SOUTHWEST TEXAS COLLEGE

SWTX STUDENT HANDBOOK

SPRING 2026

Welcome to Southwest Texas College!

Founded 75 years ago, we have grown from a small, one-campus college into a wide-reaching college system. Along with three main college campuses and multiple outreach sites, we also offer dual credit courses in high schools throughout our eleven county service region. Additionally, we work closely with state and national four-year colleges and universities to support and encourage continuing education through transfer.

Our goal is to provide every student with what they need to become successful. We offer degrees in a broad range of fields and disciplines, including Associate of Arts, Associate of Science, and Associate of Applied Science. Certified technical programs are available for students who wish to learn or improve upon a trade skill. We support a wide student demographic with programs that include English as a Second Language and Adult Basic Education.

As a growing institution, we are continuously evaluating and improving our offerings to students. In recent years, we have taken steps to improve and update facilities, sometimes building new structures or introducing new technology, sometimes updating existing spaces. Our online presence has increased with more internet classes, greater wireless access at our sites, more smart classrooms, a re-designed website, and social networking connections. Even our organizational structure has been updated for greater efficiency and better student access to administrative channels.

Southwest Texas College administration, faculty, and staff work hard to make SWTXC both an excellent education and an excellent college-going experience. We are here for our students – their success is our success.

Sincerely,
Dr. Hector Gonzales
President
Southwest Texas College

Directory of Student Services

Academic Advising

Uvalde Campus	830-591-7271
Del Rio Campus	830-703-1505
Eagle Pass Campus	830-758-4523
Crystal City Campus	830-374-2828
Pearsall Campus	830-334-5004
Hondo Regional Training Center	830-426-2018

Disability Support Services

Uvalde, Crystal City, Hondo, Pearsall	830-591-2908
Eagle Pass Campus	830-758-4156
Del Rio Campus	830-703-1593

Financial Aid

Uvalde Campus	Uvalde Campus, Flores Student Services Building	830-591-7368
Eagle Pass Campus	Eagle Pass Campus, Administration Building	830-758-4117
Del Rio Campus	Del Rio Campus, Administration Building	830-703-1507
Crystal City Campus	Crystal City Campus, Administration Building	830-374-2828
Hondo & Pearsall	Uvalde Campus, Flores Student Services Building	830-591-7368

Library Services		
Uvalde Campus	Will C. Miller Memorial Library	830-591-7254
Eagle Pass Campus	C-Building	830-758-4107
Del Rio Campus	DR-B Building	830-703-1574
Crystal City Campus	Victor H. Lopez Library & Study Center	830-374-2828

Registrar/ Admissions Offices		
Uvalde Campus	Flores Building	830-591-7255
Eagle Pass Campus	Administration Building	830-758-4100
Del Rio Campus	Chandler Building DR-C	830-703-1550
Crystal City Campus	Instructional Facility	830-374-2828

SWTXC Administrators		
President	Dr. Hector Gonzales	830-591-7281
Vice President of Administrative Services	Derek Sandoval	830-591-7284
Vice President Student Services	Cruz Mata	830-591-7378
Vice President Finance	Lisa Ermis	830-591-2935
Vice President Academic Affairs	April Ruhmann	830-591-2920
Vice President Eagle Pass	Brenda Hoffman	830-758-4111
Vice President Del Rio	Connie Buchanan	830-703-1555
Chief of Staff	Dr. Randa F. Schell	830-591-7296
Dean of Applied Sciences and Liberal Arts	Armando Mondragon	(830) 591-7274

Dean of College Liberal Arts	Dr. Michael M. Bailey	(830) 591-7362
Dean of Instructional Services and School District Partnerships	Dr. Sandra Z. Garza	(830) 591-2933
Student Services Directors		
Director of Admissions & Registrar	Uvalde, Flores Building	830-591-7280
Business Office Director	Uvalde, Flores Building	830-591-7292
Financial Aid Director	Uvalde, Flores Building	830-591-7318
Senior Director of Student Success Services	Uvalde, Flores Building	830-591-7376
Director of Dual Credit Programs	Uvalde, Administration Building	830-591-7244
Library Services Director	Uvalde, Miller Memorial Building	830-591-7252
Director of Information Technology – Operations & Infrastructure	Uvalde, Wagner Building	830-591-7259
Administrator for Student Rights & Responsibilities – Title IX Officer	Uvalde, Flores Building	830-591-4157

WELCOME TO SOUTHWEST TEXAS COLLEGE

Southwest Texas College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities, enter the job market, pursue their professional and personal goals, and contribute to the economic growth of the region.

I. STUDENT SERVICES

Academic/Technical Advising

Advising services offers a range of services to assist SWTXC students with academic advising including career exploration/planning, registration, degree planning, transfer assistance and guidance to maintain/improve acceptable academic standing.

Resources available to students include student planning, an active learning tool engaging students to identify academic goals, develop a degree plan and conduct assessment of progress each semester. Academic advisors and faculty members assist students through this process, promoting learning and helping students develop a path toward self-sufficiency.

To assure quality advising, Success Coach training is available each semester to supplement the advising hand book that is provided to each advisor at all campuses. In addition, Success Coaches work with students who are on scholastic probation and suspension. The Success Coaches, in collaboration with other college departments, identify strategies to assist students in improving their academic status. These strategies are in alignment with the institution's strategic plans and mission. Staff are fully trained to provide these services at their locations (Eagle Pass, Del Rio, Crystal City, Hondo, and Pearsall). These services are available through various modes: face-to-face advising, virtual, scheduling advising days at other locations, via e-mail, via telephone, and by visiting the advising website.

IN-PERSON COURSES

https://www.SWTXC.edu/campus-life/counseling-and-advising/index.html

STAND-ALONE COURSE

Stand-alone, face-to-face courses are courses that **WILL BE OFFERED ON CAMPUS**. You will be in a SWTXC classroom with your peers and your instructor for live instruction.

VIDEO-CONFERENCE COURSE (ON CAMPUS)

This is a course that will be scheduled at set days and times and **WILL BE HELD ON CAMPUS**. Your instructor will originate the course from a selected site. You will join your peers and your instructor for live, virtual instruction in a SWTXC classroom.

REMOTE COURSES

VIDEO-CONFERENCE COURSE (ZOOM, TEAMS, CANVAS)

This is a course that will be scheduled at set days and times and **WILL NOT BE HELD ON CAMPUS**. It will be delivered via Zoom, Microsoft Teams, or Canvas Conference. You will join your peers and your instructor for live, virtual instruction **REMOTELY**.

ONLINE COURSE

This course will be taught completely online via our Learning Management System, Canvas. You will complete this course on your own time following the instructions provided by the instructor.
Go to the college website at http://SWTXC.instructure.com to log in to Canvas and click on the online class.

COMBINED DELIVERY MODE COURSES

HYBRID COURSE

This is a course that will be taught in two delivery modes. A portion of the course will be scheduled at set days and times and **WILL BE HELD ON CAMPUS**. You will join your peers and your instructor for live instruction. The other portion of the course will be taught online via our Learning Management System, Canvas. You will be responsible for attending class and for completing online activities outside of the scheduled class time.

HYBRID COURSE (ZOOM, TEAMS, CANVAS)

This is a course that will be taught in two **REMOTE** delivery modes. A portion of the course will be scheduled at set days and times and **WILL NOT BE HELD ON CAMPUS**. It will be delivered via Zoom, Microsoft Teams, or Canvas Conference. You will join your peers and your instructor for live, virtual instruction. The other portion of the course will be taught online via our Learning Management System, Canvas. You will be responsible for attending class and for completing online activities outside of the scheduled class time.

OPEN RESOURCE COURSE

This is a course that provides free or very low-cost instructional materials for the students. Open Resource courses may be taught in any instructional mode.

Testing and Assessment

Services provided by the Testing Centers include on-site administration of various placement and assessment exams. Please visit the SWTXC Testing Center website for detailed information.

Vocational interests, aptitude and personality inventories are available to support career planning or personal guidance by SWTXC Success Coaches. Students are advised to make an appointment with their assigned Success Coach in order to discuss these options.

The Testing Center mission is to deliver quality-testing services conducive for student success to current students, prospective students, and the community. Highly qualified testing professionals administer all tests and adhere to the recommended professional standards of the National College Testing Association Professional Standards and Guidelines.

The Center is also bound by the privacy restrictions set forth in the Family Educational Rights and Privacy Act (FERPA)

Bookstore

School adopted textbooks, materials, and supplies are available at the college bookstore for all college courses. It is highly recommended that once you have registered, to reserve your required textbooks at the college bookstore. This guarantees your book will be reserved, and you won't have to stress and wait in lines the first week of class. Reserved books will be held for you until the Friday before classes start. All reserved books will be returned to the shelves if not picked up by the Friday before classes start. Reserving your books can be done in person or by the phone at (830) 591-7270. All the information that the bookstore needs is you name, phone number and the courses you are taking. The bookstore will take care of the rest. Once all your books are ready, you will receive a phone call notifying you that your books are ready to be picked up. For those students not able to come into our bookstore, you can shop our website 24/7 at www.SWTXCbookstore.com/. All books and required materials are indicated under each course and section. The bookstore offers about 90% of their books as Rentable Books. This gives the students the opportunity to save money up front. When renting your books, you pay a lower cost to use the book for that semester only. The book would be required to be returned at the end of that semester in good condition. The savings is received up front without having to wait until buy back to potentially get cash for your books. A credit is required to rent books, that card information would be held until the end of the semester. If books are not returned by the return due date, the

students credit card will be charged a replacement fee and late fee. The book rental opportunity is a great option for students; always remember to return your rented books by the due date. If using Financial Aid, you will be able to purchase your textbooks and materials needed for your courses. Please check with Financial Aid Department or Bookstore Representative on last day to use financial aid in the bookstore each semester. One of the major opportunities for our students is the Buy Back Book Policy. The bookstore buys back books all year long. Stop by and see if your books have some resale value. During the week of final exams, it is a great opportunity to stop by and sale your used books. The buyback policy for the summer session differs from fall and spring semester. Students should contact the college bookstore for Buy Back dates and any questions.

Career Coaching/Planning

Career assessment, exploration, and planning are vital components for students in making career decisions. Academic Advising and Transfer and Career Center assists students with career planning, identifying their career objectives and exploring future needs, likes and dislikes, career paths, long-term and short-term goals. Transfer and Career Success Coaches may suggest that students take various interest and career tests, including a computerized career exploration system. Students may also visit our Transfer/Career Center for assistance with transferring or career interest inventory assessments.

Child Care Services

Powers & Kirchner Child Development Center (SWTXC Daycare) provides a positive and developmentally appropriate environment for your child to thrive. The center provides services for children newborn to 12 years of age. Parents are always welcome to come by and visit the center at any time, we look forward to getting to know all of our families. A student who owes the College money will not be allowed to register for the next semester until the entire balance is paid.

New Student Orientation

Orientation is **required** for the following new students:
1. Students who have never attended college.
2. Students who have attended another college, but have completed less than 12 semester hours.
3. Students who plan to graduate from SWTXC with an Associate of Arts Degree, Associate of Applied Science Degree, or a College Certification.

Students must attend orientation at the campus which they plan to attend.

Disability Support Services (DSS)

Disability Support Services (DSS), in collaboration with SWTXC faculty, staff, and affiliates, aim to promote opportunities for all students to achieve their academic, cultural, and social interests by ensuring that campus programs, activities, and facilities are accessible.

Students may obtain services through the Office of Disability Support Services (DSS) once you have registered for classes. Students who need classroom accommodations or need services for registration, enrollment or Texas Success Initiative (TSI) test will need to do the following:

Getting Started

1. Complete the Request for Student Disability Support Services form
2. Provide supporting documentation regarding the disability (i.e. medical records, assessments created by Health Care Providers, School psychologists, or Psychiatrists) for which accommodations are being requested.
3. Meet with Disability Support Services staff to review accommodations click on the link to book an appointment to the campus near you: https://www.swtxc.edu/academics/disability-support-services.html

To initiate services students may complete the online application by clicking on the link below or stop by the office: https://sanford.accessiblelearning.com/SWTXC/Start

For TSI testing accommodations click on the following link below: https://amacsam.quickbase.com/db/bpacm5myd?a=nwr

Additional information, application for services, and student handbooks are available to read and/or print.

Students with permanent disabilities who qualify for support under Section 504 of the Rehabilitation Act and Americans with Disabilities Act **must self-identify and register with the DSS Success Coach at the campus they plan to attend.** To be eligible for disability related services**, students must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.**

Students seeking academic accommodations in the classrooms are highly encouraged to provide appropriate documentation verifying their disability from a professional who is certified. Documents used in high school like an Individual Academic Plan (IAP), 504 Plan, or ARD Reports will not substitute for an evaluation/report, but are valuable tools for planning accommodations. Speak to your DSS advisor on your campus

about documentation for further assistance. All information is kept confidential.

Note: Students who desire to bring an emotional support animal on campus housing must submit appropriate documentation and register with the DSS office.

SWTXC CARE Team

The purpose of the SWTXC CARE Team is to provide assistance to students in distress through confidential consultation with concerned faculty, staff, and students; communication between departments; and referral to resources both on and off campus.

In particular, the CARE Team consults regarding students whose behaviors are of concern because they may pose a threat to themselves or others. The Team's primary focus is **preventative rather than punitive**, with the goals of assisting students to succeed and educating concerned others about ways to help distressed students.

Financial Aid

The Student Financial Aid Office (SFAO) administers grants, scholarships, work-study opportunities and loans at the college. Financial aid funds can be used for tuition, books, transportation and other educational related expenses.

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid. It can be assessed at https://studentaid.gov/h/apply-for-aid/fafsa.
The SWTXC Federal School Code is: 003614.

Food Services

Campus food services include both a snack bar and cafeteria in the Student Center for students, faculty, staff, and guests. The cafeteria also provides weekly meals for students holding a room and board plan.

Health Services

For life-threatening episodes such as heart attack and uncontrolled bleeding, 911 should be called first to report the emergency. The SWTXC campus police department, at 830-591-7333 or ext. 7333 should be alerted to every emergency.

Students with life-threatening illnesses, including but not limited to cancer, diabetes, heart disease and AIDS, may wish to continue participating in activities, including classroom attendance. When medical evidence indicates

that the health status of these students is not a threat to themselves or others, the College and faculty will ensure that they are treated consistently with other students.

Health and Fitness/Intramural Activities

Building Character through Sports
Preparing Student for a Healthy and Active Lifestyle: Character-- Knowledge -- Confidence

Intramural Sports at Southwest Texas College strives to provide students, faculty and staff with the opportunity to nurture their character, pursue physical fitness and make intelligent decisions within a competitive recreational environment.

Intramural Sports Mission

The Intramural Sports Program is committed to fostering good sportsmanship and healthy lifestyle choices through recreational and competitive fun. This unique environment supports the overall mission of the college by promoting physical fitness, teamwork, good sportsmanship, and positive social relationships. Intramural Sports are organized recreational coed sports that allow students at SWTXC to participate in a variety of team and individual sports. Competition exists, but the real focus of intramural sports is health and exercise, social interaction, stress reduction, sportsmanship, and teamwork. The Intramural Sports Program at SWTXC strives to provide opportunities to develop life-long leadership skills.

Eligibility:
All SWTXC students, faculty and staff are eligible to participate in our Intramural Sports Program. SWTXC students must be enrolled in the current academic semester.

Objectives:

- Teach participants to work within teams and build relationships.
- Provide student leaders and organizations a means of developing community within their organizations and residence life.
- Offer participants the opportunity to encourage and challenge themselves and one another.
- Help players improve both their physical and mental well-being.
- Encourage the development of new skills and competencies.
- Introduce participants, especially our students, to activities which will serve them throughout their lifetime.

Available Sports – Coed Intramural Sports

- Basketball
- Volleyball
- Softball
- Soccer
- Bootcamp

Housing

Early move-in to Southwest Texas College housing before the contract date will not be granted.

ROOM FEES

Hubbard Hall – Co-ed Dorm; The room costs for the 2022-2023 academic year **(per semester)** are:

	Summer I/II 2022	Fall/Spring
Double room (un-renovated)	$484.00	$1,300.00
Private room (un-renovated)	$660.00	$1,700.00
Double room (renovated)	$572.00	$1,500.00
Private room (renovated)	$748.00	$2,000.00
Private Room Suites (Only 2 Available)	$825.00	$2,500.00

Garner Hall – All Girls Dorm

	Summer I/II 2022	Fall/Spring
Double room	Closed	$1,500.00
Private room	Closed	$1,700.00

BOARD PLAN

Meal plans are required for all students. SWTXC recognizes the variance of eating habits and offers 3 choices of plans. Meals begin each semester on the first day of class and ends at the end of the semester. No food services are provided during breaks.

The board plan costs for the 2022-2023 academic year **(per semester)** are:

Board Plan A: $1,500 per semester (14 meals per week –Breakfast 5 days/week, Lunch 5 days/week, and Dinner 4 days/week)

Board Plan B: $1,000 per semester (breakfast and lunch 5 days a week)

Board Plan C: $1,300.00 per semester (lunch 5 days/week and dinner4 days/week)

Southwest Texas College has administrative responsibility to control and regulate student conduct and behavior that tends to impede, obstruct or threaten the fulfillment of the educational goals of the College, or that tends to impede, obstruct or threaten the legal rights of others on the campus. Therefore, SWTXC has the responsibility and authority to formulate and enforce rules of student conduct necessary for the maintenance of order and property where such rules are reasonable and necessary to further the educational goals of the College. In order to create a positive climate for learning, students are expected to abide by all rules and regulations. Failure to comply with these rules and regulations may be grounds for disciplinary action up to and including dismissal from the College.

Application process:

1. Complete the SWTXC Housing Application.
2. Receive a bacterial meningitis vaccine. This is state-mandated. Please note that a complete bacterial meningitis vaccine takes 10 days (to determine absence/presence of virus). You will not be eligible for housing until you have completed the vaccine process.
3. Turn in application, documentation of bacterial meningitis vaccine, and $150 deposit to the SWTXC Business Office (located in the Flores building).
4. Must complete, sign, and turn in the Housing Contract to the Business Office.

Student Success Center

Student Success Center

https://SWTXC.edu/campus-life/student-services/student-success-center.html

The Student Success Center provides support with the goal of increasing student success by assisting students in making a seamless transition from beginner courses to university degree completion.

The Centers provide:

- Computer access
- Peer tutoring services in all subjects (in-person and virtual)
- Individual Academic Plans (IAPs)
- Graphing calculators are available for students to borrow

Centers are open to all SWTXC students, and are located on Uvalde, Eagle Pass, Del Rio, and Crystal City campuses.

Writing Center

The Writing Center is committed to supporting student efforts to improve comprehensive writing skills. We promote success in student writing which will aid student in their quest to: 1) enter the job market, 2) transfer to senior colleges and universities, 3) pursue their professional and personal goals.

Our ultimate goal is that every student who visits the Writing Center exhibits improved writing skills when they leave, and that repeat visits to the Writing Center promote a cumulative, positive effect on student writing skills.

Tutor.com

Tutor.com is a free 24/7 online tutoring service available to all SWTX students. It provides live, on-demand academic support in more than 250 subjects, including a full writing center for help with papers and assignments. Students can access Tutor.com

directly through Canvas by clicking the Tutor.com link within any course. For questions or issues, please contact Ana Lisa Conde at analisamartinez@swtxc.edu.

Library Services

SWTXC libraries provide access to information in print and electronic format and serve as a place to study. Library staff are available to provide assistance for on-site and electronic resources. A current SWTXC I.D. card must be presented to check out computers, books, and course reserves.

Access to databases, e-books, websites, and the library online catalog are available at all campus libraries. Wireless Internet access is also available in all campus libraries. Coin-operated photocopy machines are also available.

The library collections include magazines, journals, newspapers, literary criticisms, children's books and other print and non-print materials to support instruction. Circulating books are checked out for a period of three weeks. The circulation/reserve desk maintains material that faculty have placed on reserve for students to use in the library and can be checked out for 2 hours. The SWTXC libraries participate in the TexShare Program that allows students to obtain TexShare cards to utilize resources at other participating Texas college and public libraries.

For more specific information and for campus library hours, contact the campus libraries or view the campus library webpages.

The library is able to offer assistance through chat, e-mail, text, and by phone.

Student Wellness

Various circumstances can inhibit academic performance. Success Coaches are professionals who care about the personal and academic well-being of students.

When appropriate, Success Coaches will refer the student to community or private resources. They also can help students become academically successful by referrals to various college resources such as time management, stress management, lesbian, gay, bisexual, transgender (LGBT), SAVE Act training, developing effective study habits, enhancing communication skills, minimizing test anxiety, and exploring opportunities for the evolution of critical and independent thinking.

The Success Coaches' role is to assist students in developing self-awareness and self-satisfaction as well as taking individual responsibility for personal growth and development.

Student Resource

Pregnant and Parenting Students

In compliance with HB 1361, the pregnant and parenting student liaison for Southwest Texas College is Audrey Sturdevant. She may be reached at amsturdevant@swtxc.edu or (830)591-2908.

The liaison provides information to students regarding support services and resources such as:

- Resources to access medical and behavioral health coverage and services and public benefit programs, including programs related to food security, affordable housing, and housing subsidies
- Public benefit program case management assistance and counseling
- Parenting and child-care resources
- Employment assistance
- Financial counseling and tax preparation assistance
- Transportation assistance
- Student academic success strategies
- Other resources developed by the institution to assist the students

Title IX prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. It also prohibits a school, college, or university from applying any rule related to a student's parental, family, or marital status that treats students differently based on their gender. When a student returns to school, they must be allowed to return to the same academic and extracurricular status as before their medical leave began.

Under Texas SB 412, pregnant and parenting students cannot be forced out of school, to limit their studies, to attend alternative programs, to change their major, or be forced into or out of a particular course based solely on their pregnancy or parenting status.

Texas SB 459 extends early registration for parenting students if the institution of higher education provides early registration for any group of students in the same manner.

Registrar's Office

The Registrar's Office provides a variety of services to students. Most services also are available online through Self-Service.

1. Admission and readmission to the College
2. Academic Fresh Start
3. Registration assistance and information about credit and continuing education courses
4. Information about academic policies and procedures
5. Unofficial and official transcript requests
6. Student record information and updates

7. Assistance with course withdrawals
8. Verification of enrollment
9. Certification for Department of Veterans Affairs education benefits
10. Residency determination and eligibility for tuition waivers and exemptions
11. Refunds for reclassification will only be applicable up to one year from the date of application pending approval

A SWTXC I.D., driver's license, or other photo identification is required for most in-office business transactions. An SWTXC ID can be obtained at the library on each campus at the following locations: Uvalde, Del Rio, Eagle Pass, and Crystal City campuses. Students must present proof of registration and a valid state ID or license as identification prior to being issued an SWTXC ID.

Student Life

The Student Life offices at the Del Rio, Eagle Pass, and Uvalde campuses provide a wide variety of educational experiences with the direct goal of enhancing leadership skills, refining communication and collaboration skills, and developing problem-solving skills. Student Life programs meets students' individual needs and interests, as well as enhance their academic experiences.

Events and activities include speakers, cultural arts, collaborative, co-curricular programs, leaderships training, and clubs and organizations. Student organizations fulfill a variety of student interests. A list of organizations and a calendar of events and activities can be found on the Featured Events section of www.SWTXC.edu. Any group of students wishing to meet on behalf of a common interest may seek organization status by consulting with the student life coordinator at your campus.

Del Rio - 830-703-1593; Eagle Pass - 830-758-4142; Uvalde - 830-591-7284

Transfer Information & Advising

Articulation Agreements

Articulation agreements are written agreements between two and four year institutions that describe partnership to facilitate the transfer process. This can include, but is not limited to: transferability or associate degree programs, exchange of information, recruitment/admissions processes and support services, development of 2 + 2 plans, core curricula equivalents, transfer guides for specific majors and/or course equivalency tables.

2 + 2 Degree Plans and Transfer Guides

Degree plans and/or guides are available for most major Texas colleges and universities. This makes it easier for the student to determine what courses will transfer to a particular institution in the desired major. Joint admissions agreements and 2+2 degree plans are available with a number of institutions.

Services for Active Military, Reservists, and Veterans

Southwest Texas College is approved by the Texas Veterans Commission to participate as a District in veterans' educational programs under one facility code, located at 1500 Houston Street, Fort Worth, Texas 76102. Certification for Department of Veterans Affairs (DVA) educational assistance benefits are processed by each Registrar's Office. Applications for benefits should be submitted prior to registration. The Department of Veterans Affairs and the College require that veterans qualifying under Chapters 30, 35, 1606 and 1607 must enroll for 12 semester hours in a regular semester and 4 semester hours each six- week summer term in order to be eligible for full-time benefits. Veterans qualifying under Chapter 33, Post- 9/11/2001 are certified based on rate of pursuit and must enroll in at least 51percent of the hours required to be full-time students in order to receive their monthly housing allowance.

A Veterans' Advocate is available in the Registrar's Office to provide information about College programs and services and, as needed, to provide liaison with other college offices.

State regulations provide financial and academic options to National Guard members and reservists who are called into active service after the beginning of a semester:

1. Withdrawal from courses with grade of W and complete refund of tuition;

2. Receive an Incomplete (I) grade for the semester's coursework with a contract to complete at a specified date in the future; or

3. Receive an appropriate grade (as determined by each instructor) if a substantial amount of coursework has been completed.

State regulations do not provide any option to refund tuition of students in active military whose duties require extended absences from classes.

Withdrawal for Active Military Service

The College may require reasonable proof of the fact and duration of student's military assignment.

Active military members who incur temporary or intermittent absences due to their military assignment will be allowed to complete assignments and examinations within a reasonable time following the absence/s; excused absence/s are allowed for up to 25 percent of the total class meetings or the contact hour equivalent.

Students who must withdraw from the College to perform active military

service as a member of the United States Armed Forces or the Texas National

Guard must be accorded certain accommodations except when that service is solely to perform one or more training exercises as a member of the Texas National Guard.

For any academic term that begins after the date a student described above is released from active military service but not later than the first anniversary of that date, the College from which the student withdrew shall readmit the student, without requiring reapplication if the student is otherwise eligible to register for classes. On readmission of the student under this subsection, the College shall:

1. Provide to the student any financial assistance previously provided before the student's withdrawal if the student meets current eligibility requirements for the assistance other than a requirement of continuous enrollment, and

2. Allow the student the same academic status as before the student's withdrawal, including any course credit awarded to the student by the College.

II. BUSINESS SERVICES

The campus Business Services Office is in charge of all financial transactions including collection and accounting of all tuition and fees, and returned checks. Payroll checks for student assistants and work-study students are distributed from the Business Services Office.

Payment Information

Students are responsible for prompt payment of all financial obligations to the College. Students who knowingly give the College a check, draft or money order with intent to defraud the College are subject to disciplinary action.

Payments by check, cash or credit card can be made at any campus Business Services Office. Payment plans are available for payment of tuition. The student will be responsible for all collection costs and attorney fees. Restitution of funds is the responsibility of the student when a bank returns a check. A $25 fee per check will be charged to the student's account. Southwest Texas College will stop accepting checks if this activity continues to occur. A stop payment on tuition checks will be considered as NSF which may also cause the withdrawal of students from courses. To officially withdraw, contact the Admissions Office. Returned checks, delinquent installment contracts, and past due student balances will be sent to a third-party agency for collection. Additional fees will be assessed.

A voucher must be submitted to the Business Services Office by the payment

deadline if payment is to be provided by any agency or organization. Documentation to qualify for state reimbursed programs (TANF/AFDC

Recipients, and National Guard Scholarships) and evidence of eligibility for payment from the Texas Tomorrow Fund should be submitted each semester to the Business Services Office by the payment deadline.

It is the responsibility of students to be aware of tuition payment due dates assigned for a semester. Failure to pay tuition or to make payment arrangements by the deadline **may** result in students being dropped from their courses. Students are responsible for dropping any course they do not wish to be enrolled in, and for verifying that they have been withdrawn from unpaid courses.

Students have two payment options they may choose: Ecashier is available through the college website, www.SWTXC.edu. Students may use Ecashier to pay tuition under an installment plan and will be assessed a $25.00 non-refundable fee. Students may also use Ecashier to pay in full and only be assessed a $2.00 fee. E-commerce is available through Self-Service on the college's website. This payment method is to pay tuition in full without a fee.

Refund of Tuition and Fees

A student should be aware of refund implications when dropping a course. Special-length courses may have a refund schedule different than the published standard term schedule. A student may inquire about these at the Business Services Office. Refunds are generated automatically on withdrawal from a class. Refunds are processed four to six weeks after the 12th class day. Refunds are processed by the issuance of a check from the Business Office or through a third party provider, BANKMOBILE. Students will receive a refund selection kit from BANKMOBILE to choose their preferred method for receiving refunds. Students will be charged a fee to replace a lost BANKMOBILE card. A student who has opted for the installment payment plan, has dropped classes, and/or withdraws from the College is responsible for the full payment of the promissory note. Refunds will be applied to any balance due on the note.

Student refunds for reclassification of residency will only be applicable up to one year from date of application and approval of reclassification. The reclassification form should be submitted on or before the census date of the semester as per the Academic Calendar.

Report Enrollment as of the Official Census Date

Report enrollment as of the official census date. The official census dates are the twelfth class day of the fall and spring semesters and the fourth class day of each summer session. The 1st and 2nd 8 week semester census dates are on the 6th class day. On or

before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record. Do not include students who withdraw from a class on or before the census date.

Students are allowed to pay their tuition and fees in installments. Such students are required to have fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester. Students with non-payment or payment arrangements for tuition will be dropped from courses for each semester.

III. STUDENT RECORDS

Access to Student Records/Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (PL93-380), or FERPA, provides that all records pertaining to a student which are maintained by the College must be open to inspection by the student and may not be made available to any other person, except parents/guardians who can prove that a student is a legal dependent for tax purposes, without the written authorization of the student. A "student" is defined as a person who has registered and paid for one or more credit or continuing education courses and who is enrolled in and actually attends the College. The Act further provides that certain portions of the student record are deemed directory information, and under some circumstances may be released without the student's written permission. Directory information includes name, current address and telephone number, major, dates of attendance, degrees and awards received and dates granted, most recent educational institution(s) attended, and eligibility and participation in officially recognized activities and sports. Directory information may be released without student consent unless a written request not to release is filed with the Registrar's Office. The request may be canceled only upon receipt of the student's written authorization.

Requests for release of student information or verification of enrollment should be directed to the Registrar's Office.

Additional information concerning FERPA may be obtained from the Registrar's Office or the SWTXC Catalog.

Change of Name

Students are required to use their LEGAL name for all student records. Any change of name should be reported to the Registrar's Office immediately. An official document supporting the name change (i.e., marriage license, adoption decree, divorce decree, Social Security card, or valid driver's license) is required.

Student Address & Contact Information

Students must provide the College with correct and current contact information including: mailing address, phone number, and personal email address. This information must be confirmed/updated each semester a student is enrolled and/or a change occurs.

A system-assigned email address is provided to each student to enhance communication of important announcements and information. **Any communication from the College that has been mailed to the name and address or SWTXC email address or posted on a College bulletin board is considered to have been properly delivered, and the student is held responsible for the information.**

Use of Student Identification Number

The automated student information system assigns every student a random number called their **Student ID**. This number is required to identify students' permanent records. The Student ID is used for all internal printed materials and provides additional protection of students' privacy. Students are required to know their Student ID and to use it when communicating with College offices.

Students are requested to provide their Social Security Number to the College for maintenance of their student records. This allows the College to meet federal and state-reporting requirements, enables communication with financial aid providers and service agencies, and substantially eases transfer of information between SWTXC and other colleges and universities. Students who do not provide their Social Security Number may risk loss of services and benefits, and may encounter delays when transferring from or to other institutions. **The College makes every effort to protect students' Social Security Numbers from disclosure**. Questions about College use of the Social Security Number should be directed to the Registrar's Office.

Right to an Academic Fresh Start

Under the provisions of the Texas Education Code, Section 931, a Texas resident applying for admission/reactivation to the College or to any specialized admission program is entitled to elect to have all academic coursework that was earned 10 or more years prior to the requested enrollment date ignored for enrollment purposes and GPA computation. The applicant must complete the Right to an Academic Fresh Start Agreement with the campus Registrar's Office or the Office of Admissions Services prior to registration, confirming the decision to enroll under the Academic Fresh Start statute. An applicant who makes the decision to apply under this statute may not receive any course credit for courses taken at any college or university 10 or more years prior to the starting date of semester of enrollment. Students who were awarded

Academic Fresh Start through another Texas public college or university may request SWTXC recognition of that agreement by completing a Right to an Academic Fresh Start agreement and presenting an official transcript from the awarding institution showing the beginning Academic Fresh Start semester.

An applicant who chooses to exercise the Right to an Academic Fresh Start must meet all SWTXC admission/reactivation requirements and must submit official transcripts from all colleges or universities attended for credit courses.

The Right to an Academic Fresh Start can be rescinded by the student through a request made to the campus Registrar's Office.

Course Load

A student enrolled for 12 or more semester hours during the fall or spring semester is considered a full- time student. Special terms of less than semester length comprise a proportionate share of full-time or part-time enrollment. Students enrolled in a special term should consult the campus Registrar to determine how special terms might affect their enrollment.

The normal course load for the Fall or Spring semester shall be 15 semester hours. Course loads in excess of 17 semester hours shall require approval by the Vice President of Academic Affairs. The maximum course load shall be no more than 21 semester hours.

The preferred course load for the Fall or Spring semester shall be 15 semester hours. The preferred course load for 1st and 2nd 8 week semesters in a Fall or Spring semester shall be 8 semester hours for each session.

Students pre-registering for 1st and 2nd 8 week courses must meet pre- requisite requirements in order to remain in courses for the 2nd 8 week semester. Example: Student pre-registers for ENGL-1301 (1st 8 week) and ENGL-1302 (2nd 8 week). Student must successfully complete ENGL-1301 to remain in the 2nd 8 week course. If student is unsuccessful in completing ENGL-1301 the student will be automatically withdrawn from ENGL-1302. SWTXC success coaches will assist students to review degree plan and offer potential options.

The normal course load for the Summer session shall be six semester hours for each six-week term or 12 semester hours for a full Summer semester. Course loads in excess of seven semester hours per term or 14 semester hours per Summer semester shall require approval by the Vice President of Academic Affairs. The maximum Summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full Summer semester. The May-mester is considered part of the Summer term.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student and

community activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. A good rule to remember is that two hours of preparation outside class are necessary for each hour of class time.

Calculating Grade Point Average (GPA)

Grade Point Average (GPA) is a ratio of the semester hours taken and the grade points earned for each grade.

Students must be concerned about two separate Grade Point Averages:

College Courses GPA is computed at the end of the spring, fall and summer terms and represents the GPA for courses taken at any time during that semester with the exception of developmental education courses**.**

SWTXC GPA is also computed at the end of the spring, fall and summer terms and represents the GPA for ALL courses taken atSWTXC.

Overall GPA is also computed at the end of the spring, fall and summer terms and represents the GPA for ALL courses attempted at SWTXC as well as any transfer courses.

Note that neither GPA includes grades for courses taken for Pass/No Pass (P/NP), or courses taken for audit (AU). Courses dropped earn a grade of "W" and do not affect GPA.

GPA Calculation

Each time a course is taken, grade points are earned:

Grade of A receives 4 grade points per semester hour Grade of B receives 3 grade points per semester hour Grade of C receives 2 grade points per semester hour
Grade of D receives 1 grade point per semester hour
Grade of F receives 0 grade points per semester hour

For **Semester GPA**, divide total grade points earned in eligible courses for the semester into total hours attempted.

For **Overall GPA**, divide total grade points earned for ALL eligible SWTXC courses into total hours attempted.

Texas Common Course Numbers

(www.tccns.org)

The Texas Common Course Numbering System is a voluntary, cooperative

effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree

applicability of transfer credit on a statewide basis.
When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

Credit by Examination

Southwest Texas College provides students with the opportunity to earn Credit By Examination. Any college student may receive credit in certain courses subject to the requirements and policies below.

General Requirements

To receive Credit by Examination a student must meet the following general requirements:

1. The student must be enrolled in SWTXC.
2. The student must be TSI complete in all areas.
3. Credit By Examination awards are limited to 24 semester credit hours

Academic Standing

In order to remain in Academic Good Standing, students must maintain a minimum semester and overall GPA of 2.0. Students who fail to maintain this minimum standard will be placed on Scholastic Probation or Scholastic Suspension, as appropriate. In determining whether a student will be placed on probation or suspension, all grades except W, EW, NP, P, or I, will be used in computing GPA. Students are responsible for knowing their scholastic standing. Ineligible students who register with the college will be subject to dismissal with forfeiture of all tuition and fees.

Requests for exceptions to the following policies and procedures must be made in writing to the Vice-President for Academic Affairs.

Scholastic Probation

Scholastic Probation is an emphatic warning that the quality of the student's work has not met minimum scholastic standards. A probationary status is an opportunity for students to continue at SWTXC in order to improve their scholastic performance. Students will be placed on scholastic probation at the end of any semester if their semester OR overall GPA is less than 2.0. Students on Scholastic Probation may register after meeting with an academic advisor.

A student on probation will be limited to enrolling in no more than 12 semester credit hours during a regular term and 3 semester credit hours during a summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students will be encouraged to re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.

Removal from Scholastic Probation

A student on Scholastic Probation returns to Academic Good Standing by earning a GPA of 2.0 or higher
In the next semester of enrollment AND by having an overall GPA of 2.0 or higher. A student continues on academic probation while either the current semester or the overall GPA is less than 2.0.

Scholastic Suspension

A student on Scholastic Probation who fails to earn at least a 2.0 GPA for the next semester of enrollment AND who fails to earn an overall GPA of at least 2.0 by the end of that semester will be placed on scholastic suspension. The student will not be permitted to enroll at SWTXC until a Fall or Spring semester has elapsed.

Appeal of Scholastic Suspension

A student placed on Scholastic Suspension may appeal to the Vice-President for Academic Affairs or an appropriate designee. The appeal must be in writing. The 'Scholastic Suspension Appeal Form" is available online. If the Vice-President for Academic Affairs grants the student's appeal, the student will be admitted under Conditional Probation. If the student's appeal is denied, the student may appeal to the Academic Appeals Committee. If the appeal is denied by the Committee, the student shall be informed of the right of appeal to the President of the College.

Conditional Probation

If the appeal is approved, the student will be admitted under Conditional Probation. A student on Conditional Probation will be limited to enrolling in no more than 6 semester credit hours during any long term and no more than 3 semester credit hours during any summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students must re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.
5. Other conditions may apply as deemed appropriate.

If the student's semester GPA while on Conditional Probation equals or

exceeds 2.0, the student will advance to Scholastic Probation. If the student's semester GPA is below 2.0, the student will be placed on Scholastic Suspension.

Removal from Scholastic Suspension
A student enrolling after a Fall or Spring semester's lapse due to Scholastic Suspension will automatically be placed on Conditional Probation.

Admission Following a Scholastic Suspension at Another College
Students who are on Scholastic Suspension at another college or university may be admitted to SWTXC through the following procedure:

1. Each student must appeal in writing for admission to the Vice-President for Academic Affairs or an appropriate designee.
2. If denied admission by the Vice-President, the student may appeal to the Academic Appeals Committee.
3. In case of denial of admission by the Committee, the student shall be informed of the right of appeal to the President of the College.

Individual Academic Plan (IAP)

If a scholastic or financial aid appeal is granted, the student is placed on an Individual Academic Plan that requires tutoring and regular meetings with Student Success Center. The Individual Academic Plan is a tool that helps students and staff monitor progress and work to remove barriers to persistence. Requirements include three hours per week of tutoring and/or independent study and three progress status meetings with Student Success Center staff.

Attendance/Absence

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed because of an absence. Therefore, the instructor may count all absences except when prohibited by State law or statute. According to State law there may be a valid reason for a student's absence from class. Acceptable reasons are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the responsibility of the student to inform the instructor of an excused absence related to one or more of the aforementioned categories and to ask for make-upwork.

An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTXC criteria for "Excessive Absences" and the student has failed to make the appropriate contact with the Instructor regarding the validity of the absence and the need for make-up work. The SWTXC definition of "Excessive Absences" is when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically,

(a) six absences from a class that meets three times per week (typical MWF schedule), (b) four absences from a class that meets two times per week (typical TTH schedule) and, (c) two absences from a class that meets once per week (typical evening course). Attendance counting begins on the official first day of class. When a student reaches the "Excessive Absence" threshold, the instructor may request that the student be dropped from respective course. The "Excessive Absences Drop Form" is used for this purpose. When an instructor requests the forced withdrawal of a student from a class, a grade of "EW" will be considered if the student has at the time of the request a class grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of "F" will be given.

Excessive Absence/Process

Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab. Students who stop attending class for any reason should contact the instructor and/or the Student Success Center to officially withdraw from the class. The Success Coaches can assist students in exploring all available options before deciding to withdraw.

Class Meetings	Absences equal to 12.5 % Absences allowed
Regular Semester (16 week)	
3 meetings a week	6
2 meetings a week	4
1 meeting a week	2
Spring and Fall 1st and 2nd 8 weeks Term	
4 meetings a week	4
3 meetings a week	3
2 meetings a week	2
Summer I and Summer II Term (5/6-week term)	
5 meetings a week	3
4 meetings a week	2.5
Maymester; Wintermester (3-week term)	
4 meetings a week	1

Student Degree Planning (Degree Plan)

A student degree plan is an outline to guide students in the completion of an associate degree or a certificate of completion. All SWTXC students are required to declare a major. Students also are required to complete a degree plan with their designated advisor. When changing majors a student must obtain approval from their designated advisor. The student degree plan assists the student in three ways:

1. The degree plan aids the student in choosing required and elective courses. An advisor can work with the student in the selection of courses.

2. The degree plan not only guides a student in the completion of a certificate or an associate degree, but also aids transition from SWTXC to a four-year college or university.

3. The degree plan enables a student to complete coursework for a specific degree or certificate of completion.

All SWTXC degrees and certificates are available online via Self-Service; students can determine how their SWTXC and transfer courses meet requirements for any SWTXC degree or certificate. The online SWTXC degree audit includes coursework transferred from another regionally accredited college or university.

Transcript Evaluation

Students who have transferred from another college or university and are working toward a SWTXC Associate of Arts or Associate of Applied Sciences degree or Certificate require a transcript evaluation. Evaluations include **only** coursework completed through regionally accredited colleges and universities and appropriate international institutions.

An evaluation is used to:

1. Provide a consistent method of applying transfer coursework to a SWTXC degree
2. Assist students in tracking progress toward a degree
3. Support academic advisement
4. Record course prerequisites required for registration
5. Transfer core completion information

Students transferring to SWTXC from another regionally accredited college or university will have their transcript evaluated only for equivalent SWTXC courses. An official transcript from each previous, regionally accredited collegiate institution must be on file prior to an evaluation.

Students transferring to SWTXC can expect that approved academic courses earned at any Texas public institution will be accepted. Academic courses are identified by Texas Common Course Numbering System. Students who dispute a transfer decision made by SWTXC should contact the Registrar s Office to request a review of the coursework involved.

Evaluations can be completed only after ALL required transcripts are on file. Evaluations usually are completed seven to 10 business days from the date the request was received **and** all transcripts have been received. However, due to the large volume of requests from mid-July to September 1 and from December 1 to January 31, completion time may increase to three weeks or more.

Students planning to transfer SWTXC coursework to another college or university must contact their designated SWTXC Success Coach. It is extremely important that students work with their Success Coach on all transfer related questions. SWTXC has established transfer agreements with area colleges and universities.

Drop/Withdrawal From One or More Courses

Students considering drop/withdrawal should first consider the impact (if applicable) on financial aid, veterans benefits, third party sponsorships, and/or other entitlements. Students must get their designated advisor's approval prior to dropping/withdrawing from courses.

Courses can be dropped through the campus Registrar's Office. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

Students who are unable to withdraw in person may mail, email or fax a letter to their designated advisor specifying class(es) from which the drop/withdrawal(s) is/are requested. The letter must be signed by the student; it must include the student's Colleague ID and, if mailed, emailed or faxed, the date shown on the postmark or fax confirmation must be on or before the last day to drop a class.

Drop Six Regulation

Students entering any college Fall 2007 or thereafter may not drop more than six courses, including those taken at another college or university (Education Code 51.907(e); 19 TAC 4.10(a). All courses dropped after the official day of record (census date) are included in the six course limit unless (1) the student withdraws from all courses, or (2) the course to be dropped is a developmental course or is taken by a student still enrolled in high school, or (3) a drop exception is authorized.

Drop exceptions can be approved by the Vice President of Student Services if the student properly documents an acceptable reason allowed by the law:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
3. The death of a person who is either considered to be a member of the student's family or is otherwise considered having a sufficiently close relationship to the student.
4. The active duty service as member of the Texas National Guard or the

Armed Forces of the United States of either the student or a person who is considered to be a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student, as described by the Higher Education Coordinating Board's Rules;

5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or

6. Other good cause as determined by the institution of higher education.

Students who incur six withdrawals that have not been approved with exceptions will incur registration and drop restrictions during all subsequent semesters and may incur other enrollment limitations or requirements.

Repeating a Course

Students may opt to repeat a course to improve a grade or extend mastery of course content. In general, when a course is repeated only the highest grade is included in GPA computation; however, all courses and grades are a part of the official record and remain on the students' transcripts.

The decision to repeat a course should be made very carefully by students receiving financial aid, veterans' educational benefits, or other third-party benefits. Repeated courses may negatively affect benefits.

A few courses designated in the course description that they may be taken for a specific number of times without constituting a repeat. In other instances students should be aware that they may be subject to additional tuition and fees due to excessive repeats. (Education Code 130.0034;54.014;19 TAC Chapter 13, subchapter F). State regulations allow an institution of higher education to charge a higher tuition rate to a student who enrolls in a course more than two times, regardless of the grade received (including grade of W). At this time, SWTXC is charging an additional $300 for those courses.

Grade Review

Students may petition for review of a grade within 30 calendar days after the first class day of the next long semester by following these procedures:

1. The student must inform the instructor and the department chairperson in writing of the reason for review of grade;

2. The instructor should then examine the records and submit his/ her recommendations through administrative channels to the Vice President of Academic Affairs, who will make the final decision regarding the grade and notify the student. If the instructor recommends not changing the grade, it should be explained in a memo.

3. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. A copy of the grade appeal must be attached. The process of review of grade must be completed within 30 calendar days after receipt by the instructor of the written appeal.

4. If the instructor is no longer employed, the department chairperson will then examine the instructor's records, make a recommendation, and send the recommendation through the proper channels to the Vice President for Academic Affairs, who will notify the student of the decision.

Grade Reports and Transcripts

Grade reports are **not** mailed to students. Students can access and print grade reports through SWTXC online services on Self-Service. Unofficial transcripts are provided online without charge or can be requested through each campus' Registrar office.

Official transcripts are provided without charge and can be requested through online services or any SWTXC Registrar's office.

Official transcripts and graduation diplomas will not be released until all student record holds with Southwest Texas College have been cleared.

Official home school transcripts must be submitted to the Registrar's Office in

appropriate transcript template with signature of parent/school official and graduation date. If necessary, home school transcript template to place student date/records may be accessed from the SWTXC page "Registrar Forms".

Recognition of Outstanding Academic Achievement

Honor Graduates

Students satisfying the requirements for the A.A., A.A.T., A.S., and A.A.S. degree with the following GPA will graduate as follows:

3.90 to 4.00 GPA --- Summa Cum Laude
3.70 to 3.89 GPA --- Magna Cum Laude
3.60 to 3.69 GPA --- Cum Laude

Honor Roll

The Deans Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work, excluding all developmental hours, and who make a GPA of 3.60 or better on their semester grades. The Deans Honor Roll is published as soon as possible after the close of the fall or spring semesters.

The President's Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work, excluding all developmental hours, and who make a GPA of 4.0 on their semester grades. The President's Honor Roll is

published as soon as possible after the close of the fall or spring semesters.

Assessment/Placement Testing

THECB Rule 4.55 requires that an institution assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework. SWTXC complies with this request by requiring assessment of all entering students who do not meet the TSIA2 exemption criteria.

ESOL coursework can satisfy required developmental education in writing and in reading, if student exit scores verify readiness.

Texas Success Initiative Assessment (TSIA2) Requirements Overview

The Texas Success Initiative Assessment 2.0 (TSIA2) is a state-mandated placement test designed to assess college readiness in reading, writing, and math. Students who do not meet exemption criteria must take the TSIA2 before enrolling in college-level coursework in these subject areas.

Who Must Take the TSIA2?

Students are required to take the TSIA2 if they:

- - Are degree-seeking, and
- - Have not met a TSI exemption based on ACT, SAT, STAAR EOC, or other approved measures.

Students who do meet an exemption are not required to test.

SWTX staff and faculty encourage students to identify a degree of certificate plan with their success coach and have it recorded in Colleague. However, Texas Education code rule requires that a Non-dual student enrolled in a degree program file a degree plan after the student has earned a total of 30 semester credit hours. A student enrolled in a dual credit course or program must file a degree plan immediately after earning a total of 15 semester credit hours.

TSIA2 and Credit Hour Milestones

There is no state rule that automatically requires TSIA2 testing once a student reaches 30 credit hours (for traditional students) or 15 credit hours (for dual credit students). However:

- - These milestones trigger degree plan filing requirements.
- - Filing a degree plan may change a student's classification to degree-seeking.
- - Degree-seeking students must meet TSI requirements.

TSIA2 and Dual Credit Students

- - High School students enrolled in an Early College High School (ECHS) program are
-
- required to test with the TSIA2 unless they demonstrate an approved exemption.
- - They may not need to take the TSIA2 for some dual credit courses (especially workforce or non-core classes).
- - TSI requirements may still apply to core academic courses (e.g., college-level English or math).
- - Regular dual credit (non-ECHS) students who declare a non-degree seeking status are not required to attempt the TSIA2 or demonstrate a testing exemption.

Upon transitioning to regular college enrollment (non-dual), students will need to:

- - Meet TSI requirements for continued enrollment in college-level courses.
- - Complete the TSIA2 if they are not exempt and have not previously tested. TSIA2 and Financial Aid Implications

  TSI status may also affect financial aid eligibility:

- - Students who are not college-ready in reading, writing, or math may be required to enroll in co-requisite support courses.
- - Delays in demonstrating college readiness could impact a student's academic progress or financial aid standing.

Recommendations for Students

- - Meet with an academic advisor/ Success Coach early to determine if TSIA2 testing is required.
- - Provide proof of exemptions (e.g., ACT/SAT scores, high school transcripts).
- - Plan to test if you are not exempt and wish to pursue a degree or financial aid.

IV. CAMPUS POLICE REGULATIONS

Southwest Texas College Police Department

The Southwest Texas College Police Department would like to welcome you to the campus. While you are on the campus, we want you to have an enjoyable

and safe time. We are available to assist you in any way that we can.

We consider the college as our community and consider the students, faculty, staff, and guests as members of the community. We are the police department for the college community in much the same way as a city police department is for a particular city. Southwest Texas College is not within the city limits of Uvalde or within the jurisdiction of its police department. We have our own independent, fully staffed, full-service police department with full-time, experienced police officers. Our officers are fully certified and licensed Texas Peace Officers. The Del Rio and Eagle Pass campuses are patrolled by a security company.

You are here because you have decided to continue your education and enjoy the benefits that a higher education can have on your life. The mission of the Southwest Texas College Police Department is to help promote and protect an atmosphere that assists persons in achieving their educational goals.

Our campus community does have its share of accidents, criminal activity, and injuries. Compared to other jurisdictions, however, our crime rate is extremely low. Our goal is to lower it even more. To accomplish this we need everyone's help. If you witness a crime, see something suspicious, or know of someone that may need assistance on campus, please become involved and contact our department.

The SWTXC Police Department office is located in Hubbard Hall. Office hours are generally 8 am to 6 pm. Our phone number is 830-591-7333. Alternate numbers are 830-278-4401 (switchboard); or 911 (countywide emergency).

SWTXC Police Cellular Phone number is 830-279-1861.

SWTXC Police respond to all incidents on the Uvalde campus of SWTXC. We gather information on, and investigate all crimes and offenses on campus. We report to the college administration. We file criminal cases through the Justice of the Peace Courts, the Uvalde County Courts, and the State District Courts. Campus parking violations are handled on campus through the Business Office and the Vice-President of Finance.

You are welcome to come by our office. We encourage you to take an active role in helping us maintain a peaceful and enjoyable campus community where you can get a quality education.

Motor Vehicle Parking Permit

All students, faculty and staff employees of SWTXC are responsible for obtaining and displaying motor vehicle parking permits on campus and for obeying the Motor Vehicle Regulations outlined in this document. Citations are issued for parking violations.

Students are prohibited from parking in the visitor's lot. This prohibition applies to parking on campuses other than the one usually attended. Students/faculty/staff are not visitors and will be issued citations for parking in the visitor's lot.

A one-day temporary permit is issued when a student or employee fails to bring his permit to the campus.

Transportation Service

Transportation is offered to students in Eagle Pass, Del Rio, and Crystal City traveling to the Uvalde campus. There is a $150 fee for each student per semester. The transportation provided is based on need determined by SWTXC.

Emergency Response Plan

When evacuation of a building is necessary due to a fire, bomb threat, hazardous materials accident or other emergency evacuations, an alarm system is activated or orders to evacuate are given.

1. **Immediately evacuate the building** through the doorways marked by the nearest exit signs, only if it is safe.
   Evacuate the building in an orderly manner, without running or crowding. A disorganized evacuation can result in confusion, injury and property damage.

2. **Be familiar with the location of primary and alternate exits and the various evacuation routes available**. Floor plans with escape routes, alternate escape routes, and exit locations are posted throughout the buildings.

3. **Evacuate immediately**, resisting the temptation to locate personal belongings or asking for details about the situation. Remember, things can be replaced--people cannot.

4. **Assist individuals with a disability** or others who may need help.

5. Fire alarms and smoke detectors are to alert building occupants. If smoke or fire is detected, **call 911**. Whenever possible, activate the nearest fire alarm and close the door upon leaving a room.

6. **Proceed to a predetermined assembly area**. A head count or roll call is necessary to account for all personnel.

AppArmor Emergency Notification System

The Southwest Texas College Emergency Notification System is used to deliver messages to our faculty, staff, and students during emergencies and campus closings. Notifications are sent to your cellphone, SWTXC.edu email, and the SWTXC Safety App. SWTXC uses the notification groups to target students for emergency messages.

As a student, you have been added to notification groups based on your primary location and class registration information. Current students are kept up to date in the Emergency Notification System on a regular basis (at least twice each semester) based on current enrollment status. To download the SWTXC Safety App please visit cellphone AppStore.

Severe Weather Evacuation Plan

When tornados or other severe weather threatens the campus, all persons must take shelter. The following procedures are to be followed:

1. The city where each campus is located will activate a severe weather siren. **Sound of the siren is the signal to take shelter immediately.**

2. The **safest place to take shelter from severe weather or tornados is inside a building, in a room or hallway, clear of glass doors and windows. Lie face down, head covered, along an interior wall or hallway.** When possible get under heavy furniture as protection from falling debris.

3. **Assist individuals with a disability** as needed.

4. Campus personnel or emergency responders will use a public address system to instruct people outside to immediately take shelter inside a building. Each building has diagrams posted on walls showing the exits.

5. **When emergency responders are present, follow their instructions.** No discussion is necessary during an emergency situation.

Safety Policy Statement

It is the policy of the Southwest Texas College to provide and maintain a safe and healthful environment free of injuries and other impairments to the health of students.

In the interest of accident prevention, the Southwest Texas College supports a formal safety program designed to reduce accidents and injuries.

Each student is responsible for taking serious interest in safety, cooperating with College officials, complying with safety regulations of the College,

reporting immediately any injury incurred or unsafe condition observed, and practicing safety at all times. Students who fail to follow safety regulations may be withdrawn from their course(s).

Concealed Carry Policy

1. Unless noted otherwise in the College's Campus Concealed Carry Policy, students, faculty, staff, and visitors are permitted to carry a handgun on the campuses and dormitories of SWTXC provided:

    a. They have a valid handgun license issued by the Texas Department of Public Safety or by any state which has reciprocity with Texas;

    b. The firearm is concealed at all times; and
    c. They follow Texas Penal Code 30.06 pertaining to exclusionary zones.

2. Faculty and staff are permitted to carry concealed in College vehicles while in the course of their employment.

3. Open carry of a firearm is not permitted on the campuses of SWTXC.

4. Unattended firearms must be locked at all times inside a storage container designed for that purpose, or alternatively locked inside the license holder's motor vehicle.

5. Licensed students living in SWTXC dormitories must provide their own locked gun storage container.

6. Exclusionary Zones include areas on campus where the concealed carry of a firearm is not permitted. Notice must be provided in accordance with Texas Penal Code 30.06. The following areas are exclusionary zones:

    a. Child Care Facilities located on campus;
    b. Nursing and Radiology Laboratories (Restriction does not include the classrooms);
    c. Swimming Pool area and dressing rooms in the Physical Education Memorial Building on the Uvalde campus;
    d. La Forge Hall (Includes gymnasium and all physical education areas. Does not include instructors' offices and access area leading to the offices);
    e. Del Rio campus weight room – Building J;
    f. Testing rooms in Testing Center located in the R.K. Miller Building on the Uvalde campus;
    g. Testing rooms in Del Rio B-108, B-109 duringtesting.
    h. Testing rooms in Eagle Pass Building E duringtesting.
    i. Pearsall Campus (Leased from Pearsall I.S.D.) and the
    j. Hondo Campus leased from the City of Hondo (If the City determines it

will prohibit the possession of firearms in the leased facility and causes the appropriate signage under Texas Penal Code 30.06 to be affixed to the building).

k. All Libraries

l. All cafeterias and snack bars

m. Temporary Prohibition: The College President may temporarily prohibit concealed carry handguns at certain events. The request for a temporary prohibition will be reviewed by the Cabinet and a recommendation forwarded to the College President. Proper notification and signage will be required.

7. Under the auspices of the Texas Commission on Law Enforcement (TCOLE), the Advisory Board of the Middle Rio Grande Regional Law Enforcement Training Academy has established the following rule: "Firearms or any weapons are not permitted in the classroom unless required by an instructor, or in full uniform".

8. The SWTXC Campus Concealed Carry Policy will be "widely" published on the College's website, College Policy, College Catalog, Student Handbook, and Faculty Handbook.

Sex Offender Registration

Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Chapter 62, code of Criminal Procedure, who is a student at a public institution of higher education shall report that fact to the SWTXC Police Department.

The offender shall provide the SWTXC Police Department or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure Section 62.02(b).

State law prohibits some sex offenders on parole or probation from going within 1,000 feet of an area where "children normally gather." The frequent presence of children on SWTXC campuses requires that sex offenders on parole or probation check with their parole or probation officers to learn if they fall under this prohibition. Those who do fall under the prohibition may take Distance learning classes, but only if presence on campus is not required

Tobacco Use

The use of tobacco products is allowed on SWTXC campuses; however smoking must not take place within 50 feet of any window, door, or opening of a building this includes e-cigarettes or similar products.

Privacy

All technology related services are treated confidentially. The College will not disclose personal information to third parties unless required by law or College policies or regulations. The College employs numerous measures to protect the security of

electronic resources and user accounts but does not guarantee such security. The College employs software programs which monitor network traffic, identify potential unauthorized access and detect computer viruses and/or software that might damage College computers or the network. Information obtained by the College is used only for the purpose of maintaining security and performance of College networks and computer systems. Personal information will not be released without student consent unless required by law or College policies or regulations.

Each computer user, as a member of the electronic community of learners, is responsible to all other users in that community to respect and value the rights of privacy for all; to recognize and respect the diversity of the population and opinion in the community; to behave ethically; and to comply with legal restrictions regarding the use of information resources.

Southwest Texas College has the responsibility to provide all computer users with legally acquired computer resources (hardware, software, networks, databases, etc.) in all instances where access to, or use of, the resources is an integral part of active participation in the electronic community.

SWTXC has the responsibility to develop, implement and maintain security procedures to insure the integrity of individual and institutional files. The College shall not be responsible for loss of data or interference with files resulting from its efforts to maintain the privacy and security of the College computer facilities.

SWTXC has the responsibility to treat electronically stored information as confidential. The institution shall treat all personal files as confidential, examining or disclosing the contents only when authorized by the owner of the information, approved by the appropriate institutional official, or required by local, state or federal law and/or regulation.

These privacy responsibilities apply to distance learning students as well as traditional students.

Computer, Network and Internet Acknowledgment and Consent/Acceptable Use Policy

The purpose of the **computers and internet** is to support research and education. Appropriate usage is defined as technology and/or Internet resources that are directly related to the curriculum/instruction.

All users of the information systems and resources at SWTXC must abide by certain guidelines. For the most part these guidelines are similar to those pertaining to the other forms of communication at the college. Please understand that if you violate this policy, you are subject to SWTXC discipline as well as local, state, and federal legal recourse.

In general:

- Users must act ethically and within the law when using college information systems.
- SWTXC information systems and resources must be used only for SWTXC business and only as authorized by the information owner. Further, users must understand that the information systems and resources, including the email address assigned to them, belong to SWTXC.
- SWTXC information systems must be used only in ways that benefit SWTXC, ensure compliance with statutory requirements, are cost-effective, and enhance the reputation of SWTXC.
- Users are responsible for all actions taken using their SWTXC-issued accounts (or other methods of access). Users must not share passwords or other means of access.
- By using SWTXC information systems, users consent to monitoring, logging and reporting on their use of those systems.
- Users must use only SWTXC approved methods and technology to connect to SWTXC's network and information systems.
- Users must not use or disclose sensitive information, or data that is otherwise confidential or restricted, without appropriate authorization.
- Users are required to report any weaknesses in security controls, incidents of misuse, and violations of SWTXC information system operating and security policies to the Information Technology Department.
- Users must not purposely engage in activity that may harass, threaten, intimidate, endanger, or abuse others; degrade the performance of information systems; deprive an authorized user access to a SWTXC resource; obtain resources beyond those allocated; or circumvent technology security measures.
- Users must not allow incidental personal use of SWTXC information systems to result in any embarrassment or non-trivial cost to SWTXC.

Specifically, the following uses are prohibited:

- Illegal activity.
- Commercial or for-profit purposes.
- Product advertisement or political lobbying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Transmission of material likely to be offensive to recipients.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or using of unauthorized games, programs, files, or other electronic media, including, but not limited to, the usage of floppy diskettes, CD-ROMs (audio and computer), DVD-ROMs, and USB flash drives/USB storage devices.
- Disruption of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software and files.

- Quoting of personal communications in a public forum without the original author's prior consent.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or official files. To protect the integrity of the system, the following guidelines shall be followed.

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. All account passwords must comply with the following minimum standard complexity requirements:
   - Must be at least nine (9) characters in length; and
   - Must be changed at least every 90 days.

Account passwords must also:

- Contain a mixture of uppercase and lowercase letters, numerals, and special characters;
  - NOT re-use any of the account's last 4 passwords; and
  - NOT include personal information such as your name and account name.

SWTXC is in the process of implementing the use of Multi-Factor Authentication (MFA) for Microsoft 365, it is anticipated that we will be putting those plans in place over the next few months. In the meantime, please be aware that in order to access your email or use 365 resources, you will be required to have access to Microsoft Authenticator. We are investigating the use of Google Authenticator as well. Both applications are free to use and available for both the iPhone and Android phones. The apps do not store any information about you as a user or your phone, it just serves as a tool to improve system security for SWTXC. We will publish instructions for loading and using the apps on our website in the near future.

Employees and students must understand this policy and comply with it. The SWTXC IT Department can be contacted at 830-591-7323 if you are in need of additional information or clarification.

Additionally, please understand that if you violate this policy, you are subject to the SWTXC discipline code as well as local, state, and federal legal recourse.

Other Violations and Fees

Parking facilities are available on campus for all students, faculty and staff. Handicapped parking is also available (vehicles must display a handicapped placard to park in these spaces). All cars must park in the appropriate parking lots assigned and designated by the decal that may be obtained in the Business Office.
A non-transferable decal for SWTXC students may be obtained in the Admissions Office at no additional charge. Additional decals are available for $5.00. A non-transferable decal for Sul Ross students valid the current school year may be obtained in the Admissions Office.

Campus Police enforce parking regulations 24 hours a day, seven days a week. All parking citation types and fines, with the exception of space reserved for the disabled, are $25.00. Parking in a space designated as Handicapped Parking without a placard is $50.

Moving violations will be filed with the Justice of the Peace. When moving violations are filed with the Justice of the Peace, the fine assessed if found guilty, could range from $2 to $200. A fee of $5 shall be assessed when a parked vehicle causes an unsafe situation or is in flagrant violation of parking regulations.

V. STUDENT LIFE

Southwest Texas College has administrative responsibility to control and regulate student conduct and behavior that tends to impede, obstruct or threaten the fulfillment of the educational goals of the College, or that tends to impede, obstruct or threaten the legal rights of others on the campus. Therefore, SWTXC has the responsibility and authority to formulate and enforce rules of student conduct necessary for the maintenance of order and property where such rules are reasonable and necessary to further the educational goals of the College. In order to create a positive climate for learning, students are expected to abide by all rules and regulations. Failure to comply with these rules and regulations may be grounds for disciplinary action up to and including dismissal from the College.

Student Organizations

SWTXC is committed to providing vital, co-curricular activities for students that enhance individual development, promote collaboration, and provide social and recreational activities.

Any group of students wishing to meet on behalf of a common interest may seek organization status by consulting with the Director of Student Engagement & Success. Impetus for the formation of a student organization is expected to come from students.

As a prerequisite to operation on campus, all organizations must be recognized by the College and must agree to abide by regulations of the Board and by the club policies and procedures issued by the College administration. Every club must have a faculty or staff advisor responsible to the College. No organization which discriminates against faculty, staff, or students or is in violation of state or federal law will be established or allowed to operate.

See Local Policy FLA for additional information regarding student expression and requirements and restrictions pertaining to student and faculty/staff organizations and programs.

STUDENT COMPLAINTS

Guiding Principles
Informal Process

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

Notice to Students

The College District shall inform students of this policy through appropriate College District

publications.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB] 2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB] 3. Complaints concerning disciplinary decisions. [See FMA]4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA] 5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Filing

Complaint forms and appeal notices may be filed by hand-delivery, electronic communication, including email and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

Response

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's email address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days. In calculating time lines under this policy,

the day a document is filed is "day zero." The following day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for

filing.

Student Rights and Responsibilities:

STUDENT COMPLAINTS PURPOSE

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints related to academic or curricular issues.

EXCEPTIONS

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See FDE]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FDE]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

The bracketed information in 1-4 above refer to policies in the SWTXC Policy Manual. Those policies have been developed for the specified circumstances.

REPRESENTATION

The student may be represented at any level of the complaint.
If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.

LEVEL ONE

A student who has a complaint shall request a conference with the department chairman or success coach as appropriate, who shall schedule and hold a conference with the student.

LEVEL TWO

If the outcome of the conference with the department chairman or success coach is not to the student's satisfaction, the student has ten workdays to request a conference with the Vice President of Academic Affairs or Vice President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman or success coach.

LEVEL THREE

If the outcome of the conference with the Vice President is not to the student's satisfaction, the student has ten workdays to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the

conference, the student shall submit the written statements required at Level Two and the date of the conference with the dean.

LEVEL FOUR

If the outcome of the conference with the College President or designee is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

CLOSED MEETING

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in closed meeting unless the employee complained about requests it to be public.

DEFINITIONS

Definitions of terms used in this section shall be as follows.

"STUDENT"

A "student" shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

"PREMISES"

The "premises" of the College District is defined as all real property over which the College District has possession and control.

Intellectual Property

The college retains ownership of any work or work product created by a College District employee, agent, or student employee, on College District time or created in the course and scope of his or her employment. Intellectual property rights are applicable to students. CT (LOCAL) states "A student shall retain all rights to work created as part of instruction or using College District technology resources". This policy also describes methods in which the College District and an employee would agree to share the revenue and ownership of intellectual property.

"SCHOLASTIC DISHONESTY"

"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.

"Cheating" shall include, but shall not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test; this includes unauthorized use of cell phones, computers, or any other electronic device to access materials, web sites, or any other type of assistance;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work, language or original idea(s) and the unacknowledged submission or incorporation of it/them in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

"DISORDERLY CONDUCT"

"Disorderly conduct" shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such interference will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that

such conduct will cause or provoke a disturbance.

6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Sexual Assault Information

If you have been sexually assaulted and are considering College action, you are encouraged to discuss the matter with the Vice President of Student Services, the SWTXC Campus Police, or the SWTXC Vice President at the Del Rio or Eagle Pass Campuses. This will allow you a chance to review the procedures should you decide to file a formal grievance through the College's disciplinary system, which by College policy is administered by the Director of Human Resources. This discussion does not obligate you to pursue official action; however, the Director of Human Resources, the Vice President, or the SWTXC Campus Police may be obligated to pursue an investigation and implement remedial actions to provide for the safety of the campus community. Charges may either be filed directly by you or by SWTXC on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the SWTXC Code of Student Conduct regulations. Individuals could be subject to disciplinary action pending review by SWTXC. Those students found responsible for violating the Code in this way could be suspended or expelled.

The College's disciplinary process could result in the case being turned-over to local municipal or county law enforcement for further investigation.

Pursuant to SWTXC disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during any meetings or hearings. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

Sexual Misconduct/Harassment Policy Statement

Members of the Southwest Texas College community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are

expected to conduct themselves in a manner that does not infringe upon the rights of others. The college holds a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define expectations and to establish a mechanism for determining when those expectations have been violated. Specific applicable College policies are FFD (Local) and DIA (Local). Both can be found in the SWTXC Policy Manual, which is available via the SWTXC Website at www.SWTXC.edu.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different

sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Sexual Misconduct Offenses

Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. Sexual Harassment

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting, someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Examples include but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexually-based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, which is without consent and/or by force. Sexual Contact includes: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or

making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, which is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Sexual Exploitation

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STD or HIV to another student; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Additional Definitions

1. Consent

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age.

2. Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

3. Coercion

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from

seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

4. Incapacitation

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

- Sexual activity with someone a reasonable person would know to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- This policy also covers a person whose incapacity results from physical or mental disability, sleep, involuntary physical restraint, or from the taking of drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drug to another student is a violation of this policy. More information about drug- facilitated sexual assault can be found via the RAINN organization.
- Use of alcohol or other drugs will never be accepted as a defense for a violation of this policy.

NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non- consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Sanction Statement

1. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct codeviolations.
2. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
3. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Reporting Allegations of Sexual Misconduct

For more information or to file a grievance or report of sexual misconduct, please see the "Student Complaint, Grievance and Appeal Procedure" in the SWTXC Student Handbook or visit or call the Title IX Officer in the Rodolfo & Dolores Flores Student

Services Building at the Uvalde SWTXC Campus.
Phone: (830) 591-4157.

RESPONSIBILITY

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

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

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

PROHIBITED CONDUCT

The following behavior shall be prohibited:

FEDERAL, STATE, AND LOCAL LAW

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.

PROHIBITED WEAPONS

2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval.

DRUGS AND ALCOHOL

3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
5. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

DEBTS

6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District.

DISRUPTIONS

7. "Disorderly conduct", as defined above or disruptive behavior.

BEHAVIOR TARGETING OTHERS

8. Threatening another person, including a student or employee.
9. Intentionally, knowingly, or negligently causing physical harm to any person.
10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DOA, FFD, and FFE as appropriate]
11. Hazing with or without the consent of a student. [See FLBC]
12. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
13. Endangering the health or safety of members of the College District community or visitors to the premises.

PROPERTY

14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.

15. Stealing from the College District or others.

DIRECTIVES

16. Failure to comply with directives given by College District personnel.
17. Failure to provide identification when requested to do so by College District personnel.

TOBACCO

18. Possession or use of tobacco products on College District premises without authorization.

MISUSE OF TECHNOLOGY

19. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
20. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
21. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's

system.

22. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
23. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
24. Using e-mail or Web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, orvisitors.
25. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

DISHONESTY

26. Scholastic dishonesty, as defined above.
27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
28. Intentionally or knowingly providing false information to the College District.
29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

GAMBLING

30. Gambling.

OTHER CONDUCT

31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.

DISCIPLINE

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

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

PENALTIES FOR STUDENT MISCONDUCT

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. **Reprimand** - A verbal or written warning to the student following a rule

violation. Repetition of such misconduct may result in more severe disciplinary action.

2. **Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. **Scholastic penalties** - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
4. **Conditional Probation** - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
5. **Suspension** - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
6. **Expulsion** - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

SUSPENDED OR EXPELLED STUDENTS

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

DISCIPLINARY RECORD

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention

schedule.

REPORTS OF ALLEGED MISCONDUCT

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct, committed by a student to the Vice President of Student Services within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

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

CONFERENCE

If, however, the Vice president of Student Services or designee determines that the allegation warrants further consideration, the Vice President of Student Services or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Vice President of Student Services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

UNFOUNDED ALLEGATIONS

After conferring with the student, if the Vice President of Student Services or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

MISCONDUCT WARRANTING A PENALTY

If the Vice President of Student Services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Vice President of Student Services or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

SUSPENSION

If the Vice President of Student Services or designee determines that the student committed misconduct that warrants a suspension, the Vice President of Student Services or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

EXPULSION

If the Vice President of Student Services or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The Vice President of Student Services or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board [see EXPULSION HEARING, below].

INTERIM DISCIPLINARY ACTION

The Vice President of Student Services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

DISCIPLINARY APPEALS COMMITTEE

The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
2. Automatically, if the Vice President of Student Services or designee determines that a student committed misconduct warranting suspension.

COMPOSITION

The disciplinary appeals committee shall be comprised of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.

HEARING NOTICE

The Vice President of Student Services or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Vice President of Student Services or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Vice President of Student Services or designee's determination that the student should be suspended.

CONTENTS OF NOTICE

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
    a. To have a private hearing.
    b. To be assisted by an advisor or legal counsel at the hearing.
    c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.

d. To make an audio recording of the proceedings, after first notifying the Vice President of Student Services or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
e. To ask questions of each witness who testifies against the student.

3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

FAILURE TO APPEAR FOR HEARING

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

HEARING PROCEDURE

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Vice President of Student Services or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

A recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the recording.

EVIDENCE

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

APPEAL TO COLLEGE DISTRICT ADMINISTRATION

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

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

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

APPEAL TO BOARD

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

The College President or designee shall inform the student of the date, time, and place

of the Board meeting at which the appeal will be on the agenda for presentation to the Board.
The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio re-cording of the College President's conference with the student and the written response provided by the College President to the student.

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

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

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

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

EXPULSION HEARING

If the Vice President of Student Services or designee determines that the student's misconduct warrants expulsion [see CONFERENCE, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at DISCIPLINARY APPEALS COMMITTEE—CONTENTS OF NOTICE, above.

The College President or designee shall provide the Board the documentation presented by the Vice President of Student Services.

The Board shall proceed according to the procedures set out at DISCIPLINARY APPEALS COMMITTEE—FAILURE TO APPEAR FOR HEARING, HEARING PROCEDURE, and EVIDENCE, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

SOUTHWEST TEXAS COLLEGE

SWTX STUDENT HANDBOOK

SPRING 2026

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