



**WESTERN**  
— **TEXAS COLLEGE** —

# Student Handbook

Revised January 2017

This Handbook Supersedes All Previous WTC Student Handbooks

# FREQUENTLY CALLED NUMBERS

Western Texas College – Main Telephone.....	325-573-8511
Admissions & Registration.....	325-574-7915
Bookstore.....	325-574-7601
Counseling & Advising.....	325-574-7621
Dean of Instructional Affairs.....	325-574-6502
Dean of Students.....	325-574-7625
Financial Aid.....	325-574-7640
Library .....	325-574-7676
Security.....	325-207-3709
Student Housing.....	325-574-7649

*Western Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.*

SACSCOC  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
Telephone Number 404-679-4501

## **Equal Opportunity Statement**

*Western Texas College does not discriminate on the basis of age, sex, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarship and loan programs, employment practices, and all institutional programs.*

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*WELCOME TO WESTERN TEXAS COLLEGE!*

We take pride in our students and our college and are pleased that you have chosen to begin your college career at WTC. We hope that your college career will be rewarding and that your association with WTC faculty, staff, and students will be enjoyable and enlightening. We believe that you are the most important person on our campus. WTC faculty and staff are here to serve your educational needs.

This Student Handbook was designed by the Student Services Office to help you find out more about Western Texas College. It is intended to provide essential facts about many aspects of college life. It contains important rules and procedures, academic and general information, details on student services and facilities, activities and organizations, and academic and career services.

We encourage you to review this Student Handbook and use it to learn more about how you can be successful at Western Texas College. If you have questions or need additional information, please contact the Dean of Student Services located in the Administration Building.

*MISSION STATEMENT*

Western Texas College is committed to excellence as it challenges students to reach their full potential.

*INSTITUTIONAL GOALS*

The institutional goals of Western Texas College are to:

- Provide quality education for pre-professional, general, career, technical, workforce and foundational students



- Enhance student life through campus activities
- Provide support services that help students, staff and faculty succeed
- Provide a safe learning environment that encourage and facilitates social, cultural, economic and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation, and civic responsibility

# Getting Started

## Where to go for Information

Absences/Grades .....	Instructor
Make-up work .....	Instructor
Activities, On-Campus Student .....	Director of Activities
Admission Policies .....	Admission Advisor
Adult Education Services .....	Associate Dean of Workforce Education
Affirmative Action .....	Human Resource Office
Catalogs .....	Registrar
ADA .....	Counselor/Advisor
Change of Address .....	Registrar
Credit by Exam .....	Counselor/Faculty
Drop/Add .....	Counselor/Advisor
Withdrawal .....	Counselor/Advisor
Transferability .....	Counselor/Advisor
Non-Credit Courses .....	College on the Square
Degree Information .....	Counselors/Advisor
Graduation Information .....	Registrar
Graduation Regalia .....	Director of Student Activities
Emergencies .....	Campus Security
Foreign Student Services .....	Director of International Students
Grades Recorded and Released .....	Registrar
Health Insurance .....	Housing Director
Housing, on and off-campus .....	Housing Director
I.D. Cards .....	Registrar
Work Study, Scholarships, and Grants .....	Financial Aid Office
Lost and Found .....	Security
Meeting Rooms, Students .....	Director of Student Activities
Meeting Rooms, Other .....	The Visitor Center
Fees or Refunds .....	Business Office
Posters on Campus .....	Assistant Dean of Students
Financial Problems .....	Financial Aid Officer
Personal /Scholastic Problems .....	Counseling Center
Residency Classification .....	Registrar
Scheduling Classes .....	Counselor/Advisor
Student Organizations .....	Director of Student Activities
Tutoring .....	SSS / STEM Grant

## **Sources of Information**

### **WTC General Catalog**

The annual catalog is an important source of information about the college. It includes general degree and course information. Copies are available in the Counseling office, Admissions, and [online at wtc.edu](http://wtc.edu).

### **Class Schedules**

These contain a listing of all course offerings, schedules and time tables for classes for a given semester. Schedules are available in the Office of the Registrar in the Administration Building, in Counseling, and [online at wtc.edu](http://wtc.edu).

### **Scholarship Brochure**

This publication lists all available scholarship programs maintained by Western Texas College and the Western Texas College Foundation. Copies are available in the Financial Aid Office and [online at wtc.edu](http://wtc.edu).

### **Campus Parking and Traffic Regulations**

This brochure details regulations governing traffic and parking of motor vehicles on campus. Copies are available at registration from the Office of the Registrar and [online at wtc.edu](http://wtc.edu).

### **Student Financial Aid Packet**

This packet contains details on financial aid programs, requirements and procedures for applying. It is available in the Student Financial Aid Office and [online at wtc.edu](http://wtc.edu).

### **Housing Policies and Guidelines**

The housing handbook provides information, policies, and regulations governing students living in on-campus housing. It is available in the Housing Director's Office in Glover Hall or online at [wtc.edu](http://wtc.edu).

## **Student Life**

To add enrichment and satisfaction in personal development, college activities outside the classroom are provided for Western Texas College students. The student activities program, including social events, concerts, lectures, films, and forums, offers a wide variety of social, cultural, intellectual, and recreational opportunities for students. The Director of Student Activities is coordinator for all on and off-campus student activities of the college, and is located in the Student Center (red building).

### **College Colors**

During the fall of 1971, the student body of Western Texas College selected official colors. College colors chosen were blue, green, and white.

### **Student Government Association**

Contact: Director of Student Activities

The function of student government at Western Texas College is two-fold:

1. To provide opportunities for students to practice self-government.

2. To provide opportunities for students to regulate their social activities within the framework of the policies of the college.

By virtue of enrollment, every full-time student is a member of the Student Government of Western Texas College.

### **Services Available to Students**

All registered students in good standing have unrestricted access to the following Student Services activities through the payment of their tuition and fees. Only those activities with an asterisk involve additional charges for students; special reservations may be required when seating or facility space is limited.

#### WTC NIRA Rodeo

All Activities Sponsored by the Student Activities Office or Student Government Association

All Intramural Activities

All Drama Productions

All Counseling and Health Education Services (except testing)

Golf Course - Reduced Rate\*

Racquetball Courts - Reduced Rate\*

All Athletic Contests except tournaments

Student Health Services

Student Body Elections and Offices, except as excluded by the WTC Constitution.

### **Student Center**

The Student Center is the multi-purpose gathering place for student life and student services on the WTC campus. The Student Center building is equipped with wireless technology to allow students to use their own equipment as well as an internet café with nine computers to check email, instant message, and catch up on the latest news. Facilities include an elevator and stair access to the three levels.

The lower level houses Great Western Dining food service with daily specials, hamburgers and fries, as well as a soup and salad bar. The cafeteria accommodates up to 200 people and has a meeting room for 25 that can be reserved for special activities.

The main level also houses the college bookstore, the radio broadcasting booth and classroom, and the Student Activities office.

The upper level is a game room with one large screen TV, a pool table, and a Ping-Pong table.

### **Awards and Recognition**

During each year, outstanding students are recognized by the faculty, administration, and student body. Recognition is given for accomplishments in academics, leadership, and all-around participation and involvement in student activities at Western Texas College. Students named to special awards are recognized at the annual Awards Day held at the close of the spring semester.

### Phi Theta Kappa

Phi Theta Kappa is the recognized national honor society for junior and community colleges committed to the promotion of academic excellence, leadership, and campus and community service. The Psi Zeta chapter of Phi Theta Kappa at Western Texas College honors those who reach high academic achievement. Qualification for membership is based on the student's overall grade point average (must complete 12 semester hours with a GPA of 3.5) and is by invitation only.

### Who's Who Among Students in American Junior Colleges

This program honors students for scholastic achievement and campus involvement on a national level. To qualify for nomination to this award, students must have a 3.2 GPA and be a contributing member of the campus community. Nominations are made by the college faculty and administrators. A selection committee screens all nominations and makes the final selections.

### President's Honor Roll

The President's Honor Roll recognizes students who have completed a minimum of 15 semester hours of college-level credit in a given semester and have attained a 4.0 GPA. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

### Dean's Honor Roll

The Dean's Honor Roll recognizes students who complete a minimum of 15 semester hours of college credit with a GPA of 3.5 to 3.99. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

### Departmental Awards

A number of academic and technical departments on campus recognize outstanding students in specific programs of study. Selections to these awards are based on the student's academic achievements and total contribution to the program. Selection is made by program faculty.

### Student Organizations

Depending upon individual interests, students at Western Texas College have an opportunity to select from several student organizations which offer opportunities in responsible leadership. Organizations at WTC include honor societies, spirit organizations, religious organizations, and special interest groups, as follows:

#### Agriculture Club

The Agriculture Club is a student organization on campus that is associated with the Texas Junior College Agriculture Association. The club hosts monthly meetings on campus that all students are invited to attend. The club is also very involved with the community and promotes the Agriculture Department at WTC at a wide array of events and activities.



## Baptist Student Ministries

GALLERY 1.2 Baptist Student Ministry Pictures



BSM Free Lunches

The Baptist Student Ministry provides students with an opportunity for Christian fellowship and service. Membership is open to all WTC students regardless of church affiliation.

## Fellowship of Christian Athletes

The on-campus organization of the Fellowship of Christian Athletes is composed of current college athletes, former high school competitors, and other interested individuals. The purpose of the organization is to bring athletes together to talk about their concerns, doubts, feelings, and faith. The WTC Fellowship of Christian Athletes is a member of the national organization and can therefore offer members programs and opportunities for a rewarding experience.

## Honor Code

D - Dedicated

R - Respectful

E - Ethical

A - Accountable

M - Motivated

## We are Westerners!

As a Westerner we are **Dedicated**. We are dedicated to our school, our classmates and ourselves. We are devoted to be the best we can be academically, physically and mentally. We put pride and heart into everything we do.

As a Westerner we are **Respectful**. We are respectful to the people around us as well as ourselves. We are quick to listen and slow to speak. We will listen to others, respect their opinions and speak appropriately and politely in return.

As a Westerner we are **Ethical**. We have a high set of honorable standards that we will uphold to ourselves and to those around us. We will not cheat, steal or tolerate those who do.

As a Westerner we are **Accountable**. We, students, faculty, staff and administration will take responsibility for our actions and hold others accountable for theirs. We will acknowledge accomplishments and assist those who are in need.

As a Westerner we are **Motivated**. We strive to bring out the best in ourselves and others. Our motivation should be contagious and be seen by others in our school and our community.

## **Student Services Information**

### **Objectives**

The Student Services staff members work toward seeing that every phase of the college experience represents an opportunity for the growth of the student. The program is based on the premise that all of college life, both in and out of class, represents a real and significant part of the student's educational development. Contact Student Services at ext. 7934 for information and assistance.

### **Counseling and Advising**

Counseling and advising is the basic foundation for your educational experience at Western Texas College. WTC advisors are professionals who help you plan your college career. Everything from completing your class schedule to making sure your transfer to a four-year university will be a smooth one. Information is also available at the Counseling Center in printed form on drug and alcohol abuse, study skills, AIDS, pregnancy, military service, and many other topics.

### **Housing**

The Housing staff consists of the Director of Housing, a Housing secretary, and 6 Resident Assistants (RA). If any student housed in WTC facilities should have a problem or issue that needs to be resolved or reported, the student has the option of informing their particular RA, the housing secretary and/or the Director. The proper steps will then be taken to confer with campus maintenance, campus security, or the Dean of Student Services, if needed. However, in the case of an emergency, a student should never hesitate to call campus security or if the situation requires, 9-1-1. (If calling from a campus landline, students should dial 9-9-1-1).

### **MyWTC**

MyWTC is Western Texas College's On-Line Registration and Student Information System. Services of MyWTC include Bill Review, Class Schedules, Course Availability, Grades, Student Information, Financial Aid, PIN Maintenance, and Unofficial Transcript. You can locate MyWTC by following the link on the wtc.edu web page. To become eligible for on-line registration or to change your schedule via MyWTC, you must contact the Counseling Center at (325) 574-7621. Students who have holds on their records are blocked from using most MyWTC options. A student who cannot use MyWTC because of a hold should contact the Business Office at (325) 574-7610.

### **R.O.P.E.S.**

R.O.P.E.S. stands for Registration Orientation and Planning for your Educational Success. This is an orientation for all incoming freshman students who plan to attend WTC in the Fall. The advantage of attending R.O.P.E.S. is that students will be able to pre-register for classes. There will be sessions about financial aid, programs of study, residence halls, and distance education.

### **Student Insurance**

Student health and accident insurance is available to those students who desire insurance by the semester or annually. Students in programs which require internships or on-the-job training may be required to purchase liability insurance. Information may be obtained from the Housing staff or by visiting [www.ejsmith.com](http://www.ejsmith.com).



## Vacations and Breaks

Residence Halls will be closed during Thanksgiving, Christmas, between semesters, and Spring Break. Students are allowed to leave belongings in assigned rooms, but will need to vacate the facilities. WTC is not responsible for any lost or stolen items. If a student needs to reside on campus during any of the recesses listed above, he or she must first have approval from the Dean of Student Services.

## Westerner Student ID Card

### Student ID Information

It is mandatory that all students and staff on the Western Texas College Campus obtain and carry a Westerner ID Card. You'll use your Westerner Card often, so make sure to carry it with you at all times. You'll need it to:

- Receive financial aid disbursements
- Receive book buyback credits
- Purchase food through your meal plan
- Check out books from the library
- Attend athletic events

Western Texas College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Westerner Card. The Westerner Card is a MasterCard Debit Student ID which allows you free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It's the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No monthly service fee
- Easy access to free Herring Bank ATMs on and around campus
- Free access to online banking – check balances and view your checking account statement online from anywhere you have internet access.
- Get paid faster – when you request direct deposit of your financial aid\*([link to Financial Aid Disbursements](#)) and/or direct deposit of your paycheck

Visit the ID card office to get your Westerner Card. Use your new Westerner Card, your official student ID, for all of your on-campus needs and to access your Herring Bank checking account.

For information on how to obtain your Westerner Card, call the ID card office at 325-573-8511 or visit the ID Card office in Palmer Hall, (Monday - Thursday, 8am - 5pm, and Friday, 8am - 4pm) or online.

Need to report a lost or stolen card? Contact Herring Bank at 1-866-348-3435. You will also need to go to the ID Card office for a new card.



## **Student Rights and Responsibilities**

### **Student Rights**

Western Texas College recognizes that students are both citizens and members of the college community, and neither gain nor lose through their student status any of the rights or responsibilities of other citizens. WTC students are subject to the same federal, state, and local laws as non-students. As members of the college community, they are also subject to the rules and regulations of the college.

### **Student Grievances and Complaints**

Information is available in the Counseling Center or online at <http://www.wtc.edu/students/applications-forms/GrievanceProcedure.html>.

### **Freedom of Inquiry and Expression**

Students are guaranteed the freedom of discussion, inquiry and expression, both publicly and privately, in the classroom and through speakers sponsored through student organizations. They are subject to all city, state, and federal law, as well as WTC regulations, which pertain to those freedoms.

### **Freedom of Responsible Press**

The college supports the concept of a student press that adheres to the principles of responsible journalism.

### **Right to Distribute or Post Printed Materials**

Students are permitted to distribute or post handbills, posters, or similar printed information in compliance with the college's posting policy. Upon Approval from the Dean of Student Services, students are free to sell merchandise or services, or to obtain contributions for approved clubs and organizations. Proceeds must be used to fulfill the purpose of the club or organization.

### **Right to Assembly**

Students have the right to assemble peacefully as long as the rights of others are not restricted and the normal functions of the college are not disturbed.

### **Equal Rights**

All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### **Freedom from Improper Disclosure**

Information about student views, beliefs and political associations which faculty and staff acquire in the course of their work as instructors, advisors and counselors is confidential. Academic, financial aid and disciplinary records will not be released to anyone outside the college without the student's written authorization. Transcripts shall only contain information about academic status.

### **Freedom to Examine Records**

Students have the right to examine, with an authorized staff member, their own personal records.

## **Health, Safety, and Security**

### **Student Health Services**

The mission of the Western Texas College Student Health Service is to provide students with quality primary health care and education about healthy lifestyles. Health Services also provide a full range of primary care, treatment, and referral services, as well as related health education programs. All programs and services are aimed at maintaining the physical and emotional well-being of the Western Texas College student body.

### **Communicable Diseases**

Western Texas College recognizes that students with communicable diseases may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allows, including attending classes or working. Since these students are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administration of the college should be sensitive to their condition and ensure that they are treated consistently and equally with other students. At the same time, Western Texas College has an obligation to provide a safe environment for all students. A student with a communicable disease is required to report the condition to the Student Services Office, as appropriate. Every precaution should be taken to ensure that a student's condition does not present a health or safety threat to others. The fact that a student has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he or she is enrolled in classes. All efforts will be made to protect the student's right to confidentiality.

### **Bacterial Meningitis Immunization**

TEC, Sec. 51.9192, Subchapter Z, student must show evidence of being immunized against bacterial meningitis and applies only to first-time students or transfer students enrolling in public, private, or independent institutions of higher education on or after January 1, 2010 who plan to live in on-campus housing facilities.

### **What is Bacterial Meningitis?**

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is treatment, but those who survive may develop severe health problems or disabilities.

### **What Are The Symptoms?**

High fever, severe headaches, rash or purple patches on skin, vomiting, light sensitivity, stiff neck, confusion and sleepiness, nausea, lethargy, and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so if these symptoms appear seek immediate medical attention.

### **How Is Bacterial Meningitis Diagnosed?**

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

**How Is The Disease Transmitted?**

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

**How Do You Increase Your Risk Of Getting Bacterial Meningitis?**

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

**What Are The Possible Consequences Of The Disease?**

- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions
- Death (*in 8 to 24 hours - from perfectly well to dead*)

**Can The Disease Be Treated?**

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but do not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. The costs of vaccinations vary, so check with your health care provider. Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

**How Can I Find Out More Information?**

- Contact your health care provider.
- Contact your local or regional Texas Department of Health office.

**Drug and Alcohol Abuse**

**(Please refer to Policy FLB (Local) Student Rights and Responsibilities, Student Conduct, located in the appendix for further information.)**

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that students, faculty and staff be aware of the Western Texas College policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as a part of any of its activities. Western Texas College recognizes that drug and alcohol abuse is a persistent social and health problem of major proportions in our society. Members of the college community, as members of the greater society, may have social,

environmental and personal characteristics which could foster such abuse. Western Texas College is committed to taking positive steps to address drug and alcohol abuse through education and enforcement.

### **Drugs and Paraphernalia**

The use, possession, sale, or distribution of paraphernalia, narcotics or illegal drugs (e.g., marijuana, ecstasy, cocaine) is strictly prohibited on the campus and in the residence halls of Western Texas College. The unauthorized use of, possession, sale, or distribution of drugs sometimes prescribed for medical purposes (e.g., anti-depressants, amphetamines, barbiturates, and tranquilizers) are also strictly prohibited. Pipes, bongs, hookahs, and the like are not permitted. The Western Texas College Housing Offices reserves the right to confiscate such items, regardless of their decorative purpose. Students are subject to judicial action if they are present in the room when any of the aforementioned drug violations take place.

### **Alcohol**

The college prohibits possession, use and/or consumption of alcoholic beverages on campus.

### **Controlled Substances (Drugs)**

Western Texas College requires that all students be in compliance with all local, state, and federal laws regarding controlled substances to include, but not limited to their use, sale, possession, or manufacture.

### **Western Texas College Sanctions**

**(Please refer to Policy FM (Local) Discipline and Penalties, and Policy FMA (Local) Discipline Procedures, located in the appendix for further information.)**

All students are expected and required to obey the law, to comply with Western Texas College rules and with directives issued by an administrative official in the course of his or her authorized duties. Students are expected to observe standards of conduct appropriate for an academic institution. When the standards of conduct regarding alcohol and drugs are violated, Western Texas College will impose sanctions up to and including suspension or expulsion. College-imposed sanctions are in addition to any legal actions taken by local, state or federal authorities.

### **Texas Legal Sanctions**

Students found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate College disciplinary action.

### **Referral Services**

Western Texas College strives to provide students with a confidential source of help when dealing with drug or alcohol abuse or addiction problems. Information is available in the Counseling Center.

### **Drug and Alcohol Abuse Counseling Services**

Alcoholics Anonymous -----	325-573-2101
Lubbock MHMR -----	806-766-0310
Snyder MHMR -----	325-573-5621

WTC Counseling Center ----- 325-574-7621

Additional information both on the effects of specific drugs and alcohol and drug counseling resources in the surrounding areas is available in the Student Services Office or the Counseling Center.

### **Phone Calls and Messages**

Only emergency messages can be transmitted to students who are in class. These must be handled through the Student Services Office.

### **Campus Security**

The Western Texas College Security office is located in Building 15, Room 113. Security is provided 24 hours a day 7 days a week on campus. Students, faculty, and visitors should dial 9-911 if utilizing a campus telephone to report all emergencies occurring on the campus. For non-emergencies, Campus Security can be contacted at 325-207-3709 or through e-mail at [security@wtc.edu](mailto:security@wtc.edu) or [lortiz@wtc.edu](mailto:lortiz@wtc.edu).

### **Parking and Traffic Regulations**

Western Texas College offers an open parking policy to its students, employees, and faculty. All students are required to register their vehicles and display a current parking permit. You may obtain a parking permit and a brochure detailing parking and traffic regulations at the Registrar's office located in the Administration Building. The college strongly urges students, staff and faculty to abide by parking regulations. There is an escalating scale of fines that accompanies parking violations. The first ticket is \$25, the second is \$50 and the third is \$100. Parking in a loading or fire zone may result in the vehicle being towed or placement of a parking boot until the fine is paid. Fire zones are painted red, loading zones are painted with yellow slashes or designated with signs, and visitor spaces are painted white. There are many marked visitor spaces at the front of the south lots. All other parking, unless designated as "reserved," is open on a first come basis. The covered parking area is reserved for paying WTC employees, and students are prohibited from parking in this area.

### **Handicap Facilities Map**

Facilities for handicapped access are clearly marked on campus. If a student requests assistance in planning a route, he/she should contact the CFO located in the Administration Building.

### **Sexual Harassment**

**(Please refer to Policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation, Sex and Sexual Violence, [online](#) and in the appendix for further information.)**

Western Texas College (WTC) seeks to maintain an educational environment free from any form of discrimination or harassment including, but not limited to discrimination, harassment, and/or violence on the basis of sex in accordance with Title IX of the Education Amendments of 1972.

WTC prohibits discrimination against or harassment of students on the basis of sex in connection with all academic, educational, extracurricular, and other programs of the College, whether they take place in the facilities of the College, at a class or training program sponsored by the College at another location, or elsewhere. This policy applies whether the alleged harasser is a WTC employee, a fellow student, a visitor to the College, or a vendor of the College.

## Understanding Title IX

Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of gender-based discrimination prohibited by Title IX. It creates a hostile environment that has no place on our campus. And it's something we take very seriously as we work to keep you safe and to respond effectively and immediately if you're in trouble.

### The WTC Title IX Coordinator is:

Sheila Williamson

Director of Human Resources

6200 College Ave

Snyder, Texas 79549

325-574-7602

[swilliamson@wtc.edu](mailto:swilliamson@wtc.edu)

Our Title IX Coordinator is available to you and is responsible for:

- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions
- Identifying and addressing any patterns or systemic problems that arise
- Being available to meet with students, provide support and answer questions
- Working with other college or university officials
- Coordinating training, education and communication pertaining to Title IX
- Being available to assist school law enforcement employees regarding how to respond appropriately to reports of sexual violence
- Ensuring that our institution carries out its Title IX responsibilities

Title IX of the Education Amendments of 1972 provides that “no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The law considers harassment or violence based on sex to be a form of discrimination.

You can talk with any of us here on campus if you or someone you know is experiencing sexual harassment/sexual violence. We'll provide support and put you in touch with the Title IX coordinator and other resources right away. We're all here to deter gender-based discrimination and make our campus a safer, more welcoming place to be.

*Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of gender-based discrimination prohibited by Title IX.*

WTC prohibits discrimination or harassment of all forms, including, but not limited to sexual discrimination, sexual violence, or sexual harassment (including intimidating/bullying behavior based on gender). The College shall exercise reasonable care to prevent and promptly correct discriminating, violent, or harassing behavior and shall develop preventative or corrective measures to address these behaviors. WTC also prohibits retaliation against anyone for reporting discriminating, violent, or harassing behavior or for participating in discrimination or harassment investigations or lawsuits.



## Definitions

“Sexual harassment” is defined as unwelcome conduct of a sexual nature which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature and:

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

“Unwelcome conduct” is defined as conduct that is not requested or invited and is reasonably regarded as undesirable or offensive.

“Sexual violence” includes, but is not limited to physical assault of a sexual nature, forceful touching, and/or rape. It also refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence is a form of unwelcome conduct.

Sexual harassment may involve the behavior of a person of either sex against a person of the other sex or of the same sex, and sexual harassment or sexual violence can be perpetrated by other students, college employees, visitors or third parties contracted by the college.

There are two types of Sexual Harassment:

- a. “Quid Pro Quo Harassment” occurs when a campus employee causes a student to believe he/she must submit to unwelcome sexual conduct in order to participate in a college program or activity, or causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. It doesn't matter whether the student resists and suffers the threatened harm or submits to and avoids the threatened harm for it to be considered harassment.
- b. “Hostile Environment” is when an atmosphere is infused with unwelcome sexual conduct/behavior that is so severe or pervasive that it interferes with an individual’s academic performance or learning environment or creates an intimidating, hostile or offensive environment.

Examples of unwelcome sexual conduct can be verbal, nonverbal, or physical in nature and can include, but are not limited to:

- Making sexual propositions or pressuring students for sexual favors;
- Touching of a sexual nature;
- Inappropriately displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;

- Telling sexual or dirty jokes;
- Name calling and slurs;
- Spreading sexual rumors or rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature; or
- Intentionally interfering with or physically restricting the movement of another individual.

### **Notice of Student Rights and Complaint Process**

Any student who believes he or she has observed or has been the object of sexual discrimination, sexual harassment, or sexual violence has the right to file a complaint with the Title IX Coordinator:

Sheila Williamson  
Director of Human Resources  
6200 College Ave  
Snyder, Texas 79549  
325-574-7602  
[swilliamson@wtc.edu](mailto:swilliamson@wtc.edu)

All complaints of alleged sexual harassment, sexual assault or discrimination will be promptly investigated under the oversight of the College's Title IX Coordinator.

Students may also file a complaint with the United States Department of Education Office for Civil Rights by using the online complaint form at the U.S. Department of Education Office for Civil Rights website.

**Please refer to Policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation, Sex and Sexual Violence, in the appendix for further information relating to the complaint process.**

**The Violence Against Women Reauthorization Act ("VAWA")** imposes obligations on colleges and universities under its Campus Sexual Violence Elimination Act ("SaVE Act") provision, Section 304. Although it is called the "Violence Against Women Act," people of all genders are protected under this federal legislation. People of all genders can be perpetrators as well.

The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery.

"Dating violence" means violence by a person who is or has been in a romantic or intimate relationship with the victim. Dating violence can take place in person or via technology, such as repeated texting or posting sexual photos of a partner online without consent.

"Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.



**The National Domestic Violence Hotline is  
1-800-799-7233**

“Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Western Texas College, in accordance with the VAWA, has a prescribe standard for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases. WTC security and the Dean of Student Services are trained to listen, take your report and guide you to appropriate resources. You'll receive information about support options and the student disciplinary process, plus how to pursue a criminal complaint - if YOU choose to do so.

Under the federal Clery Act law, WTC must report where and when a crime occurred, but not necessarily who was involved. When it comes to confidentiality, our college will balance the need to keep the campus community safe with protecting your request for confidentiality to the maximum extent possible.

### **Bullying**

Engaging in written, verbal or electronic expression or physical conduct that the Dean of Students determines:

1. will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to student's person or of damage to the student's property; or
2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

### **Harassment**

“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restrain, or maliciously taking any action that substantially harms another student's physical or emotional health and safety.

### **Hazing**

“Hazing” means any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

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 any 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, or 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 above.

5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

### **Procedures for Reporting Incidents**

Any student believing that he or she has been the object of harassment should report any such incident to the Dean of Student Services.

### **Responses to Reported Incidents:**

Every reported incident of harassment will be thoroughly and promptly investigated with the cooperation of the student, and the administration shall respect the confidences and sensitivities of all persons involved in the incident. The concerned student will be afforded protection from retaliation, and the results of any investigation shall be promptly communicated to the student. Where charges of harassment are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination, depending on the nature and gravity of the situation. False or malicious reports will subject the concerned student to appropriate action. Appropriate action in this case will range from counseling to expulsion from Western Texas College.

### **Student Conduct**

**Please refer to Policy FLB (Local), Student Rights and Responsibilities, Student Conduct, located in the appendix for further information.**

Western Texas College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

### **Cheating**

Cheating includes but is not limited to the following: Unauthorized assistance in taking quizzes, tests or examinations and/or dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.

### **Plagiarism**

Plagiarism includes but is not limited to the following: The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials. Conduct of students which may cast unfavorable reflection upon the

college will result in the student receiving disciplinary action for misconduct. Notation of disciplinary actions imposed upon students shall be made a part of the student's permanent file. Noncompliance with adopted policies and standards of conduct is sufficient cause for disciplinary action, including suspension from college as a final action. Authority for disciplinary action, including suspension from college, is granted to the college administration.

### **Official Communications**

A request for a student to report to a Western Texas College administrative or faculty office may be made by letter or telephone. Students are to comply with such a request. The WTC web page is a source of communication to the entire student body. Each student is responsible for frequent checking of the bulletin boards and web page and for giving proper heed to such communications.

### **Student Misconduct**

Conduct which reflects adversely upon the student or the college will result in disciplinary action. Examples of misconduct include but are not limited to the following:

#### **Alcoholic Beverages**

Violations include the possession or use of alcoholic beverages on the college campus or while representing the college on an off-campus trip or activity. Violation may also occur when a student's conduct is adversely affected by the consumption of alcohol.

#### **Animals on Campus**

Animals (including fish) are not allowed in any college building except when needed for instruction or where needed by a handicapped employee or student. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner.

#### **Anonymous Activities**

Participation in activities such as threatening or obscene letters, disturbing telephone calls, bomb threats and false alarms.

#### **Classroom Conduct**

Failure to comply with lawful direction of the classroom professor or instructor relative to maintaining good order is considered misconduct on the part of the student.

#### **Disruptions**

The use of force or violence or tactics which cause obstruction or disruption of teaching, administration, disciplinary procedures or college authorized activities on college premises or the use of language or behavior calculated to provoke or disrupt.

#### **Distribution of Literature, Advertising, Selling or Solicitation**

Selling and soliciting is only permitted on the campus with official authorization. No solicitation of students, faculty, or staff members by personal contact by distribution of advertising leaflets or handbills to promote sales is permitted on the Western Texas College campus or in college buildings, residence halls or Student Center without prior approval of the Dean of Student Services.

#### **Failure to Comply With Official Directives**

Failure to comply with lawful directives of college officials acting in the performance of their duties.

### **Falsification of Records**

Knowingly furnishing false information to the college or forging, altering, or making unauthorized use of a college document, record or identification.

### **Fighting or Physical Abuse**

The use of physical violence against another person or the threat to do so.

### **Financial Irresponsibility**

The demonstration of financial irresponsibility relative to such matters as bad checks or failure to pay debts both on and off campus.

### **Firearms, Fireworks, and Explosives**

The unauthorized possession or use of firearms, fireworks, or explosives of any description on college grounds or property, including residence halls is prohibited.

### **Food and Drinks**

Food and drinks are not permitted in classrooms, laboratories, shops, the theater, library, and other designated areas on campus.

### **Gambling**

Gambling of any form as prohibited by state law on college grounds or property, including college residence halls.

### **Illegal Drugs or Narcotics**

The use, possession or transfer of any illegal narcotic drug, medicine or chemical compound.

### **Illegal Sale of Books**

The selling of books belonging to another person, organization, firm or institution.

### **Lewd, Indecent or Obscene Conduct**

Lewd, vulgar, indecent or obscene conduct or expression on college property or function of campus identified with Western Texas College.

### **Misuse of Student Identification Card**

The use of student identification card by anyone other than the person to whom it is issued. Failure to present or relinquish student identification card to a member of the faculty, staff or administration.

### **Smoking and Smokeless Tobacco**

Smoking and/or the use of smokeless tobacco is strictly prohibited in all buildings on campus.

### **Student Dress**

Reasonable standards of decency apply to the college community. In all academic buildings, classrooms, offices, the Student Center, and dining facility, students are required to wear shirts and shoes.

**Theft**

The removal of property belonging to the college or another person or the possession/transfer of such property.

**Unauthorized Entry**

The unauthorized entry of college buildings, offices, or facilities.

**Unauthorized Possession of Keys**

The possession by students of keys to college buildings or facilities that have not been issued by an authorized college official.

**Vandalism**

The willful malicious destruction, damage or defacing of property whether it belongs to the college or another student.

**Violation of Local, State or Federal Law**

Any action, event or group of events which provides grounds for a charge or violation of local, state, or federal laws or college regulations.

**Visitation in Residence Hall**

Visitation is from 12pm to 12am Sunday through Thursday, and from 12pm to 2am Friday and Saturday. Fines will be imposed for violations.

**Disciplinary Bodies and Their Functions**

At Western Texas College, alleged offenses of students will fall under the primary jurisdiction of one of four campus bodies or officials: Traffic Appeals Committee; Housing Director; Dean of Student Services; and the Disciplinary Appeals Committee. The jurisdiction and function of each group is outlined below.

**Traffic Appeals Board**

The Traffic Appeals Board has jurisdiction over all traffic offenses at Western Texas College. Appeals to this Board must be submitted to the Dean of Student Services within three days of the offense. Any reinstatement fee must be paid within one week of the violation. The rulings of the Traffic Appeal Board are final. For cases involving continued abuse of campus parking or traffic regulations, the Dean of Student Services has the final decision.

**Director of Student Housing**

All alleged minor offenses occurring in the Residence Halls or Apartments whether by a visiting person or a resident, are reviewed by the Director of Student Housing. He or She has the authority to assess disciplinary measures or refer the case to the Dean of Student Services and/or local law enforcement personnel.

**Dean of Student Services**

The Dean of Student Services has the overall responsibility for the conduct of Western Texas College students. He or She has the authority to assess disciplinary measures and to make recommendations for suspension and expulsion.

**Disciplinary Appeals Committee**

**Please refer to Policy FMA (Local), Discipline and Penalties, Discipline Procedure, located in the appendix for further information.**

When suspension is a possible sanction, an automatic student appeal to the Disciplinary Appeals Committee is scheduled for review. The committee shall be composed of a chairperson appointed by the president, and six members (four faculty members and two students). The Dean of Student Services will be responsible for the following relative to the hearing before the Disciplinary Appeals Committee:

1. Notify the accused, the committee members, and all witnesses of the date, time and place of the hearing at least three days prior to the hearing. Notice to the accused must include specific charges and potential sanctions.
2. Notify the accused of his/her right to an advisor of his/her choice (to advise, but not otherwise participate in the hearing) and his/her right to bring any supporting witnesses. Notify the accused of all witnesses against him/her, allow documentary evidence, and inform the accused of his/her right to cross-examine each witness. Also inform the student that he/she does not have to testify in his/her own behalf, but may be cross-examined if he/she does not testify.
3. Conduct a thorough investigation and obtain evidence and witnesses to present such at the hearing.
4. Advise, in writing, students who are assessed disciplinary suspension by the Disciplinary Appeals Committee their right to appeal and the appropriate procedure to initiate the appeal.

**Appeal**

Appeal of the Disciplinary Appeals Committee decision is to be made in writing to the President of the College within one college district business day of the committee's decision.

This request for an appeal must include the basic nature and reason for the appeal as well as the student's own suggestions for resolution and expectation of the appeal. The Disciplinary Appeals Committee may also hear complaints or concerns relating to the welfare of students and make recommendations to the appropriate Dean regarding their findings.

**Discrimination**

If you have reason to believe that you, as a student, have been discriminated against on the basis of sex, color, race, national origin, age, or handicap, you should address your grievance in a letter to the chairperson of the Disciplinary Appeals Committee. A hearing will then be set to review your grievance. Appeals follow the same process as in a disciplinary hearing.

**Status of Students Awaiting Disciplinary Action**

Normally, disciplinary penalties shall not begin until time for appeal has elapsed without an appeal having been made or the entire appeal process has been exhausted. However, should, in the judgment of the Dean of Student Services, the physical or emotional well-being of the student or of other students or members of the faculty and staff be endangered, the student shall be temporarily suspended.

**Penalties for Misconduct**

Penalties for misconduct include, but are not limited to the following, as determined appropriate by the Dean of Student Services.

**Warning or Reprimand**

Reprimand may include, but is not limited to, counseling with or writing a letter to the student. Fines may also be imposed. These actions are cumulative and are considered official college actions recorded in the Student Services Office.

**Restriction**

It may be determined that a student should be restricted from specified campus facilities as a part of disciplinary action.

**Community Service**

A student may be assigned to do additional class work or other community service jobs on campus, as determined by the Dean of Student Services.

**Disciplinary Probation**

Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to: removing the right of the student to receive any college award, scholarship, or financial aid; to occupy a position of leadership in any college or student organization or activity; to operate a motor vehicle on campus. The student is required to show appropriate changes in attitude and behavior during the probationary period.

**Disciplinary Suspension**

Suspension is normally for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except for readmission. The status of suspension will appear on the student's transcript. Readmission on probation will be granted after the suspension period.

**Expulsion**

Expulsion is the permanent removal from Western Texas College with no opportunity for readmission.

**Removal from College Housing**

In certain instances, The Dean of Student Services may remove a student from college housing and allow him or her to continue attending classes.

**Important Information****Class Days**

Class-day count begins on the first day of classes as listed in the college calendar for all semester or quarter length classes.



## Book Refunds

The Western Texas College Bookstore will repurchase your textbooks provided they will be used again, they are needed, and they are in salable condition. The bookstore follows the standard buy-back procedure of buying for one-half the sale price. There is no guarantee, however, either expressed or implied, that your textbooks will be repurchased. Books purchased for classes that do not run will be fully refunded upon presentation of the book and receipt of purchase. New books must not be marked or defaced in any manner.

## Grades and Reports

A grade is assigned for all courses in which a student is regularly enrolled during any semester or term. A grade, once earned and recorded, cannot be removed and may not be changed without the approval of the instructor and the Dean of Instructional Affairs. If a student repeats a course, it is with the understanding that the last grade is the one applied toward fulfillment of degree requirements.

### Grade Interpretation Grade Points per Semester Hour

A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	Not Computed
W	Withdrawal	Not Computed
Aud	Audit	Not Computed
Q	Quit	Dropped

The grades of "I" or "P" are given only when a student's work is satisfactory in quality, but due to reasons beyond his or her control, has not been completed. These grades are not given in lieu of an "F". "I" grades will become an "F" at 30 class days into the next regular semester, unless the course requirements have been satisfactorily completed.

## Grade Point Average (GPA) Computation

The following illustration describes the computation used to arrive at the GPA using a 4 point system: An A=4 points per semester hour; B=3 points per semester hour; C=2 points per semester hour; D=1 point per semester hour; and an F=0 points per semester hour.

### Computing Your Grade Point Average

<u>Courses</u>	<u>Grades</u>	<u>Semester Hours</u>	<u>Grade Points</u>
English 1301	C	(2) X 3	6
Biology 1408	B	(3) X 4	12
PHED 1106	B	(3) X 1	3
Speech 1315	A	(4) X 3	12
Math 1314	F	(0) X 3	0
History 2301	W	(0) X 0	0
Total 14 = 33			



Attempted 14 semester hours, passed 11 semester hours, earned 33 grade points.  
GPA (33 divided by 14) is 2.357

### **Class Attendance**

Punctual and regular class attendance is required of all students attending Western Texas College. When a student has been absent for a period of six hours of instruction, the instructor will report the absences to the Counseling Center. Students will be contacted by the Counseling Center to determine their status and the reasons for their absences. Students not responding to counselor questionnaires concerning absences may be administratively withdrawn from their classes. For each absence, the student must establish to the instructor's satisfaction the validity of an excuse for absence, and make acceptable arrangements for making up missed work. A student may be withdrawn from all course work for failure to comply with attendance policy. Placement in developmental course work whether by TSI scores or local assessment is under specific attendance requirements. When a class is dismissed for inclement weather, non-scheduled holiday, national disaster, or other unavoidable circumstances, the class is to be made up in a manner determined by the faculty member responsible for the class.

### **Religious Holy Days**

In accordance with Section 51.911, Texas Education Code, Western Texas College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with the instructor within the first fifteen (15) days of the semester in which the absence will occur. This notice shall be in writing, and acknowledged in writing by the instructor. Religious holy days means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

### **Change of Name or Address**

Students who have a change in name or address after their last registration must notify the Office of the Registrar prior to the next semester. A student may not register under a name different from that used during the last enrollment without completing the change of name form.

### **Credit by Examination**

If a student feels that he or she possesses the background knowledge and skills required in certain courses offered by Western Texas College, he or she may request to challenge these courses for credit by examination or by evaluation ACT or SAT scores. For a complete listing of courses for which credit can thus be given, refer to the current General Catalog. For more information, contact the Counseling Center.

### **Scholastic Standards, Progress and Requirements**

It is the philosophy of Western Texas College that every student admitted to register for classes should have the opportunity to demonstrate his or her ability to perform acceptable college-level work. At the same time, however, students are expected to assume responsibility for their actions, which include a mature attitude and dedication, well-defined study habits and regular class attendance. Western Texas College has established minimum academic standards which must be achieved by each student. Both the cumulative grade point average (GPA) and the GPA for their term just completed are taken into consideration after a student has attempted a minimum of twelve (12) semester hours of work at Western Texas College. Students may continue to enroll in succeeding terms so long as they meet or exceed the minimum academic standards.

## Progress Reports

Students are encouraged to check with instructors periodically to determine their progress in each course. At the end of each semester of the regular session and at the end of the summer session, students may check their grades via CampusConnect. CampusConnect is accessed through the WTC website, wtc.edu.

## Academic Probation

Whenever a student's cumulative record indicates that he or she is failing to make satisfactory progress, he or she is considered to be scholastically deficient and may be placed on academic probation. Academic probation is conditional permission for a student to continue in college and may be granted when such continuation is in the best interest of both the student and the college. The college administration is authorized to stipulate terms of the probation. A student on academic probation who fails to meet the requirements for the removal of such probation, as designated by the college administration, is subject to academic suspension. A student will be placed on academic probation based on the following scale:

<b>Total Semester Hours</b>	<b>Attempted Cumulative GPA</b>
0 - 19	Less than 1.75*
20 - 60+	Less than 2.00

\*Any student below a 2.0 GPA may be required to meet special academic requirements by the Dean of Instructional Affairs. A student on academic probation will not be eligible to hold any collegiate or elective office during the semester in which he/she is on academic probation. Students on academic probation are required to attend all classes in which they are enrolled regularly. Persistent absence from classes will be sufficient grounds for dismissal from college.

## Academic Suspension

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made. When this progress is not satisfactory, the student is given time to reconsider personal goals and career plans outside of the educational setting. Students who enroll while on academic probation will be suspended from the succeeding term if they fail to achieve at least a 2.0 GPA for that term. Students who are placed on academic suspension at the conclusion of the spring semester are not eligible for enrollment the following fall semester. However, they may enroll in the summer sessions and attempt to improve their cumulative GPA. Academic suspension is based on the following scale:

<b>Total Semester Hours</b>	<b>Attempted Cumulative GPA</b>
0 - 19	Less than 1.00
20 - 39	Less than 1.50
40 - 59	Less than 1.75
60 +	Less than 2.00

In order to maintain Veterans Administration assistance, a student must maintain a minimum grade point average of 2.0 (C average) each semester on all work needed for graduation.

## Grade Appeal Process

Grade appeals begin with a confidential session with the instructor. Further appeal goes to the Department Head, then, if needed, in writing to the Dean of Instructional Affairs within 24 hours.

## Graduation

Western Texas College offers three two-year college degrees: the Associate of Arts (A.A.) Degree, the Associate of Applied Science (A.A.S.) Degree and the Associate of Arts in Teaching (A.A.T.) Degree to students who complete graduation requirements. Hour requirements for Associate of Applied Science Degree will vary with program.

## General Requirements

- a. Meet the admission requirements of the college.
- b. Earn at least 60 semester hours of college credit.
- c. Complete at least two PHED Courses for four hours of college credit in a degree program.
- d. For all Associate of Arts degree programs, earn at least 16 hours residence credit at Western Texas College, not including credit by examination. The number of hours of residence credit required in the Associate of Applied Science Degree programs will vary according to total hours required but will always be a minimum of 25% of the total degree program. Twelve of these must be of sophomore rank. A student must be enrolled at WTC during the semester in which graduation requirements are completed. (Any deviation from the above must be approved by the Dean of Student Services.)
- e. Earn a grade point average of 2.0 in all courses attempted. A 2.0 grade point average must be earned on course work completed at Western Texas College.
- f. Make a formal application for graduation during the first nine weeks of the semester in which the student intends to graduate.
- g. Meet all financial obligations to the college.
- h. Apply for graduation and pay a \$25 commencement fee on or before October 31 for the fall semester and March 31 for the spring semester.

## Student Enrollment Status

Each student is held responsible for knowing his or her academic status and for knowing whether he or she is eligible to re-enroll in the college. If it is determined that an ineligible student has enrolled, the student will be dropped immediately. Students who are admitted after attendance at another college who do not meet the minimum academic standards of Western Texas College will be admitted on academic probation.

## Family Education Rights and Privacy Act (FERPA)

### Guidelines for Release of Student Information

Western Texas College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380 Educational Amendments of 1974), and the institutional procedures in determining access to the release of student records. If a student does not want information released, he/she must sign a statement to that effect in the Admissions Office. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Dean of Student Services' office.

**Late Registration**

Registration will be closed in accordance with the official Western Texas College catalog. A fee may be charged to those approved for late registration. Late registration more than one week after the regular registration date, but prior to the twelfth class day, will require both dean and instructor approval.

**Transcript of College Record**

A transcript of college work is an official copy of the student's permanent record bearing the college seal and the signature of the Registrar. Copies of the student's transcript are available upon written request from the Office of the Registrar. Transcript request forms can be found online at [wtc.edu](http://wtc.edu).

**Degree Plan**

Every degree-seeking student enrolled at Western Texas College is required to have a degree plan on file in the Counseling Center. Please contact the Counseling Center located in the LRC (Library) or at ext. 313.

**Dropping a Class**

Any student wishing to drop a class may do so provided the drop procedure outlined below is completed prior to the date of the last day to drop a class as indicated on the college calendar. Special restrictions apply when dropping a developmental course. Students may drop or add classes from pre-registration through the regular registration day without a fee. In order to drop a class after the regular registration date, a student must obtain a Drop Form from the Counseling Office, have the instructor of the class he or she is dropping sign the form, and take the form to the Registrar's Office and pay the fee that is required. Students enrolled in off-campus or online courses can drop a class by filling out the drop form located on the WTC website under the student tab and applications/forms.

**Administrative Withdrawal**

The college reserves the right to withdraw a student from classes if, in the judgment of the college officials, such withdrawal is in the best interest of the student or the college.

**Withdrawal from College**

Any student wishing to withdraw from the college for the remainder of a semester must secure an honorable dismissal through the Registrar's Office. A request for honorable dismissal may be considered after the student has returned all library books and other equipment charged to him/her, paid all fines and fees, and cleared himself/herself in every respect with the college offices. Withdrawal procedures begin in the Counseling Center.

Students may withdraw from the institution without grade penalty up to the week before final exams. A student who fails to comply with the above terms will not be recommended to another college or university, nor will he/she be eligible to receive a refund of any fees or deposits. Merely discontinuing class attendance does not constitute a drop or withdrawal. Evening school students must notify the Registrar's Office in writing before they will be officially withdrawn from class.

**Distance Learning**

Western Texas College provides many distance learning opportunities to students. Most distance learning courses are accessed through the Internet, allowing a student to take certain courses outside the classroom by using an Internet-connected personal computer. Course information and individual lessons are delivered through the WTC course management system, Moodle. Assignments are submitted either directly through the course management system or via e-mail. Distance learning courses are not easier than on-campus courses. Successful students must be self-disciplined and exercise good study habits. If you are considering a distance learning course for the first time, it is recommended that you take the distance learning suitability quiz to determine your fit for non-classroom-based courses. The REDI assessment can be accessed online at [wtc.edu](http://wtc.edu) under the Distance Learning button. Distance learning courses are of the same quality as classroom-based courses. Students often find that they learn more because they are better able to focus on the course material in an isolated environment. Anyone eligible to enroll in a course at Western Texas College may enroll in a distance learning course. Distance learning courses fill up fast, so you are encouraged to register early. Contact the Distance Learning office in the Library (Building 2 Room 104) or by phone at 573-8511, ext. 323 for additional information.

## **Financial Aid**

Western Texas College offers financial aid based upon two award rationales: 1) federal, state, and institutional aid based upon documented financial need, and 2) institutional aid based upon merit and/or participation in a college activity.

### **Financial Need Based Programs**

Application for need based financial aid requires an analysis of the student's financial circumstances to determine need. The application process used by Western Texas College to perform the analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA application form is available from the college, high school counselors, and other financial aid offices.

In order to be considered for financial aid for the Fall and Spring Semesters, a student must complete his/her FAFSA as early as possible. Priority is given to students that have completed and submitted all their required paperwork by the priority dates for Fall (May 1) and Spring (October 1). Even though the financial aid office will be working as quickly as possible throughout the summer to complete as many files as possible, we will not guarantee that all the files submitted after the priority dates will be completed by the time classes start in the Fall and Spring. All applications will be worked on throughout the year until they are completed. The length of time required to complete a financial aid file will depend on whether the file has been marked for verification or not by the Department of Education, how long it takes the student to submit all the required paperwork and the questions and phone calls that the financial aid office receives. Students interested in making application for financial aid should request detailed information by contacting the Financial Aid Office, Western Texas College, Snyder, Texas 79549 by mail or phone at (325) 574-7640.

The following listing very briefly identifies the different financial aid programs. Complete information may be obtained from the Financial Aid Office or other college offices as noted below.

**PELL GRANT:** The *Pell Grant* is a federal student aid program designed to provide an eligible

student with a foundation of aid to help pay for his/her first undergraduate degree. Eligibility is determined by need analysis (FAFSA), and the award amount is based upon the documented financial need, the number of hours in which a student is enrolled, and the annual federal award schedule.

**SEOG:** The *Supplemental Educational Opportunity Grant* is a federal grant designed to help students with an “exceptional” financial need pursuing their first undergraduate degree. Eligibility and amount is determined by documented need (FAFSA) and Western Texas College.

**TPEG:** The *Texas Public Education Grant* is funded through tuition payments at Western Texas College to assist students demonstrating financial need. Eligibility and amount is determined by documented need (FAFSA) and Western Texas College.

**TEOG:** *Texas Education Opportunity Grant* is to provide grant money to enable well-prepared eligible students to attend college. Documented need (FAFSA) and Western Texas College determine eligibility and amount.

**CWS:** *College Work-study* is a joint federal and Western Texas College program financed with both federal and college funds. The program is designed to provide campus employment to students demonstrating financial need. A college work-study student will generally work 10/12 hours per week with work hours arranged to fit the student's academic schedule. Eligibility is determined by documented need (FAFSA).

**Loans:** The College participates in the following loan programs: Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Parent Plus Loans. Information on how to apply for the loans is located on the school website and in the financial aid office.

## Other Aid

**Institutional Scholarships:** Students with high academic potential and achievement are invited to apply for all institutional scholarships. Be sure to submit all applications by the priority deadline, which is usually May 1st.

## Athletics

The athletics program for men and women is an important aspect of student life. Intercollegiate teams for men represent WTC in rodeo, baseball, basketball, golf and cross country/track. Intercollegiate teams for women represent the college in rodeo, softball, volleyball, basketball, golf, and cross country/track.

WTC offers scholarships for Division I student athletes and a university parallel curriculum designed for students transferring to the university level. Western Texas College is affiliated with the National Junior College Athletics Association (NJCAA) and participates on the Division I level in Region V of the NJCAA and Western Junior College Athletic Association Conference.

## Glossary



**Academically at-risk student:** This is a student who is at risk of not reaching their goals because their grade point average (GPA) has fallen below 2.0.

**Academic Year:** The period of the annual session, exclusive of summer school. It is divided into two semesters and extends from late August through the middle of May.

**Activities, Extracurricular:** Activities that are part of student life, generally considered to benefit the student, but that are not part of the curriculum. These include intramural, dances, clubs, etc.

**Add:** Enrollment in a course after initial registration

**Admission:** Acceptance of a candidate for enrollment at the college.

**Administrative Hold:** Results when a student fails to comply with the administrative policies.

**Audit:** To enroll for informal instruction only. The student attends class or classes without credit.

**Census Date:** The date on which the college certifies enrollment to the state (see Academic Calendar in Course Schedule). Courses dropped by students on or prior to the Census Date will NOT appear on permanent records.

**Certificate:** A document showing satisfactory fulfillment of the requirements of a particular program of study.

**Classification:** Student's status in respect to progress toward the completion of his or her curriculum, freshman or sophomore, usually based upon the number of hours or courses to his or her credit at the time of any given registration. (Freshmen: 0 -29 hours; Sophomore: 30-60+ hours)

**Course:** Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.

**Course Credits:** The semester hour is the unit of credit and is defined as the amount of credit given for one lecture hour a week for sixteen weeks or its equivalent. A lecture class meeting three hours a week, therefore, counts three-semester hours credit to a course.

**Course Load:** The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 credit hours during the fall and spring semesters and 1-9 during the summer semester. Any student wishing to take more than 19 credit hours must get approval for an overload by the Dean of Instructional Affairs.

**Course Number:** All credit courses offered by Western Texas College are identified by a four-digit number. Zero signifies a developmental education course. The second digit indicates the number of semester hours, and the last two digits identify the specific course. For example, MATH 2314 is a three semester hour course.

**Course Syllabus:** The course syllabus includes instructor information, course description, course requirements, grading system, attendance policy, and makeup procedures. Complete understanding of the syllabus is the responsibility of each student in the class.

**Curriculum:** A body of courses required for a degree or constituting a major field of study.

**Degree, Associate:** A title conferred upon students by a college, university, or professional school upon completion of a unified program of study, ordinarily a two-year program.

**Developmental Courses:** Courses designed for students whose records indicate they need preparation for entering standard college-level courses.

**Discipline:** (noun) Refers to a major given subject area such as History; (verb) Refers to punitive action taken due to a violation of the Student Code of Conduct.

**Drop:** Voluntary or involuntary official withdrawal from a course (or all courses).

**Drop Slips:** In order to officially withdraw from a course, the form, "Class Change/Add/Drop" must be submitted to the registrar's office.

**Elective:** Any of a number of courses that a student is allowed to select. A course not required in the curriculum is called a free elective.

**Finals:** Final examinations or end-of-semester course examinations. Students should refer to the course schedule for the exam schedule. (It is different from the normal class schedule.) All students are required to take final exams.

**Flex Term:** These eight-week courses are scheduled during the Fall and Spring semesters. FLEX I begins with the regular semester and ends at mid-semester. FLEX II begins at mid-semester and ends with the regular semester.

**Freshman:** A student with fewer than 30 (0-29) semester hours of college-level credit.

**Full-Time Student:** The classification given students who are pursuing 12 semester hours of credit at the beginning of a semester.

**Grade Point:** The numerical value assigned to each grade a student receives to provide a more exact determination of his or her scholarship. Every credit hour A carries four grade points; B, three grade points; C, two grade points; D, one grade point; F, no grade points.

**Grade Point Average (GPA):** Total grade points earned, divided by total semester hours attempted, regardless of whether passed or failed. Example: A student who enrolled in 15 hours and received 30 grade points would have a grade point average of 2.0 (Grades of I, W, Aud, P, and Q are not used in computing Grade Point Average.)

**Major:** A student's primary concentration in a program of study toward a degree.

**Non-Credit Courses:** A course for which no college credit is given.

**Orientation:** A program designed to help students understand the college environment, resources available, success strategies, and WTC College rules and regulations. Covered at orientation are general academic terminology and information, tutoring, balancing work and school, programs and



services offered at Western Texas College, Texas Success Initiative requirements, course advisement, institutional procedures and policies, sexual harassment, and the registration process.

**Overload:** A load of more semester hours than a student is normally permitted to schedule in a given semester.

**Part-Time Student:** A student who is enrolled for less than 12 semester hours during a regular semester.

**Permanent Record:** Part of the official archives of the College, which contains personal identifying data, test scores, summary of transfer and admissions information.

**Plagiarism:** The taking and using of ideas, passages, etc., from someone else's work and representing them as your own. Plagiarism is academic dishonesty and will result in disciplinary action.

**Prerequisite:** A course or skill level required before enrolling in a more advanced course; e.g. English 1301 is the prerequisite for English 1302.

**Scholastic/Academic Probation:** The status between good standing and suspension. The student may remain enrolled under stated conditions according to college policies. The probation covers a period during which it is determined whether the student is returned to good standing having met the stated requirements, or is suspended for failure to meet the stated requirements.

**Scholastic/Academic Suspension:** An involuntary separation of the student from the college. It may extend for one semester, or until a stated condition is met.

**Section Number:** The 3 digit number following the course number identifying the class day, time, location, and instructor of a class; e.g. Engl 1301.001; on the schedule there may be numerous sections of English 1301. Each class is called a section, (ENGL 1301.001, ENGL 1301.002, etc.)

**Semester:** An academic term for a period of time, usually 15 weeks long, established for the purpose of offering a course of study.

**Semester Hour(s):** Credit value of a course indicated by the SECOND digit of the course number.

**Sophomore:** A sophomore is a student who has over 30 semester hours of college-level credit.

**Transcript:** An official copy of a student's record (course taken, grades, grade points, degrees, etc.).

**TSI (Texas Success Initiative) Program/Assessment:** A state required program that consists of a placement test to determine reading, mathematics, and writing skills of students entering Texas public colleges and universities, and a program of counseling and developmental education for those students not meeting the standard on one or more sections of the test. It is a placement test, not an admissions test.

**Undergraduate:** The classification applied to any student with less than a Bachelor's Degree.

**Withdrawal:** A release from enrollment. The student initiates the withdrawal by seeing a counselor and completing the proper forms. A student who ceases to attend classes but does not officially withdraw may receive a grade of “F” for each course in which he/she is enrolled.

## APPENDIX

Violence

Policy FLB (Local) Student Rights and Responsibilities; Student Conduct

Policy FM (Local) Discipline and Penalties

Policy FMA (Local) Discipline and Penalties; Discipline Procedure