



FRANK PHILLIPS COLLEGE

# *Student Handbook* 2019-2021



70 YEARS OF SERVICE | EST. 1948

RIGHT FOR YOU. RIGHT HERE. RIGHT FROM THE START.





# **FRANK PHILLIPS COLLEGE**



**BORGER, TEXAS**

**DALHART, TEXAS**

**DUMAS, TEXAS**

**HEREFORD, TEXAS**

**PERRYTON, TEXAS**

**STUDENT HANDBOOK**

**2019-2021**

## Contents

2018-2019 ACADEMIC CALENDAR.....	3
2019-2020 ACADEMIC CALENDAR.....	4
FRANK PHILLIPS COLLEGE, BORGER CAMPUS MAP.....	
MAP TO BORGER, TEXAS .....	5
FRANK PHILLIPS COLLEGE RAHLI CAMPUS, DALHART .....	6
FRANK PHILLIPS COLLEGE DUMAS COSMETOLOGY CENTER, DUMAS .....	7
FRANK PHILLIPS COLLEGE HEREFORD COSMETOLOGY CENTER, HEREFORD.....	8
FRANK PHILLIPS COLLEGE ALLEN CAMPUS, PERRYTON .....	9
MISSION STATEMENT.....	10
NOTICE OF NONDISCRIMINATION .....	10
STUDENT HANDBOOK .....	14
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT .....	14
STATEMENT OF CONFIDENTIALITY .....	14
POLICY CHANGES .....	15
CAMPUS SEX CRIMES PREVENTION ACT.....	15
<i>What is the Clery Act?</i> .....	19
<b>ADMISSION &amp; REGISTRATION.....</b>	<b>21</b>
COLLEGE ENTRANCE TEST .....	21
EXEMPTIONS FROM PROVISIONS OF ASSESSMENT TEST..	21
TESTING STANDARDS AND COLLEGE-PREPARATORY EDUCATION.....	23
APPLICATION AND CERTIFICATE OF RESIDENCE .....	23
<i>Who Must Have the Bacterial Meningitis Vaccination?</i> .....	24
<i>What Proof is Needed?</i> .....	24
<i>Students Who Are Exempt:</i> .....	24
<i>Direct Your Questions to the Following Offices:</i> ....	24
<i>Where Should I Send My Proof of Vaccination?</i> ....	25
METHODS OF ADMISSION .....	25
<i>High School Graduation</i> .....	25
<i>College or University Transfer</i> .....	25
<i>Dual-Credit Enrollment</i> .....	26
<i>Satisfying TSI Requirements for Dual-Credit Courses</i> .....	27
SPECIAL ADMISSION REQUIREMENTS.....	28
<i>Nursing Program</i> .....	28
<i>Athletes</i> .....	29
<i>International Students</i> .....	29
TRANSFER TRANSCRIPT EVALUATION.....	30
ADVISING PROTOCOL .....	30
ONLINE EDUCATION .....	33
<b>ACADEMIC POLICIES .....</b>	<b>35</b>
ACADEMIC HONESTY AND INTEGRITY.....	35
CREDIT FOR COURSES.....	35
<i>Explanation of Course Number</i> .....	35

<i>Explanation of Course Type</i> .....	35
<i>Explanation of Course Lecture-Lab Hours</i> .....	36
<i>Credit Hours</i> .....	36
<i>Prerequisites</i> .....	36
DEGREE PLANS .....	37
CLASS SCHEDULE REVISION.....	37
<i>Course Cancellation</i> .....	37
<i>Adding a Course</i> .....	37
<i>Withdrawing from a Course</i> .....	37
<i>State Limit on Dropped Courses</i> .....	37
<i>Withdrawal from the College</i> .....	38
<i>Class Attendance</i> .....	38
PROCEDURES FOR ASSURING IDENTITY OF DISTANCE- LEARNING STUDENTS.....	39
ACADEMIC PROGRESS.....	39
<i>Academic Honors</i> .....	39
<i>President's Honor Roll</i> .....	40
<i>Vice President's Honor Roll</i> .....	40
GRADES & REPORTS .....	40
<i>Repeating a Course</i> .....	40
<i>Grade Points</i> .....	41
<i>Grade Point Average (GPA)</i> .....	41
<i>Semester Grade Point Average</i> .....	41
<i>Cumulative Grade Point Average</i> .....	41
<i>Incomplete Grades</i> .....	41
<i>Grade Changes</i> .....	42
STUDENT GRADE APPEAL POLICY .....	42
ACADEMIC PROBATION .....	43
<i>Placement</i> .....	44
<i>Conditions</i> .....	44
<i>Important Information Regarding Academic Probation:</i> .....	44
<i>Return to Good Standing</i> .....	44
ACADEMIC SUSPENSION .....	44
<i>Placement</i> .....	44
<i>Conditions</i> .....	44
<i>Readmission</i> .....	44
FRESH START .....	44
GRADUATION.....	45
<i>Graduation under a Particular Catalog</i> .....	45
<i>General Requirements for Graduation</i> .....	45
<i>Procedures to Apply for Graduation</i> .....	45
SPECIAL CONDITIONS.....	46
<i>Transfer Students</i> .....	46
<b>POLICIES GOVERNING STUDENTS.....</b>	<b>47</b>
<i>Official Summons</i> .....	47
<i>Standards of Student Conduct</i> .....	47
<i>Student Rights and Responsibilities</i> .....	47
<i>Student Intellectual Property Rights</i> .....	48

STUDENT DISCIPLINE..... 49  
COMPLIANCE WITH FEDERAL LAWS REGARDING  
DISCRIMINATION..... 50

STUDENT GRIEVANCES ..... 51  
STUDENT COMPLAINTS ..... 52



# 2018 – 2019 Academic Calendar

	Fall 2018	Spring 2019	Summer I 2019	Summer II 2019	Summer Long 2019
<b>Residence Halls Open for Occupancy</b> Cafeteria Opens <b>Classes Begin</b> Final Day to Register First Day of Class 2 <sup>nd</sup> 8 week Pre-Registration for the Next Semester (*TBA) Final Examinations  <b>Last Day of Classes</b> <b>Residence Hall Close</b> Graduation Application Deadline <b>Commencement</b>	Aug. 22 Aug. 22 <b>Aug. 27</b> Aug. 31 Oct. 15 *November Dec. 12, 13, 17, 18  <b>Dec. 18</b> Dec. 18	Jan. 16 Jan. 16 <b>Jan. 22</b> Jan. 25 Mar. 25 *April May 8, 9, 13, 14  <b>May 14</b> May 14 Apr. 20 <b>May 3</b>	May 29 TBA <b>June 3</b> June 4  July 8-9  <b>July 9</b>	July 10 TBA <b>July 10</b> July 11  Aug. 14-15  <b>Aug. 15</b> Aug. 15	May 29 TBA <b>June 3</b> June 6  Aug. 14-15  <b>Aug. 15</b> Aug. 15
<b>PAYMENTS AND REFUNDS</b> Final Day to pay without late fee Final Day for Payment Plan Final Day for 100% Final Day for 70% Final Day for 25% Refund Final Day for 70% 1 <sup>st</sup> 8 week Final Day for 25% 1 <sup>st</sup> 8 week Final Day for 70% 2 <sup>nd</sup> 8 week Final Day for 25% 2 <sup>nd</sup> 8 week	Aug. 24 Aug. 24 Aug. 24 Sept. 17 Sept. 24 Sept. 6 Sept. 10 Oct. 31 Nov. 2	Jan. 18 Jan. 18 Jan. 18 Feb. 8 Feb. 15 Jan. 30 Feb. 1 Apr. 3 Apr. 5	May 31 May 31 May 31 June 10 June 12	July 9 July 9 July 9 July 17 July 22	May 31 May 31 May 31 June 20 June 26
<b>ADD/DROP AND TOTAL WITHDRAWALS</b> Final Day to Drop Without Penalty Final Day for Section Changes Final Day for Section Changes 1 <sup>st</sup> 8 week Final Day for Section changes 2 <sup>nd</sup> 8 week Final Day to Withdraw from a Course Final Day to Withdraw from a Course 1 <sup>st</sup> 8 week Final Day to Withdraw from a Course 2 <sup>nd</sup> 8 week Final Day to Totally Withdraw from All Courses	Aug. 24 Sept. 7 Aug. 31 Oct. 26 Nov. 30 Oct. 12 Nov. 30 Dec. 7	Jan. 18 Feb. 1 Jan. 25 Mar. 29 Apr. 26 Mar. 8 Apr. 26 May 3	May 31 June 4  June 26  July 2	July 9 July 11  Aug. 1  Aug. 8	May 31 June 6  Aug. 1  Aug. 8
<b>HOLIDAYS AND BREAKS</b> Labor Day Holiday Fall Break Christmas Holiday Martin Luther King Jr. Day Spring Break Good Friday Holiday Memorial Day Independence Day	Sept. 3 Nov. 19-23 Dec. 20-Jan. 9	Jan. 21 <b>Mar. 11-15</b> April 19 May 27	July 4		
<b>MINI TERM DAYS</b> Fall Mini Term May Mini Term	Dec. 26-Jan. 10	May 20-May 31			
<b>FACULTY/STAFF INFORMATION</b> Offices Open Employee In-service (Date may change) Faculty Report Staff Report	<b>Aug. 21</b> Aug. 21	Jan. 10 Jan. 15 Jan. 15 Jan. 10			

Information is subject to change without notice. Updated on 01/29/2019 - OES

# 2019 – 2020 Academic Calendar

	Fall 2019	Spring 2020	Summer I 2020	Summer II 2020	Summer Long 2020
<b>Residence Halls Open for Occupancy</b> Cafeteria Opens <b>Classes Begin</b> Final Day to Register First Day of Class 2 <sup>nd</sup> 8 week Pre-Registration for the Next Semester (*TBA) Final Examinations  <b>Last Day of Classes</b> <b>Residence Hall Close</b> Graduation Application Deadline <b>Commencement</b>	Aug. 21 Aug. 21 <b>Aug. 26</b> Aug. 30 Oct. 21 *November Dec. 11, 12, 16, 17 <b>Dec. 17</b> Dec. 17	Jan. 15 Jan. 15 <b>Jan. 21</b> Jan. 24 Mar. 13 *April May 6, 7, 11, 12  <b>May 12</b> May 12 Apr. 20 <b>May 1</b>	May 27 TBA <b>June 1</b> June 2   July 6-7  <b>July 7</b>	July 8 TBA <b>July 8</b> July 9   Aug. 12-13  <b>Aug. 13</b> Aug. 13	May 27 TBA <b>June 1</b> June 4   Aug. 12-13  <b>Aug. 13</b> Aug. 13
<b>PAYMENTS AND REFUNDS</b> Final Day to pay without late fee Final Day for Payment Plan Final Day for 100% Final Day for 70% Final Day for 25% Refund Final Day for 70% 1 <sup>st</sup> 8 week Final Day for 25% 1 <sup>st</sup> 8 week Final Day for 70% 2 <sup>nd</sup> 8 week Final Day for 25% 2 <sup>nd</sup> 8 week	Aug. 23 Aug. 23 Aug. 23 Sept. 16 Sept. 23 Sept. 5 Sept. 9 Nov. 4 Nov. 6	Jan. 17 Jan. 17 Jan. 17 Feb. 10 Feb. 17 Jan. 29 Jan. 31 Apr. 1 Apr. 3	May 29 May 29 May 29 June 8 June 10    June 10	July 7 July 7 July 7 July 15 July 20	May 29 May 29 May 29 June 16 June 23
<b>ADD/DROP AND TOTAL WITHDRAWALS</b> Final Day to Drop Without Penalty Final Day for Section Changes Final Day for Section Changes 1 <sup>st</sup> 8 week Final Day for Section changes 2 <sup>nd</sup> 8 week Final Day to Withdraw from a Course Final Day to Withdraw from a Course 1 <sup>st</sup> 8 week Final Day to Withdraw from a Course 2 <sup>nd</sup> 8 week Final Day to Totally Withdraw from All Courses	Aug. 23 Sept. 6 Aug. 30 Oct. 25 Nov. 22 Oct. 11 Nov. 22 Dec. 6	Jan. 18 Feb. 1 Jan. 25 Mar. 29 Apr. 26 Mar. 8 Apr. 26 May 3	May 29 June 2    June 25   July 2	July 7 July 9   July 30  Aug. 6	May 29 June 4   July 30  Aug. 6
<b>HOLIDAYS AND BREAKS</b> Labor Day Holiday Fall Break Christmas Holiday Martin Luther King Jr. Day Spring Break Good Friday Holiday Memorial Day Independence Day	Sept. 2 Nov. 25-29 Dec. 19-Jan. 8	Jan. 20 <b>Mar. 16-20</b> April 10 May 25	July 4		
<b>MINI TERM DAYS</b> Fall Mini Term May Mini Term	Jan. 6-Jan. 17	May 18-May 29			
<b>FACULTY/STAFF INFORMATION</b> Offices Open Employee In-service (Date may change) Faculty Report Staff Report	<b>Aug. 20</b> Aug. 20	Jan. 9 Jan. 14 Jan. 14 Jan. 9			

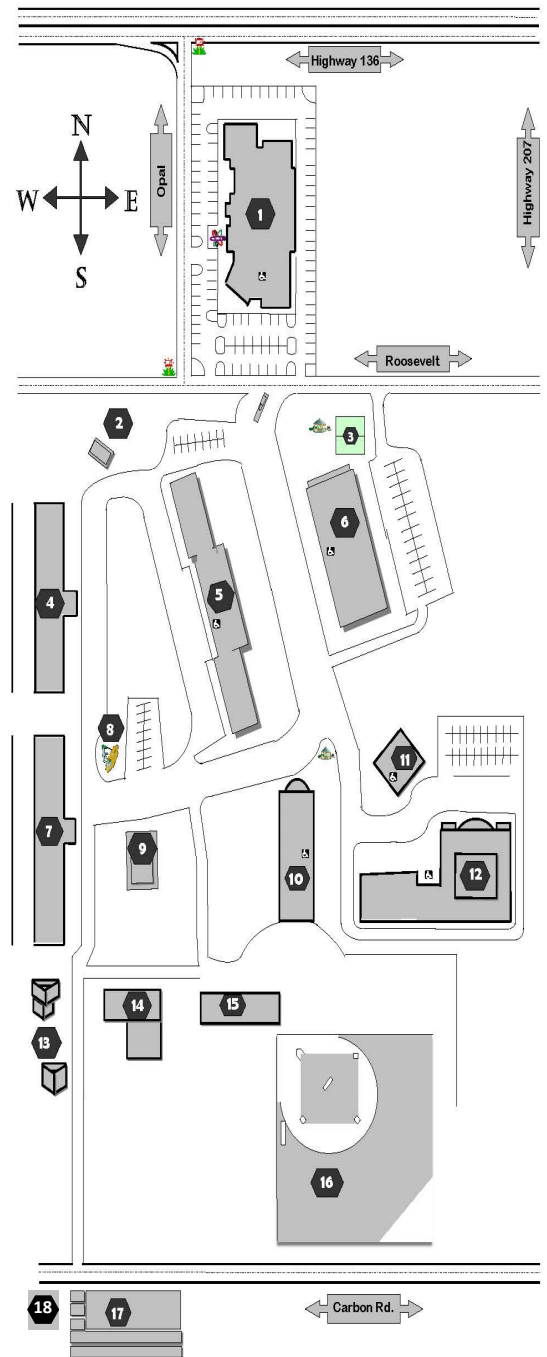
Information is subject to change without notice. Updated on 01/29/2019- OES



# Borger Campus Map

- 1. Service Drilling Southwest Center for Access & Innovation (CAI)** – Cosmetology Department, Career & Technical Education Offices, Conference Center, I&E classrooms and labs, Borger ISD Technology classroom
- 2. Weatherly Dugout and Plainsmen Park**
- 3. Tennis Courts**
- 4. Goins Hall** - Women's Residence Hall
- 5. Classroom Learning Complex (CLC)** - Science Labs, Computer Labs, Vocational Nursing Program and offices, Educational Services Offices, Allied Health facilities, general classrooms, faculty offices, & counselor's office
- 6. Borger Community Activity Center (BCAC)** - Athletic Department Offices, Workout facility, Gymnasium, Pool
- 7. Stephens Hall** - Men's Residence Hall
- 8. Pump Jack**
- 9. The Plainsmen Gym** – Athletic practice facility
- 10. Library Building** - Library, President's Office, Business Office, Student Central, Student Financial Services Office, Dual-Credit & Extended Education Offices, Publications, IT Office, Distance Learning (DLR) classrooms, faculty offices, AEL(GED) facility
- 11. Academic Readiness Center (ARC)/TRiO** – Writing Coach, ARC Tutoring facilities, TRiO Offices, academic-use computer lab
- 12. Fine Arts Building (FA)** - Auditorium, Cafeteria, Meeting Rooms (Gallery, Grasslands, Plainsmen Room), Music and Art classrooms, general classrooms, faculty offices
- 13. Maintenance**- Physical Plant facilities and offices
- 14. Warren Chisum Welding Fabrication and Safety Training Center** – Welding Program classrooms, labs, & offices, Safety Training Center offices and classrooms
- 15. Agricultural Science Building**- Agriculture Program, classrooms, labs, faculty offices, Monsanto room
- 16. Baseball Field**
- 17. Rodeo Arena**
- 18. Livestock Genetics Center**—Embryo transfer lab, classroom, and barn

**Not pictured:** (located off-campus)—Tyler Street Living Facility and the softball field



**Frank Phillips College**

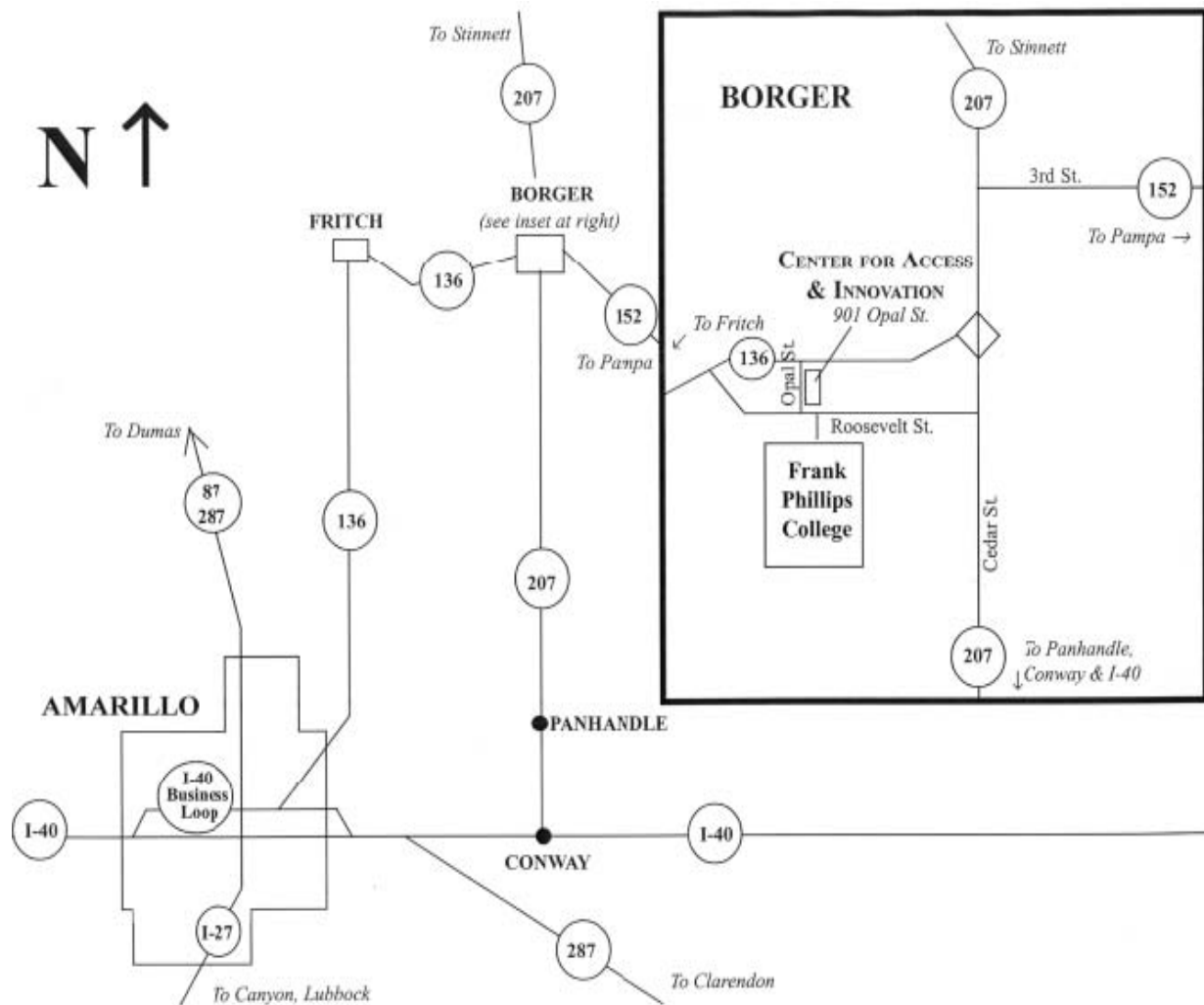
**Borger Campus**

1301 W. Roosevelt

Borger, TX 79007

806-457-4200

## Map to Borger, Texas



## Frank Phillips College

### Borger Campus

1301 W. Roosevelt

Borger, TX 79007

806-457-4200



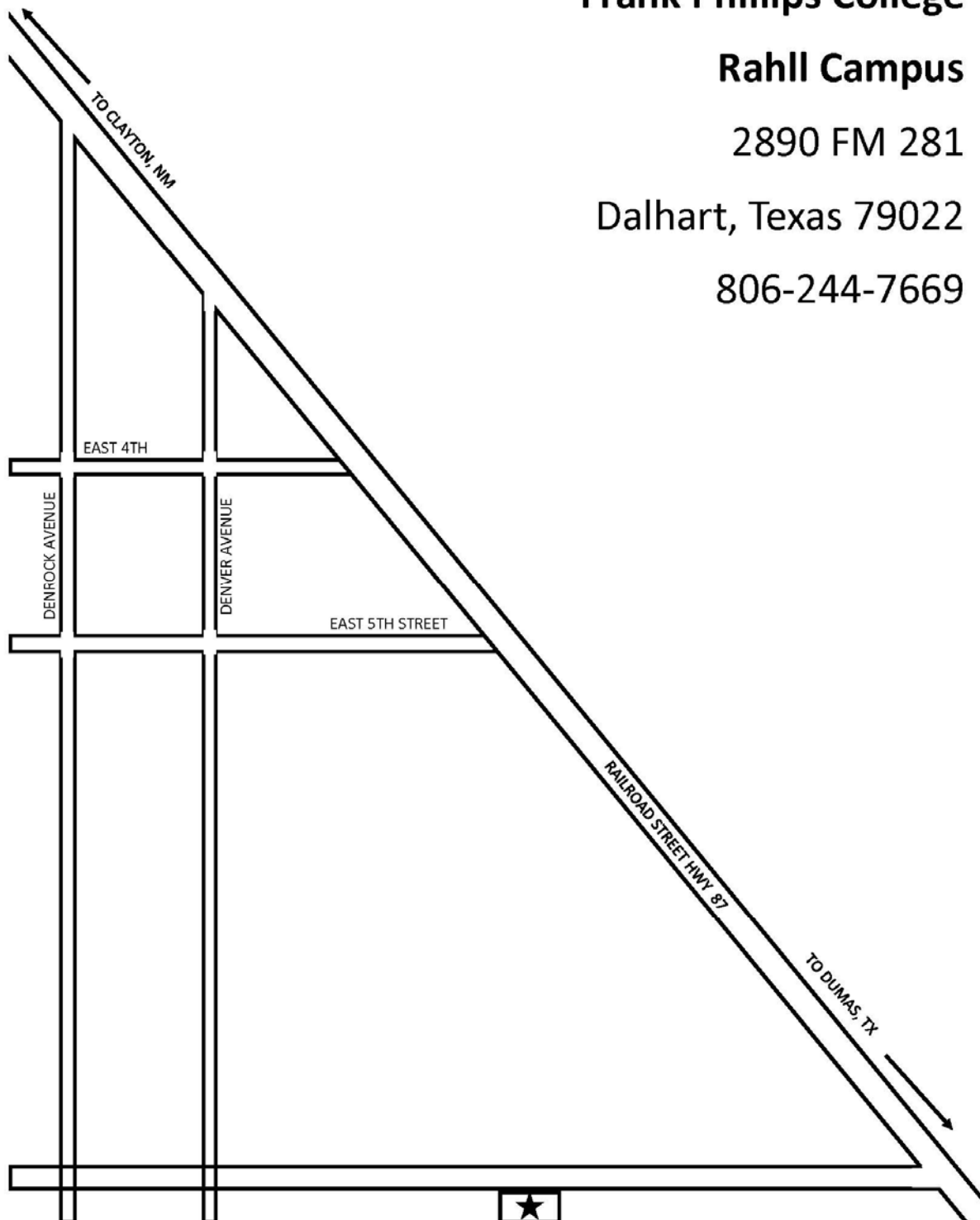
**Frank Phillips College**

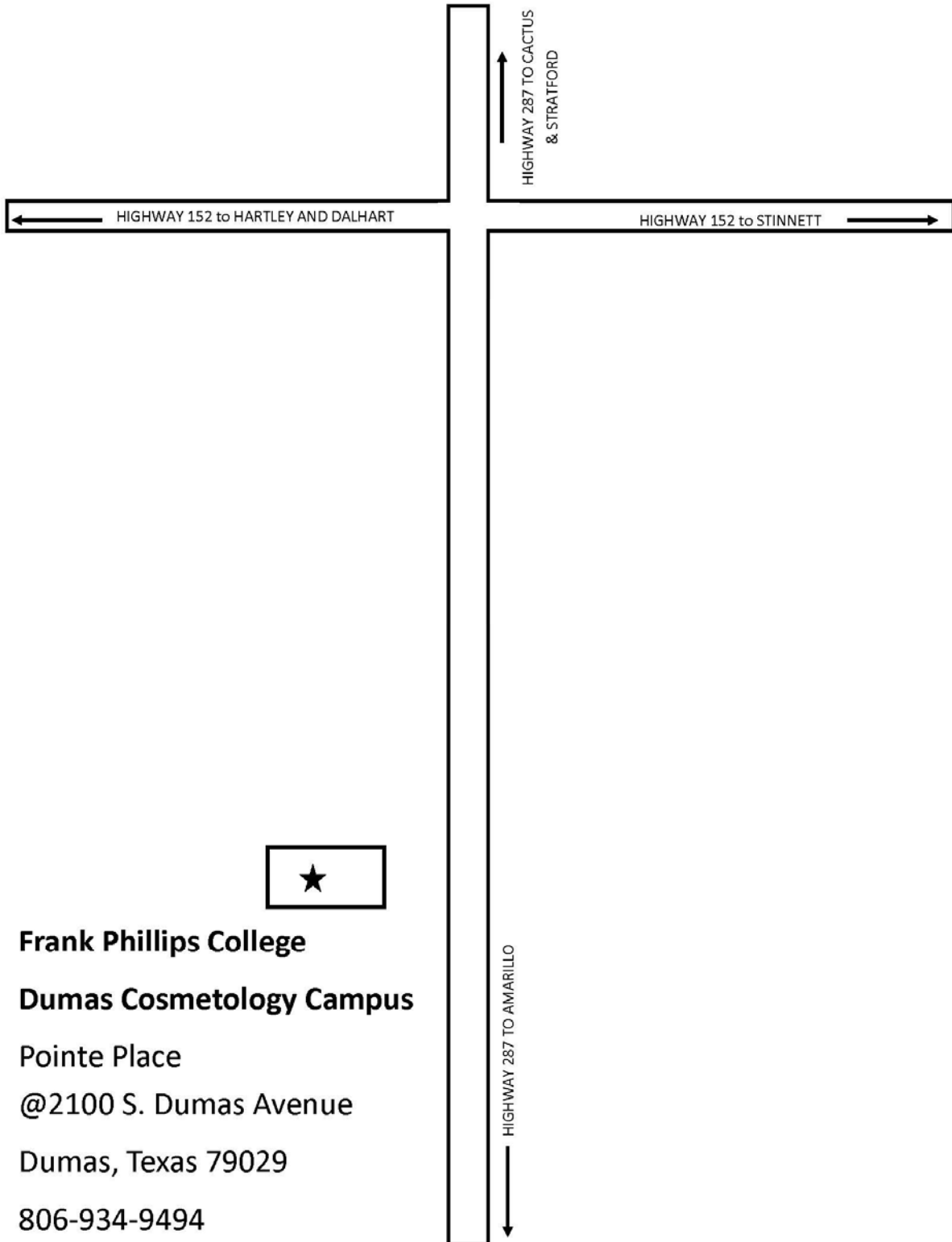
**Rahl Campus**

2890 FM 281

Dalhart, Texas 79022

806-244-7669





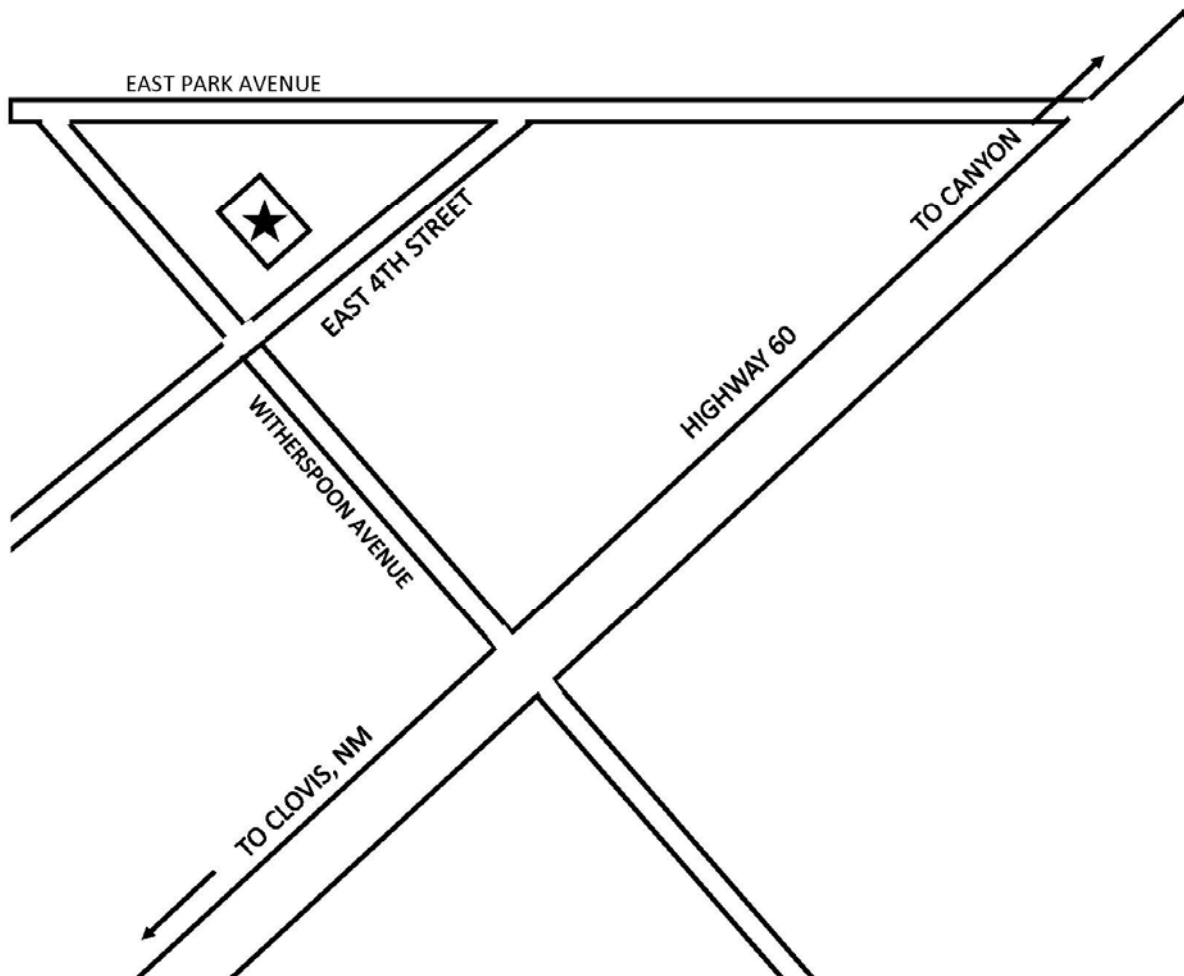


**Frank Phillips College**  
**Hereford Cosmetology Campus**

801 E. 4th

Hereford, Texas 79045

806-360-3688





## Mission Statement

Frank Phillips College is a comprehensive two-year, community-based educational organization committed to providing high-quality learning experiences and services.

## Accreditation

Frank Phillips College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Frank Phillips College.

## Notice of Nondiscrimination

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities, including employment, admission, treatment, and access to all programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 732, [scarroll@fpctx.edu](mailto:scarroll@fpctx.edu) and/or the Section 504/ADA Coordinator, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, [djohnson@fpctx.edu](mailto:djohnson@fpctx.edu).

Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades, incluyendo empleo, admisión, tratamiento y acceso a todos los programas y actividades, según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 732 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, [djohnson@fpctx.edu](mailto:djohnson@fpctx.edu).

Federal law prohibits Frank Phillips College from making pre-admissions inquiries about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admissions decision. If a student requires special services because of disability, the student should notify the 504/ADA Coordinator who will assist the student in communicating the services and ensuring that the student's needs are adequately met..

This voluntary self-identification allows Frank Phillips College to prepare appropriate support services to facilitate the student's learning. Some services may require written professional verification of the disability and are handled on an individual basis. This information will be kept in strict confidence.

The admission program at Frank Phillips College is based on an open-door philosophy, which accepts all prospective students for enrollment regardless of **age, race, religion, color, national origin, sex or handicap in its programs, services or activities** in accordance with federal law. The Director of Enrollment Management is responsible for administering the admission policies



and procedures of the College. Questions pertaining to admission to Frank Phillips College should be directed to the Office of Educational Services at (806) 457-4200, ext. 707.

Frank Phillips College has a communicable disease policy for students enrolled. This policy ensures the rights of students and adheres to state and federal regulations guaranteeing the right to privacy of the individual.

# Student Handbook

The Frank Phillips College *Catalog* is the official document of policies and procedures for students. All contents in the handbook are taken from the college *Catalog*, and students should consult the *Catalog* with any questions or pursuit of further information.

## Family Educational Rights & Privacy Act

Frank Phillips College informs students of the Family Educational Rights and Privacy Act of 1974 through the college website and catalog. Incoming students are informed at Student Central and during registration at remote sites and provided an opportunity to choose who may access their records. In addition, an email is sent to all students, including those enrolled in distance or correspondence education, each fall, spring, and combined summer semesters explaining how to access FERPA information. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Educational Services.

## Statement of Confidentiality

Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and signed written consent or where required by law or regulation. Information is released to high-school counselors upon request if the student is currently enrolled as a dual-credit student.

A student's record is open for inspection by the student's parents or guardians if the student is under eighteen years of age. The rights of the parents are transferred to the student on the student's 18<sup>th</sup> birthday.

The Director of Enrollment Management is the custodian of a student's academic record. A student's academic record may include application for admission information, residency certificate, immunization certificate, date of school entry, student schedules and schedule changes, academic work completed, attendance, standardized achievement test scores, transcripts from previous schools attended, and various Veterans' Administration forms. Transcripts from previous schools attended and test scores are the property of Frank Phillips College.

Public information, which may be released upon request, includes a student's name, dates of attendance, classification, degrees and certificates received, awards received, the type of award received (academic, technical or continuing education), field of study, enrollment status (full-time, part-time, undergraduate, etc.), current address (including email), participation in officially recognized activities and sports, weight and height of members of athletic teams, and name of most recent institution attended. **If a student does not wish for this public information to be released, the student is responsible for notifying the Director of Enrollment Management by the last official day to register for a given semester.**

## Policy Changes

Frank Phillips College is an equal opportunity community college. Policies and other information are subject to change based on state and federal requirements and Board of Regents' action. Changes to policies and other information stated in this *Catalog* will be posted on the catalog link on the college website, [www.fpctx.edu](http://www.fpctx.edu), which is considered the official *Catalog*. All contents copyright © 2019, Frank Phillips College Office of Educational Services. All rights reserved. Rev. 01/19/oes.

## Sexual Assault and Sex Crimes Prevention

### Campus Sex Crimes Prevention Act

In compliance with the "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas's Sex Offender Registration Program are required to provide notice of their presence on campus. This information is available at the local police department or at <http://www.txdps.state.tx.us>.

### Policy Statement

Frank Phillips College is committed to a positive and productive learning environment in which students, employees, and visitors are free from any form of sexual misconduct. Sexual assault, dating violence, domestic violence, stalking, and any unwelcome physical conduct is prohibited. Frank Phillips College's policies regarding inappropriate conduct extend to all members of the community including students, employees, community members, children, vendors, and all other parties visiting any of the college campuses. The policies apply regardless of gender, sexual orientation, gender identity, age, or ethnicity. FPC seeks to eliminate sexual violence and sex crimes through providing adequate resources for all stakeholders. These resources include information on prevention and actions in the event of an incident, support for the victim, a comprehensive investigation, and a fair disciplinary action.

### Definitions

**Assault:** Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative (Texas Penal Code Sec. 22.01)

**Sexual Assault:** An offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor. (Texas Penal Code Sec. 22.011)

**Without Consent:**

- The actor compels the other person to submit by the use of violence;
- the actor compels the other person to submit by threatening to use violence against the victim or against any other person;
- the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
- the actor knows that as a result of mental disease the other person is at the time of the sexual assault incapable of appraising the nature of the act;
- the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;

- the actor has intentionally impaired the other person's power to appraise the victim's conduct by administering any substance without the victim's knowledge. (Texas Penal Code Sec. 22.011)

## **Prohibited Conduct**

FPC prohibits sexual assaults including rape, fondling, dating and/or domestic violence, and stalking. Such behavior interferes with the productive learning and working environment valued by FPC and endangers the welfare of students, employees, and community members. Attempting to engage in sexual assault, encouraging sexual assault, or sexually assaulting a person on the Frank Phillips College property is a violation of college standards of conduct.

## **Prohibited Conduct**

FPC prohibits sexual assaults including rape, fondling, dating and/or domestic violence, and stalking. Such behavior interferes with the productive learning and working environment valued by FPC and endangers the welfare of students, employees, and community members. Attempting to engage in sexual assault, encouraging sexual assault, or sexually assaulting a person on the Frank Phillips College property is a violation of college standards of conduct.

## **Retaliation**

All persons are free from retaliation for reporting sexual assault or unwanted sexual aggression against themselves or others.

## **Reporting Sexual Misconduct and Assault**

Any person who has experienced an incident of sexual assault, dating or domestic violence, or stalking should consider reporting the incident to law enforcement and seeking medical assistance. Seeking law enforcement and medical assistance as soon as possible may help preserve any important evidence to be used in a legal investigation. FPC encourages any victim of sexual assault, dating or domestic violence, or stalking to report the incident to college officials. **Employees of Frank Phillips College are required to report sexual misconduct according to the Discrimination/Harassment Policy unless the employee has legal authority of confidentiality.**

Victims of sexual assault should consider the following medical treatments:

- **Get Medical Care as soon as possible after the assault.**
- **Do not shower, douche, or change clothes prior to a medical exam in order to preserve valuable evidence and prohibit contamination of the evidence, which can potentially nullify it as legal evidence at a later time.**
- **If you have changed clothing, place the clothing worn at the time of assault in a plastic bag and take it to the hospital with you.**
- **A specially trained sexual assault nurse examiner (SANE) or other approved medical personnel will usually perform an examination in which the information and documentation of evidence will be collected to be used in a possible prosecution case.**
- **Testing and treatment for possible sexually transmitted diseases may be conducted.**

Victims may notify any local law enforcement authorities and receive assistance from FPC personnel in reporting the incident to an officer of the law. A victim may also file a complaint with the Title IX Officer or campus contacts who will notify the Title IX Officer:



## **Title IX Officer**

Dr. Shannon Carroll  
Classroom Learning Complex  
**Frank Phillips College Borger Campus, Borger**  
(806) 457-4200, extension 732  
[scarroll@fpctx.edu](mailto:scarroll@fpctx.edu)

Ilene Walton  
**Frank Phillips College Rahll Campus and Coon Memorial, Dalhart**  
(806) 244-7669  
[iwalton@fpctx.edu](mailto:iwalton@fpctx.edu)

Misty Light  
**Frank Phillips College Dumas Cosmetology Center, Dumas**  
(806) 934-9494  
[milight@fpctx.edu](mailto:milight@fpctx.edu)

Mayela Martinez  
**Frank Phillips College Hereford Cosmetology Center, Hereford**  
(806) 360-3688  
[mpmartinez@fpctx.edu](mailto:mpmartinez@fpctx.edu)

Amber Jones  
**Frank Phillips College Allen Campus, Perryton**  
(806) 648-1450  
[ajones@fpctx.edu](mailto:ajones@fpctx.edu)

## **Contact Information for Agencies Assisting Victims of Sex Crimes**

A victim may seek immediate assistance at any time by dialing 911 or the police department at the following numbers:

### **Frank Phillips College Borger Campus, Borger**

Borger Police Department:  
430 Deahl St  
PO Box 5250  
Borger, TX 79007  
(806) 273-0930  
Hutchinson County Sheriff's Department  
1400 Veta  
Borger, TX 79007  
(806) 274-6343  
Golden Plains Hospital  
100 Medical Drive  
Borger, TX 79007  
(806) 467-5700

## **Frank Phillips College Rahl Campus and Coon Memorial, Dalhart**

Dalhart Police Department:  
202 Rock Island  
Dalhart, TX 79022  
(806) 244-5546  
Dallam County Sheriff's Department  
501 Denver Avenue  
Dalhart, TX 79022  
(806) 244-5388  
Hartley County Sheriff's Department  
900 Railroad Ave  
Channing, Texas 79018  
(806) 235-3142  
Coon Memorial Hospital  
1411 Denver Avenue  
Dalhart, TX 79022  
(806) 244-4571

## **Frank Phillips College Dumas Cosmetology Center, Dumas**

Dumas Police Department:  
124 E 7<sup>th</sup> Street  
Dumas, Texas 79029  
(806) 935-3998  
Moore County Sheriff's Department  
700 S. Bliss Avenue  
Dumas, Texas 79029  
(806) 935-4145  
Moore County Hospital  
224 E 2<sup>nd</sup> Street  
Dumas, Texas 79029  
(806) 935-7171

## **Frank Phillips College Hereford Cosmetology Center, Hereford**

Hereford Police Department:  
212 Lee Ave  
Hereford, TX 79045  
(806) 363-7120  
Deaf Smith County Sheriff's Department  
235 E Third Street  
Room 102  
Hereford, Texas 79045  
(806) 364-2311  
Hereford Regional medical Center  
540 West 15<sup>th</sup> Street  
Hereford, Texas 79045  
(806) 364-2141

## **Frank Phillips College Allen Campus, Perryton**

Perryton Police Department:  
21 SE 2nd Ave  
Perryton, TX 79070  
(806) 435-4002  
Ochiltree County Sheriff's Department  
21 SE 6<sup>th</sup> Ave  
Perryton, TX 79070

(806) 435-8000  
Ochiltree General Hospital  
3101 Garrett Dr.  
Perryton, Texas 79070  
(806) 435-3606

### **Regional Hospital**

Northwest Texas Healthcare System Hospital  
1501 S Coulter  
Amarillo, Texas 79106  
(806) 354-1000

## **Confidentiality**

While it is possible that a victim of sexual assault or harassment might wish to remain anonymous, anonymity may not be guaranteed when the investigation would be impeded by keeping the complainant anonymous. In order to investigate a complaint or a discrimination notification, it may be necessary to divulge information that might clearly indicate the victim. FPC personnel assisting the victim in the complaint process will strive to retain confidentiality but will notify the victim if retaining such confidentiality proves to be impossible in moving forward with the investigation.

As in all other instances, Frank Phillips College strives to respect and protect the privacy of students, employees, and community members. However, if a situation of sexual misconduct requires notification of law enforcement or any kind of disciplinary action, the privacy and identity of the accused and the victim

## **What is the Clery Act?**

The Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities throughout the United States to disclose information about crime on and around their respective campus.

Because the law is directly tied to participation in federal student financial aid programs, it applies to most institutions of higher education, both public and private. The act is enforced by the U.S. Department of Education.

By October 1 of each year, institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. Institutions are also allowed to provide notice of the report, a URL if available, and how to obtain a paper copy if desired. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

The "Clery Act" is named in memory of 19 year-old Lehigh University freshman Jeanne Ann Clery, who was raped and murdered on April 5, 1986 while asleep in her residence hall room. Jeanne's parents, Connie and Howard discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before Jeanne's murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights. It was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was most recently amended in 2000 to require schools, beginning in 2003, to notify the campus community of where the public "Megan's Law" information regarding registered sex offenders on campus could be obtained.

# Admission & Registration

## College Entrance Test

Students who are entering college for the first time and enrolling in academic-transfer courses are required to demonstrate proficiency at the college level by taking an assessment test prior to registration or meeting an exemption as outlined below. Beginning August 26, 2014 the TSI Assessment is the entrance test used in the state of Texas. The scores are utilized in advising and placement of students in appropriate course work in accordance with the Texas Success Initiative (TSI). Scores are not used as admission criteria. The assessment tests measure strengths and weaknesses in reading, mathematics, and writing. If test scores indicate a weakness in any or all of the skill areas, the student will complete a skill-building, college-preparatory program. The TSI Assessment test is administered at Frank Phillips College and at other Texas colleges on established dates. Registration forms are available in Student Central or at the main office of any FPC location. Students who are classified as “out-of-state” will have the opportunity to take an assessment test at designated times during registration. A scored writing sample must be included in the writing section of the test in order to determine placement. Certain students may be exempt or waived from provisions of the assessment. Specific exemptions and waivers are listed in the following sections.

## Exemptions from Provisions of Assessment Test

### For Non-Dual Credit Students

#### Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS/STAAR End-of-Course (EOC) tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS, STAAR EOC) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

**Earned degrees:** A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.

**ACT, SAT, TAKS, STAAR EOC:** A student who meets the exemption standards and whose ACT, SAT, TAKS, or STAAR EOC scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly five years.

#### **ACT, SAT, TAKS, STAAR EOC exemption standards are:**

**ACT:** For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding sections(s).

**SAT:** *Scores for TSI purposes must come from either the old SAT (administered prior to March 2016) or the revised SAT (administered March 5, 2016 or later), but not a combination of old SAT*



*scores and revised SAT scores.*

For active tests administered prior to March 2016, a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s).

For active tests administered March 5, 2016 or later, a minimum evidenced-based reading and writing (EBRW) score of 480 and a minimum math score of 530. A combined score is no longer needed with this new test.

**TAKS (Eleventh Grade Exit Level):** A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).

**STAAR End-of-Course:** A minimum score of 2000 on the English III reading and/or writing test (reading and writing were administered as separate tests through Spring 2013) and/or a minimum score of 4000 on the Algebra II EOC test shall exempt a student from the corresponding section(s).

**AP/Dual Credit Grades:** A student who has satisfactorily completed college-level coursework in a related field using AP scores or dual-credit grades is exempt from the corresponding section(s). See section on AP credits.

**Transfers:** a student who transfers to a Texas public institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework is exempt from the corresponding section(s).

**Military:** A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

## **Waivers**

Students may be waived from TSI requirements under the following circumstances:

**Non-degree-seeking or non-certificate seeking students** may be waived from TSI requirements for the first six hours of credit. Once a student enrolls in the 7<sup>th</sup> hour of credit, he or she becomes TSI affected. Students who are enrolling in summer courses in between semesters at an out-of-state institution of higher education may be waived from TSI requirements for all summer courses provided they submit a transcript with evidence of enrollment during the previous spring semester. Waivers for non-credential-seeking students must be approved by the Executive Vice President for Academic Affairs or the Director of Enrollment Management.

**Certificate programs of one year or less:** TSI requirements to not apply to students in Level-One certificate programs.

**Military:** A student serving on active-duty as a member of the armed forces of the United States or the Texas National Guard; or A student serving as a member of a reserve component of the armed forces of the United States who has been serving for at least the three-year period preceding enrollment.

**College-Prep Course:** Students are waived if they have taken a college prep course (under TEC, Sec 28.014) that FPC developed with a local ISD or agreed to accept via MOU from another institution. Please contact the Office of Educational Services for more information.

## Testing Standards and College-Preparatory Education

Academic degree and transfer students scoring below the state determined level must participate in appropriate preparatory education until all standards are met.

Minimum standards for the TSI Assessment test are:

Mathematics – 350

Reading – 351

Writing – Placement score of at least 340 and an essay score of at least a 4; OR  
Placement score of less than 340, and an ABE diagnostic level of at least 4, and  
an essay score of at least 5.

***A student wishing to withdraw from a mandated preparatory course may be required to withdraw from all college-level courses.***

Students seeking certificates are not required to take an academic assessment, but participation in development of skills will be determined by the program director and may include tutoring, coursework, and/or career testing. However, if at any time the student changes enrollment to include seven or more hours in academic courses that require TSI completion, the student will be considered a non-certificate seeking student and will enroll in preparatory courses as required by the Texas Success Initiative (TSI). Students enrolled in both a certificate and a degree program must satisfy the requirements of the degree program.

No student may graduate from an associate degree program without meeting the standards of proficiency on the assessment test (unless exempt) or through completion of the applicable college-preparatory courses. A student may not enroll in any junior- or senior-level course at a Texas public college or university until proficiency is achieved.

Students who enroll in preparatory courses because of below-standard mandated scores must attend class regularly. Failure to meet attendance standards in a mandated course will result in the withdrawal from all courses. For more information on the College-Preparatory Program at FPC refer to the Educational Services section of the *Catalog*.

## Application and Certificate of Residence

Prospective students will complete a State of Texas Common Application for Admission to Texas Public Colleges & Universities ([www.applytexas.org](http://www.applytexas.org)) and must provide or have on file documentation appropriate to the method of admission as listed below. Failure to disclose all previous institutions of higher education is considered dishonest and may result in the administrative withdrawal of the student with no refunds.

The Admission Information Form includes the oath of residency. To be considered Texas residents, students must clearly establish residence in Texas for the twelve months preceding their enrollment. The student is responsible for registering under the proper residence classification and for providing documentation as required. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, **prior to the time of**

**enrollment**, to raise the question for official determination by the administrative staff of Frank Phillips College. Students classified as Texas residents must affirm the correctness of that classification as part of the admission procedure. If classification should change, it is the responsibility of the student to notify the Director of Enrollment Management. Failure to notify the institution constitutes a violation of the oath of residency and will result in disciplinary action.

### **Bacterial Meningitis Vaccination (SB 1107)**

The 77th Texas Legislature requires that all public institutions of higher education notify all new students about bacterial meningitis and to obtain confirmation from the students that they received the information. Visit the Texas Higher Education Coordinating Board website, [www.thecb.state.tx.us](http://www.thecb.state.tx.us), for additional information.

#### **Who Must Have the Bacterial Meningitis Vaccination?**

All new or returning students (not enrolled in the previous fall or spring term) must be vaccinated for bacterial meningitis. Vaccinations must be administered no fewer than 10 days prior to the student's first day of class. **Students will not be permitted to enroll until a full 10 days have passed since the date of the vaccination.**

#### **What Proof is Needed?**

- A copy of an immunization record is an acceptable form of proof of vaccination and can be mailed, faxed, e-mailed or hand delivered to the Office of Educational Services, Student Central, or to the director at the off-site locations in Dalhart, Dumas, Hereford, and Perryton. **OR**
- A "Refusal of Immunization for Medical Reasons" signed by a physician who is licensed and registered to practice medicine in the United States which states the physician's opinion that the required vaccination would be injurious to the health and well-being of the student. **OR**
- An approved "Texas Department of State Health Services Conscientious Exemption" signed by the student stating that the student has declined the vaccination for reasons of conscience, including religious belief. For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://webds.dshs.state.tx.us/immcojc/> A copy of the form must be submitted to the designated school official at the institution the student will be attending. These documents are valid for 2 years after the signature date of the notary. For the initial filing, the form must be turned into the school within 90 days of being notarized or it is no longer valid. These forms are not transferable and cannot be photocopied as they are specific to the public junior college.

#### **Students Who Are Exempt:**

- Any student 22 years of age or older by the first day of the start of the semester.
- Students enrolled only in online courses.
- Students enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training.
- A student who is enrolled in a dual- credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.
- A student who is incarcerated in a Texas prison.

#### **Direct Your Questions to the Following Offices:**

- The Office of Educational Services at 806-457-4200 ext. 707 or 853.
- Student Central at 806-457-4200 ext. 844, 742, or 787.

### **Where Should I Send My Proof of Vaccination?**

Fax to: 806-457-4225, 806-457-4226 or 806-457-4242 **OR**

E-mail to [admissions@fpctx.edu](mailto:admissions@fpctx.edu) **OR**

Mail to: Frank Phillips College, Attn: Office of Educational Services  
PO Box 5118  
Borger, TX 79008

Deliver document in person to the Office of Educational Services or Student Central at the Borger campus or the main office at the off-campus locations in Dalhart, Dumas, Hereford, and Perryton.

## **Methods of Admission**

### **High School Graduation**

A graduate of an accredited high school may enter Frank Phillips College. An accredited high school (including high schools designed for home schooling) is one that is recognized by the education agency of the state in which the high school is located.

**The student is required to have an official high school transcript forwarded to the Office of Educational Services. Transcripts and testing results or proof of exemption should be sent immediately following the close of the last semester of attendance in high school. Though students may be admitted and advised using unofficial transcripts, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide an official transcript and/or proof of exemption will not be allowed to enroll in subsequent semesters until the official transcript is received, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal account.**

### **Certificate of High School Equivalency**

Individuals who have attained passing scores on the GED test, the HiSET exam, or the TASC test are eligible for admission to Frank Phillips College.

**The individual is required to submit an official score report or certificate of high school equivalency to the Office of Educational Services. Though students may be admitted and advised using unofficial test scores available through the database, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide official reports of scores before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.**

### **College or University Transfer**

- Certificate- and degree-seeking students must submit official transcripts from all institutions of higher education previously attended to the FPC Office of

Educational Services. Transcripts become the property of the college and will not be returned to the student or forwarded to another school.

- Electronic transcripts sent from another institution of higher education to Frank Phillips College must be sent directly to the Admissions Office at [admissions@fpctx.edu](mailto:admissions@fpctx.edu). Transcripts received by any other office at any location are considered unofficial.
- The transcripts must be evaluated by the Director of Enrollment Management upon receipt at FPC via the completion and approval of the appropriate degree-plan form. In the event that a conditional registration is processed without official transcripts or formal evaluation, the evaluation must be completed prior to the end of the first academic semester or session in which the student is enrolled.
- Transfer students who are not on academic probation or suspension at the institution most recently attended will be admitted in good standing.
- Transfer students who are on academic probation or suspension at the institution most recently attended must meet the criteria for readmission disclosed in the Academic Policies section.
- If a transcript is received that shows academic suspension from the last school attended after the student has completed enrollment at Frank Phillips College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees. Likewise, a student may be administratively withdrawn if a transcript is received that shows testing information contrary to information provided by the student.

**Students may be provisionally admitted with unofficial transcripts, but students who fail to provide an official transcript and/or proof of exemption before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received.**

**Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.**

## Dual-Credit Enrollment

The dual-credit enrollment program allows high-school students the opportunity to enroll in college courses while still in high school provided they have:

- Achieved the Texas Higher Education Coordinating Board testing standard on STAAR EOC, PLAN, PSAT, ACT, SAT or TSI;
- Been granted permission from the high-school principal or counselor; and
- Been evaluated by the Director of Enrollment Management for admission based on demonstrated ability for the courses in which they seek enrollment.

Certain courses are approved through dual-credit partnerships between the college and local independent school districts for dual-credit high-school and college credit. Dual-credit students enroll in college courses while in high school and earn college credit that the high school will convert to high-school credit for graduation purposes.

To be admitted, dual-credit students must demonstrate college-level proficiency through a standardized test noted above and provide the Office of Educational Services with written



approval of the high-school principal or counselor, an official high-school transcript, and state-mandated test scores or proof of exemption.

HB 505, effective immediately, states the Texas Higher Education Coordinating Board may not limit: 1) The number of dual credit courses or hours in which a student may enroll while in high school; 2) The number of dual credit courses or hours in which a student may enroll each semester or academic year; or 3) The grade levels at which a high school student may be eligible to enroll in a dual credit course.

Dual-credit students must adhere to all college policies and procedures set forth in the *Student Handbook*, including, email, CAMS, rules of plagiarism, concerns and complaints, grade appeals, and disciplinary action and appeals.

### **Satisfying TSI Requirements for Dual-Credit Courses**

A high-school student is eligible to enroll and does not need to demonstrate additional college readiness for Level 1 Certificate coursework.

#### **Eleventh Grade**

Eligibility for students to take academic dual-credit courses during their junior year is established if the student receives a minimum scale score of 4000 on English II STAAR EOC; 4000 on Algebra II STAAR EOC; or 4000 on Algebra I STAAR EOC AND a passing grade in the Algebra II course (C or better) as applicable.

PSAT/NMSQT, PLAN, and ACT-Aspire tests can be used to establish eligibility for high school junior to take academic dual credit courses.

PSAT/NMSQT: combine score of 107 and minimum of 50 on the reading and/or math test as applicable.

PLAN: Composite score of 23 with 19 or higher in the English and/or math, as applicable

ACT-Aspire: Score of 435 in English or score of 431 in math, as applicable (composite score not a part of criteria).

#### **Twelfth Grade**

A student who enrolls in twelfth grade who earned credit in a dual-credit course in the eleventh grade and demonstrated eligibility in eleventh grade under STAAR EOC.

A twelfth grade student who passed dual credit course(s) in eleventh grade and demonstrated eligibility in eleventh grade under PSAT/NMSQT, PLAN, or Aspire.

A student who is granted a TSI waiver to take dual-credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course (reading, writing, and/or math-affected courses), the TSI obligations have been met through coursework, and student enrolling in courses at Frank Phillips College will not have to retest in the applicable section after high-school graduation.

**Prospective students, who do not meet one of the methods of admission above for dual-credit, please contact the Director of Dual-Credit at (806) 457-4200, ext. 775.**

## Special Admission Requirements

In addition to the admission methods listed above, special admission requirements apply to select programs and students as described in the following areas.

### Nursing Program

Admission to the vocational nursing program is competitive. Final admission determination and assignment to clinical sites is based on comparative scores on the HESI Entrance Exam. A background verification is required for all students entering the Vocational Nursing Program. The sanction screen, background verification, and drug screen will be performed at the student's expense. The outcome may disqualify a student from continuing in the nursing program. For further information contact the Vocational Nursing Department.

1. Any individual making application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a General Education Development Test Certificate (GED). An official transcript/copy of certificate must be on file in the Office of Admission and Records.
2. Students must meet all the requirements for entrance to the college including taking the college entrance exam and achieve the minimum score set by the college.
3. An official transcript from all colleges attended must be on file in Office of Admission and Records and a copy of all transcripts on file in the Nursing Department.
4. The Texas Board of Nursing now requires students to be Board approved before entering a Nursing program. Therefore, FPC nursing program will require all students to undergo their DPS/FBI criminal fingerprint background check during the Spring/Summer, so results can be obtained **before October 1<sup>st</sup>**.
5. All Applicants must take the HESI nursing entrance test and achieve the acceptable scores.
6. Two letters of reference must be submitted. Reference letters **should not** be from friends or relatives and **should not** be hand delivered. One letter from a former teacher (college or high school) and the second letter from a former employer or coworker.
7. Upon acceptance applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance. (See page 6 of the Nursing Application)
8. Required immunizations must be completed and submitted to the Borger campus nursing office by October 1<sup>st</sup>.
9. WECM courses with equivalent or greater clock hours may be transferred to Frank Phillips College Nursing Program if a minimum grade of C was obtained.
10. Five (5) prerequisite courses will be required before acceptance into the Nursing portion of the course. These include:
  - Elementary Nutrition
  - General Psychology
  - Medical Terminology
  - Anatomy and Physiology I
  - Anatomy and Physiology II

11. Transfer students will be considered for acceptance to the Frank Phillips College Nursing Program. All courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content compared to FPC course. In addition, the student will be expected to take HESI exams for each course being transferred.

\*Students may be granted probationary admission with the understanding that they will have completed all prerequisite courses with a C or higher before beginning the nursing classes. Students who do not earn credit for the prerequisite courses may not be admitted officially into the program.

## Athletes

Prior to the first practice for each collegiate year in which they compete, all student athletes participating in NJCAA certified sports must pass a physical examination administered by a qualified health care professional licensed to administer physical examinations. This is an NJCAA rule outlined in Article 5 section 9.

## International Students

Frank Phillips College recognizes the educational importance of a continuous international cultural exchange to both the local and world communities. International students receive the same educational opportunities as other Frank Phillips College students. In addition to general application requirements, the college requires that international applicants provide:

- Evidence of satisfactory completion of appropriate secondary education.
- Complete academic records, including official secondary and post-secondary transcripts, indicating an average of a B or above. **All transcripts must be translated into English.**
- Evidence of English Language Proficiency on TOEFL or IELTS. The minimum total score on TOEFL is 70. The minimum overall band score on IELTS is 6.0.
- An affidavit of financial support that includes the source of support and bears the official seal of the verifying bank.

Once admitted, international students must:

- Reside in campus housing.
- Post \$10,694 bond one month prior to the first class day and an additional \$10,694 one-month prior to the beginning of the second year of study.
- Enroll in a minimum of 12 credit hours each semester and show satisfactory academic progress towards completion of a program of study at Frank Phillips College.
- Provide evidence of personal health insurance.
- Maintain the same academic and attendance standards as other students.
- Cooperate with all school personnel.

Questions concerning the admission of international students should be directed to the Director of Counseling, Testing, and Career Services at (806) 457-4200, ext. 777. Extensive information concerning international admissions can be found on the College's web site, [www.fpctx.edu](http://www.fpctx.edu), under the Student tab.

## **Ability to Benefit**

Students who have not earned a high-school diploma or a GED may be admitted under special circumstances if they have an ability to benefit from college courses. Students may be allowed to enroll in welding courses while simultaneously enrolled in a GED preparation program. Interested students should contact the Office of Educational Services for more information.

## **Transfer Transcript Evaluation**

Disclosed in the admission guidelines for transfer students is the requirement for submitting all official transcripts from any institutions of higher education previously attended. Failure to note all previous institutions is considered a violation of the application, and students violating this process may be administratively withdrawn with no refunds. It is the intent of Frank Phillips College to evaluate all in-coming transcripts at the time of receipt. However, should a conditional registration be processed without official transcripts or formal evaluation, the evaluation will be completed prior to the end of the first academic term in which the student is enrolled.

The Director of Enrollment Management shall determine transfer of credits and may contact a student's advisor for recommendations of credits to be accepted; when an advisor or counselor recommends a course that is not listed in the *Academic Course Guide Manual* (ACGM), the Director of Enrollment Management will notify the Executive Vice President for Academic Affairs for final approval. Approval for transfer of credits not listed in the ACGM will require documentation that the course is equivalent to the course for which credit is awarded. This documentation may include a course description or a course syllabus from the transfer institution. The Executive Vice President for Academic Affairs will determine the appropriateness of the course for transfer.

## **Quarter Hour to Semester Credit Hour Conversion**

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds (or .67). Since a fraction of a credit hour cannot be awarded, the remaining fraction of semester hour credit is rounded to the nearest whole number from the tenth's position of the decimal. For example, 5 quarter hours are equivalent to 3.4 semester hours, which in turn would be rounded to 3 semester hours of credit:  $5 \text{ quarter hours} \times .67 = 3.4 \text{ semester hours} = 3 \text{ semester hours}$ .

## **Advising Protocol**

During their first semester, first-year students are required to make an appointment to meet with an advisor. Once a major is declared, each student is assigned to a faculty advisor in that major field of study during orientation seminars or FYIS 0301. Students who do not declare a major will be assigned based on interests/possible majors. Faculty advisors are available to assist students in academic planning through completion of testing requirements and meeting prerequisites for courses taken.

Students enrolled only in online courses will be assigned an advisor during the FYIS course. Students enrolled in cosmetology programs at Dumas and Hereford centers will be advised by their program director at their center. Students enrolled in Dalhart or Perryton courses will be advised by the directors at the sites. Regardless of location, however, students may request a faculty advisor who can meet with them through distance technology.

Students who are undecided about a major should see a counselor in the Office of Educational Services, the TRIO advisor, or the remote site director, who can assist the student in determining

an appropriate field of study through a variety of means including interest and career assessments.

Students attending classes at a location other than the Borger campus, including online classes, can meet with a counselor at Borger via distance technology. Counselors not only work closely with the student in making satisfactory adjustments to the academic and co-curricular activities of the college, but they can also help with obtaining credit by exam, transfer equivalencies, and preparing a degree plan. This will help ensure the student is taking courses in the proper sequence for orderly and timely progress toward specific educational goals.

As a part of the advisement program, students are guided in the proper selection of courses to transfer to a four-year college or university, a professional school, or a vocation. For more information on and assistance with advising, contact the Director of Counseling, Testing, and Career Services at (806) 457-4200, ext. 777.

<b>Department</b>	<b>Advisor</b>	<b>Phone Ext</b>	<b>Email</b>
Agriculture	Dr. Byron Housewright	784	<a href="mailto:bhousewright@fpctx.edu">bhousewright@fpctx.edu</a>
Livestock Judging	Lane Hale	758	<a href="mailto:lhale@fpctx.edu">lhale@fpctx.edu</a>
Rodeo	Kaylee Moyer	783	<a href="mailto:kmoyer@fpctx.edu">kmoyer@fpctx.edu</a>
Allen Campus	Amber Jones	607	<a href="mailto:ajones@fpctx.edu">ajones@fpctx.edu</a>
Allen Campus	Noah Cano	168	<a href="mailto:ncano@fpctx.edu">ncano@fpctx.edu</a>
Allied Health	Laura Sargent	746	<a href="mailto:lsargent@fpctx.edu">lsargent@fpctx.edu</a>
Biology (Anatomy & Physiology)	Lisa Duncan	246	<a href="mailto:lduncan@fpctx.edu">lduncan@fpctx.edu</a>
Biology (General)	Matt Broxson	763	<a href="mailto:mbroxson@fpctx.edu">mbroxson@fpctx.edu</a>
Chemistry	David Brink	793	<a href="mailto:dbrink@fpctx.edu">dbrink@fpctx.edu</a>
Preparatory Education	Derrick Cummings	729	<a href="mailto:dcummings@fpctx.edu">dcummings@fpctx.edu</a>
Continuing/Community Education	Taryn Fraley	708	<a href="mailto:tfraley@fpctx.edu">tfraley@fpctx.edu</a>
Cosmetology	Juan Avila	747	<a href="mailto:javila@fpctx.edu">javila@fpctx.edu</a>
Cosmetology Borger	Jodie Gandy	747	<a href="mailto:jgandy@fpctx.edu">jgandy@fpctx.edu</a>
Cosmetology Dumas	Misty Light	806-934-9494	<a href="mailto:mlight@fpctx.edu">mlight@fpctx.edu</a>
Cosmetology Hereford	Mayella Martinez	806-360-3688	<a href="mailto:mmartinez@fpctx.edu">mmartinez@fpctx.edu</a>
Dalhart Center	Ilene Walton	806-244-7669 806-457-4200, ext 514	<a href="mailto:iwalton@fpctx.edu">iwalton@fpctx.edu</a>



Dual-Credit	Kamron Nonhof	775	<a href="mailto:knonhof@fpctx.edu">knonhof@fpctx.edu</a>
Dual-Credit (Borger High School)	Michele Stevens	707	<a href="mailto:mstevens@fpctx.edu">mstevens@fpctx.edu</a>
Dual-Credit (Channing, Dalhart, Hartley, and Texline High Schools)	Kim Davila	806-244-7669 806-457-4200, ext 511	<a href="mailto:krdriguez@fpctx.edu">krdriguez@fpctx.edu</a>
Dual-Credit (Perryton High School)	Amber Jones	607	<a href="mailto:ajones@fpctx.edu">ajones@fpctx.edu</a>
Economics	Dr. Byron Housewright	784	<a href="mailto:bhousewright@fpctx.edu">bhousewright@fpctx.edu</a>
Education	Cheryl Webster	635	<a href="mailto:cwebster@fpctx.edu">cwebster@fpctx.edu</a>
Engineering	David Brink	793	<a href="mailto:dbrink@fpctx.edu">dbrink@fpctx.edu</a>
Engineering	Beth Summers	766	<a href="mailto:bsummers@fpctx.edu">bsummers@fpctx.edu</a>
English/Humanities	Catherine Hodges	767	<a href="mailto:chodges@fpctx.edu">chodges@fpctx.edu</a>
English	Dawn George	525	<a href="mailto:dgeorge@fpctx.edu">dgeorge@fpctx.edu</a>
English	Robyn Line	729	<a href="mailto:rline@fpctx.edu">rline@fpctx.edu</a>
English	Jamie Campbell	251	<a href="mailto:jcampbell@fpctx.edu">jcampbell@fpctx.edu</a>
First-Year Institute	Cheryl Webster	635	<a href="mailto:cwebster@fpctx.edu">cwebster@fpctx.edu</a>
Government	Lydia Howell	773	<a href="mailto:lrinehart@fpctx.edu">lrinehart@fpctx.edu</a>
History	John Jordan	808	<a href="mailto:jjordan@fpctx.edu">jjordan@fpctx.edu</a>
History	Marcus Miers	248	<a href="mailto:mmiers@fpctx.edu">mmiers@fpctx.edu</a>
Instrumentation & Electrical	Jason Emory	776	<a href="mailto:jemory@fpctx.edu">jemory@fpctx.edu</a>
Instrumentation & Electrical	Tim Fangman	817	<a href="mailto:tfangman@fpctx.edu">tfangman@fpctx.edu</a>
Mathematics	Beth Summers	766	<a href="mailto:bsummers@fpctx.edu">bsummers@fpctx.edu</a>
Mathematics	Craig Yerger	752	<a href="mailto:cyerger@fpctx.edu">cyerger@fpctx.edu</a>
Nursing	Bethany Callaway, MSN, RN	745	<a href="mailto:bcallaway@fpctx.edu">bcallaway@fpctx.edu</a>
Pre-Nursing	Lisa Duncan	246	<a href="mailto:lduncan@fpctx.edu">lduncan@fpctx.edu</a>
Physics	David Brink	793	<a href="mailto:dbrink@fpctx.edu">dbrink@fpctx.edu</a>
Pre-Pharmacy	Lisa Duncan	246	<a href="mailto:lduncan@fpctx.edu">lduncan@fpctx.edu</a>
Psychology	Jan Moore	737	<a href="mailto:jmoore@fpctx.edu">jmoore@fpctx.edu</a>

Sociology	Jan Moore	737	<a href="mailto:jmoore@fpctx.edu">jmoore@fpctx.edu</a>
Speech	Dr. Renee Laney	754	<a href="mailto:rlaney@fpctx.edu">rlaney@fpctx.edu</a>
VCT/Online Coordinator	Michele Stevens	707	<a href="mailto:mstevens@fpctx.edu">mstevens@fpctx.edu</a>
Welding	Todd Devers	792	<a href="mailto:tdevers@fpctx.edu">tdevers@fpctx.edu</a>
Welding	Johnny Davis	782	<a href="mailto:jmdavis@fpctx.edu">jmdavis@fpctx.edu</a>

## Online Education

All online students are welcome to access online courses from the Academic Readiness Center (ARC) or the Library during scheduled hours. Students enrolled in the Perryton area may access online courses in the Student Resource Center at the Perryton site, and students in the Dalhart area may access online courses through the computer lab at Dalhart. Online courses are also accessible from any Internet-ready computer, regardless of location. Frank Phillips College will not supply or purchase computer equipment or programs for online student home use. Students taking online courses from home are responsible for their own computers and software. All students are required to follow copyright laws and must not copy or distribute any material contained in online courses. **Frank Phillips College is a Microsoft Office campus, and students enrolling in online classes must have access to Office software and must complete assignments in Word, Excel, or PowerPoint in the Office software.**

Students are responsible for their own learning. Online learning requires a tremendous amount of self-motivation. Students are responsible for accessing the class and staying current on all assignments. It is the student's responsibility to contact the instructor regarding any difficulties experienced. Courses are divided into units with assigned deadlines. If a student experiences a legitimate problem and falls behind, he or she should contact the instructor immediately. The online platform allows instructors access to student documentation such as the number of times a student has accessed the course, chat logs, email documentation, and other student tracking documentation.

Immediately upon registration, a student should contact the online instructor with his or her email address and inquire about first class meeting. Even though no face-to-face interaction is required, students who have the ability to meet with faculty in person should feel free to make an appointment with the faculty member. Students may also arrange meetings via SKYPE.

**Students taking online courses are required to use a proctor for major tests. It is the student's responsibility to secure an appropriate and acceptable proctor, and any cost associated with proctoring tests is the responsibility of the student.**

Proctors must be approved by the course instructor and the appropriate documentation must be submitted with the test. Failure to utilize a proctor will result in a zero for the test, and any instances of dishonesty that occur in the test settings will be considered cheating. Irregularities must be reported to the instructor immediately. Students residing in the Borger, Dalhart, or Perryton areas may contact their instructors to make arrangements to take tests at a college site. Tests will not be administered or proctored at the Dumas or Hereford sites.

Frank Phillips College does not charge students additional monies associated with verification of student identity.

# Academic Policies

## Academic Honesty and Integrity

Students attending Frank Phillips College are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty including, but not limited to, cheating, collusion (working with anyone else to produce work for which you take credit without the professor's permission), utilizing resources such as books and notes for a test without the professor's permission, and plagiarism. Any of these offenses is considered serious and may result in disciplinary actions including:

- A grade of 0 for the test or assignment
- A semester grade of F for the course
- Administrative withdrawal from the course
- Academic suspension
- Notation of the student's transcript of "Academic Dishonesty"

\*\*\*Faculty members have the right to assign a failing grade to a student who is guilty of academic dishonesty at any point during a semester. Faculty members may prohibit a student from dropping a course when academic dishonesty is discovered. However, if a student has dropped the course in accordance with the rules and dates applied to dropping a course and prior to the discovery of academic dishonesty, the grade of W will stand. Students currently enrolled in a course and students who have completed a course (A, B, C, D, CT, and I) may have a grade changed to an F if academic dishonesty is discovered. The faculty member must notify the student of the change to the final grade within one week of facilitating the change. The student will have the opportunity to appeal the final grade change according to the college policy stated in the catalog.

## Credit for Courses

Academic credit at Frank Phillips College is granted on the basis of credit hours. A credit hour represents the passing work accomplished by a class meeting one hour a week for sixteen weeks. In a class meeting three hours a week, therefore, three credit hours are earned. Laboratory classes may require additional contact hours per credit hour.

## Explanation of Course Number

All college courses include a prefix indicating the field of study in which they are classified and a four-digit number.

- The first digit of the number indicates the classification of the course.  
1 = first-year level; 2 = sophomore level
- Courses with the first digit of "0" do not satisfy requirements for a degree from Frank Phillips College or any other state-supported college or university.
- The second digit represents the number of credit hours earned in the course.

## Explanation of Course Type

- CTE = Career/Technical Education, typically does not transfer to a university.
- TRAN = Typically transfers to a university as an elective course.

- Core Curriculum = Counts towards fulfillment of core curriculum component area and is guaranteed to transfer to a public university or college in Texas.
- DEV = College-preparatory course, does not transfer, does not count toward a degree.

## Explanation of Course Lecture-Lab Hours

The numbers located in the course description refers to the number of lecture hours per week and the number of lab hours per week for the course (3-3-4).

- The first number indicates the number of lecture hours per week.
- The second number indicates the number of lab hours per week.
- The third number indicates the credit hours given for the course.

## Credit Hours

A full-time student is defined as a student enrolled in a minimum of twelve (12) credit hours in each fall/spring semester. In most programs of study, a normal credit hour load is sixteen (16) credit hours per semester. To enroll in nineteen (19) or more total credit hours per semester or eight (8) credit hours per summer session (maximum of eighteen [18] credit hours for both summer sessions and the mini-term), students must present a signed recommendation from their advisors to the Director of Enrollment Management and the Executive Vice President for Academic Affairs for approval. Approval is granted only when a student has demonstrated the academic excellence in previous coursework. All student load calculations will include any special sessions, e.g., mid- and mini- sessions that are figured into the three primary semesters: fall, spring, and summer.

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 activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. Students should remember that, as a rule, three hours of preparation outside of class are necessary for each hour of class time.

## Prerequisites

Prerequisites, listed at the end of each course description when applicable, are designed to ensure the student's preparation for the course is adequate. Prerequisites might include demonstration of proficiency in reading, writing, math, or computer technology or might include a course(s) that, when successfully completed with a grade of C or better, assists the student with the preparation necessary to succeed in the next class. Prerequisites for each course are noted in the course's description in this catalog.

Students enrolled in courses without having met the prerequisites may be administratively withdrawn and notified via their student email in the Student Portal accounts. If withdrawal occurs, the student must replace the course with a suitable alternative and should seek the advice of the appropriate advisor. Because pre-registration takes place before final grades are calculated in the same semester, **students are responsible for changing schedules when their grades do not qualify them to take a particular course.** If students fail to change their schedules, they will be administratively withdrawn from the course at the end of the first week of classes. Students will be entitled only to the refunds applicable to all other withdrawals on the same date.

## **Degree Plans**

All students should file a degree plan with the Office of Educational Services by the end of their first enrolled term. This can be done through their FYIS course or by speaking to their advisor. The Director of Dual Credit or the Dual Credit Counselor can supply dual credit students with their degree plans. The student can file a new degree plan at any time during their enrollment at FPC. Questions about degree plans can be forwarded to the Director of Enrollment Management in the Office of Educational Services.

## **Class Schedule Revision**

### **Course Cancellation**

Frank Phillips College reserves the right to cancel or reschedule any course listed on the schedule for which the number of registered students is too small to justify the offering or for any other reasons in the best interest of the College. If students are unable to find a suitable course replacement, any tuition and fees paid by the students will be refunded at 100%. The College attempts to cancel classes as soon as it is evident that the enrollment is insufficient, but if the cancellation occurs after the first class day, the College will still refund 100% of the tuition and fees that the student paid.

### **Adding a Course**

To add a course, a student must consult an academic advisor and complete a schedule revision form. After payment of appropriate fees, the student must submit the schedule revision form to Student Central or the main office of any other FPC site for final processing. Students should consult the calendar in the College *Catalog* for final dates for class changes and/or additions. Students enrolled only in online courses may contact the Office of Educational Services at (806) 457-4200, ext. 707 for assistance in schedule revisions.

### **Withdrawing from a Course**

To withdraw from a course, a student should consult the instructor or the appropriate Administrator. The student must also consult an academic advisor and complete a schedule revision form. The student must also obtain clearance from the instructor or administrator before the schedule change form is taken to Student Central or the main office of any FPC site for final processing. Students enrolled only in online courses may contact the Office of Educational Services at (806) 457-4200, ext. 707 for assistance in withdrawing from courses.

Students who are enrolled in college-preparatory courses for TSI purposes may not withdraw from their only preparatory course unless they completely withdraw from college.

A grade of "W" will be given for withdrawals processed on or before the last day to withdraw. It is the responsibility of the student to withdraw officially from a course. Failure to withdraw officially may result in the student receiving a grade of "F" in the course. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to withdraw is posted in the academic calendar. Any exceptions to the posted dates must be approved by the Executive Vice President for Academic Affairs.

### **State Limit on Dropped Courses**

Students who enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This student policy was enacted by the State

of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops is counted toward the six-course limit if:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicate or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from the institution.

Students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with the institution's policies on dropping courses. This statute applies across all Texas public institutions, but procedures for implementation may vary between institutions. Students affected by this policy may request an exemption to the policy by submitting a "Petition for Exemption to 6-Course Drop Policy" form. Exemptions include: illness, family death, active duty service and other good cause as determined by the institution. This form is available in the Office of Educational Services. Students who enroll in coursework at more than one institution of higher education have an obligation to keep track of the number of dropped courses across all institutions and ensure that they do not exceed six dropped course limit.

## **Withdrawal from the College**

If for any reason a student must withdraw from all classes, proper withdrawal procedures must be initiated by the student either in person or by written correspondence that includes the student's signature, address, social security number, phone number, and course names and numbers. The withdrawal must be cleared by the instructors involved before it is processed. Students may contact the Office of Educational Services at the Borger campus or the main office of any FPC site. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar.

Any exceptions to the posted dates must be approved by the Executive Vice President for Academic Affairs.

## **Class Attendance**

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with requirements of the course as established by the instructor.

Students will be excused from class without penalty when either representing the College in an approved activity or having an approved reason for not attending. Reasons for absences must be approved by the **instructor** of the course. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor concerned. Instructors are not required to excuse any absences other than those incurred through official college activities.

Students who enroll in one or more college-preparatory course(s) because of TSI deficiency will be administratively withdrawn from all classes if the course in which they are excessively absent (more than three absences in a class meeting once a week; more than six absences in a class meeting twice a week) is their only preparatory course. For a student enrolled in more than one preparatory course, the student may be dropped from only the course affected by absences. Students are notified via email after each absence in an effort to inform them of the official record of attendance. Students who wish to contest an absence should contact their instructors.



Any student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day, provided that proper notification of the absence is given to the instructor of the course missed. The student should notify the instructor within the first fifteen (15) days of the semester that he or she intends to be absent on the specified holiday.

## **Procedures for Assuring Identity of Distance-Learning Students**

1. **Secure login and password:** each student enters a user name assigned by the college upon enrollment that uses a system-generated number that combines the student's last name with the student's unique identifier information. The student then enters a password he or she created that is not available to other students or college personnel. If the student forgets the password, The Director of Enrollment Management or her designee can reset the password but cannot view the student's existing password.
  - a. Students accept responsibility for the security of their passwords.
2. **Proctored Examinations:** Students enrolling in distance-learning courses are required to take examinations under the supervision of a proctor. When students enroll in the Virtual College of Texas network of courses, the FPC liaison attempts to find courses that require proctored testing at the Frank Phillips College campus to ensure that the students enrolled are the students receiving credit. Students must identify themselves in the remote location with an acceptable picture ID card. Faculty must approve the testing site and proctor and these locations may include:
  - a. Testing centers at colleges or universities, including Frank Phillips College sites in Borger, Dalhart, and Perryton sites of Frank Phillips College;
  - b. Professional testing centers such as Sylvan; or
  - c. Local independent school districts, proctored by a teacher, administrator, or librarian.

Frank Phillips College does not charge students for proctoring exams and encourages students to find no-cost centers in their remote locations. However, any cost associated with securing a proctor is the responsibility of the student. FPC does not charge students to proctor exams for other institutions of higher education.

3. Faculty members teaching distance-learning courses have a role in ensuring the identity of the students. Through different methods of engagement, faculty members begin to recognize the student's voice in such a way that the personal work can be authenticated. Faculty who suspect the students is not creating his or her own work can contact the Executive Vice President for Academic Affairs for support in proceeding with an investigation into the student's body of work.

## **Academic Progress**

Students are expected to meet certain standards for course work completed at Frank Phillips College. A student must maintain a semester and cumulative grade point average of 2.0 or above to remain in good standing. Any student falling below a 2.0 cumulative grade point average will be placed on academic probation. Please see the section on Academic Probation.

## **Academic Honors**

Frank Phillips College recognizes students with high academic achievement by naming them to

the President's Honor Roll or the Vice President's Honor Roll. These lists are published soon after the close of the fall and spring semesters.

### **President's Honor Roll**

To receive this honor, a student must be enrolled in twelve (12) or more credit hours (excluding preparatory courses) and have a grade point average (GPA) of 4.0 for the semester.

### **Vice President's Honor Roll**

To receive this honor, a student must be enrolled in twelve (12) or more credit hours (excluding preparatory courses) and have a grade point average (GPA) between 3.50 and 3.99 for the semester.

## **Grades & Reports**

Students' semester grades in all courses are filed in the Office of Educational Services, and these are the official records of the college. Final grades are reported at the end of each semester, and students may check their grades through their CAMS Plainsmen Portal; directions for accessing the site are posted on the Frank Phillips College home page ([www.fpctx.edu](http://www.fpctx.edu)).

### **Repeating a Course**

When a course is repeated for credit, the higher grade and the credit hours associated with the higher grade will be used to determine the cumulative GP A. The lower grade and the credit hours associated with the lower grade will remain part of the student's permanent record and will remain on the students' transcript but will not be used to determine the cumulative GPA.

Preparatory courses are designed to assist the student in achieving college-level skills. Students who are underprepared for college will be placed according to the Texas Success Initiative (TSI) guidelines, and continued enrollment is necessary to master these skills. Students who drop (other than those administratively withdrawn for attendance) or end the course with an average lower than 70 may receive a semester grade of CT at the instructor's discretion, for continuation of the course. The student must enroll in and pay for the same course the following semester.

### **Grade Calculations**

Grades are calculated in the following manner:

#### **Standard Grade Scale:**

90 – 100 = A  
80 – 89 = B  
70 – 79 = C  
60 – 69 = D  
60 and below = F

#### **Cosmetology Program Grade Scale:**

90 – 100 = A  
80 – 89 = B  
76 – 79 = C  
70 – 75 = D  
69 and below = F

\*\*\*Students may be removed from the program if their class averages fall below a 75% at any time during the program. Students must repeat any classes for which the final grade is a D or F.

#### **LVN Program Grade Scale:**

92 – 100 = A

83 – 91 = B

75 – 82 = C

60 – 74 = D

60 and below = F

\*\*\*In order to continue in the nursing program, a grade average of 75 must be achieved to pass each nursing course. Course grades lower than 75 will result in the student being withdrawn from the program. In order to be eligible to take the **final exam**, the student must have an **exam** average of 74.45 or higher.

## **Final Course Grades**

Grades are expressed in letters as follows:

<b>A</b>	Superior
<b>B</b>	Good
<b>C</b>	Average
<b>D</b>	Passing
<b>F</b>	Failure
<b>CE</b>	Credit Examination
<b>CR</b>	Credit by Experience
<b>I</b>	Incomplete
<b>W</b>	Withdrawal
<b>CT</b>	Continuation of a Preparatory Course

## **Grade Points**

A grade point is the numerical value given to letter grades. The following schedule of grade point values is used to compute a student's grade point average:

<b>A</b>	4 grade points per credit hour	<b>CE</b>	not computed
<b>B</b>	3 grade points per credit hour	<b>CR</b>	not computed
<b>C</b>	2 grade points per credit hour	<b>I</b>	not computed
<b>D</b>	1 grade point per credit hour	<b>W</b>	not computed
<b>F</b>	0 grade points	<b>CT</b>	not computed

## **Grade Point Average (GPA)**

### **Semester Grade Point Average**

The semester GPA is calculated by dividing the number of grade points earned in a given semester by the number of credit hours attempted in that same semester, excluding withdrawals and incompletes. This grade point average appears on the official grade report posted at the end of the semester.

### **Cumulative Grade Point Average**

The overall GPA is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. This grade point average appears on the official grade report posted at the end of the semester and the official transcript.

## **Incomplete Grades**

Incomplete grades are strongly discouraged, but an "I" (Incomplete) may be given when a student, for a justifiable reason (such as a documented illness), has failed to complete the requirements for a course. In order for the grade "I" to be assigned, the exact requirements the student is to fulfill must be outlined in a contract and signed by the student and the instructor and submitted to the Executive Vice President for Academic Affairs for approval before the end of the term. Faculty are not required to allow students to receive a grade of "I," and the opportunity to do so is at the

discretion of the instructor and the Executive Vice President for Academic Affairs. The student must complete the specified course requirements before the end of the next full semester unless special permission for an extension is granted by the Executive Vice President for Academic Affairs. The instructor may specify a make-up time of less than the full-semester interval if the time period is noted in the contract. If the course requirements are not completed within the allotted time, the "I" will be changed to an "F" unless otherwise noted.

### **Grade Changes**

A petition to change a final course grade must be filed in writing no later than the end of the semester following the grading period in which the grade was earned. The petition should be filed with the Executive Vice President for Academic Affairs and should include compelling reasons for the change. Once the instructor has submitted the final semester grade, students may not submit or revise work in order to improve the grade. (Refer to the official procedure in the Student Grade Appeal Policy section of the *Catalog*.)

## **Student Grade Appeal Policy**

It is the policy of Frank Phillips College that instructors are solely responsible for assessing and evaluating student work. A student may appeal a **final class grade** by using the following procedures. All timelines refer to the first regular semester after the semester or mini-, mid-, and summer term(s) in which the grade was awarded (e.g., fall, spring). Grade appeals are not processed during the summer sessions unless the Executive Vice President for Academic Affairs determines that the case warrants immediate review. A Grade Appeal will not be conducted anonymously.

Written verification of the following steps below is critical. Therefore, the written appeal should be either mailed with return receipt or delivered to the Office of Educational Services and have a staff member verify the date and time of delivery.

The Executive Vice President for Academic Affairs has the final decision on whether or not the deadlines have been met and has authority to extend the deadlines. Only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

The student must follow the Student Grade Appeal Policy's steps 1-8 listed below, **first with the instructor and the Executive Vice President for Academic Affairs**.

### **Step 1: Student's Responsibility**

Within the first two weeks of the semester immediately following the grade in question:

- The student must first discuss the concerns with the course instructor, stating the reason(s) for questioning the grade.
- If the instructor is not available or "on-campus," the student should notify the Executive Vice President for Academic Affairs and obtain the mailing address and/or telephone number of the instructor.

### **Step 2: Student's Responsibility**

- If the complaint is not resolved with the instructor, the student must obtain and complete a Student Grade Appeal Form located in the Office of Educational Services.
- This form must be submitted to the instructor and a copy submitted to the Executive Vice President for Academic Affairs within the first three weeks of the semester. The student must attest in writing that the instructor has been informed of the intent to file a grade appeal.

### **Step 3: Instructor**

Within two weeks from the date of receipt of the student's written statement:

- The instructor shall respond in writing to the student and provide a copy to the Executive Vice President for Academic Affairs.
- The instructor should explain the grading procedures and how the grade in question was determined, as well as address any other issues raised in the student's statement.

**Step 4: Student's Responsibility**

If the instructor is not available or does not resolve the matter within the two-week period:

- The student shall, within one week thereafter, readdress and submit the written appeal to the Executive Vice President for Academic Affairs.

**Step 5: Executive Vice President for Academic Affairs**

- The Executive Vice President for Academic Affairs has two weeks to consider both the student's and the instructor's written statements and to confer with each.
- The Executive Vice President for Academic Affairs will notify the instructor and the student of her recommendation. If a grade change is recommended, the instructor has the right to refuse the grade change recommendation. The instructor shall notify the Executive Vice President for Academic Affairs and the student in writing of his/her decision.

**Step 6: Student's Responsibility**

If the Executive Vice President for Academic Affairs does not act on or resolve the matter within a two-week period:

- The student shall, within one week thereafter, readdress and submit the written appeal to the Executive Vice President for Academic Affairs. The student may request a face-to-face hearing to further appeal the decision.

**Step 7: Executive Vice President for Academic Affairs**

- The Executive Vice President for Academic Affairs shall then convene the Academic Standards and Curriculum Committee to review the case. If the faculty member involved in the dispute is a member of the Academic Standards and Curriculum Committee, he or she will not participate in the hearing as a committee member.
- If feasible, the committee will meet with the student and the instructor together in an attempt to resolve the difference. The committee shall convene in a closed session to consider all aspects of the case before making its recommendation. At the conclusion of the hearing, however, the student will be given, verbally, the recommendation of the committee. The recommendation will then be considered by the Executive Vice President for Academic Affairs within four weeks of the hearing.
- The hearing is not a legal hearing. Therefore, it is not appropriate for the student of the College to bring legal representation to the meeting.
- No electronic recording or participation is permitted.

**Step 8: Executive Vice President for Academic Affairs**

- The Executive Vice President for Academic Affairs shall make a final decision after full consideration of the committee's recommendation within four weeks of the committee's hearing of the student's appeal. The Executive Vice President for Academic Affairs has the authority to change the grade. The student shall be notified in writing of the Executive Vice President for Academic Affairs' decision.
- The decision made by the Executive Vice President for Academic Affairs is final. No other options for appeal are available to the student. Faculty members may not appeal the decision of the Executive Vice President for Academic Affairs.

## **Academic Probation**

## **Placement**

In keeping with FPC graduation guidelines, all students must maintain a minimum cumulative grade point average of 2.0. Failure to do so will cause the student to be placed on academic probation through the next regular fall or spring semester.

If a student is placed on academic probation, notification by student email and/or mail will be sent to the student. After receiving the notification, the following conditions apply.

## **Conditions**

- The student must meet with the Director of Student Central in the Office of Student Central.
- Failure to contact the Director of Student Central will cause the student to remain on academic probation the following semester, regardless of GPA.
- Failure to contact the Director of Student Central the 2nd semester will cause the student to be placed on academic suspension, regardless of GPA.

## **Important Information Regarding Academic Probation:**

- A student that is on academic probation may continue in succeeding semesters providing at least a 2.0 term GPA is achieved.
- A student placed on academic probation may not enroll in more than 16 hours unless special permission is given.
- A student receiving Veteran's Administration education benefits who is placed on academic probation will be reported to the VA as making unsatisfactory progress according to the criteria disclosed in the Student Financial Services section of the Catalog.

## **Return to Good Standing**

Students will be removed from academic probation when they have raised their cumulative GPA to 2.0 or above and met the conditions of probation.

## **Academic Suspension**

### **Placement**

- A student already placed on academic probation who earns a term grade point average below 2.0 will be placed on academic suspension through the next regular semester.
- A student placed on academic suspension due to extenuating circumstances may petition, in writing, the Director of Student Central to be reinstated under academic probation.
- A student placed on academic suspension in the spring semester may enroll in a summer session. Upon completion of the summer session, the student's academic suspension status will be reevaluated for the fall semester.

### **Conditions**

- A student placed on academic suspension is given time to reconsider academic goals and career plans outside the college setting.
- A student receiving Veteran's Administration education benefits who is placed on academic suspension will be reported to the VA as making unsatisfactory progress according to the criteria disclosed in the Student Financial Services section of the Catalog.

### **Readmission**

After the suspension period of one regular semester, the student is eligible for readmission to FPC and will be automatically placed on academic probation with the requirement of meeting all the conditions previously stated.

## **Fresh Start**

Fresh Start will be applied in accordance SB 1321 (1993) which includes the following section: "If an applicant elects to seek admission under this section, a public institution of higher education, in considering the applicant for admission, shall not consider academic course credit or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this section and is admitted as a student may not receive any course credit for courses undertaken prior to enrollment under this section." Students should contact the Director of Enrollment Management ([mstevens@fpctx.edu](mailto:mstevens@fpctx.edu)) in the Office of Educational Services at the Borger campus for more information.

## **Graduation**

Frank Phillips College awards the Associate in Applied Science, Associate in Arts, Associate in Science, Associate of Arts in Teaching, and Associate of Arts in Music Field of Study degrees. In addition, FPC awards Career/Technical certificates.

### **Graduation under a Particular Catalog**

Catalog graduation requirements are based upon the year a student enters Frank Phillips College. These catalog requirements will remain in effect for up to five years as long as the student completes course work in at least one semester of each school year beginning with the fall semester. If the student does not complete courses in any one of the four semesters during the school year, the student's new graduation requirements will be those in effect for the year the student reenters Frank Phillips College. A student may move to a newer catalog but will be responsible for fulfilling all requirements. No substitutions to core curricula requirements will be made.

### **General Requirements for Graduation**

The student must:

1. Meet the entrance requirements of the College;
2. Complete the specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0;
3. Earn at least 25 percent of the required credit hours through Frank Phillips College (excluding course credit obtained through exam and/or experience);
4. Complete an Application for Graduation in the Office of Educational Services;
5. Discharge all financial obligations to the college prior to graduation;
6. Meet all TSI requirements, if applicable; and
7. Participate in graduation exercises. (All students are encouraged to participate in graduation exercises. Students working toward associate degrees are eligible to participate in graduation exercises when they earn a minimum of forty-five [45] credit hours; awarding of the final degree occurs when all courses are completed.)

### **Procedures to Apply for Graduation**

Students entering their final semester toward completing a degree or certificate should complete an Application for Graduation in the Office of Educational Services between January 10 and two weeks before the end of the spring semester. Students who do not apply for graduation may still be awarded the earned certificate or degree but will not be eligible to participate in graduation ceremonies. Application for graduation includes verification of:

- a cumulative grade point average equal to or above 2.0;
- a completed degree plan and transcripts on file for the degree or certificate;
- a determination of the remaining credits that must be earned; and



- measurements for cap and gown.

## **Special Conditions**

### **Transfer Students**

Students transferring to FPC will be required to submit an official transcript for evaluation by the Director of Enrollment Management. Academic status (in good standing, probation, or suspension) will be determined based on their official transcripts in the same manner as other FPC students. Students transferring to FPC should refer to the General Admission Requirements for additional transfer requirements. An evaluation of the credits earned at another institution will be completed by the Director of Enrollment Management. No grades of *D*, *F*, *W*, or *I* will transfer from another institution into Frank Phillips College. Students who fail to provide an official college or high-school transcript by the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters until an official transcript is provided.

# Policies Governing Students

The Executive Vice President for Academic Affairs is charged with the primary responsibility of administering policies and procedures relating to students. It is the responsibility of the student to obtain a copy of the *Frank Phillips College Student Handbook* from Student Central or the residential hall director and to understand all policies and procedures found therein.

## Official Summons

Administrative officers of the College may request that a student come to discuss matters concerning records, financial affairs, conduct, educational programs, or other affairs. These requests are Official Summons. Failure to respond to an Official Summons may result in formal disciplinary action.

## Standards of Student Conduct

Frank Phillips College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations, which are theirs by virtue of this membership. The college expects its students to conduct themselves in such a way as to reflect upon the institution they represent. There are four basic standards of conduct required of all students:

1. They shall assume the obligations of performance and behavior imposed by the College relevant to its lawful missions, process, and functions.
2. They shall adhere to laws and ordinances of the Nation, the State of Texas, and the community in which they reside.
3. They shall conduct themselves peaceably in espousing changes they consider necessary.
4. They shall respect the rights and freedoms of others.

Specific violations which are contrary to these standards include, but are not limited to, the following: violations of civil laws, theft, possession of intoxicants, possession of narcotics or other drugs, excessive absences, scholastic dishonesty, disrespect for constituted authority, threat of any type to cause harm to another person, improper entrance into a residence hall, destruction of College property, hazing, unlawful assembly and other acts out of harmony with the ideals of the institution. Students who witness any violation of a college regulation must report it to a college official. Standards of conduct extend to off-campus activities sponsored by the College as well as other situations in which a student's behavior is likely to have an adverse effect on the College or educational process.

Students are subject to federal, state, and local laws as well as College regulations and policies. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

## Student Rights and Responsibilities

### ***Rights:***

- Students shall have the right to participate in a free exchange of ideas, speech, expression, petition, and peaceful assembly as set forth in the United States Constitution.
- Students have the right to equal treatment in all aspects of college life regardless of race,

- color, religion, sex, age, national origin, sexual orientation, or educational disabilities.
- Students have the right to privacy according to the law and the right to give access to personal information to a third party upon the written and documented request of the student.
- Students have the right to appeal disciplinary action through judicial hearings.
- Students have the right to a quality education through competent instruction, fair assessment, and prompt feedback.
- Students have the right to be free from ridicule, discrimination, and harassment and the right to express concerns regarding violations of these freedoms to the Executive Vice President for Academic Affairs or his/her designee.
- Students have the right to appeal course grades through a fair and timely process.

### ***Responsibilities:***

- Students have the responsibility of respecting the rights, freedoms, and property of other students, faculty, staff, and administration.
- Students have the responsibility to comply with College policies and local, state, and federal laws.
- Students have the responsibility to abstain from any activities that are disruptive to the learning of other students.

**Student Rights and Responsibilities** are published in the *Frank Phillips College Student Handbook*, which can be obtained in the Office of Student Central or the College website.

## **Student Intellectual Property Rights**

Intellectual property, such as research papers, essays, inventions, discoveries, creations, and new technologies, conceived or first reduced to practice by a College District student as a coursework product shall be owned by the student. The College District shall not claim ownership over this intellectual property.

## **Campus Carry Policy**

Texas Senate Bill 11 (84R Texas Legislature), also known as the “Campus Carry” law, allows concealed handgun license holders to carry concealed handguns on the campus of Texas Higher Education institutions. The effective date for Texas community colleges is August 1, 2017.

To review S.B. 11, click on this link:

<http://www.capitol.state.tx.us/tlodocs/84R/billtext/pdf/SB00011F.pdf#navpanes=0>

To learn about Texas Department of Public Safety handgun procedures, click on this link:

<https://www.dps.texas.gov/rsd/chl/>

In accordance with state law, the licensed carry of concealed handguns will be allowed at all Frank Phillips College locations/facilities beginning on August 1, 2017. A license holder may carry a concealed handgun on the campus of Frank Phillips College or in a college vehicle, unless prohibited by state or federal law. A license holder is responsible for complying with the applicable state law prohibitions.

The college president established this policy after consulting with Frank Phillips College students, staff and faculty about the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The policy was reviewed and

approved by the Frank Phillips College Board of Regents as required by law. This policy can be changed and amended as deemed necessary by the college president. All changes and amendments will have Board of Regent approval and proper notice will be provided.

By law, the open carrying of handguns is prohibited on all campus premises. Licensed peace officers are authorized by law to carry firearms at all time.

Employees who are license holders are permitted to store a handgun in their office space so long as the gun is secured in a locked drawer or compartment. All licensed holders must secure their handgun when it is not on or about their person.

Any resident of campus housing who is a license holder and wants to store a handgun in his/her room must securely store it in a safe approved by the Director of Student Central.

**Approved by the Frank Phillips College Board of Regents on March 20, 2017.**

## **Student Discipline**

Every student is responsible to the College for his or her actions. In cases where a student's actions violate college policy, the Executive Vice President for Academic Affairs or his or her designee will administer student discipline. Students are subject to such reasonable disciplinary action as considered appropriate. Disciplinary action may include a verbal warning, probation, dismissal from college housing, enforced withdrawal, suspension, or expulsion from the College. When flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, students may be suspended immediately pending formal investigation and hearing to determine final action. Any student who is suspended will forfeit any refunds or deposits. A student who is suspended may not attend classes or use College resources. However, if the disciplinary action is overturned, the student will be allowed to complete all missed assignments with no penalty and will be provided adequate instruction for the missed class days.

The steps involved in the Disciplinary Procedure are as follows:

1. The Executive Vice President for Academic Affairs or his or her designee will advise the student of the charges verbally and/or in writing. Information supporting the charges may be verbal or written and the student will be advised of the information.
2. The student may present information in his or her defense and request witnesses are heard in his or her behalf concerning the charges.
3. The Executive Vice President for Academic Affairs or his or her designee will take appropriate disciplinary action, if required. A disciplinary report will be completed and filed as deemed appropriate.
4. The student has the right to appeal decisions resulting in suspension or expulsion to the Disciplinary Committee. The committee is comprised of the Executive Vice President for Academic Affairs or his or her designate, two to three faculty members, one to two staff members and the president of the Student Senate or his/her designee. The committee members may be changed prior to the hearing if membership on the committee presents a conflict of interest with the involved student(s). The student must file a written request for a hearing within 48 business hours to the Executive Vice President for Academic Affairs or his or her designee.
5. The Executive Vice President for Academic Affairs will review the appeal and determine whether there is sufficient reason for a hearing.
6. If there is sufficient reason, the committee will be convened as soon as

administratively possible, but no later than two weeks after receipt of the student's written appeal.

7. The student will be notified by the Executive Vice President for Academic Affairs of the date, location and time set for the hearing.
8. The student must provide the names of any witnesses who will appear on his or her behalf at least 24 hours prior to the hearing. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
9. During the hearing, the Executive Vice President for Academic Affairs or his or her designee will present charges and supporting information. The student and the Executive Vice President for Academic Affairs may each call witnesses and cross-examine witnesses.
10. The committee will review the information in closed session and make a final determination of the action to be taken. The decision of the committee will be verbally presented to the student with a written decision available within two weeks of the hearing.

## **Compliance with Federal Laws Regarding Discrimination**

Frank Phillips College complies with federal laws that prohibit discrimination and ensure equality including:

1. Title VI of the Civil Rights Act of 1964
2. Title IX, Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. The Civil Rights Act of 1991

The College prohibits discriminatory practices towards students of on the basis of membership of age, race, religion, color, national origin, sex, or disability in its programs, services, or activities. Retaliation against a student who has filed a grievance regarding discrimination, participated in an investigation, or opposed practices in which discriminate against others is forbidden.

A grievance is an allegation of discrimination based on age, race, religion, color, national origin, sex, or disability in the college's programs, services, or activities. A grievance may also be based on sexual harassment or sexual misconduct.

A student may file a grievance against another student(s), an employee(s), or a community member. Grievances may also be filed against the college for failure to provide an adequate and appropriate environment to accommodate the needs and safety of students. Furthermore, a student does not have to be the direct recipient of the discrimination or harassment in order to file a grievance.

All aspects of the student grievance procedure are confidential with information protected as much as possible without compromising the integrity of the process. In some steps of the process, it is necessary for the person about whom the grievance has been filed to become aware of the allegations. In the case of sexual harassment or sex crimes, the college will notify law enforcement as required by law.

The college has adopted a process through which a student may file a grievance (informally or formally, verbally or in writing) regarding discrimination or sexual conduct.

## Student Grievances

The College views certain individual rights as fundamental in its commitment to provide an atmosphere that enhances the opportunities for success of all students. Serious consideration is given in instances where these rights may have been violated. A procedure has been established to address all complaints brought by students ***alleging discrimination*** on the basis of age, race, religion, color, national origin, sex, or disability. Students are not required to make direct contact with the alleged harasser.

The steps involved in the Student Grievance Procedure are as follows:

1. The student must contact Dr. Shannon Carroll, Title IX Officer, to discuss with the student the allegations and the right to proceed with the grievance. In order for the college to quickly and fairly resolve the grievance, the student should notify the Title IX Officer within four (4) weeks of the inciting situation. If the grievance regards a violation of Section 504/Americans with Disabilities, the student will be referred to the Section 504/ADA Coordinator, Dr. Deborah Johnson, who will conduct the initial interview and serve as a resource for the student during the appeal process. If a student contacts any employee other than the aforementioned, the employee will notify the Title IX Officer about the situation. In any situation that involves The Title IX Officer or Section 504/ADA Coordinator, the student should contact Dr. Jud Hicks, President. Dr. Hicks will hear the grievance only when it involves the Title IX Officer or 504/ADA Coordinator.
2. After discussing the allegations and the student's rights to proceed, a student may decide to write a formal grievance statement within twenty-one (21) days of the initial meeting. A student is not required to make a formal, written statement in order for the Title IX Officer to investigate the allegations. However, students are encouraged to do so as part of the record-keeping process should a hearing be necessary. During all conferences, however, the VPAA will make notes about the situation.
3. After receiving a grievance statement, either verbally or in writing, from a student, the Title IX Officer will contact the person against whom the allegation has been made and request a written statement regarding the situation.
4. Within fourteen (14) days of receiving the grievance statement from the student, the Title IX Officer will schedule a meeting with both parties in an effort to resolve the grievance. In the case of harassment, the student may request separate meetings in order to avoid direct contact with the alleged harasser. Both parties may present witnesses and other evidence during the meeting; however, no attorneys or other advisors may be present to represent either party. This meeting may not be recorded. After the meeting concludes, the Title IX Officer will complete any further investigation, make a determination regarding the violation of college policies, and render a written decision statement to both parties within fourteen (14) days of the meeting.
5. If the student is not satisfied with the decision made by the Title IX Officer, the student may appeal to a committee by notifying the Title IX Officer in writing within fourteen (14) days of receipt of the previous determination.
6. The Title IX Officer or his or her designee will convene the Student Grievance Committee, which consists of two faculty members, one staff member, and the president of the Student Government Association or his/her designee with the approval of the Title IX Officer or his or her designee. If any of the committee members are named in the allegation of discrimination, an alternate member will be appointed. The committee will choose a chairperson from its membership, and the

- chairperson will vote only in the case of a tie. If a student can present reasons why any regular member would be biased, the chairperson may choose an alternate.
7. The student will be notified in writing of the time and place of the formal hearing.
  8. The Student Grievance Committee will convene for the formal hearing within 14 business days following the receipt of the written appeal for a committee hearing. The student will testify and may present evidence or call witnesses to support the allegations. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
  9. The committee will make a decision based on a majority vote. The chairperson of the committee will prepare a written document outlining the findings and making a determination about the allegations within seven (7) days of the convening of the hearing. The decision will be given in writing to the Title IX Officer, who will notify the student.
  10. The Title IX Officer will act on the request within 10 days. The Title IX Officer may affirm or overrule the decision in its entirety or may affirm or overrule the decision in part. The student will be notified of the final decision in writing.
  11. Upon receipt of the final decision, the student appeal process is exhausted with no further opportunity to appeal within the college's policies.

## **Student Complaints**

A student may wish to make a complaint without going through an official appeal or grievance process. A student complaint form is available in the Office of Educational Services and through directors at Dalhart, Dumas, Hereford, and Perryton.

A student may choose to make the complaint anonymous to the person(s) about whom the complaint is lodged. However, the student will not remain anonymous to the Executive Vice President for Academic Affairs who will handle the complaint on behalf of the student. If a student wishes to remain anonymous to anyone else, he or she will note this desire on the form. However, students must realize that, in order to address a complaint, the Executive Vice President for Academic Affairs may have to convey information that makes the identity of the student clear. Before discussing the complaint with anyone, however, the Executive Vice President for Academic Affairs will speak to the student who has made the complaint.

Because of the possibility of disciplinary action being taken on the alleged violator, the actions taken to resolve the complaint may not be shared with the student, but if a student feels the situation is not resolved, he or she may speak further with the Executive Vice President for Academic Affairs.

Only final grades may be appealed, but a student complaint form may be used to contest any other grades or actions taken by a faculty member. The student will be responsible for providing adequate documentation to support the complaint.

If a situation about which the student complains involves a crime, the VPAA may be required to notify law enforcement. In that case, the VPAA will speak with the student about the requirements.