

NAVARRO COLLEGE
**STUDENT
HANDBOOK**
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Compiled October 7, 2014 from handbook.navarrocollege.edu



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Handbook

04.12.2014

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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.

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Helpful Numbers

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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

Admissions and Records	(903) 875-7349
Residence Life Office	(903) 875-7541
Office of Financial Aid	(903) 875-7364
Navarro College Bookstore	(903) 875-7388
International Student Services	(903) 875-7371
Department of Public Safety	(903) 875-7501
Services for Students with Disabilities	(903) 875-7377 or (903) 875-7455
Office of Student Relations	(903) 875-7343
Personal Counseling	(903) 875-7377
Academic Advising & Tutoring	
Corsicana Advising	(903) 875-7374
Mexia Advising	(254) 562-3848
Midlothian Advising	(972) 775-7242

Waxahachie Advising	(972) 937-6427
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Navarro College Testing Center

Corsicana Testing	(903) 875-7457
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Mexia Testing	(254) 562-3848
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Midlothian Testing	(972) 775-7200
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Waxahachie Testing	(972) 937-6429
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Please visit us on the Internet at www.navarrocollege.edu

Welcome from the District President

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Dear Students:

Welcome to Navarro College! You have joined an institution of higher education that has been contributing to the success of students for more than 65 years. We are proud of our quality programs and services, excellent faculty and state-of-the-art facilities.

Many years ago I entered a community college as a first generation student, uncertain of what was to come and how I would deal with campus life. As I walked through the Admissions Office before class, one of the college employees must have recognized that I seemed a little lost and led me to a stack of student handbooks located next door in the Counseling Center. Little did I know at that time that this book would become one of the most important resources I had during my first year as a college student.

Many of you may have the same uncertainties about how to succeed in a college environment. The *Navarro College Student Handbook* will serve as a valuable tool in helping you discover important information about services, resources and policies, all of which contribute to your success as a student. We hope that you will take advantage of the resources outlined in the handbook and that you will discover the many opportunities to become engaged in campus life.

I am honored to welcome you to the Navarro College community and am certain that your educational journey will transform your life, as it did mine, and that you will experience extraordinary success in pursuing your degree and fulfilling your career aspirations.

Best wishes for a successful academic year,

Barbara R. Kavalier, Ph.D.
District President
Navarro College

Alma Mater

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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.

Fight Song

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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!

Preface and Accreditation

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Preface

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

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

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

Accreditation

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

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

Equal Educational Opportunity

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

Mission: Mission Statement, Vision, Purpose, and Core Values

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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

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

Purpose

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

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

- technical programs up to two years in length leading to an associate degree or certificates;
- vocational programs leading directly to employment in semi-skilled or skilled occupations;
- freshman or sophomore courses in arts and science;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development program designed to meet local and statewide needs;

- adult literacy and other basic skills programs for adults; and such other purposes may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

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

Core Values

We believe in:

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

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Admissions Policy

Office of Student
Services

08.22.2014

The college reserves the right to refuse admission to any student who does not comply with admission requirements or where evidence exists that the presence of the applicant would be incompatible with the aims or objectives of the college or where, in the judgment of the college Admissions Committee, the applicant's presence on campus would not be in the best interest of the student or the college community. An individual may appeal such refusal to the vice president for academic affairs.

The Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be addressed to the attention of this office.

[Admissions & Registration](#)

Attendance Policy

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Regular class attendance is expected at Navarro College as a key element for student success. Excessive absenteeism is defined as being equivalent to two (2) weeks of instruction in a sixteen (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. These attendance policies must be approved by the appropriate Dean and listed in the course syllabus.

A student's request for an excused absence shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. Excused absences should not extend beyond 13% of the required contact hours for the course (two out of sixteen weeks) without approval of the Dean or Assistant Dean. Additionally, any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedure in a timely fashion and as described under this section in the current Student Handbook.

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Attendance of Students with Veterans Administration Benefits

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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 a 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.

Absence During a Religious Holy Day:

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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.

Satisfactory Attendance and Academic Progress Requirements for Residence Life

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The Navarro College Board of Trustees has adopted the following requirements for all students residing in residence halls. The intent of this policy is to enhance student success by maintaining sufficient enrollment throughout the semester. The fifteen (15) semester credit hour minimum enrollment is designed to allow a student to maintain twelve (12) semester credit hours if it becomes necessary to drop a course so that a student may continue to be eligible to reside in the residence hall, maintain financial aid eligibility, and progress in a timely fashion towards graduation.

1. Enrollment in 15 Semester Credit Hours while Maintaining 12 Semester Credit Hours

All students living in residence halls are required to enroll in at least fifteen (15) semester credit hours and maintain twelve (12) semester credit hours during the sixteen-week fall and spring semesters. Enrollment in at least three (3) semester credit hours is required for residents enrolled in a mini-semester or summer term, and at least six semester credit hours is required for residents enrolled in an 8-week fall/spring term.

2. Attendance Requirement

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

Faculty are encouraged to submit Early Warning referrals for students who are approaching this excessive absenteeism. At the end of the 8th week of each long term semester (fall and spring), faculty may submit a listing of students with excessive absenteeism. Exceptions to this policy will be excused absence due to athletic or other performance competition, illness verified by medical doctor, or excused absence by the faculty member. This attendance report will be compiled by the Office of the Vice President of Student Services, and a copy of the report will be provided to the Student Financial Aid Office and the Residence Life Office during the 9th week of the semester. All students whose names are submitted on this report will be dropped from the course for which they are referred.

Students residing in residence halls who are in non-compliance with this policy will be informed they are subject to removal from Residence Life with if they drop or are dropped below 12 credit hours for the semester.

3. Grade Point Average (GPA) Requirement

Any student who fails to achieve at least a 1.75 GPA in his/her first semester at the College will not be eligible to reside in the Residence Halls during the following semester. Returning Residence Life students must achieve a 2.0 GPA or higher during their second and subsequent semesters at the College in order to continue living in the residence halls.

4. Course Load Requirement

A student residing in residence halls must ensure his/her course load includes at least two-thirds of a traditional lecture/laboratory format (12 out of 18 semester credit hours) with a face-to-face teacher-student relationship in a classroom on one of the Navarro College campus sites. All developmental coursework must fall into this traditional lecture/laboratory format. This face-to-face teacher-student relationship must prevail throughout the full sixteen-week semester.

If the student course load fails to meet these requirements at any time during a long semester and the student has been permitted to participate in the residence life program, the student may be removed from the residence life

program within one week following notice of this violation of College policy.

The policies will be administered by the Director of Residence Life and may be appealed through the Vice President of Student Services. Final appeal rests with the District President.

Free Expression and Public Assembly Provisions

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

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

Areas Designated For Free Speech Reservations

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

- a. *Corsicana Campus*: Lawn area east of the Kenneth P. Walker Dining Hall.
- b. *Mexia Campus*: Lawn area on the west central side of the parking lot near the oak tree.
- c. *Midlothian Campus*: Center of patio on the eastern side of the building leaving free access to and from the building through the doors located at either end of the patio area.
- d. *Waxahachie Campus*: Lawn area immediately east of the Administration Building.

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

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

Free Expression, Solicitation And Public Assembly

- a. *Speakers:* In view of the desire of the college to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the college, following the provisions of this policy.
- b. *The Right to Dissent:* The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his/her message to the audience during his/her allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.
- c. *Picketing, Solicitation and Distribution of Literature:* Picketing in an orderly manner or distributing literature within the free speech areas is acceptable with the appropriate permit. Picketing is not permitted inside campus buildings or outside the free speech area. Non-commercial literature may be distributed only in the free speech areas. Distribution of commercial literature requires a separate solicitation permit and is limited to the designated free speech areas on campus.
- d. *Posted and Printed Materials:* No signs, posters or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences, or other college property. Posted materials may be placed on bulletin boards but may not cover previously posted material and may not extend beyond the edges of the bulletin board. Printed material may not exceed an overall size of 8½" x 11". Defaced material is subject to removal.
- e. *Symbolic Protest:* During a presentation, displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audience's view, prevent the audience from being able to pay attention, incite immediate breach of peace, threaten the welfare of others, or violate any college regulations state or federal laws.
- f. *Marches:* Campus marches are acceptable on campus with the appropriate parade/march permit in order to prepare for and facilitate the safety of participants and bystanders. The permit will outline expected attendance and approved parade/march route. Permits should be requested at least five (5) working days in advance of the event for campus marches.
- g. *Volume:* The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.
- h. *Conduct and Manner for Free Speech and Public Assembly:*

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

- Threaten passersby.
- Interfere with, impede or cause blockage of the flow of vehicular or pedestrian traffic.
- Commit any act likely to create an imminent safety or health hazard.
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other college equipment except in designated posting areas.
- Conduct speech that includes fighting words, which are those words that by their very utterance tend to incite an

immediate breach of peace.

- Engage in any other speech or action that is not allowed by law.

i. Expectations During Free Speech and Public Assembly

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

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

Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college police.

Tobacco Free Campuses

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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.

Special Accommodations for Students with Disabilities

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Handbook

04.12.2014

With a commitment to equal access of facilities, activities, and programs, Navarro College provides reasonable and appropriate accommodations 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 ADAAA of 2009.

Such disabilities include, but are not limited to speech impairments, hearing impairments, visual impairments, learning disabilities, and emotional/psychological disabilities. Students requesting special accommodations must adhere to the following guidelines as per institutional policy set forth by the Navarro College Board of Trustees:

Students should make requests for accommodations ideally at least (4) four weeks prior to the first day of the semester or if returning student at least (2) two weeks before classes begin. It is highly recommended that students allow this sufficient time prior to the first day of class for greater likelihood of academic success that semester. Failure to do so may result in delay or suspension of services. A request for accommodations is considered on an individual basis once a completed application is submitted along **with the most current and complete documentation**. Documentation should include a clinical narrative and/or assessment with a diagnostic statement identifying the disability, the recommended accommodations and/or auxiliary aids currently prescribed or in use, and the functional, relevant, academic impact of the disability. Such documentation should be on letterhead and contain the professional's signature. Navarro College Disability Services reserves the right to request updated documentation for accommodations requested. **Notes on prescription pads will not be accepted.**

Examples of this type of documentation are: a Psychological Evaluation, a letter from a licensed professional such as a licensed professional counselor or medical doctor, an Admissions, Review and Dismissal (ARD), Individualized Education Program (IEP) with accompanying diagnostic paperwork, Comprehensive Individual Assessment (CIA), or Full Individual Evaluation (FIE). Only one type of documentation is necessary.

Students must submit an online application to disability services by going to <http://www.navarrocollege.edu/support-services/disability-services/> and clicking on disability services application.

Documentation can be submitted either by uploading with the online application, faxing it to 903-875-7391 or by bringing in person to a designated representative of Navarro College Disability Services on the campus you plan to attend.

It is the student's responsibility to complete this process in a timely manner by completing the online application, submitting documentation, and meeting with the disability services coordinator. After the accommodations have been approved the student must discuss accommodations with each of their instructors. This will enable Navarro College to provide the student with equal access to educational needs and assist in making the college experience a rewarding and successful one.

Dropping and/or Adding Courses

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

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

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

Six-Course Drop Limit

Student
Handbook

04.12.2014

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.”

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

Student Grievance Procedures

Student
Handbook

04.12.2014

Navarro College provides all college services on a non-discrimination basis. These services are provided without regard to sex, color, race, national origin, age, and handicap. 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 student or prospective student. 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 should follow the protocol described in the appropriate section, Staff or Faculty Grievance Procedures, found under Section VI Faculty or Section VIII Personnel respectively, in the Administrative Policies and Procedures Manual.

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. 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. 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. In all grievances the final institutional decision lies with the district president only after all other prior grievance levels have been expended.

Each semester the college assembles a Campus Dialogue meeting at which students meet with college administrators on a regular basis, twice each semester on the Corsicana campus, to voice concerns and offer suggestions regarding the improvement of college services. Students may also voice their concerns at weekly Student Government Association meetings on the Corsicana and Waxahachie Campuses during the fall and spring semesters. If a student has a grievance of any type and does not wish to voice it through the student Campus Dialogue or the Student Government Association, the student may pursue the grievance on an individual basis as follows:

Students who have a grievance related to a final course grade must follow the "Grade Challenge Policy" found in the Student Handbook and the Academic Catalog. A student who may have a concern with an instructor, his/her instructional decision, and/or an instructional program matter (e.g., program dismissal) should follow the "Student/Instructor Conflict Resolution" policy. Both of these academic policies may be found under the section entitled "Student Academic Grievance" within the current Academic Catalog.

A student who has a grievance related to the library should first contact the Director of Library Services; if the problem is not resolved, the student may present the grievance to the Vice President of Academic Affairs.

Students who have a grievance related to discipline must follow the Disciplinary Appeal Procedures found in the current Student Handbook.

Students who have a grievance related to other student services (e.g., disability services, activities, clubs, counseling, advising) 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.

A grievance related to Financial Aid, Residence Life, Campus Police, the Bookstore, the Physical Plant, the Business Office, Computer Information Technology or Dining Services 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. A grievance related to athletics will be brought to the attention of the Director of Athletics.

For any grievance pertaining to a department reporting to administrators at either of the satellite campuses, appropriate chain of command protocol should be followed beginning with the staff person with whom the issue lies and subsequently proceeding upward to the reporting supervisor(s) if the problem is not resolved at the initial/prior level. The campus dean may provide more direction as needed with this regard.

In each of these areas, if the problem is not resolved after exhausting these guidelines at the appropriate vice president's level, the student may present the grievance to the District President. After due study, a judgment will be decided. The District President's judgment represents the final institutional decision.

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 policy 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 policy (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.

Formal Procedure for Student Discrimination Grievance

A student with a concern over discrimination may choose to pursue the "Formal Procedure for Student Discrimination Grievance" as follows:

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 in nature), 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 Associate 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.

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>. 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.

If a student has attempted to resolve the issue directly with the staff member of concern and 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 <http://www.navarrocollege.edu/support-services/grievance/>.

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, the 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. 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.

Student/Instructor Conflict Resolution

Student
Handbook

04.12.2014

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

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

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

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

Withdrawal from the College

Student
Handbook

04.12.2014

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

Student
Handbook

04.12.2014

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

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

Transfer Credits from other Institutions

Student
Handbook

04.12.2014

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

Resolution of Disputes Concerning Transfer Courses

Student
Handbook

04.12.2014

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

Navarro College students who have transfer course credit denied at another institution of higher education in Texas may present written notice of denial of such credit to the Dean of Arts, Sciences and Humanities within 15 calendar days of receipt of the denial. The Dean of Arts, Sciences, and Humanities will identify courses that are applicable to transfer dispute resolution and will work with the student and the institution that denied the credit to resolve the dispute in accordance with regulations specified in the Transfer Dispute Resolution Guidelines and using form CB-TDR 2/92 supplied by the Texas Higher Education Coordinating Board. If the dispute is resolved, the Transfer Dispute Resolution form will be forwarded to the Commissioner of Higher Education to indicate resolution of the dispute.

If the transfer dispute is not resolved to the satisfaction of the student or the institution where credit was denied within 45 days after the date the student received written notice of denial, the dean of Arts, Sciences, and Humanities will notify the Commissioner of Higher Education and request a ruling on the dispute.

Transcript of Credits

Student
Handbook

04.12.2014

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

Alternative Delivery of Coursework

Student
Handbook

04.12.2014

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

Academic Standards

Student
Handbook

04.12.2014

- [Minimum Standard of Work](#)
- [Grade Points](#)
- [Grades and Values](#)
- [“I” Grade Removal and Grade Change Limitation](#)
- [Scholastic Probation/Suspension](#)
- [Academic Fresh Start](#)
- [Developmental Studies](#)
- [Course Number Explanation](#)
- [Tuition and Fee Information](#)
- [Settlement of Obligations](#)
- [Refund of Tuition and Fees](#)
- [President’s Distinguished Service Award](#)
- [President’s Honor Award](#)
- [Graduation with Honors](#)
- [Honors Program](#)

Minimum Standard of Work

Student
Handbook

04.13.2014

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

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

Grade Points

Student
Handbook

04.13.2014

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

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

To determine the grade-point average, a student adds all the grade points earned and divides the total by the total number of semester hours which he or she attempted. If 15 semester hours were attempted, for example, and 30 grade points were earned, this would result in a 2.0 grade-point average, the equivalent of a “C” average.

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

These grades are not included in the calculation for graduation.

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

Grades and Values

Student
Handbook

04.13.2014

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

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

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

A = 93-100

B = 84-92

C = 75-83

Below 75 = Failing

Refer to ADN and VN programs for specific grading scales.

“I” Grade Removal and Grade Change Limitation

Student
Handbook

04.13.2014

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

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

Scholastic Probation/Suspension

Student
Handbook

04.13.2014

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

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

Academic Fresh Start

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

A complete schedule of tuition and fees is available in the Navarro College Catalog. For additional information regarding tuition and fees, please contact the Business Office. Scholarship information and application forms are available from the Office of Financial Aid.

Settlement of Obligations

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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 Semesters

- Prior to the first class day: 100%
- During the first five class days: 70%
- During the sixth and seventh class days: 25%
- After the seventh class day: none

Continuing Education

- Prior to the first class day: 100%
- After the first class day: none

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

Students who are withdrawn from classes for excessive absenteeism, disciplinary 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.

President's Distinguished Service Award

Student
Handbook

04.13.2014

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

President's Honor Award

Student
Handbook

04.13.2014

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

Graduation with Honors

Student
Handbook

04.13.2014

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 “C.” 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.

Honors Program

Student
Handbook

04.13.2014

To be eligible to enter the Navarro College Honors Program, incoming high school students must have graduated in the top 10 percent of their class and have a cumulative or what is equivalent to a 3.5 grade-point average on a 4.0 scale. Current Navarro College students and transfer students who want to be considered for the Honors Program must have achieved a minimum of a 3.25 grade-point average and be a full-time student. To graduate as part of the honors program, students must accumulate a minimum of 12 credit hours of honors courses, maintain a cumulative 3.25 grade-point average and complete 15 hours of community service per year.

Students who do not maintain full-time status, a 3.25 GPA, complete 15 hours of community service and make consistent progress towards 12 credit hours of honors courses will be placed on probation for one semester. Should students fail to meet the minimum standards within the probationary semester, they will be removed from the Honors Program, including forfeiting associated scholarships and benefits of the program.

Access to Student Records

Student
Handbook

04.12.2014

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

- [Family Rights and Privacy Act](#)
- [Hold on Student Records](#)
- [Change of Address](#)

Family Rights and Privacy Act

Student
Handbook

04.13.2014

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

Questions regarding student records, privacy issues or release of student records may be directed to the Office of Admissions and Records.

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

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

Hold on Student Records

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.12.2014

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.

- [American Honors](#)
- [Faculty-Centered Student Advising Program \(FCSAP\)](#)
- [Individualized Degree Plans](#)
- [Texas Student Success Initiative](#)
- [Tutorial Services](#)

American Honors

Office of Student
Services

08.18.2014

Navarro College's American Honors program is a collaboration with Quad Learning in which students take rigorous classes taught by Navarro College faculty that prepare them for upper-level coursework at leading universities and colleges. By beginning at community college, students are able to save as much as 40% on college tuition, and graduate from their community college well-positioned to receive scholarships from four-year schools.

American Honors students are able to apply for transfer from Navarro College to any four-year university, as well as to a network of top schools that are interested in accepting students who have completed the program. Recent American Honors program graduates have been accepted to schools such as Stanford, Baylor University, Ohio State, Vanderbilt and Tulane.

Faculty-Centered Student Advising Program

Student
Handbook

04.13.2014

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

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

Individualized Degree Plans

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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:

1. As part of the admission process at Navarro College, all degree-seeking students will be administered the Texas Success Initiative Assessment unless he/she is exempt. Students are exempt who:
 - Hold a Baccalaureate or an Associate's Degree from an institution of higher education.
 - ACT: earned a composite score of 23 with a minimum of 19 on both the English and mathematics tests.
 - Scores must have been earned within the last five years.
 - SAT: earned a combined verbal and mathematics score of 1070 with a minimum score of 500 on both the mathematics and verbal tests. Scores must have been earned within the last five (5) years.
 - Scored a minimum of 1770 on the TAAS writing test and minimum Texas Learning Indexes of 86 on the mathematics and 89 on the reading tests. Scores must have been earned within the last three years.
 - Transferred to Navarro College from a private or independent institution of higher education or an accredited out-of-state institution of higher education, having satisfactorily completed college-level coursework at the previous institution.
 - Have previously attended any accredited institution of higher learning and have been determined to have met readiness standards by that institution.
 - Achieved a score of 2200 on mathematics and/or a score of 2200 on English Language Arts with a writing subsection score of at least 3 on the tenth grade TAKS relevant to the courses to be attempted.
 - Achieved a combined score of 107 on the PSAT with a minimum of 50 on the critical reading and/or mathematics test relevant to the courses to be attempted.
 - Achieved a composite score of 23 on the PLAN with a 19 or higher in mathematics and English.
 - Are enrolled in a certificate program of one year or less (Level-One Certificates, 42 or fewer semester credit hours or the equivalent).
 - Are serving on active duty as a member of the Armed Forces of the United States, the Texas National Guard, or as a member of a Reserve Component of the Armed Forces of the United States and have been serving for at least three years preceding enrollment.
 - On or after August 1, 1990, were honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the Armed Forces of the United States.
2. Students enrolling in a Level 1 certificate 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.

3. Navarro College will administer the TSI Assessment as the State-approved placement instrument. Students will be placed in courses appropriate to their level of knowledge and skills as determined by cut-off scores established by the Texas Higher Education Coordinating Board.
4. Students will be placed in the appropriate developmental/ABE course(s) upon admission to the College and shall continue in the established sequence of developmental courses until they demonstrate mastery of objectives established by the THECB in the following ways:
 - 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;
 - the student has successfully completed the appropriate number of modular sections in a non-course-based option.
5. Attendance and participation in developmental courses are mandatory. Therefore, instructors for developmental / ABE courses will follow the attendance policy as stated in the Navarro College Catalog: “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.”
6. Persons enrolled as part-time, non-degree seeking students shall be defined as “casual” students. 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 courses for which they are TSI-complete during the summer or minimester sessions without being enrolled in developmental courses.
7. 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:
 - Reading: History 1301; History 1302; Government 2305; Government 2306; Psychology 2301; all 2000-level literature courses;
 - Writing: English 1301;
 - Math: All college-level mathematics courses.
8. The developmental education plan will be evaluated on a regular basis by a committee appointed by the 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.

DEVELOPMENTAL MATHEMATICS

COURSE	TSI MATH SCORE	MODULAR COURSES
MTH 0302 (Formerly MTH 1071)	335 or below	MTH 0121, 0131, 0141
MTH 0305 (Formerly MTH 1074)	336-342	MTH 0151, 0152, 0153
MTH 0306 (Formerly MTH 1312)	343-349	MTH 0161, 0162, 0163
MATH 1332	343 or higher	
MATH 1314, 1324, 2342	350 or higher	

INTEGRATED READING AND WRITING

COURSE	TSI WRITING SCORE	TSI READING SCORE
IRW 0302	349 or below	342 or below
IRW 0305	350 – 362 and Essay 4 or below	343-350
ENGL 1301	Essay 5; Essay 4 and 363 or higher	
HIST 1301		351 or higher

PLACEMENT SCORES FOR MODULAR COURSES – DEVELOPMENTAL MATHEMATICS

MODULAR COURSE TSI MATH CUT SCORES

Modules 1-4 are the equivalent of MTH 0302.
They are for students who score 310-335

MTH 0111 (mod 1)	310
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MTH 0121 (mod 2)	311-333
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MTH 0131 (mod 3)	334
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MTH 0141 (mod 4)	335
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Modules 5-7 are the equivalent of MTH 0305.
They are for students who score 336-342.

MTH 0151 (mod 5)	336-340
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MTH 0152 (mod 6)	341
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MTH 0153 (mod 7)	342
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Modules 8-10 are the equivalent of MTH 0306
They are for students who score 341-349

MTH 0161 (mod 8)	343-344
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MTH 0162 (mod 9)	345-346
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MTH 0163 (mod 10)	341-349
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Tutorial Services

Office of Student
Services

08.15.2014

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.

Student Support and Administrative Services

Student
Handbook

04.12.2014

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](#)
- [Cashier's Office](#)
- [Carl Perkins Career Center](#)
- [College Bookstore](#)
- [Rick & Rosie's Deli](#)
- [Dining Services](#)
- [Identification Cards](#)
- [Student Electronic Portals](#)
- [International Student Program](#)
- [Navarro College Libraries](#)
- [Admissions and Records Office](#)
- [Student Financial Aid Office](#)
- [Counseling and Advising](#)
- [Faculty Centered Student Advisory Program \(FCSAP\)](#)
- [Disability Accommodations](#)
- [Testing Services](#)
- [Tutorial Services](#)
- [TRiO Student Support Services](#)
- [Veteran's Affairs](#)

Adult Education

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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 7:30 a.m. to 5 p.m. Friday. Hours are extended during rush times and may vary at each campus. The bookstore also holds a book buy-back on the last three (3) days of long semesters and the last day of each summer session. Exact days and times will be posted on campus.

Rick & Rosie's Deli

Student
Handbook

04.13.2014

A deli is located on the Corsicana and Waxahachie campuses. The deli on the main campus in Corsicana is in the Kenneth P. Walker Dining Services Building. These delis carry a variety of snacks, light meals and soft drinks. Corsicana 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

Student
Handbook

04.13.2014

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:

Monday – Friday

Breakfast: 7:00 – 9:15 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.

Dinner: 4:30 – 7:00 p.m. (Fridays: 4:30 – 6:30 p.m.)

Saturday

Lunch: 11:30 a.m. – 1:00 p.m.

Dinner: 4:30 – 5:30 p.m.

Sunday

Lunch: 11:30 a.m. – 1:30 p.m.

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 15 or 18 meal plan, a 10 meal punch ticket, lunches only meal plan, or pay by the meal. The public may purchase a 10-meal punch ticket or pay by the meal.

Students, faculty and staff may put money on their 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

Student
Handbook

04.13.2014

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 – Campus Police, 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 \$10. The first replacement card is free.

Student Electronic Portals

Student
Handbook

04.13.2014

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.

Blackboard: The adoption of Blackboard, a standardized course management system, is available to students and faculty through the Navarro College website. The Blackboard system is used to support instruction and provides students with a high level of technological capability. Instructors using the Blackboard system provide traditional courses with online components and enhanced resources to aid student learning. With Blackboard, 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.

WebAdvisor: In addition, students can perform a variety of College-related transactions using WebAdvisor. WebAdvisor is an online system allowing easier access to a number of Navarro College services. Through WebAdvisor, 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.

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.

eCashier: eCashier is a service which 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.

Please see a current class schedule for more information on use of WebAdvisor and Blackboard.

International Student Program

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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 <http://www.navarrocollege.edu/library>

Admissions and Records Office

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Office of Student
Services

08.15.2014

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.

Faculty-Centered Student Advising Program

Student
Handbook

04.13.2014

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

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

Special Accommodations for Students with Disabilities

Student
Handbook

04.12.2014

With a commitment to equal access of facilities, activities, and programs, Navarro College provides reasonable and appropriate accommodations 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 ADAAA of 2009.

Such disabilities include, but are not limited to speech impairments, hearing impairments, visual impairments, learning disabilities, and emotional/psychological disabilities. Students requesting special accommodations must adhere to the following guidelines as per institutional policy set forth by the Navarro College Board of Trustees:

Students should make requests for accommodations ideally at least (4) four weeks prior to the first day of the semester or if returning student at least (2) two weeks before classes begin. It is highly recommended that students allow this sufficient time prior to the first day of class for greater likelihood of academic success that semester. Failure to do so may result in delay or suspension of services. A request for accommodations is considered on an individual basis once a completed application is submitted along **with the most current and complete documentation**. Documentation should include a clinical narrative and/or assessment with a diagnostic statement identifying the disability, the recommended accommodations and/or auxiliary aids currently prescribed or in use, and the functional, relevant, academic impact of the disability. Such documentation should be on letterhead and contain the professional's signature. Navarro College Disability Services reserves the right to request updated documentation for accommodations requested. **Notes on prescription pads will not be accepted.**

Examples of this type of documentation are: a Psychological Evaluation, a letter from a licensed professional such as a licensed professional counselor or medical doctor, an Admissions, Review and Dismissal (ARD), Individualized Education Program (IEP) with accompanying diagnostic paperwork, Comprehensive Individual Assessment (CIA), or Full Individual Evaluation (FIE). Only one type of documentation is necessary.

Students must submit an online application to disability services by going to <http://www.navarrocollege.edu/support-services/disability-services/> and clicking on disability services application.

Documentation can be submitted either by uploading with the online application, faxing it to 903-875-7391 or by bringing in person to a designated representative of Navarro College Disability Services on the campus you plan to attend.

It is the student's responsibility to complete this process in a timely manner by completing the online application, submitting documentation, and meeting with the disability services coordinator. After the accommodations have been approved the student must discuss accommodations with each of their instructors. This will enable Navarro College to provide the student with equal access to educational needs and assist in making the college experience a rewarding and successful one.

Testing Services

Office of Student
Services

08.15.2014

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

Office of Student
Services

08.15.2014

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

Student
Handbook

04.13.2014

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

Veteran's Affairs

Student
Handbook

04.13.2014

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 dependants. This office helps students obtain complete admission and enrollment requirements and obtain various benefits.

Student Life

Student
Handbook

04.12.2014

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](#)
- [Student Organizations](#)
- [Social Programs and Activities](#)
- [Recreational Activities](#)
- [Intramurals/Intercollegiate Sports](#)
- [Student Appreciation Evening](#)
- [Spring Video Show](#)
- [Campus Dialogue with the President](#)
- [Public Information](#)
- [Gibson Hall Student Center](#)

Student Government Association

Student
Handbook

04.13.2014

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
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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 Physical Plant Office at (903) 875-7601.

Intramurals/Intercollegiate Sports

Student
Handbook

04.13.2014

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 desire to participate should contact the coach in the sport of his/her interest.

Student Appreciation Evening

Student
Handbook

04.13.2014

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, Who's Who Among American Junior College Students and the Top Dawg Award for student involvement and leadership. The evening often takes place at the Cook Education Center.

Spring Video Show

Student
Handbook

04.13.2014

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

Campus Dialogue with the District President

Student
Handbook

04.13.2014

Campus Dialogue with the President is held at least twice a semester. Student representative from various organizations are invited to meet with the District President and share their concerns, compliments and suggestions in a relaxed usually – dining atmosphere.

Public Information

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

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

Student
Handbook

04.12.2014

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 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 right to know the number of arrests, if any, for liquor law, drug abuse, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators, or fellow students.

Responsibilities

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.

Code of Student Conduct

Student
Handbook

04.12.2014

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.

For the purpose of this section, 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](#)
- [Examples of Student Misconduct/Unacceptable Behavior](#)
- [Off-Campus Conduct](#)
- [Drug-Free Campus Statement and Zero Tolerance Policy](#)
- [Hazing](#)
- [Harassment/Sexual Harassment, Intimidation and Bullying](#)
- [Sexual Assault and Intimate Partner or Domestic Dating](#)
- [Complicity](#)
- [Student Dress and Appearance Code](#)
- [Disciplinary Procedures for Student Misconduct](#)
- [Sanctions Against Misconduct](#)
- [Due Process and Time Frame](#)
- [Disciplinary Appeal Procedures](#)
- [Policy on Failure to Comply with Disciplinary Sanctions](#)

Student Code of Conduct in Special Programs

Student
Handbook

04.13.2014

Certain programs in the areas of career and technical programs, (e.g. Cosmetology, Welding, Oil and Gas), Allied Health (e.g. Nursing, OTA, PTA) and Emergency Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admission and sanctions against student misconduct. The 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.

Examples Of Student Misconduct/Unacceptable Behavior

Student
Handbook

04.13.2014

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 standards, and the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act, 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 suspension from Navarro College and additional, independent action from the civil authorities, such as the Navarro College Department of Public Safety or the Corsicana Police Department.

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

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any college policy, procedure, 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.
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 or ammunition on or off college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on 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, Spice Genie, or excessive quantities of DXM, in any college building or facility, or other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill or DXM/liquid containers).

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 bongos, clips, pipes, residue, seeds, 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, writing or computer.
21. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
22. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner or domestic/dating violence or harassment.
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 Dishonesty policies.
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

Student
Handbook

04.13.2014

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 time 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 Vice President of Student Services, in his/her discretion, may invoke the disciplinary process.

Drug-Free Campus Statement and Zero Tolerance Policy

Student
Handbook

04.13.2014

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

Hazing

Student
Handbook

04.13.2014

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

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

The following actions by recognized student organizations are explicitly prohibited:

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

Harassment/Sexual Harassment, Intimidation and Bullying

Student
Handbook

04.13.2014

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 Vice President of Student Services 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 Assault and Intimate Partner or Domestic Dating Violence

Sexual Assault and Intimate Partner or Domestic Dating Violence

Office of Student
Services

07.24.2014

Navarro College does not condone and strictly prohibits offenses involving domestic violence, dating violence, sexual assault and stalking or related behaviors. Any party can be a victim or perpetrator of sexual assault. Please see the [Campus Safety Website](#) for information on the following:

- Internal conduct procedures
- Preponderance of evidence
- Due Process
- Appeal rights and victim notification
- Counseling to both parties
- Bystander responsibilities
- Warning Signs and tips

[Sexual Assault Guide](#)

[Sexual Assault Off-Campus Resources](#)

[Accused/Accuser Bill of Rights](#)

[Consent Dating Violence](#)

[Domestic Violence](#)

[Stalking](#)

Complicity

Student
Handbook

04.13.2014

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 policy.

Student Dress and Appearance Code

Student
Handbook

04.13.2014

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

Student
Handbook

04.13.2014

All disciplinary sanctions fall under the direction of the Dean of Student Guidance. 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 will result in further sanctions. The discipline officer will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student and other potentially involved parties, including the complainant. 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 will be sanctioned. All sanctions must be approved by the Dean of Student Guidance. Sanctioned students have the right to appeal the decision of the discipline officer. The student must submit their appeal no later than 5:00 p.m. within two business days.

Sanctions Against Misconduct

Student
Handbook

04.13.2014

The Vice President of Student Services, the Director of Residence Life, or the campus judicial officer may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student attend counseling sessions.
3. Cancel residence hall contract and/or meal ticket.
4. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
5. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
6. Withhold an official transcript or degree.
7. Prohibit readmission.
8. Require restitution, whether monetary or through specific duties, such as; reimbursement for damage(s) to or misappropriation of college, student or employee property.
9. Designate a student ineligible for student grant, loan or scholarship.
10. Expel or suspend a student from Navarro College.
11. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. Educational sanctions may include work assignments, essays, community service, behavioral contract, administrative referral, letters of apology and other related educational assignments. No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate vice president who may convene the appeals committee for consideration/consultation of the matter.
12. Educational sanctions may include work assignments, essay writing, community service, behavioral contract, administrative referral, letter of apology or 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 or Dean of Student Guidance.

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 will 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, including the complainant. 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 a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Vice President 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.

Due Process and Timeframe

Student
Handbook

04.13.2014

Click here for [Disciplinary Appeal Procedures](#)

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 the Vice President of Student Services oversees all student discipline procedures as well as any judiciary appeal process involving student complaints. 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 appeals 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-based decisions made by administrators, residence life, counseling, authorities and/or campus security may be appealed to the Vice President of Student Services. Final appeal may be presented to the District President of Navarro College ONLY AFTER the appeal process has been followed and within three business days following notification of the appeal results from the Vice President of Student Services.

Disciplinary Appeal Procedures

Student
Handbook

04.13.2014

Click here for [Due Process and Time Frame](#)

After an original decision is rendered the student (and the victim in a sexual assault incident**) shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student (and the victim in a sexual assault incident**) wishes to appeal the decision, the appeal must be received in writing to the Dean of Student Guidance office no later than 5:00 p.m. within two business days.

The Dean of Student Guidance will determine if the appeal letter has merit. The student will be notified within one business day whether or not their appeal has been granted. If the appeal is granted, the Dean of Student Guidance will appoint the appeals committee, facilitate the hearing; and prepare all supporting information for the appeals committee. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeals procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student 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 Appeals Board to interview. In addition, if Navarro College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted according to Navarro College policy. If counsel is requested, the attorney's purpose is to serve as an Advisor to the student. Should the student plan to have an attorney present, the institution must be informed no less than 24 hours prior to the appeal hearing.

Only the student, legal counsel (if 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 committee only while testifying. The committee will render a final recommendation to the Vice President of Student Services that:

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

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the Vice President of Student Services, 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 information regarding appealing to the District President.

The final appeal to the District President may be initiated only after the appeal process has been completed. A letter of appeal must be received by the District President's office within three business days of written notification of the

committee's recommendation or the decision of the Vice President of Student Services.

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 committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.
7. A written statement will be available for the student no later than 3 business days following the proceedings. In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Navarro College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of 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 is upheld by the appeal process.

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

1. The right to appeal to a higher authority within the institution.
2. The right to cross-examine witnesses, 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 or [sexual violence and per guidelines](#) set forth by the U.S. Department of Education's Office of Civil Rights, 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 first to the complainant (with redacted address and redacted student identification number of 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). The Clery Act may impose additional reporting requirements.

Policy on Failure to Comply with Disciplinary Sanctions

Student
Handbook

04.13.2014

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

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

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

Residence Life

Student
Handbook

04.12.2014

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](#)
- [Authorized Disciplinary Actions](#)

Criminal History Check

Student
Handbook

04.13.2014

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 (\$200), a copy of the applicant's driver's license or state identification card and the non-refundable \$10 processing fee. An incomplete RBI form will void the Navarro College residence life application. Please refer to the current Residence Life Student Handbook for more information.

Authorized Disciplinary Actions

Student
Handbook

04.13.2014

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

Student
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- [Civility](#)
- [Being a Successful Student](#)
- [Disruptive Behavior Policy](#)
- [Change of Grade](#)
- [Grade Challenge Policy](#)
- [Academic Dishonesty](#)
- [Disciplinary Procedures for Academic Dishonesty](#)
- [User Responsibilities for Information Technology Resources](#)
- [Penalties for Violation of Technology Policy](#)

Civility

Office of Student
Services

08.18.2014

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.”

- **Lanyards & Ids:** All faculty, staff, students, and guests will wear some sort of identification. For most it will consist of a college ID visibly displayed, commonly on a lanyard. Visitors will wear unique wristbands identifying them so that all can greet them and ensure their visit is pleasant. Civility ambassadors will be present on various portions of the campus to ensure all are properly identified and unauthorized visitors are removed from campus.
- **Dress:** Students are expected to dress appropriately. Civility ambassadors will help in this, but it will take everyone to be effective.
- **Class Decorum:** A faculty committee continues to work on guidelines and information to be shared with faculty. Faculty should know that there is support in controlling classroom behavior.
- **Smoke and Tobacco Free District:** Beginning Fall 2014, the Navarro College District is smoke and tobacco free including all Navarro College property. Existing smoking areas are being removed and notification being distributed to all employees and students.
- **Residence Life:** New GPA standards are implemented for residence life students generally requiring first semester students to earn a minimum 1.75 GPA and all others a cumulative 2.0 GPA to remain in residence life. It is now a privilege to reside in residence life for those that want to be academically successful.

Being a Successful Student

Student
Handbook

04.13.2014

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.

Disruptive Behavior Policy

Student
Handbook

04.13.2014

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

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

Rules and expectations for the instructional setting should be established by the instructor and communicated to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching method and learning objectives; They also may vary depending upon the educational context. Instructional rules may include, but are not limited to prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

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

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

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

Mild Behaviors:

- Arriving late or exiting early
- Making long-winded or off-task comments
- Eating or drinking
- Conducting side conversations
- Talking/Text messaging on cell phones
- Spitting tobacco into a container
- Constantly disagreeing or complaining

- Bringing babies or children to class
- Making disrespectful or offensive comments or gestures to the instructor or fellow students
- Making inappropriate remarks
- Acting in an immature or bizarre manner
- Making exaggerated or emotional responses
- Appearing to be under the influence of chemicals
- Irrational, inappropriate unrelated statements
- Engaging in exhibitionism

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

The instructor must document the disruptive behavior in writing and file a Student Code of Conduct Complaint with the Vice President of Student Services or his/her designee.

The complaint should also include a copy of any written warning provided to the student. The instructor must also notify his/her assistant dean or dean of the complaint that the Student Services officials will investigate in accordance with the Student Handbook. The student disciplinary procedures shall govern all proceedings involving such complaints. Sanctions, if necessary, will be imposed in accordance with the Student Code of Conduct.

Severe Behavior: The following intimidating or aggressive behaviors toward instructors are considered severe:

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

Change of Grade

Student
Handbook

04.13.2014

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 Policy

Student
Handbook

04.13.2014

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

The Grade Review Committee will call a meeting, at which time the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present 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 instructor may address questions to each other only through the chairman of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make 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 instructor.

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

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

Academic Dishonesty

Student
Handbook

04.13.2014

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

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

Disciplinary Procedures for Academic Dishonesty

Student
Handbook

04.13.2014

When a student is accused of academic dishonesty, the faculty member and the student will first attempt to reach a resolution of the charges. If no resolution is achieved, the student may appeal to the assistant dean and then to the appropriate instructional dean for review of his/her case. If the incident includes a violation of a departmental program requirement, the case should be reviewed through the instructional chain of command. If no resolution is reached at this point, the case may be referred to the discipline officer for disciplinary procedures.

User Responsibilities for Information Technology Resources

Student
Handbook

04.13.2014

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

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

- Attempting to modify or remove computer equipment, software or peripherals without proper authorization;
- Accessing computers, computer software, computer data or information or networks without proper authorization, regardless of whether the computer, software, data, information or network in question is owned by the college. Abuse of the networks to which the college belongs or the computers at other sites connected to those networks will be treated as an abuse of Navarro College information technology resource privileges;
- Circumventing or attempting to circumvent normal resource limits, log on procedures and security regulations;
- Using computing facilities, computer accounts or computer data for purposes other than they were intended or authorized;
- Sending fraudulent computer mail, breaking into another user's electronic mailbox or reading someone's electronic mail without his/her permission;
- Violating any software license agreement or copyright holders who are in possession of computer-generated data, reports or software;
- Using the college's information technology resources to harass or threaten other users;
- Taking advantage of another user or attempting to gain access to any computer account, data, software or file that is not one's own;
- Failure to sign the log in sheet in the computer lab;
- Encroaching on other's use of the college's computers (i.e. disrupting other's use by excessive game playing; by sending excessive messages, either locally or off campus, including but not limited to electronic chain letters; printing excessive copies of documents, data, files or programs; modifying system facilities, operating systems or disk partitions; attempting to crash or tie up a college computer; damaging or vandalizing college computing facilities, equipment, software or computing files);
- Unauthorized electronic transfer of copy righted material such as, but not limited to a video, audio and/or software.
- Disclosing or removing proprietary information, software, printed output or magnetic media without explicit permission of the owner;

- Reading other users' data, information, files or programs on a display screen, such as printed output or via electronic means, without the user's explicit permission;
- Writing or knowingly spreading viruses and worms or running "daemon" like processes that never terminate; and
- Executing or causing to execute any process that could significantly reduce system performance.

Penalties for Violation of Technology Policy

Student
Handbook

04.13.2014

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

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

Health and Safety

Student
Handbook

04.12.2014

- [Vaccination Against Bacterial Meningitis](#)
- [HIV Statement](#)
- [Policy on Threats or Harm to Self or Others](#)

Vaccination Against Bacterial Meningitis

Student
Handbook

04.13.2014

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

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

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

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

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

HIV Statement

Student
Handbook

04.13.2014

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

Navarro College students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes; however Navarro College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

The college shall not require a screening of students or employees for HIV; however, Navarro College shall refer students or employees requesting such testing. Navarro College will provide NO medical information to anyone outside the college without the prior specific written consent of the patient, including those living in residence halls. Knowledge shall be confined to those professional staff members with a direct need to know as determined by the college legal counsel; however, Navarro College must strictly observe anonymous public health reporting for AIDS. Please contact the local health department for more information.

Policy on Threats or Harm to Self or Others

Student
Handbook

04.13.2014

1. *General Information:* Navarro College is concerned about the well-being of all students. The college takes seriously any behavior, including a non-privileged verbal statement that tends to demonstrate a student may harm himself or herself or another.
2. *Policy Statement:* Concern for the safety of each member of the Navarro College community has compelled the college to adopt the following policy. Any student who (a) states an intent or desire to harm himself or herself or another, (b) attempts to harm himself or herself or another, (c) harms himself or herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself or herself or another may not live in college residential facilities, participate in college academic programs or participate in other college activities the college may deem to be harmful to the student or others until cleared to do so by the Dean of Student Guidance in accordance with the clearance procedure set forth below. The college reserves the right to determine what actions might be deemed as harmful to the student or another. The prohibition against living in college residential facilities, participation in college academic programs, or participation in other college activities the college deems to be harmful to the student or others is not disciplinary in nature; and the fact that such a prohibition has been imposed will not be entered in the student's disciplinary records. However, if the student engages in disruptive behavior (which may include, but is not limited to, the behavior that caused processing under this policy), fails to comply with the terms of the clearance procedure, or violates a college policy such as harming another or stating the intent to harm another, the student may be subject to disciplinary action in accordance with the student disciplinary procedure. In which case, documents relevant to both processes may be placed in the student's disciplinary record.
3. *Incident Reporting:* If a student is in need of immediate medical treatment, the Navarro College Department of Public Safety (campus phone extension: 7500 or 903-654-3999 on the Corsicana campus) or 911 should be notified immediately. If a student or a faculty or staff member observes a student (a) stating an intent or desire to harm himself or herself or another, (b) attempting to harm himself or herself or another, (c) in the process of harming himself or herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself or herself or another, the person observing such behavior should report what was observed to the Navarro College Department of Public Safety (campus phone extension: 7500 or 903-654-3999 on the Corsicana campus) or 911 immediately and to the Dean of Student Guidance as soon as possible. The Dean of Student Guidance may consider the need to advise parents or the next of kin.
4. *Clearance Procedure:*
 - (a) *Notice:* The Dean of Student Guidance, or his/her designee, may notify each student who has been observed (a) stating an intent or desire to harm himself or herself or another, (b) attempting to harm himself or herself or another, (c) in the process of harming himself or herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself or herself or another that he or she will not be permitted to continue to live in the college's residential facilities, participate in academic programs or participate in other college activities the college deems to be harmful to the student or others until the student receives approval of the Dean of Student Guidance in accordance with this clearance procedure. If, after a student has been notified that he or she cannot live in the college's residential facilities, participate in the college academic programs, or participate in other college activities the college deems to be harmful to the student or others, he or she violates the prohibition by entering a residence hall, attending class or participating in an activity that has been prohibited, such violation may result in disciplinary action in accordance with the student disciplinary procedure.

(b) Evaluation by a qualified mental health professional: Before the Dean of Student Guidance may clear a student to live in the college's residential facilities, participate in the college's academic programs or participate in other college activities the college had previously deemed to be harmful to the student or others, the student must have an assessment conducted by a licensed mental health professional, either a psychologist, psychiatrist or a licensed mental health professional.

(c) Communication of results of evaluation: The student must arrange for the mental health professional who evaluated the student to contact the Dean of Student Guidance. Because the student's contact with the professional is confidential, the student will be requested to sign a release form permitting the mental health professional to disclose the evaluation to the Dean of Student Guidance. The mental health professional will be asked to provide his or her opinion about

(1) the student's readiness to resume living in the college's residential facilities, participation in the college's academic programs or participation in other college activities the college had previously deemed to be harmful to the student or others, and

(2) recommendations about conditions the college should impose on the student's participation that are in the student's best interest or the best interest of others. The opinions of the mental health professional may be communicated orally at first for expedience but must be followed in writing.

(d) Student interview with the Dean of Student Guidance: After the student has been evaluated by a mental health professional, the student must schedule an interview with the Dean of Student Guidance. Interviews may be scheduled between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The purpose of the interview is to determine if the student will be allowed to resume living in the college's residential facilities and participation in the college's academic programs and nonacademic programs.

(e) Approval from the Dean of Student Guidance: Based upon the interview with the student and the results of the evaluation by the mental health professional that may include a physician's assessment and/or recommendation, the Dean of Student Guidance will make a decision about the student's ability to resume living in the college's residential facilities, participation in the college's academic programs or participation in other college activities the college had previously deemed to be potentially harmful to the student or others.

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

(f) Disapproval from the Dean of Student Guidance

1) If the Dean of Student Guidance determines that the student is not ready to return to the College residential facilities, the Dean of Student Guidance will assist the student with their withdrawal from the college residential facilities and will suggest other arrangements for off-campus housing. Any cost will be the responsibility of the student.

2) If the Dean of Student Guidance determines that the student is not ready to return to academic programs, the Dean of Student Guidance will assist the student with withdrawing from their college classes and assist the student in exploring other academic options for the student. Any cost will be the responsibility of the student.

3) If the Dean of Student Guidance determines that the student is not able to return to the college's services or programs other than residential facilities or academic programs, the Dean of Student Guidance will provide the student with written instructions regarding which activities or programs are prohibited, the length of the prohibition,

and the conditions (if any) for re-admittance to those activities or programs.

5. *Unavailability of the Dean of Student Guidance:* In the event that the Dean of Student Guidance is unavailable to perform any task pursuant to this policy, the Vice President of Student Services or a representative thereof shall act on behalf of the College.

6. *Right to Appeal:* The student will have the right to appeal any decision of the Dean of Student Guidance to the College's Behavioral Intervention Team. Any such appeal shall be made within five days from the date of the decision made by the Dean of Student Guidance, and any appeal shall be in writing. In response, the Behavioral Intervention Team, composed of a counselor acting as chair, the Director or Assistant Director of Residence Life and a campus police officer (typically the chief or the sergeant), will convene at the regularly scheduled weekly meeting, and without the presence of the Dean of Student Guidance. This group will review and determine the outcome for the student's appeal of the decision made by the Dean of Student Guidance. The final decision will be provided in writing to the student within three business days by the chair of the appeals committee and as signed by committee members of the Behavioral Intervention Team.

Campus Safety and Security

Student
Handbook

04.12.2014

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

- [Reporting Crimes and Emergencies](#)
- [Campus Procedures for Reporting Crimes or Emergencies](#)
- [Parking on Campus](#)
- [WatchDog Alert System](#)
- [Lost and Found](#)

Reporting Crimes and Emergencies

Student
Handbook

04.13.2014

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.

Campus Procedures for Reporting Crimes or Emergencies

Student
Handbook

04.13.2014

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

Parking on Campus

Student
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Navarro College Traffic Safety Rules and Regulations

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 automobiles/vehicles on campus are parked in a legitimate parking space.

Students: All students, whether Residence Life, commuter or Internet, enrolled in courses at Navarro College are required to register any automobile/vehicle for which they are responsible when they register for classes at the beginning of the fall term or the first term of enrollment. The parking permit issued is valid for the academic year, fall and spring semesters and summer session. In the event the student brings a different automobile/vehicle on campus, the new automobile/vehicle must be registered immediately. Parking permits are available in the Office of Admissions and Records with appropriate student identification. A license plate number for the automobile/vehicle being registered will be required. Failure to register an automobile/vehicle may result in the automobile/vehicle being towed and/or impounded.

The parking permit will be affixed to the lower corner of the front windshield. Students enrolled at Navarro College are permitted to park in any available parking stall provided the parking stall is not reserved for handicapped students, faculty/staff or residence hall area coordinators.

Residence Life students are encouraged to park their automobile/vehicle in parking spaces designated for Residence Life students. Residence Life students are also encouraged to walk to class and not move their automobile/vehicle to a more convenient location on campus.

Faculty and Staff: Faculty and staff are also required to register their automobile/vehicle and procure a parking permit. Faculty and staff will be issued a parking permit when they are employed by the college. The parking permit issued will remain with the employee's automobile/vehicle until such time that automobile/vehicle is replaced. Parking permits are available in the Office of Admissions and Records. Failure to register an automobile/vehicle may result in the automobile/vehicle being towed and/or impounded.

Faculty and staff will park their automobile/vehicle in spaces identified for faculty/staff. If all faculty/staff parking spaces are filled, faculty and staff may use other available spaces except those designated for handicapped parking (unless the faculty staff member is disabled and in need of a handicapped parking space).

Staff having responsibilities in Residence Life and assigned a parking space are encouraged to walk to their work station and not move their automobile/vehicle to a more convenient parking location on campus.

Administrative Management Personnel: Administrative management personnel are also required to register their automobile/vehicle and procure a parking permit. Parking permits will be issued when they are employed by the college. The parking permit issued will remain with the automobile/vehicle until such time that the automobile/vehicle is replaced. Parking permits are available in the Office of Admissions and Records. Failure to register an automobile/vehicle may result in the automobile/vehicle being towed and/or impounded.

With the exception of parking spaces marked for handicapped individuals, all administrative personnel may park their automobile/vehicle in any available parking space on campus.

Visitors: Navarro College understands there will be visitors on campus from time to time. All visitors to the campus will park their automobile/vehicle in areas designated for visitors. If the visit is prolonged beyond one (1) hour, a visitor's permit must be procured by the driver of the automobile/vehicle. An automobile/vehicle issued a long-term permit exceeding one (1) hour will be registered with Campus Police. All temporary permits will be issued by Campus Police on an as-needed basis. With the exception of handicapped parking, automobiles/vehicles with a temporary permit may park in any designated parking space on campus.

Weekend Permits: Navarro College often has parents of Residence Life students visiting on campus. In these instances, an automobile/vehicle on campus for a weekend or overnight must be registered with Campus Police. A temporary permit will be issued by Campus Police for the duration of stay. The parking permit will be displayed on the dashboard visible from the outside.

With the exception of handicapped parking, unless authorized, automobiles/vehicles with a temporary permit may park in all parking areas on the campus.

The driver of an automobile/vehicle on campus will be expected to follow all federal, state and municipal laws in effect for parking. Failure to adhere to these laws, including policies enacted by the Navarro College Board of Trustees, may result in the revocation of an issued permit, issuance of a citation and towing and/or impound of the automobile/vehicle found to be in violation.

All automobiles/vehicles parked on the premises of all campuses of the Navarro College District must have a parking permit displayed on the front lower corner of the front windshield or a temporary permit displayed on the dashboard clearly visible from the outside. Any automobile/vehicle parked in a Navarro College parking space without a parking permit or temporary permit after 11 p.m. will be towed at the owner's expense.

WatchDog Alert System

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The [WatchDog Alert System](#) is an emergency notification system whereby you will be contacted by telephone, e-mail and text message in the event a weather-related or other emergency should develop on any of our four campuses. Resident Life students will also be alerted by an Outdoor Warning System that is located near the residence halls. The WatchDog Alert System is a free service to our students, faculty and staff. However, some participants receiving the text message alerts could be charged by their wireless provider. For more information, please contact Janet Daugherty, Risk Management Coordinator, in the Albritton Building on the Corsicana campus.

Lost and Found

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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.