

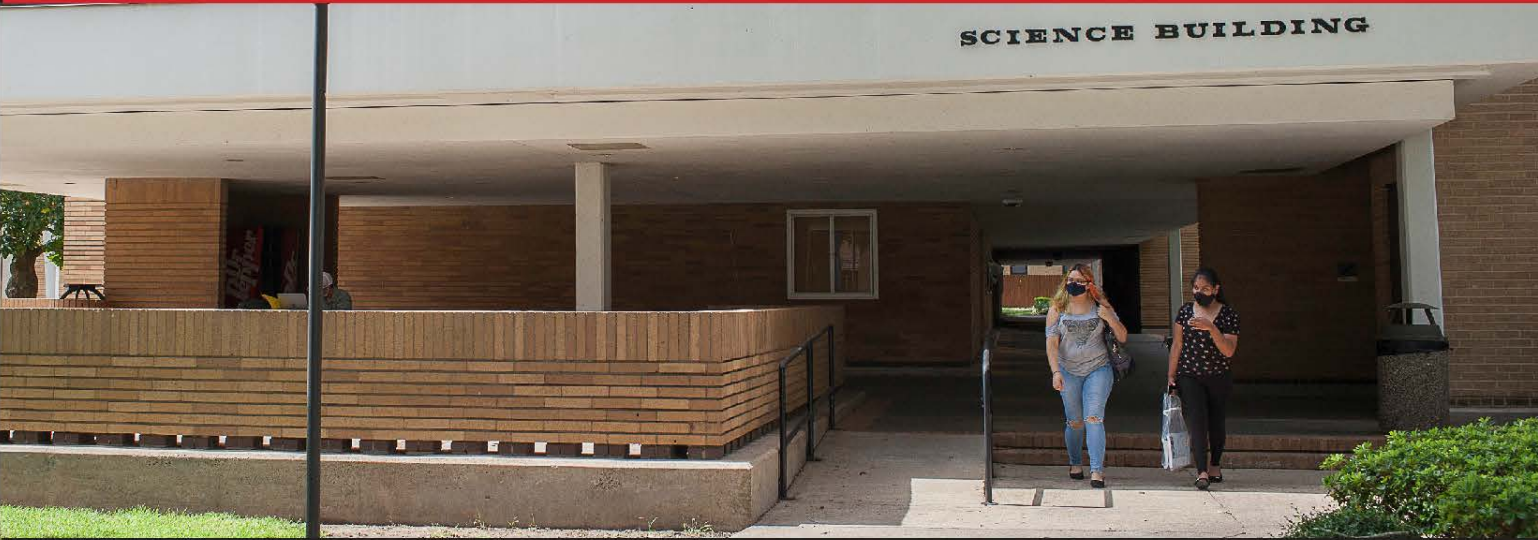


Wharton County Junior College

WHARTON CAMPUS | BAY CITY CAMPUS | RICHMOND CAMPUS | SUGAR LAND CAMPUS



STUDENT HANDBOOK 2020-2021



Plan. Achieve. Transfer or Work.



Wharton County Junior College

Student Handbook 2020-2021

This *Student Handbook* contains information about many of the services available to WCJC students, as well as policies and regulations that govern our community. The policies and procedures included in this handbook are to assist you by establishing a set of community standards designed to promote student safety and success. You are encouraged to become familiar with this information.

Wharton County Junior College makes every effort to include accurate and current information on policies, services, programs and procedures of the College in the *Student Handbook*. However, the College reserves the right to make changes considered expedient for its general well-being or that of any of its constituencies. Furthermore, the provisions of the *Student Handbook* do not constitute an irrevocable contract between any student and the College, and all provisions of the *Student Handbook* remain subject to revision at any time for any reason and without prior notice.

WCJC MISSION STATEMENT

Wharton County Junior College is a public, two-year comprehensive college offering a wide range of post-secondary educational programs and services including associate degrees, certificates, continuing education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and application of knowledge for the good of society.

Its curricular and co-curricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation and excellence in human endeavor. It prepares the student for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate granting institutions.

- Offers associate of arts, associate of arts in teaching, and associate of applied science degrees;
- Offers transfer curricula in preparation for the baccalaureate degree;
- Offers career/vocational curricula leading to certificates and associate degrees;
- Offers remedial and development courses and services, as well as adult basic education, to assist

under- prepared students to achieve competency in basic skills and thus gain access to college-level programs:

- Supports excellence in instruction in all academic areas by the encouragement of faculty professional development for the improvement of teaching and learning through innovative teaching methodologies, research and public service;
- Provides library and other instructional resources as integral parts of the educational process;
- Supports students in the learning process through counseling and academic advising;
- Offers continuing education noncredit courses and programs to meet the needs of business, industry, government, and the community-at-large, and to contribute to the economic development of its service region;
- Provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in the service region;
- Actively cooperates with school districts, vocational-technical schools, other colleges, and universities to promote a more productive educational environment within its service region;
- Encourages the innovative and effective use of technology to increase and enrich education opportunities for students and the community.

Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credits and non-credit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

CAMPUS LOCATIONS

Wharton Campus
911 Boling Highway
Wharton, Texas 77488
979-532-4560

Richmond Campus
5222 FM 1640 Richmond,
Texas 77469
281-239-1500

Sugar Land Campus
14004 University Blvd.
Sugar Land, Texas 77479
281-243-8447

Bay City Campus
4000 Avenue F, Suite B
Bay City, Texas 77414
979-244-4236

WCJC FACTS

Wharton County Junior College was founded in 1946.

Student and Faculty

- Credit Students – 6,768
- Full-time Faculty – 188
- Part-time Faculty – 114
- Average Class Size – 21
- Average Age of Student – 22

Student Makeup

- Females – 3,944 (57%)
- Males – 2,960 (43%)
- African American – 808 (12%)
- Anglo – 2,044 (30%)
- Asian – 897 (13%)
- Hispanic – 3,046 (44%)
- Other – 111 (1%)

Programs

- Adult Education Literacy
- Associate of Applied Science
- Associate of Arts
- Certificates and Certifications
- Continuing Education
- Distance Learning
- Dual Credit and Concurrent Enrollment
- Youth Activities
- Senior Citizens Program
- Workforce Development

Note: data based on fall 2019 enrollment

CAMPUS DIRECTORY

WCJC Main Line: 979-532-4560

WCJC Office of Security and Public Safety

Wharton Campus 979-532-6523	Richmond Campus 281-239-1501	Sugar Land Campus 281-275-3302	Bay City Campus 979-244-4552
Academic Advising -----	979-532-6388	IT Help Desk -----	979-532-6568
Admissions and Registration-----	979-532-6303	Library (Wharton) -----	979-532-6509
Adult Learning Center / HSE Lab ---	979-532-6301	Library (Sugar Land) -----	281-633-5100
Athletics -----	979-532-6480	President's Office -----	979-532-6304
Automotive Services -----	979-532-5608	Student Life -----	979-532-6519
Bookstore (Wharton) -----	979-532-6414	Testing (Richmond) -----	281-239-1532
Bookstore (Richmond) -----	281-239-1513	Testing (Sugar Land) -----	281-243-8434
Business Office / Cashier-----	979-532-6412	Testing (Wharton) -----	979-532-6386
Career Services -----	979-532-6388	Title IX Coordinator for Students --	979-532-6905
Counseling Services -----	979-532-6388	Veterans Services -----	281-239-1540
Continuing Education -----	281-239-1531		
Cosmetology Services -----	979-532-6422	ACADEMIC DIVISIONS	
Dean of Student Success -----	979-532-6905	Allied Health -----	979-532-6428
Dental Hygiene Services -----	979-532-6429	Communications and Fine Arts -----	979-532-6978
Disability Services -----	979-532-6384	Life Sciences -----	979-532-6460
Dining Services -----	979-532-6323	Math and Physical Sciences -----	979-532-6396
Financial Aid -----	979-532-6345	Social and Behavioral Sciences -----	281-239-1581
Fitness Center -----	979-532-6372	Technology and Business -----	979-532-6342
Health Center -----	979-475-6300	Vocational Science -----	979-532-6575
Housing -----	979-532-6368		

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SECTION 1: STUDENT SERVICES AND RESOURCES

DEAN OF STUDENT SUCCESS

The Office of the Dean of Student Success is located on the second floor of the Pioneer Student Center, on the Wharton Campus. This office serves as an advocate and resource for students and works to uphold the student code of conduct as well as general regulations published by the College. Through this office, [students can file both academic and non-academic grievances](#), [report concerning behavior](#), [report incidents or student conduct](#), and [file a Title IX complaint](#).

ACADEMIC ADVISING AND CAREER SERVICES

[Academic Advising](#) provides students with academic support and guidance as they explore their natural talents and develop academic and career goals. Academic Advisors, located on the Wharton, Richmond, and Sugar Land campuses, assist students with a wide array of academic services including degree planning, course selection and scheduling, choosing and declaring a major, understanding program requirements, developing skills for academic success, and general academic support. Academic Advisors can also assist with [career and vocational guidance](#) to include resume development, job search resources and interview skills.

ADMISSIONS AND REGISTRATION

The [Office of Admissions and Registration](#) is here to support students as they navigate their journey through WCJC; from application to graduation. OAR staff provides students with assistance in a variety of areas, including: admissions assistance, registration support, drops and withdrawals, degree evaluations; graduation applications, and commencement activities.

ADULT EDUCATION AND LITERACY

The [Adult Education and Literacy](#) (AEL) program provides English as a Second Language (ESL) courses, High School Equivalency (HSE) preparation courses, Transition to College, Integrated Education and Training courses to adults. AEL offers courses during the day and evenings to accommodate the busy schedules of their students. All instruction services, including books, are provided free of charge.

BUSINESS OFFICE

The [Business Office](#) processes all student payments for tuition and fees, as well as any other fees applied to student accounts. Students can pay fees online, by mail or in person on the Wharton, Richmond and Sugar Land campuses. Installment plans are also available.

CAMPUS LIBRARIES

WCJC has two [libraries](#) available to students on campus - the J.M. Hodges Library is located on the Wharton campus, and the Fort Bend County Library is located on the Sugar Land campus. WCJC also maintains a cooperative agreement with the Fort Bend Public Library System and the Matagorda County Library System for library services to students enrolled in courses at Richmond and Bay City campuses. All students can freely access all library locations.

The libraries offer a variety of learning resources, materials and equipment to support the instructional programs. The resources include over 50,000 books, 200 periodical subscriptions, 28 online data bases, and audio-visual materials. The libraries also provide typewriters, photocopiers, microfilm services, and

internet access. Library patrons must adhere to the WCJC Internet Use Policy. The J.M. Hodges Library's Television and Media Department (TVM) offers various production services including transparencies, duplication of audio and video programs within the guidelines of the copyright laws, laminating, and slide-tape production. Audio-visual services must be approved by a faculty member. Some of the services require a fee; check with the library for prices. In general, library materials may be checked out for 14 days. Materials may not be held between semesters.

COUNSELING SERVICES

Counseling Services offers confidential counseling services to students at no additional cost and is available on the Richmond, Sugar Land, and Wharton campuses. Services include personal counseling and consultation, group counseling, crisis intervention, community resources and referrals, educational workshops, and mental health and wellness programs. Licensed Professional Counselors are on staff to provide brief counseling and referrals for a variety of student concerns including stress, test anxiety, family or relationship issues, coping with grief and loss, dealing with academic pressures, and other personal or college-related issues. The counselors are trained professionals who can respond to students in an objective and nonjudgmental manner. The counseling relationship is unique in that it provides an environment in which a student can speak freely, privately and confidentially within the limits of the law. In addition, the [WCJC Counseling website](#) has community resources for mental health and counseling in the area. Students who need on-going, therapeutic counseling or whose cases are beyond the scope of the WCJC counseling services are referred to an outside agency or professional resource in the community. All costs incurred by those referrals are the student's responsibility.

CONTINUING EDUCATION

The [Continuing Education Department](#) provides a wide range of non-credit training and educational opportunities to the community and local industry. Programs are available to assist students in getting started in the workplace, advancing their career, enhancing current skills, and working to meet licensure/certification requirements.

DISABILITY SERVICES

[Disability Services](#) provides disability services for students who may need academic accommodations for learning disabilities, health impairments, physical limitations and psychiatric conditions. WCJC is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the college of any assistance they may need upon application. Early self-identification will allow the student to receive reasonable accommodations soon as possible.

Students with documented disabilities seeking accommodations should contact the Coordinator of Disability Services directly, at 979-532-6384 or disabilityservice@wcjc.edu, to set up an appointment. Please note that in order to receive accommodations, current medical and/or psychological documentation verifying the student's disability must be provided.

FINANCIAL AID AND SCHOLARSHIPS

[The Office of Financial Aid](#) operates with the goal of providing students with financial assistance through scholarships, grants, loans, and on campus employment (work study). Every student is encouraged to apply for financial aid. There are also a number of scholarships available to students. [View upcoming scholarships and associated deadlines.](#)

HOUSING

[Residence halls](#) are provided for the primary purpose of allowing students to live on campus while pursuing their education. Residence Hall Supervisors work to create an environment where every individual feels secure, independent, respected and at home. There are two on-campus traditional residence halls - Mullins Hall and Frankie Hall. Mullins Hall is the home to approximately 53 female residents, and Frankie Hall is the home to approximately 74 male residents.

IT HELP DESK

The [IT Help Desk](#) assists student with myWCJC Portal, student email, Online Services and Blackboard. To request IT assistance, students can complete an [IT Support Request](#). The IT Help Desk can also be contacted by calling 979-532-6568.

STUDENT LIFE

The Office of Student Life, located on the first floor of the Pioneer Student Center, on the Wharton Campus, oversees student clubs, including sport clubs, advising Student Government Association and organizes intramural activities. In addition to coordinating events and student enrichment activities throughout the year, the Office also organizes leadership initiatives.

TESTING SERVICES

The Testing Centers, located on the Wharton, Sugar Land and Richmond campuses, administers a variety of tests and assessments to help students achieve their academic, personal and vocational goals.

Testing services include:

- TSI – Texas Success Initiative Assessment of College Readiness
- TEAS – Test of Essential Academic Skills
- HSE – High School Equivalency
- CLEP – College Level Examination Program
- ACT – American College Test
- Nelson-Denny Reading Test
- Correspondence Exams
- Pre-TASP – Texas Academic Skills Program

To schedule an appointment contact the campus Testing Center directly.

Wharton Campus – 979-532-6386

Richmond Campus – 281-239-1532

Sugar Land Campus – 281-243-8434

TITLE IX COORDINATOR

The College's Title IX Coordinator is a designated agent of the College with primary oversight for coordinating College Title IX compliance responsibilities. The Title IX Coordinator's responsibilities are important to the overall development, implementation, and monitoring of the College's efforts to comply with Title IX legislation and regulations. The Title IX Coordinator works to ensure a fair and neutral process for all parties. Students are encouraged to contact the Title IX Coordinator for Students with questions or to discuss Title IX related matters – mcphersonl@wcjc.edu. [File a Title IX complaint](#).

VETERANS SERVICES

[Veterans Services](#) works with military veterans and their dependents to process educational benefits. Email veterans@wcjc.edu with questions.

VOCATIONAL SUPPORT SERVICES

Vocational Support Services provides eligible vocational students with a broad range of support services including advising, childcare and transportation allowances and referral services. For more information on [Vocational Support Services](#), contact 979-532-6483 or cindyk@wcjc.edu.

HEALTH SERVICES

The [MidCoast Campus Care Medical Clinic](#) is located in the LaDieu Building on the Wharton campus. Medical services provided in this clinic include care for acute and chronic illness, wellness checks and physicals. The Clinic accepts Medicare, Medicaid and most all commercial insurance plans. Walk-ins are welcome. (Due to current COVID restrictions, the Clinic is temporarily closed.)

CAMPUS BOOKSTORE

Visit the WCJC Bookstore, located on the Wharton campus in the Hutchins Memorial Building and on the Richmond campus, to purchase textbooks, school supplies, snacks, WCJC t-shirts, and other gift items. The Bookstore also offers textbook rental. Visit the [Bookstore website](#) to see store hours and contact information. You can also order textbooks and gifts through their [online store](#).

DINING SERVICES

Restaurant style dining is available in the cafeteria on the Wharton campus, in the Hutchins Memorial Building. There is also a snack bar located in the Pioneer Student Center. Both the cafeteria and snack bar take cash and credit card. Students also have the option to purchase a meal card (10 meals for the price of 9) at the cafeteria.

Cafeteria Hours: *open for takeout only in Fall 2020, with the exception of residential students

Monday-Friday –	Saturday –	Sunday –
Breakfast: 7:15 AM – 9:00 AM	Lunch: 11:00 AM – 1:00 PM	Lunch: 11:00 AM – 1:00 PM
Lunch: 11:00 AM – 1:15 PM	Dinner: 5:00 PM – 6:00 PM	
Dinner: 5:00 PM – 6:30 PM		

Snack Bar Hours:

Due to COVID restrictions, the Snack Bar is temporarily closed.

AUTOMOTIVE SERVICES

The college's Automotive Technology students provide automotive services to students at an inexpensive rate. Student work is strictly supervised. For more information about these services, contact the Automotive Technology Department on the Wharton campus.

COSMETOLOGY SERVICES

Students may receive cosmetology services for minimal cost at the college's Cosmetology departments, located on the Wharton and Richmond campuses. [View a listing of services and hours.](#)

DENTAL HYGIENE SERVICES

The Dental Hygiene Department is located at the M.G. and Lillie A. Johnson Health Occupations Center at the Wharton campus. WCJC students may contact the Dental Hygiene Department to schedule an appointment for the preventative dental care services listed below by contacting 979-532-6429 or dentalhygiene@wcjc.edu. These services are performed at no cost to the student by dental hygiene students under the direct supervision of licensed dental hygienists and dentists.

- Oral prophylaxis (scaling and polishing the teeth)
- X-Rays
- Fluoride treatments
- Preventative care (sealants) and oral health counseling

TY PATE FITNESS CENTER

The [Fitness Center](#), located on the Wharton campus in the Gene Bahnsen Gymnasium, provides a weight-room area and cardiovascular equipment; a variety of weight resistance machines along with numerous free weights. Locker room facilities are provided. There is a semester fee to use the Fitness Center that can be paid at the Business Office. Residence Hall students may use the Fitness Center at no charge with a valid student ID. [\(Due to COVID restrictions, the Fitness Center is temporarily closed.\)](#)

SECTION 2: STUDENT LIFE AND ACTIVITIES

STUDENT ACTIVITIES

Participation in student activities is a foundation for future civic responsibilities. In order to gain the most from the college experience, a student should become affiliated with a club or activity of their choice. It is through such participation that students broaden their scope of friends and increase their feeling of being a part of the college. Participation in activities can be an asset to a student's career and help build a well-rounded resume.

STUDENT ORGANIZATIONS

Many of the beneficial experiences students have in college are associated with extracurricular activities, which provide students with opportunities for the development and expression of special interests and abilities, for acquiring social graces, for practicing the mechanics of group action, for developing leadership, and/or for recreation.

Participation in certain student activities requires enrollment in credit courses or programs, and in some cases, auditions or approval of an instructor. Included in these categories are the WCJC Band, the WCJC Choir, the WCJC Chamber Singers, and WCJC Pioneers Athletics Teams.

For information including meeting times and campus locations, contact the Office of Student Life.

WCJC Student Organizations

- **The Art Guild** is an organization open to any WCJC student that is interested in art. The purpose of the club is to promote art appreciation through art exhibits, art contests, and field trips to art galleries. The Art Guild often invites speakers to its meetings.
- **WCJC Business Club** brings together business and accounting oriented students of WCJC for social and professional gatherings that will provide opportunities for education, networking and events otherwise enhancing their opportunities in business.
- **Computer Science Club** is an organization developed to enhance students' knowledge of information technology related to computers and occupations utilizing them.
- **Dental Hygiene Club** organizes to cultivate, promote and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession and to contribute toward the improvement of the health of the public.
- **Gaming Club** is an organization that gathers to discuss and play video games or gaming in general. You must be a student of WCJC in good standing and show interest in games.
- **Human Services Club** is an organization with goals to promote the well-being of students majoring in human services, to participate in community activities, to provide additional career supportive opportunities, to better college and community relations and to stimulate student participation in a variety of settings.
- **Humanities Club** was organized to inspire WCJC students to become more active in the arts through development of community spirit and to experience diverse cultures. The organization is open to any WCJC student who has a desire to learn about other cultures.
- **The Jazz Band Club** is designed to acquaint students with present-day materials and techniques for the modern dance orchestra, with special emphasis on jazz. The group provides music for assembly programs and various community affairs.
- **WCJC Law Club** provides an outlet for students interested in pursuing a career in law related fields. The organization brings in monthly speakers on recent topics and career opportunities in any law related fields. Not only is the Law Club beneficial to students in an academic setting, but the WCJC Law Club also provides opportunities for students with similar interests to befriend one another and jointly aid one another in class work and job placement, as well as participation in social events.
- **Physical Therapists Assistant Club** promotes and supports the PTA program at WCJC in its efforts to uphold professional accreditation standards and provide the community with caring and qualified graduates.
- **Political Science Club** is organized to promote interest in government and politics, to be non-partisan and encourage civic duties and responsibilities as citizens in our democracy.
- **Process Technology Club** organizes to promote enthusiasm for process technology, increase awareness and motivate fellow students.
- **Psychology Club** is an organization open to psychology students to promote education and community involvement. Students are invited to be as active as they wish. The organization strives

to promote awareness of social issues, encourage interaction of students with similar interests, and obtain information about issues and careers in psychology.

- **Radiology Club** is open to students enrolled in the Radiologic Technology program. The club promotes membership attendance to the annual radiology meeting and other related activities.
- **The Pioneers in Nuclear and Process Technology Club** is open to all students who have an interest in pursuing a career in Nuclear Technology or Process Technology. Students work together on service projects in the community, resume building, and job seeking strategies.
- **Young Life Club** is to embrace the students of WCJC and provide them with the opportunities to improve community relations, promote unity, develop character, encourage leadership, and cultivate Christian fellowship among the students, faculty and staff of WCJC.

STUDENT GOVERNANCE

The Student Government Association is composed of all members of the student body. The officers of the Student Government Association are the president, vice-president, secretary, treasurer, parliamentarian, historian, and representatives from each of classes. SGA meetings are open to all students and are held monthly. Watch the Campus Announcements emails for dates, times and locations of all SGA meetings and events.

INTERCOLLEGIATE ATHLETICS

The Pioneers' varsity athletic program participates in the NJCAA Region XIV Conference. Currently, WCJC's varsity sports include rodeo, baseball and volleyball. [View Schedules and Rosters for all teams.](#) Students interested in trying out for one of the WCJC teams should contact the athletic.

PIONEER STUDENT CENTER

The Pioneer Student Center (PSC) is located on the Wharton campus and houses the Offices of the Dean of Student Success, Student Life, Academic Advising, Counseling, Disability Services, Career Services and Campus Security. Not only can students gather, socialize, study and grab a bite to eat in the PSC, there is also meeting spaces available for club meetings, events, and study groups.

HONOR SOCIETIES

Phi Theta Kappa Honor Society has been recognizing academic achievement at two-year colleges since 1918. Membership in Phi Theta Kappa carries key advantages for two-year students. With diverse membership, the Phi Theta Kappa Honor Society offers support from fellow scholars of all ages, ethnic backgrounds, economic levels, and fields of study who share a variety of interests and ideas. Invitation into membership in Phi Theta Kappa at WCJC can be extended only by the Zeta Xi Chapter. To be eligible, you must be enrolled at WCJC in an associate degree program; must have completed at least 12 hours of course work leading to an associate degree (part-time students are eligible); and have a grade point average of 3.5. If you meet these general eligibility standards, contact the WCJC chapter advisor or the Office of Student Life.

Alpha Delta Nu Associate Degree Nursing Honor Society is a national honor society established to promote scholarship and academic excellence in the profession of nursing. The Organization for Associate Degree Nursing (OADN), has established the Alpha Delta Nu Honor Society and has made

provisions for the establishment of institutional Honor Society Chapters across the U.S. WCJC was recognized as the Delta Chapter 12/15. The mission of the OADN (Alpha Delta Nu Nursing) Honor Society is to recognize the academic and professional nursing excellence of students during the study of Associate Degree Nursing. The honor society provisional candidate presents a capstone project approved by the faculty advisor which includes projects dealing with community service, health education, and promotion of the nursing profession.

POLICIES AND PROCEDURES GOVERNING STUDENT ACTIVITIES

- **Posting Items on Campus** - All posters, handbills, student election material, and related literature must be approved by Student Life or the Director at the extension campus. These materials must include the college logo. It is the responsibility of the student or organization posting the items to stay in compliance with posting and to remove them by the deadline assigned by the Office of Student Life or the Director of the extension campus.
- **Fundraising** - Any campus organization desiring to undertake fundraising projects must secure the approval of the Office of Student Services before launching a campaign. All money collected by student organizations must be deposited in the Business Office no later than twenty-four hours after its collection. Cash payment should never be made from money collected. Disbursements will be made through the Business Office by vouchers. Unused funds in club accounts will be carried forward each year for use by the club. This procedure is required by state and local auditors.
- **Guest Speakers** - At times, student organizations will invite guest speakers to campus. In order to be educationally effective, these presentations must be carefully planned and coordinated. Prior to inviting an outside speaker to campus and planning/advertising the event, the speaker and event must be approved by the Dean of Student Success.

SECTION 3: STUDENT RIGHTS AND RESPONSIBILITIES / CODE OF CONDUCT

The College recognizes the necessity of establishing clear guidelines for student conduct to ensure the protection of rights for the individual and for the college as an institution of education. In addition to other formal rules and regulations, the following statements adopted by the college apply to all individuals of the college community as well as its guests.

A student is defined as an individual who is currently enrolled in the College and any prospective or former student who has been accepted for admission or readmission to the College.

STUDENT RIGHTS

The following rights of all members of the college community shall remain inviolable:

1. To learn, teach, study, and search for truth without interference or harassment.
2. To move about the campus and in campus buildings freely and without interference or harassment.
3. To express opinions freely and without interference, individually or in groups, as long as such expression does not interfere with any other individual rights hereby guaranteed or result in damage to property. To be treated at all times with courtesy and respect, regardless of ethnic

origin, cultural background, sex, creed or ideology, as long as one displays regard for the rights of others that are provided in this statement of individual rights.

If a student feels that their rights have been violated, [Regulation FLD - Student Complaints](#) provides the policy and process for working through a grievance. Grievances can include both non-academic (i.e. discrimination, actions of college or other students) and academic (grade appeal, academic decisions) concerns. The section 10 in this handbook on student grievance procedures details the process for filing a grievance.

STUDENT RESPONSIBILITIES

As a student of Wharton County Junior College, an individual assumes responsibility of observing a proper standard of conduct at all times. Students are also expected to understand and comply with all college policies and procedures.

All students shall obey the law, show respect for properly constituted authority, and observe proper standards of conduct. Each student shall:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class and take appropriate materials and assignments to class.
- Obey all classroom rules.
- Respect the rights and privileges of students, faculty, and other WCJC staff and volunteers.
- Respect the property of others, including College property and facilities.
- Cooperate with and assist the College staff in maintaining safety, order, and discipline.

PROHIBITED CONDUCT

All students shall obey the law, show respect for College administration, faculty, staff, employees, and shall observe correct standards of conduct. In addition to activities prohibited by law and/or other College policies or regulations, the following types of behavior shall be prohibited and subject to disciplinary action, including but not limited to, possible dismissal from WCJC.

1. Federal, State and Local Laws – violations of federal, state, or local law or WCJC policies procedures, or rules, including those in this Student Handbook.
2. Prohibited Weapons – Possession, distribution, sale or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons to include fireworks, as described in [College Regulation CHF](#), without prior approval.
3. Drugs and Alcohol – Behaviors regarding drugs and alcohol and associated paraphernalia as described in [Regulation FLBE](#).
 - a. A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College premises and at college-sponsored activities.
 - b. No student shall possess, use, control, manufacture, transmit, distribute, sell or attempt to possess, use, control, manufacture, transmit, distribute, sell or be under the influence of, any of the following substance on College premises or at College sponsored activities.

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - Any abusable glue, aerosol paint, or any other volatile chemical substance or inhalation.
 - Any performance-enhancing substance, including steroids.
 - Any designer drug.
 - Any other intoxicate or mood-changing, mind-altering or behavior-altering drug.
- c. Paraphernalia – The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance.
4. Debts – Owing a monetary debt to the College that is considered delinquent or writing an “insufficient funds” check to the College.
5. Disruptions – Disorderly conduct or disruptive behavior. Disorderly conduct shall include any of the following activities occurring on premises owned or controlled by WCJC:
- a. Behavior of a boisterous or tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
 - b. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
 - c. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
 - d. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
 - e. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
 - f. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
 - g. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.
6. Behavior Targeting Others –
- a. Threatening another person, including a student or employee.
 - b. Intentionally, knowingly, or negligently causing physical harm to any person.
 - c. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee as written in [College](#)

[Regulation FFDA](#), [College Regulation FFDB](#) and [College Regulation FFE](#).

- Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, gender or on any other basis prohibited by law, that adversely affects the student. Read full policy at [College Regulation FFDB](#).
- Prohibited sexual harassment, which includes sexual violence, dating and domestic violence and stalking, is defined as unwelcome sexual advances; requests for sexual favors, sexually motivated physical, verbal, and non-verbal conduct or other conduct or communication of a sexual nature when the conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College's educational program or activities. Read full policy at [College Regulation FFDA](#).
- Bullying, which may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft, name-calling, rumor spreading or ostracism, is strictly prohibited. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College premises or at a College sponsored activity and that:
 - has the effect or have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
 - Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College's educational program.

Read full policy at [College Regulation FFE](#).

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

- d. Hazing with or without the consent of a student.
- e. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
- f. Endangering the health or safety of members of the College community or visitors to the premises.

7. Property –

- a. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College property or property of others.
- b. Stealing or theft of College property or the property of others.
- c. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the college or third parties without permission.

8. Directives –
 - a. Failure to comply with the directive of a College official.
 - b. Failure to provide identification upon request.
9. Tobacco and E-cigarettes – Possession or use of tobacco products or e-cigarettes on College property without authorization [[Regulation FLBD](#)]
10. Misuse of Technology –
 - a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
 - b. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
 - c. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College’s system without permission.
 - d. Using the internet or other electronic communications to threaten College students, employees, or volunteers.
 - e. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
 - f. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College, students, employees, or visitors.
 - g. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College, students, employees, or visitors.
11. Dishonesty –
 - a. Scholastic dishonesty, which includes cheating, plagiarism, and collusion.
 - Cheating, which includes, but is not limited to:
 - Copying from another student’s test or class work.
 - Using test materials not authorized by the person administering the test.
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
 - Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
 - Bribing another person to obtain an unadministered test or information about an

unadministered test.

- Manipulating a test, assignment, or final course grade.
 - Plagiarism – the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
 - Collusion – the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
- b. Making false accusations or perpetrating hoaxes regarding the safety of the college, students, employees or visitors.
 - c. Intentionally or knowingly providing false information to the College.
 - d. Intentionally or knowingly falsifying records, passes or other College related documents.
12. Gambling or Other Conduct – Gambling or engaging in any other conduct that College officials might reasonably believe will substantially disrupt the college program or incite violence.

Students are directed to [College Regulation FLB](#) to read full policy on Student Conduct.

DISCIPLINE

A student shall be subject to discipline, including suspension, in accordance with [College Regulation FM](#) and [College Regulation FMA](#), if the student violates this policy:

1. While on College premises;
2. While attending a College activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with College operations or objectives.

DISCIPLINE PROCEDURE

Students are directed to [College Regulation FMA](#) to read full policy on Disciplinary Procedures.

1. Reports of Alleged Misconduct – Alleged violations of WCJC policies or procedures will be submitted to the Dean of Student Success or designee (henceforth known as the Dean) within a reasonable amount of time following an alleged incident, not to exceed ten (10) business days. Allegations must be submitted in writing, through the [Incident Report Form](#), and must describe the incident and alleged violation and any surrounding facts.

The Dean shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Dean shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

Exception: Reports of sex discrimination or sexual harassment shall be submitted in accordance with [College Regulation FFDA](#), as appropriate.

2. Conference – If it is determined that the allegation warrants further consideration, the Dean shall summon the student for a conference to be held within a reasonable time, not to exceed ten (10) business days, following the receipt of the allegation of misconduct.

At the conference, the Dean shall notify the student of the allegation(s) and provide the student an opportunity to respond.

3. **Unfounded Allegations** – After conferring with the student, if the Dean determines that the student did not commit a violation, the allegation(s) shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.
4. **Misconduct Warranting a Penalty** – If the Dean determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Dean shall provide the student written notice of the penalty and the student’s right to appeal.

a. Penalties for Misconduct include:

- **Reprimand** – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- **Restitution** – Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
- **Scholastic Penalties** – The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor’s dean.
- **Educational** – Referral to drug and alcohol counseling or rehabilitation programs or student assistance programs. (Per [College Regulation FLBE](#))
- **Conditional Probation** – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student’s rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
- **Suspension** – Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
- **Expulsion** – Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student’s permanent record.

Refer to [College Regulation FM](#) to read full policy.

- b. **Suspension** – If the Dean determines that the student committed misconduct that warrants a suspension, the Dean shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.
- c. **Expulsion** – If the Dean determines that the student committed misconduct that warrants

expulsion, the official shall inform the student in writing of the determination. The Dean shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board.

- d. Interim Disciplinary Action – The Dean may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

5. Disciplinary Appeals Committee

- a. The disciplinary appeals committee shall be convened:

- On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, [on a form provided by the College](#), within ten (10) business days of the date of the administration's written notice.
- Automatically, if the Dean determines that a student committed misconduct warranting suspension.

- b. Composition of Committee – The Disciplinary Appeals Committee shall be composed of at least three WCJC employees and a minimum of one student. All members of the committee shall be eligible to vote during the hearing.

- c. Hearing Notice – The Dean shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Dean otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten (10) business days after the date of the student's request for a hearing or the Dean's determination that the student should be suspended.

The Notice shall:

- Direct the student to appear on the date and at the time and place specified.
- Advise the student of his or her rights
 - To have a private hearing.
 - To be assisted by an advisor or legal counsel at the hearing.
 - To call witnesses, request copies of evidence in the College's possession, and offer evidence and agreement on his or her own behalf.
 - To make an audio recording of the proceedings, after first notifying the Dean in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
 - To ask questions of each witness who testified against the student.
- Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
- Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.

- State the proposed punishment or range of punishments that may be imposed.
- d. Failure to Appear for Hearing – The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student’s absence.
- e. Hearing Procedure – The hearing shall proceed as follows:
1. The chairperson shall read the description of the misconduct.
 2. The chairperson shall inform the student of his or her rights.
 3. The designated official or representative shall present the College’s case.
 4. The student or representative shall present the student’s defense.
 5. The designated official or representative shall present rebuttal evidence.
 6. The committee members may ask questions of witnesses testifying on behalf of the student or the College.
 7. The designated official or representative shall summarize and argue the College’s case.
 8. The student or representative shall summarize and argue his or her case.
 9. The designated official or representative shall have an opportunity for rebuttal argument.
 10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College policies and procedures, including the rules for student conduct.
 11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Dean is appropriate and, if necessary, shall assess a different or additional penalty.
 12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee’s decision to the student in writing within ten (10) business days of the hearing. The notice shall include procedures for appealing the committee’s decision to the College President.

All hearings shall be recorded by the College.

- f. Evidence – Evidence shall be handled in accordance with the following:
- Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
 - At the hearing, the College shall be required to prove by a preponderance of the evidence that the charges are true.
 - A student may not be compelled to testify.
 - The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

6. Appeal to College District Administration – A student may, within ten (10) business days of receiving notice of the disciplinary appeal committee’s decision, petition in writing the College President to review the decision. The student’s petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

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

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

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

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President’s conference with the student and the written response provided by the College President to the student.

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

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Dean of Student Success’s decision.

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

The College President or designee shall provide the Board the documentation presented by the Dean of Student Success.

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

SECTION 4: WCJC STUDENT LOGISTICS

STUDENT EMAIL

WCJC Student email is considered the official method of communication by the college. The college has the right to expect that such communications will be received and read in a timely manner. Students are expected to check their WCJC student email on a frequent and consistent basis in order to remain informed of college related communications. Students have the responsibility to recognize that certain communications may be time-critical. Students are responsible for the consequences of not reading, in a timely fashion, college-related communications sent to the official WCJC student email address.

All students should use their respective official WCJC student email address when conducting WCJC business (i.e. communicating with professors or other offices on campus). Errors encountered in forwarding emails or emails returned to the college with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official college communications via WCJC student email.

All students are assigned an email address upon admission the college. If you do not know your WCJC student email address or need to set up your account in order to access your email, [submit an IT Help Support Request](#) for assistance.

Students are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their WCJC student email accounts by unauthorized individuals. Students should not share this information or access to college resources with others, including family members. No one at WCJC will ask a student to provide WCJC with his/ her WCJC student email account password.

WCJC is not responsible for the handling of e-mail by outside service providers or servers. Redirecting WCJC Student e-mail to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official WCJC Student e-mail address.

PARKING INFORMATION

As a precaution to keep our campuses as safe as possible, Wharton County Junior College requires students and employees to register their vehicle and have a parking decal clearly displayed on vehicles

parked on campus. However, the procedures for obtaining a parking permit and the costs associated with the permits may vary according to the campus in which you will be parking your vehicle.

- WCJC will issue a parking permit that allows for parking at the Wharton, Richmond and Bay City campuses.
- However, UH Sugar Land holds authority over the parking permits issued for students and employees parking on the Sugar Land campus.
- In cases where students attend class or conduct business at both the WCJC Sugar Land campus and another WCJC campus, the student will be required to have two parking permits, one from WCJC and one from UH Sugar Land.

Visit the [Office of Security and Public Safety](#) to learn details about parking at each campus, including parking permits and fees, fines, parking spaces, vehicle registration and decals.

LOST AND FOUND

The college is not responsible for articles left on campus. Lost articles, if found, are to be turned into the Office of Campus Security and Public Safety in the Pioneer Student Center, to the Security Offices at the Sugar Land and Richmond campuses, or to the Campus Specialist at the Bay City campus. Students can also visit the above offices to seek out a lost item.

SECTION 5: STUDENT ACCOUNTS AND RECORDS

CHANGE OF NAME OR ADDRESS

Students who change their home or local address after registration or students who marry after enrollment should notify the Office of Admissions and Registration of this change immediately. Communications from the college are mailed to the name and address on record. Diplomas are also printed using the names on record. Students must note that changing an address does not automatically change a residency status.

Students are responsible for all material sent to them by the college. A student who fails to update their address with the college is still responsible for all communications sent to their address on file at the college. Find the forms to change name and address on the [WCJC website](#) under [Student Forms](#).

DELINQUENT ACCOUNTS AND RECORDS

Students who owe the college on any account will have their grade records withheld, be denied access to future registration, have their transcripts withheld, and be denied access to advising transcripts in their [Online Services](#) account. Students with delinquent accounts will not be able to completely withdraw from the college until the account is settled.

Students are required to complete all aspects of their admissions file and keep it current, return college-owned property, and make full-payment of tuition, fees, and fines owed to the college. Inaccurate or incomplete student records may result in the withholding of transcripts and registrations.

TRANSCRIPTS

A [transcript](#) of college credits is an official copy of the student's permanent records bearing the college seal and the signature of the Director of Admissions and Registration. Students can order official copies

of their transcripts via [Online Services](#). All admission information must be on file, and all holds must be cleared before a transcript can be released. Transcript fee is \$10 each.

SECTION 6: FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

RIGHTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS

FERPA affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. A written request can be submitted to the Registrar and must identify the record the student is requesting to view. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes are inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding a request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Optional: Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202

Further information concerning this policy and laws on which it is based is available through the [Office of Admissions and Registration](#).

DISCLOSURE OF DIRECTORY INFORMATION

Under FERPA, students have the right to prevent the disclosure of “Directory Information.” Directory Information is described as follows: name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. To prevent disclosure of directory information, complete the [Request to Prevent the Disclosure of Directory Information form](#) and send it to the Office of Admissions and Registration. A notification is sent to students each semester regarding the process to prevent disclosure of directory information. It is the student’s responsibility to read the notification. This form must be signed and received in the WCJC Office of Admission and Registration prior to the 12th class day in fall or spring semester and the 4th class day of the summer term to prevent disclosure for that semester. If not received by that date, it will be assumed that the above information may be disclosed for the remainder of the current semester. A new form for non-disclosure must be completed for each semester.

The Solomon Amendment requires that colleges provide information to military recruiters, upon request. This information is usually a subset of the directory information, but can include additional items.

DISCLOSURE TO PARENTS

FERPA permits post-secondary institutions to disclose any and all information from a student’s education records, without consent, to that student’s parents if the student is a dependent for tax purposes under IRS rules. The burden of proof however is on the parent to prove the student is a dependent. The student may sign a [release form](#) authorizing release of their educational records to the parents or others. FERPA also allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. FERPA permits a post-secondary institution to inform parents of students under the age of 21 when a student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

SECTION 7: ACADEMIC STANDARDS, POLICIES, AND PROCEDURES

The [Course Catalog](#), published annually, is intended to provide a description of programs and activities offered at WCJC. It also includes a full list of academic standards, policies, procedures and definitions. All students are encouraged to refer to the [Course Catalog](#) throughout their time at WCJC.

ACADEMIC CALENDAR

The [Academic Calendar](#) is the official calendar of the College. On the Academic Calendar, you will find the start and end dates of each semester, drop deadlines, holidays, final exam dates, etc. for each academic term.

CLASSIFICATION OF STUDENTS

Enrolled students are classified according to the number of hours completed and the number of hours in which they are enrolled.

- Freshman: A student enrolling in college for the first time or who at the time of registration has

earned fewer than 30 semester hours of credit.

- Sophomore: A student who, at the time of registration, has earned at least 30 semester hours.
- Full-Time: A student who is enrolled for at least 12 semester hours.
- Part-Time: A student who is enrolled for at least one semester hour, but less than 12 semester hours.

COURSE OFFERINGS AND REGISTRATION

The College exercises the prerogative of choosing the courses to be offered during any semester. This offering is announced in the official schedule of classes for the semester. Courses are offered via face-to-face, hybrid and online instruction.

- Face to Face: Instruction offered in person on a WCJC campus or location.
- Online: Conducted almost, if not entirely online. Some instructors may require that students come to campus for orientations, field trips, or to take exams in an approved testing location. Students must have access to the internet and be familiar with email, the web, creating and saving documents and uploading files.
- Hybrid: Combine online learning and face-to-face instruction. These courses provide 50-85% of class instruction in an online setting. The remainder of the instruction takes place in a traditional face-to-face setting. Students must have access to the internet and be familiar with email, the web, creating and saving documents and uploading files.

All available courses are listed in the [Course Catalog](#). Students should refer to their academic or vocational map when selecting courses. Academic Advisors are also available to assist students in course selection, if needed. However, students have the ultimate responsibility for all decisions regarding course registration. During the [registration period](#), students are able to register for their courses through [Online Services](#).

CREDIT HOURS

The unit of measurement for academic work is the credit hour. One credit hour represents the credit earned in a course that is scheduled for one class hour a week for a semester. Most courses meet three hours a week and have a credit value of three semester hours.

COURSE LOAD

The normal course load for the fall or spring semester shall be 15 semester hours. A student is considered a full-time student when registered for 12 semester hours. Course loads in excess of 19 semester hours shall require approval by the Vice President of Instruction.

The normal course load for the summer session shall be six (7) semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of seven (7) semester hours per term or 14 semester hours per summer semester shall require approval by the Vice President of Instruction.

The normal load during a mini semester shall be one course of three or four credits. Students may not enroll for more than a normal load without approval from the Vice President of Instruction.

FINANCIAL RESPONSIBILITY

As a condition of a student's enrollment, tuition and fees are due at the time of registration and may be paid with cash, credit card, check, financial aid, scholarship or a third party. If a student becomes delinquent regarding any debt with the institution, the student will be denied future enrollments and release of official academic transcripts.

ADDING COURSES

Courses can be added to your schedule throughout the registration period and through the second day of classes during a regular session of the fall and spring semesters (through the first day of a summer semester.) Late registration fees apply for registration after the semester begins. No courses may be added after the second day of classes during the regular session or after the first class day in a summer session.

DROPPING COURSES

Once classes begin, you cannot drop a class through your Online Services account. You must submit a [withdrawal form](#) to the Admissions and Registration Office. Please keep in mind that dropping a course or withdrawing from the college completely may affect current and future financial aid and could result in a student owing money to the college. It is recommended that students check with the Financial Aid office prior to dropping a course.

Courses may be dropped with the designation of a "W" (withdrawn) until the end of the twelfth week of a regular session and until the end of the fourth week in a summer session. See the [Academic Calendar](#) for specific withdrawal deadline dates.

LIMITATIONS ON NUMBER OF DROPPED COURSES

Students are not permitted to drop more than six (6) courses taken while enrolled at WCJC or another public institution of higher education. For the limit to apply:

- The student must be permitted to drop the course without receiving a grade or being penalized academically;
- The student's transcript must indicate or will indicate the student was enrolled in the course; and
- The student must not have dropped the course to withdraw from the College.

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
- The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
- The death of a member of the student's family as defined by law;
- The death of a person who has a sufficiently close relationship to the student as defined by law;
- The student's active military duty service;

- The active military service of a member of the student’s family or a person who has a sufficiently close relationship to the student; or
- A change in the student’s work schedule that is beyond the student’s control and affects the student’s ability to satisfactorily complete the course.

ATTENDANCE

Regular class attendance and participation is conducive to optimum achievement. A student enrolled in a course may be advised to withdraw from the course by the instructor if the student acquires absences in excess of two weeks’ work and cannot, in the instructor’s judgment, achieve the minimum course objectives. All instructors must include in the course syllabus a statement defining specific attendance policies for their individual courses.

Absences necessitated by participation in college-sponsored activities which are not class related must be authorized in advance by the Office of the Dean of Student Success. Absences which are class related must be authorized in advance by the Office of the Vice President for Instruction.

FINAL EXAMS

All academic courses administer final exams. The [final exam schedule is located online](#) and is available at the start of each term.

GRADING AND GRADE POINTS

The College considers grades extremely important permanent records and requires instructors to communicate their specific grading policies for each class at the beginning of the semester. At the end of the semester, the College requires instructors to submit final grades for all officially enrolled students.

Grade notations are as follows:

A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor	1 grade point per semester hour
F	Failure	0 grade points per semester hour
I	Incomplete: This grade is given only when a student misses the final examination. The instructor has the discretion to allow a make-up if the absence is caused by sickness or other emergency. By the following regular mid-semester, an “I” not made up will convert to an “F”.	
W	Withdrawn: This grade indicates an official withdrawal from a course by the student or by administrative action after the attendance verification day and prior to the official drop date. This grade does not count toward the six-drop limit.	
WX	Withdrawn: This grade indicates an official withdrawal from a course by the student or by administrative action after the attendance verification day and prior to the official drop date. This grade does count toward the six-drop limit.	

X Audit: No credit and no grade.

GPA is calculated by adding the total number of grade points earned and then dividing by the total number of hours attempted at the College.

ACADEMIC PROBATION

Failure to achieve the required minimum standard of work (cumulative average of at least 2.0 GPA) will result in a student being placed on academic probation for the next semester in which they are enrolled.

Students on probation are encouraged to reduce their course load and to reexamine and adjust their educational objectives, their workloads and their study habits.

Students on academic probation are removed from probation when they have achieved the required minimum standard of work of a 2.0 GPA or higher.

ACADEMIC SUSPENSION

Failure to achieve the required minimum standard of work while on academic probation results in suspension from the College for the following regular semester. A student who has been suspended from the College for poor scholarship and who re-enters after the expiration of the semester of suspension, re-enters on academic probation.

Appeals for admission while on suspension should be directed to the Office of the Vice President of Instruction and should be submitted using the [Petition for Readmission form](#).

GRADUATION

Before applying for [graduation](#), students need to verify they meet all [degree requirements](#) for graduation. To do this, a student can process a [degree evaluation](#) through [Online Services](#) to verify all course requirements have been met. After verifying all degree requirements have been met, the student can [submit an application for graduation](#) by the [published deadline](#).

TRANSCRIPTS

A transcript of college credits is an official copy of the student's permanent record bearing the college seal. For a fee, students may obtain copies of his or her transcript by requesting transcripts through [Online Services](#). All admission information must be on file, and all holds must be cleared before a transcript can be issued.

APPEAL OF ACADEMIC DECISIONS

If a student feels that their rights have been violated, [Regulation FLD - Student Complaints](#) provides the policy and process for working through a grievance. Grievances can include both non-academic (i.e. discrimination, actions of college or other students) and academic (grade appeal, academic decisions) concerns. The section 10 in this handbook on student grievance procedures details the process for filing a grievance.

SECTION 8: HEALTH, SAFETY AND SECURITY

CAMPUS SECURITY AND PUBLIC SAFETY

The Campus Security and Public Safety office has a presence on all campus locations, with the main office located on the Wharton campus, in the basement of the Pioneer Student Center. Additionally, there are emergency call boxes located throughout the Wharton campus which connect directly with campus security officers. Campus Security Officers enforce college policy and regulations and have working relationships with local and state law enforcement agencies and calls upon them to enforce city, state and federal laws. Campus security officers can provide security escorts on campus if requested and are ready to assist the campus community with issues regarding campus parking, emergency management, as well as all aspects of personal safety.

The Office of Security and Public Safety can be reached at the following numbers:

Wharton Campus – 979-532-6523

Richmond Campus – 281-239-1501

Sugar Land Campus – 281-275-3302

Bay City Campus – 979-244-4552

DISCLOSURE OR CAMPUS SECURITY AND CAMPUS CRIME STATISTICS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092 (f)), the Student Right-to-Know and Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 102-26), and the Higher Education Amendments of 1992 (Public Law 102-325), WCJC publishes specified information on campus crime statistics and campus policies and has established procedures to satisfy the stipulations of the Acts.

The Annual Security Report, which include college policies and a crime statistics report, is published annually and can be found on the [Office of Security and Public Safety website](#).

To view the College's daily crime log, contact the Office of Security and Public Safety at 979-532-6465.

ACCIDENTS ON CAMPUS

All accidents that occur on campus property or at a campus-sponsored event should be reported to the Office of Security and Public Safety and to the Dean of Student Success.

MISSING PERSONS

Reports regarding any student attending school or living in the residence halls who is missing must be referred immediately to the Office of Security and Public Safety, 979-532-6523 or 979-282-1993. Students living in the residences halls are required to identify a contact person(s) whom the college will attempt to notify after the student is determined by Campus Security to be missing. In addition to any additional contact person designated by the student, if the student is less than 18 years of age and not emancipated, the college will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by Campus Security. The Office of Security and Public Safety will initiate emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours.

EMERGENCY NOTIFICATION SYSTEM

WCJC has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your WCJC and personal email addresses, as well as land lines and cell phones, in the case of an emergency. Students' WCJC emails are automatically enrolled in RAVE; however,

students are encouraged to add their personal email, cell phone and home phone numbers into the [RAVE system](#) as well, to ensure receipt of emergency notifications.

Students should login to the [RAVE system](#) each semester to confirm contact information and choose notification preferences.

Note: Cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone.

CLOSING AND SUSPENSION OF ACTIVITIES

The President is responsible for suspending college activities or the closing of any college facility due to weather, transportation, or other emergency conditions. Notice of suspended classes or the closing of facilities shall be posted on the college's website and may also be disseminated to the local media. Notices of suspended classes and other emergencies may also be sent out via RAVE, our emergency notification system.

In the event of cancellation of classes, the classes missed may be made up by holding classes on weekends, evenings and/or holidays, or by extending the calendar ending any session or semester. Students are responsible for monitoring the college notices sent out regarding closings and suspension of activities.

ALCOHOL AND SUBSTANCE ABUSE AWARENESS

The legal drinking age in the state of Texas is 21 years or older. WCJC Regulation 582 prohibits the use, possession or distribution of narcotics or dangerous drugs or alcoholic beverages on college-owned or college-controlled property or at any college sponsored event or activity. Possession of such items on college property or at college-sponsored events is grounds for disciplinary action, up to suspension or expulsion from the College. The College reserves the right to inspect vehicles, residence hall rooms, and other items.

Students concerned about personal alcohol or substance use and abuse or that of a family member or friend, should contact a WCJC counselor. Counselors are available to provide referrals for treatment programs and specialized counseling. Information shared with the college's counselors will remain confidential.

TOBACCO USE AND POSSESSION

Tobacco use is prohibited on campus, except in parking lots. This includes all forms of tobacco, including e-cigarettes.

Effective September 1, 2019, the legal age to possess, purchase or use tobacco products changed from 18 to 21 years old, per Texas Senate Bill 21. The new law states the following:

- Possession of Tobacco by a Minor - A minor commits an offense if the minor possesses, purchases, consumes, or accepts a cigarette or tobacco product.
- Misrepresentation of Age by a Minor - A minor commits an offense if the minor falsely represents himself or herself to be 18 years of age or older by displaying proof of age that is false, fraudulent, or not actually proof of the individual's own age in order to obtain possession of purchase, or receive a cigarette or tobacco product.
- Parent Exception - A minor may possess, or consume, or accept a cigarette or tobacco product if he or she is in the visible presence of his parent/guardian/conservator/adult spouse.

- Employment Exception - A minor may possess or receive cigarettes and/or tobacco products if it is in the performance of his duties of employment.

FIREARMS ON CAMPUS

Per WCJC Regulations, an individual who possesses a valid License to Carry (LTC) may carry a concealed handgun on or about their person on WCJC campuses and in buildings, except in designated Exclusion Zones, notated with signage. Handguns must be carried in a retention holster that covers the trigger. It is the responsibility of the individual who has a valid LTC to conceal any handgun so that it is not partially or wholly visible to another person.

In compliance with Texas Penal Code, Section 46.035(a-1), a LTC holder may not carry a partially or wholly visible firearm on campus premises or on any college driveway, street, walkway, sidewalk, parking lot, parking garage or other parking area.

The above information is a summary of WCJC Regulation on Campus Carry. Students are strongly encouraged to review the WCJC Regulation on Campus Carry for detailed information regarding concealed firearms on WCJC property. It should be noted that WCJC Sugar Land Campus is regulated by the University of Houston Campus Carry policy.

SECTION 9: SEXUAL MISCONDUCT AND HARASSMENT

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

- Discrimination - Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.
- Sexual Harassment by an Employee - Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:
 - A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
 - The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.
- Sexual Harassment by Others - Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

- Sexual Violence - Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.
- Dating Violence - "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic Violence - Domestic violence" means violence committed by:
 - A current or former spouse or intimate partner of the victim;
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - Any other member of the victim's family as defined by state law;
 - Any other current or former member of the victim's household as defined by state law;
 - A person in a dating relationship with the victim as defined by state law; or
 - Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.
- Stalking - "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

- "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
- Gender Based Harassment - Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program. Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

- **Prohibited Conduct** - In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.
- **Complainant** - In this policy, the term “complainant” refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District’s educational program or activity.
- **Respondent** - In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.
- **Confidential Employee** - A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
- **Days** – “Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
- **Extension of Timelines** – Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

Reporting Procedures

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, a student may submit the report electronically through the College District’s website. The submission of an anonymous electronic report may impair the College District’s ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Title IX Coordinator for Students

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

Title IX Coordinator for Students: Lindsey McPherson, Dean of Student Success

Address: 911 Boling Highway, Wharton, TX 77488

Physical Location: Pioneer Student Center, Wharton Campus, 2nd floor

Telephone: 979-532-6905

Email: McPhersonL@wcjc.edu

Timely Reporting

A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.

Advisor

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

- A. Initial Assessment** - Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint. If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.
- B. Request Not to Investigate** - The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant. The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.
- C. Formal Complaint** - To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

- D. Notice to Parties** - The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.
If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.
- E. Informal Resolution** - The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.
- F. Formal Resolution** - If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.
- G. Supportive Measures** - If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.
- H. College District Investigation** - The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney. The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.
At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

- I. **Criminal or Regulatory Investigation** - If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

Concluding the Investigation

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

- A. **Notification of the Report** - The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

College District Action

The Title IX coordinator shall submit the investigation report and any response from the parties to the Case Decision Maker promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

The Decision Maker or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the Decision Maker or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the Decision Maker or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The Decision Maker or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or Corrective Action

If the Decision Maker or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;

- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District’s policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Dismissal of Complaint

- Mandatory Dismissal** - An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.
- Permissive Dismissal** - Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.
A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.
- Notice of Dismissal** - Upon dismissal of a complaint, the Title IX coordinator shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIIA, as appropriate.

Appeal

- Suspension** - If the Decision Maker or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence

collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

- B. Expulsion - If the Decision Maker or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.
- C. Other Action - If the Decision Maker or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the Decision Maker or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures.

SECTION 10: STUDENT GRIEVANCE

The College strives to provide a safe, humane and responsive learning environment for students. When conflicts arise, students are encouraged to resolve the complaint/grievance informally. In the case that an issue cannot be resolved informally, the student has a right to initiate a formal complaint. Student complaints or grievances may include, but are not limited to, a grade appeal or academic decision and issues involving classroom instruction, campus services or offices, as well as issues with other students.

Students are encouraged to resolve all grievances informally, first by meeting with the person directly involved with the grievance. If the grievance cannot be resolved, students can submit a formal grievance.

Formal Grievance Process

Formal grievances and complaints must be in writing, submitted on the official [Grievance Form](#). No anonymous complaints will be accepted. Documentation that supports the grievance should be submitted with the Grievance Form. If unable to submit documents at that time, documents may be presented at the Level One conference; however, no new documents may be submitted by the student after the Level One conference unless the student did not know the documents existed before the Level One conference.

Level One:

Grievance forms must be filed:

- Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- With the lowest level administrator who has the authority to remedy the alleged problem.

Upon receipt of a formal written grievance, the Dean of Student Success or designee will review the grievance, assess validity, and forward to the appropriate authority for review and resolution.

Note: if the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complainant may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

The administrator shall investigate as necessary and schedule a meeting with the student within ten (10) days after receipt of the written complaint. The administrator may set reasonable time limits for the meeting.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten (10) days following the meeting. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level Two:

If the student did not receive the relief requested at Level One or if the time for response has expired, the student may request a conference with the appropriate vice president to appeal the Level One decision.

The appeal notice must be filed in writing, via the [Grievance - Appeal of Level One Decision Form](#), within ten (10) days of the date of the written Level One response or, if no response was received, within ten (10) days of the Level One response deadline.

After receiving notice of appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the student at Level One.
- The written response issued at Level One and any attachments.
- All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a meeting within ten (10) days after the appeal notice is filed. The meeting shall be limited to the issues and documents considered at Level One. At the meeting, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten (10) days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Level Three:

If the student did not receive the relief requested at Level Two or if the time for response has expired, the student may request a conference the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, via the [Grievance - Appeal of Level Two Decision Form](#), within ten (10) days of the date of the written Level Two response or, if no response was received, within ten (10) days of the Level Two response deadline.

After receiving notice of appeal, the Level Two administrator shall prepare and forward a record of the complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

- The Level One record.
- The written response issued at Level Two and any attachments.
- All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a meeting within ten (10) days after the appeal notice is filed. The meeting shall be limited to the issues and documents considered at Level Two. At the meeting, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten (10) days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Level Four:

If the student did not receive the relief requested at Level Three or if the time for response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, via the [Grievance - Appeal of Level Three Decision Form](#), within ten (10) days of the date of the written Level Three response or, if no response was received, within ten (10) days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

- The Level One record.
- The Level Two record.
- The written response issued at Level Three and any attachments.
- All other documents relied upon by the Level Three administrator in reaching the Level Two

decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [[Regulation BD](#)]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

SECTION 11: FINANCIAL AID AND SCHOLARSHIPS

APPLYING FOR FINANCIAL AID

Financial aid is provided to students through scholarships, grants, loans and on-campus employment. All students are encouraged to file for financial aid. Inquiries concerning student aid should be addressed to the [Student Financial Aid Office](#) at (979) 532-6345 or finaid@wcjc.edu. Applications for financial aid should be completed accurately and received in the Financial Aid Office along with any additional required forms by the [priority deadline](#). Notifications to students regarding their financial aid processes (missing documents, award information, status, updates, etc.) will be posted in a student's [Online Services](#) account.

Students should open their [Online Services](#) account as soon as they receive notification via their WCJC email that their account is available, and then monitor that account on a regular basis.

[View more information about Financial Aid and the "5 Steps to Financial Aid."](#)

SATISFACTORY ACADEMIC PROGRESS (SAP)

Under current federal law, all students who receive federal or state financial aid must be making [satisfactory progress](#) as defined by the college in order to receive or continue to receive that aid.

The following are the requirements at Wharton County Junior College:

- All recipients of financial aid must be enrolled in a program of study leading to an associate's

- degree, an eligible certificate, or program that is transferable toward a baccalaureate degree.
- Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college level credit hours (this includes developmental studies credit hours) attempted at WCJC in order to remain eligible for financial aid.
 - Students receiving financial aid must complete 70% of all credit hours attempted regardless of whether financial aid was received for the credit hours.
 - A student is only eligible for financial aid up to 150% of the credit hours required in their program. (Eligibility is lost beyond this limit). Example: An Associate of Arts Degree with a Business Administration concentration requires 60 credit hours. $60 \text{ credit hours} \times 150\% = 90 \text{ credit hours}$, after 90 credit hours eligibility for financial aid is lost. Generally, students are notified by the financial aid office once they reach the 90 credit hour level.
 - Satisfactory progress will be measured three times per year, at the end of each semester, fall, spring, and summer. The evaluation will be made regardless of the number of credit hours attempted during the semester.
 - Course work attempted and grades earned in semesters forgiven through the State of Texas “Academic Fresh Start” program will be included in the Satisfactory Progress Calculation.
 - Grades of A, B, C, and D are considered credit hours attempted and successfully completed (earned).
 - Grades of F, I (Incomplete), and W (Withdrawals and Drops), are counted as credit hours attempted but not successfully completed (unearned).
 - Course repeats are counted as attempted credit hours and either earned or unearned depending upon the grade assigned as noted above. Last grade is included for GPA purposes.
 - Only the first two attempts of a course completed with a passing grade can be paid by financial aid. The third attempt cannot be included for payment purposes.
 - Financial aid is available for only the first 30 semester credit hours of remedial coursework attempted. Remedial coursework is counted in the 70% completion rate.
 - Students who receive all F’s, W’s, or I’s or a combination of these will be placed on financial aid suspension. Students placed on suspension as a result of this action (receiving all F’s or W’s for an enrollment period) that can document mitigating circumstances for a withdrawal need to report to the financial aid office as soon as possible with information/documentation regarding their circumstances.
- These circumstances include but are not limited to:
- Student health issues that resulted in withdrawal from the college
 - Verifiable errors by college that resulted in withdrawal
 - Deployment into active military service
- Students not meeting the minimum Satisfactory Academic Progress criteria at the end of their warning period will be suspended from receiving financial aid.
 - Students placed on “suspension”, may continue to enroll at the college but must pay for their coursework from their own funds.
 - Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate (70%) and cumulative grade point average (2.0). Students who regain eligibility by completing required coursework must notify the Financial Aid Office in order to have their progress reevaluated.
 - A student who has been suspended from financial aid for failure to meet the satisfactory progress

requirements outlined in this policy due to mitigating circumstances may appeal the decision by completing an appeal form, explaining their mitigating circumstances, and providing appropriate documentation to support their claim. Appeals without documentation will not be considered.

- A student must be able to meet the satisfactory academic progress requirements within one semester or an appeal cannot be approved.
- When a student has an appeal approved, they are placed on a financial aid probationary status for one semester. Probationary students who do not meet the satisfactory progress requirements will again be suspended.
- Students who have had a prior appeal approved (probationary status) must complete a minimum of 12 semester credit hours (100% completion) with a 2.0 GPA without the benefit of financial aid in order to file another appeal.
- When the number of credit hours required for completion of a degree plus the number of credit hours attempted (including transfers) exceeds 150% of the hours required for a degree, the student becomes immediately ineligible for further financial aid. (Maximum Time Frame Suspension).
- Appeals for attempting beyond the maximum time frame require a copy of a degree plan signed by the advisor and an appeal form explaining why the additional coursework is necessary. The student must be meeting the 70% and 2.0 GPA for all hours attempted in order for the appeal to be reviewed by the committee.

STUDENT RESPONSIBILITIES REGARDING FINANCIAL AID

Students are responsible for understanding and monitoring their own satisfactory progress status. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

FINANCIAL AID REQUIREMENTS

Financial Aid will NOT be provided for certain courses. Please be aware of the following stipulations:

- Financial aid does not apply to courses taken by audit, credit hours earned by placement tests, continuing education courses and classes taken outside a student's degree plan. It is the student's responsibility to know the courses in their degree plan (based on their declared major) and take only those courses within the degree plan. A loss of financial aid funds will result if a student takes courses outside of their degree plan.
- A grade of "F" will be counted in the GPA.
- Withdrawals and repeated courses will be counted toward all hours attempted.
- Federal Regulations do not allow rounding of financial aid SAP standards. For example, a 69% completion rate would not meet the 70% completion rate standard and a GPA of 1.95 does not meet the 2.0 standard.

FINANCIAL AID CENSUS DATE

[Financial Aid Census Date](#), also known as a Freeze Date, is the day the WCJC Financial Aid Office will review all students receiving financial aid enrollment for the semester. The number of eligible registered hours will determine the Financial Aid Award for the semester.

This date is important to know because if a student increases or decreases their enrollment level prior to the Financial Aid Census Date, financial aid awards will be adjusted, as appropriate, to ensure that the allocation award is correct.

RETURN OF TITLE IV FUNDS

WCJC returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965 and with rules of the Texas Higher Education Coordinating Board.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of funds which were received to help pay educational expenses for the semester.

[Learn more about Return of Funds.](#)

SECTION 12: ASSEMBLY ON CAMPUS

Students are expected to be familiar with the following excerpts from House Bill #141 passed by the 61st Legislature of the State of Texas.

SECTION 1: No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

SECTION 2: For purposes of this Act, “disruptive activity” means: Obstruction or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.

Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational research, or other authorized activity. Preventing or attempting to prevent by force or violence any lawful assembly authorized by the school administration. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or obstruction or restraining the passage of any person at an exit or entrance of the campus or property or preventing or attempting to prevent by force or violence or by threats there of the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school. For the purpose of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur.

SECTION 3: A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$500 or by confinement in jail for not less than one day nor more than 6 months, or both.

SECTION 4: Any person who is convicted the third time of violating this Act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

SECTION 5: Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas. For Appeal of Student Disciplinary Action, Wharton County Junior College provides students with a procedure for the review of

disciplinary actions that they contend have been made unfairly, arbitrary, capriciously, illegally or on the basis of bias or prejudice, or have been made in error (that is, the student claims innocence.) See Disciplinary Appeals in Section 3 of this Handbook for more information.

[College regulations](#) are available on the college website on the [“About Us” page](#). Students need to consult this regulation prior to starting the appeal process.

SECTION 13: RESIDENCE LIFE

Residence halls are provided for the primary purpose of allowing students to live on campus while pursuing their education. Residence Hall Supervisors work to create an environment where every individual feels secure, independent, respected and at home. We therefore hold all residents and their guest to the highest intellectual and moral standard. It is the responsibility of each resident to become familiar with these Residence Hall policies and procedures, as well as the overall Student Handbook which states the rules, regulations and conduct expected of all WCJC students.

RESIDENCE HALLS

There are two on-campus residence halls. Both Mullins Hall and Frankie Hall are traditional residential facilities and each has a live-in supervisor who manages the hall and resident assistants. Mullins Hall is the home to approximately 53 female residents each year, and Frankie Hall is the home to approximately 74 male residents each year.

Residence Halls are open throughout the fall and spring semesters and are closed during the summer terms and during winter break. The Halls will also close for college holidays such as Thanksgiving, Spring Break, and Easter Break.

HOUSING OFFICE

Location: Pioneer Student Center, 1st floor
Phone: 979-532-6519

Students interested in living in campus housing, should contact Rhonda Clayton at 979-532-6368 or claytonr@wcjc.edu.

MAIL

Incoming mail should be addressed as follows:

Student Name
Wharton County Junior College
Hall (Frankie or Mullins), Room #
911 Boling Hwy.
Wharton, TX 77488

Residence Hall Supervisors will collect mail and package deliveries daily and distribute to residence hall residents. Residents are responsible for daily collection of their mail from the designated mail area in each hall. Residents should not attempt to pick up mail or packages from the campus mailroom. All received mail must be in the student’s name. Any mail received that is not in the name of a current resident will be returned to sender.

At least two weeks prior to leaving campus housing, residents should notify creditors, magazine publishers, etc. of their change of address. Beginning on the day that a student moves out of campus housing, the College is not responsible for forwarding residents' mail and will return all mail and parcels to the original sender.

MAINTENANCE AND REPAIRS

Residents should report all maintenance requests directly to their respective Residence Hall Supervisor. Requests should be made in writing to their respective Residence Hall Supervisor. Only Residence Hall Supervisors may report problems to the maintenance department. For emergency requests, Residents should contact their Residence Hall Supervisor via telephone.

PARKING

Residents must obtain a parking permit from the Office of Security and Public Safety to be able to park on campus. Residents must park in their designated parking areas, adjacent to each residence hall. Residents should not park in the "reserved" parking spot or visitor parking, at any time.

MEAL PLANS AND DINING SERVICES

All residents are required to purchase a meal plan. Students must show their student ID card in the Dining Hall in order to use their meal plan. Guests can purchase meals in the cafeteria. Students are not allowed to purchase guest meals using their personal student meal plan.

Dining Hall Schedule

Monday-Friday –	Saturday –	Sunday –
Breakfast: 7:15 AM – 9:00 AM	Lunch: 11:00 AM – 1:00 PM	Lunch: 11:00 AM – 1:00 PM
Lunch: 11:00 AM – 1:15 PM	Dinner: 5:00 PM – 6:00 PM	
Dinner: 5:00 PM – 6:30 PM		

PROXIMITY CARDS, STUDENT IDS AND ROOM KEYS

All residents will be issued a proximity card to access the residence hall, a room key, and a student ID, upon check-in. It is the responsibility of each resident to maintain the security of their proximity card, room key and student ID.

Student IDs should be carried by residents at all times. A student ID is required to use the meal plan in the dining hall, check out library books, and for identification if requested by a College administrator, security officer, or employee. Use of another student's ID card is strictly prohibited and can result in disciplinary action.

For the safety of all residents, lost proximity cards or rooms keys must be reported to the Residence Hall Supervisors or Campus Security immediately. The following charges apply to lost items: Room Key - \$25; Proximity Card - \$10; Student ID - \$10.

LAUNDRY FACILITIES

Laundry machines are available in each residence hall for the resident's clothing only. Students must comply with the hours the laundry rooms are open and must remove clothes from the washer and dryer as soon as they are finished so that the machines can be utilized by other residents. Clothes left in the laundry room may be stolen or misplaced. Do not remove another resident's clothes from a washer or dryer, unless you are willing to complete the cleaning process. Do not wash or dry clothes with metal

buttons or buckles, tennis shoes or items that will cause noise during quiet hours. For easy access, rules for the laundry room are posted on the wall.

Use of machines is a privilege. Be respectful to others and remove clothing when finished. If you frequently leave clothing in machines for extended periods of time, you may lose this privilege.

RESIDENCE LIFE POLICY AND PROCEDURES

The following policies and procedures apply to any person who is on residential properties of the College. We ask that all residents communicate policies to their guests, as guests are expected to respect and adhere to all policies outlined below when visiting residential facilities. Residents will be held responsible for their own actions and that of invited guests. It will be assumed that all residents have read and understand these policies.

A. Roommates

1. Roommates must be of the same-gendered persons. Roommate relationships must be platonic. Under no circumstance will students who are in a romantic relationship be permitted to live together.
2. Roommate conflicts. Whenever roommates are experiencing conflict, the Residence Life staff will do its utmost to assist them in resolving their problem. Except in extreme circumstances, the staff will first attempt to resolve the conflict by using a roommate contract. If, after a roommate mediation or two-week waiting period, the residents have not resolved their conflict, they may be permitted to change roommates, provided space is available. When roommates are unable to decide upon who will relocate, the staff will assist in making that determination. Generally, the person who is requesting the change in roommates will be the one to move. The requestor may not demand that his/her roommate be forced to move.
3. Room changes. In order to provide ample opportunities for roommates to adjust to their new environments, room changes will not be considered until the third full week of classes. If a resident desires a new roommate, he/she must locate a new roommate. Generally, the person who is requesting the change in roommates will need to be the one to move. The requestor may not demand that his/her roommate be forced to move. Additionally, space must be available to accommodate the change in roommates. The Housing Office must approve all housing changes. Any resident making an unauthorized change will incur a fine and may be required to return to his/her original space. A resident who is making an authorized room change must properly check out with his/her Residence Hall Supervisor. The resident must then conduct a room inventory of the new room upon receipt of a new key. Failure to properly check out / in may result in a fine.
4. A resident who requests and is granted a room or roommate change will be expected to relocate within 48 hours of the request being approved.
5. Residents are expected to maintain a healthy and productive relationship with their roommate. The College may choose to sever its housing contract with the resident if the resident does not meet the minimum standards of a reasonable roommate, as determined by the Residence Hall Supervisor, Director of Student Life or Dean of Student Success. The College may take such action for reasons including, but not limited to:
 - a. The resident is unwilling to maintain a clean, uncluttered living environment.

- b. The resident verbally abuses his/her roommate or is otherwise considered to be a possible threat to the physical and/or emotional well-being of the roommate.
- c. The resident created a disruptive living environment.
- d. The resident uses or consumes his/her roommate's personal possessions without permission.
- e. The resident consistently demonstrates an inability to compromise.
- f. The resident refuses to speak to, or in any other way refuses to communicate with, his/her roommate.
- g. The resident smokes / drinks alcoholic beverages in violation of policy.
- h. The resident's family is creating a disruptive living community.
- i. Roommates are found to be in a romantic relationship with one another.

B. Decorations and Furniture

1. Each room has essential furnishings (beds, desks, chairs, etc). The furnishings must remain in the room at all times. Residents cannot remove College furnishings from their rooms without approval from the Residence Hall Supervisor. Residents must report to the Residence Hall Supervisor before moving into any room. During check-in, students must complete a Room Inventory Form, on which they list all damages, missing furniture, or any other irregularities in the room. The resident is responsible for recording any damage that has occurred prior to the move-in date. Students are responsible for all room damages upon move out.
2. Beds may not be stacked as this may cause damage. Students who wish to "loft their beds" must purchase a separate "loft unit" from an approved vendor. Students are responsible for all aspects of installation of the approved loft unit, making arrangement with their Residence Hall Supervisor to have the exiting bed frames stored and when restoring their room to its original state at move out. Failure to return the room to its original state at move out will result in a fine being assessed to the occupants of the room. Students may bring additional furniture as space permits. Furniture may not be moved from common areas to private areas or to other common areas without permission from the Residence Hall Supervisors.
3. Mattress protectors and bed sheets are not furnished. Students are required to supply mattress protectors, and they must be kept on the beds.
4. In an effort to preserve our housing facilities, the following items are strongly prohibited in campus housing:
 - Candles, incense, scented wax warmers (except those heated by a light bulb), oil lamps, wax sculptures, or any other device that uses an open flame.
 - Space heaters, sun lamps
 - Electric blankets
 - Crock pots, electric skillets, grills, griddle, hot oil popcorn poppers, hot plates, oven broilers, sandwich makers, cookers, steamers, toasters, toaster ovens, coffee pot with a hot pot (Keurig machines or other similar styles are permitted)
 - Power tools, nails and/or screws, molly bolts
 - Flammable liquids, explosives, fireworks
 - Paint ball guns, water guns, water balloons
 - Waterbed or water chair
 - Weights, dart boards

- Pets, Aquariums
 - Drugs or alcohol, drug or alcohol paraphernalia, hookahs
 - Weapons
 - Pornography
 - Any other dangerous, illegal or offensive item not listed
5. Residents can have the following appliances: microwave up to 700 watts, small refrigerators up to 3.2 cu ft, Keurig style coffee pots. If you want to bring an appliance that is not on this list, please consult your Residence Hall Supervisor.
 6. Resident may use painter's tape or command hooks only to hang posters and pictures. Residents should read and follow all instructions related to the use and removal of these hanging materials. Residents will be charged for all damages to rooms, even if these damages occurred after use of an approved hanging material. Residents should not mount items to their doors, ceilings or windows. Any décor that damages paint or varnish is unacceptable. Damage will be charged to the occupants in the room.
 7. Residents cannot attach anything to the ceiling or tamper with ceiling tiles. Damages to ceiling tiles will be charged to the occupants in the room.
 8. Residents should not hang anything in the windows. For safety reasons, blinds should be lowered and closed when occupants are not in the room and at night.
 9. Items that may be viewed as racist, sexist, bigoted, or in any way offensive are prohibited in housing. Any resident who decorates their room with such items or places such items in public spaces, hallways, or common areas may lose the right to reside in campus housing. The definition of racist, sexist, bigoted, or in any way offensive will be deemed by the Director of Student Life.
 10. Residents cannot paint their room. If a student paints the room, they will be charged the cost of repainting the room. All rooms are painted by WCJC on an as-needed basis during the summer term. If a room has places where paint is missing, it should be noted on the Room Inventory Form.
 11. Light bulbs must not be removed from rooms or common areas. Installation of dimmer switches in rooms is prohibited. If you have a burned out light bulb, submit a Maintenance Request.

C. Cleaning Responsibilities

1. Residents are expected to keep their rooms reasonably cleaned, this includes the bathroom area.
2. The responsibility for maintaining a clean, shared bathroom rests with all residents who use the bathroom. When a shared bathroom is left in an unclean state, the responsibility will fall on all residents who use that bathroom. Upon move out, if the bathroom is left in an unclean state, all students using that bathroom will incur a fine.
3. Trash should be placed in the designated trash cans. Trash and dirt should not be swept into the hallway.
4. Prior to leaving for holidays or campus closures, all trash should be removed from the rooms

and refrigerators cleaned out.

5. Food should not be disposed of in sinks, water fountains or commodes. Plumbing repair bills will be charged to the residents in the room or to all residents in the hall if food is found in the lines.
6. Student rooms will be inspected randomly for cleanliness and safety. Residents of rooms that fail inspection will be given 24-hours to resolve the issue identified. After 24 hours, a disciplinary infraction will be assessed for the responsible residents in the room. After the first infraction, the residents will have an additional 24 hours to resolve the issue. Failure to resolve the issue after the 24 hour time frame will result in disciplinary action.

D. Pets

1. Pets are not allowed in campus housing.
2. Emotional Support Animal – Subject to the prior approval of the Office of Student Life, WCJC is committed to providing a supportive environment for students with disabilities. This includes full compliance with all applicable provisions of the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA). Under FHA, a person with a disability may keep an Emotional Support Animal (ESA) in the individual's dwelling when there is an established need for the therapeutic nature of the animal that is connected to the individual's disability. An ESA provides emotional support to the persons who have a disability-related need for such support. An ESA is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional. Residents need to work the Office of Disability Service to start the process to have an ESA approved for Campus Housing.

E. Fire Safety

1. Safety Equipment – The misuse of fire alarms, tampering with fire equipment, or blocking evacuation routes or exits is prohibited.
 - a. Residents must not attach items to or hang items from sprinkler heads.
 - b. Smoke detectors must not be tampered with and batteries must not be removed.
 - c. Fire alarms and fire extinguishers must not be set off or used except in emergencies. If a fire extinguisher is discharged for any reason other than an emergency, damages will be charged to the student and disciplinary action will be taken.
 - d. A fee will be assessed to repair fire equipment or to reactivate a smoke detector.
2. Power Strips and Surge Protectors
 - a. Power strips and surge protectors must be approved by a national testing agency (Underwriters Laboratory or Factory Mutual).
 - b. Do not plug a power strip or surge protector into another power strip/surge protector.
 - c. There should not be more than one power strip/surge protector plugged into a dual electrical outlet.
 - d. Use only power strips/surge protectors that have a built-in breaker. These units are designed to trip the breaker if the strip is overloaded or there is a surge of electricity.
3. Cooking – Due to the possible fire hazard, residents are not permitted to use any cooking equipment in their rooms other than a microwave (less than 700 watts).

- F. **Other Safety Measures** – Responsibility for the security of personal items rests with each resident. If suspicious behavior occurs, residents should report it to the Residence Hall Supervisor or Campus Security immediately. The College is not responsible for storing valuables or for replacing stolen items. Personal property insurance is recommended.

The College reserves the right to inspect residence hall rooms, refrigerators, safes, suitcases, backpacks, etc, as well as, vehicles parking in the college parking lots. Failure to comply with a directive for any onsite inspection will result in referral for disciplinary action.

1. Windows – Residents should not open windows, unless in the case of an emergency.
 - a. For safety reasons, blinds should remain down and closed when the room is vacant and in the evening hours.
 - b. Residents should not exit the room via the window, unless in the case of an emergency.
 - c. Throwing rocks or other items at windows is prohibited.
 2. Doors – Doors must not be tampered with in any way and must be kept closed and locked at all times. Doors should not be propped open. Locks cannot be removed and additional locks cannot be added to doors.
 3. Proximity Cards – All residents are issued a proximity card to be able to access the residence hall. Jeopardizing the security of the residence halls by giving the proximity card to someone outside of the hall is a serious offense and will result in disciplinary action and possible removal from the residence hall.
 4. Room Safes – Each room is equipped with a lockable safe for each student residing in the room. Each safe is programmable by the student and is intended for storage of student valuables and personal property, including concealed carry handguns. The College maintains access to each safe. Students are responsible for the items left in the safe. Storing items for other students, guests, and non-students is strongly discouraged. Each safe is attached to a specific location in a residence hall room. Moving a safe or rendering a safe unusable will result in a \$200 fine.
 5. Blocking Entrances or Exits – Residents may not block or obstruct entries, exits or corridors so that an individual is intentionally prohibited from passage.
 6. Roofs/Attics – Residents may not, at any time, for any reason, be on any housing facility room or in the attic or crawl space.
 7. Illness – Residents should report illness to the Residence Hall Supervisor.
- G. **Building Evacuations and Campus Closures** – In the event of a building-wide emergency or evacuation, all residents are expected to exit the facility promptly and appropriately. Such emergencies will be signified by a text alert through the Campus emergency notification system, an emergency alarm or verbal instructions from the Residence Hall Staff or designee, College or City official. Any person who impedes another’s safe evacuation will be subject to severe disciplinary action.
1. All residents are required to sign up for the campus emergency alert system – RAVE. The instructions for RAVE will be sent to all students via WCJC email.
 2. In case of campus closure, students are encouraged to make prior arrangements for transportation to leave campus. No student can remain on campus if the campus is closed due

to an emergency situation.

3. All students are required to have an emergency contact on file with the Housing Office and designated locations that they will go in case of campus closure or evacuation.

H. **Weapons** –

1. Handguns – Per WCJC Regulation on Campus Carry, an individual who possesses a valid License to Carry (LTC) may carry a concealed handgun on or about their person on WCJC campuses and in buildings, except in designated Exclusion Zones, notated with signage. Handguns must be carried in a retention holster that covers the trigger. It is the responsibility of the individual who has a valid LTC to conceal any handgun so that it is not partially or wholly visible to another person.

In compliance with Texas Penal Code, Section 46.035(a-1), a LTC holder may not carry a partially or wholly visible firearm on campus premises or on any college driveway, street, walkway, sidewalk, parking lot, parking garage or other parking area.

The above information is a summary of WCJC Regulation on Campus Carry. Students are strongly encouraged to review the full regulation for detailed information regarding concealed firearms on WCJC property.

A LTC holder who chooses to carry a handgun into the WCJC residence hall must adhere to all aspects of WCJC Regulation on Campus Carry and the Texas Penal Code. An LTC holder must use the safe provided in the residence hall to secure their handgun.

2. Knives – Per Texas Penal Code, Section 46.03, illegal knives are prohibited in the residence halls. An “illegal knife” is defined as (a) knife with a blade over five and one-half inches; (b) hand instrument designed to cut or stab another by being thrown; (c) dagger, including but not limited to a dirk, stiletto, and poniard; (d) bowie knife; (e) sword; or (f) spear.
 3. Other Prohibited Items – WCJC prohibits the possession of martial arts weapons, bows, arrows, crossbows, BB guns, paintball guns, air rifles, water guns, pellet guns, CO2 guns, tasers, sling shots, brass knuckles, explosives or any other weapons that are potentially dangerous or hazardous in campus housing.
- I. **Alcohol** – Excessive consumption of alcohol diminishes a person’s ability to think reasonably and to make sound decisions. If you feel that you have a problem with excessive alcohol consumption, please make time to meet with one of our campus counselors to learn about resources and services available to you.
1. The possession, consumption, or distribution of alcoholic beverages, in any form, is prohibited on the WCJC campuses and in campus housing.
 2. It is illegal to consume or possess alcohol if under the age of 21, on or off campus.
 3. Drunk and/or disorderly conduct in private or public by any resident will be considered cause for referral to the Dean of Student Success.
 4. The display of posters, banners, signs, etc advertising alcohol is prohibited in the Residence Halls.
 5. Alcoholic beverage containers (empty or otherwise), shot glasses, or other alcohol branded

materials cannot be used to decorate residence hall rooms.

- J. **Drugs and Drug Paraphernalia** – WCJC supports a Zero Tolerance Policy for the possession, use, sale or distribution of narcotics, drugs and related paraphernalia on campus and in the residence halls. Random room inspections by authorized staff, accompanied by independent contractors with canine units may be conducted to enforce the WCJC Zero Tolerance Policy. The College reserves the right to inspect vehicles and personal belongings, if needed.
1. Drugs – Any student who possesses, participates in, is in the presence of, under the influence of, uses or sells, manufactures or distributes illegal drugs and/or mood enhancing substances will be subject to disciplinary action (including possible dismissal from the residence halls and college) and/or criminal proceedings.
 2. Prescription Drugs – Residents should not possess or use any medications not specifically prescribed for him/her. Residents must maintain their prescribed medication in the container in which it is distributed by the pharmacy. These containers must be clearly marked with the resident's name, prescribing physician's name, medication, date, pharmacy and dosage. Residents are strongly encouraged to store their prescribed medications in a safe location, such as their room safe.
 3. Drug odor and drug paraphernalia, including bongos, promotional materials, hookah, pipes, clips, residue, seeds, a smoked filled residence hall room, or any other items used in the preparation or consumption of illegal drugs and/or mood enhancing substances are not permitted on the WCJC Campus or in residence halls.
 4. Other Substances – Residents should not use any substance, including household items and other items not readily identified as drugs, for inhaling, injecting, consuming or otherwise using the substance in a manner inconsistent with the manufacturer's intended use.
- K. **Tobacco Usage and Possession** – Tobacco usage is prohibited on campus, except for in parking lots, and is not permitted in the residence halls. This includes all forms of tobacco including cigarettes, e-cigarettes, and chewing tobacco.
1. Per Texas Senate Bill 21, it is illegal for a person under the age of 21 to possess, purchase, consume or accept a cigarette or tobacco product.
- L. **Privacy and Quiet Hours**
1. 24 Hour Courtesy Hours – in order for a community atmosphere to flourish, respect of and courtesy for one another must be shown at all times. Residents should always comply with the requests from fellow residents and neighbors to be quieter.
 2. Quiet Hours – Residents should assume that other residents are either studying or sleeping and conduct themselves in such a manner as not to disturb anyone. The reasonable right to quiet will take precedence over the right of noise. Quiet hours are scheduled from 9:00 PM to 9:00 AM, Sunday evening through Friday morning; and midnight to 9:00 AM, Friday evening through Sunday morning. During all hours not specifically designated as "quiet hours", residents shall respect other residents by refraining from making unacceptable levels of noise.
 3. 24 Hour Quiet Hours – 24-Hour Quiet Hours will be in effect forty-eight hours prior to the first scheduled final examination each semester and will end at the start of the last schedule final

exam for that semester.

M. Guests and Visitation – A visitor or guest is defined as anyone not assigned to a residence hall.

1. Residents should meet their guest at the front door and escort them to the common areas. The resident is responsible for the actions and conduct of their guest(s) and must accompany their guest(s) at all times.
2. No overnight guests are allowed in the residence halls.
3. Male guests are not permitted to enter the private rooms and/or private hallways in the women's hall. Female guests are not permitted to enter the private rooms and/or private hallways in the men's hall.
4. Visitation hours are Sunday-Thursday, 10:00 AM-11:00 PM; Friday-Saturday, 10:00 AM-midnight.

N. Room Entry

1. Routine entry, which may occur on a regular basis without additional notification, is characterized by the following:
 - a. Necessary repairs by the Maintenance personnel.
 - b. Maintenance checks by Residence Life staff and contracted personnel.
 - c. Air control and safety checks by staff and contracted personnel.
 - d. Pest extermination.
 - e. Emergencies where there is reasonable cause to believe a threat exists to life, safety, health or property.
 - f. Failure of resident to respond to a request to turn off an alarm, stereo, or other appliance or equipment that is disruptive to others.
 - g. Health and Safety checks are conducted by Residence Life staff in college housing throughout the year to maintain a safe living environment for all residents.
2. Entry for non-compliance with policy
 - a. With reasonable cause to believe there is non-compliance with College regulations, the College reserves the right to inspect residence hall rooms, refrigerators, safes, suitcases, backpacks, etc. Failure to comply with a directive for any onsite inspection will result in referral for disciplinary action.

O. Transportation Devices

1. Bicycles, skates, skateboards, and hover boards may not be used in the residence halls.
2. Bicycles should be stored in the bike racks outside each residence hall.
3. Usage of skateboards, skates and hover boards are not permitted on campus.

P. Solicitation and Signage

1. Soliciting and Selling – Salespersons are not allowed, under any circumstances, to canvas the halls or solicit from room to room (this includes residents). If approached by a solicitor,

immediately contact the Campus Security office or the Residence Hall Supervisor.

2. Signs, Advertisements, Posters – Signs, advertisements and posters may not be posted in or about campus housing without prior approval of the Residence Hall Supervisor or Director of Student Life. Displays or advertising from commercial establishments are not permitted in the residence halls. In addition, private parties cannot be advertised.

Q. Student Conduct

1. General Conduct and Principles – The quality of community life within campus housing is dependent upon an understanding of, and respect for, both individual residents and the community as a whole. The following general responsibilities and corresponding rights are intended to define minimal expectations to ensure the quality of life within campus housing. Failure to adhere to the general conduct and principles below may lead to disciplinary action.
 - a. Respect for others and their rights.
 - b. Respect for the property of individual, groups, and the College.
 - c. Refrain from activities, which interfere with the regular operations of the College.
 - d. Present identification upon request of all authorized College officials.
 - e. Behave in a manner consistent with Residence Life policy and College regulations.
 - f. Abstain from lewd, indecent, obscene, mischievous, or malicious behavior.
 - g. Abstain from over exaggerated public displays of affection in the public areas.
 - h. Maintain modest attire when in public areas of Campus housing.
 - i. Refraining from acts which are irritating and/or offensive to other residents.
 - j. Timely collection of mail and reading and understanding all information (email, newsletters, memorandums, etc) forwarded to him/her by staff and/or all other College officials.
 - k. Responding to directives of a College official.
2. Honor Code – Residents are expected to immediately report unsanctioned activities within campus housing to a housing or College official. This is not only for the protection of our community, but also for the protection of each individual resident. Residents will suffer the consequences of their roommate, guest(s), or roommate’s guest(s) behavior if they fail to report known unsanctioned activity occurring within their contracted area.
3. Good Neighbors – it is the expectation of the college that our student residents will refrain from any actions/behaviors that might in any way reflect poorly upon themselves, their roommate and the entire College community. Residents are expected to demonstrate the highest respect and regard for their neighbors.
4. Bullying and Harassment – Verbal abuse, threat against any individual, unwanted touching, stalking, teasing, pestering, gossip, harassing, pranking, profanity, hate speech or other form of annoyance to another or intent to misrepresent self to another are not acceptable.
5. Physical Assault – Physical assault and/or threat of physical assault to anyone on college

property, including in the residence halls, or at a college sponsored activity is consider a major violation of WCJC policy.

6. Sexual Misconduct – Sexual harassment, which includes all forms of sexual assault and misconduct is considered a major violation of WCJC policy and is grounds for removal from the residence all and/or suspension or expulsion from the College.
7. Gambling – Gambling, as defined by Texas state law, is not permitted on campus housing property.
8. Dishonesty – Any form of dishonesty is a violation of personal integrity and, as such, is unworthy of our academic community.
9. Pranks – If a prank, whether by design or not, causes emotional/psychological injury, physical harm, and/or distress to another or others and/or results in damage or destruction of property, the residents responsible for this prank will receive appropriate disciplinary action.
10. Rumors/Gossip – The intention or sharing of gossip or rumors is always inappropriate. The college will not tolerate behavior that ultimately serves no purpose other than to hurt another or defame another’s character. Any resident found to have participated in this behavior may be subject to disciplinary action.
11. Destruction of Property – Willful destruction of property, damage to buildings or furnishings, or defacing College property are prohibited.
12. Dining Room Conduct – While in the dining hall, residents must be dressed appropriately (shirt and shoes included), must bus own tables, obtain meals during advertised hours, and show a student ID upon request.
13. Mandatory Meetings – Students are expected to attend all mandatory residence hall meetings. Meetings are called by the Residence Hall Supervisor, the Director of Student Life, the Dean of Student Success and/or other college administrators. Failure to attend a mandatory meeting, without prior approval, can result in disciplinary action.
14. Babysitting – Babysitting is not allowed in the residence halls. Children under the age of 18 are only allowed in the lobby for a period of one hour during visiting hours, but not during quiet hours.

R. Contract Cancellation and Check Out Procedures

1. Termination of Contract – The College may require a resident to terminate occupancy during a semester if the resident:
 - a. Fails to abide by College and/or Residence Life policy.
 - b. Is not a full-time student, enrolled in a minimum of 12 credit hours, or has not received permission from the Dean of Student Success to be enrolled in fewer hours.
 - c. Is not enrolled as a student.
 - d. Fails to pay housing, board, tuition, or other College fees.
 - e. Fails to maintain room in proper condition or causes damage to housing property or space.
 - f. Demonstrates an inability to maintain a respectful relationship with a roommate or other residents.
 - g. Demonstrates an inability to maintain one’s own safety and/or facilitate one’s own

personal care and/or is a threat to self or others due to a psychological, emotional, or medical condition. If staff members are unable to properly manage the resident's needs, the resident may be asked to vacate his/her housing unit.

Students who vacate or are dismissed from the residence halls for any reason during the semester will not receive a refund for room or board. Students who withdraw from the College prior to the first day of classes are eligible for a 100% refund of their residence hall and board fees. In order to receive a refund of \$200 (full residence hall deposit), a student must submit a request in writing to the Housing Office at least fifteen (15) days prior to the start of classes, a cancellation of residence hall reservation.

2. End of Semester – At the end of the semester, students must check-out of their room within 24hrs of the conclusion of their last exam. Students participating in graduation can make arrangements to remain in the residence hall until after the commencement ceremony with their Residence Hall Supervisor.
3. It is the responsibility of the resident to properly checkout of campus housing at the end of the contract period or whenever moving out of campus housing. The resident must complete the appropriate paperwork and surrender keys, proximity card and student ID in order to finalize checkout. Failure to checkout properly, completely, and on time will result in fines assessed to the resident.
4. Check out procedures:
 - Make an appointment with the Residence Hall Supervisor to check-out.
 - Remove all belongings, clean the space (including the restroom), and pick up and dispose of all trash. Any items left behind or failure to clean room or remove trash will result in a fee assessed to the student's account.
 - Ensure all furniture is in room, including desk chair.
 - Complete Room Inventory Form.
 - Return the room key, proximity card, and student ID.
 - Accompany the Residence Hall Supervisor during the room inspection.

Failure to check out properly will result in a fine applied to your account.

5. Abandoned Property – College staff is not responsible for any student property left in the building. Belongings owned by a resident and left in a residence hall room after the room has been vacated are considered abandoned property. Belongings will be considered abandoned if left for three (3) days after the resident has moved out of the room. Residence Life staff will make no attempt to contact the resident when belongings are found in a vacant room. If items are not claimed in three days, they will be disposed of.
6. Room Damages and Cleaning – Damages to rooms and/or room furnishings beyond the limits of reasonable wear and tear will be charged to the assigned resident(s). A Room Inventory Form will be provided at move-in for the resident's protection against improper damage charges upon move out. Failure to submit a completed and signed Room Inventory Form upon check in may result in the resident being charged for all existing room damages upon check out. Cleaning charges will be assessed on a case by case basis, dependent on the state of the room upon move out (cleaning charges range from \$25-\$100 per student). Damage and

cleaning charges in excess of the student's deposit will result in a hold being placed on the student's record. Charges can include the cost for the removal of items left in the room, damages, failure to clean the room or remove trash, failure to return key/proximity card/student id, and/or missing furniture. All charges will be assessed to both room occupants (in the case of the bathroom, all students sharing a bathroom) unless otherwise noted in writing to the Residence Hall Supervisor that one occupant is at fault for the damages and/or left items in room. Charges will be posted to the student's College account.

DISCLOSURE STATEMENT

Wharton County Junior College is committed to equal opportunity for all students, employees, and applicants without regard to race, color, religion, gender, national origin, veteran status, age, sexual orientation, gender identity and expression, disability, political affiliation or belief, and for all beneficiaries of programs funded under Title I, WIOA on the basis of citizenship status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in WIOA Title I financially assisted work or program.

No person, including students, faculty, staff, part-time staff, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by Wharton County Junior College on the basis of the categories listed above.

All student inquiries concerning WCJC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX), and complaints should be directed to:

Lindsey McPherson, Dean of Student Success

McPhersonL@wcjc.edu, 979-532-6905

Physical: Pioneer Student Center, 2nd floor

Mailing: 911 Boling Highway, Wharton, TX 77488