

STUDENT handbook



North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

www.northlakecollege.edu

One College. Four Campuses.



North Lake College Central Campus - Las Colinas

Situated on 276 wooded acres in the Las Colinas area of Irving, the Central Campus provides a welcoming environment for students, faculty, and staff. The college's outstanding facilities are complemented by well-equipped laboratories, studios, and computer learning centers. (972-273-3000)

In addition to the Central Campus in Las Colinas, North Lake has three community campuses that provide convenient access to a college education.



North Lake College North Campus - Coppell

Located at the southeast corner of State Highway 121 and Sandy Lake Road, the North Lake College North Campus serves as a "beacon of education" for the far northern section of Dallas County. The state-of-the-art, 37,000 square foot facility provides space for serving the evolving academic needs of the community. (972-860-4400)



North Lake College South Campus - South Irving

Located on the northeast corner of Shady Grove and MacArthur, the North Lake College South Campus is a 33,000 square foot facility designed to provide a center for educational attainment that meets the economic and workforce needs of the community. (214-891-1342)



North Lake College West Campus - Adjacent to DFW Airport

North Lake College West Campus, a joint educational enterprise of North Lake College and the Construction Education Foundation (CEF), is located inside the DFW airport boundaries. The 60,000 sq. ft. building houses classrooms and laboratories providing both management and skill-based education for the construction industry. The facility has been recognized as an exemplary model throughout the United States for providing construction-oriented college programs. (972-860-7873)

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Educational and employment opportunities are offered by North Lake College without regard to race, color, age, national origin, religion, sex, disability, sexual orientation or genetic information.



Mission Statement and Goals

North Lake College, created as a part of the Dallas County Community College District (DCCCD) in 1977, is a two-year public community college located in Irving, Texas. In addition to the Central Campus, three community campuses provide access to diverse communities in the service delivery area. The college utilizes an open-door admission policy which anticipates and responds to the educational, training, and employment needs of the community. The college prepares people for successful living and responsible citizenship through quality educational programs.

We invite dynamic partnerships with all our constituencies: students, community, business and industry, public schools, and government; we celebrate a supportive environment in all aspects of the college experience. We are committed to providing equal access and quality learning experiences to a diverse student population in an environment characterized by excellence in service and responsible use of resources.

To accomplish its mission, North Lake College has established the following goals:

- Prepare students to succeed in earning a baccalaureate degree by offering freshman and sophomore transfer courses.
- Prepare students to compete in the workforce and promote economic development through the development of technical/occupational programs and partnerships that respond to the needs of business and industry.
- Provide comprehensive support services and appropriate accommodations to promote the educational, personal, and professional development of all students.
- Provide lifelong learning for occupational, cultural, and personal enrichment.
- Provide literacy and other skills necessary for successful citizenship in a global community.
- Continuously improve access to and make optimal use of current and emerging technology for students, faculty, staff, and community.
- Develop partnerships with public schools to assist students and provide support for them to pursue post secondary education.

Review Process: The North Lake College Mission Statement and Goals are reviewed for currency and potential updating every five years early in the fall semester, or more frequently, if needed. The current mission statement was officially approved by the DCCCD Board of Trustees on April 6, 2010. The next scheduled review is in the fall semester 2012.

Teaching and Learning Centers



Arts, Business, Sports Science and Technology

Location: Central Campus, T135

Phone: 972-273-3450

Construction Technology

Location: West Campus, 1401 Royal Lane West

Phone: 972-860-7873

Liberal Arts

Location: Central Campus, A310

Phone: 972-273-3480

Math, Natural Science

Location: Central Campus, P330

Phone: 972-273-3500



Allied Health/Nursing (North Lake is an authorized site)

Location: Central Campus, T163

Phone: 972-273-3213 or 972-273-3219

For detailed information about courses and programs, please visit www.northlakecollege.edu/academics

Tutoring and Academic Support

Math Learning Center

The Math Learning Center provides tutorial services and a quiet study area for North Lake math students.

(C211) Phone: 972-273-3381

Science Learning Center

The Science Learning Center provides tutorial services and a quiet study area for North Lake science students.

(P333) Phone: 972-273-3273

Writing Center (Located in the Academic Skills Center)

Writing Center services are available to all North Lake students and members of the community, not just those enrolled in English classes. Users can be assisted with class assignments, college application essays, personal statements, and other documents. The Writing Center also offers free Grammar Clinic classes.

(A332) Phone: 972-273-3089

ESOL Computer Lab (Located in the Academic Skills Center)

The ESOL Lab is a media-driven learning lab for ESOL students of all levels. The Lab offers many ESOL software packages that allow students to work at their own pace, concentrate on different skill areas, and repeat material as needed.

The ESOL Lab supplements credit ESOL courses in Reading, Listening and Speaking, Writing, and Grammar and offers learning opportunities for non-credit ESOL students. ESOL students can participate in the free ESOL Conversation Group to practice English conversation skills in an informal environment.

(A332) or call 972-273-3089

Online Writing Lab (Academic Skills Center)

A service of the North Lake Writing Center, the Online Writing Lab, or OWL, provides assistance to students, faculty, and staff at every stage of the writing process. OWL allows busy users to submit papers to our writing tutors electronically and get feedback within 24 - 72 hours. This service expands North Lake's reach and provides flexibility and accessibility to those who find it difficult to meet with a tutor face-to-face.





Foreign Language Laboratory (Located in the Academic Skills Center)

The Foreign Language Lab is reserved for students who are currently enrolled in a credit foreign language class. The Lab is tailored to help these students master a foreign language. It offers many tools to help students with their language studies in a pleasant atmosphere. Students can check out resources such as films, educational DVDs, and CD-ROMs to enhance learning. One-on-one tutoring is also available by appointment for French and Spanish.

(A332) Phone: 972-273-3089

Reading Lab (Located in the Academic Skills Center)

The Reading Lab is reserved for credit students who are currently enrolled in a DREA class. The Lab computers are equipped with the ReadOn software for students to work on their lab assignments outside of the classroom. Students using this lab may also check out some of the educational resources available in the Academic Skills Center.

(A332) Phone: 972-273-3089

TRiO

The Student Support Services - TRiO program offers a variety of free academic services to help students who qualify for the program. If you are eligible for the program, you will be provided an individualized program of educational support services designed to meet your needs. Our goal is to provide you with the support services that will enable you to succeed in college and in life.

(A428) Phone: (972) 273-3150

Student Resource Center

The Student Resource Center provides free peer tutoring services in the following areas: Accounting, C++, Computer Literacy, 3-D & Photoshop, Economics, Government, History, and Reading. We are available online at eClass Online Tutoring (Directions for Enrollment).

(L-240) Phone: 972-273-3427

Student Resources

The Office of Student Life (Located in the Student Life Center)

Our Student Life Center sponsors culturally diverse programs and services to help get you involved in campus life. We offer a variety of student clubs and organizations and many activities and events. Connect with others who share your interests or learn about something new! North Lake has more than 20 student clubs on campus. If you want to start a new club, the Student Life Office can help.

(H201) Phone: 972-273-3295

Blazer Athletics

North Lake College competes within the Metro Athletic Conference, a Division III, non-scholarship, conference sanctioned by the National Junior College Athletic Association. We offer opportunities to participate in men's baseball and basketball, and women's volleyball and soccer. The men's basketball team has a record of success including National Champions 2008, 2006.

Workout facilities, a full gym, and an Olympic-class natatorium are available year round for classes and recreation.

(F106) Phone: 972-273-3530

Honor Societies

Students with qualifying grade point averages may join one of North Lake's four honor societies – General honor society (Phi Theta Kappa), English (Sigma Kappa Delta), Math (Mu Alpha Theta), and Psychology (Psi Beta). Members participate in community service and social events.

Office of Academic Affairs (G500) Phone: 972-273-3590

Parking Decal

Parking decals are required for all students. Parking decals assist the police in identifying the driver of your car in the event of an emergency, accident, etc. There is no fee for a parking decal. Complete a Vehicle Registration Card in the Student Resource Center and bring a photo ID, vehicle information, including license plate number, when you come to register.

Student Resource Center (L240) Phone: 972-273-3427

Service Learning

Learn and develop through thoughtfully organized service experiences that meet real community needs. The program combines academic instruction with active community service, utilizing critical, reflective thinking to examine the world around you and your civic responsibilities.

Contact Service Learning coordinator at 972-273-3904

Student ID Cards

North Lake College provides a student ID card to each student. Your paid tuition summary is required to obtain a student ID. There is no charge for your first card. The fee for replacement cards is \$10.00.

Student Resource Center (L240) Phone: 972-273-3427

Student Services

Academic Advising

Available to students, prospective students, and alumni. Advisors will help you plan the best program for your interests and abilities and provide information on: selecting courses, degrees and certificates, and transfer to a four-year school.
(A415) Phone: 972-273-3182

Accounting Services (Tuition payment, refunds, etc.)

The Accounting Services Department processes payment for all tuition charges, parking citations, financial blocks, and loan repayments. Cashiers are available to help you answer questions about tuition refunds, the tuition installment payment plan, and due dates for payments.

Accepted methods of tuition payment include cash, check, credit/debit cards, employer-paid tuition, installment payment plan. Additional services include, replacement student IDs and returned checks, processing of vending machine and copier refunds, student refund checks.

Locations and Phone Numbers

Central Campus: A416, 972-273-3310

North Campus: Business Office, 972-860-4406

South Campus: Business Office, 214-891-1309

Admissions/Degree Audit

Update any personal information such as address, e-mail address, or residency status. Students also go here to get transcripts, file a degree plan, and apply for graduation.

(A405) Phone: 972-273-3183

Bookstore (Follet Bookstore)

Get textbooks for classes and other school supplies. Snacks, drinks, and gifts are also available at the bookstore.

(K201) Phone: 972-550-0509

Cafeteria/Food Services (Subway)

Provides campus food service (breakfast, lunch, and dinner) for students and staff, and catering for campus functions.

(K208) Phone: 972-273-3030

Career Services Center

The college Career Services Center is a resource center that offers a wide variety of services including computerized career guidance systems, career counseling, job search, resume preparation, job fairs, on campus recruitment, and career seminars.

(H220) Phone: 972-273-3140

Continuing Education/Workforce Training

The Continuing Education/Workforce Training department offers a broad spectrum of personal and professional development courses to either enhance your career or just to take for fun. Courses begin at varying times throughout the year and classes vary in length from a few hours to a full semester.

(L100) Phone: 972-273-3360

Counseling Services

Counseling Services provides professional assistance to current students with personal issues that may affect academic success and quality of life.

(A311) Phone: 972-273-3333

Disability Services Office

The Disability Services Office (DSO) provides a variety of support services to students with a diagnosed disability (physical, psychological, learning, etc.). DSO offers academic advisement, registration, and approval of ADA accommodations based upon diagnostic documentation.

(A430) Phone: 972-273-3165

Financial Aid Office

The Financial Aid Office assists students with required forms, explains eligibility requirements, and provides application deadlines.

(A419) Phone: 972-273-3320

International Student Center

The International Student Center serves a dynamic international student population representing more than 80 countries. The center offers F-1 immigration advising, academic and ESOL class placement and advising. The center also offers specialized F-1 orientation for new students, immigration related workshops and answers for students with immigration-related questions.

(A418) Phone: 972-273-3155

Library

The Library provides students with an extensive collection of books and information resources needed to study for class, research projects, and write papers.

(L206) Phone: 972-273-3400





Student Support Services - TRiO

Student Support Services - TRiO program provides an individualized program of academic support services to first-generation college students and students who qualify for a Pell grant. Through a federally funded program, students receive help with study skills, academic advising, and assistance with financial aid procedures.

(A430) Phone: 972-273-3150

Testing Center

The Testing Center administers assessment tests, instructional exams, and national program exams. The center is equipped with separate stations for both computerized and paper-and-pencil tests. Private rooms are available for special accommodations by appointment only.

(A425) Phone: 972-273-3160

Veterans Affairs (VA)

The VA Office offers individual academic advisement, registration, degree planning, course certification for VA benefits, and referrals for campus and community resources. If you are a veteran or a survivor/dependant of a veteran, you may be eligible for benefits to assist you with your educational goals.

(A430) Phone: 972-273-3169

Health and Safety

Health Center

The college Health Center promotes health, wellness, and preventive care for the current students and staff. Registered nurses coordinate and provide the health services, which include: first aid for accident, injury or illness; health information and brochures; some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids; referral information for community health services; selected health education and screening programs; confidential health counseling; and a rest area.

(C200) Phone: 972-273-3170

College Police

The goal of the North Lake Police Department is to maintain a safe learning environment for students, faculty, staff, and visitors. Campus police officers patrol all North Lake campuses 24 hours a day, 365 days a year. Officers are duly sworn peace officers and possess the same authority under the law as municipal police officers. The department and its officers:

- Arrest violators
- Investigate criminal offenses and traffic accidents
- Issue parking permits and citations for parking violations
- Respond to campus emergencies
- Notify the campus community of important crime alerts
- Report crime statistics

All calls for police service: Dial 9-1-1 from an on-campus phone or (972) 860-4290 from an off-campus phone or cellular device.

On the Web: <http://www.northlakecollege.edu/resources/police.html>

Campus Closure Information

For information regarding campus closure due to inclement weather or other emergency conditions, please listen to local radio or television stations. You can also call the information line at (972) 273-3000, or check the college Web site (www.northlakecollege.edu) for updates. Decisions for evening classes will be made by 4:00 pm. Please be advised that this information applies to both weekday and weekend classes.

Lost and Found

Lost and Found Articles are to be brought to the police department in room C-204. Students should be told that their missing property might be located there. You may call for an officer to pick up articles for placement in the police department.

Online Resources



eCampus <http://ecampus.dcccd.edu/>

eCampus provides access to online classes and other course information. If you have enrolled in a course and do not see it when you log in to eCampus, please check back on the start date of the class. If you still don't see your course after the start date of your class, contact your instructor.

eConnect <http://econnect.dcccd.edu/>

eConnect is a web interface that provides a variety of online services to DCCCD students, faculty, and staff.

NOTE: eConnect hours of operation are
4:00 a.m. - 1:00 a.m. CST unless otherwise noted

Social Media Sites

Social media provides an opportunity to interact with the college community and get information regarding North Lake news, activities, and more. Get your questions answered here.

Facebook: <http://www.facebook.com/NorthLakeCollege>

Flickr: <http://www.flickr.com/photos/northlakephotos>

Twitter: www.twitter.com/northlakenow

Student NetMail <http://www.dcccd.edu/netmail/home.html>

NetMail is DCCCD's student email system. It is available to help you connect with other students, faculty, and staff. To be eligible for NetMail, you must be a currently enrolled DCCCD credit or Continuing Education student and have made a payment on your tuition.

Tips to Help You Get the Most from Your College Education



Work to Your Strengths

Research has shown that people who use their natural talents and gifts are happier and more successful than people who are trying to overcome a weakness. For example, if you are a math wizard but hate writing essays, a career in journalism might be a stretch for your skill set. It sounds like a no-brainer, but you'd be surprised how often students let other people in their lives (parents, spouses, friends, family members) unduly influence their career choice. Remember, it's your life, and you'll be the one living with the positive and negative consequences of your decision. Haven't identified your strengths yet? Visit the Career Services Office at North Lake for a variety of services at no charge.

Develop a Strong Work Ethic

Pursuing a degree is work that will pay off for years to come, but, make no mistake, it is work. There will be times when you want to put off an assignment, intentionally turn in less than your best work, or maybe even drop out. Make a commitment to yourself to work hard, do your best work, and finish what you've started. Successful students persevere—especially when they feel like quitting. Everyone has those feelings at one time or another. Nevertheless successful students find the help they need to get through tough times. You may need to get extra help from your professor or a tutor, or you may need to ask a friend or colleague to be your cheerleader throughout your journey to success. Do what it takes to get the job done.

Plan Ahead

Don't wait until the last minute to do things (for example, apply for financial aid, register for classes, complete your assignments, or head out to class). By starting tasks early, you will ensure that you have time to take care of any unforeseen obstacles that might cause delays. If you know that it takes 15 minutes to get to class in good traffic, give yourself an extra 15 minutes in case there is a traffic jam. If you have a major project that counts for two test grades, don't wait until the night before it is due to start. You might have problems finding the information you need; your computer might crash or your printer might run out of ink.

Make Connections

According to the 2009 Community College Survey of Student Engagement, students who have relationships with other students, faculty, and employees are more likely to succeed and to accomplish their educational goals. Why? As mentioned above, there will be times in your college career (and your life) when you feel like giving up. When those times arrive, it helps tremendously to have others around you who care enough to encourage you to persevere and who can offer strategies and alternatives that you may not have known or considered before.

The following are some ways you can make connections with others at North Lake College:

- Student Clubs and Organizations
- Campus Events
- Service Learning
- Study Groups

Take Care of Your Body, Mind and Spirit

Successful students know that their body, mind, and spirit are interconnected. You won't do your best work in college if you have physical, mental, or emotional challenges. How do you take care of yourself?

- Eat healthy foods
- Get at least eight hours of sleep each night
- Avoid self-medicating with alcohol and/or illegal drugs
- Maintain healthy relationships and personal support systems
- Be as kind to yourself as you are to your friends



Understand the Differences Between High School and College

High School

Your time is usually structured by others.

You can count on teachers and parents to remind you of your responsibilities and to guide you in setting priorities.

Each day you proceed directly from one class to another.

You spend 6 hours a day, 30 hours a week, in class.

Disciplinary measures are in place should you choose not to attend class.

Teachers check your completed homework.

Teachers may approach you if they believe you may need assistance.

Teachers often write notes on the board for you to copy.

Teachers often take time to remind you of assignments and due dates.

College

You manage your own time.

You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.

You often have hours between classes. Class times vary throughout the day and evening.

You spend 12 to 16 hours in class each week.

Regular attendance is expected, but there are no disciplinary actions taken if you do not attend regularly.

Instructors may not always check completed homework, but they will assume you can perform the same tasks on tests. Teachers check your completed homework. Instructors may not always check completed homework, but they will assume you can perform the same tasks on tests.

Instructors are usually open and helpful; however, many expect you to ask them if you need help.

Instructors may lecture nonstop expecting you to identify the important points in your notes. When instructors write on the board or use a PowerPoint presentation, it may be to amplify the lecture, not to summarize it. Good notes are a must.

Instructors expect you to read, save, and consult the course syllabus (outline), which spells out exactly what is expected of you, what is due, and how it will be graded.

High School

You may study outside of class as little as 0-2 hours per week, and this may be mostly last-minute test preparation.

You will usually be told in class what you needed to learn from assigned readings.

Testing is frequent and often covers small amounts of material.

Makeup tests are often available.

Consistently good homework may help raise your overall grade when test grades are low.

Initial test grades, especially when they are low, may not have an adverse effect on your final grade.

College

You need to study at least 2-3 hours outside of class for each hour of class time.

It's up to you to read and understand the assigned material; lectures and assignments proceed from the understanding that you've already done so.

Testing is infrequent and may be cumulative, covering large amounts of material. You, not the instructor, have to organize the material to prepare for the test. A particular course may only have 2-3 tests per semester.

Makeup tests are seldom an option. If they are, you need to request them from the instructor.

Grades on tests and major papers usually make up most of the final course grade.

The first tests are usually a wake-up call to let you know what is expected, but they may also count for a substantial portion of your final course grade.



Policies and Procedures

Family Educational Rights and Privacy Act Of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including campus law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing a task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U .S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

North Lake College has established the following as DIRECTORY INFORMATION that may be released to those requesting it unless the student requests that it be withheld.

1. Student Name
2. Home Address
3. Home Telephone Number
4. E-mail Address
5. Field of Study
6. Date of Birth
7. Dates of Attendance
8. Enrollment Status (Full-time, Part-time)
9. Degree or Certificate
10. Awards Received
11. Weight & Height (of Athletic Teams)
12. Previous Institutions Attended

All other information can only be released with the written consent of the student: Grades, Schedule of Classes, Ethnicity, SSN.

Students may request that directory information, except name and verification of enrollment status, be withheld from the public by giving written notice to the Admissions/Registrar's Office.

If a student does not provide written notification to the Admissions/Registrar's Office, any person may make a written request for directory information and the information will be disclosable. No telephone requests will be accepted.

Questions about FERPA? Contact the Registrar's Office (972-273-3109)

Student Right to Know Act

Under the terms of the Student Right to Know Act, the college maintains and updates on an annual basis, student persistence, graduation rates, transfer rates, and other relevant statistics. To obtain copies of these reports, go to <http://www.dcccd.edu/pda/research/newreps/righttoknow.pdf>. College crime statistics may be obtained from college police/security offices. (Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.)



Equity in Athletics Disclosure Act

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. The college Web site or Physical Education Office can provide this information.

Drug-Free Schools and Communities Act

To satisfy the requirements of the “Drug Free Schools and Communities Act,” the colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. The college prohibits the unlawful possession, use or distribution of illicit drugs, and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the Counseling and/or Advisement Center, Health Center and location Human Resources Office.

Student Complaints

Definition:

“Complaint” refers to an issue that is important to the student but does not rise to the level of a “grievance” as defined in the Student Code of Conduct. This procedure does not apply to grade disputes or claims of discrimination on the basis of race, color, religion, national origin, sex, disability, age, or sexual orientation.

Procedure:

1. The student may submit a written complaint to any dean or vice president who will be responsible for ensuring that the appropriate administrator receives the complaint for follow-up.
2. he appropriate administrator will investigate the complaint and respond to the student within thirty (30) days regarding the disposition of the complaint

Student Code of Conduct

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT CONDUCT

Purpose

The purpose of policies about student conduct and discipline are to provide guidelines for the educational environment of the District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow, and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

Definitions

Definitions to be used in this policy are as follows:

1. “Designated Administrator or DA” shall mean an administrator or the officer or officers directly responsible for student affairs in the District.
2. A “student” shall mean one who is currently enrolled in the District. This includes credit, noncredit, and dual credit students, regardless of method of delivery. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. “College-sponsored activity” means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
4. A “college” or “institution” means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
5. “College premises” means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
6. “Published college regulation or policy” means standards of conduct or requirements located in the:
 - a. College catalog.
 - b. Board of Trustees policies and administrative procedures manual.
 - c. Student handbook.
 - d. Any other official publication.



Bill J. Priest Institute for Economic Development

The President of the Bill J. Priest Institute for Economic Development (BPI) and the College President are authorized to promulgate written regulations that apply only to students who are subject to provisions of the federal Workforce Investment Act (WIA), as amended, its regulations, and other similar federal programs. BPI or College regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. WIA students are subject to conduct standards in the code of student conduct as well as BPI or College regulations; however, the remainder of the code is not applicable to such students. A WIA student who allegedly violates the code and/or BPI or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the College President. WIA students may file grievances with the WORKSOURCE of Dallas, North Texas Consortium and other similar WIA-authorized WIA program managers.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the District's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law (see policies FLBA, et. seq.), the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with District policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.



11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:

- a. Copying from another student’s test paper.
- b. Using test materials not authorized by the person administering the test.
- c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

“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.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.

14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
18. Unauthorized presence on or use of college premises.
19. Nonpayment or failure to pay any debt owed to the college with intent to defraud. (Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the DA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
20. Use or possession of an alcoholic beverage on college premises with the exception of:
 - a. Specific beverage-related courses within the El Centro food services program or the International Sommelier Guild's Diploma program at Bill Priest Institute; or
 - b. A course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

Discipline

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with FM. A "violation" means an act or omission which is contrary to a published college regulation or policy. Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (13) may result in suspension; for (14) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINE AND PENALTIES

Interpretation of Regulations: Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority: The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Student Participation

Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the college administration and in the Board.

Standards of Due Process

Students who allegedly violate District policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

Accountability

Students may be accountable to both civil authorities and to the college for acts that constitute violations of law and this code. Disciplinary action at the college shall normally proceed during the pendency of criminal proceedings and shall not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students who participate in a college course through the R. Jan LeCroy Center for Educational Telecommunications are subject to the code of student conduct and are assigned a college for that purpose.

Disciplinary Proceedings Investigation, Conference, and Complaint

When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA shall investigate the alleged violation, which may include a discussion with a student. If a faculty member is not seeking suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. No investigation by the DA is necessary if suspension is not being sought. If the alleged violation is scholastic dishonesty by a student and a faculty member is seeking suspension, the student shall receive an incomplete grade until final disposition of the matter under this code. No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty. Colleges shall implement procedures to ensure a student will not drop when a matter of scholastic dishonesty is involved. After completing the preliminary investigation, the DA may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or

2. Proceed administratively, which includes a summons, conference, and disposition.
3. Upon appeal, prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
4. The DA will notify the individual who filed the complaint of the disposition of the complaint. If the DA dismisses the allegation, the individual may appeal, in writing, to the President within five working days after disposition.

The President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the president or a designee within five working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions.

After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

Summons

The DA shall summon a student regarding an alleged violation of this code by sending the student a letter. The letter shall be sent by certified mail, return receipt requested, addressed to the student at his or her last known address as it appears in the records of the Registrar's Office or shall be delivered personally to the student.

The letter shall direct a student to appear at a specific time and place not less than five working days after the date of the letter, unless the student can show good cause as prescribed below. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

The DA has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

Disposition

At a conference with a student in connection with an alleged violation of this code, the DA shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, and the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition. Failure to return this form, waives the student's right to appeal.
2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The DA shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
 - a. The voluntary acceptance of the penalty or penalties provided in this code.
 - b. Other appropriate penalties administered by the DA.
 - c. Without recourse by the student to hearing procedures provided herein.

The DA shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the director of campus security, to the complainant, and to other appropriate officials.

DISCIPLINE AND PENALTIES

DISCIPLINE HEARINGS PROCEDURE

Hearing Committee

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the student discipline committee. The hearing request must be made to the designated administrator (DA) (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth working day after the date of refusal of administrative disposition. The committee shall be composed of equal numbers of students, administrators, and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

The DA shall represent the college before the student discipline committee and present evidence to support any allegations of violations.

Notice

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five nor more than ten working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.



Content of Notice

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses).
2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code.
3. To have a parent or legal guardian present at the hearing.
4. To know the identity of each witness who will testify.
5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the college.
6. To cross-examine each witness who testifies.

Failure to Comply with Notice

A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against the student. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

Role of Legal Counsel

Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

Preliminary Matters

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

There will be disclosure of all evidence to both sides prior to the hearing.

At least by 12:00 noon, five full working days before the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
2. An objection that, if sustained by the chairman of the student disciplinary committee, would prevent the hearing.
3. The name of the legal counsel, if any, who will appear with the student.
4. A request for a separate hearing, if any, and the grounds for such a request.

Hearing Procedure

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.

If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.

If the hearing is a private hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the DA, and the student with a parent or guardian if desired.
2. Before the hearing begins, the DA or the student may request that witnesses remain outside the hearing room.
3. The DA shall read the complaint.
4. The DA shall inform the student of his or her rights, as stated in the notice of hearing.
5. The DA shall present the college's case.
6. The student may present his or her defense.
7. The DA and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a public hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the DA, and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - a. Faculty association.
 - b. College newspaper.
 - c. College President.Other persons may attend based on the seating available. The chairman may limit seating accommodations based on the size of the facilities.
2. Before the hearing begins, the DA or the student may request that witnesses remain outside the hearing room.
3. The DA shall read the complaint.
4. The DA shall inform the student of his or her rights, as stated in the notice of hearing.
5. The DA shall present the college's case.
6. The student may present his or her defense.
7. The DA and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

Evidence

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the DA, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

Record

The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions.

Petition for Administrative Review

A student is entitled to appeal in writing to the College President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed by the appeals committee is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the Board through the President, the Chancellor, and the Chairman of the Board. An appeal from the student discipline committee is by review of the record (not de novo).

A petition for review is informal but shall contain, in addition to the information required, the date of the student discipline committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student wishes to petition the Board, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board in their review may take any action that the student discipline committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor, and Board shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the student discipline committee's finding of facts, conclusions, or decisions that were:

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

Authorized Disciplinary Penalties

The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An “admonition” means a written reprimand to the student on whom it is imposed.
2. “Warning probation” means further violations may result in disciplinary probation. Warning probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. “Disciplinary probation” means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. “Withholding of transcript or degree” may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. “Bar against readmission” may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. “Restitution” means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. “Suspension of rights and privileges” is an elastic penalty which may impose limitations or restrictions to fit the particular case.
8. “Suspension of eligibility for official athletic and nonathletic extracurricular activities” prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization’s activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited to, the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro food service program; giving false information in response to requests from the College District; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act that is classified as a misdemeanor or felony under state or federal law.
9. “Denial of degree” may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

10. "Suspension" from the college prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
11. "Expulsion" is permanent severance from the college.
12. "Failing grade" means a grade of F may be assigned for the course as a result of scholastic dishonesty along with suspension, or other sanction, as appropriate. A sanction imposed at one college shall apply to all colleges of the College District.

A sanction imposed at one college shall apply to all colleges of the College District.

STUDENT CONDUCT

PROHIBITED ORGANIZATIONS AND HAZING

Personal Hazing Offense

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Recklessly permits hazing to occur.
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Chancellor or designee.

Education Code 51.936, Education Code Chap. 37, Subchapter F

Hazing

"Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Education Code 37.151

Publication

The College District shall cause to be published or distributed to each student during the first three weeks of each semester a summary of Education Code Chapter 37, Subchapter F. The College District, in the same manner, shall publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years. The summary of Education Code Chapter 37, Subchapter F shall also be published in any general catalogue, student handbook, or similar publication published by the College District. Education Code 51.936(c), (d)

Educational Institution

“Educational institution” for purposes of this policy includes an institution of higher education as defined by Education Code 61.003. Education Code 51.936(b)

Student

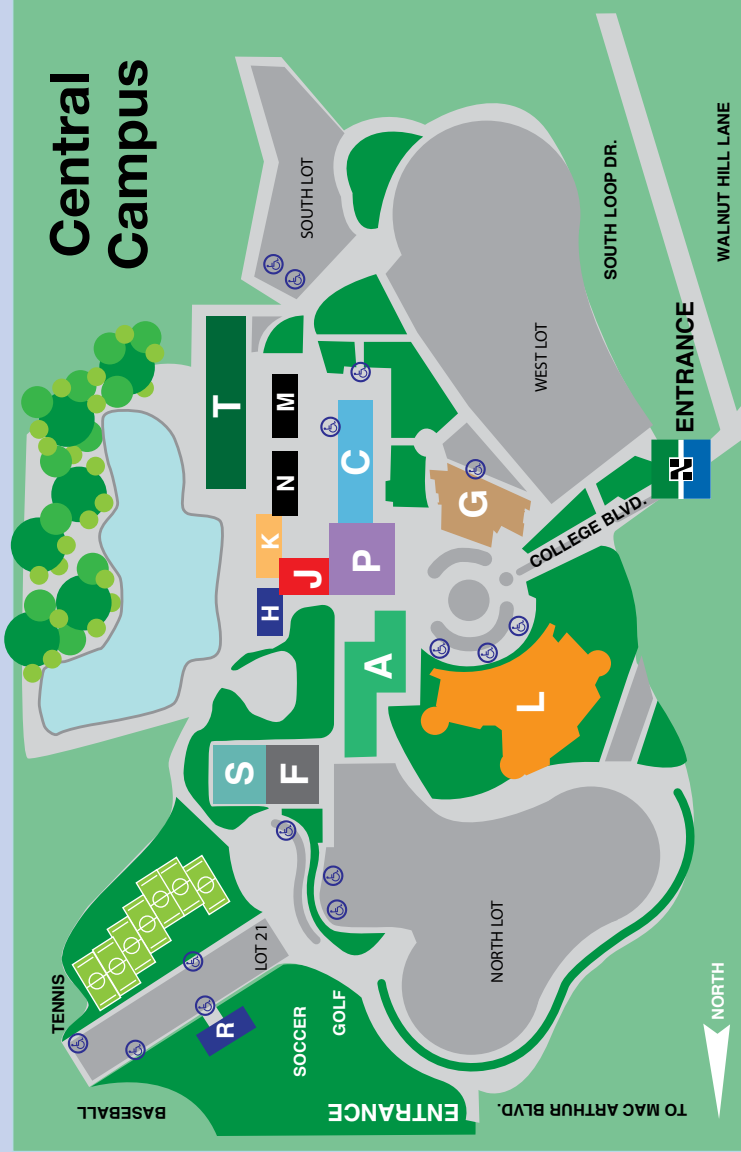
“Student” means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

Education Code 37.151



Central Campus



- A – Admissions/Registration, Advising, Cashier, ADA/Disability Services, Financial Aid, Testing Center
- C – Science, Math, Health Center, Police
- F – Dance, Gymnasium, Physical Education, Fitness Center
- G – Administrative Offices, HR, Computer Graphics, Video Technology
- J – Art Gallery, Art/Ceramics Labs
- K – Bookstore, Cafeteria, ESOL Labs

- L – Business and Training Services, Continuing Education, Library, Student Resource Center
- M – Facilities Services
- N – Facilities Services
- P – Arena, Theater, Music Labs, Performance Hall
- R – Sports Pavilion
- S – Natatorium
- T – Business, Computer Labs, Nursing, Technology

 Denotes Handicap Parking



North Lake College
2000