in three if deficient in all three areas. Students deficient in two or more developmental course areas will be limited to a course load of 16 hours (including developmental course work) during a long semester, excluding one-hour physical education activity courses and one-hour freshman orientation class.

6. Attendance and participation in developmental courses are mandatory. Therefore, instructors for developmental courses will follow the policy prescribed below regarding attendance and participation in remedial courses and will publish this policy in the course syllabus:

*Class attendance is important in the learning experience; therefore, it is the student's responsibility to attend all class meetings. Instructors will closely monitor student attendance. Students who must be absent from class because of illness, participation in college-sponsored activities, death in the family, or other such emergency situations must notify his/her instructor prior to the class meeting if at all possible. Throughout the entire semester, a student may have no more absences than the equivalent of two weeks of class in a sixteen-week semester. Students who miss more*

*than the allowable number of class meetings will be administratively withdrawn from that class for excessive absences. Students who are withdrawn from all developmental classes will be withdrawn from all college-level courses as well. Arriving late or leaving early disrupts the class and affects the student's participation in the learning experience. Therefore, three tardies and/or early departures equate to one absence.*

7. People enrolled as part-time, non-degree seeking students shall be defined as a "casual student." Such students will be allowed to enroll in non-stratified courses without being required to enroll in developmental classes. Stratified courses are those that require a passing score on the related section of the placement test as a prerequisite to enroll. Stratified courses include:

History 1301; History 1302; Government 2305; Government 2306; Psychology 2301; any 2000-level literature course. A student must have passed the reading component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in any of these courses.

- English 1301. A student must have passed the writing component of the placement test or successfully completed the remediation sequence for developmental writing before enrolling in this course.

- All college-level mathematics courses. A student must have passed the mathematics component of the placement test or successfully completed the remediation sequence for developmental math before enrolling in any college level math course.

8. Students who have failed only the math section of the placement test may enroll in a minimester course that is not math-related or in a developmental math course. Students who have failed reading or writing may not enroll in any minimester course.

9. Students who successfully complete all requirements for graduation will not be required to pass one of the assessment instruments as a final condition for graduation. A student may be required to pass THEA as a condition for admission to a teacher certification program at a university.

10. The developmental education plan will be evaluated on a regular basis by a committee appointed by the vice president for academic affairs of Navarro College. The evaluation will include research to determine the effectiveness of the plan in preparing students to succeed in college credit courses and to pass a state-approved assessment instrument. Results of the evaluation will be used to recommend changes in the developmental education plan.

## STUDENT SERVICES

Navarro College provides a number of services to students to make their college experience successful and enjoyable. Students who desire specific information about any of the services outlined in this handbook can contact the Student Services office, located on the second floor of the Gooch One-Stop Student Center.

### ADULT BASIC EDUCATION

Navarro College offers free-of-charge, noncredit classes in basic math, reading and writing in addition to offering free preparatory classes for the General Educational Development Equivalency Exam (GED). Class schedules are organized through the Adult Basic Education Office, located in the basement of the Gooch One-Stop Student Center.

### BUSINESS OFFICE

Students should pay all fees at the Business Office, which is on the first floor of the Gooch One-Stop Student Center. Books and supply purchases are made at the bookstore. Students may make payments in cash or with a check, money order, Visa and/or MasterCard. Students should consult the current college catalog for tuition and other fee schedules and deadlines. Most business services also are available at the campus centers in Waxahachie, Midlothian, and Mexia.

### CARL PERKINS CAREER CENTER

The Carl Perkins Career Center, located on the second floor of the Gooch One-Stop Student Center, offers the following services:

**Job Placement:** A file for part-time and full-time off campus job openings is available for students who wish to work while attending classes. Web site job listings also are available.

**Gender Bias:** This program provides guidance and counseling to assist students in gender-fair career exploration. Special workshops and other activities designed to help eliminate gender bias and stereotypes also are offered.

**Students with Disabilities:** Services are available for individuals who are deaf, visually disabled, speech- language impaired, epileptic, who have cerebral palsy, muscular dystrophy or multiple sclerosis, who are

orthopedically impaired or have other learning disabilities. (Learning disabilities include, but are not limited to: ADD, ADHD, dyslexia, etc.) Special services provided include note takers, tutorial assistance, counselors and advisers, wheelchair ramps, classes in the first floor of buildings and other assistance based on an individual basis. Grant funding limits this service to career/technology majors only.

**Limited English Proficiency:** Opportunities for individuals who have limited English- speaking skills or use English as a second language are available. Services may include textbook loans, note takers, tutorial assistance, counseling/advising and career assessment.

**Single Parents/Displaced Homemakers:** Services are available for male and female students who have custody or joint custody of their minor children. A displaced homemaker is a woman who has not been gainfully employed in the workforce for the past three years and needs training to support herself or her family. She can be widowed, deserted, divorced or have a disabled spouse. Services for career/technology majors in this category include textbook loans, dependent care, counseling/advising and career assessment. A referral service for other needs also is available.

**Counseling and Advising:** Career and advising services are available for career/technology majors who are undecided or who want additional guidance in their specific career fields. Personality and learning styles testing also is available upon request.

## **COLLEGE STORE**

The College bookstore has all textbooks and most school supplies needed by Navarro College students. It also carries shirts, jackets and a variety of gift items. The store, located in the Albritton Administration Building, is open from 7:30 a.m. to 6 p.m., Monday through Thursday, and from 7:30 a.m. to 5 p.m. Friday. Hours are extended during rush times. Personal checks, Visa and MasterCard are accepted as payment. An ATM also is available for cash and purchases. The bookstore also holds a book buy-back on the last three (3) days of long semesters and the last day of each summer session. Exact days and times will be posted on campus.

## **RICK AND ROSIE'S DELI**

The deli, located in the Kenneth P. Walker Dinning Services Building, carries a variety of snacks, light meals and soft drinks. Deli hours are from 7:30 a.m. – 8 p.m. Monday through Thursday, and 7:30 a.m. – 4 p.m. on Friday. Closed on weekends. Rick and Rosie's takes Visa, MasterCard, Discover, and Navarro Dinero in lieu of cash.

## **FOOD SERVICES**

The college cafeteria is in the Kenneth P. Walker Dining Services Building. Dining services provide students, faculty and staff with a convenient meal service at a reasonable price. Fall and spring dining hours are as follows:

### **Monday – Friday**

Breakfast 7 a.m. – 9:15 a.m.

Lunch 11 a.m. – 1 p.m.

Dinner 4:30 p.m. – 7 p.m.

(Fridays) 4:30 p.m. – 6:30 p.m.

### **Saturday**

Lunch 11:30 a.m. – 1 p.m.

Dinner 4:30 p.m. – 5:30 p.m.

### **Sunday**

Lunch 11:30 a.m. – 1:30 p.m.

**Students must have a student ID to enter the building.** A student living off campus or a visitor may purchase a 15 or 18 meal plan, a 10 meal punch ticket, lunches only meal plan, or pay by the meal. The public may purchase a 10 meal punch ticket or pay by the meal.

Students, faculty, and staff may put money on their I.D. card by going to the cashier and requesting that you want “Navarro Dinero” placed on your card and then pay the cashier the amount you wish to place on the card. Your I.D. may then be used like a debit card at Rick and Rosie’s Deli or the dining hall.

Appropriate dress also is required for entry: shirt and shoes (no pajamas). Each student is responsible for picking up after themselves and displaying proper behavior.

## **IDENTIFICATION CARDS**

All full-time and part-time students are required to obtain a Navarro College identification card during registration. Identification cards are coordinated by the Registrar’s Office and may be obtained at the following



locations: Corsicana campus – Registrar’s Office, Mexia campus – Business Office, Midlothian campus – Campus Police, Waxahachie campus – Campus Police. A student should never lend his or her identification card to another student and may not use another student’s card for any function. Lost identification cards should be reported immediately to the appropriate campus location, where they can be replaced at a cost of \$10 (the first two cards are free).

## **INTERNATIONAL STUDENT COORDINATOR**

The international student coordinator’s office is located in the Counseling Center (2nd floor, Gooch One-Stop Student Center), and exists to offer assistance to international students in completing admission and enrollment requirements and meeting rules and regulations established by the United States Immigration and Customs Enforcement Agency. The international student coordinator also coordinates programming and events that seek to acclimate international students to Navarro College as well as provide for a rich intercultural learning environment. Should the international coordinator be unavailable, immediate assistance can be obtained in the Registrar’s Office, which is located on the 1st floor of the Gooch One-Stop Student Center.

## **NAVARRO COLLEGE LIBRARIES**

The mission of the Navarro College Libraries is to support, enrich, and participate in teaching and learning at the college. Librarians work with faculty to develop library resources, services, and information literacy instruction that assist students in achieving a broad foundation in the liberal arts and sciences, prepare for careers or further study, and develop an appreciation of the value of learning as a lifelong endeavor.

Library facilities are located on each of the four Navarro College campuses. In addition to the more than 70,000 books and periodicals in the print collections, the libraries offer access to thousands of electronic books and articles through the library Web site. Audiovisual holdings include an extensive collection of music recordings, educational videos, and classic, foreign-language, and recent movies. All four campuses provide wireless access so students can use their own laptops for research. The Richard M. Sanchez Library on the Corsicana campus maintains two computer labs and provides laptop computers for in-library use. All students, faculty, and staff have access to the library’s interlibrary and intercampus loan services.

The library staff is dedicated to providing welcoming, caring, and professional service and maintaining a place that is conducive to reading, study, and independent learning.

For more information, please refer to the library Web site at <http://www.navarrocollege.edu/library.php>

## **REGISTRAR'S OFFICE**

Student applications and transcripts are kept on file in the Registrar's Office on the first floor of the Gooch One-Stop Student Center. Contact the Registrar's Office to obtain an official copy.

## **STUDENT FINANCIAL AID OFFICE**

A variety of programs designed to help students meet the cost of attending college are available in the Financial Aid Office. Located on the first floor of the Gooch One-Stop Student Center, the office also provides services to the students attending classes at the Mexia, Midlothian, and Waxahachie campuses.

## **STUDENT SUPPORT SERVICES**

Student Support Services is a federally funded program designed to aid qualified students in reaching their educational goals. The program has several ways in which to assist students including:

**Academic Tutoring:** Free tutoring is available to a limited number of students who need extra help with classes on a first-come, first-serve basis. Students do not pay for these services through tuition or fees. Assistance is offered in a variety of core subjects as well as developmental classes. Tutor/peer counselors aid students in helping to master course material, learning test-taking strategies, and developing their study skills through videos and group tutorials.

**Services for Students with Disabilities:** Services based on individual needs are provided to students with physical or learning disabilities. Such services can include note takers, tutoring and interpreters. Current documentation of a disability is required and students must complete an application for services several weeks in advance of the beginning of classes. The program coordinator acts as liaison for the students with instructors and state agencies.

**Counseling and Guidance:** Licensed counselors are a significant part of the Student Support Services program. They provide personal as well as

academic counseling, make referrals and assist students in career planning.

**Two-Year/Four-Year Transfer Initiative:** A counselor is provided specifically to help with the process of meeting university admission and deadline requirements, obtaining information on costs and financial aid and in providing transfer fairs and seminars on transferring to a university. The goal is to ensure successful transfer of Navarro students to four-year institutions.

## **VETERAN'S AFFAIRS**

The Veterans Affairs Office is located in the Financial Aid Office, which is on the first floor of the Gooch One-Stop Student Center offering assistance to veterans and their dependants. This office helps students obtain complete admission and enrollment requirements and obtain benefits.

## **STUDENT ACTIVITIES**

Navarro College promotes a variety of activities that supplement the learning experience of the classroom environment. These activities offer students the opportunity to develop leadership skills, experience team building and simply have fun while at Navarro.

Student activities also sponsor the Student Government Association, which is instrumental in planning and coordinating many campus events. The group is structured to represent students' interests to the administration of Navarro College. The group meets every Monday at 4:30 p.m. in the Student Government Office located in Gibson Hall. These meetings are open to all Navarro College students. The Student Activities Office coordinates and regulates all student activities.

## **STUDENT ORGANIZATIONS**

Student organizations active at Navarro include honors, professional, social service, and religious groups. Each organization is recognized through the Student Government Association. Students can contact the Director of Student Activities, Phil Sims, at (903) 875-7543 or the individual club advisers for more information about any of the following organizations. Students wishing to form a new organization on campus may obtain a petition for and regulations from the Student Activities office.

• **Associate Degree Nursing:**

(National Student Nurses Association Chapter)

Created to organize, represent and mentor nursing students and promote development of skills needed to be responsible and accountable members of the nursing profession. Adviser: Betty Shumate (903) 875-7588

• **Baptist Student Ministries (BSM):**

Student-led campus organization organized to promote spiritual growth and fellowship among students on campus. Sponsored by members of the Corsicana area Baptist churches and located in the Baptist Student Center directly across 7th Avenue from the main campus. Adviser: Cody Shouse (903) 874-3167

• **Beauregard's Bodyguards:**

For animal lovers alike to help take care of Beauregard V (the college's bulldog mascot) at all major events on campus. Also, to help feed, bathe and walk him when needed. Adviser: Phil Sims (903) 875-7543

• **Chosen Ministries:**

Student led group organized to promote Christian ministry, singing and praises to God to the community and the students of Navarro College. Adviser: Marla Jackson (903) 875-7660

• **Delta Psi Omega (Navarro College Characters):**

Student led organization formed to allow students who enjoy the theatre and all it's detail to come together and perform, learn and grow together. Adviser: Dr. Shellie O'Neal (903) 875-7632

• **Fellowship of Christian Athletes (FCA):**

Primarily student athletes with a purpose to share the message of Christ with others through the influence of athletes and coaches. Adviser: Dr. Larry Weaver (903) 875-7511.

• **John Deere Ag Club:**

Strives to broaden the technical awareness of college, community and students through social interaction and challenging projects. Club members are very active in school activities, take agriculture-related fieldtrips and visit area farmers. Their mission is to keep the American farmer up and running. Without the farmer, America has no future. Adviser: John Dawley (903) 875-7621

• **LEO Club:**

Exists to promote service activities among the students of Navarro College and to unite its members in friendship, fellowship and mutual understanding. The individual qualities that form the central theme of the

club are leadership, experience and opportunity. The club is open to all students. Adviser: Rita Marie O'Brien (903) 875-7632

• **Navarro Soccer Club:**

Student led group organized to promote activities in the field of soccer. Students get together and raise awareness of their chosen sport, and also play games with other groups on campus.

• **NC Starlets:**

Performs dance routines during events on and off campus. Any student may join, performing members must audition. Adviser: the Rev. Dairy Johnson (903) 875-7372

• **Phi Theta Kappa (ΦTK):**

A nationally recognized honor society for students in two-year colleges. Membership is granted by invitation only. Adviser: Isaac Solis (903) 875-7436

• **Psi Beta (National Psychology Society):**

Created as a national honor society in psychology for students with a 3.0 GPA or higher, and for those who are interested in human behavior and service of mankind. Membership is by invitation only and inquiry. Adviser: Tom Vance (903) 875-7520

• **Resident Advisers:**

The Resident Advisers (RAs) are very important to the Residence Life Department. They assist the department in the housing community. Their job includes, but is not limited to, interacting with residents on a daily basis, providing programs/activities for their residence hall every month, being a conflict/mediator, enforcing rules and policies, assisting residents with maintenance concerns and serving as a role model to students. Membership is granted by application and interview process. Adviser: Deffie Willilams (903) 875-7541

• **Rotaract Club:**

Rotaract is a Rotary-sponsored college-based service club, sponsored by the Rotary Club of Navarro College. Rotaract's area of service includes college, community, club, and international service. Adviser: Cathy Scott (903) 875-7535.

• **Sigma Kappa Delta (National English Honor Society):**

A national honor society for students in two-year colleges dedicated to the recognition of exceptional students in English. Adviser: Boyd Minter (903) 875-7412

• **Student Ambassadors:**

Organized to promote student leadership on and off campus. Also serves as part time student assistants in the Office of Student Relations. Assists with campus activities, tours and special events. Membership only by application and interview.

• **Student Government Association (ΣΓΑ):**

A student council that provides leadership for campus life and represents students' interests to Navarro College administration. The SGA is open to all students. Student voting and interviews elect executive board members. Adviser: Phil Sims (903) 875-7543

• **Student Occupational Therapy Association (SOTA):**

Organized to allow more social and educational development of students interested in the field of occupational therapy.

• **Tempo Band:**

Organized to promote esprit de corps and fellowship within the band program. Adviser: Lamont Goodman (903) 875-7530

• **United Christian Fellowship (UCF):**

Organized to promote spiritual growth, fellowship and community service. Sponsored by the United Methodist, Episcopalian, Presbyterian, Christian, and Roman Catholic churches.

• **Vocal Majority:**

Promotes an interest in and appreciation for choral music and choir activities. Adviser: Rodney Headge (903) 875-7532

• **Vocational Nursing Club:**

Provides an opportunity for students to meet and explore ideas within the nursing profession.

Clubs not listed include: Biology Club, Chemistry Club, Circle K, International Club, Phi Rho Tau, Criminal Justice, and Legal Professions.

## **SOCIAL PROGRAMS & ACTIVITIES**

The Student Activities Office, student organizations and the Student Government Association sponsor various events, dances and activities throughout the year. Students should look to posted announcements for these activities, special events and various performances. No individual student may request the use of a facility for a social event; only student organizations may sponsor activities in campus facilities. All information and forms concerning sponsoring activities can be obtained at the Student Activities Office.

## **RECREATIONAL ACTIVITIES**

The Game Room in the Gibson Hall Student Center features billiards, ping-pong, a variety of table games and a TV for student access. The intramural fields also are available when classes or teams are not using them. For information, contact the director of residence life at (903) 875-7540 or the Physical Plant Office at (903) 875-7601.

## **INTRAMURALS**

Navarro College has an active program of intramural sports for both men and women. Seasonal team events are offered throughout the academic year such as: basketball, football, softball, soccer, volleyball, and many more. Leadership opportunities and teamwork development are the main goals of this department. The intramural office is located in the Gibson Hall Student Center. For more information, contact the Intramural director/assistant director of residence life at (903) 875-7545.

## **INTERCOLLEGIATE SPORTS**

Navarro fields regionally recognized and nationally ranked intercollegiate athletic programs for men in football, basketball and baseball; for women, volleyball, softball, soccer and a coed cheerleading squad. Students who desire to participate should contact the coach in the sport of his/her interest.

## **STUDENT APPRECIATION EVENING**

The Student Government Association sponsors the annual Student Appreciation Evening to honor students and their campus organizations for outstanding participation and involvement in the year's activities. Banquet highlights include presentations of Club of the Year, Adviser of the Year, Who's Who Among American Junior College Students and the Top Dawg Award for student involvement and leadership. The evening will take place at the Cook Arts/Science Technology Center and tickets will be available for purchase. *Note: ALL STUDENTS ARE WELCOME TO ATTEND.*

## **SPRING VIDEO SHOW (VIDEO YEARBOOK)**

College events and campus scenes are captured on videotape and presented in the annual Spring Video Show. This video mixture of sentimentality and humor is made available for sale each spring as the Video Yearbook. Students from the communications program throughout the year tape campus events that are painstakingly edited into segments and snippets of campus life and activities represented in the program. The Spring Video Show is produced by the SVS Crew and is a production of the Marketing Department.

## **CAMPUS DIALOGUE**

The Campus Dialogue is typically held once or twice a semester in the Arrowhead Room of the Gooch One-Stop Student Center on the Corsicana campus. All students are invited to attend. At this meeting, students have the opportunity to share their concerns, compliments and suggestions to members of the Navarro College Student Government Association and to the administration of Navarro College.

## **PUBLIC INFORMATION**

All off-campus publicity or promotion for college activities should be coordinated through the Marketing Department in the Albritton Administration Building. The director will assist in writing and sending news releases to local media.

## **GIBSON HALL STUDENT CENTER**

Gibson Hall Student Center strives to provide facilities and services that promote a sense of community, support student development through leadership and employment opportunities, and encourage the pursuit of a healthy lifestyle to a diverse student population.

The Student Center is equipped with a gym, laundry facilities, game room, mailroom, and atrium with computers, study rooms, wellness fitness area with cardio and weight equipment and more.

The student center is open to all Navarro College students, faculty and staff. For more information students can contact the director of residence life in Gibson Hall.



# STUDENT RIGHTS AND RESPONSIBILITIES

Enrollment at Navarro College carries with it both certain responsibilities and certain privileges and freedoms for the student. It is understood by all concerned that the privileges and responsibilities noted here are to be exercised within the framework of the mission of the college. Any clarification shall be made within the framework of the college disciplinary system.

## **Rights**

Navarro College holds that the student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial expense to the State of Texas, the student-citizen has a responsibility to his/herself, to fellow students, the law of the land, and the institution in which, by his/her own choice, he/she enrolls.

In addition to the rights enjoyed by all citizens and residents, the rights accorded students by Navarro College include the following:

- The right to expect an education of the highest quality;
- The right to privacy of their college records (see the Navarro College Catalog Family Rights and Privacy Act);
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time certificate and degree-seeking students;
- The right to know the graduation rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on the Navarro College campus and were reported to campus officials of a police agency in the past year;
- The right to know the number of arrests, if any, for liquor law, drug abuse, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators or fellow students

## **Responsibilities**

All students who attend Navarro College are expected to conform to the established rules and regulations of the college. Students are expected to have reasonable probability of success and adjustment to the social and educational climate of the college. Should students have difficulty adjusting to the total college environment, they may be denied admission or the opportunity to continue attending Navarro College. Reasons for denial may include, but are not limited to: (1) lack of academic progress (2) inappropriate conduct and behavior (3) observable social or emotional characteristics that would cause resistance to the overall educational process of the college or which would cause disruption of the social or academic environment (4) disrespect for college personnel and other students (5) harassment (6) misrepresentation of factual information (7) student does not show an ability to benefit (8) non-compliance with college rules, regulations or policies.

Navarro College has the right to administratively withdrawal a student. The decision to withdrawal a student is ultimately the judgment of college administrators. This decision is based on the systemic collection of available facts and information from public records and the review of any and all college records. This may include police and court records, records of other public agencies, records or observations of a disciplinary nature of people of acquaintance, recommendations of counselors, psychologists or other professionals, observations and recommendations of supervisors or authorities, observations or judgments of law enforcement officers or other public authorities, results of commonly accepted tests or other instruments, or any other source of available information relevant to making an assessment of the student's probable behavior or academic standing with the institution.

## **DRUG-FREE CAMPUS STATEMENT AND ZERO TOLERANCE POLICY**

Navarro College is a drug- and alcohol-free campus. Possession, sale and/ or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

People found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances will be subject to disciplinary action and/or criminal proceedings.

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time. The suspension of eligibility time table depends on the violation and may resume upon the completion of a Department of Education-approved rehabilitation program.

Navarro College offers drug and alcohol abuse counseling programs to students. The college employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse counseling. The counseling offices are located upstairs in the Gooch One-Stop Center on the Corsicana campus and in the administration buildings on its other campuses.

## **HAZING**

Hazing shall be defined “as any action taken or situation created whether on or off college property to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities shall include (but not be limited to): paddling, beating, physical exercise, scavenger hunts, road trips, any activity resulting in fatigue, physical or psychological shock, wearing apparel that is uncomfortable to the individual or that is conspicuous and not normally in good taste, engaging in public stunts or buffoonery, morally degrading or humiliating games or activities, giving of food or drink that is distasteful or designed to provoke nausea, any form of verbal harassment, any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to personal dignity, or is required to compromise personal values, any activity that interferes with scholastic duties, threatening in any manner of form for the purpose of cajoling individuals into secrecy in regard to breaches of the Hazing Code.”

The preceding is a non-inclusive list of activities considered to be hazing. Any act or procedure done by, or on behalf of a member of a student organization, and with the expressed or implied authority or condemnation of the organization, shall be chargeable to the organization and/or its individual members.

The following actions by recognized student organizations are explicitly prohibited:

1. Forcing or requiring an individual to drink alcohol or any other substance.
2. Dropping food (eggs, grapes, liver, etc.) in the mouth.
3. Forcing or requiring calisthenics, such as push-ups, sit-ups and runs.
4. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
5. Theft of any property under any circumstance.
6. Assigning or endorsing “pranks” such as stealing, panty raids, setting off fireworks, any other incendiary devices, fire extinguishers or harassing another organization.
7. Defacing trees, grounds or buildings.
8. Awakening or disturbing individuals during normal sleeping hours.

## **CODE OF STUDENT CONDUCT**

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event or to reside in an environment that is clean, quiet and conducive to study is prohibited. The college reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

### **STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS**

Certain programs in the areas of Allied Health (e.g. Nursing, OTA, PTA) and Emergency Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admission and sanctions against student misconduct. The students in these programs will be required to abide by both the Navarro College Student Handbook and the programs specific Student Handbook.

**When there is conflict, the Navarro College Student Handbook supercedes the program handbook at the discretion of the campus judicial officer designee.** In both cases the appeal procedure is the same.

## UNACCEPTABLE BEHAVIOR

Outlined are examples of behaviors that are unacceptable for Navarro College students and the ways in which college officials deal with student misconduct. Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws. A student who violates these rules, whether on or off campus, will be subject to disciplinary action. This action may result in expulsion or suspension from Navarro College, and may face additional, independent action from the civil authorities, such as the Navarro College Department of Public Safety or the Corsicana Police Department.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any college policy, rule or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey a college official who is performing his/her duties or lying to a college official.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses.
7. Misusing any fire equipment or other life-safety equipment on college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, or other device used as a weapon or ammunition on college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on campus.
10. Stealing, destroying, defacing, damaging, or misusing college property or property belonging to others.
11. Infliction or threat of bodily harm while on or off college property: (1) infliction of bodily harm upon any person; (2) any act that creates a substantial risk of bodily harm to any person, and which includes but is not limited to physical or sexual assaults.

12. Using or possessing intoxicating beverages or substance, such as but not limited to K-2, in any college building or facility, other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers).
13. Participating in hazing or voluntarily submitting to hazing.
14. Gambling in any form on college property.
15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongos, clips, pipes, residue, seeds, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited.
16. Forging, altering or misusing any college documents, forms, records, or identification cards.
17. Violating any rule or regulation that applies to residential facilities owned by Navarro College or breaking a residence hall contract. Specific housing regulations are available from the Residence Life Office.
18. Possession or setting off any explosive devices, fireworks or flammable liquid or object on college property.
19. Failing to respond to an official summons from an administrative officer of the college within the time indicated.
20. Harassing someone with threats or intimidation made in person, or by telephone, writing or computer.
21. Hate crime - Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
22. Obstructing or disrupting any college activity, including teaching, research, social activities, and public service functions.
23. Engaging in any obscene, profane, reckless, destructive or unlawful course of conduct.

24. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.

25. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio or through other means in a way that is sufficiently loud enough to disturb other members of the college community.

26. Theft or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive or transport obscene, abusive or pornographic messages or images.

27. Creating a disturbance or distraction through appearance, physical gestures or by wearing inappropriate clothing, jewelry, bandannas or other body decorations deemed extreme or gang-related, and inappropriate for the educational environment.

28. The use of toy guns, water balloons and other water toys is prohibited on campus.

29. Engaging in academic dishonesty as defined under the Academic Decorum policy.

30. Harboring or in possession of unapproved animals on campus.

31. When a student is alleged to have violated Navarro College's Code of Student Conduct by an offense committed off of the college premises, the college reserves the right to investigate and adjudicate. The college may take action in situations occurring off Navarro College's premises involving any of the following: student misconduct demonstrating flagrant disregard for any person or people; a student's or a student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity that adversely affects the college community and/or the pursuit of its objectives. This action may be taken for either affiliated or non-affiliated activities.

If the vice president for student services determines that the offense affects the college as stated in the Code of Student Conduct, then the college official also may impose misconduct sanctions.

## **STUDENT DRESS AND APPEARANCE CODE**

The primary purpose of the Navarro College is to conduct education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on the campus. The student is expected to maintain the same standards of dress and personal grooming on campus that would ordinarily be maintained by those engaged in other serious activities. Obvious violations of these standards may be subject to disciplinary action.

## **DISCIPLINARY PROCEDURES FOR STUDENT MISCONDUCT**

All disciplinary sanctions fall under the direction of the vice president of student services. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a notice directing him/her to appear before the discipline officer at a specified date and time.

## **SANCTIONS AGAINST MISCONDUCT**

The vice president of student services, the director of residence life, or the campus judicial officer may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student attend counseling sessions.
3. Cancel residence hall contract and/or meal ticket.
4. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
5. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
6. Withhold an official transcript or degree.
7. Prohibit readmission.
8. Require restitution, whether monetary or through specific duties, such as; reimbursement for damage(s) to or misappropriation of college, student or employee property.
9. Designate a student ineligible for student grant, loan or scholarship.
10. Expel or suspend a student from Navarro College.



11. Withdraw a student from all currently enrolled coursework without refund of tuition and fees.
12. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to; fire/EMS, nursing, and police academy departments.
13. Limit access to and/or prohibit students from certain areas of the campus.
14. Administer other sanctions as per the discretion of the vice president of student services.

Failure to meet the requirements of any notice by a college official may result in action being taken by the discipline officer apart from action for the alleged violation.

NOTE: In cases where a student receives a sanction of probation, suspension or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.

## **DUE PROCESS**

Any student accused of violating the Student Code of Conduct should have the right to expect consistent and fair procedures for resolving their situation.

Furthermore, all student-based decisions by administrators, residence life, counseling, authorities and/or campus security may be appealed to the vice president of student services. Final appeal may be presented to the district president of Navarro College ONLY AFTER the appeal process has been followed.

## **DISCIPLINARY APPEAL PROCEDURES**

After an original decision is rendered the student shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student wishes to appeal the decision, the appeal must be received in writing to the vice president of student services' office no later than 5 p.m. the next business day.

The vice president of student services will determine if the appeal letter has merit. The student will be notified within one business day whether

or not their appeal has been granted. If the appeal is granted the vice president of student services will appoint the appeals board; facilitate the hearing; and prepare all supporting information for the appeals board.

The appeals procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student. Within this framework, the institution embodies the laws of the nation and state, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines. These appeal procedures serve to provide due process in principle and fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. In addition, if Navarro College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted according to Navarro College policy. If counsel is requested, the attorney's purpose is to serve as an adviser to the student. Should the student plan to have an attorney present, the institution must be informed no less than 24 hours prior to the appeal hearing.

Only the student, legal counsel (if desired) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the board only while testifying. The board will render a final recommendation to the vice president of student services that:

1. The original decision be upheld; or
2. The original decision be reversed; or
3. The severity of the decision or sanction may be modified (increased or decreased.)

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the Appeals Board and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, and/or any restrictions (e.g., residence life, education, activities, intramurals).

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, whether directly or through Navarro College, must be allowed.
3. Navarro College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.
4. A determination of the facts will be based only on the evidence presented.
5. A student may not be compelled to testify on his/her own behalf. If the student chooses not to testify, no inference may be drawn from failure to testify. If the student does testify, he/she may be fully cross-examined.
6. After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee, the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.
7. A written statement will be available for the student no later than 3 business days following the proceedings. In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Navarro College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of one year.
8. Notification to all current administrators, staff and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension is upheld by the appeals board.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Navarro College's practice to ensure fairness in serious disciplinary offenses:

1. The right to appeal to a higher authority within the institution.
2. The right to cross-examine witnesses.
3. The right to have counsel at a hearing, not to participate, but to advise.

Federal statutory law also requires disciplinary proceedings to be closed to the public upon the request by the accused.

**NOTE: Prior to an initial hearing or appeals hearing, if it is decided that the student is a danger to himself/herself or the college community and/or the educational process, the student may be removed from college housing and/or the campus until such time as the hearing is scheduled.**

## **POLICY ON FAILURE TO COMPLY WITH DISCIPLINARY SANCTIONS**

Any disciplinary action taken against a student enrolled in Navarro College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply. Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

1. Immediate dismissal from Navarro College
2. Prohibited from re-enrolling in Navarro College
3. Having all college records placed on hold.

The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Navarro College students and to sensitize students to the fact that every decision carries a consequence.

## **OFF-CAMPUS CONDUCT**

All students enrolled in Navarro College should clearly understand that the college is expressly concerned with student conduct both on and off campus. Navarro College expects the behavior of its students at all time and in all settings to be guided by standards of department that define acceptable forms of student conduct. To these ends, any student enrolled in Navarro College who is found in violation of Student Codes of Conduct or state or federal laws, even in an off-campus setting, is subject to administrative discipline procedures that could result in one or a combination of several disciplinary sanctions as listed in the Student Handbook.

**Based on the reasonable belief that a student has been involved in conduct off campus incompatible with the college's function as an educational institution or with the mission of Navarro College, the president, in his/her discretion, may invoke the disciplinary process chain as described infra.**

## **RESIDENCE LIFE**

Navarro College Residence Life Department is committed to providing an environment that is safe, secure and conducive to learning. This learning takes place at many different levels. Living on campus will help students learn how to socialize and live in a community governed by rules, while promoting the welfare of each individual in the community. The residence hall provides additional education outside of the classroom experience, and the residence life staff is here to help facilitate this transition from living at home to becoming a responsible adult. (See the Residence Life Student Handbook /Student Code of Conduct)

### **VACCINATION AGAINST BACTERIAL MENINGITIS**

Vaccination against bacterial meningitis of students residing in on-campus housing

Texas Education Code, Section 51.9191, Subchapter Z directs that all first-time students of an institution of higher learning, including a transfer student, residing on campus will show evidence of being immunized against bacterial meningitis.

All first-time students attending Navarro College, including transfer students, approved to participate in the Residence Life Program will be required to show evidence of vaccination against bacterial meningitis. Evidence of the student having received the vaccination from an appropriate health practitioner within the past five years must be received in the Navarro College Residence Life Office at least 10 days prior to the student taking up residence in on-campus housing.

A student, parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis under the following circumstances:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated

that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or

- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used.

The exceptions do not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services and in affect for Navarro College.

## **CRIMINAL HISTORY CHECK**

Effective Fall 2010 semester, each Navarro College prospective residence life student must complete the Navarro College Release of Background Information form (RBI - attached) as part of the residence life application process. All new students residing in the residence halls during Summer I and II will also have to complete the release form and pay the \$10 processing fee. These forms will be processed prior to move-in for the fall semester. Students that decide not to return to the residence halls for the fall semester will have the fee refunded. The residence life application becomes valid when the complete application (both parts) is returned with the housing deposit fee (\$200), a copy of the applicant's driver's license or state identification card and the non-refundable \$10 processing fee. An incomplete RBI form will void the Navarro College residence life application.

Please refer to the current Residence Life Student Handbook for more information.

## **AUTHORIZED DISCIPLINARY ACTIONS**

### **Residence Hall Level**

Any residence hall specialist may take certain actions in response to violations of the Student Code of Conduct or residential living regulations. They also respond to specific complaints by members of the residential community. The following actions are available:

1. Issuance of a written warning that the student's past behavior is not acceptable and continued violations will result in more serious disciplinary action.

2. Suspension of a residential living privilege, such as laundry room use, visitation privilege or lounge area use, as well as other actions appropriate to the individual situation.
3. Assessment of a fine or charge for violations of hall policies or damage to college property.
4. Mandatory reassignment to a different room within the hall.
5. Behavioral Contract.
6. Recommendation for removal from the residence hall and other restrictions as appropriate.

### **Campus Level**

The following actions are available to college administrative personnel to deal with repeated or serious violations of the Student Code of Conduct or college policies. Actions may be taken at whatever level is deemed appropriate depending on the seriousness of the violation and the past record of the student. Please take notice that an incident of misconduct may involve more than one violation and may result in action being taken at various levels of the college administration, from the advisers of residential operations to the Student Discipline Committee. Action at one level regarding a particular violation does not preclude action being taken at another level regarding other violations arising from the same incident.

1. **Written Warning** is official notice to the student that their past behavior is not in accordance with college expectations; is educational in nature, but also forms a basis for more severe action in case of further violations.
2. **Restitution** may be assessed in cases where damage to property has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. **Restrictions and Suspension of Activities** are actions, which restrict or prohibit a student's use of College facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
  - A. No participation in student organizations.
  - B. No use of college facility, such as the student center;
  - C. No participation in college activities, such as dances, parties, intramurals, etc.
  - D. Removal from a residence hall.

E. Suspension of specific privileges such as residence hall visitation. Other actions may be taken, as appropriate to the violations.

F. Terminations or refusal of college employment.

4. **Revocation of Scholarship** will occur when students receiving performance scholarships are restricted from continuing to receive that assistance. Athletic scholarships also may be revoked pursuant to the terms of Athletic Code of Conduct. This will occur when deemed appropriate in view of the specific violation, which has occurred.

5. **Behavioral Contract of Referral** would require the student enter into a binding contract to structure their activities and behavior in order to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off campus, also may be required for the student to remain enrolled and/or on campus. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.

6. **Disciplinary Probation** usually involves any or all the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior or doubt of their ability to act in a responsible manner and to successfully adjust to a college environment are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.

7. **Suspension** is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on campus at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.

8. **Immediate Suspension** is used when a student's presence poses continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college with loss of all college privileges. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

All students involved in disciplinary actions will be reviewed periodically during their effective period to determine whether they are willing to make an effort to engage in responsible behavior.



# **ACADEMIC DECORUM**

## **BEING A SUCCESSFUL STUDENT**

As a student, you have the responsibility for your education. Your success as a student and in your profession is enhanced by an understanding of a number of characteristics that contribute to success. These characteristics include academic as well as personal attributes.

## **ATTENDANCE**

Attendance is expected in all classes/laboratories. Attending class will make a difference in achieving your goals and passing a course. The more successful students are those who attend class on a consistent basis. Students are expected to be familiar with the Navarro College attendance policy (found in this handbook) and to understand and follow the specific policies for each course. Each instructor will have the course syllabus and the specific attendance requirements for that particular class/laboratory.

## **PUNCTUALITY**

Being on time is essential to achieving your goals. When you are late for a class, you send the message that class is not important. Entering the classroom after class has started is disruptive, and you have missed the learning that has already occurred. Tardiness shows a lack of respect for others in the class.

## **PREPARATION**

Successful students are prepared for class. Come to class ready to learn. When you prepare before coming to class, you have a greater chance of understanding what the instructor is presenting. You also will be better prepared to ask questions about any material that you may not have understood. Know beforehand what is going on in class each day and be prepared. Read your syllabus.

## **PARTICIPATION**

Getting involved in classroom activities will make a difference in your learning. Class discussion will broaden your knowledge about the subject

and will increase your understanding. Be prepared to answer questions and communicate your knowledge and ideas.

## **QUALITY OF WORK**

Take pride in your work. Doing the best and following assignments to the best of your ability will contribute to your success. Quality work does not demand perfection, however; your work should reflect the highest standards of accuracy, neatness and clarity. Neatness and care in the production of your assignments shows pride in yourself and in your work that will benefit you.

## **ACADEMIC CONDUCT**

Truthfulness and honesty are the best policy in all academic matters. Every profession has standards of ethical conduct. Academic standards are essential and are highlighted in each syllabus. Students are responsible for following Navarro College's rules regarding academic dishonesty (listed in this handbook). Successful students are those who take their academic work seriously.

## **POSITIVE ACADEMIC ATMOSPHERE**

Respect for others is important in success in college life and life in general. You are responsible for knowing the college's rules concerning student conduct. Show consideration for others at all times. Your college years should be among the happiest and most rewarding times of your life. A balanced academic and social life will help assure you of this and can result in a high level of success. Take your studies seriously, find out what is expected of you and become involved in all aspects of college life. Get to know your fellow students and the college staff.

## **STUDENT E-MAIL ACCOUNT INFORMATION**

### **Getting Started With Student E-Mail**

All students are assigned a free Navarro College e-mail account for college-related activities. Your e-mail address will be: **firstname.lastname@navarrocollege.edu**

You can access your account by selecting the Student E-Mail link on the Navarro College Website ([www.navarrocollege.edu](http://www.navarrocollege.edu)). Your username and password will be the same as for Blackboard and WebAdviser (**User-**

**name: firstname.lastname (ex. John.Student); Password: six-digit date-of-birth (MMDDYY).**

**FOR YOUR PROTECTION, ALWAYS REMEMBER TO LOG OUT OF YOUR ACCOUNT AFTER EACH SESSION!**

### **CLASSROOM BEHAVIOR**

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event or to reside in an environment that is clean, quiet and conducive to study is prohibited. The college reserves the right to ask for the withdrawal of any student who violates policy or refuses to adhere to the standards established by the institution.

The college classroom is a learning environment. Classroom conduct that interferes with the learning process is not expected and will not be tolerated, and instructors have the right to have students removed from class if the behavior is deemed disruptive to the learning process.

### **DISRUPTIVE BEHAVIOR POLICY**

Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting.

Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Rules and expectations for the instructional setting should be established by the instructor and communicated to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching method and learning objectives; and may vary depending upon the educational context. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated,

talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

Disruptive Behavior is prohibited. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operations of the college.

Mild Forms of Disruptive Behavior: Talking in class, arriving late, talking on cell phones, sleeping in class, and reading material unrelated to the class.

Instructors who experience students engaging in mild disruptive behavior should provide one or more of the following warnings: a verbal, e-mail, early warning referral or a written form of communication. The communication should identify the prohibited behavior that occurred, the rules that were violated, and the behavior that is required in the future. The warnings should also include notice stating that any subsequent violation of the classroom rules or this policy may result in the instructor filling a student code of conduct complaint with the vice president of student services or assistant to the vice president of student services, and the assistant dean.

### **Mild Behaviors:**

- Arriving late, or exiting early
- Making long-winded, or off-task comments
- Eating or drinking
- Conducting side conversations
- Talking/Text messaging on cell phones
- Complaining
- Spitting tobacco into a container
- Constantly disagreeing
- Bringing babies to class
- Making disrespectful or offensive comments or gestures to the instructor or fellow students
- Making inappropriate remarks
- Acting in an immature manner
- Acting in a bizarre manner

- Making exaggerated or emotional responses
- Appearing to be under the influence of chemicals
- Irrational, inappropriate, unrelated statements
- Engaging in exhibitionism

**Severe Forms of Disruptive Behavior:** Intimidation, insubordination, physical threats, and violence. If the disruptive behavior is serious or severe the proper authorities should first be contacted immediately.

The instructor must document the disruptive behavior in writing and file a Student Code of Conduct Complaint with the vice president of student services or assistant to the vice president of student services. The complaint should also include a copy of any written warning provided to the student. The instructor must also notify his/her assistant dean or dean of the matter. Student services officials will investigate the complaint in accordance with the Student Handbook. The student disciplinary procedures shall govern all proceedings involving such complaints. Sanctions, if necessary, will be imposed in accordance with the Student Code of Conduct.

**Severe Behavior:** Intimidating or Aggressive Behaviors Toward Instructors:

- Defiant posturing
- Badgering
- Obscene gestures
- Verbal sniping
- Hostile arguing
- Menacing physical posturing
- Challenging
- Harassing or intimidating statements toward the instructor

#### **SUSPENSION PERIODS**

No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate vice president, who may convene the Appeals Board for consideration/consultation of the matter.

## **CHANGE OF GRADE**

After a faculty member has reported a final semester grade to the registrar's office, such grade may not be changed except by the following procedure:

1. Completion of a "Change of Grade Request Form," secured from the office of the appropriate dean.
2. Action will be taken by the registrar's office upon the signature of the instructor and the appropriate dean.
3. With the exception of the "I" grade, no grade may be changed 30 days after the close of the semester.

## **GRADE CHALLENGE POLICY**

Classroom instructors at Navarro College have the responsibility and authority to award final grades in the class they are teaching; however, grades must be based on college policy and written instructions in the form of a course syllabus. In cases where a student has a valid reason for challenging the grade awarded in a course, the student must first consult with the instructor and informally present his or her case. If the student and the instructor are not able to reach a mutual agreement, the student may request in writing, through the appropriate dean, a Grade Challenging Hearing. The appropriate dean must receive this written request within ten (10) days after the final grade for the course is assigned. If, in the judgment of the dean, there are valid reasons for a grade challenge, the dean will appoint a Grade Challenge Review Committee, which will consist of one student, one instructor, and one administrator, with the chairman of the committee also being appointed by the dean.

The Grade Review Committee will call a meeting. At that time, the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and instructor may address questions to each other only through the chairman of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make summary statements.

After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and instructor.

If either party wishes to appeal the decision of the Grade Review Committee, he or she may do this in writing to the vice president of academic affairs. If there are valid reasons to continue the investigation, the vice president of academic affairs will then appoint the Administrative Staff Committee, consisting of three administrators, who will receive all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. Either or both parties may, in addition to the written statement, present any additional evidence orally. The committee will research the decision and prepare a written report that will be sent to each of the people concerned. The decision of the Administrative Staff Committee will be final and binding.

### **ACADEMIC DISHONESTY**

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. College officials may begin such action if a student is accused of “cheating on academic work.” Cheating includes, but is not limited to:

1. Copying from another person’s test paper or academic work;
2. Using, during a test, materials not authorized by the person giving the test;
3. Collaborating, without authority, with another person during an examination or in preparing academic work;
4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test prior to its being administered;
5. Substituting for another student, or permitting another person to substitute for oneself, to take a test or prepare other academic work; and
6. Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).

### **DISCIPLINARY PROCEDURES FOR ACADEMIC DISHONESTY**

When a student is accused of academic dishonesty, the faculty member and the student will first attempt to reach a resolution of the charges. If no resolution is achieved, the student may appeal to the assistant dean and then to the appropriate instructional dean for review of his/her case.

If no resolution is reached at this point, the case is then referred to the discipline officer for disciplinary procedures.

## **RESPONSIBILITIES OF INFORMATION TECHNOLOGY RESOURCE USERS**

Members of the college community who use the college's information technology resources must act responsibly. Every user is responsible for the integrity of these resources. All users of college-owned or college-leased computing systems must respect the rights of other computer users, respect the integrity of the physical facilities and controls and respect all pertinent license and contractual agreements.

### **THIS IS THE LAW!**

The college characterizes misuse of information technology resources and privileges as unethical and unacceptable and has just cause for taking disciplinary action. Misuse of information technology resources and privileges includes, but is not restricted to, the following:

- Attempting to modify or remove computer equipment, software or peripherals without proper authorization;
- Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information or network in question is owned by the college. Abuse of the networks to which the college belongs or the computers at other sites connected to those networks will be treated as an abuse of Navarro College information technology resource privileges;
- Circumventing or attempting to circumvent normal resource limits, log on procedures and security regulations;
- Using computing facilities, computer accounts or computer data for purposes other than they were intended or authorized;
- Sending fraudulent computer mail breaking into another user's electronic mailbox, or reading someone's electronic mail without his/her permission;
- Violating any software license agreement or copyright holders who are in possession of computer-generated data, reports or software;
- Using the college's information technology resources to harass or threaten other users;



- Taking advantage of another user or attempting to gain access to any computer account, data, software or file that is not one's own;
- Failure to sign the log in sheet in the computer lab;
- Encroaching on other's use of the college's computers (i.e. disrupting other's use by excessive game playing; by sending excessive messages, either locally or off campus, including but not limited to electronic chain letters; printing excessive copies of documents, data, files or programs; modifying system facilities, operating systems or disk partitions; attempting to crash or tie up a college computer; damaging or vandalizing college computing facilities, equipment, software or computing files);
- Disclosing or removing proprietary information, software, printed output or magnetic media without explicit permission of the owner;
- Reading other users' data, information, files or programs on a display screen, such as printed output or via electronic means, without the user's explicit permission;
- Writing or knowingly spreading viruses and worms or running "daemon" like processes that never terminate; and
- Executing or causing to execute any process that could significantly reduce system performance.

## **PENALTIES FOR VIOLATION OF POLICY**

Penalties for violation of this policy range from loss of information technology resource privileges to dismissal from the college, criminal prosecution and/or civil action under the laws and regulations of the State of Texas, any municipality or county therein and/or the United States of America. Each case will be determined separately on its merits.

## **PROCEDURE FOR DISCIPLINARY ACTION**

The procedures to be followed are those specified in the "Code of Student Conduct and Discipline" as printed in the Student Handbook. If the student in violation of this policy also is an employee of the college, sanctions may include termination of employment.

## MISCELLANEOUS

### HARASSMENT

“Sexual harassment” can be defined as any act, which includes, but is not limited to, the following: unwelcome sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature, such as comments or jokes, which have sexual overtone or direct physical contact. Racial/ethnic harassment is defined as extreme or outrageous acts or communications that are intended to harass, intimidate or humiliate a student(s) or an employee(s) because of race, color or national origin and that causes the person(s) to suffer emotional distress.

Students and employees shall not engage in any conduct constituting harassment. The college shall investigate all allegations of such harassment and shall take appropriate disciplinary action against students and employees found to engage in such harassment.

1. If a student or employee believes that he/she is a victim of harassment, the student or employee should firmly tell the harasser to stop. Frequently, the harasser is unaware that his/her behavior is offensive.
2. The student or employee should document the incident and include dates, times, places, person(s) involved and a description of the behavior and response.
3. The student or employee should report the incident as soon as possible to campus police and/or the director of human resources for appropriate disciplinary action.

Victims of harassment often feel ashamed and angry and may blame themselves for the incident. It is important for the victim to talk to someone about his/her feelings. Professional counseling is available through the Navarro College Counseling Center with complete confidentiality.

### HIV STATEMENT

Consideration of the existence of AIDS, a positive HIV antibody test or any communicable disease is not a part of the initial admission decision for those applying to attend Navarro College.

Navarro College students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes;

however Navarro College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

The college shall not require a screening of students or employees for HIV; however, Navarro College shall refer students or employees requesting such testing. Navarro College will provide NO medical information to anyone outside the college without the prior specific written consent of the patient, including those living in residence halls. Knowledge shall be confined to those professional staff members with a direct need to know as determined by the colleges' legal counsel; however, Navarro College must strictly observe anonymous public health reporting for AIDS. For a copy of the Navarro College HIV policy and the Texas Department of Health HIV pamphlet, please contact Navarro College or the Student Activities office.

## **THREATS OR HARM TO SELF OR OTHERS**

Proposed May 2010

### 1. General Information

Navarro College is concerned about the well-being of all students. The college takes seriously any behavior, including a non-privileged verbal statement, that tends to demonstrate a student may harm himself or herself or another.

### 2. Policy Statement

Concern for the safety of each member of the Navarro College community has compelled the college to adopt the following policy. Any student who (a) states an intent or desire to harm himself or herself or another, (b) attempts to harm himself or herself or another, (c) harms himself or herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself or herself or another may not live in college residential facilities, participate in college academic programs, or participate in other college activities the college may deem to be harmful to the student or others until cleared to do so by the assistant to the vice president of student services in accordance with the clearance procedure set forth below. The college reserves the right to determine what actions might be deemed as harmful to the student or another. The prohibition against living in college residential facilities, participation in college academic programs, or participation in other college activities the college deems to be harmful to the student or others is not disciplinary in nature; and the fact that such a prohibition has been imposed will not be entered in the student's disciplinary records. However, if the student engages

in disruptive behavior (which may include, but is not limited to, the behavior that caused processing under this policy), fails to comply with the terms of the clearance procedure, or violates a college policy such as harming another or stating the intent to harm another, the student may be subject to disciplinary action in accordance with the student disciplinary procedure. In which case, documents relevant to both processes may be placed in the student's disciplinary record.

### 3. Incident Reporting

If a student is in need of immediate medical treatment, the Navarro College Department of Public Safety (campus phone extension: 7500 or (903) 654-3999) or 911 should be notified immediately. If a student or a faculty or staff member observes a student (a) stating an intent or desire to harm himself or herself or another, or (b) attempting to harm himself or herself or another, (c) in the process of harming himself or herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself or herself or another, the person observing such behavior should report what was observed to the Navarro College Department of Public Safety (campus phone extension: 7500 or (903) 654-3999) or 911 immediately and to the assistant to the vice president of student services as soon as possible. The assistant to the vice president of student services, under the direction of the vice president of student services, may consider the need to advise parents or the next of kin.

### 4. Clearance Procedure

#### (a) Notice

The assistant to the vice president of student services, under the direction of the vice president of student services, or his/her designee, may notify each student who has been observed (a) stating an intent or desire to harm himself or herself or another, (b) attempting to harm himself or herself or another, (c) in the process of harming himself or herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself or herself or another that he or she will not be permitted to continue to live in the college's residential facilities, participate in academic programs, or participate in other college activities the college deems to be harmful to the student or others until the student receives approval of the assistant to the vice president of student services, under the direction of the vice president of student services, in accordance with this clearance procedure. If, after a student has been

notified that he or she cannot live in the college's residential facilities, participate in the college academic programs, or participate in other college activities the college deems to be harmful to the student or others, he or she violates the prohibition by entering a residence hall, attending class, or participating in an activity that has been prohibited, such violation may result in disciplinary action in accordance with the student disciplinary procedure.

(b) Evaluation by a qualified mental health professional

Before the assistant to the vice president of student services, under the direction of the vice president of student services, may clear a student to live in the college's residential facilities, participate in the college's academic programs, or participate in other college activities the college had previously deemed to be harmful to the student or others, the student must have an assessment conducted by a licensed mental health professional, either a psychologist, psychiatrist, or a licensed mental health professional.

(c) Communication of results of evaluation

The student must arrange for the mental health professional who evaluated the student to contact the assistant to the vice president of student services, under the direction of the vice president of student services. Because the student's contact with the professional is confidential, the student will be requested to sign a release form permitting the mental health professional to disclose the evaluation to the assistant to the vice president of student services, under the direction of the vice president of student services.

The mental health professional will be asked to provide his or her opinion about:

- (1) the student's readiness to resume living in the college's residential facilities, participation in the college's academic programs, or participation in other college activities the college had previously deemed to be harmful to the student or others, and
- (2) recommendations about conditions the college should impose on the student's participation that are in the student's best interest or the best interest of others.

The opinions of the mental health professional may be communicated orally at first for expedience but must be followed in writing.

(d) Student interview with the assistant to the vice president of student services

After the student has been evaluated by a mental health professional, the student must schedule an interview with the assistant to the vice president of student services, under the direction of the vice president of student services. Interviews may be scheduled anytime between the hours of 8 a.m. and 5 p.m. Monday through Friday. The purpose of the interview is to determine if the student will be allowed to resume living in the college's residential facilities and participation in the college's academic programs and nonacademic programs.

(e) Approval from the assistant to the vice president of student services

Based upon the interview with the student and the results of the evaluation by the mental health professional that may include a physician's assessment and/or recommendation, the assistant to the vice president of student services, under the direction of the vice president of student services, will make a decision about the student's ability to resume living in the college's residential facilities, participation in the college's academic programs, or participation in other college activities the college had previously deemed to be potentially harmful to the student or others.

If the assistant to the vice president of student services, under the direction of the vice president of student services, determines that the student is able to resume living in the college's residential facilities, participate in the college's academic programs, or participate in other college activities the college had previously deemed to be potentially harmful to the student or others, the assistant to the vice president of student services, under the direction of the vice president of student services, will provide a letter to the student stating the student has been cleared to return to residential facilities, classes, or other college activities. The student must present the letter to the residence life staff or any faculty or staff member who requests the letter as proof that the clearance process has been completed.

(f) Disapproval from assistant to the vice president of student services

1) If the assistant to the vice president of student services, under the direction of the vice president of student services, determines that the student is not ready to return to the college residential facilities, the assistant to the vice president of student services will assist the student with their withdrawal from the college residential facilities and will suggest other arrangements for off-campus housing. Any cost will be the responsibility of the student.

II) If the assistant to the vice president for student services, under the direction of the vice president of student services, determines that the student is not ready to return to academic programs, the assistant to the vice president of student services will assist the student with withdrawing from their college classes and assist the student in exploring other academic options for the student. Any cost will be the responsibility of the student.

III) If the assistant to the vice president of student services, under the direction of the vice president of student services, determines that the student is not able to return to the college's services or programs other than residential facilities or academic programs, the assistant to the vice president of student services will provide the student with written instructions regarding which activities or programs are prohibited, the length of the prohibition, and the conditions (if any) for readmittance to those activities or programs.

#### 5) Right to Appeal

The student will have the right to appeal any decision of the assistant to the vice president of student services to the vice president of student services. Any such appeal shall be made within 10 days from the date of the decision made by the assistant to the vice president of student services, and any appeal shall be in writing.

#### (6) Unavailability of the vice president of student services

In the event that the vice president of student services is unavailable to perform any task pursuant to this policy, the vice president of academic affairs shall act on behalf of the college.

## **CAMPUS SAFETY AND SECURITY**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Navarro College Campus Safety Office collects and publishes specific information on campus crime statistics, security policies and services. This information is summarized in this document. The Navarro College Campus Safety Office is service-oriented, trained in professional standards and dedicated to the safety and comfort of our students, employees and

visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely. Members of the campus community should call (903) 875-7500 and/or 911 to report an emergency.

### **Reporting Crimes and Emergencies.**

All criminal offenses that occur on campus should be reported to the Navarro College Campus Safety Office immediately. The Navarro College Campus Safety Office is operational 24 hours a day, year around. The Campus Police is located in Gibson Hall. Students have easy access either by telephone, (903) 875-7500, or by going to the Campus Safety building, located at Gibson Hall on Waller Drive. This location is clearly marked on campus maps. Campus Safety officers and guards are trained to respond to criminal actions or other emergencies that may occur on campus. Campus Safety officers are licensed Texas police officers.

### **Campus Procedures for Reporting Crimes or Emergencies**

To report an emergency, call (903) 875-7500 and/or 911. For non-emergencies, contact the Navarro College Campus Safety office at (903) 875-7500.

## **WATCHDOG ALERT SYSTEM**

The WatchDog Alert System is an emergency notification system where by you will be contacted by telephone, e-mail and text message in the event a weather-related or other emergency should develop on any of our four campuses. Resident Life students will also be alerted by an Outdoor Warning System that is located near the residence halls. The WatchDog Alert System is a free service to our students, faculty and staff. However, some participants receiving the text message alerts could be charged by their wireless provider. For more information, please contact Brandon Ford, Blackboard administrator, in the Computer Services Department in the Albritton Building on the Corsicana campus.





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