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 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)

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)
The Dallas County Community College District provides educational opportunities without regard to race, color, age, national origin, religion, sex, gender, gender identity, gender expression, disability, or sexual orientation.
Mission Statement and Values

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.

Values

Excellence
We seek to exceed expectations and achieve exceptional results; to foster student success in and outside the classroom; to promote professional development for all our employees; and to provide a quality teaching and learning environment.

Integrity
We are committed to the principles of honesty, responsibility, and accountability. We inspire trust by saying what we mean, matching our behaviors to our words, and communicating with openness and transparency.

Innovation
We champion new ideas and encourage creativity and informed risk-taking. We strive continuously to develop outstanding programs and processes with the firm belief that forward-thinking agility will shape our best future.

Inclusiveness
We appreciate and embrace our diversity. We believe in the value of varying opinions, perspectives, and styles because this benefits all of us even as it challenges us to grow and think differently. Our community is built on respect. We are kind and compassionate to others and welcoming to newcomers.

Perseverance
We have the tenacity and determination to work as hard and as long as it takes to achieve success in spite of any obstacles that stand in our way. We have grit and model it for our students and for each other.
Instructional Divisions

Visual & Performing Arts, Sports Science
Location: Central Campus, L129
Phone: 972-273-3561

Construction Technology & Logistics Technology
Location: West Campus, 1401 Royal Lane West
Phone: 972-860-7873

Liberal Arts
Location: Central Campus, A310
Phone: 972-273-3480

Math & Science
Location: Central Campus, P330
Phone: 972-273-3500

Allied Health/Nursing (North Lake is an authorized site)
Location: Central Campus, T163
Phone: 972-273-3219

Workforce, Business & Technology
Location: Central Campus, T135
Phone: 972-273-3450

For detailed information about courses and programs, please visit www.northlakecollege.edu
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.
*(A430) 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.
(H220) 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.

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.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.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**
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

<table>
<thead>
<tr>
<th>High School</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your time is usually structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>You can count on teachers and parents to remind you of your responsibilities and to guide you in setting priorities.</td>
<td>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.</td>
</tr>
<tr>
<td>Each day you proceed directly from one class to another.</td>
<td>You often have hours between classes. Class times vary throughout the day and evening.</td>
</tr>
<tr>
<td>You spend 6 hours a day, 30 hours a week, in class.</td>
<td>You spend 12 to 16 hours in class each week.</td>
</tr>
<tr>
<td>Disciplinary measures are in place should you choose not to attend class.</td>
<td>Regular attendance is expected, but there are no disciplinary actions taken if you do not attend regularly.</td>
</tr>
<tr>
<td>Teachers check your completed homework.</td>
<td>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.</td>
</tr>
<tr>
<td>Teachers may approach you if they believe you may need assistance.</td>
<td>Instructors are usually open and helpful; however, many expect you to ask them if you need help.</td>
</tr>
<tr>
<td>Teachers often write notes on the board for you to copy.</td>
<td>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.</td>
</tr>
<tr>
<td>Teachers often take time to remind you of assignments and due dates.</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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.

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**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. The appropriate administrator will investigate the complaint and respond to the student within thirty (30) days regarding the disposition of the complaint.
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT

Purpose

The Dallas County Community College District exists to serve students and our community stakeholders. Students are important members of the College District environment. Each college of the College District supports a positive educational environment designed to encourage student completion. In order to ensure the protection of student rights and the health and safety of the college community, as well as to support the efficient operation of college programs and services, the College District has established a Student Code of Conduct. The purpose of policies about student conduct and discipline is to provide guidelines for the educational environment of the College District.

The College District views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Every student should know his or her responsibility as a member of the College District community.

Definitions

Definitions to be used in this policy, and at FM(LOCAL) and FMA(LOCAL), are as follows:

1. “Designated administrator or DA” shall mean an administrator or the officer or officers directly responsible for student affairs in the College District. [See DNA]
2. A “student” shall mean one who is currently enrolled in the College 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 re-admission to any component institution while he or she is on the campus of any component institution.
3. A “complainant” is the person who makes the allegation or complaint.
4. A “respondent” is the person against whom an allegation or complaint is made.
5. The “Student Conduct System” includes standards of conduct established to protect the educational mission of the College District while protecting the rights and responsibilities of students. Students who are accused of violating College District standards of conduct may be referred to the “Student Conduct System” for review.
6. “College Title IX coordinator” shall mean the College District employee responsible for administering responsibilities related to and compliance with Title IX of the Education Amendments of 1972. Each college within the College District has a Title IX coordinator.
7. “College District-sponsored activity” means any activity on or off campus that is initiated, aided, authorized, or supervised by the College District.
8. A “college” or “institution” means the colleges of the Dallas County Community College District.
9. “College District premises” means buildings or grounds owned, leased,
operated, controlled, or supervised by the College District.

10. “Business days” means those days the administrative offices of the College District are open for business purposes—Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding weekends and holidays.

11. “Published College District regulation or policy” means standards of conduct or requirements located in the:
   a. College District catalog;
   b. Board policies and administrative procedures as may be set forth in the Dallas County Community College District Board Policy Manual or any amendment thereof;
   c. Student handbook; or
   d. Any other official publication of the College District.

As a member of the Dallas County Community College District, a student is free to take advantage of all of the educational opportunities available and to participate in all extracurricular activities sponsored by the College District for which the student is eligible. Members of the student body enjoy the same rights and privileges guaranteed to them as citizens of the United States and as residents of the state of Texas. They enjoy the same freedoms of speech and peaceable assembly as all citizens. However, by virtue of their membership in the college community, students are under certain legal obligations in the exercise of those freedoms.

**Responsibilities**

Each student and student organization shall be charged with notice and knowledge of the contents and provisions of the College District’s policies, procedures, and regulations concerning student conduct, and shall be expected to abide by those policies, procedures, and regulations. In cases of noncompliance with the Student Code of Conduct, the college may impose discipline that is consistent with the impact of the offense on the College District community. The College District reserves the right to pursue criminal and/or civil action where warranted. Unfamiliarity with these policies and procedures shall not excuse a violation of the Student Code of 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 or by other published College District regulations and policies [see policies FLBA, et. seq.], the following types of behavior are expressly prohibited:

1. Intentionally causing physical harm to any person on College District property or premises or at College District-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Except as may be permitted in any published College District regulations or policies or by applicable state laws, unauthorized use, possession, or storage of any weapon on College District property or premises or at College District-sponsored activities. This includes but is not limited to firearms, tasers, stun guns, explosives, other weapons, dangerous chemicals, or improper use of fire extinguishers on College District property or premises.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District property or premises or at College District-sponsored activities.
4. Obstruction or disruption of teaching, lecturing, research, ad-ministration, disciplinary procedures, or other authorized ac-tivities on College District property or premises. Interference with the proper educational functions and the appropriate ed-ucational climate of the College District, including aiding and abetting another to breach the peace on College District-owned or controlled property or premises, at functions spon-sored/supervised by the College District, or off-campus con-duct that adversely affects the College District community and/or the pursuit of the objectives. Such activity includes, but is not limited to, behavior in the classroom or instructional program that interferes with the instructor's or presenter's ability to conduct the class or program or the ability of others to benefit from the class or program.

5. Intentionally interfering with College District-sponsored activi-ties, including but not limited to, studying, teaching, conduct-ing research, duties of the College District administration, or fire, security, or emergency services.

6. Knowingly violating the terms of any disciplinary sanction im-posed in accordance with College District policies, regula-tions, and procedures.

7. Intentionally or maliciously furnishing false information to the College District. Forgery, unauthorized alteration, or unau-thorized use of any College District document or instrument of identification. Making possessing, submitting, or using any falsified college document or record; or altering any college document or record, including identification cards. Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which he or she is not eligible. Altering any College District document or record without permission is expressly prohibited, in-cluding, but not limited to, furnishing false personal or student organization registration information, withholding material in-formation from the College District processes or procedures, or any other type of fraudulent act involving documentation provided to or for the College District.

8. Sexual misconduct, which includes, but is not limited to, the following offenses: gender-based or sexual discrimination or harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, relationship violence, or other conduct that threatens the health and safety of any per-son on the basis of actual, expressed, or perceived
gender identity. In the event of an allegation of sexual misconduct, the DA will coordinate with the college Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct as set forth in College District rules and regulations. [See DIA series and FFD series]

9. Unauthorized use of computer hardware or software or violation of the College District Technology Resources policy [see CR(LOCAL)].

10. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion.
   “Cheating on a test” shall include, but is not limited to:
   a. All forms of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
   b. Copying from another student’s test paper.
   c. Using test materials not authorized by the person administering the test.
   d. Collaborating with or seeking aid from another student, technological aid or electronic resource, 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.

11. Intentionally and substantially interfering with the freedom of expression or association of others on College District property or premises or at College District-sponsored activities.

12. Theft of property or of services on College District property or premises or at College District-sponsored activities or being in possession of stolen property on College District property or premises or at College District-sponsored activities. Sale, possession, or misappropriation of any property without the owner’s permission is also prohibited.

13. Intentionally or recklessly destroying or damaging College District property or premises or property of others while on College District premises or at College District-sponsored activities.

14. Failure to comply with the direction of College District employees or officials, including but not limited to, college police or campus security/safety officers, and instructors or administrators, acting in performance of their duties. Students are required to produce identification for a college official when asked.

15. Violation of published College District regulations or policies. Such
regulations or policies include, but are not limited to, those relating to entry and use of College District facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and all forms of smoking.

16. Use, possession, distribution, manufacture, possession for purposes of distribution, or sale of any controlled substance or illegal drug on College District property or premises or at College District-sponsored activities, or being under the influence of marijuana, heroin, or narcotics or other controlled substances or illegal drugs, or alcohol, except as expressly permitted by federal or state law or College District policy or regulations, on College District property, premises, or at College District-sponsored activities.

17. Use or possession of an alcoholic beverage on College District property or premises, with the exception of a specific beverage-related course within a College District-sponsored course of study; a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement (TCOLE); or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy or regulation.

18. Nonpayment or failure to pay any debt owed to the College District with intent to defraud.

19. Bullying, harassment, and conduct or expression (verbal or written) that threatens or endangers the health or safety of any person. Cyberbullying, which is willful harassment and/or intimidation of a person through the use of digital technologies, including but not limited to, e-mail, blogs, texting, social websites, chat rooms, “sexting,” instant messaging, recording another person without his or her consent, and transmitting images of another person without his or her consent.

20. Stalking another person, which, for purposes of this Code of Conduct, shall be defined as purposefully engaging in a course of conduct directed at a specific person or persons that the person engaging in such conduct knows or should know would cause a reasonable person to (a) fear for his or her safety or the safety of a third person; or (b) suffer other emotional distress. Cyberstalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of e-mail or other digital technologies, directed at or about a specific person, causing emotional distress to that person. “Course of conduct” shall mean 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.

21. Discrimination, harassment, and offense conduct against any person, student, or staff member on the basis of race, creed, sex, age, marital status,
religion, disability, national origin, gender identification, or sexual orientation.

22. Retaliation or retaliatory harassment, which is any adverse action taken against a person because of the person’s participation in a complaint or investigation of a complaint.

23. Engaging in hazing, which, for the purposes of this Code of Conduct shall be defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group organization and/or sport. No student or person associated with the Dallas County Community College District or attending a DCCCD college shall commit any act that injures, degrades, or disgraces a member of the College District community. The express or implied consent of the victim shall not be accepted as a defense for violation of this policy. Apathy or acquiescence in the presence of hazing is not a neutral act; each is a violation of the Student Code of Conduct.

24. Unauthorized entry in or use of college facilities and/or any college property or premises, including unauthorized possession, duplication, or use of keys to any college property. Unauthorized entry into, presence in or use of college facilities, equipment, or property that has not been reserved or accessed through appropriate college officials is prohibited.

25. The use of college resources to infringe upon copyright laws (print, digital, and Internet) is prohibited. This applies to all forms of electronic media, including but not limited to, software, electronic encyclopedias, image files, video files, and sound files.

26. Conduct that is indecent or obscene, including:
   a. The use of any device to capture audio, video, or digital record or photograph of any person while on College District property or premises or college events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms).
   b. The storing, sharing, and/or distributing of such unauthorized records by any means.
   c. Making obscene remarks, exposing oneself in an indecent manner, urinating or defecating in public, and/or engaging in sexual activities in public places.

27. Violation of federal, state, and local laws. Engaging in conduct that violates any municipal or county ordinance, federal, or state law.

28. Misusing, failing to comply with, disrupting, or jeopardizing Code of Conduct procedures, sanctions/interventions, or interfering with Code of Conduct proceedings. Abuse of the Student Conduct System includes, but is not limited to:
   a. Failure to comply with an order or decision of the Student Conduct officer or hearing committee.
   b. Falsification, distortion, or misrepresentation of information.
   c. Disruption or interference with the orderly conduct of a hearing.
   d. Knowingly filing a false and/or malicious complaint.
   e. Attempting to influence or discourage an individual's participation in or use of the Student Conduct System.
   f. Attempting to influence the impartiality of a member of the Student Conduct Committee or the DA prior to, during, and/or after a proceeding.
g. Any form of harassment (and/or intimidation) of a member of the Student Conduct Committee or a College District representative prior to, during, and/or after a proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

i. Influencing or attempting to influence another person to violate or otherwise abuse the Student Conduct System.

**Discipline**

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy. [See FM and FMA] A “violation” means an act or omission that is contrary to a published College District regulation or policy, including but not limited to, any violation of this Student Code of Conduct.

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 that resulted, or could have resulted if foreseeable, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal College District-sponsored activities.

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Written warning — A notice in writing to the student that the student is violating or has violated institutional regulations.

2. Probation — A designated period of time that includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during the probationary period.

3. Loss of privilege/restriction — Denial of specified privilege or access for a designated period of time.

4. Restitution — Reimbursement for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

5. Discretionary sanctions — Work assignments, service to the college or community, or other related discretionary assignments. Such assignments must have the prior approval of the vice president of student services.

6. Suspension — Separation of the student from the college for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.

7. Removal from program of study — The student may also be subjected to disciplinary procedures set forth by specific programs with specialized admissions requirements.

8. Expulsion — Permanent suspension of the student from the college.

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