

Navarro College

STUDENT HANDBOOK

2021-2022

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INTRODUCTION

Preface

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

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

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

HELPFUL NUMBERS

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

Navarro College (Main Campus)

3200 W. 7th Ave.
Corsicana, TX 75110
1-800-NAVARRO

Waxahachie Campus

1900 John Arden Drive
Waxahachie, TX 76165
(972) 937-7612

Midlothian Campus

899 Mount Zion Road
Midlothian, TX 76065
(972) 775-7200

Mexia Campus

901 N. MLK Hwy.
Mexia, TX 76667
(254) 562-3848

DEPARTMENT / OFFICE	PHONE NUMBER
Admissions and Records	(903) 875-7700
Residence Life Office	(903) 875-7541
Office of Financial Aid	(903) 875-7400
Navarro College Bookstore	(903) 875-7387
Beautique and Books/Starbucks	(903) 872-8088 or (903) 872-8089
International Programs	(903) 875-7370
Department of Public Safety	(903) 875-7501
Services for Students with Disabilities	(903) 875-7377 or (903) 875-7731
Student Recruiting	(903) 875-7343
Personal Counseling	(903) 875-7393
Academic Advising & Tutoring	
Corsicana Advising	(903) 875-7397
Mexia Advising	(254) 562-3848
Midlothian Advising	(972) 775-7242
Waxahachie Advising	(972) 923-6458
Navarro College Testing Center	
Corsicana Testing	(903) 875-7457
Mexia Testing	(254) 562-3848
Midlothian Testing	(972) 775-7200
Waxahachie Testing	(972) 937-6429

LETTER FROM THE DISTRICT PRESIDENT

Dear Navarro College Bulldogs!

WELCOME! Your decision to attend Navarro College is an excellent choice! We anticipate that you will encounter an invigorating and enriching academic experience here at Navarro College. With our mission to empower you to ACHIEVE your personal, academic, and career goals, we want to assist you in achieving SUCCESS. We wholeheartedly embrace this opportunity!

Navarro College offers an array of educational pathways designed to provide you with the skills, knowledge, and learning experiences to successfully achieve your educational aspirations and prepare for the world of work. As a customer-focused institution dedicated to our values of integrity, diversity, innovation, student-centeredness, and accountability, our staff are team-oriented and sincerely committed toward YOUR student experience! Navarro College is a place where people of all ages and from all backgrounds and cultures meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.

We look forward to serving you! Navarro College offers a unique opportunity, and we invite you to ENGAGE with us on a daily basis to create YOUR memorable and lasting OPPORTUNITIES.

As we pursue our vision to be nationally recognized with a COMMITMENT toward your success, we are investing in you, our people, and our resources to achieve these outcomes. With that in mind, we are SO glad that you CHOOSE to be a part of that vision!

With Sincere BULLDOG PRIDE,

Dr. Kevin G. Fegan
District President

ALMA MATER

Hail Navarro, Hail Navarro
Loyal sons are we.
Hail to thee, our Alma Mater,
Hail, all hail to thee.
Lift your voices, sing her praises,
Cheer for victory;
Honor to thee, proud Navarro.
Glory now to thee.

THROWING YOUR BEAU

Navarro College prides itself on its rich history and traditions. “Throwing your Beau” is a favorite student tradition that is a physical representation of the bulldog school spirit. “Throwing your Beau” is the Navarro College hand sign. Beauregard is the name of our bulldog mascot and traditionally, he is called Beau for short.

Instructions on how to “Throw your Beau”

Step 1: Make a fist with your right hand

Step 2: Put your thumb in front

Step 3: While keeping your thumb in front, lift up your pointer and pinky finger.

Step 4: Fold your pointer and pinky fingers in half.

Step 5: Hold it high and proud!

FIGHT SONG

Fight on you Bulldogs, fight till you win, Fight on to Victory.
We'll back the Red and White and our men with loyalty.
Let's give a cheer and make echoes ring, Let's Yell, yell with all our might.
The vic'try is sealed; our team never yields, Bulldogs
FIGHT, FIGHT, FIGHT.
B-U-L-L-D-O-G-S! GO BULLDOGS!

SACSCOC ACCREDITATION

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admission and education of students, with respect to the availability of students loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the college.

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age veteran status, or other status protected by the law in its programs or activities or in the context of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7TH AVE, CORSICANA, TX 75110 OR 1-800-NAVARRO.

MISSION STATEMENT, VISION AND VALUES

MISSION STATEMENT

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

VISION

Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in a local and global communities.

VALUES

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people, we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together— as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

ADMINISTRATIVE POLICY AND COLLEGE CREDIT POLICY

ADMISSIONS PROCEDURE

Navarro College maintains an open-door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be emailed to the admissions@navarrocollege.edu. The College reserves the right to refuse admission to any student who does not comply with admission requirements. In compliance with Texas House Bill (TX HB) 449 and 1735 adopted in 2019, students are asked at the point of admissions to disclose a) if they have pending conduct charges of violence or sexual misconduct, or b) if they have been expelled, suspended or withdrawn from a previous institution for conduct charges of violence or sexual misconduct. If students answers 'yes' to either of these questions, they are required to provide additional information, submitted electronically to the student.conduct@navarrocollege.edu. The College reserves the right to refuse admission to any student who does not comply with TX HB 449 and 1735 requirements. An individual may appeal any admissions denial to the Vice President of Enrollment Management and Institutional Effectiveness (VPEMIE) or in the event the refusal was due to conduct, the student may appeal to the Vice President of Student Services (VPSS).

Website: Admissions.NavarroCollege.edu

ATTENDANCE REQUIREMENT

Regular and punctual class attendance is expected at Navarro College as a key element for student success. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course. The attendance policy for certain programs may be more stringent than the general policy due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students not attending classes will be dropped. A student's request for an excused absence shall be in writing and shall be delivered to the instructor of each class. Students should refer to the Navarro College Student Handbook for additional information.

All students receiving Veterans Administration (VA) benefits must notify the Veteran's Certifying Official of any enrollment changes as soon as they are made. The Veterans Affairs benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received. Excused absences for an individual called to active military service should take into consideration retention of coursework completed during the portion of the course prior to the student being called to active military service and within a reasonable time after the absence for the completion of the assignments and examinations. Reasonable time is defined by the Texas Administrative Code as no more than 25% of the total contact hour timeframe (excluding the final examination period) for the excused absence for active military service.

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However, the student must notify the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedures in a timely fashion and as described in the current Navarro College Student Handbook.

See Policy Reference:

- [Educational Issues Pertaining to Pregnancy, Postpartum Recovery, and other Physical or Mental Health Concerns](#)

FREE EXPRESSION AND PUBLIC ASSEMBLY PROVISIONS

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

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

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

CORSICANA CAMPUS

1. Lawn area south of the Kenneth P. Walker Dining Hall.
2. Lawn area north of Gibson Hall (across the street).
3. Lawn area west of Caston Fine Arts Center (across the street).

MEXIA CAMPUS

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

MIDLOTHIAN CAMPUS

1. Center of patio on the eastern side of the building leaving free access to and from the Building 1 through the doors located at either end of the patio area.

WAXAHACHIE CAMPUS

1. Lawn area immediately east of the Administration Building
2. Lawn area between WAXB & WAXC

A free speech area may be reserved and made available for use between the hours of 8 a.m. and 5 p.m., for up to two (2) consecutive days if there are no scheduling conflicts and may be scheduled, if space is available. If a specific violation of a significant college interest or college procedure violation occurs, the right to use of the free speech designated area will be revoked (e.g., disruptive event or invasion of others' rights).

Individuals or groups wishing to use free speech areas should request use of the space through the Vice President of Student Success Office or the Student Life Office on the Corsicana campus and the Campus Dean's office on other campuses. The "Free Speech and Public Assembly Organized Expression" activity form should be completed five (5) days prior to the proposed event. The college reserves the right to relocate any assembly at any time to ensure that the activity does not interfere with the normal operation of the college or interfere with the rights of others.

In view of the desire of the College to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the College, following the provisions of this procedure.

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

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

No signs, posters or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences, or other college property. Posted materials may be placed on bulletin boards but may not cover previously posted material and may not extend beyond the edges of the bulletin board. Printed material may not exceed an overall size of 8½" x 11". Defaced material is subject to removal.

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

Campus marches are permitted on campus. The appropriate activity form should be completed in order to prepare for and facilitate the safety of participants and bystanders. The activity form should outline expected attendance and planned parade/march route. The activity form should be submitted at least five (5) working days in advance of the event.

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

Those who schedule and/or participate in speech, expression, solicitation or public assembly activities on campus must not:

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

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

- Public speech that is likely to incite or produce imminent lawless action or that is, under the current legal standards, either defamatory or obscene, is prohibited.
- In accordance with the Texas Education Code, it is unlawful for any person on any property either owned or controlled by the college to refuse to identify him/herself to a college official in response to a request. A person may identify him/herself by presenting a student or faculty/staff ID card or driver's license or some other form of government-issued identification.
- Individuals who damage or destroy college property shall be held responsible for such damage or destruction. This includes the campus lawns, shrubs, and trees.
- A request for use of free speech areas may be denied if a college official determines that the proposed speech/activity will constitute a clear and present danger to the college's orderly operation.

All applicable college policies and regulations, state and federal laws and municipal ordinances should be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college police.

TOBACCO FREE CAMPUSES

The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college owned buildings.

The Smoke and Tobacco-free policy is part of the college's commitment to creating a healthy and sustainable environment for all members of our campus community and is designed to be positive and health directed. Individuals noticing violations of the policy should strive to be non-confrontational and respectful to tobacco users when communicating our policy. Additionally, tobacco users are expected to adhere to the policy and likewise be respectful to ex-tobacco users and non-tobacco

users. Enforcement of the policy will be achieved primarily through education, awareness and a spirit of cooperation.

Signage, electronic messaging, and notices in event programs and marketing let students, faculty, staff, and visitors know we are a tobacco-free campus.

DISABILITY AND ACCESS SERVICES AT NAVARRO COLLEGE

MISSION STATEMENT

The mission of the Navarro College Disability and Access Services Office (NCDSO) is to assist, support, and enhance the students' college experience and facilitate equal access to all services and programs at Navarro College, through the provision of reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

DISABILITY AND ACCESS SERVICES

Navarro College is committed to ensuring equal access of facilities, activities, and programs by providing reasonable and appropriate accommodation for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADA of 2009.

It is Navarro College's policy that no otherwise qualified person with a disability be excluded from participating in any college program or activity, be denied the benefits of any college program or activity, or otherwise be subjected to discrimination with regard to any college program or activity. A program or activity refers to any credit or non-credit program or activity sponsored by Navarro College.

REQUESTING DISABILITY AND ACCESS SERVICES

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability and Access Services Office staff. New students must request services by completing an online application / request for services and/or by scheduling an appointment. Returning students do not need to schedule an appointment to request services for the semester and need only to notify the Disability and Access Services Office of his/her enrollment or complete a Semester Request online, unless requesting new accommodation(s).

Requests for services and the submission of disability related documentation for review can be done at any time during the year; however, requests for accommodation may take up to 2-3 weeks to review. Please note during our peak registration times, it may take 3-4 weeks to provide information on any accommodation request status. Accommodations are not retroactive. Accommodations, if approved by the Disability and Access Services Office, are effective the date the student provides his/her letter to the instructor.

Newly admitted or returning students seeking accommodation should contact the Disability and Access Services Office or visit the Disability and Access Services Office website (/support-services/disability-services/). The Request for Services, Documentation Guidelines, and Contact information can be found on the Disability and Access Services webpage.

ELIGIBILITY FOR SERVICES

The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), effective January 1, 2009, amends the Americans with Disabilities Act of 1990 (ADA) and includes a conforming amendment to the Rehabilitation Act of 1973 (Rehabilitation Act) that affects the meaning of the term disability in Section 504 of the Rehabilitation Act (Section 504). To be protected under the ADA and Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

DOCUMENTATION REQUIREMENTS

It is the responsibility of the student to provide information that verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., the ADA and Section 504). Federal Law requires that requests for services for students with disabilities be considered on an individual, case-by-case basis.

Criteria for the source, scope, and content of documentation differs by disability type. Documentation should be current (within the last three years), be typed on letterhead, dated, and signed by a qualified professional, and contain the following information; a diagnostic statement with any related diagnostic methodology (diagnostic criteria and/or procedures), functional limitations or symptoms (limitations inform staff what accommodations are appropriate within an academic environment), severity and/or expected progression, and current medication(s) (treating specific limitations or symptoms and/or side-effects causing limitations or symptoms). Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a secondary school (e.g., Full and Individual Evaluation (FIE) or other Comprehensive Individual Assessment (CIA), Other Health Impairment Forms (OHI), and/or supplemental documentation).

ACCOMMODATION FOR ELIGIBLE STUDENTS

The Disability and Access Services Office will prepare accommodation letters for each semester the student registers with the office. These letters will verify that the student qualifies for academic accommodation at Navarro College as well as indicate the type of accommodation(s) that have been approved. The accommodation letter is written to respect the student's confidentiality. Each student is expected to pick up his/her letter(s) from the Disability and Access Services Office and deliver the letter(s) to his/her professor(s). Accommodations are not retroactive. Accommodations, if approved by the Disability and Access Services Office, are effective the date the student provides his/her letter to the instructor.

HOUSING

Navarro College will consider reasonable housing accommodations for students with disabilities. Students that require housing accommodations due to a documented disability, will need to request accommodations with the Disability and Access Services Office at least four (4) weeks before the start of the semester. Students are required to follow the procedures for requesting accommodations as outlined in this document.

Each request will be individually evaluated with respect to the documentation presented and the accommodations requested. Housing accommodations may include room adaptations and adjustments unless doing so would result in a fundamental alteration to the housing program.

See Policy References:

- [Disability and Access Services Information and Overview on Service and Assistance Animals](#)

- [Disability and Access Services Procedures for Applying for Assistance Animals in NC Residence Halls](#)
- [Educational Issues Pertaining to Pregnancy, Postpartum Recovery, and other Physical or Mental Health Concerns](#)

EDUCATIONAL ISSUES PERTAINING TO PREGNANCY, POSTPARTUM RECOVERY, AND OTHER PHYSICAL OR MENTAL HEALTH CONCERNS

A student who foresees educational issues related to pregnancy, postpartum recovery, or mental health is strongly encouraged to notify the College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education. Pre-planning, when possible, also may help with particular challenges a student faces while pregnant, when recovering from childbirth, or in response to a physical or mental health concern (e.g., missed classes, make-up work). The choice to inform the College of any condition such as a pregnancy or a mental health concern is voluntary as a student is not required to share this information with the College. In making the decision as to whether or not to disclose this information, a student first may choose to consult with a college counselor or the Office of Disability Services.

DISABILITY AND ACCESS SERVICES AT NAVARRO COLLEGE

Navarro College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals should be directed to the Disability and Access Services office at 223 Gooch One Stop Student Center or via phone (903) 875-7377, (903) 875-7731, fax (903) 875-7391, or email dsa@navarrocollege.edu. No documentation will be required to bring service animals into academic buildings on campus. However, in the case of assistance animals residing in Navarro College Residence Halls, Navarro College will require that documentation be provided on the letterhead of a treating physician or mental health provider, which permits the College to determine:

1. That the individual has a disability for which the animal is needed.
2. How the animal assists the individual, including whether the animal has undergone any training; and
3. The relationship between the disability and the assistance that the animal provides.

Please see [Disability and Access Services Procedures for Applying for Assistance in Navarro College Residence Halls](#).

SERVICE ANIMALS PERMITTED ON CAMPUS

Individuals with disabilities may be accompanied by their service animals in all Navarro College buildings where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. In rare cases, Navarro College may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include but are not limited to: assisting an individual with low vision with

navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability.

Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. Navarro College may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

EXCEPTIONS

Navarro College may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the College may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken. The service animal is considered an extension of the student and thus, is subject to the same code of conduct as a student would follow. Disruptive behavior by a service animal will be grounds for removal from an academic setting in the same manner that a disruptive student will be removed from the same environment.

RESPONSIBILITIES OF INDIVIDUALS WITH SERVICE ANIMALS

Navarro College is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. A service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means. Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although Navarro College may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages caused by students.

ASSISTANCE OR EMOTIONAL SUPPORT ANIMALS

Assistance or Emotional Support Animals (ESA's) are covered under the Fair Housing Act because they may be required for a variety of mental health issues. They are not trained to do a certain task but are generally used to help with emotional stability and stress reduction. If ESA's are needed due to a disability, the person may be allowed to keep the animal in their primary residence without being required to pay a pet deposit and despite a policy that does not allow pets. This applies in most cases to all public and private rental property, as well as college housing.

However, Assistance and ESA's are NOT allowed into buildings that are accessible to the general public as is the case with Service Animals. This includes all academic buildings on campus.

Assistance and ESA's can be a variety of animals and are not limited to dogs. They are, however, limited to the city and county restrictions of domestic animals that are allowed within an incorporated entity. Exotic or wild animals not allowed as pets inside a city limit also cannot be classified as an assistance animal.

In summary, Service Animals are permitted in any campus building that the general public has access to. Assistance or Emotional Support Animals are ONLY allowed in the room within a residence hall of the student and no other buildings on campus.

For more information:

- http://www.ada.gov/regs2010/service_animal_qa.html
- http://www.ada.gov/service_animals_2010.pdf

- http://portal.hud.gov/hudportal/HUD?src=/press/press_releases_media_advisories/2013/HUDNO.13-060A

DISABILITY AND ACCESS SERVICES INFORMATION AND OVERVIEW ON SERVICE AND ASSISTANCE ANIMALS

All assistance animal requests to be allowed in Navarro College Residence Halls must be submitted at least 30 days prior to the beginning of the semester and follow the procedures for applying for accommodations through Navarro College Disability and Access Services. Disability and Access Services is located in Gooch One Stop Office 223, Navarro College Corsicana, TX. For more information on how to apply for accommodations, visit <https://www.navarrocollege.edu/disability/>.

After Disability and Access Services has determined if the accommodations of an assistance animal in housing is reasonable, the student is responsible for submitting the approval to Navarro College Residence Life (NCRL) along with any other required documentation. Please follow the steps to applying for accommodations.

No assistance animal will be permitted in residence halls that:

- Is not approved by the Disability and Access Services office
- Is not approved by NCRL
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the College and other residents
- Would pose an undue financial and administrative burden to the College
- Would fundamentally alter the nature of the College's Residence Life operations

STANDARDS FOR APPROVED ASSISTANCE ANIMALS

All approved assistance animals must comply with applicable laws regarding animals, their treatment and care, and must also meet the following standards:

DOGS (SERVICE AND ASSISTANCE ANIMALS)

- All required immunizations must be up-to-date, and a copy of the immunizations must be on file with Navarro College Residence Life Office.
- Dogs must be licensed, and a copy of the license must be on file with Navarro College Residence Life Office.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with Navarro College Residence Life Office.
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with Navarro College Residence Life Office.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by NCRL Director, or designee based on any confirmed threatening or territorial behavior. Dogs that are classified as "Dangerous Dogs" (Texas Health and Safety Code Title 10., Chapter 833, Subchapter A, Sec. 822.041)
- Dog obedience and training programs are highly recommended.

DOMESTIC CATS (ASSISTANCE ANIMALS ONLY)

- All required immunizations must be up-to-date, and a copy of the immunizations must be on file with Navarro College Residence Life Office.
- Cats must be licensed, and a copy of the license must be on file with Navarro College Residence Life Office.
- Cats must be spayed or neutered. A copy of the veterinarian's report must be on file with Navarro College Residence Life Office.
- A Certificate of Health signed by a veterinarian certifying the cat is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Navarro College Residence Life Office.
- Collars and tags must be worn at all times. The cat must be kept on a leash at all times when outside the residence hall. Cats must never be allowed to run freely.

ANY OTHER ANIMAL

- To be considered on a case-by-case basis by the NCRL Director or designee. All animals must comply with the City of Corsicana.
- A Certificate of Health signed by a veterinarian certifying the animal is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with Navarro College Residence Life.
- Code of Ordinances definition of assistance animals; Code 4.01.001. Animals defined as "Dangerous Wild Animals" in the Texas Health and Safety Code §822.101 (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote) venomous animals, domestic animals with unknown health history are not allowed.

STANDARDS OF BEHAVIOR BY ANIMAL AND ANIMAL OWNER

Health, sanitary, safety, and disruptive standards must be maintained as follows:

- Animals require daily food and attention, as well as a daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere, which does not include other residence hall spaces.
- Emotional support animals must not be taken into the residence hall offices, administrative offices, or common space or student living areas.
- Animal waste must be taken care of, and any animal handler or owner must comply with Sec. 4.01.002- Animals defecating on public and private property. Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from college grounds, dispose of it in a plastic bag, and then place that bag in the **garbage dumpsters outside**. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Navarro College campus. Waste **MUST** be taken to any residence hall dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the residence hall room, cat litter box contents must be disposed of properly and regularly. Feces should be scooped out of the litter box daily and litter replacement at least twice a week.
- Animal-accidents within the residence hall room must be promptly cleaned up using appropriate cleaning products.

- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room is not acceptable. (see Cleaning Section below)
- Any flea infestation must be attended to promptly by the NCRL contracted professional extermination company at owner's expense. Owners are expected to promptly notify the Residence Life Area Coordinator or NCRL facilities staff and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. However, NCRL staff may not use chemical agents and insecticides to exterminate fleas and ticks. Because not all of the precautions listed above can prevent flea and tick infestations, the owner is responsible for extermination costs after vacating the residence hall room.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the NCRL Director or designee, must be removed within seven (7) days of notification. If Navarro College Police Department personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so the pet does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to length of time the plan will take to complete. Any action plan must meet the approval of the NCRL Director or designee. The day after the deadline for removal from the residence hall, NCRL staff will do a residence hall room inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.
- An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. The animal owner will take all reasonable precautions to protect College staff and residents, as well as the property of the College and of the residents.
- The owner will notify NCRL residence life staff via the resident assistant if the animal has escaped its confines and is unable to be located within eight (8) hours.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and as warranted, may also result in a resident being in breach of their Residence Life contract.

CLEANING AND DAMAGES

- When the resident moves out of his/her residence hall room, or no longer owns the animal the residence hall room will be assessed to determine if damage to department property can be attributed to the animal. Navarro College Residence Life maintains the right to conduct residence hall room inspections regularly for the purpose of assessing damage caused by the animal or otherwise determine the resident's compliance with this procedure.
- The animal owner has an obligation to make sure that the residence hall room is as clean as the original standard. If the room has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner and assessed by members of the NCRL staff.

For more information on service and assistance animals in Residence Halls

- http://portal.hud.gov/hudportal/HUD?src=/press/press_releases_media_advisories/2013/HUDNO.13-060A
- [Navarro College Disability and Access Services Information and Overview on Service and Assistance Animals](#)

Service Animals Document adapted with permission from Texas Tech University, Lubbock, TX

DROPPING AND/OR ADDING COURSES

Students are allowed to add or drop courses through the regular registration dates as specified in the college calendar for each individual semester. Students are allowed to add or drop classes during late registration by seeing an advisor. After the registration dates close, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. It is the student's responsibility to submit the required paperwork to the Office of Admissions and Records to drop a course. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which the student receives a "W" grade. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. Additionally, an instructor may drop a student from a course prior to the last day to drop on the academic calendar according to the terms written in the course syllabus and outline.

PLEASE REFER TO THE ACADEMIC POLICIES OF THE NAVARRO COLLEGE CATALOG FOR ADDITIONAL INFORMATION.

SIX-COURSE DROP LIMIT

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course, and; (3) the student is not dropping the course in order to withdraw from the institution."

Students must provide documentation for the following drop reasons: (1) change in work schedule; (2) care for a sick, injured, or needy person; (3) military duty; (4) severe illness; (5) death of a close relative.

PLEASE REFER TO THE ACADEMIC POLICIES OF THE NAVARRO COLLEGE CATALOG FOR ADDITIONAL INFORMATION.

STUDENT GRIEVANCE PROCEDURES

Navarro College provides all student and administrative services on a non-discriminatory basis. These services are provided without regard to sex, sexual orientation, color, race, national origin, age, and handicap. With this in mind, a student grievance may encompass any dissatisfaction, complaint, or perceived injustice a person may have while associated with the college, as a current, prospective, or past student.

INITIAL CONFLICT PROTOCOL

A student grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations, or matters related to perceived discrimination based on sex, color, race, national origin, age, or handicap. Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the office of the Vice President of Student Services within ten business days of the initial concern to file a Student Discrimination Grievance. A student who works either part-time or full-time for the College and whose grievance is based on a concern involving his/her employment may contact the Human Resources Office; however, all complaints of student discrimination, harassment, assault or retaliation should be submitted in writing to the Vice President of Student Services. (See Board Policies, Sections DFD and FFE on Sexual Misconduct).

All complainants should attempt first to resolve the issues where they arise and with appropriate parties involved. Chain of command protocol should be followed beginning with the staff person with whom the issue lies; if the problem is not resolved, the appropriate supervisor should be contacted next and, if needed, followed with subsequent reporting levels of administration. The only exceptions to this rule would be in response to a concern over safety (e.g., harassment, sexual misconduct/Title IX complaint). All staff should follow the Staff Protocol in Response to Student Grievances (below) in providing guidance to students.

LEGAL COUNSEL

Legal counsel may be present with adequate notice (24 hours usually is sufficient to allow college counsel to be present) and is to be allowed only for the purpose of advising the student. Thus, all attorneys must remain outside the hearing room. The student and the College representative each may request one 5–10-minute recess to consult with his/her attorney outside the hearing room. Legal counsel may not participate otherwise in a hearing at any level.

All INDIVIDUAL student grievances should be resolved as follows:

- Instructional Complaint
A student who has a grievance related to a final course grade must follow the “Grade Challenge Policy” found in the Student Handbook and the Academic Catalog. Similarly, a student whose concern pertains to a closed program of study should follow the “Program of Study Dismissal” procedure. A student who may have a concern with an instructor, his/her instructional decision, and/or another instructional program matter should follow the “Student/Instructor Conflict Resolution” policy. These academic policies may be found under the section entitled “Student Academic Grievance” within the current Academic Catalog.
- Non-Instructional Complaint
A student with a grievance outside the classroom should pursue resolution through the course of action most appropriate to the department involved and as follows:

- Advising / Adult Education & Literacy / Library / Tutoring
A student who has a grievance related to advising, Adult Education & Literacy, the library, or tutoring should first contact the director or dean for that department; if the problem is not resolved, the student may present the grievance to the Vice President of Academic Affairs.
- Student Discipline
Students who have a grievance related to discipline must follow the Disciplinary Appeal Procedures found in the current Student Handbook.
- Title IX / Sexual Misconduct
An individual with knowledge of a complaint or allegation of sexual misconduct committed by staff, a student, or other individual should contact the Title IX Coordinator or designee (see Board Policies, Section DFD and FFE on Sexual Misconduct).
- Bulldog Life / Culture of Caring / Disability Services / Student Life / Counseling / Student Conduct / Testing / International Services / TRIO
Students who have a grievance related to other student services (e.g., Bulldog Life, Culture of Caring, disability services, activities, clubs, counseling, student conduct, testing, international program services, or TRIO) should first contact the director of that department; if the problem is not resolved, the student may present the grievance in written form to the Vice President of Student Services.
- Financial Aid / Residence Life / Computer Information Technology / Dining Services / Business Office
A grievance related to Financial Aid, Residence Life, Computer Information Technology, Dining Services, or the Business Office will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Finance and Administration. The exception to this would be CONDUCT-RELATED acceptance or re-acceptance into Residence Life programming, in which case the appeal should follow the protocol referenced in the Residence Life Manual with the option for final appeal to be submitted in writing to the Vice President of Student Services.
- Admissions / Recruiting / Marketing / Institutional Research
Grievances related to Admissions, Recruiting, Marketing or Institutional Research will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Enrollment Management and Institutional Effectiveness. The exception to this would be CONDUCT-RELATED admissions or re-admissions decisions (e.g., transcript notations regarding conduct) which should be directed to the Vice President of Student Services, and which may be reviewed by the Behavior Intervention Team; final appeal for a conduct-related decision may be sent in writing to the Vice President of Student Services.
- Athletics
A grievance related to athletics will be brought to the attention of the Head Coach. If the problem is not resolved, the student may present the grievance in writing to the Director of Athletics.

- Bookstore / Scholarships / Physical Plant / Campus Police

A grievance related to the bookstore, scholarships, the physical plant, campus police, will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Institutional Advancement and Operations.

FINAL APPEAL

In each of these areas, the decision of the appropriate vice president or athletic director is considered final and binding.

In all grievances except in the case of Student Discrimination, the role of the District President is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

TIMELINE FOR FILING A GRIEVANCE

In resolving a student grievance, timely reporting of the complaint is important and thus required at all levels. Unless stated otherwise within each procedural guidelines, the appropriate timeframe for filing a written grievance should be within ten business days from the date in which the student is first aware or notified of the issue of concern. Written appeals to the next/subsequent level of the process must be made within two business days of the student's receipt of the institution's appellate decision. Any earlier, more expedient timelines detailed within the appropriate Navarro College procedure (e.g., Residence Life Appeals) supersede these general timeline guidelines provided to maintain a safe and civil college environment. Additionally, exceptions to these deadlines may be made only at the discretion of the District President or the appropriate vice president.

THECB COMPLAINT

The Texas Higher Education Coordinating Board's (THECB) Student Complaint Procedure (19 TAC SS 1.110-1.120) requires that a student filing a complaint must do so in a timely manner and must exhaust all grievance and appeal procedures of the institution as described in the Navarro College Student Grievance Procedure PRIOR to filing a complaint at the following address:

StudentComplaints@THECB.state.tx.us. URL for the Texas Secretary of State:
<http://www.sos.texas.gov/index.html>.

SACSCOC REGIONAL ACCREDITATION

Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) provides an option for grievances as part of its "Complaint Procedures against SACSCOC or its Accredited Institutions" and which can be utilized once the complainant has exhausted all grievance and appeal procedures of the institution as described in the Navarro College Student Grievance Procedure.

PROGRAM-SPECIFIC ACCREDITATION ORGANIZATIONS

In addition to general institutional accreditation under SACSCOC, individual departmental programs (including, but not limited to nursing, medical lab technology, occupational therapy assistant, physical therapy assistant, or cosmetology) may be associated with program-specific accreditation organizations with which a student may consult at any time. Contact information is provided for these program-specific accreditation organizations on the College's program-specific departmental website.

STUDENT GRIEVANCE FORM

Except in the case of safety (e.g., harassment/sexual misconduct/Title IX complaint), a student should first attempt to resolve the issue directly with the staff member of concern. If the student feels that this has not been successful, the student may contact the supervisor directly—either in person, by phone

or email, or by utilizing the Student Complaint/Grievance Form at <https://www.navarrocollege.edu/support-services/grievance/index.html>

STUDENT FEEDBACK / SGA GENERAL ASSEMBLY

Each semester the College solicits feedback on the College website to obtain concerns and suggestions regarding the improvement of college services. Students also may voice their ideas for improvement at regularly scheduled Student Government Association meetings on the Corsicana and Waxahachie Campuses throughout the fall and spring semesters. However, for individual student concerns or grievances, students should follow the grievance procedures detailed above. Additionally, with suggestions for improvement to specific programs, students may find it helpful to follow the same hierarchical chain as described above.

STAFF PROTOCOL IN RESPONSE TO STUDENT GRIEVANCES

When a staff member is approached by a student with a grievance, the staff member should employ appropriate protocol. The student should be referred to either the current Navarro College Student Handbook or the current Navarro College Academic Catalog, specifically in reference to the appropriate section.

Additionally, staff may assist the student by referencing the following protocol: 1) polite communication with the staff member of concern, and 2) if not resolved, subsequent communication with the supervisory chain of command in successive order, except in the case of safety (e.g., harassment, sexual misconduct/Title IX complaint). Students should be instructed to follow up on the resolution of such matters in a timely matter as defined in the Student Grievance Procedures and to consult the current Navarro College Student Handbook and/or the office of the Vice President of Student Services for further, more specific information.

RECORDS RETENTION

All administrators--directors, deans, and vice presidents--are expected to maintain thorough and appropriate records of student grievances in accordance with the State of Texas Records Retention Schedule, all federal requirements provided by the U.S. Department of Education, SACSCOC regional and program accreditation requirements, and applicable Navarro College policies and procedures.

STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the office of the Vice President of Student Services within ten business days of the initial concern. The office of the Vice President of Student Services will receive the student's complaint and may attempt to reconcile the matter if the complainant is agreeable. If the Vice President of Student Services determines that the complaint should be addressed by a more appropriate chain of authority (e.g., academic or departmental) or through the Student Grievance Procedures, the Vice President will refer the student to the most appropriate channel for due process. If at this time the complaint is not resolved and if no other procedure is deemed appropriate for the student's concern, the following steps will ensue.

The Vice President of Student Services will assist the student by providing a form for the student to document the issue. Documentation must be submitted within two business days of the student's receipt of the grievance form.

After documentation is completed, the office of the Vice President of Student Services will provide a copy of this information to the Vice President for Academic Affairs. The Vice President for Academic Affairs may collect and review salient points related to the issue or he/she may appoint a committee

that serves as a recommending body to the Vice President for Academic Affairs to assist him/her in this matter. If a committee is convened, members will include a staff chairperson, a faculty member, an administrator, a member from student services, and a student. The purpose of the review will be to determine if discrimination is more likely than not to have occurred.

After review, the Vice President for Academic Affairs will render a judgment with the basis for that judgment to be communicated in written form to the complainant. The judgment will be forwarded to the Vice President of Student Services.

If the complainant agrees with the decision, either the Vice President of Student Services (for a student accused) or the Vice President of Human Resources (for personnel accused) will, in the case where there was discrimination, seek appropriate redress. The complainant, when not satisfied with the decision, may appeal the judgment to the District President within two business days of receipt of the Vice President for Academic Affairs' (or the committee's) letter.

The District President will review the data and judgment rendered, make his/her own inquiries, including interviewing the complainant. After due study, a judgment will be decided. The District President's judgment will represent the final institutional decision. Only in the Student Discrimination Grievance will the District President make such a final decision. In all other student complaint procedures, the role of the District President is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

STUDENT / INSTRUCTOR CONFLICT RESOLUTION

If a student feels an instructor has treated him/her unfairly, the student should take the following steps to resolve the issue. The College believes that matters involving an instructor and student(s) are best resolved at that level; therefore, with only the exception of safety matters (e.g., harassment, sexual misconduct, Title IX complaint) which should be referred to the Title IX Office, the following procedures are recommended for all other student-instructor conflict resolutions.

1. The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.
2. If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet with the appropriate dean for further discussion. The instructor or the Admissions and Records office can provide the name of the appropriate dean.
3. If the student continues to believe the issue/concern remains unresolved, the student may meet with the appropriate executive dean.
4. The expectation is that the issue/concern involving an instructor and student will be resolved by the time it reaches the executive dean. However, if necessary, the student may continue to pursue the issue in writing with the Vice President of Academic Affairs, who is the final authority regarding student/instructor disputes.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

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

WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must contact the Office of Admissions and Records for a withdrawal form. The withdrawal will not be official until the student signs the form and clearance has been obtained from the offices noted on the form. Students who drop a class or withdraw from the college before the semester drop deadline will receive a grade of “W” (withdrawn) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. See “Refund Policy” for possible refund eligibility.

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

TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. With this recognition, Navarro College credits are regarded as equivalent to courses with similar descriptions at other colleges and universities. Transfer problems usually occur when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or change from workforce education to transfer programs. Workforce education programs include certificates of completion and associate of applied science degrees, which are meant for students intending to enter the workforce rather than transfer to a four-year college or university. Counselors have thorough information on credit transfer. Students should work with a counselor to select a degree plan consistent with the student’s educational goals. Changes in plans should be discussed with the counselor to help avoid potential problems. Students can gain additional information from the website of the intended college and from the Texas Common Course Numbering System online matrix (www.tccns.org.)

PLEASE REFER TO COLLEGE CREDIT POLICY OF THE NAVARRO COLLEGE CATALOG FOR ADDITIONAL INFORMATION.

TRANSFER CREDITS FROM OTHER INSTITUTIONS

Students desiring to transfer coursework to Navarro College to be applied toward a degree or certificate must have their transcripts evaluated during their first semester of enrollment. Transcript evaluation is conducted by the Admissions and Records Office and approved by the appropriate Instructional Dean. Students are then notified in writing by the Admissions and Records Office concerning the status of the transfer credit.

PLEASE REFER TO SECTION EGA.1 OF THE NAVARRO COLLEGE BOARD POLICY MANUAL FOR ADDITIONAL INFORMATION.

RESOLUTION OF DISPUTES CONCERNING TRANSFER COURSES

Navarro College follows policy outlined in Texas Public Education Code §4.27 for the resolution of transfer courses:

The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Source Note: The provisions of this §4.27 adopted to be effective May 27, 2003, 28 TexReg 4109
Students needing assistance with the resolution of transfer courses under this policy are advised to contact the office of the Executive Dean of Academic Studies.

PLEASE REFER TO THE ACADEMIC POLICIES OF THE NAVARRO COLLEGE CATALOG FOR ADDITIONAL INFORMATION.

UNOFFICIAL TRANSCRIPTS

- Current Students
Unofficial copies of your Navarro College transcript may be obtained by logging into Self Service at: <https://selfservice.navarrocollege.edu/Student/Student/Transcripts>. Your transcript will be downloaded to a PDF file and you can print or save.
- Former & All Other Students
Please go to the [Parchment website](#) to obtain an unofficial copy of your Navarro College transcript.

OFFICIAL TRANSCRIPTS

Official copies of student transcripts are available electronically or in-person.

1. Electronically (Effective November 1, 2019: \$3 fee per transcript):
Request that your transcript be sent electronically to Parchment:
<https://www.parchment.com/u/registration/33383/account>
2. In-person (Effective November 1, 2019: \$5 fee per transcript):
Go to the Cashier's office at any Navarro College location to pay the \$5 fee (per transcript) and receive a receipt. Take the paid receipt to the Office of Admissions and Records for printing of official transcript(s).

ALTERNATIVE INSTRUCTIONAL METHODS – DISTANCE LEARNING

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

Distance Learning refers to courses that are offered outside of a traditional classroom using a variety of technologies for delivery. Navarro College provides several types of distance learning classes to help fit the needs of our students.

ONLINE (INTERNET) COURSES

Online courses allows students to take courses from virtually anywhere and anytime of the day or night. Students taking online courses must have reliable access to a computer and an internet connection. These courses are NOT truly self-paced as they are scheduled to run concurrent with on-campus courses during the standard fall, spring, and summer, and mini semesters. Students will gain access to their classes through our Canvas learning management system.

HYBRID COURSES

Hybrid courses are defined as courses in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. In hybrid classes, a significant amount of the course learning activity is moved online, which allows for a reduction of time spent in the classroom. Hybrid courses give students the experience of

taking a class online, while at the same time having face-to-face time with their professor and classmates.

DIGITEX (FORMERLY VIRTUAL COLLEGE OF TEXAS, OR VCT)

DigiTex is a consortium of Texas community colleges that offer courses to students who are unable to find a specific course at their area college. If you are attending Navarro College and the course(s) that you need for your degree is/are not offered online by Navarro College, you may reserve space in a class at another DigiTex college. Credit for the class will be transcribed through Navarro College.

IMPORTANT NOTE: All DigiTex course syllabi and faculty qualifications must be approved by the appropriate Department Chair and Executive Dean prior to registration. Please be advised the approval process can take some time, so your patience is appreciated. If the course and/or professor has not been approved, you will not be able to register for the class.

INTERACTIVE WEB CONFERENCE COURSES

An Interactive Web Conference is a class in which a professor teaches at one location while students in another location receive live, two-way audio and visual instruction via a web conferencing application. The professor and students at the remote location can interact in real time, and each location can hear and see each other.

STATE AUTHORIZATION OF DISTANCE LEARNING PROGRAM

Notice to Prospective Distance Learning Students Officially Residing in a U.S. State or Territory Outside of Texas (and not Planning to Re-Locate to Texas).

Navarro College is currently not a member of the State Authorization Reciprocity Agreement (SARA); therefore, we are not authorized to provide distance learning courses to students whose official residence is located in a U.S. State or Territory which is outside the State of Texas.

SARA is a voluntary agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs and is overseen by a National Council and administered by the four regional education compacts (Midwestern Higher Education Compact, New England Board of Higher Education, Southern Regional Education Board, and the Western Interstate Commission for Higher Education).

For a complete listing of member institutions and more information regarding this agreement, please visit the National Council for State Authorization Reciprocity Agreement (NC-SARA) website at <http://nc-sara.org>.

For more information about Navarro College's Distance Learning Program, please visit <http://www.navarrocollege.edu/online-campus> or contact the Office of Online Instruction at (903) 875-7422.

ACADEMIC STANDARDS

MINIMUM STANDARD OF WORK

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

- **Good standing:** The good standing is awarded to students maintaining a cumulative GPA of 2.0 or higher and who complete at least one course each semester/session of enrollment.
- **Academic Probation:** Failure to maintain a 2.0, "C" cumulative grade-point average, will result in the student being placed on scholastic probation for the next semester enrolled. A student may remove himself/herself from scholastic probation by bringing his/her cumulative grade-point average to a 2.0 or better.
- **Academic Suspension:** Should the student earn less than a 2.0 grade-point average for two semester of enrollment and have less than a 1.5 grade-point average for the most current semester, the student will be placed on scholastic suspension for one regular semester (fall or spring).

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

Some programs with special admission requirements may have more stringent GPA requirements.

GRADE POINTS

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

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

To determine the grade-point average, a student adds all the grade points earned and divides the total by the total number of semester hours that he or she attempted. If 15 semester hours were

attempted, for example, and 30 grade points were earned, this would result in a 2.0 grade-point average, the equivalent of a “C” average.

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

These grades are not included in the calculation for graduation.

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

GRADE VALUES

Final grades are reported for each student for every course undertaken according to the following grading system:

GRADE	INTERPRETATION	GRADE POINT VALUE
A	Excellent	4 Points
B	Good	3 Points
C	Average	2 Points
D	Poor	1 Point
CR	Equivalent	0 Points
F/PC/PD/FR	Failing/Not Passing	0 Points
I	Incomplete	0 Points
W	Withdrawn	0 Points
P/SA/SB/SC	Satisfactory	0 Points

To receive credit for a course, a student must earn a semester grade of not less than “D” or “CR.” Refer to Grades and Values in the Navarro College Catalog for specific program grading scales.

CHANGE OF GRADE

After a faculty member has reported a final semester grade to the Admissions and Records office, such grade may not be changed except by the following procedure:

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

GRADE CHALLENGE PROCEDURE

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

The Grade Review Committee will call a meeting, at which time the case will be reviewed. The committee chair will open the meeting by reading the grade challenge procedure. The student will then have 30 minutes in which to present to the committee the reasons for challenging the grade, including any evidence the student would like for the committee to consider. The instructor will then have 30 minutes in which to present to the committee the justification for the grade the student was awarded. The committee will then question both parties. The student and instructor may address questions to each other only through the chair of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Grade Review Committee present. The student and the instructor will each be allowed three minutes in which to make a closing statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered to the student and the instructor within two business days.

If either party wishes to appeal the decision of the Grade Review Committee, he or she may do this in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs must receive this written request within ten (10) days from the date of the Grade Review Committee decision or the appeal denial by the dean. The Vice President of Academic Affairs has the option to call a meeting with the student. This meeting will be conducted in private with only the student and Vice President of Academic Affairs present.

If there are valid reasons to continue the investigation, the Vice President of Academic Affairs will then appoint the Administrative Staff Committee, consisting of three administrators (excluding the Vice President of Academic Affairs and the District President) who will review all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Administrative Staff Committee present. Both parties will be allowed to make a summary statement. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the people concerned. The decision of the Administrative Staff Committee will be final and binding, and a written report of the committee's decision will be prepared and mailed or delivered to the student, instructor, and appropriate dean within two business days of the decision.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

No outside recording devices will be allowed. The institution will record and maintain an official recording of the initial hearing and the subsequent meeting and hearing as applicable. Committee deliberations will not be recorded. Recordings will be kept on file in the appropriate dean or Vice President's office. Recordings will be available for one year after the date of the final hearing or meeting by request, in writing, to involved parties only from the applicable dean or Vice President's office.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be awarded to a student at the instructor's discretion when an unforeseen, documented emergency or other documented extenuating circumstance the instructor deems appropriate prevents the students from completing the work in a course. Examples of extenuating circumstances include, but are not limited to:

- Severe Illness
- Death of a close relative
- Pregnancy
- Job related travel that could not be rescheduled
- Military Duty

In order to receive an "I" for the course, the student must have successfully completed at least 70% of the coursework with a passing grade. An Incomplete Grade Contract will be completed by the instructor, approved by the appropriate Dean, and signed by the student with documentation attached explaining the emergency. The contract will outline the coursework the student must accomplish in order to complete the course and receive a final grade. If the work required to remove the "I" grade is not completed by the last class day of the subsequent long semester following the semester in which the student received the grade of "I", the "I" grade will become an "F" grade. Once the contract has been submitted, the student may not be withdrawn from the course. With the exception of the "I" grade, no grade may be changed 30 days after the close of a semester.

SCHOLASTIC STANDARDS

Scholastic standards are defined as follows:

Good standing: The good standing standard is awarded to students maintaining a cumulative GPA of 2.0 or higher and who complete at least one course each semester/session of enrollment.

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

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

Right of Appeal

A student who has been placed on scholastic suspension and who feels that his or her case deserves special consideration may appeal the decision in person to the appropriate instructional, campus or Executive Dean who may, in extenuating circumstances, reinstate the student for one additional semester. If readmission is granted, the student will reenter on scholastic probation for that one semester until end-of-course grades determine the student's academic standing for the next semester.

ACADEMIC FRESH START

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

DEVELOPMENTAL STUDIES

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

Students may enroll in certain courses within their major area of study while simultaneously enrolled in developmental classes; however, a student in basic skills courses will need to reduce the course load in his/her major area or college-level classes since basic skills courses have a large amount of lab time. Students are expected to achieve mastery of basic skills concepts in a maximum of three semesters of developmental work. Students must meet exit criteria objectives prior to receiving an associate degree from Navarro College. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate.

COURSE NUMBER EXPLANATION

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

TUITION AND FEE INFORMATION

A complete tuition and fee schedule is maintained online on the Navarro College website. Additionally, a listing of available scholarships and loans is also provided on the Navarro College website and in the Navarro College Catalog. For additional information regarding tuition and fees,

installment plans and payment deadlines, students may contact the Business Office. Scholarship information and application forms are available from the Office of Financial Aid.

Students are required to pay all relevant fees as referenced in the College Catalog.

SETTLEMENT OF OBLIGATIONS

Students who do not pay or make satisfactory arrangements to pay all financial obligations to the college, may have their course credits and grades withheld. No degree or certificate will be awarded until all financial obligations are settled. The term “financial obligations” shall include the return of all properties of the college on student assignment, including library books.

REFUND OF TUITION AND FEES

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

After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation. In the event of a student’s official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

FALL AND SPRING SEMESTERS

Prior to the first class day	100%
During the first 15th class days	70%
During the 16th to 20th class days	25%
After the 20th class day	NONE

SUMMER SEMESTER

Prior to the first class day	100%
During the first five (5) class days	70%
During the sixth (6th) and seventh (7th) class days	25%
After the seventh (7th) class day	NONE

CONTINUING EDUCATION

Prior to the first day of class	100%
After the first day of class	NONE

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

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

Please consult the Office of Admissions and Records for the refund policy concerning eight-week and minimester classes.

WAIVERS / EXEMPTIONS

Students interested in obtaining a tuition and/or fee waiver or exemption may contact the Admissions and Records Office for more information on all waivers listed below, except for those waivers pertaining to United States veterans or their dependents. Students who are veterans or dependents of veterans may qualify for tuition and/or fee waivers and should contact the Veterans Certifying Office for more information on these and other veteran's benefits. All students wishing to apply for an exemption/waiver should fill out the form requesting the specific exemption/waiver and verify they have registered for selective services. Students will be required to upload supporting documentation.

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Listed below are the exemption programs available to Texas residents.

- Adopted Students Formerly in Foster or Other Residential Care
- Blind/Deaf Student Exemption Program
- Exemption for Highest Ranking High School Graduate
- Exemption for Peace Officers Disabled in the Line of Duty
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
- Exemption for Students Enrolled in Courses for Dual High School and College-Level Credit
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Exemption for the Surviving Spouse and Minor Children of Certain Deceased Public Servants (Employees)
- Exemption from Irrelevant Fees • Exemption Program for Clinical Preceptors and their Children
- First Responder (EMS or Fire Personnel) • Hazelwood Exemption (for Texas Veterans)
- Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard
- Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours
- TANF Exemption Program

PRESIDENT'S DISTINGUISHED STUDENT AWARD

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

GRADUATION WITH HONORS

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

Summa Cum Laude – 4.0 GPA

Magna Cum Laude – 3.5 GPA

Cum Laude – 3.25 GPA

To graduate summa cum laude, students must achieve a 4.0 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than “A.” Summa cum laude will be denoted on the transcript of students achieving this designation.

To graduate magna cum laude, students must achieve a 3.5 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than “C.” Magna cum laude will be denoted on the transcript of students achieving this designation.

To graduate cum laude, students must achieve a 3.25 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than “C.” Cum laude will be denoted on the transcript of students achieving this designation. Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate summa cum laude, magna cum laude, or cum laude.

In the event a student has repeated a course with a lower grade at Navarro College, only the higher grade will be considered for calculation as part of the grade-point average and used for consideration of summa cum laude, magna cum laude and cum laude recognition. A student may elect to claim academic fresh start and not use older grades as part of their official grade point average, as prescribed by state statute. In this case, only grades that remain a portion of their official grade point average will be considered in the calculation of the grade point average.

ACCESS TO STUDENT RECORDS

The Institution Protects The Security, Confidentiality And Integrity Of Its Students Records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

WHAT IS FERPA

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

WHO MUST COMPLY WITH FERPA

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

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

EDUCATION RECORDS UNDER FERPA

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

Education records do not include such things as:

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

STUDENT RIGHTS UNDER FERPA

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

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

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

RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

- Financial information submitted by parents;
- Education records containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);
- Confidential letters and recommendations placed in the student's file before 01/01/75;
- Confidential letters and statements of recommendation, placed in the records after 01/01/75, to which the student has waived his or her right to review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

RIGHT TO HAVE SOME CONTROL OF THE DISCLOSURE INFORMATION FROM EDUCATION RECORDS

According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student. The written consent must specify the records that may be disclosed, state the purpose of disclosures, and identify the party to whom disclosures may be made. **Current students** can access the FERPA Release Form (Records Release) by following these instructions:

1. Sign-in to your Self-Service
2. Click on Academics on the left side (graduation cap)
3. Scroll down about half-way to locate the FERPA Release Form (Records Release)

If you are a former student, you can download the "Student Records Release Request" and fill out

the pdf version at <https://www.navarrocollege.edu/attachments/admissions/student-records-release-request.pdf>

Some examples of information that MAY NOT BE RELEASED without prior written consent of the student (with few exceptions stated below) are:

- Citizenship
- Disciplinary status
- Ethnicity
- Gender
- Grade point average (GPA)
- Marital status
- SSN/student I.D.
- Grades/exam scores
- Test scores (e.g., SAT, GRE, etc.)
- Progress reports

With few exceptions (stated below), Navarro College will not disclose personally identifiable information from a student's education record without the student's written consent. Navarro College will not release a student's record to a parent/guardian without the student's written permission. Such a policy is in effect regardless of the student's age or financial dependency upon the parent/guardian.

EXCEPTIONS

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

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

- Name
- Address
- Telephone Number
- Navarro College dates of enrollment (semester of enrollment)
- Navarro College degrees earned (with dates)
- Academic honors and awards
- Enrollment status (number of credits, full-time/part-time)
- Currently enrolled (Y/N)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Birth date (the college generally does not release this information; used only to confirm student records when performing third-party verifications)
- Place of birth

A student's directory information may be disclosed unless a student files a "Request for Non-Disclosure of Directory Information" form with the Admissions Office by the twelfth day of the semester (sixth day for summer semester). Forms are available in Admissions Office and in [electronic format \(pdf\)](#). Requests submitted after the deadline will be honored; however, disclosure of directory information may have occurred. In addition, Navarro College will honor requests for non-disclosure of directory information from former students. Students who wish to restrict directory information should

realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at Navarro College.

School Official: Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Note: Because the college must make a reasonable effort to notify a student about the subpoena for their education records, all subpoenas for student records must be forwarded to the Registrar's Office.

RIGHT TO FILE A COMPLAINT

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

SUBPOENA

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

HOLD ON STUDENT RECORDS

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

CHANGE OF ADDRESS

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

ACADEMICS AND TEACHING

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

INDIVIDUALIZED DEGREE PLANS

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

TEXAS STUDENT SUCCESS INITIATIVE

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

- I. As part of the admission process at Navarro College, all degree-seeking students will be administered a state-approved placement instrument unless he/she is exempt. Texas Administrative Code §4.53(12) requires all public institutions of higher education in Texas observe the following exemptions, exceptions, and waivers:
 1. The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):
 - a. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - i. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
 - ii. SAT: administered prior to March 5, 2016: a combined critical reading (formerly "Verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly "Verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

- iii. SAT: administered on or after March 5, 2016; a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
 - iv. Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.
- b. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
- c. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
- i. on the Eleventh-grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
 - ii. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
- d. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- e. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- f. A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of this title (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/MATH 1324/MATH 1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.
- g. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

- h. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- i. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
 - j. A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
- 2. An institution may exempt a non-degree-seeking or non-certificate-seeking student.
- 3. ESOL Waiver—An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.
- 4. Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.
- II. Students enrolling in a certificate program that includes less than 9 credit hours of general education courses are waived from placement testing. A student may not enroll in any courses outside the certificate curriculum without completing the placement test. If a stratified course is required in the degree plan for the certificate (i.e., English 1301), the student must successfully complete the associated component of a placement test before enrolling in the credit course. If the student fails the associated component, he/she must be remediated according to the Navarro College Developmental Education Plan.
- III. Following a student's completion of pre-admission assessment, Navarro College will administer the TSI as a placement instrument. Students will be placed in courses appropriate to their level of knowledge and skills as determined by cut-off scores established the Texas Higher Education Coordinating Board and Navarro College. Navarro College will accept placement scores from students who have completed other state-approved instruments. Scores will be used to determine appropriate placement in developmental studies. (See attached matrix for placement guidelines).

- IV. RULE §4.57 of the Texas Administrative Code defines College Ready and Adult Basic Education (ABE) Standards and requires the following minimum passing standards (also known as “cut scores”) for reading, writing, and mathematics on the TSI Assessment which shall be used by an institution to determine a student’s readiness to enroll in college-level freshman coursework:
1. Reading: 351
 2. Writing: Essay Score of 5; Essay Score of 4 and Multiple Choice of 363
 3. Math: 350

The following standards on the TSI Assessment may be used by an institution for consideration of courses and/or interventions addressing the educational and training needs of students at the Adult Basic Education levels:

1. Reading: 342
 2. Writing: 350
 3. Mathematics: 336
- V. For each student who fails to meet the minimum passing standards described in §4.57 of this title (relating to Minimum Passing Standards), an institution shall:
1. Establish a program to advise the student regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework.
 2. Determine a plan, working with the student, for academic success, which shall include developmental education and may include provisions for enrollment in appropriate non-developmental coursework.

Each plan for academic success shall be designed on an individual basis to provide the best opportunity for each student to succeed in obtaining his or her career and/or academic goals. At a minimum, the individual plan shall address:

- Career advising;
 - Course-based and/or non-course-based developmental education options;
 - Campus and/or community student support services/resources;
 - Degree plan or plan of study;
 - Regular interactions between student and designated point of contact (e.g., advisor, faculty member, peer and/or community mentor, etc.);
 - Registration for next semester/next steps; and
 - Differentiated placement.
3. Provide to the student a description of the appropriate developmental education considered necessary to ensure the readiness of that student to perform freshman-level academic coursework.
 4. Provide to the student an appropriate measure for determining readiness to perform freshman-level academic coursework, as described in §4.59 of this title (relating to Determination of Readiness to Perform Freshman-level Academic Coursework).
 5. Institutions shall consider all federal laws pertaining to individuals with disabilities when assessing and advising such students.

6. Students enrolled in a mathematics pathway model (e.g., New Mathways Project, modular/Emporium models, etc.) must be clearly informed of the consequences of successful completion of this model which will result in meeting the mathematics college readiness standard only for specific college credit courses and that changing degree plans may require additional developmental education coursework/interventions.

7. Students with a TSI exemption for a college preparatory course as outlined in §4.54(a)(10) of this subchapter who earn less than a C in the student's first college-level course in the exempted content area must be advised of non-course-based options for becoming college ready, such as tutoring or accelerated learning.

VI. The Texas Administrative Code rule on holistic advising (Rule §4.55) requires the use of multiple factors for placement considerations which may include but are not limited to

1. HS GPA/class ranking
2. Non-cognitive factors (motivation, self-efficacy, time management, etc.)
3. Other formal/informal training
4. Family-life issues (job, transportation, child care)
5. Holistic advising will be used in conjunction with TSI cut scores to determine the college readiness of a student.

VII. An institution shall assess, by an instrument approved in §4.56 of this title (relating to Assessment Instruments), the academic skills of each entering, non-exempt undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework.

1. Prior to the administration of an approved instrument in §4.56 of this title, an institution shall provide to the student a pre-assessment activity(ies) that addresses at a minimum the following components in an effective and efficient manner, such as through workshops, orientations, and/or online modules:

- Importance of assessment in students' academic career;
- Assessment process and components, including practice with feedback of sample test questions in all disciplinary areas;
- Developmental education options including course-pairing, non-course-based, modular, and other non-conventional interventions;
- Institutional and/or community student resources (e.g. tutoring, transportation, childcare, financial aid).

2. For holistic placement of non-exempt students not meeting standards as defined in §4.57(a) and (b) of this title (relating to College Ready and Adult Basic Education (ABE) Standards), institutions shall use for determination of appropriate courses and/or interventions the TSI Assessment results and accompanying Diagnostic Profile, along with consideration of one or more of the following:

- High school Grade Point Average/class ranking;
- Prior academic coursework and/or workplace experiences;
- Non-cognitive factors (e.g., motivation, self-efficacy); and

- Family-life issues (e.g., job, childcare, transportation, finances).

3. An institution offering collegiate-level credit to students via a Multi-Institution Teaching Center (MITC) or a university system center, or to in-state students by distance learning delivery systems shall ensure that students are assessed as required by this section.

4. An institution may not use the assessment or the results of the assessment as a condition of admission to the institution or as a condition of admission to a specific program offered by the institution.

VIII. Students will be placed in the appropriate developmental course(s) upon admission to the College and shall continue in the established sequence of developmental courses until he/she meets one of the following conditions:

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

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

- Returning to developmental work;
- Attempting the same or another approved course in an attempt to earn a C;
- Retaking the appropriate section of an approved assessment test at any time, subject to availability of time and space in the testing center.

IX. Persons enrolled as part-time, non-degree seeking students shall be defined as a “casual student”. Such students will be allowed to enroll in non-stratified courses without being required to enroll in developmental classes. Full-time students from other universities or colleges may take course for which they are TSI-complete during the summer or mini-mester sessions without being enrolled in developmental courses. Stratified courses are those that require a passing score on the related section of the placement test as a prerequisite to enroll. Stratified courses include:

- History HIST 1301; History HIST 1302; Government GOVT 2305; Government GOVT 2306; Psychology PSYC 2301; any 2000-level literature course. A student must have passed the reading component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in any of these courses.
- English ENGL 1301. A student must have passed the writing component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in this course.
- All college-level mathematics courses. A student must have passed the mathematics component of the placement test or successfully completed the remediation sequence for developmental math before enrolling in any college level math course.

X. Students who successfully complete all requirements for graduation will not be required to pass one of the assessment instruments as a final condition for graduation.

XI. The developmental education plan will be evaluated on a regular basis by a committee appointed by the Executive Vice President for Academic Affairs of the College. The evaluation will include research to determine the effectiveness of the plan in preparing students to succeed in college credit courses and to pass a state approved assessment instrument. Results of the evaluation will be used to recommend changes in the developmental education plan.

TUTORIAL SERVICES

Navarro College employs qualified, part-time student tutors who have demonstrated success in appropriate and most demanding coursework such as college-level mathematics, anatomy and physiology, chemistry, and English. Peer tutors assist students in need of academic assistance on each campus. Additionally, online tutoring is available for students who attend classes online and/or who are in need of an alternate format of academic assistance.

WEBSITE: <https://www.navarrocollege.edu/tutoring-services/index.html>

STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Navarro College provides a number of services to students to make their college experience successful and enjoyable. Students who desire specific information about any of the services outlined in this handbook can contact the Student Services office, located on the second floor of the Gooch One-Stop Student Center on the Corsicana campus. Most student services also are available at the campuses in Waxahachie, Midlothian, and Mexia.

ADULT EDUCATION

Navarro College offers free-of-charge, noncredit classes in Adult Literacy, English as A Second Language (ESL) and preparatory classes for the General Educational Development (GED) exam. Class schedules are organized through the Adult Education Office, located in the basement of the Gooch One-Stop Student Center on the Corsicana campus.

CASHIER'S OFFICE

Students may pay tuition and fees at the Cashier's Office on any campus. On the main campus in Corsicana, the Cashier's Office is on the first floor of the Gooch One-Stop Student Center. Students may make payments in cash or with a check, money order and credit cards. Students should consult the current schedule of classes for tuition and other fee schedules and deadlines.

CARL PERKINS CAREER CENTER

The Carl Perkins Career Center, located in the Bain Center on the Corsicana Campus, offers the following services:

JOB PLACEMENT

A file for part-time and full-time off campus job openings is available for students who wish to work while attending classes. Website job listings also are available.

GENDER BIAS

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

STUDENTS WITH DISABILITIES

Services are available for individuals who are deaf, visually disabled, speech- language impaired, epileptic, who have cerebral palsy, muscular dystrophy or multiple sclerosis, who are orthopedically impaired or have other learning disabilities. (Learning disabilities include, but are not limited to: ADD, ADHD, dyslexia, etc.) Special services provided include note takers, tutorial assistance, counselors and advisors, wheelchair ramps, classes in the first floor of buildings and other assistance based on an individual basis. Grant funding limits this service to career/technology majors only.

LIMITED ENGLISH PROFICIENCY

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

SINGLE PARENTS/DISPLACED HOMEMAKERS

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

COUNSELING AND ADVISING

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

COLLEGE STORE / BEAUTIQUE AND BOOKS / STARBUCKS

The College bookstore has all textbooks and most school supplies needed by Navarro College students. It also carries clothes and a variety of gift items.

The store on the Corsicana campus is located in the Albritton Administration Building and is open from 7:30 a.m. to 6 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. Friday. Hours are extended during rush times and may vary at each campus. Summer hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday. Please check the Navarro College website for Friday Summer hours. Summer hours begin immediately after graduation and regular hours resume mid-August.

The bookstore also holds a book buy-back at the end of each Fall and Spring semesters. Exact days and times will be posted on campus.

Beautique and Books/Starbucks is located at 3200 W. 2nd Avenue on the Corsicana campus and is open from 6:30 a.m. to 6 p.m., Monday through Friday, and from 8:00 a.m. to 2 p.m. Saturday.

RICK & ROSIE'S DELI

The deli is located on the main campus in Corsicana and is in the Kenneth P. Walker Dining Services Building. The deli offers a variety of snacks, light meals and soft drinks. Deli hours are from 7:30 a.m. – 8:00 p.m. Monday through Thursday, and 7:30 a.m. – 4:00 p.m. on Friday. Closed on weekends.

DINING SERVICES

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

	BREAKFAST	LUNCH	DINNER
Monday	7:00 a.m. - 9:15 a.m.	11:00 a.m. - 2:00 p.m.	4:30 p.m. - 7:00 p.m.
Tuesday	7:00 a.m. - 9:15 a.m.	11:00 a.m. - 2:00 p.m.	4:30 p.m. - 7:00 p.m.
Wednesday	7:00 a.m. - 9:15 a.m.	11:00 a.m. - 2:00 p.m.	4:30 p.m. - 7:00 p.m.
Thursday	7:00 a.m. - 9:15 a.m..	11:00 a.m. - 2:00 p.m.	4:30 p.m. - 7:00 p.m.
Friday	7:00 a.m. - 9:15 a.m.	11:00 a.m. - 2:00 p.m.	4:30 p.m. - 6:30 p.m.
Saturday	CLOSED	11:30 a.m. - 1:00 p.m.	4:30 p.m. - 5:30 p.m.
Sunday	CLOSED	11:30 a.m. - 1:30 p.m.	CLOSED

Students must have a student ID to enter the cafeteria area of the dining hall. A student living off campus or a visitor may purchase a 18 or 15 meal plan, lunches only meal plan, or pay by the meal. Residents of housing will automatically be assigned to a 18 meal plan. Students may change this to a 15 meal plan within the first two weeks after checking into housing by requesting this change at the Residence Life Office in Gibson Hall.

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

Appropriate dress must be worn for entry: shirt, shoes and pants covering posteriors. No pajamas are permissible. Each student is responsible for picking up after themselves and displaying proper behavior.

IDENTIFICATION CARDS

All full-time and part-time students are required to obtain a Navarro College identification card during registration. Identification cards are coordinated by the Office of Admissions and Records and may be obtained at the following locations: Corsicana campus –Office of Admissions and Records, Mexia campus – Business Office, Midlothian campus – Business Office, Waxahachie campus – Campus Operator. A student should never lend his or her identification card to another student and may not use another student’s card for any function. Lost identification cards should be reported immediately to the appropriate campus location, where they can be replaced at a cost of. The first replacement card is free.

STUDENT ELECTRONIC PORTALS

Navarro College provides several services to students that are completely available over the Internet. These services provide students with access to college resources virtually 24 hours a day/7 days a week from anywhere the student has Internet access.

CANVAS

A standardized course management system is available to students and faculty through the Navarro College website. Canvas is used to support instruction and provides students with a high level of technological capability. Instructors using Canvas provide traditional courses with online components and enhanced resources to aid student learning. With Canvas, students have the capability to network outside the classroom through online discussion groups and message boards. Students can complete practice quizzes, access supplemental notes and resources, and communicate with the instructor and other course peers via e-mail from one online location.

SELF-SERVICE

In addition, students can perform a variety of college-related transactions using Self-Service. Self-Service is an online system allowing easy access to a number of Navarro College services. Through Self-Service, students are able to review their financial aid status, review an official transcript, add or drop classes, and access a variety of other services related to the College. Self-Service also allows students to pay tuition and fees online. Students can enroll into the eCashier program from the Navarro College homepage and pay tuition entirely or set up an interest-free installment plan with flexible payment options.

WEBMAIL

Webmail provides all students with their own e-mail account upon registration and throughout their attendance at Navarro College. Webmail is set up using a consistent naming convention (firstname.lastname@nc.navarrocollege.edu) which makes communication between students, faculty and College personnel less complicated and facilitates the sending of global messages and notices to all users when necessary.

Please reach out to the Contact Center for any questions about these portals.

Email: contactcenter@navarrocollege.edu

Phone: (903) 875-7416

Website: <https://www.navarrocollege.edu/contact-center.html>

INTERNATIONAL STUDENT PROGRAM

The Director of the International Student Program provides assistance to international students in completing admission and enrollment requirements and meeting rules and regulations established by the United States Immigration and Customs Enforcement Agency. The Director of the International Student Program also coordinates programming and events that seek to acclimate international students to Navarro College as well as provide for a rich intercultural learning environment.

NAVARRO COLLEGE LIBRARIES

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

Library facilities are located on each of the four Navarro College campuses. In addition to the more than 70,000 books and periodicals in the print collections, the libraries offer access to thousands of

electronic books and articles through the library website. Audiovisual holdings include an extensive collection of music recordings, educational videos, and classic, foreign-language and recent movies. All four campuses provide wireless access so students can use their own laptops for research. The Richard M. Sanchez Library on the Corsicana campus maintains two computer labs and provides laptop computers for in-library use. All students, faculty and staff have access to the library's interlibrary and intercampus loan services.

The library staff is dedicated to providing welcoming, caring and professional service and maintaining a place that is conducive to reading, study and independent learning. For more information, please refer to the library website at <https://www.navarrocollege.edu/library/index.html>.

ADMISSIONS AND RECORDS OFFICE

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

STUDENT FINANCIAL AID OFFICE

A variety of programs designed to help students meet the cost of attending college are available in the Financial Aid Office. Located on the first floor of the Gooch One-Stop Student Center, the office also provides services to the students attending classes at the Mexia, Midlothian, and Waxahachie campuses. The school code is 003593. See the Financial Aid website at www.navarrocollege.edu for more information.

COUNSELING AND ADVISING

Professional and experienced counselors and advisors are available across the district at each campus (in person, phone and online through email/chat) to provide assistance in various forms, including personal counseling, career exploration, university transfer assistance, and academic advising.

BULLDOG LIFE

Navarro College's Bulldog Life student success services includes opportunities to grow personally as you pursue your educational goals at Navarro College. Opportunities include workshops to learn more about your personal gifts and skills, travel opportunities, and our culture of caring through efforts to support you mentally, spiritually, and physically. In addition, we provide resources and personal support to launch you into your dream job, university, and/or career with Bulldog Pride! Learn even more by visiting the [Bulldog Life website](#). This program is available to all students of Navarro College through intentional initiatives that support student success outcomes.

Find out more about how to enroll in Bulldog Life by sending us an email bulldoglife@navarrocollege.edu or calling at (903) 875-7738.

DISABILITY AND ACCESS SERVICES

Navarro College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals should be directed to the Disability and Access

Services office at 223 Gooch One Stop Student Center or via phone (903) 875-7377, (903) 875-7731, fax (903) 875-7391, or email dsa@navarrocollege.edu. No documentation will be required to bring service animals into academic buildings on campus. However, in the case of assistance animals residing in Navarro College Residence Halls, Navarro College will require that documentation be provided on the letterhead of a treating physician or mental health provider, which permits the College to determine:

1. That the individual has a disability for which the animal is needed;
2. How the animal assists the individual, including whether the animal has undergone any training; and
3. The relationship between the disability and the assistance that the animal provides.

Please see [Disability and Access Services Procedures for Applying for Assistance in Navarro College Residence Halls](#) found in Navarro College Student Handbook for more information.

SERVICE ANIMALS PERMITTED ON CAMPUS

Individuals with disabilities may be accompanied by their service animals in all Navarro College buildings where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. In rare cases, Navarro College may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include but are not limited to: assisting an individual with low vision with navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability.

Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. Navarro College may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

EXCEPTIONS

Navarro College may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the College may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken. The service animal is considered an extension of the student and thus, is subject to the same code of conduct as a student would follow. Disruptive behavior by a service animal will be grounds for removal from an academic setting in the same manner that a disruptive student will be removed from the same environment.

RESPONSIBILITIES OF INDIVIDUALS WITH SERVICE ANIMALS

Navarro College is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. A

service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although Navarro College may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages caused by students.

ASSISTANCE OR EMOTIONAL SUPPORT ANIMALS

Assistance or Emotional Support Animals (ESA's) are covered under the Fair Housing Act because they may be required for a variety of mental health issues. They are not trained to do a certain task, but are generally used to help with emotional stability and stress reduction. If ESA's are needed due to a disability, the person may be allowed to keep the animal in their primary residence without being required to pay a pet deposit and despite a policy that does not allow pets. This applies in most cases to all public and private rental property, as well as college housing.

However, Assistance and ESA's are NOT allowed into buildings that are accessible to the general public as is the case with Service Animals. This includes all academic buildings on campus.

Assistance and ESA's can be a variety of animals and are not limited to dogs. They are, however, limited to the city and county restrictions of domestic animals that are allowed within an incorporated entity. Exotic or wild animals not allowed as pets inside a city limit also cannot be classified as an assistance animal.

In summary, Service Animals are permitted in any campus building that the general public has access to. Assistance or Emotional Support Animals are ONLY allowed in the room within a residence hall of the student and no other buildings on campus.

Please click on the following links for more information

http://www.ada.gov/regs2010/service_animal_qa.html

http://www.ada.gov/service_animals_2010.pdf

http://portal.hud.gov/hudportal/HUD?src=/press/press_releases_media_advisories/2013/HUDNo.13-060A

TESTING SERVICES

While Navarro College provides avenues for online testing as part of the online coursework, much testing still requires on-campus proctoring in order to maintain sufficient testing security and academic integrity. Thus, each campus provides a testing center with staff that are trained regularly and in standardized fashion by the District Coordinator of Testing Services. Examinations administered by district testing personnel include the General Education Development examination (in Corsicana and in Waxahachie); nursing entrance exams and teacher preparation exams (in Corsicana); online, makeup and Virtual College of Texas proctored exams; and the Texas Success Initiative state placement exam (on each campus).

TUTORIAL SERVICES

Navarro College employs qualified, part-time student tutors who have demonstrated success in appropriate and most demanding coursework such as college-level mathematics, anatomy and physiology, chemistry, and English. Peer tutors assist students in need of academic assistance on each campus. Additionally, online tutoring is available for students who attend classes online and/or who are in need of an alternate format of academic assistance.

TRIO STUDENT SUPPORT SERVICES

TRiO Student Support Services is a federally funded grant program through the U.S. Department of Education. Student Support Services (SSS) provides a comprehensive range of services that are important to student success. The services are designed to help students stay in school until they graduate and/or transfer to a four-year institution. Navarro College is funded to serve 300 participants.

ELIGIBILITY

To be eligible for Student Support Services (SSS), an applicant must be a citizen of the United States or meet the residency requirements for Federal student financial assistance, have an academic need (TSI not met on degree plan) and meet one or more of the following criteria:

- meet low income standards by the federal government
- be a first generation college student (neither parent has earned a 4-year college degree); and/or
- have a documented disability.

SERVICES PROVIDED

TRiO SSS participants can expect the following services to be provided free of charge.

- Personal academic advising and registration
- One-on-one or group tutoring
- Financial aid application assistance
- Scholarship opportunities
- Grant aid (tuition assistance) when available for qualifying students
- Computer usage with access to internet
- Printing for academic purposes
- Advising on transferring to a 4-year college/university
- Workshops (Financial Literacy, Time Management, Study Skills, Final Exam Prep, Stress Management, Achieving College Success and more!)

TO APPLY

Interested applicants should complete the required application and return it to the TRiO Center (in the Arrowhead room on the 2nd floor) of the Gooch One-Stop Student Center on the Corsicana Campus.

Phone: (903) 875-7713

TRiO Student Support Services (SSS) is a grant program funded by the U.S. Department of Education.

VETERAN'S AFFAIRS

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

Navarro College is authorized by the Department of Veterans Affairs to certify students enrolled in our degree programs for benefits under Chapter 30 (Montgomery G.I. Bill – Active Duty), Chapter 1606 (Montgomery G.I. Bill – Selected Reserve), Chapter 1607 (Reserve Educational Assistance Program), Chapter 31 (Vocational Rehabilitation and Employment Service), Chapter 33 (Post 9/11 G.I. Bill – Active Duty), and Chapter 35 (Dependents' Educational Assistance). Eligibility and chapter is determined by the Department of Veterans Affairs. The Veterans Affairs Office offers assistance to veterans and their dependents. This office helps student obtain complete admission and enrollment requirements to qualify for various benefits.

Each veteran student must follow courses on his/her degree plan. In order to be considered a full-time VA student, the student must meet all enrollment requirements. Full-time status is determined based on the equivalent of 12 credits taken consistently over a long-term semester.

Veteran students who are using Federal Education Benefits through the Department of Veterans Affairs must request for their courses to be certified by submitting the online *Request for Certification*.

Veteran students can only be certified for courses that are on his/her degree plan unless he/she is in the last semester before graduation (i.e., all required courses have been fulfilled on the active degree plan). In the event that a veteran student is in the last semester before graduation, he/she is authorized to take courses outside of the active degree plan in order to reach fulltime status.

Veteran students can only be certified for repeat courses if the course was failed with an "F" grade, unless he/she is in the last semester before graduation. In the event that a veteran student is in the last semester before graduation, he/she may be authorized to repeat courses that have met graduation requirements.

For information pertaining to class attendance and the effects of nonattendance on Veterans Affairs benefits, veteran students should see the section entitled Attendance of Student with Veterans Benefits (Student – Attendance – Attendance of Student with Veterans Benefits).

STUDENT LIFE

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

The Office of Student Life at Navarro College seeks to provide a co-curricular learning experience by providing educational opportunities outside the classroom and parallel to the student's academic career. Student activity events are coordinated regularly to promote educational, cultural, social, and recreational opportunities. All Navarro College students are encouraged to participate. These activities offer students the opportunity to develop leadership skills, experience team building, and simply have fun while at Navarro College. For more information on how to get involved or to find out how to help with these activities, please contact the Office of Student Life located in Gibson Hall on the Corsicana Campus or call (903) 875-7570.

STUDENT GOVERNMENT ASSOCIATION

The Office of Student Life provides leadership to the Student Government Association (SGA), serving as a liaison between faculty/staff and students, providing a voice for the student body, and recommending state legislation affecting community college students across the state. The Corsicana SGA meets during the fall and spring semesters every Monday at 4:30 p.m. in the Cook Center Meeting Room. These meetings are open to all Navarro College students.

STUDENT ORGANIZATIONS

Student organizations active at Navarro College include honors, professional, social service and religious groups. Each organization is recognized through the Student Government Association. Students can contact the Director of Student Life/Student Activities, at (903) 875-7570 or individual club advisors for more information about any of the organizations listed under Student Life on the Navarro College website. Students wishing to create a new organization on campus may obtain a petition form with guidelines from the Office of Student Life.

SOCIAL PROGRAMS AND ACTIVITIES

The Office of Student Life, the various student organizations, and the Student Government Association host various novelty events and activities throughout the year. Events are advertised through electronic means and through posted announcements. Only approved student organizations may host activities in campus facilities. The activities request form can be obtained from the Student Life website or from the Office of Student Life.

RECREATIONAL ACTIVITIES

The Game Room in the Gibson Hall Student Center features billiards, ping-pong, a variety of table games and televisions for student access. The intramural fields also are available when classes or teams are not using them. For information, contact the Director of Residence Life at (903) 875-7540 or the Director of Intramurals at (903) 875-7545.

INTRAMURALS / INTERCOLLEGIATE SPORTS

INTRAMURALS

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

INTERCOLLEGIATE SPORTS

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

STUDENT APPRECIATION EVENING

The Student Government Association sponsors the annual Student Appreciation Evening to honor students and their campus organizations for outstanding participation and involvement in the year's activities. Banquet highlights include presentations of Club of the Year, Advisor of the Year, and the Top Dawg Award for student involvement and leadership. The evening often takes place at the Cook Education Center.

PUBLIC INFORMATION

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

GIBSON HALL STUDENT CENTER

Gibson Hall Student Center strives to provide facilities and services that promote a sense of community, support student development through leadership and employment opportunities, and encourage the pursuit of a healthy lifestyle to a diverse student population. The Student Center is equipped with a gym, laundry facilities, game room, mailroom, and atrium with computers, study rooms, wellness fitness area with cardio and weight equipment and more. The Student Center is open to all Navarro College students, faculty and staff. For more information on availability and guidelines, students can contact the Coordinator of the Gibson Hall Student Center.

STUDENT RIGHTS AND RESPONSIBILITIES

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

RIGHTS

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

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

RESPONSIBILITIES

Students who are admitted to Navarro College and continue their enrollment are expected to conform to established rules and regulations of the college. Also, they are expected to have reasonable probability of success and adjustment to the social and educational climate of the college. Because some students have difficulty adjusting to the total college environment, students may be denied admission or readmission to Navarro College for reasons other than academic. Such reasons include, but are not limited to: (1) inappropriate conduct and behavior; (2) observable social or emotional characteristics that would cause resistance to the overall educational process of the college or would cause disruption of the social and academic environment; (3) disrespect for college personnel and other students; (4) harassment; (5) misrepresentation of factual information; and (6) inability to comply with college rules, regulations, and policies.

Denial of admission or readmission to Navarro College involves the exercise of judgment by college administrators; therefore, the denial process involves the systematic collection of available facts and information, which might include, but is not limited to, such areas as police, court or records of other public agencies; records or observations of a disciplinary nature from Navarro College and/or other educational institutions; observations and judgments of people of acquaintance; recommendations of counselors, psychologists or other professionals; observations and recommendations of supervisors or authorities; observations or judgments of law enforcement officers or other public authorities; results of commonly accepted test or other instruments; or any other source of available information relevant to making an assessment of the student's probable behavior.

STUDENT CODE OF CONDUCT

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

WHO IS CONSIDERED A STUDENT?

For the purpose of the Code of Student Conduct, a “student” is defined as an individual taking courses at the College, either full- or part-time including individuals who withdraw from the College during the conduct process; those who are not currently enrolled in courses but who have a continuing academic relationship with the College, and those who have applied for admission or readmission to the College.

STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS

Certain programs such as honors programs, Residence Life, as well as instructional areas (e.g. Cosmetology, Welding, Oil and Gas), Allied Health (e.g. Nursing, OTA, PTA) and Protective Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor consistent with the Student/Instructor Conflict Resolution procedures. The students in these programs will be required to abide by both the Navarro College Student Handbook and the program specific Student Handbook. When there is conflict, the Navarro College Student Handbook supersedes the program handbook at the discretion of the campus judicial officer designee.

STUDENT CODE OF CONDUCT: EXAMPLES OF STUDENT MISCONDUCT

Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws. Consistent with U.S. Department of Education Title IX regulations, and the Violence Against Women Reauthorization Act of 2013, and the Clery Act/Campus SaVE Act, and Texas sexual misconduct laws, Navarro College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off campus, will be subject to adjudication and potential disciplinary action in accordance with the [College's Due Process](#). Disciplinary action may result in withdrawal, suspension, or expulsion from Navarro College and additional, independent action from the civil authorities, such as the Navarro College Department of Public Safety or other local, state, or federal law enforcement agencies.

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

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.

2. Violating any college policy, procedure, protocol, rule, or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties. Disrespect in the form of verbal or physical abuse directed toward a college official is also prohibited.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon on or off college property or where not otherwise legally allowed or prohibited by College policy.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off campus. This includes, but is not limited to hazing or voluntarily submitting to hazing, or any participation or support thereof.
10. Stealing, destroying, defacing, damaging or misusing college property or property belonging to others and/or participating as an accessory in such activity.
11. Infliction, threat or inciting bodily harm while on or off college property: (1) infliction of bodily harm upon any person; (2) any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Hemp, CBD, Spice, Genie, Flakka, or excessive quantities of DXM or bath salts either illegally on or off campus or at all in any college building or facility, or other public area, or supporting or assisting with or remaining in the known presence of such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill containers, or related packages).
13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings.
14. Gambling in any form including but not limited to onlooking or conspiracy on or off college property.
15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, oil, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.

16. Forging, altering or misusing any college or other documents, forms, records, or identification cards.
17. Violating any rule or regulation that applies to residential facilities owned by Navarro College or breaking a residence hall contract. Specific housing regulations are described in the Residence Life Manual.
18. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.
19. Failing to respond to an official summons from an administrative officer of the College within the time indicated.
20. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, in writing, or in electronic form.
21. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, sexual orientation, or sexual identity of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
22. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner dating violence, domestic violence, sexual assault, or stalking.
23. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Navarro College.
24. Obstructing or disrupting any college activity, including teaching, research, social activities and public service functions.
25. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
26. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
27. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio, or through other means in a way that is sufficiently loud enough to disturb other members of the college community.
28. Theft, copyright infringement or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of

computing facilities or equipment to send, receive, or transport obscene, abusive or pornographic messages or images.

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

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

31. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Integrity procedure.

32. Participating in illegal or unsanctioned solicitation on or off the premises of Navarro College.

33. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Navarro College.

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

35. Engaging in an off-campus offense.

OFF-CAMPUS CONDUCT

When a student is alleged to have violated Navarro College's Code of Student Conduct by an offense committed off of the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in Navarro College should clearly understand that the college is expressly concerned with student conduct both on and off campus. Navarro College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled in Navarro College who is found in violation of the Code of Student Conduct or state or federal laws, even in an off-campus setting, is subject to administrative disciplinary procedures that could result in one or a combination of several [disciplinary sanctions](#) as listed in the Student Handbook.

Based on the reasonable belief that a student has been involved in conduct off campus incompatible with the college's function as an educational institution or with the mission of Navarro College, the Executive Director of Student Services and Director of Student Development, in his/her discretion, may invoke the disciplinary process.

DRUG-FREE CAMPUS STATEMENT

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

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off campus will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off-campus will be assessed based on the College's Off-Campus

Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

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

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse.

HAZING

Navarro College is committed to the safety and welfare of its students and prohibits any action taken or situation created whether on or off College property to produce mental or physical discomfort, embarrassment, harassment or ridicule. As such, hazing, as defined in detail below, is strictly prohibited.

DEFINITION

Hazing, according to state law (Chapter 37, subchapter F. (§§ 37.151-157) of the Texas Education Code), is defined as any “intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

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

A person commits an offense if the person:

- Engages in hazing
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
- Recklessly permits hazing to occur

- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report to an appropriate authority (See “How to Report Hazing” below).

COLLEGE DISCIPLINARY RULES

The law does not restrict the right of Navarro College to enforce its own rules against hazing, and the College will take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under the state hazing law.

Hazing with or without the consent of the student is prohibited by Navarro College. Both the individual(s) inflicting the hazing and the person submitting to the hazing are subject to disciplinary action. The fact that an individual consented to a hazing activity is not a defense to prosecution of an offense under the hazing law, and neither will it be under the College’s disciplinary process

Initiations or activities by organizations may not include any action or situation which is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline.

The disciplinary actions assigned/determined in a particular case will vary dependent on the nature of the conduct involved, the circumstances and conditions that existed at the time and the results that followed such conduct. Possible sanctions may include but are not limited to disciplinary warning, disciplinary probation, removal from residence life, disciplinary suspension or withdrawal, and expulsion from the College.

HOW TO REPORT HAZING

To report an act of hazing, please contact the Executive Director Student Services, (903) 875-7377, the Director of Student Development, (903) 875-7681, or the Navarro College Department of Public Safety (903) 875-7500.

HARASSMENT / SEXUAL HARASSMENT, INTIMIDATION AND BULLYING

Navarro College will not condone any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary and remedial action in response to such determined incidents.

Harassment consists of unwelcomed conduct, whether verbal, physical or visual, that is based upon a person’s protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment!)
- Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Navarro College defines “intimidation and bullying in the college setting” as the following: any gesture or written, verbal or physical act, or any use of electronic communication that:

- a) is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and
- b) a reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- c) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Any student with a concern of this nature should immediately consult the Executive Director of Student Services or the Director of Student Development and follow the student grievance procedures as described in the current Navarro College Student Handbook. Accordingly, any faculty or staff member who feels threatened by similar incidents should follow the grievance procedures outlined in the Navarro College Administrative Policies and Procedures Manual and should report such incidents in a timely manner.

SEXUAL HARASSMENT AND MISCONDUCT

Navarro College is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. With this in mind, the College prohibits all forms of Sexual Misconduct--condoning and strictly prohibiting offenses involving domestic violence, dating violence, sexual assault and stalking, harassment, or related behaviors.

The College fosters a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations. The College has appointed a Title IX Coordinator, established grievance procedures (the College's Sexual Misconduct Procedures) for the handling of allegations of Sexual Misconduct, and developed Sexual Misconduct-related education and training programs.

For more information check out Navarro College's [Title IX website](#).

- <https://www.navarrocollege.edu/handbook/campus-safety/index.html>
- <https://navarrocollege.instructure.com/login/canvas/>
- <https://www.navarrocollege.edu/title-ix/prevention/index.html>
- <https://www.navarrocollege.edu/support-services/grievance/index.html>

COMPLICITY

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this procedure.

STUDENT DRESS AND APPEARANCE CODE

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

DISCIPLINARY PROCEDURES FOR STUDENT MISCONDUCT

All disciplinary sanctions fall under the leadership of the Vice President of Student Services. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a notice, either oral or in print, directing him/her to appear before the discipline officer at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and may result in further action. The discipline officer will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student(s) and other potentially involved parties including the complainant or reporting party.

If a student does not respond to the request for the initial or subsequent hearing(s), a decision determining responsibility may be based on the information that is currently available. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student may be sanctioned.

All sanctions must be approved by the Vice President of Student Services. Sanctioned students have the right to appeal the decision of the discipline officer. The student must submit their written appeal request by email to student.conduct@navarrocollege.edu no later than 5:00 p.m. within two business days.

Texas House Bill 449 (2019) adds Section 51.9364 to Chapter 51 of the Texas Education Code, requiring public and private institutions of higher education to include a “notation” on a student’s transcript when “the student is ineligible to reenroll in the institution for a reason other than an academic or financial reason.” This may encompass any conduct concern.

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ENSURING APPROPRIATE ADJUDICATION FOR CRIMES VIOLATING CIVIL RIGHTS

Navarro College ensures the protection of civil rights through preventative measures, educational programming, and prompt responsiveness to violations thereof. Students who feel that their rights or access to educational programming and activities may have been violated should report concerns promptly. Furthermore, reports concerning suspected harassment or discrimination must be investigated and resolved appropriately. With this in mind, students who are affected by suspected incidents may be notified in order to allow those individuals the right to participate in the investigatory and adjudication processes under the appropriate processes, typically the Student Code of Conduct or the personnel disciplinary process. While affected students may choose whether to participate in either of the investigatory, adjudication, and/or appeal processes when such incidents are reported, certain processes (e.g., the Title IX Sexual Harassment Policy) may entail more detailed requirements with this regard. In addition to following these processes, a student may choose to pursue a grievance as referenced and applicable under the [Student Discrimination Grievance Procedure](#).

SANCTIONS AGAINST MISCONDUCT

The Executive Director of Student Services, the Director of Residence Life, or the Director of Student Development and Community Standards may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations and may be applied temporarily as interim safety measures:

1. Administer a verbal or written warning to the student.
2. Require the student attend counseling sessions.
3. Cancel residence hall contract and/or meal ticket.
4. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.

5. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
6. Withhold an official transcript or degree.*
7. Prohibit readmission.
8. Require restitution, whether monetary or through specific duties, such as reimbursement for damage(s) to or misappropriation of college, student or employee property.
9. Designate a student ineligible for student grant, loan or scholarship.
10. Expel or suspend a student from Navarro College. No student who has been removed for disciplinary reasons shall be permitted on the College campus during the period of expulsion or suspension without prior written approval from the Vice President of Student Services.
11. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. No student who has been withdrawn for disciplinary reasons shall be permitted on the College campus during the period in which the student is ineligible to return without prior written approval from the Executive Director of Student Services.
12. Educational discipline sanctions may include work assignments, essay writing, community service, behavioral contract, administrative referral, letter of apology, restitution, or other educational assignment.
13. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to fire/EMS, nursing, and police academy departments.
14. Limit access to and/or prohibit students from certain areas of the campus.
15. Administer other sanctions as per the discretion of the Vice President of Student Services.

Failure to meet the requirements of any notice by a college official may result in action being taken by the discipline officer apart from action for the alleged violation. Failure to appear is a violation of the Code of Conduct and may result in further sanctions and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the discipline officer will determine the circumstances of an alleged violation by investigating the facts and interviewing the implicated student and other potentially involved parties. If it is determined that no violation has occurred, or if there is insufficient evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Executive Director of Student Services. Sanctioned students have the right to appeal the decision of the discipline officer per the Disciplinary Appeal Procedures.

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

*Additionally, state law mandates that the student's transcript a) may be withheld pending investigation and b) include a notation regarding ineligibility to return due to disciplinary processes (e.g., withdrawal, suspension, expulsion) – TX HB 449 and 1735 (2019).

DUE PROCESS AND TIMEFRAME

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Navarro College's Office of Student Services provides oversight for all student discipline procedures as well as any judiciary appeal process. A reasonably prompt timeframe is maintained for all procedures and varies between one week and thirty days with extensions dependent on such factors as the number of witnesses or

participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are provided protection against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Prior to an initial hearing, the completion of the adjudication process, or an appeal hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety to the community college and/or the educational process, the student may be removed from housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student conduct-based decisions may be appealed to the Vice President of Student Success who is the final authority in these procedures. As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

DISCIPLINARY APPEAL PROCEDURES

After an original decision is rendered, the student shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the student wishes to appeal the decision, the appeal must be received in writing to the Vice President of Student Success office no later than 5:00 p.m. within two business days. In a sexual harassment, sexual assault, or similar discrimination-related incident, both parties may receive a copy of the outcome letter and either party may choose to appeal and/or participate in the appeal process in accordance with the restrictions described here within this procedure. *

The student(s) will be notified within one business day whether or not their appeal has been granted. If the appeal is granted, the Vice President of Student Success will appoint the appeal council or officer. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

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

In light of these principles, individuals may have witnesses for the appeal council or officer to interview. These witnesses should only be individuals that were present during the incident (as opposed to character references). In addition, if Navarro College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required but may be permitted according to Navarro College Student Grievance Procedures. If counsel is requested, the attorney's purpose is only to serve as an advisor to the student (not to participate) at the hearing. Should the student plan to have an attorney present, the institution must be informed no less than 24 hours prior to the appeal hearing.

Only the appeal council or officer, the student appealing,* legal counsel (if approved for student advising only) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the appeal council or officer only while testifying. The appeal council or officer will render a final decision to the Vice President of Student Services that:

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

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

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Navarro College staff, must be allowed.
3. Navarro College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.
4. A determination of the facts will be based only on the evidence presented.
5. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.
6. After hearing all the evidence, the appeal council shall determine by a majority vote, or if a hearing officer is used in lieu of a council (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The council by majority vote shall recommend or assess the appropriate penalty.
7. A written statement will be available for the student no later than 3 business days following the proceedings. Navarro College will provide a recording of the proceeding by electronic means. The record will be retained by the institution for a period of three years. Notification to administrators, staff and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension or expulsion is upheld by the appeal process.

The above constitutes both the minimum constitutionally mandated due process and the intent of providing a fair and equitable process for student conduct adjudication. The following Navarro College practices ensure fairness in serious disciplinary offenses:

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

*In cases involving reported sexual harassment, sexual assault, or other forms of discrimination, when the accused is held responsible for the offense, both parties are notified in writing about the outcome of the complaint and any appeal thereof. This information may be provided same day to both parties with the copy for the complainant redacted for the accused student. Additionally, the option to appeal the findings or remedy is made available for both parties, and an appeal hearing may involve the presence of both parties with the availability of witnesses and advising-only counsel for either/both party(ies).

Navarro College reserves the right to employ these guidelines for any incident or concern that appears to infringe upon a student's civil rights and freedoms thereof. This includes but is not limited to suspected harassment or discrimination based on sex, gender, ethnicity, race, age, religion, nationality, disability, or other protected classification.

PROCEDURE ON FAILURE TO COMPLY WITH DISCIPLINARY SANCTIONS

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

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

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

RESIDENCE LIFE

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

CRIMINAL HISTORY CHECK

Navarro College prospective residence life student must complete the Navarro College Release of Background Information (RBI) form as part of the residence life application process. The residence life application becomes valid when the complete application (both parts) is returned with the housing deposit fee (0), a copy of the applicant's driver's license or state identification card and the non-refundable processing fee. Please refer to the current Residence Life Student Handbook for more information.

AUTHORIZED DISCIPLINARY ACTIONS

RESIDENCE HALL LEVEL

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

1. Issuance of a written warning that the student's past behavior is not acceptable and continued violations will result in more serious disciplinary action.
2. Suspension of a residential living privilege, such as laundry room use, visitation privilege or lounge area use, as well as other actions appropriate to the individual situation.
3. Assessment of a fine or charge for violations of hall policies or damage to college property.
4. Mandatory reassignment to a different room within the hall.
5. Behavioral Contract.
6. Recommendation for removal from the residence hall and other restrictions as appropriate.

CAMPUS LEVEL

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

1. Written Warning is official notice to the student that their past behavior is not in accordance with college expectations; is educational in nature, but also forms a basis for more severe action in case of further violations.
2. Restitution may be assessed in cases where damage to property has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. Restrictions and Suspension of Activities are actions which restrict or prohibit a student's use of college facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
 - A. No participation in student organizations.
 - B. No use of college facility, such as the student center.
 - C. No participation in college activities, such as dances, parties, intramurals, etc.
 - D. Removal from a residence hall.
 - E. Suspension of specific privileges such as residence hall visitation. Other actions may be taken, as appropriate to the violations.
 - F. Terminations or refusal of college employment.
4. Revocation of Scholarship will occur when students receiving performance scholarships are restricted from continuing to receive that assistance. Athletic scholarships also may be revoked pursuant the terms of Athletic Code of Conduct. This will occur when deemed appropriate in view of the specific violation, which has occurred.
5. Behavioral Contract of Referral would require the student enter into a binding contract to structure their activities and behavior in order to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off campus, also may be required for the student to remain enrolled and/or on campus. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.
6. Disciplinary Probation usually involves any or all the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior or doubt of their ability to act in a responsible manner and to successfully adjust to a college environment are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.
7. Suspension is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on campus at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.
8. Immediate Suspension is used when a student's presence poses continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college with loss of all college privileges. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

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

ACADEMIC DECORUM

CIVILITY

In keeping with its rich traditions, Navarro College pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, & tolerant community. Civility is the act of formal politeness and courtesy in behavior and speech. Navarro College encourages its community to enable “I Am Navarro” by continually acting with consideration and respect of the Navarro College culture and its members. Civility is defined as “good citizenship and orderly behavior.”

- **Respect, Civility, Integrity, Honesty:** Respect Civility, Integrity, and Honesty are not just words; they are intentions that must be present in all interactions within the Navarro College Community.
- **Identification - IDs, Lanyards, Masks/Face-Coverings:** All faculty, staff, students, and guests must wear approved Navarro College identification. For most this consists of a college ID visibly displayed, commonly on a lanyard or a clip. Staff are encouraged to greet visitors without IDs to ensure that the guests’ visit is pleasant and that they are able to find the office of interest. Failure to identify oneself to a college official upon request or falsifying one’s identity (either verbally or physically) is forbidden. For students participating in a college-sanctioned event such as theater, instructor approval for use of a mask or other obstruction to the face (e.g., concealing make-up) is limited to the time and location of the event. Exceptions to this rule include serious health concerns or related factors (e.g., COVID-19, respiratory concerns, immunity deficiencies).
- **Dress:** All are expected to dress appropriately. Please see the Student Handbook for more information pertaining to Student Dress and Appearance Code.
- **Classroom Decorum:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Please see the Student Handbook for more information pertaining to Academic Decorum.
- **Smoke and Tobacco-Free Campuses:** The Navarro College District has designated all Navarro College property to be smoke and tobacco free since Fall 2014. Please see the Student Handbook for more information pertaining to Tobacco-Free Campuses.
- **Residence Life:** Standards are set for students living in residence halls to ensure their success. By design, it is a privilege to reside in residence life, set aside for students who want to be academically successful.
- **Noise:** Out of respect for all, if others can hear your use of audio communication (e.g., music, voice, audio), it is too loud.

BEING A SUCCESSFUL STUDENT

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

ATTENDANCE

Attendance is expected in all classes/laboratories. Attending class will make a difference in achieving your goals and passing a course. The more successful students are those who attend class on a consistent basis. Students are expected to be familiar with the Navarro College attendance policy

(found in this handbook) and to understand and follow the specific policies for each course. Each instructor will have the course syllabus and the specific attendance requirements for that particular class/laboratory.

PUNCTUALITY

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

PREPARATION

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

PARTICIPATION

Getting involved in classroom activities will make a difference in your learning. Class discussion will broaden your knowledge about the subject and will increase your understanding. Be prepared to answer questions and communicate your knowledge and ideas.

QUALITY OF WORK

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

ACADEMIC CONDUCT

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

POSITIVE ACADEMIC ATMOSPHERE

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

CLASSROOM BEHAVIOR

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

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

PROGRAM OF STUDY DISMISSAL PROCEDURE

Students may be dismissed from a program of study at Navarro College for various reasons, including but not limited to grades, violations specified in the program of study handbook, and/or conduct. Certain programs of study such as Allied Health (Nursing, OTA, PTA, and MLT) and Protective Services (Fire, EMT, Paramedic, and Police) may require additional standards of conduct and may involve additional programmatic decisions that must be made through the program of study director/coordinator and his/her dean consistent with the Student/Instructor Conflict Resolution Procedures. Students in these programs of study will be required to abide by both the Navarro College Student Handbook and the program of study's specific student handbook. In cases where a student has a valid reason for challenging dismissal from a specialized program of study, the student must request, in writing through the appropriate dean, a Program of Study Dismissal Challenge Hearing. The appropriate dean must receive this written request within ten (10) days from the notice of dismissal. If, in the judgment of the dean, there are valid reasons for a program of study dismissal challenge, the dean will appoint a Program of Study Dismissal Review Committee, which will consist of one student, one instructor, and one administrator, with the chair of the committee also being appointed by the dean.

The Program of Study Dismissal Review Committee will call a meeting, at which time the case will be reviewed by first hearing the program's justification for the dismissal and hearing the student's challenge of the dismissal. The program of study faculty may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and program of study faculty may address questions to each other only through the chair of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Program of Study Dismissal Review Committee present. Both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the program of study director/coordinator.

If either party wishes to appeal the decision of the Program of Study Dismissal Committee, he or she may do this in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs must receive this written request within ten (10) days from the date of the Program of Study Dismissal decision or the appeal denial by the dean. The Vice President of Academic Affairs has the option to call a meeting with the student. This meeting will be conducted in private with only the student and Vice President of Academic Affairs present.

If there are valid reasons to continue the investigation, the Vice President of Academic Affairs will then appoint a Administrative Staff Committee, consisting of three administrators (excluding the Vice President of Academic Affairs, the President of Ellis County Campuses, and the District President) who will review all evidence of the Program of Study Dismissal Review Committee meeting and any additional evidence provided by the student and the program of study faculty. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Administrative Staff Committee present. Both parties will be allowed to make a summary statement. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the parties concerned. The decision of the Administrative Staff Committee will be final and binding, and a

written report of the committee's decision will be prepared and mailed or delivered within 48 hours of the decision to the student and the program of study director/coordinator and/or dean.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

No outside recording devices will be allowed. The institution will record and maintain an official recording of the initial hearing and the subsequent meeting and hearing as applicable. Committee deliberations will not be recorded. Recordings will be kept on file in the appropriate program dean or vice president's office. Recordings will be available for one year after the date of the final hearing or meeting by request, in writing, to involved parties only from the applicable program dean or vice president's office.

ACADEMIC INTEGRITY

The college expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook and may include any of the following: a grade of zero, course failure, or removal from a program. A faculty member may begin such action if a student is accused of violating the rules of academic integrity. Such violations may include, but *are not limited to*:

- Copying from another person's test paper or academic work;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating without authority with another person during an examination or in preparing academic work;
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test prior to its being fully administered or without permission;
- Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work; and
- Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism).
- Bribing a person to obtain information regarding a test or other assignment.

Definitions of actions which violate Academic Integrity:

- Plagiarism– the taking of someone else's words, ideas, or work and passing them off as one's own without the proper citation and credit to the original author.
- Collusion- a conspiracy to deceive and/or the unauthorized collaboration with another in preparing course work.
- Multiple Submissions– the submission of a work previously submitted for another course for academic credit, whether in part or in its entirety, without the consent of the instructor.

When a student is accused of violating academic integrity, the faculty member and the student will attempt to reach a resolution first and based on the course syllabus or departmental handbook. If no resolution is achieved, the student may appeal to the appropriate instructional dean or campus dean for review of the decision made by the instructor.

If the incident includes a violation of a departmental program requirement as stated in the course syllabus or departmental handbook, a student's written appeal should be reviewed through the instructional chain of command.

Non-Instructional testing violations are treated as "student code of conduct" violations and therefore are handled through Student Services. Academic Integrity violation cases involving placement testing or professional certification examinations may result in both instructional and non-instructional disciplinary sanctions.

HEALTH AND SAFETY

VACCINATION AGAINST BACTERIAL MENINGITIS

Texas Education Code (Sections 51.9191 and 51.9192) directs that all first-time students attending Navarro College, including transfer students as well as students who are not continuously enrolled in fall or spring semesters since Fall 2011, are required to show evidence of vaccination against bacterial meningitis. Evidence of the student having received the Bacterial Meningitis vaccination from an appropriate health practitioner within the past five years must be received in the Navarro College Admissions and Records Office 1) at least ten days prior to the student's first day in class and 2) at the time an application for residence life is submitted.

Exceptions to this standard include the following provisions as recognized by the Texas Higher Education Coordinating Board:

- A student enrolls at an institution of higher education or private or independent institution of higher education before January 1, 2012 during the previous long-term semester; or
- A student is age 22 and older (by the first day of the start of the semester); or
- A student enrolls only in online or other distance education courses; or
- A student enrolls in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- A student enrolls in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- A student is incarcerated in a Texas prison.

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

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form can be obtained from the Texas Department of State Health Services or Texas Higher Education Coordinating Board and must be used.

HIV STATEMENT

As part of the Navarro College's stance on preventing discrimination of any kind, administration, faculty, and staff must follow the College's standard on student welfare as it pertains to AIDS/HIV. Procedures include the strictest assurance of confidentiality without prior written consent.

All referrals will be provided to appropriate and current resources such as those provided through State agencies, including the local area health department, local health provides, or other health services programs. For more information, please contact the local area Health Department at (903) 874-6731.

Navarro College promotes health, wellness, and preventive care. The actions of a student who indicates a threat of harm to oneself is taken very seriously. Counselors in the Department of Student Guidance work diligently to make appropriate referrals, both for treatment and evaluation.

In the case of imminent threat, emergency personnel such as the Navarro College Department of Public Safety are contacted to assist in the determination of need for a mental health warrant for the protection of the student. This action may result in further consultation or referrals leading to professional evaluation and treatment.

The referred student's instructors and emergency contact (family or other listed) may be notified about the student's health-related absences. For more information on mental health protocol, students may review the Health and Safety section of the Navarro College Student Handbook.

Harm to Others

Navarro College may remove an individual from participation or not permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

"Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services as provided below.

In determining whether an individual poses a direct threat to the health or safety of others, the Vice President of Student Services or a designee must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

CAMPUS SAFETY AND SECURITY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Navarro College Department of Public Safety collects and publishes specific information on campus crime statistics, security policies and services. This information is summarized in this document. The Navarro College Department of Public Safety is service-oriented, trained in professional standards and dedicated to the safety and comfort of our students, employees and visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely.

EMERGENCY NUMBERS

Members of the campus community should call (903) 875-7500 on the Corsicana campus and/or 911 to report an emergency.

CAMPUS PROCEDURES FOR REPORTING CRIMES FOR EMERGENCIES

All criminal offenses that occur on campus should be reported to the Navarro College Department of Public Safety immediately. Navarro College's Department of Public Safety is operational 24 hours a day, year-round on the Corsicana campus. Students have easy access either by telephone at (903) 875-7500 or by going to the department located on the northwest corner of the Corsicana Campus. This location is clearly marked on campus maps. Police officers are trained to respond to criminal actions or other emergencies that may occur on campus. These officers are licensed Texas Police Officers.

To report an emergency, please call 911. For non-emergencies, one may contact the Navarro College Department of Public Safety on the Corsicana Campus (903) 875-7500 or at (903) 654-3999.

CAMPUS CARRY CONCEALED HANDGUN LAW AT NAVARRO COLLEGE

Effective: August 1, 2017

POLICY STATEMENT

Navarro College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on campus premises except in locations and at activities prohibited by law or by this policy and procedures thereof.

APPLICATION OF POLICY

This policy and procedures thereof apply to all faculty, staff, students, guests, and visitors; and individuals and organizations doing business on or on behalf of Navarro College. This policy does not apply to commissioned peace officers as defined in article 2.12 of the Texas Code of Criminal Procedures.

DEFINITIONS

1. Activities. “Activities” means all functions, events, and programs on all four Navarro College Campuses and the Fairfield Career and Technical Center and other premises operated by Navarro College.
2. Campus Premises. “Campus Premises” means all land, buildings and portions of buildings owned or leased by the College.
3. Campus Housing. “Campus Housing” means a residential facility owned or leased and operated by Navarro College or located on the campus premises.
4. Collegiate Sports. “Collegiate Sports” means intercollegiate, club, and intramural athletic activities occurring on the campus premises.
5. Concealed Handgun. “Concealed Handgun” means a handgun, the presence of which is not openly noticeable to the ordinary observation of a reasonable person.
6. Days. “Days” means business days.
7. Employee. “Employee” means an individual at any component of Navarro College, who is hired in a full-time, part-time, or temporary capacity in a faculty or staff position or in a position where the individual is required to be a student as a condition of employment at Navarro College.
8. Handgun. “Handgun” means any firearm that is designed, made, or adapted to be fired with one hand.
9. Interscholastic Event. “Interscholastic Event” means a function or program involving elementary or secondary schools.
10. Large-scale Event. “Large-scale Event” means a function or event, other than a classroom or academic program, where attendance is reasonably anticipated to exceed 200 individuals.
11. License Holder. “License Holder” means a person who is issued a License to Carry a handgun (LTC, formerly called a “Concealed Handgun License” or CHL) as determined by the Texas Department of Public Safety under Chapter 411 of the Texas Government Code.
12. Private Residential Room. “Private Residential Room” means a room that is capable of being locked by the occupant to whom it is assigned and that no other access to the bedroom space is available through a suite bathroom or other shared space.
13. Reviewing Official. “Reviewing Official” means a Navarro College official designated by the District President to review a decision to temporarily restrict the carrying of concealed handguns on the campus premises.
14. Store. “Store” means to take steps that a reasonable person would take to prevent the access to a firearm, including but not limited to placing a firearm in a locked container. For purposes of this policy, a firearm that is temporarily rendered inoperable by use of a trigger lock or other means is not stored.

15. Work Area. “Work area” means the place or places an individual performs assigned duties as an employee of a component of Navarro College.

PROCEDURES AND RESPONSIBILITIES

I. Open Carry Prohibited. All persons, including License Holders, are prohibited from openly carrying a handgun on the campus premises, including on any public driveway, street, sidewalk or walkway, parking lot, or other parking area on the campus premises. Open Carry is also prohibited in all College vehicles.

II. Carrying of Concealed Handgun by a License Holder.

A. Right to Carry. A License Holder may carry a concealed handgun while on the campus premises (including public driveways, streets, sidewalks or walkways, parking lots, and other parking areas) and in Navarro College passenger transportation vehicles, unless prohibited by state or federal law, or by this policy. License Holders are responsible for knowing areas where carrying a concealed handgun is prohibited where notice is not required to be posted.

B. Intoxication. A License Holder may not carry a concealed handgun while intoxicated.

C. Display of Concealed Handgun. A License Holder may not carry a partially or wholly visible handgun, or intentionally or knowingly display a handgun in plain view of another person, even if holstered, on the campus premises, including public driveways, streets, sidewalks or walkways, parking lots, or other parking areas on the premises of Navarro College.

D. Requirement to Display License. A License Holder must display his or her License to Carry (LTC) when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a License Holder in order to participate in any program or service offered by Navarro College, except as required by law.

E. Lawful Storage. A License Holder is expected to lawfully store his/her handgun before entering any area on campus where concealed carry is prohibited.

III. Carrying of Concealed Handgun by Employees. An employee who lawfully holds a License to Carry may carry a concealed handgun into his or her work area, unless prohibited under this policy, but is not authorized to use the weapon in the course and scope of performing his or her duties. An employee whose possession, storage, or use of a handgun results in personal injury or property damage is personally liable for the injury or damage and is not entitled to immunity under section 411.208 of the Government Code or any other immunity to which the individual may be otherwise entitled as a Navarro College employee.

IV. Exceptions: Locations and Activities at which Concealed Handguns are Prohibited. A License Holder is prohibited from carrying a concealed handgun onto the campus premises where prohibited by law and where prohibited by this policy based on the nature of the student population, specific safety concerns, and uniqueness of the campus environment.

A. Concealed handguns are prohibited at the following locations:

1. In a nonpublic, secure portion of the Navarro College Police Department building (area beyond foyer) used to conduct official business as prohibited under section 411.207(b) of the Texas Government Code.

B. Concealed handguns are prohibited during the following activities:

1. During a high school, collegiate, or professional sporting event or interscholastic event as prohibited under section 46.035(b)(2) of the Texas Penal Code, or when a sports club or intramural athletic competition is taking place;
2. As subject to the Open Meetings Act (OMA), during a time in which a properly posted open meeting of a governing body is held, including that of the College's Board of Trustees meetings, as long as the entity provides the notice specified by the Texas Penal Code section 30.06;
3. During a time in which a location is being used as a church, synagogue, or other established place of religious worship as prohibited under section 46.035(b)(6) of the Texas Penal Code, and as posted in accordance with required notice;
4. During a time in which a location is designated as a polling place on the day of a federal, state, or local election, including while early voting is in progress as set out in section 46.03(a)(2) of the Texas Penal Code, and as posted in accordance with required notice (and may include but is not limited to the Cook Education Center on the Corsicana Campus);
5. During a time in which a formal employee or student disciplinary or grievance hearing is taking place (e.g., grade challenge, disciplinary appeal);
6. During a time in which large groups of minors are on campus at a location where an educational program is being provided (e.g., field trips to the Cook Education Center, UIL events);
7. During a time in which equipment is used that is incompatible with metallic objects, and as posted in accordance with required notice;
8. When a state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location and the exclusion does not generally prohibit or have the effect of generally prohibiting License Holders from carrying concealed handguns on the campus premises, and as posted in accordance with required notice;
9. During a time in which medical, health, or clinical services are provided, and as posted in accordance with required notice;
10. During a time in which intercollegiate, club, and intramural athletic events occur, and as posted in accordance with required notice. This may include, but is not limited to activities (games and practices) at the following locations: The Wolens Special Event Center (SEC), the Perry baseball and softball fields and Price fieldhouse, the soccer field and fieldhouse, the football practice field, Tiger Stadium (Corsicana I.S.D.), Gibson Hall and Duncan Fitness Center, and outdoor basketball courts and sand volleyball court;
11. During a large-scale event occurring on a premise that is owned, leased, or operated by the College; this may include but is not limited to the Cook Education Center, the Wolens Special Event Center (SEC), and Dawson Auditorium, and as posted in accordance with required notice; and
12. During Navarro College commencement activities, Texas A & M University-Commerce commencement, other institutions' commencement ceremonies, and high school graduation ceremonies, and as posted in accordance with required notice.

C. Responsible Party: Chief of Police

V. Obligation to Provide Notice Where Concealed Handguns are Prohibited. The College shall provide notice at all locations and Activities where concealed handguns are prohibited under this policy and may post notice where handguns expressly are prohibited but where notice is not required to be posted by law. The language of the notice, which is set out in section 30.06 of the Texas Penal Code, shall not be altered in any way unless revised by state law. Any individual who without authorization, tampers with, defaces, modifies or removes a notice provided pursuant to this policy is subject to disciplinary action, including trespass from campus, suspension, termination of employment or a business relationship, and is subject to criminal prosecution.

A. Notice required under this policy must read:

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

B. Notice must be provided in writing and on a card or other document in both English and Spanish. When notice is posted at a location, the sign must appear in contrasting colors with block letters at least one (1) inch in height, displayed in a conspicuous manner that is clearly visible to the public, and at a sufficient distance from the location or activity to inform a License Holder that entry on the property or presence at the activity with a concealed handgun is prohibited.

C. The College shall publish this policy annually in the electronic policy manual and student handbook, and on a webpage dedicated to the carrying of concealed handguns on campus premises owned, leased or operated by Navarro College. The College shall include information on this policy as part of both employee and student orientation.

D. Contracts for use of the campus premises shall include pertinent provisions of this policy.

E. Responsible Party: Chief of Police

VI. Campus Housing. A concealed handgun may be carried or stored in campus housing as set out in this policy.

A. Residents.

1. A License Holder who resides in campus housing may carry a concealed handgun into campus housing and may store the weapon in his or her assigned room except during periods between the spring and fall semesters when the facility hosts summer camps attended by minors.
2. A resident who brings a concealed handgun into campus housing pursuant to this policy must carry the weapon on his or her person at all times or store it in his or her assigned room in a locked container that has been installed or approved by the College Administration.
3. A resident may not intentionally or knowingly display a handgun in plain view of another person in campus housing except as necessary to properly store the weapon in his or her assigned room.

B. Non-Residents.

1. A License Holder who does not reside in campus housing may carry a concealed handgun into campus housing except during periods between the spring and fall semesters when the facility hosts summer camps attended by minors.
2. The handgun must be carried on the non-resident's person at all times and may not be stored in a campus housing room.

C. Responsible for Personal Injury or Damage.

A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage.

D. Responsible Party: Vice President of Student Services

VII. Temporarily Prohibiting Concealed Handguns on Campus Premises.

A. Planned Events. The District President or his/her designee may prohibit the carrying of concealed handguns for up to seven (7) days in order to promote safety on the campus premises:

1. When the activity has a history for violence; or
2. Where a large-scale activity, due to the presence of alcohol, uniqueness of the campus environment, specific threat of violence, or other safety considerations presents a reasonable threat to health or safety.

B. Immediate Threat. The Navarro College Chief of Police may prohibit the carrying of concealed handguns on the campus premises:

1. When it reasonably appears, there is threat of injury to human life, destruction to college property, or a threat of willful disruption of orderly operation of the College as defined in section 51.231 of the Education Code, or
2. Upon receipt of credible information of imminent injury to human life or destruction to college property

C. Review of Decision to Temporarily Restrict Carrying of Concealed Handgun:

1. A License Holder may request review of the decision to temporarily prohibit the carrying of a concealed handgun.
2. The request must be submitted in writing to the Navarro College Chief of Police and describe why allowing concealed handguns at the location or activity does not present a safety concern.
3. The Navarro College Chief of Police may request additional information and must notify the License Holder of the decision no later than two (2) days after receiving the request for review. The notice must provide the reason(s) for the decision.
4. The decision of the Navarro College Chief Police is final.

D. Responsible Party: Chief of Police

VII. Sanctions for Violating this Policy. Any individual who violates this policy is subject to disciplinary action to include trespass from campus, suspension, or termination of employment or a business relationship, and is subject to criminal prosecution.

A. Responsible Party: Vice President of Human Resources (for staff incidents); Vice President of Student Services (for student incidents)

IX. Report to Legislature. Navarro College shall prepare a report for the Texas Legislature describing the campus rules adopted to regulate the carrying of concealed handguns on campus and the reasons for the rules not later than September 1, 2017 and every even-numbered year thereafter.

A. The report will be submitted to the District President and the President's Executive Leadership Team (PELT) as well as to the Navarro College Board of Trustees for approval prior to submission to the Legislature.

B. Responsible Party: District President

X. Amending Policy. For campus safety, the District President may amend this policy and the procedures therein and submit to the Board of Trustees for final approval as necessary to include permanently designated, new or additional, locations where the carrying of concealed handguns on campus premises is prohibited. Any prohibition must be based on specific safety considerations, the nature of the student population, and the uniqueness of the campus environment and may not generally prohibit or have the effect of generally prohibiting License Holders from carrying concealed handguns on campus premises.

A. A request to amend this policy to permanently prohibit the carrying of a concealed handgun must be submitted, in writing, to the Navarro College District President.

B. The request must describe the specific factual reasons for the permanent designation, including safety concern(s), the nature of the student population, and any unique features or circumstances related to the building, part of a building, or activity that regularly takes place in the building. The request also should identify other locations of the campus or activities with similar characteristics where concealed handguns are prohibited.

C. The request and proposed amendment must be posted on the College's webpage dedicated to the carrying of concealed handguns. Interested individuals must be given a reasonable time and opportunity to comment on the request. Students, faculty, and staff must be given the opportunity to comment in person before the proposed amendment is submitted to the District President for approval.

D. Any amendment to this policy that has the effect of restricting the lawful carrying of a concealed handgun by a License Holder must be submitted to the Board of Trustees within 90 days of the District President's approval and will not take effect until approved by the Board of Trustees.

E. Responsible Party: District President

REFERENCES AND CROSS-REFERENCES

Tex. Gov't Code, Chapter 411 Tex.
Penal Code, Chapter 30 Tex. Penal Code,
Chapter 46 Tex. Educ. Code, Section 51.231
Tex. Code. Crim. Proc., Article 2.12

PARKING ON CAMPUS

Parking on the Navarro College campuses is provided to help promote access and convenience. As a privilege extended to the user, every attempt must be made to avoid the abuse of this privilege. The following policy has been developed to help manage parking on the Navarro College campuses and to help ensure vehicles on campus are parked in legitimate parking spaces.

Navarro College Traffic Safety Rules and Regulations: <https://www.navarrocollege.edu/campus-safety/services.html>

NON-PEDESTRIAN TRANSPORTATION ON-CAMPUS

Navarro College allows the use of skateboards, roller blades, skates, bicycles and similar devices for transportation on campus within the following parameters:

- The use of skateboards, roller blades, bicycles, self-balancing scooters, Segways, or any other non-pedestrian transport conveyances will not be permitted within any building. Roller blades or attached devices must be removed prior to entering any building.
- Users of these devices are expected to maintain control of their actions at all times and not operate these devices at high speeds or in ways that endanger the safety of themselves or others.
- Users of these devices must yield the right-of-way to pedestrians; motor vehicles; and wheelchairs or other devices designed for the transport of persons with disabilities.

WATCHDOG ALERT SYSTEM

The WatchDog Alert System is an emergency notification system whereby faculty, staff, and students are contacted by telephone, e-mail, and text message in the event a weather-related or other emergency. Resident Life students also may be alerted by an Outdoor Warning System that is located near the residence halls. The WatchDog Alert System is a free service to students, faculty and staff. However, some participants receiving the text message alerts could be charged by their wireless provider. Current contact information (e.g., phone numbers, email addresses) may be updated on [Self Service](#). For more information, please contact the Risk Management Coordinator in the Albritton Building on the Corsicana campus.

WatchDog Alert System: <https://www.navarrocollege.edu/information-technology/watchdog-alert.html>

LOST AND FOUND

Each campus has a “Lost and Found” location for items that may have been misplaced. On the Corsicana campus, students may check either the switchboard desk in the center of the first floor of the Albritton Administration Building or the Office of the Navarro College Department of Public Safety (the police department) located on the northwest corner of the campus. Students who have lost items in the Gibson Hall Student/Fitness Center may check with the Intramurals Office initially as these items may not be turned over to the police department until 48 hours have lapsed. This may allow the student an easier opportunity to retrieve the misplaced items. At each of the satellite campuses, misplaced items may be found at the business office in the main building or the administration building on campus.