

Student Handbook

2026-27



903.465.6030
grayson.edu

Grayson College Student Handbook

2026-2027



Division of Student Services

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Publication Note: Although the contents of the Student Handbook were prepared based on the best information available at the time of printing. The programs, policies and statements contained herein are subject to continuous review and evaluation. GC reserves the right to make changes at any time without notice. If necessary, the [College website](#) carries addendums to this publication. Grayson College is an equal opportunity institution.

1. Directory

1.1 Main Campus Offices

Contact	Phone Number
Main Campus	903.465.6030

Administration

Contact	Phone Number
Office of the President	903.463.8700
Vice President of Instruction	903.463.8634
Vice President of Student Services	903.415.2666
Vice President of Business Services	903.463.8620
Vice President of Community Engagement	903.463.8793
Vice President of Information Technology	903.415.2658
Vice President of People and Culture	903.415.2600
Dean of Academic & Workforce Instruction	903.463.8608
Dean of Health Sciences	903.463.8687
Dean of Enrollment Management	903.415.2689
Dean of Instructional Services	903.463.8658
Dean of South Campus	903.415.2646
Associate Dean of Academic & Workforce Instruction	903.463.8639
Executive Director of GC Foundation	903.463.8717
Director of Marketing & Communications	903.463.8628

College Academic/Workforce

Contact	Phone Number
Academic & Workforce Instruction	903.463.8608
Arts & Humanities	903.463.8797
Biological & Physical Sciences	903.463.8797

Contact	Phone Number
Business & Entrepreneurship	903.463.8797
Center for Workplace Learning (CWL)	903.463.8765
Health Sciences Division	903.463.8782
Industrial Technologies	903.463.8797
Public Services	903.463.8797
Math, Engineering & Technology	903.463.8797
Police Academy	903.463.8703
Small Business Development Center	903.463.8787
Viticulture, Enology & Distillation	903.463.8797

Student & Campus Services

Contact	Phone Number
Advising (Success Coaches)	903.463.8695
Office of Admissions	903.463.8604
Registrar's Office	903.463.8604
Athletics	903.463.8710
Bookstore	903.463.8631
Business Office	903.463.8795
Cafeteria	903.463.8632
Residence Life	903.463.8614
Campus Police Department	903.463.8777
Career Services Office/Job Placement	903.415.2593
Child Care & Transportation Assistance	903.463.8634
Counseling & Social Services	903.463.8730
Accessibility Services	903.463.8751
Dual Credit	903.415.2530
Financial Aid	903.463.8794
Fitness Center	903.415.2579
GC Foundation	903.463.8621
International Students	903.463.8604

Contact	Phone Number
Library	903.463.8637
Math Hub	903.463.8663
Student Life & Development	903.415.2642
Testing Center	903.463.8724
Title IX and Student Conduct	903.415.2614
Tutoring Services	903.463.8751
Veteran Services	903.415.2615
Veteran's Hub	903.415.2632
Writing Center	903.415.2541

1.2 South Campus Offices

Contact	Phone Number
Main South Campus Number	903.415.2500
Vocational Nursing (VN)	903.415.2500
Admissions & Advising	903.415.2500
Financial Aid	903.463.8642
Testing Center	903.415.2509
Technical Center	903.415.2500
Medical Lab Technology	903.415.8684
Electrical Technology	903.415.2641
Welding	903.415.2552
Electrical Engineering Technology	903.712.6030

2. Academic Calendar

2.1 2026-2027 Academic Calendar

Note: M: Monday T: Tuesday W: Wednesday R: Thursday F: Friday

Fall 2026

Date	Day	Event
Aug 10	M	Last day to pay Fall (16-week) and Fall 1 (8-week)
Aug 17	M	Fall (16-week) and Fall 1 (8-week) terms begin
Aug 18	T	Fall 1 (8-week) schedule change deadline
Aug 20	R	Fall (16-week) schedule change deadline
Sep 1	T	Census Date for Fall (16-week) term
Sep 7	M	Holiday: Labor Day- No Classes and campuses closed
Sep 25	F	Last day to withdraw for Fall 1 (8-week) term
Oct 5	M	Last day to pay Fall 2 (8-week)
Oct 7-8	W-R	Final exams for Fall 1 (8-week) term
Oct 13	T	Fall 2 (8-week) term begins
Oct 14	W	Fall 2 (8-week) Schedule change deadline
Nov 6	F	Last day to withdraw for Fall (16-week) term
Nov 23-27	M-F	Holiday, Thanksgiving – No Classes & Campuses Closed
Nov 30	M	Last day to withdraw for Fall 2 (8-week) term
Dec 7-10	M-R	Final Exams for Fall (16-week) term
Dec 9-10	W-R	Final Exams for Fall 2 (8-week) term
Dec 11	F	Fall Commencement
Dec 11	F	Last day to pay Winter 1 (4-week)
Dec 14	M	Winter 1 (4-week) term begins
Dec 21-Jan 3	M-F	Winter Break - Campuses closed
Jan 4	F	Last day to withdraw for Winter 1 (4-week) term

Spring 2027

Date	Day	Event
Jan 7	R	Final Exams for Winter 1 (4-week) term
Jan 11	M	Last day to pay Spring (16-week) and Spring 1 (8-week)
Jan 18	T	Holiday: Martin Luther King Jr. Day- No classes & campus closed
Jan 19	T	Spring (16-week) & Spring 1 (8-week) terms begin
Jan 20	W	Spring 1 (8-week) term schedule change deadline
Jan 22	F	Spring (16-week) term schedule change deadline
Feb 26	M	Last day to withdraw from Spring 1 (8-week) term
Mar 8	M	Last day to pay Spring 2 (8-week)
Mar 10-11	W-R	Final Exams for Spring 1 (8-week) term
Mar 15-19	M-F	Holiday: Spring Break- No classes & campus closed
Mar 23	T	Spring 2 (8-week) term begins
Mar 24	W	Spring 2 (8-week) term schedule change deadline
Apr 1	W	Registration Opens for 2027-2028
Apr 30	M	Last day to withdraw for Spring 2 (8-week) term
May 14	F	Last day to pay Spring Minimester
May 10-13	M-R	Final Exams for Spring (16-week) term
May 12-13	W-R	Final Exams for Spring 2 (8-week) term
May 14	F	Spring Commencement
May 17	M	Spring Minimester term begins
May 17	M	Spring Minimester term schedule change deadline
May 28	F	Last day to withdraw for Spring minimester term
May 28	M	Last day to pay Summer 1 (4-week and 8-week) term
June 3	R	Final Exams for Spring Minimester Term

Summer 2027

Date	Day	Event
Jun 4	F	College Closed every Friday in June - Summer Hours
Jun 7	M	Summer 1 (4-week and 8-week) terms begin
Jun 7	M	Summer 1 (4-week) schedule change deadline
Jun 8	T	Summer 1 (8-week) schedule change deadline
Jun 19	F	Holiday: Emancipation Day - No classes and campus closed
Jun 24	R	Last day to withdraw for Summer 1 (4-week) term
Jun 28	M	Last day to pay Summer 2 (4-week)
Jul 1	R	Final Exams for Summer 1 (4-week) term
Jul 3	F	Independence Day Observed - No classes and campuses closed
Jul 6	M	Summer 2 (4-week) term begins
Jul 6	M	Summer 2 (4-week) schedule change deadline
Jul 29	R	Final Exams for Summer 1 (8-week) and Summer 2 (4-week)
Jul 30	F	Summer Commencement
Aug 9	M	Last day to pay Fall (16-week) and Fall 1 (8-week)
Aug 16	M	Fall (16-week) and Fall 1 (8-week) terms begin

Please note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

3. Emergency Information

3.1 Emergency Information and Extreme Emergency Plan

All Campuses

If there is an on-campus emergency, immediately call 911. Have someone else contact the Grayson College Police Department (GCPD) at 903.814.3343, or, if no one else is available, call the GCPD after you disconnect with 911.

An emergency is not something that can be predicted, but is something that can be managed by following proper procedures. The [Grayson College Campus Safety Procedures](#), available on the Grayson College website under Police and Campus Safety, are intended to be used as a practical outline of what to do in the event of an emergency; it is not an all-inclusive guide.

There are times a person would have to exercise independent judgment, using their best knowledge and training to help resolve the circumstances surrounding them. An emergency is defined as a situation where there is the imminent possibility of the loss of life, serious bodily injury to a person and/or the loss or destruction of property. Before an emergency occurs, know the location of telephones in or near your building and how they may be accessed.

Become familiar with the location of fire extinguishers and fire alarm pull stations and know how to use them.

Extreme Emergency Plan

Upon notification of an extreme emergency, the Director of Public Safety or the person acting on his/her behalf will activate the multiple warning systems. Each person on campus must follow the directions in that warning. Examples include going to a designated severe weather area, evacuating or sheltering in place. In the event of an extreme campus emergency, the College will deploy its Incident Command System (ICS).

Members of the College Emergency Management Team (EMT) will report to the designated meeting place as identified in the College Emergency Operations Plan for the purpose of establishing an incident command structure for the campus. All available campus peace officers will report to the affected campus and follow the direction of the Director of Public Safety or the person acting on his/her behalf. Functioning in its ICS role, the EMT will direct the response to the extreme emergency including the closure of the campus and the notification of all affected individuals.

Should an enrolled student need to be notified of an off-campus emergency while they are on campus, please contact the Grayson College Police Department. Only extreme emergency messages will be delivered to the student (sick child; death in the family; injury to family member, etc.).

4. GC Mission, Philosophy, Vision, Goals, Values & Accreditation

4.1 Mission Statement

The mission of Grayson College is Student Success.

4.2 Purpose

According to Texas Education Code 130.003(e), the purpose of each public community college shall be to provide:

- Technical programs up to two years in length leading to associate degrees or certificates;
- Vocational programs leading directly to employment in semi-skilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

4.3 Vision

Grayson College is a premier learning college that transforms individuals, builds communities and inspires excellence.

4.4 Viking Values

The Viking Values are Balance, Clarity, Gratitude, Service, Teamwork and Trust.

4.5 Accreditation & Affiliations

Institutional Accreditation

Grayson College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate degrees, and baccalaureate degrees. Grayson College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Grayson College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404.679.4500, or by using information available on [SACSCOC's website \(www.sacscoc.org\)](http://www.sacscoc.org).

Other Accreditations

- Accreditation Commission on Education in Nursing
- Commission on Dental Accreditation
- American Dental Association
- The National Accrediting Agency for Clinical Laboratory Sciences
- The Committee on Accreditation of Education Programs for EMS Professions
- American Culinary Federation
- National Association for the Education of Young Children
- The Review Council on Education in Surgical Technology and Surgical Assisting

Affiliations

- The Texas Higher Education Coordinating Board
- The Texas Board of Nursing
- The Texas Association of Community Colleges
- The College Reading and Learning Association
- The Northern Texas Junior College Athletic Conference
- National Junior College Athletic Association
- National Junior College Athletics Association - Esports
- Texas Association of Career Technical Education

5. GC General Policies

5.1 Disciplinary Authority

A college, like any community, must have regulations by which its members abide and procedures by which its organizations function. The standard should provide order and an atmosphere conducive to intellectual and personal development. The Student Handbook and the "Code of Student Conduct" contained within are intended to serve these purposes in the interest of all segments of Grayson College. Full policies are available online in the College's Board Policy and Procedures Manual.

The College has a responsibility to maintain order within the College community and to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this handbook, the GC Catalog and other official College publications, as well as Texas Education Code. Registered campus organizations also agree to follow these rules and regulations. The College or its representatives may amend this document at any time without notice.

The authority to enact and enforce regulations of the College is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any College officials the President may designate. The Office of the Director of Title IX and Student Conduct, supervised by the Vice President of Student Services, is the principal agency for the administration of student discipline. Violation of academic policies, ie: cheating, plagiarism, etc. will be handled by the Vice President of Instruction.

5.2 College Sponsored Publications

Special circumstances must be present to give an institution of higher education, including a college district, the right to control student publications. An institution of higher education may censor student expression only if it acts consistent with First Amendment constitutional guarantees [see FLA]. An institution may not infringe on free speech when it is not shown to be necessarily related to the maintenance of order and discipline within the educational process. *Schiff v. Williams*, 519 F.2d 257 (5thCir. 1975)

5.3 Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, coronavirus, viral hepatitis-A (infectious hepatitis), viral Hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Coronavirus (COVID-19) and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS- Related Complex (ARC) and a positive test for the antibody to human immunodeficiency virus.

Basis for Action

The College District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

Nondiscrimination

The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions and campus activities if the College District makes a medically-based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

Privacy

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

Education Program about HIV Infection

The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease and preventive measures for avoiding infection. Educational materials regarding HIV infection, prevention, testing, and treatment are available through the Department of Counseling and Social Service Office. Visit [Grayson Cares](#) for more information.

Publication

The College District's policy on HIV infection shall be made available to students by including it in the Student Handbook or other appropriate publications.

5.4 Computer Use Policy

The College District provides each of its students, faculty and staff with one or more computer accounts that permit the use of the College District's computer resources. Use of these resources is a privilege, not a right. When using these resources, individuals agree to abide by the applicable policies of the College District, as well as federal, state and local laws. The College District reserves the right at any time to limit, restrict or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws.

The policies and procedures which apply to users of College District computer resources include, but are not limited to, this policy, as well as College District policies against harassment, plagiarism and unethical conduct and any procedures that govern computer usage at a particular facility on campus. Laws which apply to users of College District computer resources include, but are not limited to, federal, state and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems and other computer-related crimes. This policy applies to all College District computer resources, whether administered centrally or within a department, single or multi-user, mainframe or network server, etc. Computer resources include hardware, software, communications networks, electronic storage media and manuals and other documentation. Data includes all files, regardless of size or storage media, including email messages, system logs and software (commercial or locally developed).

The following principles address the general philosophy of the College District on computer use and security. These principles apply to, and are binding, on all users of College District computer resources.

Authorized Use

The College District provides computer resources for the purpose of accomplishing tasks related to the College District's mission. It should be noted that the use of some of the computers, networks and software located on the College District campus may be dedicated to specific aspects of College District missions or purposes that limit their use or access.

Students, including incoming students who have paid their fees, shall be allowed to use the College District's computer resources for school-related and incidental purposes, subject to this policy and other applicable College District policies, state and federal law and as long as personal use does not result in any additional costs to the College District. Graduating students and students who leave the College District for any reason shall have their computer access rights terminated, except that, with the permission of the appropriate system administrator(s), continuing students enrolled for the coming fall semester may retain their computer rights during the summer.

An employee of the College District shall be allowed to use computer resources in accordance with this and other applicable College District policies. Incidental personal use of computer resources by employees is permitted, subject to review and reasonable restrictions by the employee's supervisor; adherence to applicable College District policies and state and federal law; and as long as such usage does not interfere with the employee's accomplishment of his or her job duties and does not result in any additional costs to the College District. When an employee terminates employment, his or her access to the College District's computer resources shall be terminated immediately.

Freedom of Expression

Censorship is not compatible with the goals of higher education. The College District does reserve the right, however, to place reasonable time, place and manner restrictions on freedom of expression on its computer systems.

Privacy

Users of the College District's computer systems should be aware that computer use may be subject to review or disclosure in accordance with the Texas Public Information Act and other laws; administrative review of computer use for security purposes or in regard to a policy or legal compliance concern; computer system maintenance; audits and as otherwise required to protect the reasonable interests of the College District and other users of the computer system. Anyone using the College District's computer systems expressly consents to monitor on the part of the College District for these purposes and is advised that if such monitoring reveals possible evidence of criminal activity, College District administration may provide that evidence to law enforcement officials. Further, all users should understand that the College District is unable to guarantee the protection of electronic files, data or emails from unauthorized or inappropriate access.

Intellectual Property

All members of the College District community should be aware that intellectual property laws extend to the electronic environment. Users should assume that works communicated through the computer network are subject to copyright laws unless specifically stated otherwise.

Valuable Assets

Computer resources and data are considered valuable assets of the College District. Further, computer software purchased or leased by the College District is the property of the College District or the company from whom it is leased. Any unauthorized access, use, alteration, duplication, destruction or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws.

The following actions constitute misuse of the College District's computer resources and are strictly prohibited for all users. College District computer resources are not to be used in support of or for illegal activities. Any such use shall be reported and dealt with by the appropriate College District authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to:

- Transporting College District computer resources without appropriate authorization.
- Unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity and child pornography.
- Failure to comply with laws, policies, procedures, license agreements and contracts that pertain to and limit the use of the College District's computer resources.
- Abuse of computer resources including, but not limited to, any act that endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposely allowing a computer malfunction or interruption of operation; injection of a computer virus onto the computer system; sending a message with the intent to disrupt College District operations or the operations of outside entities; printouts that tie up computer resources for an unreasonable time period; and failure to adhere to time limitations that apply at particular computer facilities on campus.
- Use of College District computer resources for personal financial gain or a personal, commercial purpose.
- Failure to protect a password or account from unauthorized use.
- Permitting someone to use another's computer account or using someone else's computer account.
- Unauthorized use, access or reading of any electronic file, program, network or the system.

- Unauthorized use, access, duplication, disclosure, alteration, damage or destruction of data contained in any electronic file, program, network or College District hardware or software.
- Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyright is a violation of the copyright law and this policy.
- Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control that pertains to College District computer resources.
- Use of the College District computer system in a manner that violates other College District policies such as racial, ethnic, religious, sexual or other forms of harassment.
- Use of the College District's computer system for the transmission of commercial or personal advertisements, solicitations, promotions or political material except as may be approved by the office of the Vice President of Information Technology.

5.5 Community Use of College District Facilities: Conduct on College District Premises (GC Policy: GDA Local)

Withdrawal of Consent to Remain on Campus

In accordance with law, during a period of disruption, the College President or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District.

Hearing Procedures

A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.

Appeal

The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students and GB(LOCAL) for community members.]

Tobacco & E-cigarettes

The College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]

Alcohol

The College District prohibits using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

5.6 Equal Educational Opportunity (GC Policy: FA Legal)

Generally

No governmental entity, including a college district, shall deny to any person within its jurisdiction the equal protection of the laws. *U.S. Const. Amend. XIV*

An officer or employee of a political subdivision, including a college district, who is acting or purporting to act in an official capacity may not, because of the student's race, religion, color, sex, or national origin, refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the political subdivision; refuse to grant a benefit to the person; or impose an unreasonable burden on the person. *Civ. Prac. and Rem. Code 106.001(a)*

Religious Freedom

A governmental entity, including a college district, shall make no law prohibiting the free exercise of religion. *U.S. Const. Amends. I, XIV*

A government agency, including a college district, may not substantially burden a student's free exercise of religion, unless the government agency demonstrates that the application of the burden to the person is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. & Rem. Code 110.003*

Association with a Religious Organization

Notwithstanding any other law, a governmental entity, including a college district, may not take any adverse action against any person, as defined by Government Code 2400.001 (4), based wholly or partly on the person's membership in affiliation with, or contribution, donation or other support provided to a religious organization.

"Adverse action" means any action taken by a governmental entity to:

1. Withhold, reduce, exclude, terminate, or otherwise deny any grant, contract, subcontract, cooperate agreement, loan, scholarship, license, registration, accreditation, employment, or other similar status from or to a person;
2. Withhold, reduce, exclude, terminate, or otherwise deny any benefit benefit program from or to a person;
3. Alter in any way the tax treatment of, cause any tax, penalty, or payment assessment against, or deny, delay, or revoke a tax exemption of a person;
4. Disallow a tax deduction for any charitable contribution made to or by a person;
5. Deny admissions to, equal treatment in, or eligibility for a degree from an educational program or institution to a person; or
6. Withhold, reduce, exclude, terminate, or otherwise deny access to a property, educational institution, speech forum, or charitable fundraising campaign from or to a person.

Gov't Code 2400.001(1), .002 [See also GA]

Access for Religious Organizations During Disasters

A governmental entity may not:

1. At any time, including during a declared state of disaster, prohibit a religious organization from engaging in religious and other related activities or continuing to operate in the discharge of the organization's foundational faith-based mission and purpose; or
2. During a declared state of disaster order a religious organization to close or otherwise alter the organization's purposes or activities.

Gov't Code 2401.002(b) [See GA]

Discrimination on the Basis of Sex

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. *20 U.S.C. 1681; 34 C.F.R. 106.31.*

Educational programs and activities include:

1. Housing. 34 C.F.R. 106.32
2. Comparable facilities. 34 C.F.R. 106.33
3. Access to course offerings. 34 C.F.R. 106.34
4. Counseling. 34 C.F.R. 106.36
5. Financial assistance. 34 C.F.R. 106.37
6. Employment assistance to students. 34 C.F.R. 106.38
7. Health and insurance benefits and services. 34 C.F.R. 106.39
8. Athletics. 34 C.F.R. 106.41

Parental, Family, and Marital Status

A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. [See also FAA] *34 C.F.R. 106.40(a)*

Sexual Harassment

Sexual harassment of students is discrimination on the basis of sex under Title IX. *Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992)* [See also FFDA]

Definition of Sexual Harassment

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

Employee-Student Sex Harassment

An official of an educational entity who has authority to address alleged harassment by employees on the entity's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista Indep. Sch. Dist.*, 524 U.S. 274 (1998)

Student-Student Sexual Harassment

An educational entity must reasonably respond to known student-on-student harassment where the harasser is under the entity's disciplinary authority. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

Clery Act - Campus Sexual Assault Programs

An institution's Clery Act annual security report [See GCC] must include a statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking and of procedures that the institution will follow when one of these crimes is reported. The statement must include:

1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as described below at Programs To Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking;
2. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
 - a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;

- b. How and to whom the alleged offense should be reported;
 - c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
3. Notify proper law enforcement authorities, including on-campus and local police;
4. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
5. Decline to notify such authorities; and
 - a. Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution;
6. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
 - a. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in the Violence Against Women Act of 1994, 42 U.S.C. 13925(a)(20); and
 - b. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;
7. A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community;
8. A statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;

9. An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as described below at Procedures for Institutional Disciplinary Action; and
10. A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options, as described in items 1 through 6 of this list.

20 U.S.C. 1092(f)(8); 34 C.F.R. 668.46(b)(11)

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault & Stalking

An institution must include in its annual security report a statement of policy that addresses the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement must include:

1. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include:
 - a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 C.F.R. 668.46(a) [see Definitions];
 - b. The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction; [See Penal Code 22.011, 22.021, 42.072; Family Code 71.0021, 71.004];
 - c. The definition of "consent," in reference to sexual activity, in the applicable jurisdiction;
 - d. A description of safe and positive options for bystander intervention;
 - e. Information on risk reduction; and
 - f. The information described in 34 C.F.R. 668.46(b)(11) and 34 C.F.R. 668.46(k)(2); and
2. A description of the institution's ongoing prevention and awareness campaigns for

students and employees, including information described at item 1.

An institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information required to be included in the statement.

34 C.F.R. 668.46(j)

Awareness Programs

"Awareness programs" means community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety and reduce perpetration. *34 C.F.R. 668.46(j)(2)(i)*

Bystander Intervention

"Bystander intervention" means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. *34 C.F.R. 668.46(j)(2)(ii)*

Ongoing Prevention and Awareness Campaigns

"Ongoing prevention and awareness campaigns" means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in item 1, above. *34 C.F.R. 668.46(j)(2)(iii)*

Primary Prevention Programs

“Primary prevention programs” means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. 34 C.F.R. 668.46(j)(2)(iv)

Risk Reduction

“Risk reduction” means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. 34 C.F.R. 668.46 (j)(2)(v)

Procedures for Institutional Disciplinary Action

An institution must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as defined in 34 C.F.R. 668.46(a), and that:

1. Describes each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;
2. Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking;
3. Lists all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking; and
4. Describes the range of protective measures that the institution may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking;

5. Provides that the proceedings will:
 - a. Include a prompt, fair, and impartial process from the initial investigation to the final result;
 - b. Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - c. Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
 - d. Not limit the choice of adviser or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties; and
 - e. Require simultaneous notification, in writing, to both the accuser and the accused, of:
 - i. The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
 - ii. The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
 - iii. Any change to the result; and
 - iv. When such results become final.

34 C.F.R. 668.46(k)

Compliance with 34 C.F.R. 668.46(k) does not constitute a violation of Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. *34 C.F.R. 668.46(l)*

Prompt, Fair & Impartial Proceeding

“Prompt, fair and impartial proceeding” includes a proceeding that is:

1. Completed within reasonably prompt timeframes designated by an institution’s policy, including a process that allows for the extension of time frames for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that:
 - a. Is consistent with the institution’s policies and transparent to the accuser and accused;
 - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - c. Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

C.F.R. 668.46(k)(3)(i)

Adviser

“Adviser” means any individual who provides the accuser or accused support, guidance, or advice. *34 C.F.R. 668.46(k)(3)(ii)*

Proceeding

“Proceeding” means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. *34 C.F.R. 668.46(k)(3)(iii)*

Result

“Result” means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding FERPA, the result must also include the rationale for the result and the sanctions. *34 C.F.R. 668.46(k)(3)(iv)*

Definitions***Dating Violence***

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

34 C.F.R. 668.46(a)

Domestic Violence

“Domestic violence” is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

34 C.F.R. 668.46(a)

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault & Stalking

"Programs to prevent dating violence, domestic violence, sexual assault, and stalking" means comprehensive, intentional and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in 34 C.F.R. 668.46(j) (2).

34 C.F.R. 668.46(a)

Sexual Assault

"Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program and included in Appendix A of 34 C.F.R. Part 668, Subpart D. *34 C.F.R. 668.46(a)*

Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

34 C.F.R. 668.46(a)

Discrimination on the Basis of Race, Color, or National Origin

No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program to which 34 C.F.R. Part 100 applies.

A recipient under any program to which Part 100 applies may not, directly or through contractual or other arrangements, on the ground of race, color, or national origin:

1. Deny an individual any service, financial aid, or other benefit provided under the program;
2. Provide any service, financial aid, or other benefit to an individual that is different, or is provided in a different manner, from that provided to others under the program;
3. Subject an individual to segregation or separate treatment in any matter related to his receipt of any service, financial aid, or other benefit under the program;
4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treat an individual differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition that individuals must meet in order to be provided any service, financial aid, or other benefit provided under the program;

6. Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so that is different from that afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in 34 C.F.R. 100.3(c)); or
7. Deny a person the opportunity to participate as a member of a planning or advisory body that is an integral part of the program.

A recipient, in determining the types of services, financial aid, or other benefits, or facilities that will be provided under any such program, or the class of individuals to whom, or the situations in which, such services, financial aid, other benefits, or facilities will be provided under any such program, or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respect individuals of a particular race, color, or national origin.

42 U.S.C. 2000d; 34 C.F.R. 100.3(a)–(b)

Hair Texture or Style

Discrimination on the basis of hair texture or a protective hairstyle in student dress or grooming policies is prohibited in accordance with Education Code 51.979 [see FLBA]. *Education Code 51.979*

Diversity, Equity, and Inclusion Initiatives

The governing board of an institution of higher education, including a college district, shall ensure that each unit of the institution does not, except as required by federal law:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any function of the institution; or

3. Require as a condition of enrolling at the institution or performing any institution function any person to participate in diversity, equity, and inclusion training, which:
 - a. Includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation; and
 - b. Does not include a training, program, or activity developed by an attorney and approved in writing by the institution's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Education Code 51.3525(b)(1)

Exceptions

This section may not be construed to apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by an institution of higher education's students or the dissemination of that research or work;
3. An activity of a student organization registered with or recognized by an institution of higher education;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

Education Code 51.3525(c)-(d)

Note: For related information on diversity, equity, and inclusion initiatives, see BG(LEGAL) for diversity, equity, and inclusion offices, CFE(LEGAL) for contractor discipline, DAA(LEGAL) for employees, and DH(LEGAL) for employee discipline.

Discrimination on the Basis of Age

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. *42 U.S.C. 6102; 34 C.F.R. 110.10*

Exceptions

Normal Operation or Statutory Objective

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 if the action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity. An action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity, if:

1. Age is used as a measure or approximation of one or more other characteristics;
2. The other characteristic or characteristics must be measured or approximated in order for the normal operation of the program or activity to continue, or to achieve any statutory objective of the program or activity;
3. The other characteristic or characteristics can be reasonably measured or approximated by the use of age; and
4. The other characteristic or characteristics are impractical to measure directly on an individual basis.

34 C.F.R. 110.12

Reasonable Factors Other Than Age

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 that is based on a factor other than age, even though that action may have a disproportionate effect on persons of different ages. An action may be based on a factor other than age only if the factor bears a direct and substantial relationship to the normal operation of the program or activity or to the achievement of a statutory objective. *34 C.F.R. 110.13*

Special Benefits for Children and the Elderly

If a recipient operating a program or activity provides special benefits to the elderly or to children, the use of age distinctions is presumed to be necessary to the normal operation of the program or activity, notwithstanding the provisions of 34 C.F.R. 110.12. *34 C.F.R. 110.16*

Affirmative Action

Even in the absence of a finding of discrimination, a recipient may take affirmative action to overcome the effects of conditions that resulted in limited participation in the recipient's program or activity on the basis of age. *34 C.F.R. 110.15*

Notice

A recipient shall notify its beneficiaries, in a continuing manner, of information regarding the provisions of the Age Discrimination Act of 1975 and the associated regulations. *34 C.F.R. 110.25(b)*

Discrimination on the Basis of Disability

ADA

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, including a college district, or be subjected to discrimination by any such entity. A public entity shall not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association. *42 U.S.C. 12132; 28 C.F.R. 35.130*

Section 504

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. *29 U.S.C. 794(a)*

Disability

"Disability" means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more major life activities of an individual;
2. A record of having such an impairment; or
3. Being regarded as having such an impairment.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

The term “disability” does not include:

1. Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders;
2. Compulsive gambling, kleptomania, or pyromania; or
3. Psychoactive substance use disorders resulting from current illegal use of drugs.

42 U.S.C. 12102(1), (4)(C)–(D); 28 C.F.R. 35.108(a), (d), (g)

Regarded as Having Such an Impairment

An individual meets the requirement of being “regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. *42 U.S.C. 12102(3)(A); 28 C.F.R. 35.108(f)*

Transitory & Minor

Item 3 in the definition of “Disability,” above, (“regarded as having such an impairment”) shall not apply to impairments that are transitory or minor. A transitory impairment is an impairment with an actual or expected duration of six months or less. *42 U.S.C. 12102(3)(B); 28 C.F.R. 35.108(d)(1)(ix), (f)(2)*

Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy or supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; learned behavioral or adaptive neurological modifications; or psychotherapy, behavioral therapy, or physical therapy.

The ameliorative effects of mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

“Ordinary eyeglasses and contact lenses” are lenses that are intended to fully correct visual acuity or to eliminate refractive error.

“Low-vision devices” means devices that magnify, enhance, or otherwise augment a visual image.

42 U.S.C. 12102(4)(E); 28 C.F.R. 35.108(d)(1)(viii), (4)

Major Life Activities

“Major life activities” include, but are not limited to:

1. Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and
2. The operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

In determining whether an impairment substantially limits a major life activity, the term “major” shall not be interpreted strictly to create a demanding standard. Whether an activity is a major life activity is not determined by reference to whether it is of central importance to daily life.

42 U.S.C. 12102(2); 28 C.F.R. 35.108(c)–(d)

Physical or Mental Impairment

“Physical or mental impairment” means:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or
2. Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability.

Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

Physical or mental impairment does not include homosexuality or bisexuality.

28 C.F.R. 35.108(b)

Qualified Individual with a Disability

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the college district. *42 U.S.C. 12131(2); 28 C.F.R. 35.104*

Individual with a Disability

“Individual with a disability” means a person who has a disability. The term individual with a disability does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use. 28 C.F.R. 35.104

Student with a Disability

A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being “regarded as” having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less.

29 U.S.C. 705(20)(B); 42 U.S.C. 12102(1), (3)–(4)

Reasonable Modification

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

A public entity is not required to provide a reasonable modification to an individual who meets the definition of “disability” solely under the “regarded as” prong of the definition of “disability” at 28 C.F.R. 35.108(a)(1)(iii).

28 C.F.R. 35.130(b)(7)

Communications

A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public, and companions with disabilities are as effective as communications with others. A public entity shall furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public entity. In determining what types of auxiliary aids or services are necessary, a public entity shall give primary consideration to the requests of the individual with disabilities. In order to be effective, auxiliary aids and services must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability. *28 C.F.R. 35.160*

Auxiliary Aids & Services

“Auxiliary aids and services” include:

1. Qualified interpreters on-site or through video remote interpreting (VRI) services; notetakers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;
2. Qualified readers; taped texts; audio recordings; Braille materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods for making visually delivered materials available to individuals who are blind or have low vision;
3. Acquisition or modification of equipment or devices; and
4. Other similar services and actions.

28 C.F.R. 35.104

Limits of Required Modification

Title 28 C.F.R. Chapter I, Part 35, Subpart E does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity and must be accompanied by a written statement of the reasons for reaching that conclusion. *28 C.F.R. 35.164*

Direct Threat

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

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

28 C.F.R. 35.104

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

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

28 C.F.R. 35.139

Services Inventory

The Coordinating Board shall maintain an inventory of all postsecondary educational programs and services provided for persons with intellectual and developmental disabilities by institutions of higher education. The Coordinating Board shall:

1. Post the inventory on the Coordinating Board’s internet website in an easily identifiable and accessible location;
2. Submit the inventory to TEA for inclusion in the transition and employment guide under Education Code 29.0112; and
3. Update the inventory at least once every two years.

At times prescribed by the Coordinating Board, each institution of higher education, including each college district, shall report to the Coordinating Board all programs and services described above provided by that institution.

Education Code 61.0663

Retaliation

No recipient of federal financial assistance or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, Title IX, or Section 504 or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under 34 C.F.R. Parts 100, 104, or 106. *34 C.F.R. 100.7(e) (Title VI), 104.61 (Section 504), 106.71 (Title IX)*

Handgun License as Proof of Identification

A person may not deny the holder of a concealed handgun license issued under Government Code Chapter 411, Subchapter H access to goods, services, or facilities, except as provided by Transportation Code 521.460 (regarding motor vehicle rentals) or in regard to the operation of a motor vehicle, because the holder has or presents a concealed handgun license rather than a driver's license or other acceptable form of personal identification.

This section does not affect the requirement under Government Code 411.205 that a person present a driver's license or identification certificate in addition to a concealed handgun license.

Business and Commerce Code 506.001

5.7 Equal Educational Opportunity: Pregnant and Parenting Students (GC Policy: FAA Legal)

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Title IX

A recipient which receives federal financial assistance shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

A recipient may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

A recipient which operates a portion of its education program or activity separately for pregnant students, admittance to which is completely voluntary on the part of the student as provided in this section, shall ensure that the separate portion is comparable to that offered to non-pregnant students.

A recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability with respect to any medical or hospital benefit, service, plan, or policy which such recipient administers, operates, offers, or participates in with respect to students admitted to the recipient's educational program or activity.

In the case of a recipient which does not maintain a leave policy for its students, or in the case of a student who does not otherwise qualify for leave under such a policy, a recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

34 C.F.R. 106.40(b)

State Law

Protections for Pregnant and Parenting Students

In addition to the discrimination protections provided to pregnant or parenting students pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq., institutions, including college districts, shall provide pregnant or parenting students the additional protections as set forth in this section. To the extent a student is afforded protections by both federal law and these rules, a student shall be entitled to the most liberal benefit available by these rules and federal law.

An institution of higher education may not require a pregnant or parenting student, solely because of the student's status as a pregnant or parenting student or due to issues related to the student's pregnancy or parenting, to:

1. Take a leave of absence or withdraw from the student's degree or certificate program;
2. Limit the student's studies;
3. Participate in an alternative program;
4. Change the student's major, degree, or certificate program; or
5. Refrain from joining or cease participating in any course, activity, or program at the institution.

"Parenting student" means a student who is the parent or legal guardian of a child under 18 years of age.

Education Code 51.982(a)(2), (b); 19 TAC 4.372(2)

Early Registration for Pregnant and Parenting Students

If an institution provides early registration or pre-registration for courses or programs to any group of students, then the institution shall:

1. Provide a parenting student who meets said definition at the start of the semester registration period with equal access to early registration or pre-registration; and
2. Provide a parenting student information on their eligibility for early registration or pre-registration.

Education Code 51.983(b); 19 TAC 4.373

Leave of Absence for Pregnant and Parenting Students

An institution shall permit but not require a parenting or pregnant student to take a leave of absence related to a student's pregnancy or parenting status for a minimum of one semester without a showing of medical need.

An institution shall make every reasonable effort to facilitate leave for pregnant and parenting students within their degree program's curriculum and accreditation requirements. A student taking a leave of absence under this section may be taken with the advanced approval of the student's department or the designated office(s) by the institution.

An institution shall implement policies and procedures to ensure that the student is informed of possible impacts to their financial aid or scholarships. These institutional policies and procedures should encourage that students meet with the financial aid office before a student takes a leave of absence, where possible.

An institution shall ensure that a student in good academic standing at the time a leave of absence commences may return to their degree or certificate program in good academic standing not be required to reapply for admission so long as the program still exists at the institution and the program would still meet accreditation standards. The institution may require that the student fulfills revised requirements of the program if the program in effect when the student returns has changed.

Education Code 51.982(e); 19 TAC 4.375(c)

Additional Accommodations Related to a Student's Pregnancy, Childbirth, or Resulting Condition

An institution shall excuse absences related to a student's pregnancy or childbirth without a doctor's certification that such absence is necessary for the greater of three school days in a term or semester or the maximum number of excused absences that the institution would grant to another student enrolled in the same course for any reason. Notwithstanding that provision, an institution may ensure that the total number of excused absences does not result in a fundamental alteration to an essential program requirement or conflict with federal law or accreditation standards.

An institution shall allow a student a reasonable time to make up or complete any assignments or assessments due to such an excused absence consistent with the institution's policy regarding excused absences and make up work.

An institution shall provide a student with access to all course materials that are made available to a student with a temporary medical condition. This may include instructional materials, laboratory access, and recordings of class lectures, depending on the circumstances.

An institution shall provide any other reasonable accommodations to a pregnant student, including accommodations that:

1. Would be provided to a student with a temporary medical condition; or
2. Are related to the health and safety of the student and the student's unborn child.

Education Code 51.982(c)-(d); 19 TAC 4.375(b)

Policy and Procedures Required

Each institution of higher education shall adopt a policy for students on pregnancy and parenting discrimination. The policy must:

1. Include the contact information for the employee or office of the institution that is the designated point of contact for a student requesting each protection or accommodation under this section;
2. Be posted in an easily accessible, straightforward format on the institution's internet website; and
3. Be made available annually to faculty, staff, and employees of the institution.

Education Code 51.982(f)

Parenting Student Liaison

An institution is required to designate a minimum of one employee to serve as a liaison officer for current or incoming students at the institution who are the parent or guardian of a child younger than 18 years of age. The liaison officer or officers shall provide a parenting student information on and access to resources designed to assist in their successful and timely degree or certificate completion. Such resources include:

1. Medical and behavioral health coverage and services;
2. Public health benefit programs, including programs related to food security, affordable housing, and housing subsidies;
3. Parenting and child-care resources;
4. Employment assistance;
5. Transportation assistance;
6. Academic success services; and
7. Other resources provided by the institution.

An institution shall not condition student access to the liaison officer or officers or any resources on the student being required to consent to the release of their personally identifiable information. Any such consent must be voluntary.

The institution shall post contact information for the liaison officer or officers and maintain that information on the institution's website in a manner that is readily available to current or incoming students at the institution who are the parent or guardian of a child younger than 18 years of age.

Education Code 51.9357(b); 19 TAC 4.374

Report on Parenting Students

Not later than May 1 of each academic year, in the manner required by the Coordinating Board, an institution of higher education shall submit to the Coordinating Board a report that contains the following information regarding students enrolled at the institution for the current academic year who are the parent or guardian of a child younger than 18 years of age:

1. The number of those students;
2. Demographic data, including age, race, sex, and ethnicity;

3. Academic data, including full-time or part-time enrollment status and graduation, transfer, and withdrawal rates; and
4. Other data as prescribed by Coordinating Board rule.

Education Code 51.9357(c); 19 TAC 4.376

5.8 Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as “Directory Information” may be released to the general public without the consent of the student.

Directory information is defined as:

- Student name
- Student address
- Telephone number
- College email address
- Date and place of birth
- Honors and awards
- Dates of attendance
- Photograph / visual likeness
- Other information including a major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by making a written request to the Registrar’s Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry.

The Registrar is the custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Registrar's Office in the Student Affairs Building, on the Main Campus.

Access to Public Information: Requests for Public information must be made in writing and delivered to the Public Information Officer (publicinformation@grayson.edu) via email, postal mail or in person. GC uses its fiscal year, September 1 through August 31, for tracking requests.

5.9 Rights, Privileges & Responsibilities of Students

The College's primary function is to provide education for those persons who enroll within the system. The goal of the College is to provide an educational environment that will include the opportunity for academic, social and personal growth. Enrollment in a state-supported educational institution of higher learning is not compulsory. It is optional and voluntary. By voluntary entrance into the academic community, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes and functions. Freedom of discussion, inquiry and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor and responsibility for maintaining order elsewhere is set forth in the "Code of Student Conduct and Discipline." The College assumes that the student has an earnest educational purpose and the maturity for reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The College strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.

Antisemitic speech and acts will not be tolerated. Per Texas Government Code, Section 448.001(2). "Antisemitism" means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

State of Texas Governor Executive Order GA-44 dated March 27, 2024, includes no tolerance for antisemitic incitement, threats, and fighting words against individuals identifying as Jewish. Violation of this policy will result in disciplinary actions in accordance with any of the following areas of misconduct: bigotry, bullying, discrimination/harassment, disruptions, violent behavior, or others. Sanctions as severe as expulsion may occur.

Student services personnel and security personnel have been notified of this requirement and have been instructed to enforce it fully.

A. Student's Rights

Article I – A student shall have the right to participate in a free exchange of ideas, and there shall be no College rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Contact the Vice President of Student Services for approved areas.

Article II – Each student shall have the right to participate in all areas and activities of the College, free from any harassment and any form of illegal discrimination and without regard to any subgroup classification or stereotype.

Article III – A student has the right to personal privacy except as otherwise provided by law. This will be observed by students and College authorities alike.

Article IV – Each student subject to disciplinary action arising from violations of College student rules shall be assured procedural due process. At all judicial hearings, an accused student shall be assumed innocent until proven guilty, and in initial judicial hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.

B. Student's Responsibilities

Article I – A student has the responsibility to respect the rights and property of others, including other students, staff, faculty and administration.

Article II – A student has the responsibility to be fully acquainted with the published College Student Handbook and to comply with it and with the laws of the land.

Article III – A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.

Article IV – A student has the responsibility to recognize the College's obligation to provide an environment for learning.

5.10 Grayson College Missing Person Policy

To support a resident's safety and to comply with federal law, Housing residents must provide an emergency contact.

Grayson College operates residence halls on the Denison Campus to accommodate its on-campus residents. The College and the residents share an equal responsibility in keeping the residence halls safe. In keeping with this responsibility, the College has adopted this Missing Persons Policy applying to all occupants of the residence halls.

Before a student may be admitted to a college residence hall, the student must be considered a legal adult and above the age of seventeen – no minors are admitted to the residence halls. In addition, the student must submit a completed Housing Application, which includes the name of a contact person and how they can be contacted in the event the occupant/resident becomes missing from the residence hall. The contact information submitted is confidential and may only be released to the person(s) specifically identified by the resident, to administrative officials of the College who may become involved in a missing persons investigation report involving the resident, and to law enforcement authorities investigating a missing persons report.

A resident may be considered missing if the person is absent from the residence hall for a period exceeding 24 hours without any apparent reason and does not include persons who have indicated voluntary absence because of domestic, financial or similar cause. The Housing Coordinator or any other concerned person must notify a Grayson College law enforcement official once they have determined that a resident is indeed missing on an involuntary basis and after a period of 24 hours has passed.

GCPD may be contacted for the purpose of submitting a missing persons report by calling or texting the Grayson College Police Department at 903.814.3343 or by contacting the Grayson County Sheriff's Office at 903.893.4388.

Procedures for Designation of Emergency Contact Information

Residential students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event the student meets the missing person criteria.

Student notification of this policy and contact designation procedures will be:

- Included on the Grayson Housing webpage
- Discussed during new student orientations and mandatory housing meetings at the beginning of each semester

Official Notification Procedures

- Any individual on campus who has information that a residential student may be a missing person must notify the Grayson College Police Department as soon as possible.
- The Grayson College Police Department will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student.
- If the student cannot be located, no later than 24 hours after determining that the residential student is missing, the Housing Coordinator will notify the confidential contact (for students 18 and over and emancipated minors) and/or the parent/guardian (for students under the age of 18).

5.11 Immunization Requirements for Health Sciences

All persons planning a career in the Health Sciences must meet certain requirements mandated by state law or the clinical agencies where students are involved in patient-related activities. These requirements have been developed to protect both patients and students and must be met before participating in any required clinical education. In addition to the requirements listed, some programs in the Health Sciences Pathway may have additional requirements.

Students in all programs in the Health Sciences Pathway must show proof of the following immunizations (or a positive titer) before participating in clinical education:

- Hepatitis B (this is a series of 3 shots requiring up to 4 months to complete)
- Measles, Mumps, Rubella (MMR)
- Tdap (within the last 10 years)
- Varicella (Chicken pox)
- Flu vaccine for most current flu season

In addition to immunizations, students in the Health Sciences Pathway must show proof of a negative tuberculosis test annually, show proof of current CPR certification (American Heart Association Healthcare provider level), and pass a drug screen and criminal background check prior to attending clinical education.

5.12 Non-Discrimination Policy: Equal Opportunity Statement

Grayson College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, pregnancy or related conditions or other status protected by law.

Es el propósito de Grayson College de proveer la oportunidad de cualidad en la educación y en el empleo indiferente a sexo, condición parental o marital, raza, color, religión, edad, o nación de origen.

This policy applies to student admissions and education; access to student loans, grants, scholarships, and employment opportunities; hiring and promotion of both teaching and non-teaching staff; and all student and faculty activities on College property.

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex or gender in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Grayson College complies with the Title IX Education Amendments of 1972 which prohibits discrimination, including harassment, against any student on the basis of sex in any educational program and College-sanctioned activity. Procedures are in place to respond to allegations of sexual harassment, discrimination, and violence.

Inquiries concerning the rights and protections provided by Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the United States Office of Civil Rights. Visit the [Grayson College Title IX web page](#) for more details.

For information about Title IX rights and protections contact:

Dr. Erin Howard

Director of Title IX and Student Conduct

Life Center Building

903.415.2614

TitleIX@grayson.edu

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, age, color, gender or national origin. Equal educational facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics are extended to all GC students and employees.

For information about Title VI contact:

Dr. Erin Howard

Director of Title IX and Student Conduct

Life Center Building

903.415.2614

TitleVI@grayson.edu

5.13 Sex Offender Registry Information

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Grayson College Police Department provides a link to the Texas state sex offender registry.

Persons wishing to inquire concerning registered sex offenders on campus may search the Texas Department of Public Safety registered sex offender database. A specific link is provided for searching by institutions of higher education.

The Grayson College Police Department also maintains a list of registered sex offenders who are either a student, staff, faculty member or volunteer on campus. This list is open to public inspection during regular business hours.

Registered sex offenders who are students, staff, faculty or volunteers on campus are required to notify the law enforcement agency in which they are registered of their affiliation with Grayson College. Registered sex offenders are further required to notify the Chief of the Grayson College Police Department of their affiliation.

Notice to Registered Sex Offenders

If you are employed at, carry on a vocation at, or are a student at Grayson College, you must notify the campus Grayson College Police Chief that you will be attending classes, have become employed or will be carrying on a vocation. This includes both part- and full-time students as well as part- and full-time workers. This also includes non-paid volunteer positions. This includes both in-state and out-of-state residents.

A person subject to the notification requirement must notify the Chief of the Grayson College Police Department not later than the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register.

Grayson College maintains a strict zero-tolerance policy for violators of this provision. Persons found to be in violation of this provision will be reported to the jurisdiction in which the sex offender is registered.

The relevant sections of the Texas Code of Criminal Procedure are below:

Art. 62.151. DEFINITIONS.

For purposes of this subchapter, a person:

- (1) Is employed or carries on a vocation if the person works or volunteers on a part- or full- time basis for a consecutive period exceeding 14 days or for an aggregate period exceeding 30 days in a calendar year;
- (2) Works regardless of whether the person works for compensation or for governmental or educational benefit; and
- (3) Is a student if the person enrolls on a part- or full-time basis in any educational facility, including:
 - (A) A public or private primary or secondary school, including a high school or alternative learning center; or
 - (B) A public or private institution of higher education.

Art. 62.152. REGISTRATION OF CERTAIN WORKERS OR STUDENTS

- (a) A person is subject to this subchapter and, except as otherwise provided by this article, to the other subchapters of this chapter if the person:
 - (1) Has a reportable conviction or adjudication;
 - (2) Resides in another state; and
 - (3) Is employed, carries on a vocation or is a student in this state.
- (b) A person described by Subsection (a) is subject to the registration and verification requirements of Articles 62.051 and 62.058 and to the change of address requirements of Article 62.055, except that the registration and verification and the reporting of a change of address are based on the municipality or county in which the person works or attends school. The person is subject to the school notification requirements of Articles 62.053-62.055, except that notice provided to the superintendent and any administrator is based on the public school district in which the person works or attends school.
- (c) Person described by Subsection (a) is not subject to Article 62.101.
- (d) The duty to register for a person described by Subsection (a) ends when the person no longer works or studies in this state provides notice of that fact to the local law enforcement authority in the municipality or county in which the person works or attends school and receives notice of verification of that fact from the authority. The authority must verify that the person no longer works or studies in this state and must provide to the person notice of that verification within a reasonable time.

- (e) Notwithstanding Subsection (a), this article does not apply to a person who has a reportable conviction or adjudication, who resides in another state, and who is employed, carries on a vocation or is a student in this state if the person establishes another residence in this state to work or attend school in this state. However, that person remains subject to the other articles of this chapter based on that person's residence in this state.

Reenacted and amended by Acts 2005, 79th Leg., Ch. 1008, Sec. 1.01, eff. September 1, 2005.

Art. 62.153. REGISTRATION OF WORKERS OR STUDENTS AT INSTITUTIONS OF HIGHER EDUCATION

- (a) Not later than the later of the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register, a person required to register under Article 62.152 or any other provision of this chapter who is employed, carries on a vocation or is a student at a public or private institution of higher education in this state shall report that fact to:
 - (1) The authority for campus security for that institution; or
 - (2) If an authority for campus security for that institution does not exist, the local law enforcement authority of:
 - (A) The municipality in which the institution is located; or
 - (B) The county in which the institution is located, if the institution is not located in a municipality.
- (b) A person described by Subsection (a) shall provide the authority for campus security or the local law enforcement authority with all information the person is required to provide under Article 62.051(c).
- (c) Person described by Subsection (a) shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a worker or student at the institution.
- (d) The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person under this article and any information received from the department under Article 62.005.
- (e) Subsection (a)(2) does not require a person to register with a local law enforcement authority if the person is otherwise required by this chapter to register with that authority.

- (f) This article does not impose the requirements of public notification or notification to public or private primary or secondary schools on:
 - (1) Authority for campus security; or
 - (2) A local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by this chapter to make notifications.
- (g) Notwithstanding Article 62.059, the requirements of this article supersede those of Article 62.059 for a person required to register under both this article and Article 62.059.

Reenacted and amended by Acts 2005, 79th Leg., Ch. 1008, Sec. 1.01, eff. September 1, 2005.

5.14 Smoking Policy

To promote a healthy campus environment, Grayson College does not allow the use of tobacco products or any electronic smoking devices in College buildings or vehicles. Tobacco products and electronic smoking devices are permitted only in designated areas or parking lots.

5.15 Solicitations (GC policy: FI local)

Student Solicitation

"Student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery and the receipt of or request for any gift or contribution by a student or registered student organization.

Permitted Solicitation

Student solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine or other publication in an area designated in advance by the Vice President of Student Services for the conduct of such activity;
2. The sale or offer for sale of any food or drink item in an area designated in advance by the Vice President of Student Services or a designated representative for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District's regulations on use of facilities; [See FLA]
4. The collection of admission fees for the exhibition of movies, performances or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with College District policy and procedures on the use of facilities;[See FLA]
5. The sale of raffle tickets by a registered student organization that can present to the Vice President of Student Services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);
6. The collection of donations by a registered student organization;
7. The sale of personal items by students; or
8. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted on the grounds, sidewalks or streets of any property either owned or controlled by the College District, except as approved by the Vice President of Student Services.

Time Limit

No student or registered student organization shall solicit under this policy for more than the time limit established by administrative regulations for each fiscal year.

Exception

If approved by the Vice President of Student Services, solicitation intended to raise funds to respond to a declared disaster or emergency is not subject to the established time limit.

Use of College District Name

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fundraising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the Vice President of Student Services in accordance with procedures developed for that purpose.

Conduct During Solicitation

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, embarrass or intimidate the person or persons being solicited.

Sanctions

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the Vice President of Student Services or designee.

If the Vice President of Student Services or designee determines that a solicitation is being conducted in a manner violating this policy, the Vice President of Student Services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the Vice President of Student Services or designee may evoke the registered status of the organization in accordance with policy FKC.

Solomon Amendment

The Solomon Amendment is a federal law (10. U.S.C. § 983) mandates that institutions receiving certain federal agency funding must fulfill military recruitment requests for access to campus and for lists containing student recruiting information. If colleges do not comply, they may lose funds essential to their campus—so it is in their best interest to be knowledgeable about the law and develop a positive relationship with recruiters. The Solomon Amendment allows personally identifiable student information to be released to recruiters that would have been denied them under the Family Educational Rights and Privacy Act of 1974 (FERPA). If colleges release more information about students than either Solomon or FERPA allow, then colleges run the risk of being held liable for the offense.

Members of Congress passed the Solomon Amendment in 1996 because it determined that federal agencies, such as the Department of Defense, should be supported in their efforts by colleges that receive federal funding. It was seen as a way colleges could help the military meet national recruiting goals. Lawmakers also saw a need to pass a law requiring colleges to give the same rights to military recruiters that give to other employees seeking recruits among college student populations.

5.16 Statement Regarding Drug-Free Schools & Campuses Act

Grayson College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increase the potential for unsatisfactory performance in the classroom and on the job, absenteeism, tardiness, inefficiency, accidents and poor morale. As per College policy (Policies DHB and FLBE), no student or employee shall use, possess, control, manufacture, transmit, distribute, sell, or be under the influence of intoxicating beverages or any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate (as those terms are defined by the Texas Controlled Substance Act). Any student or employee violating this policy shall be subject to disciplinary action consistent with federal, state and municipal law. Criminal prosecution may also be pursued. The Office of Counseling and Social Services, located in the Life Center, will provide confidential assistance to students, including making referrals to outside agencies.

5.17 Student Communication

Once enrolled, students are required to use their GC Canvas account or their Viking email account for all electronic communication. In order to ensure the identity of the student communicating electronically, GC faculty and staff will not reply to student communication that is sent through an email account other than a Viking email or Canvas account. Personal email accounts will be used solely to assist a student who is unable to access their account.

5.18 Student Rights and Responsibilities: Student Complaints (GC Policy: FLD Local)

Complaints

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

Other Complaint Process

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

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

Notice to Students

The College District shall inform students of this policy through appropriate College District publications and on the College District's webpage.

Informal Process

The College District encourages students to discuss their concerns with the appropriate faculty member or campus administrator (academic/workforce chair or health science director) who has the authority to address the concerns.

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

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

Formal Process

A student may initiate the formal process described below by filing a written complaint within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The complaint shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint was received and immediately forward the complaint to the appropriate administrator.

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

Option to Continue the Informal Resolution Process

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

Freedom from Retaliation

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

General Provisions

Filing

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

Scheduling Conferences

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

Response

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

Days

"Days" shall mean College District business days. In calculating timelines under this policy, the day a document is filed is "day zero." The following day is "day one."

Representative

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

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

Consolidating Complaints

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

Untimely Filings

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

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

Cost Incurred

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

Complaints & Appeals in Writing

Complaints and appeals under this policy shall be submitted in writing to the College District.

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

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

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the student who filed the complaint, documents determined relevant by College District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the student mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, a student shall be permitted to make an audio recording of a hearing under this policy at which the substance of the student's complaint is discussed. The student shall notify all attendees present that an audio recording is taking place.

Complaint Levels

The appropriate administrator shall schedule a conference with the student within ten (10) College District days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Level One

Absent extenuating circumstances, the administrator shall provide the student a written response within ten (10) College District days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the appropriate dean or vice president to appeal the Level One decision.

The appeal notice must be filed in writing, within ten (10) College District days of the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original written complaint and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, within 10 days of the date of the written Level Two response or, if no response was received, within 10 days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

Level Four

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, within ten (10) College District days after receipt of the written Level Three response, or, if no response was received, within 10 days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the Level Three administrator in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three (3) College District days before the hearing.

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

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

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

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

5.19 Student Rights & Responsibilities: Student Expressions (GC Policy: FLA Local)

Note: For expression and use of College District Facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Definitions

For purposes of this policy, “antisemitism” shall have the meaning prescribed by Texas Government Code Section 448.001(2). [See DGC(Legal)]

Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Activities

The term “expressive activities” does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.

3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
5. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president of student services in accordance with administrative procedures, for special events.
6. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president of student services or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
7. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
8. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
9. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that are not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are or contain expression that is unlawful or disruptive to the operations of the College District, including, but not limited to, materials or expression that is considered prohibited harassment (to include discriminatory harassment) or antisemitism.
5. The materials constitute non-permissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place and Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

1. Is not disruptive; [see FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger or intimidate a person;

5. Does not interfere with the rights of others; and
6. Does not violate local, state or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any literature that was discarded or leftover.

The Vice President of Student Services or designee shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in the policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the Vice President of Student Services. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 24 inches by 24 inches unless authorized by the Vice President of Student Services or designee. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the Vice President of Student Services, the student or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the material is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty or staff.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests

To request permission to meet in College District facilities, interested students or registered student organizations shall file a written request with the executive administrator in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The executive administrator shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group; or
9. The proposed use would constitute expression that is unlawful or disruptive to the operations of the College District, including but not limited to expression that is considered prohibited harassment (to include discriminatory harassment) or antisemitism.

The executive administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Common Outdoor Area Exception

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and registered student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful, including but not limited to expression that is considered prohibited harassment (to include discriminatory harassment) or antisemitism;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement official could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements in Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.

Violations of Policy

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action up to and including suspension and/or expulsion. [See FM and FMA]

Interference with Expression

Faculty members, students or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA (Local) or FLD (Local), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

5.20 Student Rights & Responsibilities: Interrogations & Searches (GC Policy: FLC Local)

Searches in General

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

Reasonable Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

Suspicionless Searches

For the purpose of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs

The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

College District Property

College District-provided technology, storage, and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District-provided technology, storage or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

Residence Hall Rooms

Searches of student residence hall rooms shall be conducted in accordance with administrative procedures established by the College President or designee. The procedures shall describe the situations for which a search may be conducted and distinguish searches by College District officials from law enforcement searches.

Searches Conducted by Law Enforcement

Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

5.21 Freedom From Discrimination, Harassment & Retaliation: Other Protected Characteristics (GC Policy: FFDB Local)

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GCC]

Responsible Employee

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

Definition of College District Officials

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Jeffri Johnson-Hodge

Position: Director of Testing, Tutoring, and Accessibility Services

Address: 6101 Grayson Drive, Denison, TX 75020

Telephone: 903.463.8751

Other Anti-discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

Investigation of Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

College District Investigation

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

Notification of Outcome

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

College District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

5.22 Freedom From Discrimination, Harassment & Retaliation: Sex & Sexual Violence (GC Policy: FFDA Local)

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

Sexual Harassment

By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Dating Violence

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

"Domestic violence" means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim's family as defined by state law;
- Any other current or former member of the victim's household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student’s family members, or members of the student’s household; destroying the student’s property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student’s spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student’s gender, the student’s expression of characteristics perceived as stereotypical for the student’s gender, or the student’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student’s ability to participate in or benefit from the College District’s educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant

In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.

Respondent

In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

Confidential Employee

A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

Reporting Procedures

Student Report

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, a student may submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Exception

Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Exceptions

Disclosure at Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Employee Subject to Confidentiality Rules

Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Peace Officer

A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Director: Dr. Erin Howard, Director of Title IX & Student Conduct

Address: 6101 Grayson Drive, Denison, TX 75020

Email: titleix@grayson.edu

Webpage: [Title IX/Sexual Misconduct webpage](#)

Deputy Title IX Coordinators

The College District designates the following persons as deputy coordinators:

Name: Dr. Logan Maxwell

Position: Vice President of Student Services

Address: 6101 Grayson Drive, Denison, TX 75020

Telephone: 903.415.2666

Name: Dr. Ilene Walton

Position: Dean of South Campus

Address: 1455 West Van Alstyne Parkway, Van Alstyne, TX 75495

Telephone: 903.415.2646

Name: Robyn Voight

Position: Vice President of People and Culture

Address: 6101 Grayson Drive, Denison, TX 75020

Telephone: 903.463.8648

Responsible Employees

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Timely Reporting

A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.

Consolidate Reports

When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

Advisor

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training

A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Extension of Timelines

Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.

If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

Request Not to Investigate

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX Coordinator must sign the written report.

Notice to Parties

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within 10 days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.

Formal Resolution

If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.

Supportive Measures

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.

College District Investigation

The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or Regulatory Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

Concluding the Investigation

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the Report

The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given 10 days to respond to the report.

College District Action

The Title IX coordinator shall submit the investigation report and any response from the parties to the Title IX decision-maker promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

The Title IX decision-maker or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed 10 days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the Title IX decision-maker or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the Title IX decision-maker or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The Title IX decision-maker or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or Corrective Action

If the Title IX decision-maker or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

Improper Conduct

If the Title IX decision-maker or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint**Mandatory Dismissal**

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the Title IX coordinator or the Title IX decision-maker or designee shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Failure to Report and False Claims

An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

Discipline or Corrective Action and Appeals

Students

Suspension

If the Title IX decision-maker or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within 10 days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

Expulsion

If the Title IX decision-maker or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

Other Actions

If the Title IX decision-maker or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the Title IX decision-maker or designee shall inform the student that the student may appeal the determination within 10 days in accordance with FMA, beginning at Appeal to College District Administration.

Other Appeals

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

Complaints Filed with OCR

A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures & Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

5.23 Clery Act and Violence Against Women Act (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Grayson College adheres to the Clery Act by the following activities:

- Publishing an [Annual Security Report \(ASR\)](#) including the Campus Hazing Transparency Report.
- Provides public access to the [College Crime Log](#) and Security Reports (updated regularly)

- Discloses crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities
- Issues timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Devise an emergency response, notification and testing policy.
- Enact policies and procedures to handle reports of missing students.

As required by the Jeanne Clery Act, the College discloses statistics for specific criminal offenses to provide transparency about campus safety in the annual ASR. The reportable incidents are divided into four main groups:

- Criminal Offenses
- VAWA Offenses
- Hate Crimes
- Arrests/Disciplinary Referrals
- Hazing (as of 2026 ASR)

Policy Statement

- The purpose adherence to the [Jean Clery Act and VAWA](#) is to inform students, faculty, staff and others about the [College's Annual Crime Report \(ASR\)](#), [Crime and Security Logs](#), and to demonstrate the College's commitment to creating a safe campus.
- Law enforcement and medical personnel have extensive training in handling sexual assaults; therefore, they are authorized to use their own professional judgment with regard to individual circumstances.

5.24 Voter Registration

Grayson College will make a good-faith effort to distribute a voter registration mail out form, requested and received from the State of Texas, to each student enrolled in a degree or certificate program and physically in attendance at the institution and to make such forms widely available to students. *Voter Registration Amendment; section 489 Higher Education Amendment-1998*

Voter registration forms are available in the Student Life and Development Office.

5.25 Weapons (GC Policy: CHF Local)

Firearms

The College District prohibits the use, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

Open Carry

The open display of a handgun in plain view of another person on College District property is prohibited except by an authorized individual, such as a peace officer, while in the actual discharge of his or her duty, in accordance with law.

Concealed Carry

A license holder may carry a concealed handgun, on or about the license holder's person, on College District property unless otherwise prohibited by law or adopted rules of the College District.

The College District shall employ all reasonable means to delineate exclusionary zones with signage in accordance with law; however, license holders shall be responsible for complying with the College District's rules and applicable federal and state law prohibitions.

A license holder residing in College District residence halls shall be allowed to possess handguns provided that:

1. Such possession is in accordance with law and the College District's established rules and regulations; and
2. The license holder stores his or her handgun(s) in a gun safe approved by the College District and installed in the license holder's room.

Students who are assigned to a residence hall room where a firearm is stored and who are concerned about their well-being may request a transfer to another room.

Additional information concerning the possession of firearms in College District housing shall be published in the housing contract.

Prohibited Areas by Law

The following is a list of areas prohibited from concealed carry in accordance with law:

1. Where a high school, collegiate, intramural, or professional sporting event or interscholastic event is taking place;
2. Where any properly posted open meeting, subject to the Open Meetings Act, is taking place so long as notice is provided in accordance with law;
3. Where any UIL-sanctioned competition is being held;
4. Where any formal disciplinary hearing is being held;
5. Where any other official governmental meeting or judicial proceeding is being conducted; and
6. Where polling is being conducted for local, state, or federal elections.

Exclusionary Zones

The College President has the sole authority to designate a specific premise or venue an exclusionary zone. Therefore, except as provided herein, without the express written consent of the College President, no faculty member, staff member, student, or student group may exclude a specific premise or venue as "off limits."

The following are additional exclusionary zones:

1. Any College District event where alcohol is being served by an organization subject to the Texas Alcoholic Beverage Commission rules and regulations; and
2. Performance venues and locations during ticketed events if a temporary designation is obtained in accordance with this policy.

Temporary Exclusionary Zones

Temporary exclusionary zones may be established by the College President. Requests for a temporary exclusion must be reasonably justified, and the requestor must provide evidence that a concealed handgun creates some special danger. Requests for exclusion must be provided in writing to the Office of the President at least 90 days prior to the date of the event.

The College President shall establish a campus carry committee to assist in the process of approving exclusions. The committee shall investigate requests for exclusions and make a recommendation to the College President concerning the request. The chair and members of this committee shall be appointed by the College President and shall include representatives from the Office of Vice President for Business Services, Office of the Vice President for Instruction, Faculty Association, Staff Advisory Group, Student Government Association, Office of the Dean of Student Affairs, Office of Human Resources, and Office of Public Safety and Emergency Management.

Other Weapons and Devices Prohibited

The College District prohibits the use, possession, or display of any location-restricted knives, clubs, knuckles, firearm silencers, or prohibited weapons, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or -related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Publication

The rules and regulations referenced in this policy and other education information including safety procedures shall be widely distributed to members of the College District community and published on the College District's website, student and employee handbooks, and other publications.

Violations

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See DH, FM, and FMA]

5.26 Weapons (GC Policy: CHF Legal)

Definitions

Campus

“Campus” means all land and buildings owned or leased by an institution of higher education. *Gov’t Code 411.2031(a)(1), .2032*

Firearm

A “firearm” is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. *Penal Code 46.01(3)*

Location-Restricted Knife

A “location-restricted knife” is a knife with a blade over five and one-half inches. *Penal Code 46.01(6)*

Club

A “club” is an instrument that is specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes, but is not limited to, a blackjack, nightstick, mace, and tomahawk. *Penal Code 46.01(1)*

Prohibited Weapons

“Prohibited weapons” include:

1. Any of the following items, unless the item is registered in the National Firearms Registration and Transfer Record maintained by the Bureau of Alcohol, Tobacco, Firearms and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01(2)
 - b. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01(9)
 - c. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a shotgun or rifle if, as altered, it has an overall length of less than 26 inches). Penal Code 46.01(10)
2. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01(12)
3. A chemical dispensing device (a device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being). Penal Code 46.01(14)
4. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01(16)

5. A tire deflation device (a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires; it does not include a traffic control device that is designed to puncture one or more of a vehicle's tires when driven over in a specific direction, and has a clearly visible sign posted in close proximity to the traffic control device that prohibits entry or warns motor vehicle operators of the traffic control device). Penal Code 46.01(17)
6. An improvised explosive device (a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components. The term does not include unassembled components that can be legally purchased and possessed without a license, permit, or other governmental approval or an exploding target that is used for firearms practice, sold in kit form, and contains the components of a binary explosive). Penal Code 46.01(19)

Penal Code 46.05(a)

Premises

"Premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. *Penal Code 46.03(c)(4); Gov't Code 411.2031(a)(3)*

General Provisions

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, or prohibited weapon on the premises of a school or postsecondary educational institution, on any grounds or building owned by and under the control of a school or postsecondary educational institution and on which an activity sponsored by the school or institution is being conducted, or in a passenger transportation vehicle of a school or postsecondary educational institution, unless:

1. Pursuant to written regulations or written authorization of the school or institution; or
2. The person possesses or goes with a concealed handgun that the person is licensed to carry under Government Code Chapter 411, Subchapter H, and no other weapon to which this section applies, on the premises of a postsecondary educational institution, on any grounds or building owned by and under the control of the institution and on which an activity sponsored by the institution is being conducted, or in a passenger transportation vehicle of the institution.

Penal Code 46.03(a)(1)

Polling Place

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, or prohibited weapon on the premises of a polling place on the day of an election or while early voting is in progress. *Penal Code 46.03(a)(2)*

Persons Under 21 or Who Committed Certain Felonies

Handgun

A person commits an offense if the person:

1. Intentionally, knowingly, or recklessly carries on or about his or her person a handgun;
2. At the time of the offense:
 - a. Is younger than 21 years of age; or

- b. Has been convicted of an offense under Penal Code 22.01(a)(1), 22.05, 22.07, or 42.01(a)(7) or (8) committed in the five-year period preceding the date the instant offense was committed; and
3. Is not on the person's own premises or premises under the person's control or inside of or directly en route to a motor vehicle or watercraft that is owned by the person or under the person's control.

Penal Code 46.02(a)

Location-Restricted Knife

A person commits an offense if the person intentionally, knowingly, or recklessly carries on or about his or her person a location-restricted knife, is younger than 18 years of age at the time of the offense, and is not:

1. On the person's own premises or premises under the person's control;
2. Inside of or directly en route to a motor vehicle or watercraft that is owned by the person or under the person's control; or
3. Under the direct supervision of a parent or legal guardian of the person.

Penal Code 46.02(a-4)

Sporting or Interscholastic Events

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, club, or prohibited weapon on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the person is a participant in the event and a firearm, location-restricted knife, club, or prohibited weapon is used in the event.

The prohibition does not apply if the actor carries a handgun on a premises where a collegiate sporting event is taking place, holds a license to carry a handgun issued under Government Code Chapter 411, Subchapter H, and was not given effective notice under Penal Code 30.06 or 30.07, as applicable.

Penal Code 46.03(a)(8), .15(q)

Board Meetings

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, club, or prohibited weapon in the room or rooms where a meeting of a governmental entity is held, if the meeting is an open meeting subject to Government Code Chapter 551 and if the entity provided notice as required by that Chapter [see BD]. *Penal Code 46.03(a)(14)*

Exceptions

Penal Code 46.02 and 46.03 do not apply to the officers and officials listed in Penal Code 46.15(a), including:

1. Peace officers and neither Section 46.02 or Section 46.03 prohibits a peace officer from carrying a weapon in this state, including in an establishment in this state serving the public, regardless of whether the peace officer is engaged in the actual discharge of the officer's duties while carrying the weapon;
2. An honorably retired peace officer, qualified retired law enforcement officer, federal criminal investigator, or former reserve law enforcement officer who holds a certificate of proficiency issued under Occupations Code 1701.357 and is carrying a photo identification that is issued by a federal, state, or local law enforcement agency, as applicable, and that verifies that the officer is:
 - a. An honorably retired peace officer;
 - b. A qualified retired law enforcement officer;
 - c. A federal criminal investigator; or
 - d. A former reserve law enforcement officer who has served in that capacity not less than a total of 15 years with one or more state or local law enforcement agencies;
3. The attorney general or a United States attorney, district attorney, criminal district attorney, county attorney, or municipal attorney who is licensed to carry a handgun;

4. An assistant United States attorney, assistant attorney general, assistant district attorney, assistant criminal district attorney, or assistant county attorney who is licensed to carry a handgun; and
5. A person who is volunteer emergency services personnel, as defined by Penal Code 46.01(18), if the person is carrying a handgun under the authority of Government Code Chapter 411, Subchapter H, and engaged in providing emergency services.

Penal Code 46.02 and 46.03(a)(14) (board meetings) do not apply to the persons listed in Penal Code 46.15(b), including a person who:

1. Is in the actual discharge of official duties as a member of the armed forces or state military forces as defined by Government Code 437.001;
2. Is traveling;
3. Is engaging in lawful hunting, fishing, or other sporting activity on the immediate premises where the activity is conducted, or is en route between the premises and the actor's residence, motor vehicle, or watercraft, if the weapon is a type commonly used in the activity;
4. Holds a security officer commission issued by the Texas Private Security Board, if the person is engaged in the performance of the person's duties as an officer commissioned under Occupations Code Chapter 1702 or is traveling to or from the person's place of assignment and is wearing the officer's uniform and carrying the officer's weapon in plain view;
5. Is carrying a license issued under Government Code Chapter 411, Subchapter H, to carry a handgun and a handgun in a concealed manner or in a holster; or
6. Is a student in a law enforcement class engaging in an activity required as part of the class, if the weapon is a type commonly used in the activity and the person is on the immediate premises where the activity is conducted or en route between those premises and the person's residence and is carrying the weapon unloaded.

Penal Code 46.02 and 46.03(a)(1) and (a)(2) do not apply to a person who carries a handgun if:

1. The person carries the handgun on the premises, as defined by the statute providing the applicable offense, of a location operating as an emergency shelter during a state of disaster declared under Government Code 418.014 or a local state of disaster declared under Government Code 418.108;
2. The owner, controller, or operator of the premises or a person acting with the apparent authority of the owner, controller, or operator, authorized the carrying of the handgun;
3. The person carrying the handgun complies with any rules and regulations of the owner, controller, or operator of the premises that govern the carrying of a handgun on the premises; and
4. The person is not prohibited by state or federal law from possessing a firearm.

Penal Code 46.02 and 46.03 do not apply to a first responder, as defined by Penal Code 46.01, who:

1. Was carrying a handgun in a concealed manner or in a shoulder or belt holster;
2. Holds an unexpired certificate of completion under Government Code 411.184 at the time of engaging in the applicable conduct;
3. Was engaged in the actual discharge of the first responder's duties while carrying the handgun; and
4. Was employed or supervised by a municipality or county to which Local Government Code Chapter 179 applies.

Penal Code 46.01(20), .15(a)-(b), (l)-(m)

Establishment

An establishment serving the public may not prohibit or otherwise restrict a peace officer or special investigator from carrying on the establishment's premises a weapon that the peace officer or special investigator is otherwise authorized to carry, regardless of whether the peace officer or special investigator is engaged in the actual discharge of the officer's or investigator's duties while carrying the weapon.

“Establishment serving the public” means:

1. A hotel, motel, or other place of lodging;
2. A restaurant or other place where food is offered for sale to the public;
3. A retail business or other commercial establishment or an office building to which the general public is invited;
4. A sports venue; and
5. Any other place of public accommodation, amusement, convenience, or resort to which the general public or any classification of persons from the general public is regularly, normally, or customarily invited.

“Sports venue” means an arena, coliseum, stadium, or other type of area or facility that is primarily used or is planned for primary use for one or more professional or amateur sports or athletics events and for which a fee is charged or is planned to be charged for admission to the sports or athletics events, other than occasional civic, charitable, or promotional events.

Code of Criminal Procedure Art. 2A.052

Notice

A person may provide notice that firearms and other weapons are prohibited under Penal Code 46.03 on the premises or other property, as applicable, by posting a sign at each entrance to the premises or other property that:

General

1. Includes language that is identical to or substantially similar to the following:
“Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon on this property”;
2. Includes the language described by item 1 in both English and Spanish;
3. Appears in contrasting colors with block letters at least one inch in height;
and
4. Is displayed in a conspicuous manner clearly visible to the public.

It is a defense to prosecution under Penal Code 46.03 that the actor:

1. Carries a handgun on a premises or other property on which the carrying of a weapon is prohibited under Section 46.03;
2. Personally received from the owner of the property, or from another person with apparent authority to act for the owner, notice that carrying a firearm or other weapon on the premises or other property, as applicable, was prohibited; and
3. Promptly departed from the premises or other property.

The defense does not apply if:

1. A sign described by Penal Code 46.15(o) was posted prominently at each entrance to the premises or other property, as applicable; or
2. At the time of the offense, the actor knew that carrying a firearm or other weapon on the premises or other property was prohibited.

Penal Code 46.15(m)-(o)

Criminal Trespass

A person may provide notice that firearms are prohibited on the property by posting a sign at each entrance to the property that:

1. Includes language that is identical to or substantially similar to the following: "Pursuant to Section 30.05, Penal Code (criminal trespass), a person may not enter this property with a firearm";
2. Includes the language described by item 1 in both English and Spanish;
3. Appears in contrasting colors with block letters at least one inch in height; and
4. Is displayed in a conspicuous manner clearly visible to the public.

It is a defense to prosecution under this section that:

1. The basis on which entry on the property or land or in the building was forbidden is that entry with a handgun was forbidden; and
2. The person was carrying a license issued under Government Code Chapter 411, Subchapter H, to carry a handgun and a handgun in a concealed manner or in a holster.

An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200 if the person enters the property, land, or building with a firearm or other weapon and the sole basis on which entry on the property or land or in the building was forbidden is that entry with a firearm or other weapon was forbidden, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that, after entering the property, land, or building with the firearm or other weapon, the actor:

1. Personally received from the owner of the property or another person with apparent authority to act for the owner notice that entry with a firearm or other weapon was forbidden, as given through:
 - a. Oral or written communication by the owner or someone with apparent authority to act for the owner; or
 - b. If the actor is unable to reasonably understand the notice described by item 1, other personal notice that is reasonable under the circumstances; and
2. Subsequently failed to depart.

Penal Code 30.05(b)(2), (c), (d-3), (f) [See also Penal Code 30.06 and 30.07, below]

Wrongful Exclusion of Handgun License Holder

A state agency or a political subdivision of the state, including a college district, may not take any action, including an action consisting of the provision of notice by a communication described by Penal Code 30.06 or 30.07, that states or implies that a license holder who is carrying a handgun under the authority of Government Code Chapter 411, Subchapter H, is prohibited from entering or remaining on a premise or other place owned or leased by the governmental entity unless license holders are prohibited from carrying a handgun on the premises or other place by Penal Code 46.03 or other law. Gov't Code 411.209(a)

A state agency or a political subdivision of the state that violates Government Code 411.209(a) is liable for a civil penalty of:

1. Not less than \$1,000 and not more than \$1,500 for the first violation; and
2. Not less than \$10,000 and not more than \$10,500 for the second or a subsequent violation.

Each day of a continuing violation of Government Code 411.209(a) constitutes a separate violation.

Gov't Code 411.209(b)-(c)

Firearms and Ammunition in Private Vehicles

An institution of higher education, including a college district, in this state may not adopt or enforce any rule, regulation, or other provision or take any other action, including posting notice under Penal Code 30.06 or 30.07, prohibiting or placing restrictions on the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person, including a student enrolled at that institution, who holds a license to carry a handgun under Government Code Chapter 411, Subchapter H, and lawfully possesses the firearm or ammunition:

1. On a street or driveway located on the campus of the institution; or
2. In a parking lot, parking garage, or other parking area located on the campus of the institution.

Gov't Code 411.2032

Carry by Employees in Personal Vehicles

A public or private employer, including a college district, may not prohibit an employee who holds a license to carry a handgun under Government Code Chapter 411, Subchapter H, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition from transporting or storing a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the college district provides for employees. *Labor Code 52.061*

Labor Code 52.061 does not apply to a vehicle owned or leased by a public or private employer and used by an employee in the course and scope of the employee's employment, unless the employee is required to transport or store a firearm in the official discharge of the employee's duties. *Labor Code 52.062(a)*

Section 52.061 does not authorize a person who holds a license to carry a concealed handgun under Government Code Chapter 411, Subchapter H, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition to possess a firearm or ammunition on any property where the possession of a firearm or ammunition is prohibited by state or federal law. Labor Code 52.061 does not prohibit an employer from prohibiting an employee who holds a license to carry a handgun under Government Code Chapter 411, Subchapter H, or who otherwise lawfully possesses a firearm, from possessing a firearm the employee is otherwise authorized by law to possess on the premises of the employer's business. *Labor Code 52.062(a)-(b)*

Immunity

Except in cases of gross negligence, a public or private employer, or the employer's principal, officer, director, employee, or agent, is not liable in a civil action for personal injury, death, property damage, or any other damages resulting from or arising out of an occurrence involving a firearm or ammunition that the employer is required to allow on the employer's property under this section.

The presence of a firearm or ammunition on an employer's property under the authority of this section does not by itself constitute a failure by the employer to provide a safe workplace.

For purposes of Labor Code 52.063, a public or private employer, or the employer's principal, officer, director, employee, or agent, does not have a duty:

1. To patrol, inspect, or secure any parking lot, parking garage, or other parking area the employer provides for employees or any privately owned motor vehicle located in a parking lot, parking garage, or other parking area; or
2. To investigate, confirm, or determine an employee's compliance with laws related to the ownership or possession of a firearm or ammunition or the transportation and storage of a firearm or ammunition.

Labor Code 52.063

Concealed Carry

A license holder may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education or private or independent institution of higher education in this state.

Gov't Code 411.2031(b)

Regulation of Carry

After consulting with students, staff, and faculty of the institution regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment, the president or other chief executive officer of an institution of higher education in this state shall establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus of the institution or on premises located on the campus of the institution.

An institution of higher education or private or independent institution of higher education in this state may establish rules, regulations, or other provisions concerning the storage of handguns in dormitories or other residential facilities that are owned or leased and operated by the institution and located on the campus of the institution.

The president or officer may not establish provisions that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus of the institution. The president or officer may amend the provisions as necessary for campus safety.

Gov't Code 411.2031(d)-(d-1)

Except as provided by Government Code 411.2031(d), (d-1), or (e), an institution of higher education or private or independent institution of higher education in this state may not adopt any rule, regulation, or other provision prohibiting license holders from carrying handguns on the campus of the institution. *Gov't Code 411.2031(c)*

The provisions take effect as determined by the president or officer unless subsequently amended by the board of regents or other governing board under Government Code 411.2031(d-2). *Gov't Code 411.2031(d-1)*

Board Review

Not later than the 90th day after the date that the rules, regulations, or other provisions are established as described by Government Code 411.2031(d-1), the board of regents or other governing board of the institution of higher education shall review the provisions. The board of regents or other governing board may, by a vote of not less than two-thirds of the board, amend wholly or partly the established provisions. If amended, the provisions are considered to be those of the institution as established under Government Code 411.2031(d-1). *Gov't Code 411.2031(d-2)*

Notice Carry Prohibited

The institution must give effective notice under Penal Code 30.06 with respect to any portion of a premises on which license holders may not carry. *Gov't Code 411.2031(d-1)*

Distribution of Regulations

An institution of higher education shall widely distribute the rules, regulations, or other provisions above to the institution's students, staff, and faculty, including by prominently publishing the provisions on the institution's internet website. *Gov't Code 411.2031(d-3)*

Report to Legislature

Not later than September 1 of each even-numbered year, each institution of higher education in this state shall submit a report to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of this section that:

1. Describes its rules, regulations, or other provisions regarding the carrying of concealed handguns on the campus of the institution; and
2. Explains the reasons the institution has established those provisions.

Gov't Code 411.2031(d-4)

Concealed Carry in Violation of Regulations

Notwithstanding Penal Code 46.03(a) or Penal Code 46.02(a-5), a license holder commits an offense if the license holder intentionally carries a concealed handgun on a portion of a premises located on the campus of an institution of higher education in this state on which the carrying of a concealed handgun is prohibited by rules, regulations, or other provisions established under Government Code 411.2031(d-1) provided the institution gives effective notice under Penal Code 30.06 with respect to that portion.

This provision does not apply to an individual who carries a handgun as a participant in a historical reenactment performed in accordance with the rules of the Texas Alcoholic Beverage Commission.

Penal Code 46.03(a-4), .15(j)

As Trespass

A handgun license holder commits an offense if the license holder carries a concealed handgun under the authority of Government Code Chapter 411, Subchapter H, on property of another without effective consent and received notice that entry on the property by a license holder with a concealed handgun was forbidden.

A person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

“Written communication” means:

1. A card or other document on which is written language identical to the following: “Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun”; or
2. A sign posted on the property that includes the language described above in both English and Spanish, appears in contrasting colors with block letters at least one inch in height, and is displayed in a conspicuous manner clearly visible to the public.

An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that, after entering the property, the license holder was personally given the notice by oral communication described by Penal Code 30.06(b) and subsequently failed to depart.

Penal Code 30.06(a)-(b), (c)(3), (d)

Premise Exception

It is an exception to the application of Penal Code 30.06 that the property on which the license holder carries a handgun is owned or leased by a governmental entity, including a college district, and is not a premises or other place on which the license holder is prohibited from carrying the handgun under Government Code 46.03. *Penal Code 30.06(e)*

Open Carry

A person commits an offense if the person carries a handgun and intentionally displays the handgun in plain view of another person in a public place. It is an exception to the application of this prohibition that the handgun was partially or wholly visible but was carried in a holster. It is an exception to the application of this prohibition to a license holder that the handgun was partially or wholly visible but was in a holster, and the handgun and the license holder were in a motor vehicle.

This provision does not apply to an individual who carries a handgun as a participant in a historical reenactment performed in accordance with the rules of the Texas Alcoholic Beverage Commission.

Penal Code 46.02(a-5), .15(j)

At an Institution of Higher Education

Notwithstanding Penal Code 46.02(a-5), a license holder commits an offense if the license holder carries a partially or wholly visible handgun, regardless of whether the handgun is holstered, on or about the license holder's person under the authority of Government Code Chapter 411, Subchapter H, and intentionally or knowingly displays the handgun in plain view of another person:

1. On the premises of an institution of higher education, including a college district; or
2. On any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education.

This provision does not apply to an individual who carries a handgun as a participant in a historical reenactment performed in accordance with the rules of the Texas Alcoholic Beverage Commission.

Penal Code 46.03(a-2), .15(j)

As Trespass

A license holder commits an offense if the license holder openly carries a handgun under the authority of Government Code Chapter 411, Subchapter H, on property of another without effective consent and received notice that entry on the property by a license holder openly carrying a handgun was forbidden.

A person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

"Written communication" means:

1. A card or other document on which is written language identical to the following: "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly"; or
2. A sign posted on the property that:
 - a. Includes the language described above in item 1 in both English and Spanish;
 - b. Appears in contrasting colors with block letters at least one inch in height; and

- c. Is displayed in a conspicuous manner clearly visible to the public at each entrance to the property.

An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that, after entering the property, the license holder was personally given the notice by oral communication described by Penal Code 30.07(b) and subsequently failed to depart.

Penal Code 30.07(a)-(b), (c)(3), (d)

Premise Exception

It is an exception to the application of Penal Code 30.07 that the property on which the license holder openly carries the handgun is owned or leased by a governmental entity and is not a premises or other place on which the license holder is prohibited from carrying the handgun under Penal Code 46.03. *Penal Code 30.07(e)*

5.27 Wellness & Health Services: Immunizations (GC Policy: FFAA Legal)

Generally

An institution of higher education, including a college district, may require applicants for admission to be immunized against diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis.

The executive commissioner of the Health and Human Services Commission may require immunizations against the diseases listed above. As described below, the executive commissioner requires immunizations against additional diseases for students at any institution of higher education who are pursuing a course of study in a human or animal health profession.

An institution of higher education shall comply with any modifications or deletions in this requirement that may be made by the executive commissioner.

Education Code 51.933; 25 TAC 97.64(a), (d)

Exceptions

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code 161.004(d), Health and Safety Code 161.0041, Education Code Chapter 51, and Human Resources Code Chapter 42. *Education Code 51.933(d)*

Medical Reasons

To claim an exclusion for medical reasons, the student must present an exemption statement to the school or child-care facility, dated and signed by a physician (M.D. or D.O.) properly licensed and in good standing in any state in the United States who has examined the student. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. *Education Code 51.933(d); 25 TAC 97.62(1)*

Reasons of Conscience

To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the school or child-care facility a completed, signed, and notarized affidavit on a form provided by the Department of State Health Services (DSHS) stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period from the date of notarization. A child or student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the health and human services commissioner.

The affidavit must be on a form provided by DSHS as described by Health and Safety Code 161.0041 and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized. [See the [exemption from school or child-care immunizations for reasons of conscience affidavit \(PDF\)](#) on DSHS's website.]

This exception does not apply in a time of emergency or epidemic declared by the commissioner of state health services.

Education Code 51.933(d)-(e); Health and Safety Code 161.0041; 25 TAC 97.62(2)

Military Duty

To claim an exclusion for armed forces, persons who can prove that they are serving on active duty with the armed forces of the United States are exempted from the requirements in the statutes described above. *Education Code 51.933(d)-(e); 25 TAC 97.62(3)*

Provisional Enrollment

Notwithstanding the other requirements in 25 Administrative Code 97.64, a student may be provisionally enrolled in the health-related courses if the student has received at least one dose of each specified vaccine prior to enrollment and goes on to complete each vaccination series as rapid as medically feasible in accordance with the Centers for Disease Control and Prevention's Recommended Adult Immunization Schedule as approved by the Advisory Committee on Immunization Practices (ACIP). However, the provisionally enrolled student may not participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) and/or 25 Administrative Code 97.64(d) until the full vaccination series has been administered. *25 TAC 97.64(c)(1)*

DSHS may by rule prohibit a student from attending school during the provisional enrollment period. *Att'y Gen. Op. GA-178 (2004)*

Failure to Properly Document Immunization

Students who claim to have had the complete series of a required vaccination, but have not properly documented them, cannot participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) and/or 25 Administrative Code 97.64(d) until such time as proper documentation has been submitted and accepted. *25 TAC 97.64(c)(2)*

Immunity

The immunization requirements in 25 Administrative Code 97.64(b) and 25 Administrative Code 97.64(d) [see Required Immunizations of Certain Students, Students in Health-Related Courses, and Veterinary Students, below] are not applicable to individuals who can properly demonstrate proof of laboratory confirmation of immunity or laboratory confirmation of disease. Vaccines for which this may be potentially demonstrated, and acceptable methods for demonstration, are found in 25 Administrative Code 97.65 (relating to Exceptions to Immunization Requirements (Verification of Immunity/History of Illness)). Such a student cannot participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) until such time as proper documentation has been submitted and accepted. *25 TAC 97.64(c)(3)*

Acceptable Documents of Immunization

Vaccines administered after September 1, 1991, shall include the month, day, and year each vaccine was administered.

Documentation of vaccines administered that include the signature or stamp of the physician or his or her designee, or public health personnel, is acceptable.

An official immunization record generated from a state or local health authority is acceptable.

An official record received from school officials including a record from another state is acceptable.

All schools are required to maintain immunization records sufficient for a valid audit to be completed.

25 TAC 97.67-.68

Required Immunizations of Certain Students

Students in Health-Related Courses

Students enrolled in health-related higher education courses that will involve direct patient contact with potential exposure to blood or bodily fluids in educational, medical, or dental care facilities must have certain vaccinations before they may engage in the course activities described in 25 Administrative Code 97.64(a).

Education Code 51.933; 25 TAC 97.64(a)-(b)

Tetanus Diphtheria

Students must show receipt of one dose of tetanus-diphtheria-pertussis vaccine (Tdap). In addition, one dose of a tetanus-containing vaccine must have been received within the last ten years. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated. *Education Code 51.933; 25 TAC 97.64(b)(1)*

Measles, Mumps & Rubella Vaccines

Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.

Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a mumps vaccine.

Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.

Education Code 51.933; 25 TAC 97.64(b)(2)

Hepatitis B Vaccine

Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care. *Education Code 51.933; 25 TAC 97.64(b)(3)*

Varicella Vaccine

Each student is required to have received two doses of varicella (chicken pox) vaccine. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's/student's positive history of varicella disease (chicken pox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the [history of varicella form \(PDF\)](#) on DSHS's website.] *Education Code 51.933; 25 TAC 97.64(b)(4), .65(b)*

Bacterial Meningitis

This section applies only to an entering student at an institution of higher education, including a college district, or private or independent institution of higher education. "Entering student" includes:

1. New student—a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution of higher education. A student who was previously exempt under 19 Administrative Code 3.43(a)(2)-(5) will be treated as a new student, should the exception no longer apply.
2. Returning student—a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester.

Education Code 51.9192(b); 19 TAC 3.41(1)

Definitions

Health Practitioner

"Health practitioner" means any person authorized by law to administer an immunization. Education Code 51.9192(a)(1); 19 TAC 3.41(3)

Online and Other Distance Education Course

"Online and other distance education course" means a course in which the instructor and students are not in the same location. An online course typically involves web-based instruction but might also include correspondence instruction. An online or other distance education course that includes a face-to-face component, including meeting in a testing laboratory with other students, or meeting in a classroom to receive interactive video instruction, does not qualify as an online or other distance education course. 19 TAC 3.41(6)

Evidence of Vaccination

A student to whom this section applies or a parent or guardian of the student must provide to the institution a certificate signed by a health practitioner or an official immunization record evidencing that the student has received a bacterial meningitis vaccination dose or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

1. The student is 22 years of age or older by the first day of the start of the semester;
2. The student is enrolled only in online or other distance education courses;
3. The student is enrolled in a continuing education course or a program that is less than 360 contact hours or continuing education corporate training;
4. The student is enrolled in a dual credit course that is taught at a public or private kindergarten-grade 12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison.

Education Code 51.9192(b)-(c); 19 TAC 3.42(a), 3.43(a)

Exception for Medical Reasons or Reasons of Conscience

A student to whom this section applies or a parent or guardian of the student is not required to comply with immunization requirement if the student or a parent or guardian of the student submits to the institution:

1. An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student;
2. An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the DSHS must be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the designated department or unit no later than the 90th day after the date the affidavit is notarized; or
3. Evidence of submitting a conscientious objection form through a secure, internet-based process developed and implemented by the DSHS. The internet form may be used by entering students attending a public junior college. Public junior colleges may use the internet-based process as the exclusive method to apply for an exemption from the vaccination requirement for reasons of conscience.

The exemption noted at items 2 and 3, above, does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the DSHS and in effect for the location of the college district the student attends.

Education Code 51.9192(d)-(d-2), (d-4); 19 TAC 3.43(b)-(c)

Notification at Registration

Each institution of higher education shall provide, with the registration materials that the institution provides to a student to whom this section applies before the student's initial enrollment in the institution, written or electronic notice of the right of the student or of a parent or guardian of the student to claim an exemption from the vaccination requirement in the manner prescribed above and of the importance of consulting a physician about the need for immunization to prevent the disease. *Education Code 51.9192(d-6); 19 TAC 3.42(d)*

Designation of Official

Each institution of higher education must designate a department or unit to receive from the student evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution. *19 TAC 3.42(b)*

Presentation of Evidence

Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the designated department or unit.

Acceptable evidence of vaccination or receiving a booster dose includes:

1. The signature or stamp of a physician or the physician's designee or public health personnel on a form that shows the month, day, and year the vaccination dose or booster was administered;
2. An official immunization record generated from a state or local health authority; or
3. An official record received from school officials, including a record from another state.

This information shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) Regulations, and with the Health Insurance Portability and Accountability Act (HIPAA).

19 TAC 3.41(2), .42(c)

Extension

Under justifiable circumstances, an administrative official of the designated department or unit of the institution may grant extensions to individual students to extend the compliance date to no more than 10 days after the first day of the semester or other term in which the student initially enrolls. 19 TAC 3.42(e)

6. GC Academic Policies

6.1 Academic Fresh Start

Under Texas state law, Academic Fresh Start (AFS) allows students who are residents of Texas to have academic credits that meet certain criteria to be waived. To meet the criteria for AFS, credit must be earned 5 or more years prior to the starting date of the semester in which they plan to enroll in classes at Grayson College. The Academic Fresh Start Application and any supporting documents must be submitted to the Registrar's Office at Grayson College before the term begins. In order for the AFS to be approved and claimed, the student must enroll in classes. Once enrollment is complete and after the census date of that term, the AFS will be updated to the student record and will reflect any academic credits moving forward.

The AFS waiver can only be claimed one time at Grayson College and cannot be reversed once applied. A student will forfeit the use of all credits earned prior to enrollment under the Academic Fresh Start Policy. This is an all or nothing option; students cannot choose which courses to waive and which ones to count. Under this provision, the course work can no longer be used to fulfill prerequisite requirements, count towards a new degree, will not count towards degree readiness and will not be counted in new GPA calculations. The courses on the transcript are not altered or removed; they are relocated and displayed under the Fresh Start GPA grouping so they are no longer calculated in the Academic GPA.

Academic Fresh Start is included in Satisfactory Academic Performance (SAP) for financial aid purposes. All courses on the student's transcript, with the exception of CED, will be considered in the calculations for Satisfactory Academic Progress (SAP) components for federal financial aid eligibility, including those waived for Academic Fresh Start.

To request Academic Fresh Start a student must:

1. Be fully admitted, without conditions, at Grayson College;
2. Be enrolled or seeking enrollment at Grayson College;
3. Complete the Academic Fresh Start application;
4. Submit all documents for the Academic Fresh Start to registrar@grayson.edu before the term begins to be considered.

Scholastic Standards

Good Standing: A student will be considered in good academic standing with a cumulative grade-point average (GPA) of 2.00 or higher.

Academic Warning: A student will be placed on academic warning when the cumulative GPA falls below 2.00 for one long semester.

Academic Probation: When a student's cumulative GPA remains below a 2.0 for more than one long semester, the student will be placed on academic probation. Students on probation will be required to meet with their Success Coach to establish an individualized success plan.

Students on academic probation are not eligible to hold office in student clubs/organizations.

Note: Financial Aid Satisfactory Academic Progress is a separate policy and may affect financial aid eligibility (please see the Financial Aid Satisfactory Academic Progress policy for further details).

6.2 Academic Success Plan

Attendance in support lab classes that accompany corequisite courses is required. Students who are out of compliance with their Academic Success Plan will be required to enroll in appropriate self-paced developmental classes to regain compliance that semester. Failure to do so will result in being barred from future enrollment in academic coursework until the TSI requirements are met in appropriate skill areas (or, under special situations, permission is granted by the appropriate Dean). Students who fail to attend classes by the census date will automatically be dropped as a no-show. If the student was removed from the course due to non-attendance in error, the faculty member must contact the Registrar's Office to request reinstatement in the course by the close of business the business day following being removed from the course.

Note: The fall and spring semester census date is based on Monday through Friday being counted as class days. The summer semester census date is based on Monday through Thursday being counted as class days.

Students who do not meet one of the TSI exemptions or waivers must demonstrate course readiness for reading, writing, and math intensive courses in one of the following ways:

- Passing scores on the reading, writing, and math TSI Assessment 2.0;
- Successful completion of an approved college preparatory class (HB5) in reading, writing and/or math
- Successful completion of a corequisite course in reading, writing, and/or math; or
- After unsuccessfully attempting the TSIA2, having a cumulative GPA of 3.0 or higher and completing appropriate high school coursework.

Upon meeting the standards in readiness for reading, writing, and mathematics intensive courses, students will not be required to register for corequisite/developmental courses.

Math Pathways: College-level math courses are designed to serve the curriculum needs of unique degrees; however, many science, technology, engineering, and math (STEM) degrees will require the completion of MATH 1314 - College Algebra. Review the degree plan and/or speak with a Success Coach for more guidance.

Corequisites (Math): Students who have been placed in a corequisite course will enroll in an appropriate developmental lab course (MATH 0220 for non-STEM pathway or MATH 0240 for STEM pathway) in addition to the college-level course. Attendance is required in both the college-level course and the lab for credit. Upon successful completion of the college-level course, the student will be considered TSI complete in math and may continue without further developmental math courses in that pathway.

Students wishing to retake the TSIA 2.0 may do so at any time; however, it is recommended that students work closely with developmental instructors to determine whether they are prepared to pass the test. Passing the TSIA 2.0 does not excuse the student from the college-level course.

Corequisites (Reading/Writing): Students who have been placed in a corequisite course will enroll in an appropriate developmental lab course (INRW 0210) in addition to the college-level course. Attendance is required in both the college-level course and the lab for credit. Upon successful completion of the highest college-ready course, the student will be considered TSI complete in reading and writing and may continue without further developmental English courses.

Students wishing to retake the TSIA 2.0 may do so at any time; however, it is recommended that students work closely with developmental instructors to determine whether they are prepared to pass the test.

College Prep Course and Dual Credit Students: High school juniors and seniors who take but do not pass the TSIA 2.0 may enroll in a college preparatory class if their high school has agreed to the terms set forth by the memorandum of understanding provided by Grayson College. TSI exemption may be earned by satisfying the terms of the MOU, though the exemption applies only at Grayson College. Students who earn an A, B, or C in an English or math college preparatory class will be considered TSI complete in that subject area for two years.

Instructional Services

Writing Center

Located on the Denison campus in the Liberal Arts building, LA 108 & 110 and on South Campus in SCM 112, Grayson College Writing Center is a quiet, supportive space where students, faculty, and staff can receive assistance with their academic and professional writing. Our goal is for students to connect with our tutors, commit to their growth as writers, and successfully complete their reading/writing intensive courses at Grayson College. To support students in this goal, our trained consultants act as an attentive and responsive audience to provide feedback at any stage of the writing process for any discipline. The Writing Center is also equipped with computers for students to use as they work on their writing assignments, Canvas assignments for their Composition courses or INRW labs, or on their professional writing goals. The Writing Center provides support in the form of online and face-to-face consultations, writing groups, and workshops.

Math Hub

Located on the Denison Campus in the Student Success Center in room SS-200 and on the South Campus in room SCM-112, the Math Hub provides students with assistance with any level of math instruction. It's a great place for students to work on homework and to prepare for tests that involve math.

The Math Hub offers a suitably quiet space for students to work on homework or lab work and have questions answered by qualified staff upon request, with a goal to lead students to do the work. The Math Hub is also equipped with computers for students to use for their math classes, whether it be checking Canvas for an assignment, working on online homework, completing a project for a math class, or watching a math video. Students seeking one-on-one tutoring should visit the Math Hub to sign up for a weekly, one-hour timeslot.

Science Hub

Similar to the Math Hub, the Science Hub provides students with assistance with any level of science instruction and is a great place to work on your homework and to prepare for tests that involve science. Located on the Denison campus in the Science building, the Science Hub is also equipped with models for students to use as they work on their assignments, in their Canvas platform, or achieve science proficiency goals.

Advising

Grayson College strongly encourages all students, regardless of academic skill level, to seek individual success coaching before scheduling classes in the Student Planner. The Advising Office is open daily, Monday through Friday, to assist students with questions about course transfer, degree planning, transcript evaluation, College catalogs, and other facets of college life.

Students who are eligible for veteran educational benefits should consult with the Veterans Services Office.

The following students are required to receive academic advising:

- Degree-seeking students who are entering GC for the first time. New students should contact the Advising Office for degree requirements and planning;
- Students required to meet TSI requirements and who have not met assessment requirements;
- Students who are required to be enrolled in corequisite courses;
- Students who are on academic probation and/or students who are on financial aid suspension; or
- Students who desire to change an academic major, update their degree audit, or transfer to another institution.

Success Coaches and Faculty Mentors are assigned to all students based on major. Success Coaches assist students with academic requirements, transcript evaluation, and campus and community support services. Advising activities are designed to assist students in the successful completion of their needs and goals. Students who need career assistance should seek assistance from the Career and Transfer Center located in the Student Affairs Building.

6.3 Class Attendance

Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini sessions, summer sessions, and 8-week terms should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student.

Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The College considers absences equal to or greater than 15% of the course's requirements to be excessive.

Students enrolled in co-requisite courses should attend both the developmental lab course and the college-level course regularly for successful completion and to meet TSI requirements.

In online courses, a student shall be considered present and/or having attended if they have completed one of the following:

- Posts to a class discussion
- Submits a written assignment or project via file upload
- Takes a quiz or an exam
- Submits work through a third party software such as Pearson or McGraw Hill, and the grade is transferred to the LMS Gradebook; or
- Initiates contact with a faculty member via email to ask a question about the academic subject studied in the course. Email correspondence alone does not constitute attendance; meaningful correspondence measured for attendance will be determined by the professor in concert with the Department Chair and/or appropriate Dean.

Students who are receiving Federal Title IV financial aid may have their aid adjusted if they fail to begin attendance as outlined above. This may result in a balance due to the College.

Student Absences on Religious Holy Days

Grayson College will allow students who are absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The form for requesting absence for holy days may be obtained from the Vice President of Instruction.

“Religious holy day” denotes a holy day observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Attendance Policy for Students Receiving VA Educational Benefits

Students using Veterans’ benefits attending Grayson College will have attendance monitored

until the time the student drops, graduates, or completes the program. Students who fail to attend classes by the census date will be marked as a no-show and may be dropped from the course for non-attendance. The student may also be administratively withdrawn from any course for violation of the program’s, or course’s, required attendance policy. This action can affect the certification of their enrollment with the VA and/or the Texas Veterans Commission with regards to the Hazlewood Act., potentially leading to a reduction or loss of their education benefits. Additionally, being withdrawn for non-attendance may result in a debt to the VA for any benefits already disbursed for the course. All violations of the attendance policy shall be reported to the VA within 30 days. It is the student’s responsibility to confirm their enrollment status with their instructor(s) and take necessary action to avoid unintended drops and potential financial repercussions.

6.4 Online Learning Opportunities

Grayson College acknowledges the changing environments in which students learn and strives to provide enriched educational experiences and opportunities. Internet-based courses, both fully-online and hybrid, offer students an alternative to the traditional classroom by providing convenient ways to earn college credit. Distance Learning students use their personal computers and/or on-campus computer labs for course content, discussions, exams, and communication with instructors and classmates. Students enrolled fully-online may visit the campus for conferences with the instructor, and/or to take exams. Instructors are available for telephone and personal conferences and may also be contacted via email.

Fully Distance Education Courses Online

A course which may have mandatory face-to-face sessions totaling no more than 15% of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

Hybrid/Blended Course

A course in which a majority (more than 50% but less than 85%) of the planned instruction occurs when the students and instructors are not in the same place.

Both fully-online and hybrid courses offer the same quality and learning experiences and require the same time commitment as traditional, face-to-face courses but with added flexibility. Full college credit is awarded upon successful completion of internet-based courses and credit hours are equivalent to those offered on campus.

Visit the College website for the latest schedule of fully-online and hybrid courses. Fully-online courses will include *NT* or similar designation in the section number. Hybrid courses will contain *HY* or similar designation in the section number.

Exam Proctoring, Third Party Fees

Some courses may require the use of exam-proctoring, either on-campus or involving third-party vendors, which may incur additional charges payable at the time the service is scheduled or provided. Students may be required to schedule exams at least one week in advance or incur late scheduling charges. All costs for exams are the responsibility of the student. Students may also be responsible for providing webcams to be used in test proctoring.

Grayson College enforces Viking Values expectations. Violation of the academic dishonesty procedures could result in forfeiture of the test, and the course instructor will be notified of the incident.

Getting Started

To take a fully-online or hybrid course, students will need a computer with Internet access. If applicable, additional hardware and/or software requirements will be listed in the syllabus.

Students will be able to access their online courses the same day classes begin on campus. Instructors are available for telephone and personal conferences and may also be contacted via email.

College Support for Online Learners

Texas Statewide Course Sharing Exchange

Texas course sharing allows Grayson College students to take online courses at other participating Texas colleges and universities to meet degree requirements, even if the course isn't offered at their home institution. This initiative helps increase access, flexibility, and resource efficiency for students. Currently enrolled GC students can register for courses at the [Texas Statewide Course Sharing Exchange](#).

Academic Advising

For help with individual learning plans, course selection, prerequisites, transfer credits and more, call 903.463.8695. More information on advising can be found on the [Advising Website](#). Students can schedule appointments with their Success Coach in the Student Planner.

College Orientation and MyMajors Career Assessment

Grayson College Orientation is required for all first-time-in-college (FTIC), transfer, and former dual credit students prior to registration. The purpose of orientation is to provide a comprehensive overview of available campus services, resources, and opportunities designed to help students succeed. It provides information regarding student support services and helps students become familiar with college lingo, tutoring, college policies/procedures, payment and financial aid options, and advising. Orientation is offered on campus and online. Online orientation can be accessed in MyViking.

After Orientation, students are directed to complete the online MyMajors Career Assessment. The career assessment is a thirty-question assessment to give students insight on potential academic pathways and career options. It is also located in MyViking.

Bookstore

Purchase your materials at the [College Bookstore](#).

Counseling & Social Services

Grayson Cares

Grayson Cares is a comprehensive support program that assists students in need, by providing personal counseling, food assistance, financial emergency aid, basic needs, community resources and other essential services. Housed within the Department of Counseling and Social Services, Grayson Cares connects students with licensed professionals and support staff who work collaboratively with them to identify and utilize resources that help remove barriers to academic success.

Reasons why a student may want to seek social services through Grayson Cares:

- Food support (Vic's Market Grab & Go Counter and Food Pantry)
- Personal or mental health support (In-person or Teletherapy)
- Financial Emergency Aid support (childcare, medical, transportation, utility, rent, etc.)
- Childcare support (emergency aid, Perkins Grant)
- Transportation support (gas voucher, Perkins Grant)
- Housing support (emergency aid, shelter, resources)

- Basic needs support (hygiene, clothing, aid resources)
- Community resources support (medical, financial, housing, non-profits)

Students seek Grayson Cares support when basic needs or personal challenges interfere with their ability to stay enrolled and be successful in school.

To Connect with Grayson Cares:

Visit [Grayson Cares](#) to schedule an appointment, or to submit a Grayson Cares Referral. You may also stop by in-person, or call the Department of Counseling and Social Services at 903.463.8730 to schedule an appointment or complete service applications. Grayson Cares is located on the second floor of the Life Center on the Denison Campus

Personal Counseling

Personal counseling services support students when personal concerns impact their college experience. Services are available by appointment and on a walk-in basis for urgent needs. Counseling is provided on a short-term basis; when longer-term care is needed, students are referred to appropriate community resources.

Students also have access to Uwill, a virtual care platform offering:

- Free, confidential teletherapy with licensed counselors
- 24/7 crisis support
- Wellness programs and self-care tools
- Flexible scheduling options

Students can access Uwill through their MyViking and can log into Uwill using their Viking email address.

Students may access Personal Counseling by visiting [Grayson Cares](#) to schedule an appointment, submitting a Grayson Cares Referral, visiting in person, or calling the Department of Counseling and Social Services at 903.463.8730. The office is located on the second floor of the Life Center on the Denison Campus. Personal Counseling services are also available to South Campus students by appointment.

For Emergencies: If you or someone you know need urgent or immediate assistance, please contact 911, 988, or GC Campus Police 903.463.8777.

Grayson Cares Referrals

Grayson College is committed to supporting the wellbeing and success of every student. A Grayson Cares Referral provides a simple and effective way to connect students with the support and resources available through the Department of Counseling and Social Services.

Students may self-refer or be referred by a faculty or staff member when they are experiencing challenges such as:

- Food insecurity or difficulty meeting basic needs
- Financial hardship or unexpected emergencies
- Housing or transportation concerns
- Personal, emotional, or mental health challenges
- Family or childcare-related stressors
- Medical needs or assistance connecting with community resources
- Other life circumstances affecting academic success or wellbeing

Grayson Cares Referrals also help the College respond to concerns related to student safety and wellbeing. In some situations, referrals may be reviewed by the **Behavioral Intervention Team (BIT)** to coordinate support and promote a safe campus environment.

A referral is not a disciplinary action. Its purpose is to connect students with support, reduce barriers to success, and provide early intervention when challenges arise.

Students are encouraged to reach out for help or accept a referral if they are facing difficulties. Seeking support is a positive step toward achieving academic and personal goals.

How to Access Grayson Cares Services

Visit **grayson.edu/grayson-cares** to complete a Grayson Cares Referral or contact the Department of Counseling and Social Services at **903.463.8730** for assistance.

Emergency Assistance

If you or someone else is in immediate danger or experiencing a mental health crisis, call **911, 988, or GC Campus Police at 903.463.8777** immediately.

Financial Aid and Veteran Services

Grants, student loans, and/or exemptions, vouchers, and scholarships are available to assist eligible students with college expenses. Call 903.463.8794, email financialaid@grayson.edu, or visit the [Financial Aid Webpage](#).

For assistance with veteran education benefits and certification, please call 903.415.2615, email veterans@grayson.edu, or visit the [Veteran Services](#) webpage.

HelpDesk

Grayson College provides technical assistance related to Canvas, MyViking, username and password issues. To request assistance, submit a ticket at help.grayson.edu or call 903.415. 2591.

Library

The [Grayson College Library](#) provides online access to a variety of databases that can be accessed off-campus.

Tutoring

Tutors help students prepare for tests, reinforce content learned in their courses, improve study techniques, and answer questions about assignments. Tutoring services are available online and on campus. For more information, call 903.463.8751.

6.5 General Academic Policies

Admission Requirement

All materials required for admission to Grayson College should be on file in the Office of Admissions prior to being admitted to the college and registering for courses. A new or transfer student may be conditionally admitted with unofficial transcripts and will be allowed to register but will be placed on hold until all official transcripts have been received. *Conditionally admitted students have one semester to submit official documents and* are not eligible for any financial aid disbursements.

Associate degree seeking students are students who have graduated high school or the equivalent or students who are 18 years of age or older without a high school diploma or the equivalent and are seeking college credit towards the completion of a two-year associate degree and/or for transfer to a four-year university.

The student's record is identified by the student's legal name. When there is a discrepancy, we have the right to request supporting documentation including, but not limited to, a signed social security card and photo identification. In the event that the student's name changes while being enrolled at Grayson College, the student will also have to provide the signed course documents along with the updated signed social security card and updated photo identification.

Applicants must complete the following steps to be admitted to the College:

1. Complete the Grayson College Admissions Application on the GC website or the state common application via the Apply Texas website.
2. Students who have completed a high school diploma or the equivalent must provide official GED test scores/certificate or high school transcript with graduation date and college transcripts from all colleges attended. To be considered official, transcripts must be sent directly to Grayson College from the school or be delivered in a sealed envelope prepared by the school with a printed graduation date.
3. Students who have not completed a high school diploma or the equivalent and are 18 years or older must provide an official high school transcript from the school they last attended and sign a waiver.
4. Students under 22 years of age must provide proof of meningitis vaccination within five years or meet an eligible exception.

Note: Students must meet the Texas Success Initiative (TSI) requirements for reading, writing and/or mathematics intensive courses required for their respective degree or certificate program they are enrolled in. For more information on TSI requirements, students should refer to the TSI Requirements section of the catalog.

Admission to the College does not guarantee admission into special admissions programs, such as Health Sciences or Police Academy, that maintain additional program entrance requirements.

Admission Requirements for Athletes New and Transfer Students

For student athletes who have been recruited to play on one of the college athletic teams, whether a transfer or a recent high school graduate, applicants must complete the following steps to be admitted to the College:

1. Complete the Grayson College Admissions Application on the GC website or the state common application via the Apply Texas website.
2. Students who have completed a high school diploma or the equivalent must provide official GED test scores/certificate or high school transcript with graduation date and/or college transcripts from all colleges attended. All transcripts for athletes must be official. To be considered official, transcripts must be sent directly to Grayson College from the school or be delivered in a sealed envelope prepared by the school with a printed graduation date.
3. Students under 22 years of age must provide proof of meningitis vaccination within five years or meet an eligible exception.

Note: Student-athletes may be conditionally admitted with unofficial transcripts, but all official documents must be received by the Athletic Department for student-athletes to be eligible. Student-athletes must also meet the Texas Success Initiative (TSI) requirements for reading, writing and/or mathematics intensive courses required for their respective degree or certificate program they are enrolled in. For more information on TSI requirements, students should refer to the TSI Requirements section of the catalog.

Admission Requirements for Transfer Students

Transfer students are degree-seeking students who have previously attended another accredited college seeking to enroll at Grayson College as their home institution.

Applicants must complete the following steps to begin taking classes at GC:

1. Complete the Grayson College Admissions Application on the GC website or the state common application via the Apply Texas website.
2. Provide official copies of all college transcripts from every college attended. To be considered official, transcripts must be sent directly to Grayson College from the school or be delivered in a sealed envelope prepared by the school.

3. Students who have not earned six or more college-level credits from an accredited institution must also submit an official high school transcript with the graduation date posted.
4. Students under 22 years of age must provide proof of meningitis vaccination within five years or meet an eligible exception.

Notes:

- Developmental courses and continuing education courses are not considered transferable.
- Courses not assigned a grade "A" through "D" will not be considered transferable, including withdrawn courses or unsuccessful grades below a "D."
- Transfer students must follow Texas Success Initiative policies for demonstrating college readiness. The following transfer students are exempt from TSI requirements:
 - A student who has graduated with an associate degree or higher from an institution of higher education;
 - A student who transfers to an institution from a public, private, or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution; or
 - A student who has previously attended any institution and has been determined to have met college readiness standards by that institution.
- Students who have been suspended for any reason from another college will not be eligible for admission at Grayson College until they are eligible to return to their previous college or they obtain approval for admission from their Instructional Dean, Director of Success Coaches, or the Registrar.
- Grayson College accepts college-level credits from colleges or universities with approved institutional accreditation, provided that the courses were completed successfully.

- Transfer credits are reviewed and processed by the Records Department for posting on the academic transcript. If additional information is needed to complete the transcript evaluation, the Assistant Registrar will connect with all involved. Students may be required to provide course syllabi, faculty credentials, and other supporting documentation for reviewing transferability and/or equivalency.
- A minimum of 25% of degree requirements must be earned at Grayson College.

Admissions Requirements for Career-ready Certificate Students

Career-ready certificate-seeking students are students who are enrolled in a workforce credential offered through the appropriate Career Pathway, such as Health Sciences or Industrial Technologies.

Applicants must complete the following steps to begin taking classes at GC:

1. Complete the Grayson College Admissions Application on the GC website.
2. Provide program-specific documents as needed.

Note: Students wishing to enroll in a career-ready program after enrolling in a credit program must contact the Office of Admissions to complete the admissions requirements listed above for associate degree or credit certificate-seeking students.

Admissions Requirements for Dual Credit Students

A dual credit student is a high school student who is taking college courses through a formal agreement between the high school and the College to earn both high school and college credit.

Applicants must complete the following steps to begin taking classes at GC:

1. Complete the Grayson College Admissions Application on the GC website or the state common application via the Apply Texas website.
2. If not TSI exempt or complete, take the TSIA 2.0. Please contact your high school counselor for more information.

3. Ask your counselor to submit qualifying test scores unless enrolling in an exempt program. (TSIA2, ACT, SAT)
4. If applicable, provide vaccination documentation. State law requires that students under the age of 22 who attend classes on a Grayson College campus must provide documentation of meningococcal vaccination within the previous five years, or they may generate and print a conscientious exemption affidavit online at the Meningococcal Vaccination Exemption Website. On-campus students will not be enrolled without documentation.

Admissions Requirements for Concurrent and Early Admissions Students

Early admission and concurrent students are considered non-degree seeking students. Early admission students are students who are not yet in high school and are taking college-level courses for credit. Concurrent students are students in high school who are taking college courses that are not offered through a formal agreement between the high school and the College. Students may or may not receive high school credit for these courses. The decision to apply these courses towards high school requirements is at the discretion of the high school.

Applicants must complete the following steps to begin taking classes at GC:

1. Complete the Grayson College Admissions Application on the GC website.
2. Students under 22 years of age must provide proof of meningitis vaccination within five years or meet an eligible exception.
3. Parents of these students must complete a Parent Permission and waiver form.

Note: Early admission and concurrent high school students are TSI exempt and must meet college readiness standards for courses they intend to enroll in. If a course requires TSI the student must complete the TSIA 2.0 or provide proof of an exemption or waiver. Early admission and concurrent high school students are not eligible for federal financial aid at Grayson College.

Admissions Requirements for Visiting (Transient), Personal Enrichment and Career Training Students

Visiting (transient) students are students who are enrolled at another college or university enrolled in credit courses to transfer to their home institution and are considered to be non-degree seeking at Grayson College. Personal enrichment students are students who are taking a college-level course for their own personal enrichment. The above referenced students are considered non-degree seeking and are not eligible for federal financial aid. A hold will be placed on the student record indicating their status (transient/personal enrichment) to serve as an alert for enrollment requirements.

Applicants must complete the following steps to begin taking classes at GC.

1. Complete the Grayson College Admissions Application on the GC website.
2. Submit an unofficial transcript from their home institution showing their completed coursework as well as the in-progress coursework.
3. Email the Registrar's Office at registrar@grayson.edu upon admission and prior to the census date to request the Request to Audit a Class form.

Note: Visiting and personal enrichment students are not eligible for federal financial aid at Grayson College. Visiting and personal enrichment students are TSI exempt and must meet college readiness standards for courses they intend to enroll in. For information about TSI requirements, please see the TSIA 2.0 section of the catalog. Visiting or transient students that are eligible for completion at Grayson College are eligible to participate in the Pathway Commencement Ceremony providing that they have met the graduation application deadline and have provided all of the official transcripts to be considered for a reverse transfer.

Admissions Requirement for Readmission Students

Any student who has not been enrolled for more than two long semesters or wants to seek admissions as another type of student, should contact the Registrar's Office to update their student record and complete additional admissions requirements for the new student type. All students who have not attended GC within 12 months are required to update their GC application for admission.

Readmission of Service Members

Grayson College will promptly readmit a service member with the same academic status they had when last attending the school or accepted for admission to the school. This applies to any student who cannot attend school due to military service.

- Grayson College must admit the student with the same academic status, which means:
 - to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless the student chooses a different program;
 - at the same enrollment status, unless the student wants to enroll at a different enrollment status;
 - with the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable; and
 - with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously received.
- Grayson College will promptly readmit the student into the next class or classes in the program beginning after the student provides notice of intent to reenroll, unless the student requests a later date or unusual circumstances require the school to admit the student at a later date.
- Grayson College must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state unless otherwise unable to do so due to capacity or lab regulations.
- If the student is readmitted to the same program, for the first academic year in which the student returns, the school must assess the tuition and fee charges that the student was or would have been assessed for the academic year during which the student left the school. However, if the student's veterans education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.
 - If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

Admissions Requirements for Non-Citizens

It is the goal of Grayson College to make educational opportunities available to all students who can benefit from its programs. With such a goal, however, is the commensurate responsibility to make every effort to ensure that students can function within the institution with a reasonable chance for success. The purpose of the admissions requirements for non-citizen students, therefore, is to recognize the difficulties students educated in a non-English speaking culture might have, and to establish guidelines designed to afford non-citizen students a reasonable assurance that they can function within an English speaking institution of higher learning. The following requirements apply to students who are not U.S. citizens:

Legal Immigrant

Submit a copy of I-551 or permanent resident card, then meet the same admission requirements as U.S. citizens for the appropriate student type listed above.

Refugee, Asylee, or Parolee

Submit a copy of Immigrant I-94 from USCIS indicating approved status, then meet the same admission requirements as U.S. citizens.

Non-citizens must submit a petition or residency appeal with supporting documentation to be considered for Texas residency. Residency packets may be obtained from the Registrar's Office.

Requirements for students seeking an F-1 or M-1 Visa through the issuance of an I-20

Students seeking admissions as an international student must complete the following:

1. Grayson College Application for Admission.
2. Non-refundable \$100 US Application/Evaluation Fee.
3. Provide a current bank statement or bank letter reflecting sufficient funds (\$16,500) to cover anticipated tuition/ fees and room/board expenses. Additional proof of \$3000 is required for each dependent.
4. Transcripts: Official transcripts from high school and/or post-secondary institutions, unless individual approval is utilized. Foreign transcripts must be evaluated by an organization that is a member of NACES.

5. Health Records Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.
6. Compliance with all requirements and procedures established for the visa category by the Student Exchange Visitor Program, a department of Homeland Security.
7. Provide proof of English Proficiency from one or more of the following options unless exempt:
 - a. Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on paper-based testing or 61 Internet-based IBT;
 - b. IELTS 5.0 (with a minimum band score of 4.5);
 - c. Pearson PTE Academic Score of 53 or above;
 - d. Duolingo Scores of 100 or above;
 - e. Accuplacer scores of Reading (90), Sentence Skills (87), and Writing (6);
 - f. Passing TSIA 2 scores in both reading (945) and writing (5) administered at a community college in Texas within the last two years;
 - g. Completion of an ACCET- or CEA-Accredited Intensive English Program outside the United States;
 - h. Completion of the Grayson College Intensive English Language Program; or
 - i. Two (2) years in an accredited U.S. high school with passing English scores; or Completion of Composition 1 (ENGL1301) or equivalent from an accredited US college or university with a grade of a C or better.

Exemptions to English proficiency include the following:

- Students from one of following countries: Anguilla, Antigua/Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands (Islas Malvinas), Gambia, Grenada, Guam, Guyana, Ireland, Jamaica/other West Indies, Kenya, Liberia, Montserrat, New Zealand, Nigeria, South Africa, St. Helena, St Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and; Tobago, Turks and Caicos, Uganda, United Kingdom, and the Virgin Islands are exempt.
- Students who have earned a baccalaureate degree from a regionally accredited United States college or university are exempt.

- Students who have earned a high school diploma from a United States high school and have passing scores on a state-approved assessment are exempt.
- Students may petition for an English Proficiency exemption with valid reasoning through the Assistant Director of Enrollment Management.

Application and documents must be submitted at least thirty (30) days prior to registration.

Students applying as an F-1 international student must get their application and documents turned in by the deadline in order to be issued an I-20 before the following term date:

- Out-of-country applicants must apply and turn in all documents by June 15 for fall term and November 15 for spring term, or that Friday if the 15th lands on a weekend.
- Transfer students must apply and turn in all documents by July 15 for fall term and December 15 for spring term, or that Friday if the 15th lands on a weekend.

While GC complies with all policies and procedures of the Student Exchange Visitor Information System (SEVIS), the ultimate responsibility that all regulations are met lies with the student.

Admission Requirements for Health Science Students

1. College application - Applicants must be admitted to GC.
2. Program Application — ProgramApplication forms for individual programs must be completed and submitted to a Health Science Admissions Specialist.
3. Testing — Acceptable scores on assessment of basic skills as required by the College and individual program requirements. HESI A2 scores must be submitted for the following programs: Radiology, Nursing, and Surgical Technology. Starting January 1, 2025, the NEX exam from NLN will replace the HESI A2 exam requirement for these departments. Please consult with the Health Sciences Admissions Specialist.
4. After Acceptance to individual programs, students must submit:
 - Required healthcare provider form and negative tuberculosis test;
 - Current CPR certification at the Red Cross or American Heart BLS Healthcare Provider level (verify acceptable providers with individual health science programs);
 - Documentation of required immunizations; and

- Students must pass a drug screen and criminal background check (at the student's expense and completed as scheduled through a GC-approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related program policies.

6.6 Grades Of Incomplete

An "I" grade indicates that the student has a valid excuse for failure to complete the work required during the semester. . Until removed, the "I" is not computed in the student's GPA. The time limit for removing the "I" is no later than the end of the next long semester, but may be set for a shorter length of time by the faculty by recording it on the 'Incomplete Grade' form. An "I" grade not removed by the end of the time limit specified on the 'Incomplete Grade' form will be changed to an "F." Grades of "I" are updated to a letter grade when the faculty notifies the Registrar's Office about the grade update before the "F" deadline.

Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. In fact, students completing an "I" are discouraged from repeating the same course in a subsequent semester. However, if a student wants to audit or retake a course to complete course requirements, full tuition and fees must be paid.

Note: Students who retake a course will receive a grade for the second attempt unless they drop before the deadline. Students who retake a course but do not fulfill the requirements for the "I" contract on the initial course attempt will receive an "F" as the grade for the initial attempt.

All drops and withdrawals related to repeating courses may count towards the six-drop limit. Students initiate the grade of "I" by formally requesting an incomplete "I" from the instructor of record of their course. If the instructor agrees, and all guidelines above have been met, the instructor may electronically submit the Incomplete "I" form. "I" requests not approved by the appropriate department chair and dean will be considered incomplete and invalid.

6.7 Instructional Arrangements: Course Load & Schedules

Students who are enrolled for 12 or more semester hours are considered full-time students.

Course Load (GC Policy: ECC Local)

The normal course load for the fall or spring semester shall be 15 semester hours. The maximum course load per 8-week term is nine semester hours. Course loads in excess of nine semester hours per term or 19 semester hours for the semester shall require approval by the Director of Success Coaches, the appropriate dean, or the Vice President of Instruction.

The normal course load for the summer session shall be four semester hours for each 4-week term or 9 semester hours for a full summer semester. Course loads in excess of 4 semester hours per 4-week term or 9 semester hours for the summer semester shall require approval by the Director of Success Coaches, the appropriate Dean, or the Vice President of Instruction.

The normal course load for a 3-week mini session is three hours. Course load in excess of three semester hours per session shall require approval by the Director of Success Coaches, the appropriate dean, or the Vice President of Instruction.

The normal course load for the 4-week mini session is 4 semester hours. Course loads in excess of 4 semester hours per session shall require approval by the Director of Success Coaches, the appropriate dean, or the Vice President of Instruction.

6.8 Student Grade Appeals

The purpose of the Student Grade Appeal process is to provide an opportunity for a student to appeal his/her grade when he/she believes a penalty of an unfair grade is adversely affecting his/her academic standing or was unfairly imposed. The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Students will not be allowed to appeal grades recorded on permanent records after the end of the immediate long semester following the course for which the grade was received.

Student Grade Appeals shall follow the same processes outlined in Section 5 of the Student Handbook.

6.9 Residency Requirements For Tuition Purposes

The determination of residency classification for tuition purposes is governed by statutes enacted by the Texas Legislature and regulations developed by the Texas Higher Education Coordinating Board.

The residency status of each student is determined during the admission process, based upon answers the student provides on the core questions found in the application.

The residency classification determines the tuition rate the student must pay. Once students have enrolled in classes, they are responsible for making payment arrangements with the business office. Payment deadlines will not be deferred for residency appeals that are in progress.

If a student believes they are entitled to a lower tuition rate, Grayson College staff will work with the student to assist in that determination. Documentation will be required to support the student's status. To appeal residency status and to be considered for a reclassification, students must complete a [Residency Reclassification Inquiry form](#).

It is the responsibility of the student to provide residency documentation and notice of residency changes. Residency changes are not retroactive. Changes are only effective for future semesters from the date complete appeals are approved.

To be considered for reclassification, please review the list of approved supporting documents before submitting an appeal request to ensure that you have the proper documentation to apply for an appeal.

[Supporting Documentation for Proof of Texas Residency](#)

Grayson College reserves the right to request additional information to comply with the State of Texas residency requirements. Residency changes may only be made when sufficient supporting documentation is submitted.

The Residence Determination Officials for Grayson College can be contacted by email at texas-residency@grayson.edu.

Classifications Definitions

The following definitions briefly describe the residency requirements specified in Texas statutes and in rules and regulations of the Coordinating Board, Texas College and University System. More detailed information on residency classification may be obtained in the Admissions Office.

In-District Resident

A student who resides in Grayson County and who has been a resident of Texas for the twelve months preceding the date of registration.

Out-of-District Resident

A student who resides in a Texas county other than Grayson County and who has been a resident of Texas for the twelve months preceding the date of registration.

Non-Resident of Texas

A student under 18 years of age who lives away from his family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student 18 years of age or older who resides out-of-state or who has not been a resident of the state for twelve months preceding the date of registration. Foreign students and students who do not have documented eligibility to establish domicile in Texas.

Note: Oklahoma residents are classified as non-residents but are eligible to receive a waiver of non-resident tuition and will be charged out-of-district rates.

Anyone who enrolls as a non-resident of Texas is presumed to remain in the classification as long as he/she maintains continuous enrollment.

Tuition rates are subject to change. The current tuition rate for each classification may be found on the [Tuition, Fees, and Cost of Attendance](#) webpage.

6.10 Scholastic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper);
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else;
- Quoting or copy/pasting phrases of three words or more from someone else without citation;
- Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original;
- Submitting an assignment with a majority of quoted or paraphrased material from other sources, even if correctly cited, when original work from the student is expected,
- Copying images or media and inserting them into a presentation or video without citation;
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation;
- Giving incorrect or nonexistent source information or inventing source information;
- Composing music based heavily on someone else's musical composition; or
- Submitting an assignment produced using AI generative technology, such as ChatGPT, paraphrasing bots, or other similar artificial intelligence tools, for work submitted in a Grayson College course where the instructor explicitly requires original work.

Use of AI Generative Programs

Unless instructors explicitly allow use of AI generative programs in the instructions for a specific assignment or on the syllabus or such accommodation has been granted by the Office of Disability Services, students must complete all course work entirely on their own. Students should only use sources that have been permitted by their instructor and may not assist other students with papers, quizzes, exams, or other assessments unless specifically allowed by the instructor. If the instructor allows students to use ideas, images, or word phrases created by another person (e.g., Course Hero or Chegg) or by generative technology, such as ChatGPT, a paraphrasing tool, or art generative tools like Starry AI or Lensa, the student must identify their source according to the method prescribed by the instructor. The improper use of Chat GPT or similar artificial intelligence tools for work submitted in a Grayson College course constitutes the “fraudulent representation of someone else’s ideas or words as the student’s original work,” and is a violation of the Grayson College Scholastic Integrity Statement (6.10).

6.11 Service Learning

What Is It?

Many academic and workforce programs, courses, and student groups at Grayson College are involved in Service Learning. So, what is Service Learning? Service Learning is not just volunteering. The work that students do should be tied to two or three learning outcomes for the course, and faculty should be able to prove that they have met the learning outcomes.

Usually, the service-learning project is for a grade in the class. It can be a single assignment or a project. The faculty member decides the hour requirement. Service Learning is a pedagogy (teaching method). It should be discipline specific and utilized to meet academic objectives. It should be faculty-led and be part of a grade requirement. Often, students are encouraged to select a service-learning project that is related to their career goal.

How Does It Work? Steps in Service Learning:

1. Faculty member defines the learning objectives
2. Students define and research community need
3. Partner with a community agency

4. Determine the specific project
5. Students do research prior to service
6. Students perform service, reflect on experience and assess learning
7. More specific details will be explained in individual courses, programs or student organizations.

6.12 Study Recommendations For Success

Each hour spent in class requires three hours of study outside of class. In other words, if a student takes a three-credit hour class, nine hours of outside study is recommended in order for the student to be successful in class.

7. GC Resources

7.1 Bookstore

The Grayson College Bookstore is your official on-campus bookstore. Standard operating hours are Monday through Friday from 8am to 5pm and closed on weekends. Store hours are subject to change based on class and business need. See the [College Bookstore](#) webpage or call the store at 903.463.8631 for current hours.

A student of this institution is not under any obligation to purchase a textbook from a college- affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Textbook Choices

New textbooks, used textbooks, rental textbooks, online textbooks and other required/supplemental course materials needed for the student will be available in the bookstore and online. Pricing for textbooks and materials along with the ISBN information is available online to view. Textbooks and materials may be ordered online and can be picked up in the store, or they can be shipped to the student. Payment methods for online purchases are Visa, Master Card, Discover, American Express, PayPal and a student's Financial Aid. Financial Aid is open to individual students usually two weeks before and after a term starts. Note: Standard shipping rates will apply. Watch the website for shipping deals and offers.

Victor E. Bundle

Victor E. Bundle is a course material delivery model that simplifies the student experience, lowers the cost of materials and ensures students have access to all of their required course materials on or before the first day of class. Through this innovative program, physical books are conveniently packaged and provided to students on a rental basis, and access to digital material is linked directly within Canvas for \$29.50 plus tax per credit hour for the 26-27 academic year. At the end of the term, students will receive email reminders to return rented physical course materials to the bookstore. For more information, please visit [Victor E Bundle](#) webpage.

Textbook Returns/Refunds

Students needing to return a book for a refund must do so within seven days of classes starting and provide a current register receipt for the book(s). Book(s) must be returned in the original condition it was purchased, including free of all markings. Loose-leaf textbooks, special order textbooks, and trademark textbooks are NOT returnable. Online access codes are NOT returnable. Bookstore personnel are the sole judge in determining whether the textbooks and materials are in new or used condition and able to be returned. Should the student purchase or rent a defective textbook, it should be returned immediately upon discovery of the defect.

Textbook Rental

Books can be rented for the complete semester and returned during business hours, on or before the posted due date. Bookstore personnel are not responsible for damaged textbooks, books left outside our door, or for late or charged rentals. Renting a textbook is the sole responsibility of the student. Students must make sure the textbook is returned undamaged, no excessive markings inside the book, no water damage, loss of the textbook, and returned on time. Rental textbooks may also be converted to a purchase, and the rental can be extended.

Buy Back

Bring your textbooks back to the bookstore at the end of the term to get up to 50% cash back. Finals week is the best time to get the most cash back, so sell early!

Books must include all original materials (CDs, workbooks, etc.) and a valid school ID is required at the time of buyback. Buyback is limited to one copy of a title per customer. Please check with the bookstore for more details.

If you prefer to ship the books back, we have partnered with MBS to offer you the best prices for your used books. Visit [Online Bayback](#) for more information.

7.2 GC Campus Police: Safety

The Grayson College Police Department (GCPD) is located north of the Life Center on the Main Campus in Denison. The GCPD maintains security coverage of students, faculty, and College facilities 24 hours a day, 7 days a week. The front office staff are available at the GCPD Monday through Friday between the hours of 8am to 4pm to assist with parking permits.

GCPD is responsible for enforcing federal and state laws, enforcing College District policies and leading the effort in providing a safe environment for education. Officers monitor weather conditions at the college and assist in activation of the emergency notification system when a tornado is sighted. Officers render assistance on vehicle lockouts, boosting of dead vehicle batteries, and assisting with flat tires. Officers also provide on-site security for athletic and other special events held on campus.

The Department also prepares an annual informational bulletin that contains information on campus crime and arrest statistics, crime reporting procedures, crime prevention techniques and related campus security and safety information. College Peace Officers investigate offenses, incidents, accidents, submit reports and make arrests where required.

7.3 Career and Transfer Center

Career Planning and Placement

Grayson College offers students the opportunity to engage in career assessments and computerized career guidance programs in our Career and Transfer Center to assist them in choosing a college major and making career decisions. The College provides career planning and job search services free of charge to students, former students, and those in the process of enrolling. The Career and Transfer Center provides opportunities for students to learn job search skills, such as resume and cover letter writing and how to interview for a job.

For more information about career services, please contact the Career and Transfer Center at 903.415.2593.

7.4 Crime Statistics: Annual Crime & Activities Report

The GCPD prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime and activities report is available on the [crime logs](https://grayson.edu/campus-life/campus-police/monthly-crime-reports.html) page on the College website at grayson.edu/campus-life/campus-police/monthly-crime-reports.html. Campus crime, arrest and referral statistics include those reported to GCPD, designated campus officials, and local law enforcement agencies.

GCPD maintains a daily log of police activity. You can obtain a hard copy in the GCPD or view the [crime logs page](#) on the College website under Campus Safety.

7.5 Library

The Grayson College Library is a member of BARR, a four-library consortium whose members include Grayson College, Denison Public Library, Sherman Public Library, and Austin College. Currently enrolled GC students are eligible to obtain a BARR library card. All BARR cardholders have lending privileges at each of the libraries and a courier service delivers books among the libraries. The BARR online catalog can be accessed from the library link on the College website.

To provide access to many electronic databases, ebooks, films, librarian chat, internet and other resources, an open computer lab is available to GC students and the public. The full text databases are also available from every computer on the campus network as well as from home. Software loaded on these computers includes Microsoft Office and Google Chrome. The library also participates in TexShare, and is a member of AMIGOS, which provides OCLC access. The Library provides access to research and information literacy help from Librarians through email, phone, chat, zoom and our LMS product. There are study rooms available for individuals or groups. The Library provides a print cafe for student access to printing.

Circulating books are checked out for two weeks. DVDs are available for circulation and are checked out for a two-week period. The library is "open stack" and students are encouraged to browse.

The mission of the Grayson College Library is to meet the appropriate informational needs of both the individual and the community and to provide quality services and materials. The library is committed to cooperating with other information agencies whenever possible, and to continuous improvement.

7.6 Lost & Found

Any items lost or found on the Main Campus in Denison should be reported and taken to the Office of Student Life and Development, located on the second floor of the Life Center. Items lost and found on the South Campus in Van Alstyne should be taken to the Administration office. Lost items of lesser value are kept for 30 days and then discarded. Items of greater values are taken to the Office of Campus Safety and Security after the 30-day period.

7.7 Math Hub

Located on the Denison Campus in the Student Success Center in room SS-200 and on the South Campus in room SCM-112, the Math Hub provides students with assistance with any level of math instruction. It's a great place for students to work on homework and to prepare for tests that involve math.

The Math Hub offers a suitably quiet space for students to work on homework or lab work and have questions answered by qualified staff upon request, with a goal to lead students to do the work. The Math Hub is also equipped with computers for students to use for their math classes, whether it be checking Canvas for an assignment, working on online homework, completing a project for a math class, or watching a math video. Both professional and Peer tutors are available on a walk-in basis. Information about hours and tutors is available on the website.

7.8 Science Hub

The Science Hub provides students with assistance with any level of science instruction and is a great place to work on your homework and to prepare for tests that involve science. Located on the Denison campus in the Science building in room S-203, the Science Hub is also equipped with models for students to use as they work on their assignments, in their Canvas platform, or achieve science proficiency goals. Science Peer Tutors' schedules and areas of expertise are posted in the Science Hub and in Upswing.

7.9 Trio Student Support Services

[TRIO Student Support Services](#) is a federally funded program that offers special support services to increase the chances of successful academic progress and graduation from college. TRIO Student Support Services provides assistance to eligible Grayson College students such as mentoring, academic advising, tutoring, transfer assistance, career assessments, financial and economic literacy and individualized student coaching. Active students are also eligible to utilize free printing for classes, scholarship opportunities, to participate in trips to area universities, as well as participating in academic enrichment trips and activities.

Who is eligible for TRIO Student Support Services?

To be considered for membership in TRIO SSS, students are required to be U.S. citizens or permanent residents, have an academic need, and also meet one of the following categories:

- First-Generation College Student (neither parent/guardian has a bachelor's degree);
- Low Income (based on Federal Income Guidelines); or
- Student with a documented disability.

How to Apply to TRIO SSS

TRIO Student Support Services is funded to serve 140 students per year. Interested students may complete the online TRIO SSS application via the Grayson College website, visiting the TRIO SSS office, calling 903.415.2597 or by emailing sss@grayson.edu for assistance.

Applicants will be contacted within seven days of applying. If the program is full at the time of application, applicants will be added to a waiting list.

Office Location & Hours

The TRIO SSS Office is next to the Advising Office in the Student Affairs Building on the Main Campus. Please contact the TRIO SSS office for available hours at the South Campus.

7.10 Support Services

The College is committed to meeting the special needs of students. Special services are available to students who are single parents, educationally disadvantaged, disabled, enrolled in non-traditional programs or have limited English proficiency. Agencies that work with the College and its students through this program include the Workforce Commission, Vocational Rehabilitation Services, Commissions for the Deaf and the Blind, the Texas Department of Human Resources and others.

Special Services are available to students who are majoring in a vocational/technical program and are single parents, displaced homemakers or enrolled in non-traditional programs.

Assistance is available for childcare, transportation and textbook loans for those who qualify. Funding, when available, is provided by the Carl Perkins Vocational Funds. Contact the Vice President of Instruction in the Student Success Center.

Accessibility Services

The College is dedicated to meeting the needs of students with disabilities and learning differences by providing full access to programs and services through delivery of reasonable and effective accommodations that promote student independence. Accommodations are approved on a case-by-case basis by review of documentation, student input, and in coordination with agencies such as the Vocational Rehabilitation Services and Texas Department of Human Resources.

Students with documented disabilities should log into Accessible Information Management (AIM), complete an accommodation request and contact the Coordinator of Tutoring and Accessibility Services in the Student Success Center, preferably before classes start or as early in the semester as possible. AIM login is SSO in the MyViking dashboard. Once appropriate documentation of the disability is received, the Coordinator of Tutoring and Accessibility Services will coordinate the delivery of approved accommodations. Both students and their instructors will receive notification of these accommodations via email. Instructors can also log into AIM through their MyViking dashboard to view student accommodations at any time during the semester.

Common accommodations may include text-to-speech applications, audio recording/note taking applications, testing accommodations, sign language interpreting, closed captioning of audio/video content, textbooks in alternative format, and other appropriate services.

New assistive technology applications are now available to all students and employees via MyViking. Available tools include Genio (audio recording and note-taking) and Kurzweil 3000 (text-to-speech and speech-to-text). Additionally, Kurzweil's Read the Web browser extension is compatible with Respondus LockDown Browser.

Please note:

- Students may choose to request accommodations in one or more classes, but not request accommodations in others. Unless specifically requested by the student, approvals are sent to the professors of all the courses for which the student is currently enrolled.
- Accommodation approvals are not retroactive and must be updated each semester. Accommodations do not carry over from one semester to the next. Students should submit an accommodation intake/request form at the beginning of each semester for which they are enrolled.
- If students with disabilities attempt a class without requesting accommodations, they cannot, unless given special approval by the professor, ask to have accommodations applied to previous coursework, exams, or quizzes.

- Log into AIM each semester to submit a new request. Hard copy request forms are available upon request.
- Students are advised to contact the Coordinator of Tutoring and Accessibility Services in the Student Success Center by calling 903.463.8775 or email accessibility@grayson.edu.

7.11 Testing, Tutoring & Accessibility Services Center

The Testing, Tutoring and Accessibility Services Center offers a wide range of services to students and community members. Testing services include the TSI Assessment 2.0, as well as make-up and distance education tests.

Testing services on the Main Campus vary. Call 903.463.8775 to check availability. Testing schedules are available on the College website.

Grayson College has partnered with Upswing to provide one-on-one online tutoring to currently enrolled Grayson College students. Online tutors are available on weekends and holidays throughout the semester. Our goal is to help students feel more supported so they stay in school and graduate. In addition to Upswing's professional tutors, Grayson's Peer Tutors are available for scheduling through Upswing's platform. Grayson's Peer Tutors offer in-person and/or online tutoring sessions. Peer tutors are trained and supervised by professional staff in the Testing, Tutoring & Accessibility Services Center according to standards set by the College Reading and Learning Association.

Tutoring Services are offered free of charge. Students are eligible to receive up to five hours/week of tutoring for any course in which they are currently enrolled. The Upswing Tutoring login is located in each student's My Viking portal and Canvas course shells. Login credentials are the Grayson student username and password. After logging in, click Meet with a Tutor. Then search by course or by tutor name.

Science Hub Tutoring: Walk-in tutoring is available for most Science courses during open hours of the Science Hub (S-203). Science Peer Tutors' schedules and areas of expertise are posted in the Science Hub and in Upswing.

Tutoring Services strives to have qualified tutors for all college programs and cannot be held responsible if, after a reasonable search, no qualified tutor is available.

For information regarding tutoring, please call 903.463.8775 or email tutoring@grayson.edu.

7.12 University Partners

University/Partners

- Southeastern: Southeastern partners with Grayson College to offer courses and student support services on the Grayson campus for the convenience of local students.
- University of Texas at Dallas: The Comet Connection is specifically for students who begin at community college and know they would like to complete their degree at The University of Texas at Dallas.
- Stephen F. Austin University: Education Articulation Agreement- Students transferring from community colleges find a seamless transition to SFA with the use of the 2-Year Planning Guides found online.
- East Texas A & M University: Bachelor of Applied Sciences Degree Articulation.
- University of North Texas Eagle Bound Program provides participating students with resources and opportunities that make it easier to transfer to UNT. Grayson College and UNT collaborate to provide transfer resources so that their transfer to UNT is seamless.
- Texas Women's University is proud to have overarching transfer and program-to-program agreements and 2+2 guided pathways with the following two-year in-state and out-of-state institutions.

- **Texas Tech University:** Texas Tech University strives to make becoming a Red Raider as seamless as possible. We have worked with many institutions to form agreements, including institutional Memoranda of Understanding and program-specific Articulation Agreements. Our goal with these agreements is to make the transfer process easier for transfer students.
- **Choctaw Nation Career Development** provides a comprehensive array of career guidance services, workforce skills development, academic skills enhancement and financial education that enables members of the Choctaw Nation to obtain recognized certifications needed to enter careers and/or advance existing careers that are self-sustaining and contribute to personal financial security, healthy lifestyles and the enhancement of the regional, state and national economy.

Additional information is available online on the College website.

7.13 Tuition Payment Plan

A payment plan system is available for students to pay out their tuition before classes begin. In order to help students meet educational expenses, GC offers an automatic payment plan that can be set up to use a bank account or credit/debit card. Students interested in this method of payment should follow the steps below to get to the e-Cashier payment plan website:

1. Sign into MyViking
2. Select Student Planner from Applications
3. Click on the 'Home' button on the top left-hand corner
4. Select 'My Ledger' from the options
5. Change term located on the top right-hand corner
6. Scroll to the bottom of the billing statement and click on 'Payment/Refund Options'
7. Create an account if needed
8. Select Payment and continue instructions as shown on the website

Nelnet provides a low-cost option for budgeting tuition. It is not a loan program. All payment plans are legal contracts with Nelnet Business Solutions. It allows installments toward tuition to be paid automatically on a monthly basis. The earlier a student registers for classes, the longer the payment period.

Cost to Participate: To use the payment plan there is a \$30 per semester (non-refundable) enrollment fee for payments made through ACH (automatic bank payment) or credit card. There is a \$30 returned payment fee every time a payment is returned. Another option is to use e-Cashier to pay the tuition in full with a checking or savings account or a credit/debit card.

7.14 Vending Machine Refunds

Students can get a refund on the vending machines at the Business Office located in the Student Affairs Building on the Main campus during regular College business hours.

7.15 Writing Center

Located on the Denison campus in the Liberal Arts building, LA 108 & 110, and on South Campus in SCM 112, Grayson College Writing Center is a quiet, supportive space where students, faculty, and staff can receive assistance with their academic and professional writing. Our goal is for students to connect with our tutors, commit to their growth as writers, and successfully complete their reading/writing intensive courses at Grayson College. To support students in this goal, our trained consultants act as an attentive and responsive audience to provide feedback at any stage of the writing process for any discipline. The Writing Center is also equipped with computers for students to use as they work on their writing assignments, Canvas assignments for their composition courses or INRW labs, or on their professional writing goals. The Writing Center provides support in the form of online and face-to-face consultations, writing groups, and workshops.

8. Student Records

8.1 Grading & Academic Standing

Grade Reports & Transcripts

Final grades are available to students through Student Planner. A transcript of college work is an official copy of the student's permanent record listing all coursework at the College and bearing the signature of the Registrar. More information on requesting transcripts can be found under the Self Service transcript heading under Registration. Official transcripts will not be released to students with academic or financial holds until such holds are cleared.

Academic Achievement Grading & Credit (GC Policy: EGA Local)

Grade Definitions

The College District shall have appropriate standards for evaluating student performance and for determining grades and graduation requirements.

To the extent practical, procedures shall encourage and recognize academic excellence.

The College District uses the following grading system:

A—The student demonstrates mastery of course content and meets course objectives. The grade of "A" is an exceptional grade attained by students demonstrating exceptional performance of college-level work.

B—The student demonstrates mastery of course content and meets selected objectives. The grade of "B" is an above-average grade attained by students demonstrating above-average performance of college-level work.

C—The student demonstrates acceptable competency in coursework and meets selected course objectives. The grade of "C" is an average grade attained by students demonstrating average performance of college-level work. Students with concurrent enrollment for high school and college credit must maintain a minimal grade of "C" in the course.

D—The student demonstrates minimal performance in coursework and does not meet course objectives. The grade of "D" is considered unsatisfactory in a student's major field of study, and this grade generally does not transfer.

F—Failure. No credit is given for the grade of "F."

I—Incomplete. The grade of "I" indicates that the student has a valid excuse for failure to complete the work required during the semester.

Incomplete work should be completed no later than the end of the next long semester, but may be set for a shorter length of time by the faculty member as recorded on the Incomplete Form.

Failure to remove an "I" during the succeeding long semester may result in an "F" being placed on the permanent record.

W—Withdrew. Dropped after census date but before the last day to withdraw.

P—Passing. Used only for orientation course and credit by award.

S—Satisfactory. Used for nondegree courses.

U—Unsatisfactory. Used for nondegree courses.

AU—Noncredit. Used for audited courses.

T — Transfer credit. Not calculated into Grayson College's cumulative GPA, but is calculated into Satisfactory Academic Progress (SAP). May include TA, TB, TC, TD.

Value of Grade Points

In determining grade point averages (GPAs), all hours where grade points are given shall be considered in computing GPAs.

Grade points are granted on college courses on the basis of the value in semester hours of the course and the grade made in the course as follows:

A = 4 grade points per semester hour

B = 3 grade points per semester hour

C = 2 grade points per semester hour

D = 1 grade point per semester hour

F = 0 grade points per semester hour

Grade Point Determination

The GPA is computed by dividing the total number of grade points earned by the total number of semester hours attempted. Grades of I, W, P, S, U, AU, and F in pass/fail courses are excluded from GPA calculation.

Grades earned in developmental courses are also excluded from GPA calculation.

Instructional Services

The College District accepts appropriate coursework from accredited institutions outside the United States, provided that the student successfully completed the courses.

Foreign Coursework

A student requesting credit for coursework completed at an institution outside the United States must first apply for admission to the College District and enroll in courses in the College District. To receive transfer credit from foreign institutions, the student must bring an official copy of the transcript from the institution and a course-by-course international credential evaluation from a foreign credential evaluation service recognized as a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Foreign Credential Service of America (FCSA) to the Office of Admissions. The cost for certification and translation must be paid by the student. Only the maximum number of hours accepted by the department for transfer work shall be considered.

GC will determine the total number of semester transfer credits by the end of the first semester of enrollment at GC. To avoid additional costs and delays in posting information, students are encouraged to acquire these materials promptly. GC does not accept foreign coursework for courses in English and Speech.

8.2 Academic Achievement: Graduation Requirements (GC Policy: EGC Local)

The Board shall establish graduation requirements in a manner consistent with applicable law. The College District catalog shall address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each degree or certificate awarded by the College District.

Automatic Graduation

Graduation is an automated process at the College District, in accordance with procedures established by the College President and published in the College District catalog. A student must submit an application to participate in the graduation ceremony.

Application

Students eligible for graduation must meet with the Completion Coordinator to determine if all degree requirements have been met and complete the application for graduation to ensure student information (address, full name, email, major, etc.) is up to date. It is the responsibility of the student to know the application deadline as published on the Grayson College website.

Ceremony Participation

All students approved for graduation are invited to attend the commencement ceremony. Ceremony details can be found on the College website.

Deferral

In order to postpone graduation, the student must complete a deferral form in the Registrar's Office at the beginning of the semester of eligibility to graduate. Failure to complete this form will result in the degree being automatically awarded.

8.3 Auditing A Course

When space is available, persons wishing to audit a course may do so by completing an application and meeting the admission criteria stated in the Admissions section of the Catalog. Full tuition will be charged for auditing a course. Auditors must complete the Request for Audit form in the Registrar's Office on or before the official census date published in the Academic Calendar. After the official census date, a student's audit status may not be changed. Students auditing courses will receive grades of AU (Audit) and will be posted to the student record after census for that term.

8.4 Change Of Schedule

During periods of registration, students may change their schedules via the Student Planner. Students cannot change their schedule online through the Student Planner after the schedule change deadline. All students who wish to change their schedules must do so before the end of the schedule change period published in the Academic Calendar. Schedule changes can be made up to the first day of a 3-week or 4-week term, the first two days of an 8-week term, and the first four days of a 16-week term. After the schedule change deadline, students must contact each professor or Program Director via email for the course(s) they wish to drop. After the census date of each term, students initiate drops by contacting their instructor via MyViking email or Canvas Inbox. Classes dropped on or before the official census date of the term will not appear on the student's transcript.

8.5 Credit For Courses

Credit is granted on the basis of semester hours at Grayson College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester or equivalent. Two hours of laboratory work are usually considered to be the equivalent of one hour of lecture. For Continuing Education students, 10 class hours equal one CEU.

8.6 Dropping A Class

A class drop means that a student has dropped one or more classes but remains enrolled in other classes for the semester. During periods of open registration, students may drop one or more classes using the Student Planner. After the deadline for schedule changes passes, all drops must be handled by the student contacting each professor or program director via MyViking email for the course(s) they wish to drop. No drop requests will be accepted directly from the student. Drops will not be accepted after the drop deadline for the semester. Students may not drop courses at Grayson College over the phone. If a student wishes to drop all of their courses, they should initiate a complete withdrawal from the College through the Success Coach.

8.7 Grade Reports & Transcripts

Final grades are available to students through the Student Planner. A transcript of college work is an official copy of the student's permanent record listing all coursework at the College and bearing the signature of the Registrar. More information on requesting transcripts can be found under the Self Service transcript heading under Registration. Official transcripts will not be released to students with academic or financial holds until such holds are cleared.

Self-Service Transcript Requests

Students may print unofficial transcripts from the Student Planner and may request an official transcript, free of charge, by visiting the Registrar's Office. In addition, all former and current students can visit studentclearinghouse.org to request an official transcript. A fee of \$2.50 for mailed orders and \$3.50 for electronic orders will be charged and can be paid with a major credit card. Requests are typically handled within three business days. Some record holds can prevent the release of an official transcript.

Walk-Up Requests

Transcripts are available in the Registrar's Office on the Main campus. Request an official transcript by completing a request form and showing a photo ID with a full name. Due to federal privacy laws, the transcript can only be released directly to the student, unless a signed release form is on file allowing the release to parents/others. An ID is needed to pick up transcripts.

Continuing Education transcripts are available from the Registrar's Office. Unofficial copies may be obtained free of charge by using MyViking.

8.8 Graduate Guarantees

Transfer Guarantee

Grayson College guarantees that courses taken at the College, selected from an official academic degree plan, will transfer to any selected public-supported college or university in Texas. If a student takes courses accordingly, and he/she is not accepted at the public-supported college or university, Grayson College will offer to the student, from curriculum as shown in the appropriate edition of the College Catalog, alternate courses that are acceptable, without the cost of tuition/fees to the student.

The College will make this guarantee for all new college students who select an official academic degree plan with the Advising Office.

The College will make this guarantee for all presently enrolled students after an authorized Success Coach or instructional Dean reviews an up-to-date transcript and develops an official degree plan.

In the event of a dispute over the transferability of a Grayson College course at a state-supported college or university, the student must notify Grayson College. If the College cannot resolve the dispute with the college or university, then Grayson College will provide the student, within one year from the time of the dispute, alternate and appropriate courses without the cost of tuition/fees.

Employment Guarantee

If an Associate of Applied Science (AAS) graduate or graduate of a certificate program is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree or certificate programs, the graduate will be provided up to 9 tuition/fee-free credit hours of additional skill training by Grayson College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

- The student must earn his/her degree/certificate in an occupational program listed in the Grayson College catalog of 1993 spring semester or later.
- The graduate must have completed the AAS degree or certificate at GC (with a majority of credits being earned at GC) and must have completed the degree/certificate within a four-year time span.
- The student must be employed full-time within 6 months after graduation in an occupation directly related to the specific program completed at Grayson College.
- The employer must certify in writing that the student lacks the entry-level job skills identified as such by Grayson College for the program in which he/she is enrolled. The employer must specify the areas of deficiency within 90 days of initial employment.
- The employer, graduate, instructional dean, and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to 9 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

8.9 Student Classification

Students are classified as freshmen, sophomore, junior or senior according to the amount of college credit they have completed. A freshman is one who has completed less than 30 semester credit hours of college credit; a sophomore is one who has completed at least 30 but less than 60 semester credit hours of college credit; a junior is one who has completed at least 60 but less than 90 semester credit hours of college credit; and a senior is one who has completed at least 90 semester credit hours of college credit. A student who is not a bachelor degree seeking student at Grayson College will remain classified as a sophomore student when semester credit hours exceed 60 college credits.

8.10 Resolution of Transfer Disputes

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

1. If an institution of higher education does not accept course credit earned by a student at another regionally accredited public institution recognized by the U.S. Department of Education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit per Board rules and/or guidelines which may require the student to provide supporting documentation such as course descriptions, detailed course syllabi, and instructor credentials from the time of enrollment.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

9. Student Services

9.1 Success Coaching

Grayson College strongly encourages all students, regardless of academic skill level, to seek individual success coaching before scheduling classes in the Student Planner. The Advising Office is open daily Monday through Friday to assist students with questions about course transfer, degree planning, transcript evaluation, College catalogs and other facets of college life.

Students who are eligible for veteran educational benefits should consult with the Veterans Services Office.

The following students are required to receive academic advising:

- Degree-seeking students who are entering GC for the first time. New students should contact the Advising Office for degree requirements and planning;
- Students required to meet TSI requirements and who have not met assessment requirements;
- Students who are required to be enrolled in corequisite courses;
- Students who are on academic probation and/or students who are on financial aid suspension; or
- Students who desire to change an academic major, update their degree audit, or transfer to another institution.

Success Coaches and Faculty Mentors are assigned to all students based on major. Success Coaches assist students with academic requirements, transcript evaluation, and campus and community support services. Advising activities are designed to assist students in the successful completion of their needs and goals. Students who need career assistance should seek assistance from the Career and Transfer Center located in the Student Affairs Building on the Denison campus.

9.2 Grayson Cares

Grayson Cares is a comprehensive support program that assists students in need, by providing personal counseling, food assistance, financial emergency aid, basic needs, community resources and other essential services. Housed within the Department of Counseling and Social Services, Grayson Cares connects students with licensed professionals and support staff who work collaboratively with them to identify and utilize resources that help remove barriers to academic success.

Reasons why a student may want to seek social services through Grayson Cares:

- Food support (Vic's Market Grab & Go Counter and Food Pantry)
- Personal or mental health support (In-person or Teletherapy)
- Financial Emergency Aid support (childcare, medical, transportation, utility, rent, etc.)
- Childcare support (emergency aid, Perkins Grant)
- Transportation support (gas voucher, Perkins Grant)
- Housing support (emergency aid, shelter, resources)
- Basic needs support (hygiene, clothing, aid resources)
- Community resources support (medical, financial, housing, non-profits)

Students seek Grayson Cares support when basic needs or personal challenges interfere with their ability to stay enrolled and be successful in school.

To Connect with Grayson Cares

Visit [Grayson Cares](#) to schedule an appointment, or to submit a Grayson Cares Referral. You may also stop by in-person, or call the Department of Counseling and Social Services at 903.463.8730 to schedule an appointment or complete service applications. Grayson Cares is located on the second floor of the Life Center on the Denison Campus

Personal Counseling

Personal counseling services support students when personal concerns impact their college experience. Services are available by appointment and on a walk-in basis for urgent needs. Counseling is provided on a short-term basis; when longer-term care is needed, students are referred to appropriate community resources.

Students also have access to Uwill, a virtual care platform offering:

- Free, confidential teletherapy with licensed counselors
- 24/7 crisis support
- Wellness programs and self-care tools
- Flexible scheduling options

Students can access Uwill through their MyViking and can log into Uwill using their Viking email address.

Students may access Personal Counseling by visiting [Grayson Cares](#) to schedule an appointment, submitting a Grayson Cares Referral, visiting in person, or calling the Department of Counseling and Social Services at 903.463.8730. The office is located on the second floor of the Life Center on the Denison Campus. Personal Counseling services are also available to South Campus students by appointment.

For Emergencies: If you or someone you know need urgent or immediate assistance, please contact 911, 988, or GC Campus Police 903.463.8777.

Grayson Cares Referrals

Grayson College is committed to supporting the wellbeing and success of every student. A Grayson Cares Referral provides a simple and effective way to connect students with the support and resources available through the Department of Counseling and Social Services.

Students may self-refer or be referred by a faculty or staff member when they are experiencing challenges such as:

- Food insecurity or difficulty meeting basic needs
- Financial hardship or unexpected emergencies
- Housing or transportation concerns
- Personal, emotional, or mental health challenges
- Family or childcare-related stressors
- Medical needs or assistance connecting with community resources
- Other life circumstances affecting academic success or wellbeing

Grayson Cares Referrals also help the College respond to concerns related to student safety and wellbeing. In some situations, referrals may be reviewed by the **Behavioral Intervention Team (BIT)** to coordinate support and promote a safe campus environment.

A referral is not a disciplinary action. Its purpose is to connect students with support, reduce barriers to success, and provide early intervention when challenges arise.

Students are encouraged to reach out for help or accept a referral if they are facing difficulties. Seeking support is a positive step toward achieving academic and personal goals.

How to Access Grayson Cares Services

Visit **grayson.edu/grayson-cares** to complete a Grayson Cares Referral or contact the Department of Counseling and Social Services at **903.463.8730** for assistance.

Emergency Assistance

If you or someone else is in immediate danger or experiencing a mental health crisis, call **911**, **988**, or **GC Campus Police at 903.463.8777** immediately.

Additional Resources

- Grayson College Campus Police: 903.463.8777
- Texoma Community Center local 24-hour crisis line: 1.877.277.2226
- Crisis Center 24-hour line: 903.893.5615
- Suicide and Crisis Lifeline: Call or text 988
- National Child Abuse Hotline: 1.800.422.4453
- National Domestic Violence Hotline: 1-800-799-7233 Text "START" TO 88788
- Sexual Assault: 911 (visit Texoma Medical Center Emergency Department which is one of SANE ready hospitals)
- National Sexual Assault Hotline: 1.800.656.4673 Chat online at: online.rainn.org

9.3 Financial Aid & Veteran Services

The Office of Financial Aid is available to help eligible students meet the cost of attending college. Financial aid opportunities include: scholarships, grants, loans, exemptions, work opportunities, and other sources to qualified students enrolled in eligible programs. The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. Processing time is usually two to four weeks; students are encouraged to [complete a FAFSA](#) as early as possible.

The Department of Education releases the FAFSA application on October 1st of each year. The income information needed to complete the FAFSA is now considered to be the prior-prior year. Example: the FAFSA for the 2026-2027 year will use 2024 federal income tax returns.

Advantages of filing your FAFSA as early as possible:

- Ample time to submit any documents requested by the Department of Education
- Many state funds are awarded based on priority date of submission
- Time for financial planning for the upcoming school year
- Many awards are allocated by funding amounts (first come, first serve eligibility)

Satisfactory Academic Progress Policy for Financial Aid (SAP)

Regulations for federal and state financial aid programs require that students make satisfactory academic progress (SAP) to be eligible for financial aid funding. SAP consists of three components and all three components must be satisfactory in order to be eligible to receive federal and/or state financial aid. SAP will be determined at the end of each semester, including summer. SAP will not be evaluated at the end of each term within the semester. It is important to be aware of how this evaluation relates to Title IV and state aid and differs from academic requirements and earning a degree. Although standards may differ among colleges, all colleges are required to include certain components detailed below. Students who do not have an academic history at Grayson College (first-time college enrollment or incoming transfer student) are evaluated upon receipt of their FAFSA information and enrollment.

Satisfactory Academic Progress = GPA + Pace (Completion Rate) + Max Time Frame

All three standards must be met for SAP to be maintained. SAP is evaluated using cumulative grades and credit hours. This includes semesters when no aid was received.

1. Grade Point Average (GPA):

Students enrolled in college-level course work must maintain a cumulative GPA of at least a 2.0.

Grades of A, B, C, D, and F contribute toward the cumulative GPA. Academic, fresh start, and developmental courses are included in the cumulative GPA calculation for financial aid eligibility.

2. Pace (Completion Rate):

Students must successfully complete at least 67% of all courses attempted in their academic career (excluding developmental courses).

Grades of A, B, C, D, P, and S are treated as successfully completed and earned. Grades F, W, and I are not. Fresh start, and college-level course work is included in pace. All repeat courses are included in attempted credits and any courses with passing grades are treated as earned. Courses taken on an audit basis and/or continuing education classes, do not count when determining enrollment status for financial aid, nor are they considered as courses earned or unearned for purposes of determining Pace.

Pace = Cumulative Earned Hours (Credits) ÷ Cumulative Attempted Hours (Credits)

3. Max Time Frame:

Students pursuing a degree and/or certificate may not receive financial aid for more than 150% of the attempted credit hours of the published program length as stated in the Grayson College Catalog. Once a student is no longer mathematically able to complete their degree/certification within the 150% timeframe they will be placed on Suspension for Max Timeframe. Withdrawals, drops, repeated courses and transfer hours are counted toward the total hours attempted each semester.

Warning, Suspension & Failure to Maintain Satisfactory Academic Progress

Financial Aid Warning

Financial Aid Warning occurs the first semester following when the cumulative grade point average is less than 2.0 and/or cumulative pace is less than 67% for any semester. The Director of Financial Aid and Veteran Services also reserves the right, through professional judgment, to place a student on Financial Aid Warning or Financial Aid Suspension. There is no need to appeal a Financial Aid Warning. Students will receive financial aid for one additional semester while on warning; this includes student loans. If, by the end of the warning semester, a student is not meeting satisfactory academic progress, the student will be placed on Financial Aid Suspension. There is no warning period for exceeding the max time frame.

Financial Aid Suspension

If, after being on Financial Aid Warning, a student has a cumulative grade point average less than 2.0 and/or a cumulative completion rate less than 67% they will be placed on Financial Aid Suspension. If a student can no longer mathematically complete the program within the max time frame for their program, they will be placed on Financial Aid Suspension. Students on Financial Aid Suspension may continue to enroll at Grayson College at their own expense. Students may regain their eligibility for financial aid by raising their GPA and/or Pace to meet minimum standards as mentioned above. In some cases, they may regain eligibility when moving from one degree plan to a higher degree plan. Ex: Certificate to an Associate's or from an Associate's to a Bachelor's degree. A student may also file an appeal to regain eligibility.

Appeal Process

Students placed on Financial Aid Suspension may have the right to appeal due to mitigating circumstance(s) that affected the student's progression toward the successful completion of their program of study. Information regarding the appeal process can be found online at [Satisfactory Academic Progress](#) or by contacting the Office of Financial Aid. Once the office has received the appropriate documentation, the Appeals Committee will review and respond to the request.

Academic Plan

Academic Plans are used for all students with an approved Financial Aid SAP Appeal. The terms of the academic plan are given to the student in their appeal decision letter, if they are approved. Students are required to have their degree plan evaluated and signed by their Success Coach. The student will not be allowed to change the approved plan and will not be allowed to enroll in classes not listed within the plan without prior approval. If a student insists on enrolling in a course not listed on their plan, they will immediately be placed back on Financial Aid suspension and forfeit their Title IV and state aid eligibility.

The requirements for maintaining an Academic Plan are as follows:

- Maintaining a term GPA of 2.5 or higher (If the student is in Pass/Fail classes, a Pass will count toward term GPA as a B and a Fail as an F.);
- Maintaining a term completion rate of 75% or higher; and
- Enrolling in only classes that are part of the approved degree plan.

Repeated Courses & Courses Dropped before the Official Census Date

Credits that have been repeated will be considered toward the max time frame for the student's program and be counted in the calculation for Pace. Once a student has completed a course with a passing grade, the student gets one additional opportunity to complete the same course for a better grade. Any additional repeats of that course cannot be paid with Title IV funds. A course from which a student has withdrawn is not considered a repeated course when determining a student's Title IV eligibility.

Courses dropped before census date will not be considered in max time or Pace calculation. Students who have received TIV aid for a dropped course may be subject to repayment. See sections "Mandatory Pell Recalculation" and "Students who withdraw completely from their courses or receive any combination of all F,W and/or I".

Mandatory Pell Recalculation

Federal regulations require the College to recalculate Pell Grant eligibility when a student fails to begin attendance in any coursework used to calculate and award the Pell Grant. Only courses a student attends are used to determine their eligibility for the Pell Grant. Grayson College is not a mandatory attendance-taking school. The Office of Financial Aid and Veteran Services is notified of a student's failure to begin attendance through records kept in the Registrar's Office.

The OFA is required to complete a Mandatory Pell Recalculation and funds are returned to the Department of Education per regulations for:

- "No shows" (not beginning attendance between the first day of class and the published census date)
- Classes dropped before start date in a later term, after funds were disbursed based on those hours dropped

Failure to attend classes will result in a mandatory recalculation of Pell Grant funds resulting in a reduction to your grant amount. If you received a refund from Grayson College and subsequently changed your enrollment, you may be required to repay all or a portion of the refund in addition to charges incurred as a result of your change in financial aid eligibility.

Please note:

- Students adding additional courses late in the semester will not be eligible for an increase to their Pell Grant if the course is added after Pell is disbursed for the semester.
- Pell is not impacted when a student drops and adds the same number of credits, unless they drop before the Office of Financial Aid begins processing for the published disbursement date and do not add classes until after the disbursement is processed.

Students who withdraw completely from their courses or receive any combination of all F, W and/or I

Federal regulations require the institution to perform a Return to Title IV (R2T4) calculation for all students who are within this category. Students who drop all classes, fail all classes, or a combination of both may be subject to a recalculation of all federal aid based on the amount of time attended. Students will be notified of the amount of unearned aid that must be returned to GC and/or the Department of Education.

Establishing Aid in the Office of Financial Aid

Each student seeking federal and/or state financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and/or parents are required to obtain an FSA ID to sign the FAFSA electronically. Failure to sign the application electronically may delay the processing of your application. Grayson College's school code (003570) must be entered on the FAFSA in order for the Office of Financial Aid to receive the application. To complete a FAFSA electronically go to the website studentaid.gov/h/apply-for-aid. Computers with internet access are located in the Grayson College library or in the Career and Transfer Center in the Student Affairs Building.

Students classified as Texas residents who are not eligible to apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA) are encouraged to complete the Texas Application for State Financial Aid (TASFA) and provide applicable documentation as requested by the Office of Financial Aid. The TASFA application can be found on the [College for All Texans website](#). Please refer to the GC Office of Financial Aid DACA webpage for more information.

Financial Aid status can be reviewed by accessing the Student Planner on the College website.

For more information about requirements, qualifications, and application deadlines, contact the Office of Financial Aid.

Federal Pell Grant

The Federal Pell Grant Program was designed to provide more students with the opportunity to attend college. Grants are based upon financial need and are awarded to eligible students enrolled in an approved degree or certificate program. The length of this grant is limited to 6 full years or 12 full-time semesters.

Federal Supplemental Education Opportunity Grants (FSEOG)

A limited number of students who demonstrate financial need and whose circumstances justify financial assistance in addition to the Pell Grant may be eligible for this grant. Students must be enrolled in a minimum of six (6) credit hours per semester to be eligible to receive funds.

Federal and State Work-Study

The purpose of the Federal and State Work-Study programs is to provide employment to students to help meet financial needs. GC supports the concept of the Work-Study programs in an effort to provide self-help in meeting demonstrated financial need. Every effort is made to assign students to Work-Study jobs in their major and/or interest area. Students should apply for Work-Study by completing an application for employment in the Office of Financial Aid or in MyViking Student Planner under My Documents. The Office of Financial Aid will attempt to schedule interviews with supervisors in areas of interest for the student. Once the interview is complete and a position is offered, the student will complete the appropriate paperwork and a background verification through the Grayson College Human Resources department prior to working.

TEOG Grant (Texas Educational Opportunity Grant)

This grant is awarded based on eligibility, financial need, and availability of funds. The purpose of the TEOG Grant program is to provide grant aid to financially needy students enrolled in Texas public colleges. Students must be enrolled in a minimum of six (6) credit hours per semester to be eligible to receive funds.

Texas Public Education Grant (TPEG)

This grant is awarded to Texas residents and certain non-residents based on financial need and availability of funds. Students must be enrolled for at least three credit hours per semester to be eligible to receive funds. No individual award may be more than the student's financial need.

Undocumented students who complete a TASFA application and would normally be Pell Grant eligible can be awarded up to \$2,000 per semester.

Federal Direct Subsidized Loan

This type of loan is available to students based on financial need. Loan limits are published on the Grayson College website and are available in the Office of Financial Aid. The interest rate, determined by the federal government, does not accrue and does not have to be paid while the borrower is enrolled in at least half-time. Repayment usually begins six months after the student graduates, drops below half-time, or leaves school completely.

Federal Direct Unsubsidized Loan

This type of loan is not based on financial need and may be available to students who may not be eligible for subsidized loans; but may not exceed the limits set by the federal government, which are listed on the Grayson College website and are available in the Office of Financial Aid. The interest rate is determined by the federal government and begins accruing immediately as of the date of disbursement.

Students who indicate on their FAFSA application that their parent(s) refuse to provide financial information will be eligible for Unsubsidized loans only.

Federal Direct PLUS Loan

This type of loan is available to qualified parents of dependent students, who may borrow up to the cost of attendance minus any other financial assistance. The interest rate is set by the federal government and is a variable rate, not to exceed 10%. Repayment of PLUS loans begins within 60 days of the final disbursement. Applicants of this loan must pass a credit check.

Federal Loan Schedule of Reduction

Beginning in the 2026-27 academic year, the new schedule of reductions under the "One Big Beautiful Bill Act" is changing how student loans are calculated and paid out to students.

Key Things To Know:

1. Enrollment: Your credit hours for Fall and Spring determine your maximum loan amount
2. Schedule Change: Dropping or withdrawing from classes may trigger a recalculation of your loan and affect future payments

Next Steps:

1. Plan Ahead: If you aren't full-time, prepare for smaller loan disbursements
2. Talk to Us: Before dropping a class, contact the Office of Financial Aid to see how this could affect your awards.

Example:

Under the new OBBBA rules, if you are a dependent freshman, your max loan amount for the year is \$5,500 if you sign up for 12 hours in Fall and Spring, but if you only attend 12 hours in the Fall and 9 hours in the Spring, your eligibility will drop to a maximum of \$4,812, and any disbursements you have not received will be reduced.

$\$5,500 \div 24 \text{ hours} \times 21 \text{ hours} = \$4,812$ maximum loan award

Additional Resources & Websites for Financial Assistance:

- studentaid.gov
- mytexasfuture.org
- finaid.org
- fastweb.com
- scholarshipamerica.org

For additional information, please contact the Office of Financial Aid in the Student Affairs Building or visit Grayson College's website to locate the [Financial Aid](#) page.

Veteran Educational Benefits

Grayson College provides a Veteran Services Office (VSO) to assist in the enrollment and continued success of veterans, war orphans, war widows, and totally disabled veterans, their spouses, and dependents. The VSO also assists active-duty military, national guard and reservists. The VSO serves as a liaison between Grayson College and the Veterans Administration and is located in the Student Affairs Building within the Office of Financial Aid.

Requirements to receive federal and state educational benefits vary depending on the character of service and the program specific requirements. The Veterans Administration and the Texas Veterans Commission (TVC) requires qualifying veterans and other eligible persons receiving federal and/or state educational benefits to declare and follow specified certification and/or degree plans as reflected in the Grayson College Catalog. Students are advised to consult the VSO for assistance with information and enrollment in federal and/or state educational benefit programs.

Contact the VSO by email for information concerning required documentation and any other additional information at veterans@grayson.edu.

Transcripts

The official college transcript will provide a final record of the credits attempted by the veteran or qualified dependent each semester. Final grades are submitted by Faculty and maintained on permanent file in the Registrar's Office.

A veteran or qualified dependent who applies for admission to Grayson College must submit official transcripts from all previous institutions attended. If the veteran or qualified veteran dependent attended another institution, but withdrew before any credits could be earned, an official letter must be submitted by that institution stating no credits were earned. Veterans must submit their Joint Services Transcript (JST) or Community College of the Air Force (CCAF)/Air University (AU) transcript for evaluation of possible credits for military service.

The Registrar's Office will evaluate all college transcripts, JST's, and CCAF/AU transcripts for potential eligible courses for potential course equivalency. Upon transcript evaluations, all eligible courses are added to the GC transcript. Veterans and qualified dependents receiving federal and/or state educational benefits cannot repeat courses they have already received a "D" or better in, unless the course, certification, and/or degree plan specifically requires a "D" or better in to complete.

The official college transcript will provide a final record of the credits attempted by the veteran or qualified dependent each semester.

Hazlewood

The Hazlewood Exemption may be used for courses, certifications, and/or degree plans for qualifying veterans and veteran dependents at Grayson College. The VSO is available to assist the veteran or qualified dependent student with this exemption waiver. Visit the [Texas Veterans Commission website](#) for more information concerning the Hazlewood Act.

Parent Institutions

In order to receive federal educational benefits through the Veterans Administration for courses taken at Grayson College that are part of another institution's degree plan, students must obtain a Parent Institution Letter (PIL) from that institution and submit it to the VSO School Certifying Official.

Minimum Standards of Progress for Students Receiving Hazlewood Exemption

A student receiving the Hazlewood Exemption must maintain a cumulative GPA of 2.00 or higher to be considered as making Satisfactory Academic Progress.

Warning

A student receiving the Hazlewood Exemption who fails to achieve a cumulative GPA of 2.0 or higher after one semester shall be placed on Financial Aid Warning. While on Financial Aid warning, qualified students are still eligible to utilize the Hazlewood Exemption.

Suspension

A student receiving the Hazlewood Exemption on Financial Aid warning who fails to achieve a cumulative GPA of 2.0 or higher at the end of the warning semester shall be placed on Financial Aid Suspension. A student has the right to appeal the suspension. A student cannot be approved for Hazlewood Exemption without an approved appeal.

Appeal Procedure

Students receiving the Hazlewood Exemption will be placed on Financial Aid suspension due to lack of satisfactory progress. Students may appeal the denial of the Hazlewood Exemption due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of their program of study.

Examples of unusual circumstances include, but are not limited to; injury or illness of the student or immediate family member, death of an immediate family member of the student, or other extenuating circumstances.

Students filing an appeal are required to follow the Financial Aid SAP Appeal process outlined above. If the appeal is approved by the Appeals Committee, the student will be placed on a probationary status of "Academic Plan". The Academic Plan will provide a series of criteria to ensure the success of the student for the upcoming semester. The student must show progress by successfully completing 75% of the semesters attempted courses and a 2.50 GPA for the semester.

The student's academic progress will be re-evaluated at the end of each semester. If conditions of the appeal and Academic Plan are met, the student will continue to be eligible to receive the Hazlewood Exemption. If the conditions of the appeal and Academic Plan are not met, the student is placed back on Financial Aid Suspension.

Attendance Policy for Students Receiving VA Educational Benefits

Students using Veterans' benefits attending Grayson College will have attendance monitored until the time the student drops, graduates, or completes the program. Students who fail to attend classes by the census date will be marked as a no-show and may be dropped from the course for non-attendance. The student may also be administratively withdrawn from any course for violation of the program's, or course's, required attendance policy. This action can affect the certification of their enrollment with the VA and/or the Texas Veterans Commission with regards to the Hazlewood Act., potentially leading to a reduction or loss of their education benefits. Additionally, being withdrawn for non-attendance may result in a debt to the VA for any benefits already disbursed for the course. All violations of the attendance policy shall be reported to the VA within 30 days. It is the student's responsibility to confirm their enrollment status with their instructor(s) and take necessary action to avoid unintended drops and potential financial repercussions.

9.4 Grayson College Foundation Scholarship Information

The Grayson College Foundation offers scholarships to students entering and attending Grayson College. Scholarships range from \$500 to \$5,000. Each award will be divided between the fall and spring semesters. Scholarships may be used for tuition, fees, necessary classroom supplies, books, educational expenses, or room and board. The scholarship applications can be found on the [Grayson College scholarships webpage](#).

Scholarship Eligibility Criteria

Applicant should meet the following criteria to be eligible for a scholarship:

- Minimum 2.0 GPA on a scale of 4.0, unless otherwise specified for a specific scholarship
- Must be enrolled as a student at Grayson College; and
- Must be enrolled in a minimum of six credit hours at Grayson College

9.5 Discipline & Penalties (GC Policy: FM Local)

Penalties for Student Misconduct

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

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

Suspended or Expelled Students

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

Disciplinary Record

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

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

9.6 Discipline & Penalties: Discipline Procedure (GC Policy: FMA Local)

Reports of Alleged Misconduct

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB LEGAL/LOCAL], committed by a student to the vice president of student services within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

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

Exception

Reports of sex discrimination or sexual harassment shall be submitted in accordance with DIAA or FFDA, as appropriate.

Conference

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

At the conference, the vice president of student services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

Unfounded Allegations

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

Misconduct Warranting A Penalty

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

Suspension

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

Expulsion

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

Interim Disciplinary Action

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

Disciplinary Appeals Committee

The disciplinary appeals committee shall be convened:

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

Composition

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

Hearing Notice

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

Contents of Notice

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
 - a. To have a private hearing.
 - b. To be assisted by an adviser or legal counsel at the hearing.
 - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
 - d. To make an audio recording of the proceedings, after first notifying the vice president of student services or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
 - e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.

4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed sanctions or range of sanctions that may be imposed.

Failure to Appear for Hearing

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

Hearing Procedure

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the vice president of student services or designee is appropriate and, if necessary, shall assess a different or additional penalty.

12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

Evidence

Evidence shall be handled in accordance with the following:

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

Appeal to College District Administration

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

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

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

Appeal to Board

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

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President's conference with the student and the written response provided by the College President to the student.

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

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

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

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

Expulsion Hearing

If the vice president of student services or designee determines that the student's misconduct warrants expulsion [see Conference, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Disciplinary Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the vice president of student services.

The Board shall proceed according to the procedures set out at Disciplinary Appeals Committee—Failure to Appeal for Hearing, Hearing Procedure, and Evidence, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson. The Board of Trustees' decision shall constitute the final determination in the disciplinary appeals process.

10. Student Life

10.1 Fitness Center Amenities

The Fitness Center is available to students, faculty and staff with a current student or employee ID. Hours are posted on the [Fitness Center](#) webpage. Both the Denison and Van Alstyne campuses offer a workout room with free weights and circuit training equipment, including elliptical machines, treadmills and bikes available for use.

The Denison campus also includes an aerobic exercise room with an assortment of DVDs and other sports equipment that can be checked out. In addition, day-use lockers, dressing rooms, complimentary towel service, showers and restrooms are available on the Denison campus for students and employees.

10.2 Residence Life

Students interested in living on campus might consider a Residence Hall. The residential housing program at Grayson College strives to promote the services necessary for students to live comfortably in a group environment. Residence hall living provides an atmosphere in which students may develop socially as well as intellectually.

Both residence halls have main lounge areas for entertaining guests, as well as study lounges, television cable services and wireless Internet access. The hall is equipped with free laundry facilities and has a live-in supervisor and other staff. Students living in the residence halls must purchase a meal plan. All students wishing to reside on campus must have an approved background check on file prior to moving in.

Please note that campus housing is closed during the winter break and summer unless otherwise published. Residents should plan for alternative living arrangements for these periods.

For additional information concerning room and board, contact the Housing Coordinator by calling 903.463.8791 or email at housing@grayson.edu.

Background Checks for On-Campus Residents

To improve the safety and security of students, SB 146 permits public colleges to perform in- depth background checks on incoming students applying to live on campus. According to SB 146, the public college's chief of police and the institution's housing office may access background checks from the Department of Public Safety (DPS) secure website. The

background check consists of criminal history records (e.g., past crimes, active warrants), which can only be obtained for incoming or current students who apply to reside in on-campus housing. They cannot be ordered for students who commute.

The background check will not be utilized to assess enrollment eligibility for the College; rather, it will only be used in the vetting process for on-campus student housing. Furthermore, criminal history information obtained through this process will not be released or disclosed to any other person without a court order or consent from the student in question. As soon as possible, after the academic semester begins in which the student applied for on-campus housing, all criminal history information obtained in the background check will be destroyed by either the Chief of Campus Police or the institution's Housing Office.

10.3 Service Animal and Assistance Information

How do I know how my animal is classified?

Service Dogs

A dog individually trained to do work or perform tasks for the benefit of a disability is a service animal.

- Recognized by the ADA. It is the handler's right to have the dog provide a service.
- Can go everywhere the handler goes; trained to respond to the handler's needs.
- The use of this animal on campus does not prompt registration with Accessibility Services or College Housing.

Emotional Support Animal

A dog/cat not trained to respond to any stimuli is an emotional support animal. The animal's presence is its value.

- Covered under the Fair Housing Act (not recognized by ADA because there is no right to comfort).
- Animal's presence as support, well-being, or comfort does not constitute work or tasks.
- The use of this animal in Housing must be approved through the Coordinator of Tutoring and Accessibility Services and the Housing Coordinator.

Service Dogs in Training

A dog in training to perform a task for the benefit of a disability must be accompanied by an approved trainer at all times.

- ADA recognizes one's ability to train their own animal. However, the ADA does not recognize a service animal in training as a service dog and does not allow the same access.
- Texas Law allows for Service Animals in Training, but must be accompanied by an approved handler at all times.
- The use of this animal on campus must be approved through the Coordinator of Tutoring and Accessibility Services.
- If a student is the approved (certified) trainer, then documentation stating such must be provided to the Coordinator of Tutoring and Accessibility Services. If the student is NOT an approved trainer, both the student and service dog in training must be accompanied by an approved trainer at all times.

State of Texas Human Resource Code

Title 8. RIGHTS AND RESPONSIBILITIES OF PERSONS WITH DISABILITIES

Sec. 121.005. RESPONSIBILITIES OF PERSONS WITH DISABILITIES.

- (a) A person with a disability who uses an assistance animal for assistance in travel is liable for any damages done to the premises or facilities by the animal.

- (b) A person with a disability who uses an assistance animal for assistance in travel or auditory awareness shall keep the animal properly harnessed or leashed, and a person who is injured by the animal because of the failure of a person with a disability to properly harness or leash the animal is entitled to maintain a cause of action for damages in a court of competent jurisdiction under the same law applicable to other causes brought for the redress of injuries caused by animals.

Sec. 121.006. PENALTIES FOR IMPROPER USE OF ASSISTANCE ANIMALS.

- (a) A person who uses a service animal with a harness or leash of the type commonly used by persons with disabilities who use trained animals, in order to represent that his or her animal is a specially trained service animal when training has not in fact been provided, is guilty of a misdemeanor and on conviction shall be punished by:
- (1) A fine of not more than \$300; and
 - (2) Thirty hours of community service to be performed for a governmental entity or nonprofit organization that primarily serves persons with visual impairments or other disabilities, or for another entity or organization at the discretion of the court, to be completed in not more than one year.
- (b) A person who habitually abuses or neglects to feed or otherwise neglects to properly care for his or her assistance animal is subject to seizure of the animal under Subchapter B, Chapter 821, Health and Safety Code.

Grayson College Housing Service and Assistance Animal Procedure

All assistance animal requests (service animal in training or emotional support animal) must be submitted to the Coordinator of Tutoring and Accessibility Services on the second floor of the Student Success Center. Upon approval of the accommodation of an assistance animal, the student is responsible for submitting the approval to the Housing Coordinator along with any other required documentation.

Students with service animals should familiarize themselves with the following procedures. After signing the acknowledgment, the student is responsible for submitting this form to the Housing Coordinator along with any other required documentation.

No animal will be permitted in residence halls that:

- Is not approved by the Coordinator of Tutoring and Accessibility Services (Assistance Animals);
- Is not approved by Housing Coordinator;
- Poses a direct threat to the health or safety of others;
- Would cause a substantial physical damage to the property of the College and other residents;
- Would pose an undue financial and administrative burden to the College; or
- Would fundamentally alter the nature of the College's housing operations.

Standards for Service or Emotional Support Animals

All service or approved assistance animals must comply with applicable laws regarding animals, including Chapter 4 – Animals in the City of Denison Code of Ordinances, their treatment and care, and must also meet the following standards:

Dogs (Service & Assistance Animals)

- All required immunizations must be current, and a copy of the immunizations must be on file with the Coordinator of Tutoring and Accessibility Services.
- Dogs must be licensed, and a copy of the license must be on file with the Coordinator of Tutoring and Accessibility Services.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with the Coordinator of Tutoring and Accessibility Services.
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Coordinator of Tutoring and Accessibility Services.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall. Dogs must never be allowed to run freely.

- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Vice President of Student Services or designee based on any confirmed threatening or territorial behavior. Dogs classified as “Dangerous Dogs” (Texas Health and Safety Code Title 10., Chapter 833, Subchapter A, Sec. 822.041) and “Dangerous Dogs” (Denison City Ordinance, Chapter 4, Article II. Sec. 4-39)
- Service animals in training are permitted with certified trainers.
- Dog obedience and training programs are highly recommended.

Domestic Cats (Assistance Animals Only)

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

Any Other Animal

Other animals will be considered on a case-by-case basis by the Vice President of Student Services or designee. Animals defined as “Dangerous Wild Animals” in the Texas Health and Safety Code §822.101 (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote), venomous animals, and domestic animals with unknown health history are not allowed.

Standards of Behavior by Animal & Animal Owner

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

- The student must have an already established relationship with the animal (Emotional Support Animals).

- Animals require daily food and attention, as well as a daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere, which does not include other residence hall spaces.
- In shared living spaces, the animal must be in an appropriate container if the owner is not in the room with the animal.
- Emotional support animals must not be taken into the residence hall offices, administrative offices, common space or student living areas.
- Animal waste must be taken care of and any animal handler or owner must comply with Denison City Ordinance Chapter 4 Article I. Sec. 4-1. Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from College grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Grayson College campus. Waste MUST be taken to any residence hall dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the residence hall room, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal-accidents within the residence hall room must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages and litter boxes must occur. The odor of an animal emanating from the residence hall room is not acceptable. [See Cleaning Section below]
- Any flea infestation must be attended to promptly by the contracted professional extermination company at owner's expense. Owners are expected to promptly notify the Housing office or the Housing Coordinator facilities staff and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking the animal to the veterinarian for flea and tick baths.

- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Vice President of Student Services or designee, must be removed within seven days of notification. If Grayson College Police Department personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so the animal does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to the length of time the plan will take to complete. Any action plan must meet the approval of the Housing Coordinator or designee. The day after the deadline for removal from the residence hall, Housing Coordinator or designee will do a residence hall room inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.
- An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. The animal owner will take all reasonable precautions to protect college staff and residents, as well as the property of the college and of the residents.
- The owner will notify residence life staff via the hall office if the animal has escaped its confines and is unable to be located within eight hours.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.
- The owner must notify the Accessibility Services Office if the animal is no longer needed or is no longer residing on Grayson College property. If the animal will be replaced, the owner must submit a new request.

Cleaning & Damages

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

Service & Assistance Animal Procedure Acknowledgement

The Coordinator of Tutoring and Accessibility Services, Housing Coordinator and student will need to sign the Service and Assistance Animal Procedure Acknowledgement Form. This form is available from the Coordinator of Tutoring and Accessibility Services.

Documentation for Housing Accommodations

A form must be completed by the student and licensed physician. This form is available from the Coordinator of Tutoring and Accessibility Services or the Residence Life Coordinator.

Service Animals in Training Policy

ADA Service Animal Terms

The [Service Animals FAQ document](#) published by the Office of Civil Rights addresses two key points:

1. The ADA does not require service animals to be professionally trained. People with disabilities have the right to train the dog themselves and are not required to use a professional service dog training program.
2. HOWEVER, service animals in training are not considered service animals. Under the ADA, the dog must already be trained before it can be taken into public places. Thus, until the training is complete, the service animal in training does not have the same protection and privileges as a fully trained service animal. Some state or local laws cover animals that are still in training.

The State of Texas does recognize service animals in training to have access to the same areas as trained service animals as long as they are accompanied by an approved trainer. Grayson College requires the student to provide documentation of their certification as the trainer from an approved organization. *State of Texas Code Sec.121.003*

Requirements for Students:

1. Complete the Accessibility Services Service Animals in Training Verification Form. This form does not register the student with Accessibility Services for classroom accommodations, but if the student wants to apply for services, he/she can do so. This Accessibility Services Verification Form, along with documentation certifying the student as an approved trainer (#2), will be kept on file in the Accessibility Services Office.
2. Provide Accessibility Services a certification of training document. An approved trainer recognized by Grayson College is an individual who has been certified by an organization whose primary mission is to train service animals for people with disabilities. If the student is not an approved trainer, the student must provide proof an approved trainer will be with the student and the dog while in campus buildings.

3. Meet with the Coordinator of Tutoring and Accessibility Services to obtain approval for bringing a service animal in training into campus buildings. A campus building is any building on campus, including housing facilities. During this meeting, the Coordinator of Tutoring and Accessibility Services and the student will:
 - a. Review published ADA language that allows for the person to train the dog themselves but does not recognize service animals in training as a protected accommodation.
 - b. Review State of Texas statute that does allow service animals in training to access the same areas as service animals as long as they are accompanied by an approved trainer.
 - c. Review GC's policy on what constitutes a recognized approved trainer.
 - d. Review GC's policy that service animals in training must be identified by a vest or tag indicating they are in training and must comply with and abide by the same college policies and procedures that any Service Animal or Assistance Animal follows. This includes policies within the Code of Student Conduct.
4. Housing Requirements – If the student resides in a residence hall, then the Verification Form will be sent to the Vice President of Student Services as well.

Service Animals in Training Verification Form

The Training Verification form must be on file in the Housing Office. This form is available from the Coordinator of Tutoring and Accessibility Services.

10.4 Involvement In Institutional Decision-Making

Students have several opportunities to become involved in influencing the decisions made at Grayson College including:

- Serving on campus standing committees;
- Serving on ad hoc committees;
- Participating in student surveys in and out of the classroom;
- Participating in Student Government Association; or
- Participating in Student Clubs and Organizations.

For additional information, contact the Office of Student Life and Development at 903.415. 2642.

10.5 Student Life and Development

The objective of the Office of Student Life and Development is to offer a variety of quality extra-curricular entertaining and educational experiences that act as diversions from the inevitable stresses associated with the college environment. Specific recreational activities are planned to encourage the development of healthier lifestyles outside the classroom, laboratory, and office. The programs offered by and services available through Student Life are open to all students. The Office of Student Life and Development is located on the second floor of the Life Center.

The Office of Student Life and Development enhances the student experience by creating opportunities for engagement, leadership, personal growth, and connection beyond the classroom. Through programs, events, student organizations, leadership experiences, and campus traditions, Student Life and Development encourages students to build meaningful relationships, develop valuable life and leadership skills, and become active members of the Grayson College community. The programs offered by and services available through Student Life and Development are open to all students. The Office of Student Life and Development is located on the second floor of the Life Center.

Student ID Cards

Student ID cards are prepared in the Student Life and Development office, located on the second floor of the Life Center. The following documentation is required:

- Driver's license with photo, passport with photo or a high school ID card with photo.
- Proof of enrollment, found in MyViking
- Students must know their 9- or 11-digit GC student number.
- The hours of operation for the office are posted on the College website under [Student Life](#).

10.6 Student Government Association

The Grayson College Student Government Association (SGA) is responsible for governing student interests, advocating for student concerns, and serving students by hosting activities and events throughout the year. The Director of Student Life and Development serves as the advisor.

10.7 Student Organizations & Clubs

Anime Club

The purpose of GC Anime Club is to provide an environment where students may enjoy watching anime with others, discuss the concepts and origins of anime, manga, and related topics, and make friends with similar interests.

Art Club

Encourages and promotes the production and appreciation of the visual arts through workshops, exhibitions, and art-related activities. Membership is open to all GC students interested in fostering the arts on campus and in the community.

Baptist Student Ministry

The Baptist Student Ministry (BSM) exists to provide a fellowship for students interested in developing and strengthening their religious life. Participation is open to all students on campus.

Black Print

The purpose of Black Print is to bring individuals together to help improve the lives of African Americans and give them opportunities to let their voices be heard. While the focus of Black Print is the voice of African American students, ALL students regardless of race/ethnicity are welcomed to join. Black Print's goals are to create connections, build relations, expand skills, and explore different elements of college life while making lifelong friends and connections.

Cosmetology Shears Club

The purpose of Shears is to build relationships between students. The club also provides educational opportunities for students in the Cosmetology program to attend various hair shows and to provide specialty training to professionals in Cosmetology.

Criminal Justice Club

The purpose of this organization shall be to encourage and foster organized education, training and competition in Criminal Justice, including the shooting sports among students, faculty and staff of Grayson College. This purpose specifically includes the training and fielding of teams in local and intercollegiate competitions, as well as promoting within the college community an increased knowledge of the criminal justice system and the safe handling and proper care of firearms and the skills of marksmanship.

The objective of this organization shall be to develop and promote among the college community in general, and the competitive individuals and teams in particular, the characteristics of self-discipline, mental control, self-reliance, honesty, sportsmanship and team play.

Culinary Arts and Hospitality Management Club (TIPSS - Top Innovative Professionals of Service and Spirits)

The purpose of TIPSS is to acknowledge, educate, and promote the development of Culinary Arts, Hospitality Management, and Viticulture and Enology programs at Grayson College. The club will develop community awareness of the Culinary Arts and Hospitality Management and Viticulture and Enology programs as well as participate in food shows, local charity events and fundraising for both students and the community.

Delta Psi Omega

Delta Psi Omega is a national fraternity for students involved in dramatic arts and promotes fellowship among students interested in theatre on both local and national levels. Membership is open to all GC students with interest in the Fine Arts.

Electrical Technology Club

The Electrical Technology Club provides comprehensive training in electrical technology that helps students succeed in a career as an electrician. Students acquire basic knowledge and skills in applied electrical theory, residential, commercial and industrial wiring, blueprint reading, estimating, National Electrical Code, motor controls, PLC automation and building codes. The club provides a support group for students in the Electrical Technology program.

Esports

Both intramural and NJCAA-E competitive play are offered to interested students.

Eta Sigma Delta

Eta Sigma Delta (ESD) is an honor society for the Hospitality Management and Culinary Arts Department at Grayson College. The purpose of ESD is to recognize the scholastic and professional achievement of students in the academic majors of Hospitality Management, Restaurant Management and Culinary Arts. ESD stands for excellence, leadership, creativity, service and ethics.

Fellowship of Christian Athletes

Exists to provide a fellowship for athletes and coaches interested in developing their religious life. FCA is open to all students on campus.

Future Educators Club

The purpose is to provide an inspirational atmosphere in which all students can further their knowledge and interest in education and child development by attending scheduled events, participating in stimulating discussions, and promoting education.

Gamers Guild

The Gamer's Guild is a community of gamers and role-players fostered on the appreciation for tabletop roleplaying games.

Grayson Ag Club

The purpose of the Ag Club is to gather students at Grayson College who are interested in all parts of Agriculture. This includes Animals/Livestock, Horticulture, Crop Science, Gardening, Wildlife management, Insects, Ag business/ economics/ marketing, etc. Areas of emphasis are education and networking surrounding Agriculture careers, opportunities and internships, outreach to local school districts on Ag-related topics such as farming, insects, gardening, plant ID, etc., joining Collegiate FFA and participating in contests, learning and practicing public speaking, communication, resume writing, interviewing, and leadership skills.

Grayson College History Club

The mission of the Grayson College History Club is to promote interest and awareness of history within the Grayson College community and the County of Grayson through the use of historical films, lectures, outings, and other events.

Grayson College Jewish Student Association

The Grayson College Jewish Student Association (GC-JSA) promotes education and awareness of Jewish culture, heritage, and history. It serves as a welcoming community for Jewish students and their friends, providing a supportive space for connection and learning, regardless of their level of observance.

Grayson College Music Club

The purpose of the Grayson College Music Club is to promote the Music Department by spreading music throughout the community and to provide a forum for like-minded students to organize events, fundraising opportunities, and attend musical performances.

Grayson College Rotaract

Rotaract clubs bring together people ages 18 and older to exchange ideas with leaders in the community, develop leadership and professional skills and have fun through service. In communities worldwide, Rotary and Rotaract members work side by side to take action through service.

Grayson Honors College

The mission of Grayson Honors College is to better serve the educational needs of academically talented and highly motivated students at the College. The program encourages the participation of the broadest possible range of gifted students.

Grayson Nursing Students Association

This association is the local organization with affiliation in the Texas and National Student Nurses' Associations. Its purpose is to provide the basic background needed for participation and leadership in the professional association. Membership is limited to students enrolled in the Associate Degree Nursing Program.

Hispanic American Leadership Organization (HALO) Club

The purpose of this organization is to allow immigrant students in Grayson County, especially those with undocumented status, to have an organization that they know will have their best interest at all times, to help enrich member's leadership skills and encourage them to utilize these skills by their leaderships opportunities throughout Grayson College and the world, and to serve as a bridge between the local area high schools and Grayson College.

Heating, Ventilation, Air Conditioning and Refrigeration Club (HVACR)

It is the mission of the HVACR Club to promote interest and awareness of air conditioning and heating systems within the Grayson College community and Grayson County through the use of lectures, outings, and other events.

Jewish Student Association

The Grayson College Jewish Student Association promotes education and awareness of Jewish culture, heritage and history. The primary goal of the JSA is to provide a Jewish home away from home for Jewish students and their friends, no matter what level of observance.

Medical Lab Technician (MLT) Association

The MLT Association mission is to enhance the quest for knowledge through participation in professional society activities and to promote an interest in and gain knowledge of regulatory agencies associated with the medical technicians field. Membership is limited to students enrolled in the Medical Laboratory Technology Program.

Men of Distinction

Men of Distinction is designed to recruit and retain all Grayson College gentlemen with the intent of helping them achieve their educational goals and challenge their potential to inspire to do great things in the community and the world.

Mu Alpha Theta

Mu Alpha Theta is an organization whose purpose is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. Prospective members must have had at least one mathematics course at or above the College Algebra level, a 3.5 GPA overall in all two-year mathematics courses at or above the College Algebra level, and a 3.3 cumulative GPA in all courses.

Multicultural Club

The purpose of the organization is to bring cultural awareness to all GC students, faculty, staff and the GC community.

Nurses Christian Fellowship

On campus, nursing students come together to study the Bible, explore how to follow Jesus in life and nursing, and offer the love of Jesus to their classmates and faculty. Mission is to encourage, equip and empower Christian student nurses at Grayson college to: grow in faith within the context of nursing school, integrate faith within nursing through Bible study and spiritual care resources, share their faith with other nursing students and faculty. Students meet for spiritual care, praise and worship and devotions monthly or bimonthly.

Pep Band

The GC Viking Pep Band is open to students of all majors at Grayson College, faculty, staff, and community members. Its primary function is to support the Viking Basketball teams by performing at home games, as well as other Grayson College events. The Pep Band's repertoire includes a variety of classic and modern pop music.

Paramedic Student Association

The purpose of the organization is to promote interest in the field of Emergency Medical Services (EMS), to provide fellowship among students and faculty, to represent student needs and wants in regard to EMS education, and to provide a forum for the presentation of innovative ideas to benefit the college community.

Phi Theta Kappa

Phi Theta Kappa is the international honor society of two-year colleges. Offering opportunities for scholarship, leadership, fellowship, and service, the Society also promotes the exchange of ideas and personal enrichment through fellowship with other scholars. Eligibility requirements in the Omicron Psi chapter of Phi Theta Kappa include current enrollment and a minimum GPA of 3.5 after at least 12 hours of college credit earned at Grayson. Phi Theta Kappa is the international honor society of two-year colleges. Offering opportunities for scholarship, leadership, fellowship, and service, the Society also promotes the exchange of ideas and personal enrichment through fellowship with other scholars. Eligibility requirements in the Omicron Psi chapter of Phi Theta Kappa include current enrollment and a minimum GPA of 3.5 after at least 12 hours of college credit earned at Grayson.

Presidential Student Ambassadors

Service as a Presidential Student Ambassadors provides students an opportunity to represent the College on campus and in the community. Through participation, students receive leadership mentoring from the College President and campus leaders. Presidential Student Ambassadors are a group of diverse students who connect through outreach and engagement to prospective students and the community from a student perspective.

Psychology Club

The Psychology Club exists to provide an entertaining and inspirational atmosphere in which all students can further their knowledge and interest in psychology. The club members attend scheduled events, participate in stimulating discussions and presentations, and promote psychology as a social science.

Science Club

The purpose of the Science Club is to explore the interdisciplinary aspect of science, to encourage student involvement in the sciences, to provide a support group for students enrolled in science courses, and to encourage student involvement in community science activities.

Sigma Kappa Delta

Sigma Kappa Delta (SKD) is a National English Honor Society for students in two-year colleges. Students who join Tau Alpha's community of readers and writers inherit a strong tradition. In addition, they seek leadership opportunities, enjoy Tau Alpha's festive events with fellow students and English instructors, receive lifelong recognition for academic excellence, and qualify to apply for SKD scholarships and to attend regional and national conferences. To join, candidates must earn a 3.0 GPA in 12 or more hours of college-level courses with a B or better in at least one college English course.

Sisters of Destiny

The purpose of this club is to develop a group of sisters who uplift and encourage one another. The club strives to promote a sense of emotional support with confidence. The focus is to build a healthy heart, mind, and body. Members form lasting relationships with other women and learn to work tighter in a good study environment. This is a support group for women.

Skeleton Crew (Radiology Technology Club)

The purpose of Skeleton Crew is to educate and develop a student's knowledge of the radiologic science profession, to develop a community awareness of Grayson College's Radiology program, to provide community service opportunities, to promote leadership skills and to increase camaraderie and generosity towards others.

Student Government Association (SGA)

SGA represents the student body by advocating for student interests and promoting leadership opportunities. SGA works to enhance campus life through collaboration with administration, organizing events and addressing student concerns. It serves as the voice of the students, fostering communication, involvement and positive change within the college community.

Student Veterans Association (SVA)

The purpose of this organization is to provide a supportive, inspirational, and informational atmosphere in which veteran students can gather to further their skills in attaining academic success, gain knowledge of benefits and services available as veterans and students, and to form relationships with others with shared experiences.

Sweet Tooth Society

The Dental Assisting Student Association is an association focused on the enhancement of student's knowledge in the field of Dental Assisting. The goal is to promote participation and leadership in the profession of dentistry and in the American Dental Assistants Association. Membership is limited to full-time students enrolled in the Dental Assisting Program.

True Crime and Crafts (TCC)

TCC combines a passion for true crime with creativity. Members gather to discuss famous cases, unsolved mysteries and crime-related media while engaging in fun, relaxing craft projects. It's a perfect space to unwind, explore intriguing stories and connect with fellow true crime junkies.

Viking Peer Support Program (VPS)

The purpose of the VPS is to support and enhance the academic, social and personal development of students through a non-clinical, empathetic and empowering approach of peer support to students.

Viking Pride Alliance

The purpose of the Viking Pride Alliance shall be to promote a safe-space environment on campus for students of all gender and sexual identities to be and express themselves freely and to promote that students support each other. This organization shall also strive to educate the Grayson County community about homophobia, transphobia, heterophobia and gender identity discrimination.

Vocational Nursing Students Association

The Vocational Nursing Students Association seeks to help further knowledge in the field of vocational nursing. This club participates in many campus activities and programs. Membership in this organization is limited to vocational nursing majors.

Welding Technology Association

The purpose of the Welding Technology Association is to inform, educate, and increase awareness of changes and skills in the field of welding.

11. Procedures

11.1 Viking Alert

Viking Alert is Grayson College's text alert system and is the primary source for notifications about things such as campus closure due to icy conditions, tornado warnings, shelter in place and other important campus messaging.

Signing up for Viking Alert

- Text the word "alert" to 903.465.6030
- Follow the prompts. You will be asked:
 - If you are a student or employee
 - First Name
 - Last Name
 - Main Location (Main Campus, South Campus, or Online)

11.2 Parking Permits

Students living in on-campus Residence Halls will be the only students required to obtain a parking permit at this time. Grayson College Public Safety Services offers [online parking permit registration](#). To access the online Parking Permit registration, visit the Grayson College website and click on the Campus Safety link located at the bottom of the page. Contact information, vehicle make and model as well as the license plate is needed to secure a parking permit.

After registering online, students must visit the Campus Police Department to pick up a parking permit. Permits are issued on both campuses.

11.3 Publications & Media Relations

Grayson College has an obligation to keep the public fully informed and to practice open disclosure. At the same time, news releases and public interviews must be handled in a thoughtful manner to assure the accuracy and appropriateness of statements released to the public. Employees, students and student groups should contact the Director of Marketing and Communications in advance regarding any media coverage which mentions or represents the College.

Materials published and distributed by the College to students and the public generally fall into one of the following six categories: Policy, Procedural, Promotional/Informational, Cultural, Paid Advertising and Student Publications.

Policy Publications

The only publication of the College that expresses in writing official College policy shall be the [GC Policies and Procedures Manual](#). This publication shall take precedence over all other manuals, handbooks, catalogs, bulletins and any other type of printed materials. The policy manual is available on the College website.

Procedural Publications

Procedural publications summarize policy and/or outline operational procedures, codes of conduct, and the like, as they relate to a specific campus population. Examples are the Faculty Handbook, Student Handbook, Athletics Handbook and Residence Hall Handbook. Although these may contain summaries, paraphrasing, or even what may appear to be verbatim excerpts from the GC Policies and Procedures Manual, they are not to be considered expressions of official College policy. As official College policies or statements of purpose, mission, vision, etc. are revised, it is the duty of the personnel responsible for the document(s) to immediately update the publication.

Promotional/Informational Publications

Publications and/or media contacts whose chief intent is to promote or “market” the College provide information about available instructional and community service programs, application and enrollment procedures and deadlines, registration dates, costs, financial aid opportunities and other items of general interest. Examples include the College Catalog, program rack cards, campus maps, academic and activity calendars, fact sheets, flyers, posters, postcards, signs and the like. The Director of Marketing and Communications, in consultation with the appropriate Dean or Vice President, will coordinate matters related to content, design, printing and distribution. No such publication shall be created or distributed to the public without this involvement and/or approval.

Cultural Publications

Cultural publications are primarily literary in nature, containing essays, poetry, short fiction and similar works, as well as original drawing and other types of graphic art. While such publications are intended to encourage creativity and freedom of expression, all shall conform to standards of good taste and fairness. It shall be the duty of the Director of Marketing and Communications to monitor content and language of such publications.

Paid Advertising

The content and format of all promotional advertising shall be under the direct coordination of the Director of Marketing and Communications to ensure the accuracy and general integrity of all such advertising. No advertising shall be placed without this prior approval.

Student Publications

All student publications must contain the following statement:

"The material contained in this publication is considered a 'student publication' and does not necessarily reflect the policies of the Grayson College Board of Trustees, administration, faculty or staff. For comments, contact us at (name, address, telephone and, if applicable, email)."

12. Student Rights and Responsibilities

12.1 Student Conduct (GC Policy: FLB Local)

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, improper use of artificial intelligence (AI), and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

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

“Artificial intelligence” shall be defined as AI generative programs in the instructions for a specific assignment or on the syllabus or such accommodation has been granted by the Office of Accessibility Services. Students should only use sources that have been permitted by their instructor.

Disorderly Conduct

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

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

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

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

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;

4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State and Local Law

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

Prohibited Weapons

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drug and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

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

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, discrimination, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.[See FLBC]

Property

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco & E-Cigarettes

Possession or use of tobacco products or e-cigarettes outside of approved areas on College District property without authorization shall be prohibited. [See FLBD]

Misuse of Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling & Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

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

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

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

12.2 Student Conduct: Hazing (GC Policy: FLBC Legal/Local)

Hazing

The College strictly prohibits hazing, which is any intentional, knowing, or reckless action directed at a student, either individually or with others, that jeopardizes the student's mental or physical health or safety for the purpose of initiation, affiliation, or maintaining membership in any student organization. Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. Education Code 37.153(a), 51.936(a)

Definition

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by item 5, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
5. Involves coercing, as defined by Penal Code 1.07, the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code 49.01.

Education Code 37.151(6); 51.936(a)

Report Hazing

Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the Director of Title IX and Student Conduct, the Vice President of Student Services, or another employee

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the dean of student affairs in accordance with LOCAL FMA.

A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.

A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.

Hazing Transparency

The College has developed, in accordance with the institution's statement of policy relating to hazing under 20 U.S.C. 1092 (f)(1)(K), a campus hazing transparency report summarizing findings concerning any student organization established or recognized by the institution found to be in violation of an institution's standards of conduct related to hazing, as defined by the iCollege.

The campus hazing transparency report does not include any personally identifiable information, including any information that would reveal personally identifiable information in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g.

12.3 Student Conduct: Alcohol & Drug Use (GC Policy: FLBE Local)

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

It shall not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.