

# Tarrant County College

## 2024-2025 Student Handbook

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### Welcome Trailblazers!

The Tarrant County College (TCC) Student Handbook has been designed to inform students about services, policies, and procedures of the College. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the [College catalog](#), not to replace it. The College catalog is the official source for TCC programs, courses, procedures, and provides information regarding academic regulations, admissions and support services.

### Effective Fall 2024 through Summer 2025

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*NOTE: The Student Handbook includes policies, regulations, procedures; and general information on rights, responsibilities, services, resources, and extracurricular activities. Tarrant County College reserves the right to make changes at any time to reflect Board policies, administrative regulations and procedures, and mandated state regulations. In case of conflict between a Board policy and provisions in the Student Handbook, policy shall prevail.*

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- [Message from the Vice Chancellor and Provost](#)

### Message from the Vice Chancellor and Provost

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Welcome to Tarrant County College for the 2024-2025 academic year. I am proud you chose to continue your education here.

This student handbook directs you to available college resources found at our six campuses. You will find information about student clubs and organizations, tutoring services, support for veterans, financial aid and scholarships, and intramural sports. TCC has something for everyone to make your experience more fulfilling and fun.

There are countless ways to make good use of your time at TCC. However, they all begin with you and your very best effort as a student. I encourage you to use the following tools.

- Career Advising - actively partner with your Career Advisor (formerly Academic Advisor) in-person or remotely to plan your academic goals and pathway. See them at least once each term, if not more. This may include course selection or transfer exploration.
- Career Services - visit a campus Career Services Center for help developing job search skills and locating employment. The staff is ready to share career resources to further prepare students for future workforce

opportunities.

- Student Organizations – get involved in student organizations. Find groups and activities you enjoy and that involve practical applications for your academic work or career interests. These activities are a great way to meet new people and make friends.
- Instructors – know your instructors and go to all classes, introduce yourself, ask about class, and discuss your course work and grades.
- Time Management – set enough time to get all of your assignments done before the required deadlines and make it to your classes. Equally important is to set aside time to keep yourself healthy.

No matter what your reason may be for coming to TCC, we are ready to support you. Your college experience begins now. Embrace the journey and opportunity.

Sincerely,

*Shelley Pearson, Ed.D.*  
*Vice Chancellor and Provost*

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- [College Goals](#)

The following resources and links provide students with information as it relates to student rights, responsibilities, and rules governing student conduct.

## Rules, Regulations & Policies

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- [Student Code of Conduct](#)

### Student Code of Conduct

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### Purpose

“Tarrant County College provides affordable and open access to quality teaching and learning.” The Student Code of Conduct is designed to promote and protect an environment that encourages reasoned discourse, integrity, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals. The purpose of the Student Code of Conduct is to set forth the specific authority and responsibility of the College in maintaining social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline an educational process for determining student/organization responsibility for alleged violations of college regulations. This student conduct process will follow established procedures for ensuring fundamental fairness and an educational experience that facilitates the development of the individual and of the student/organization.

## **Jurisdiction**

The College Student Code of Conduct shall be used to address any student/organization conduct alleged to have violated a College policy or any local, state or federal law. The Student Code of Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, and off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student/organization shall be responsible for the student's conduct from the time of application for admission through the actual awarding of a degree (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's behavior even if the student withdraws from school while a disciplinary matter is pending, are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission. Alleged violations of federal, state and (or) local laws may be investigated and addressed under the Student Code of Conduct. Should the alleged incident(s) violate both College regulations and law, this may result in the application of student conduct procedures in addition to any criminal proceedings.

## **Evidentiary Standard**

Proof of the alleged misconduct must include evidence that meets the criteria for determining a "preponderance of evidence." A preponderance of evidence means a greater weight of evidence or more likely than not. Even in cases that make reference to federal, state, or local criminal statutes or ordinances, the burden of proof in College District conduct proceedings remains as a preponderance of evidence.

## **Procedures**

Any individual may submit a report regarding an alleged violation of College policies and rules or other types of misconduct within a reasonable time frame following an incident.

For instances involving reports of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, stalking and retaliation targeting students, including claims against other students, employees, and third parties, see DIAA or FFDA, as appropriate. For instances involving reports of discrimination, harassment, or retaliation involving other protected characteristics, see FFDB.

The College's student conduct procedures may involve up to three steps, as noted below:

- Step 1: Preliminary Investigation
- Step 2: Administrative Conference
- Step 3: Appeal (if requested)

## **ARTICLE I: DEFINITIONS**

1. The term "advisor" means any person selected by a complainant or respondent to assist with giving support and resources before, during, and/ or after the conduct process. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of the party they are advising. The availability of an advisor shall not unreasonably interfere or delay the conduct process.
2. The term "College" means Tarrant County College and its affiliates.
3. The term "College official" includes any person employed by the College.
4. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College and/or its affiliates (including adjacent streets and sidewalks).
5. The term "complainant" means any individual, group, or organization who was subject to alleged misconduct as described in any College policy or any person who submits a referral alleging that a respondent violated College policy. There may be more than one complainant for an incident.
6. The term "disciplinary sanction(s)" means an assigned consequence for violating a college rule, and/or policy.
7. The term "due process" provides fair treatment to all parties in the disciplinary processes.

8. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities, or who is otherwise considered by the College to be a member of its faculty.
9. The term “preliminary investigation” is an inquiry to determine if an allegation merits the student conduct process.
10. The term “preponderance of evidence” means enough proof has been presented to show the behavior/incident more likely than not occurred.
11. The term “postpone” means to cause or arrange for something to take place later than was first scheduled.
12. The term “referral body” is anyone or group, if applicable, that assists in the reporting of behavior(s) that may have violated College policy.
13. The term “respondent” means any student, student group, or recognized student organization who has been reported for allegedly violating College policy. There may be more than one respondent for an incident. In incidents involving student groups or recognized student organizations, the president, director, team captain, or other member of student leadership will participate in the student conduct process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student conduct process; however, such individuals may be selected by a student group or organization to serve in the role of advisor in the student conduct process.
14. The term “conduct authority” means any person or persons given the authority to facilitate or participate in the student conduct process including, but not limited to: the conduct administrator, conduct officer, and/or the vice president of student affairs.
15. The term “member of the college community” includes any person who is a student, faculty member, College Official or any other person employed (including third-party vendors) by the College.
16. The term “official college communication” means that the students’ assigned Tarrant County College (TCCD) email is the official method in which all conduct correspondence will be communicated.
17. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the Student Handbook, and the College web page.
18. The term “student” includes all persons taking courses at the College, either full-time or part-time, credit or noncredit seeking, certificate, associate, technical, professional studies, or attending an educational program sponsored by the College. Persons who withdraw from the College after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.”
19. The term “administrative conference” means a formal meeting (conference) with the respondent. Normally, the respondent must appear in person for the conference, but a request to waive this requirement, under certain circumstances, may be considered.
20. The term “student conduct administrator” means the director of student conduct & prevention education, deputy Title IX coordinator or a college designee that is responsible for the oversight of the student conduct administrative conference including, but not limited to, issuing outcomes.
21. The term “administrative investigator” means the director of student conduct & prevention education, deputy Title IX coordinator or a college designee that will serve as the conduct case investigator and student conduct process facilitator. In most cases, the administrative investigator will be from the campus where the alleged incident occurred.
22. The term “student group” means any number of persons who are associated with the College and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in College-related activities. Student groups include, but are not limited to, a student activities council, musical or theatrical ensembles, sport clubs, or group of student employees.
23. The term “recognized student organization” (RSO) means any number of persons who have complied with the formal requirements for College recognition, or any number of persons comprised of students who use College facilities or services; or any club or organization, which identifies itself with the College and presents student programs or activities in the College community.

24. The term “College meeting” means any request to meet with an individual named in a referral for the purpose of gathering information for a preliminary investigation, inquiring about information received or for an administrative conference. College meetings will be requested and confirmed via official college communication.
25. The term “witness” means an individual who is requested to participate in a student conduct procedure because that individual may have information about the alleged misconduct. Witness names may be provided by the complainant, respondent, or others with knowledge of the matter.

## **ARTICLE II: STUDENT CODE AUTHORITY**

1. The director of student conduct & prevention education at each campus shall insure that the Student Code of Conduct procedures are carried out according to TCC Board Policy.
2. The student conduct administrator at each campus shall insure that students receive due process, including the right to appeal any decision and/or sanction(s) to the campus vice president of student affairs according to TCC Board Policy.
3. The student conduct authority shall develop procedures and training for the administration of the student conduct system and procedural rules that are consistent with provisions of the Student Code of Conduct.
4. Decisions made by the appellate officer shall be final should the conduct case rise to that level.

### **Conduct-Rules and Regulations**

Any respondent found to have committed, or to have attempted to commit, any of the following misconduct actions is subject to the disciplinary sanctions outlined in this handbook.

## **ARTICLE III: PRESCRIBED CONDUCT DEFINITIONS**

As members of the College community all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior choices.

It is a violation of this Code for any student, student group, or student organization to engage in behavior that aids, attempts, assists, promotes, condones, encourages, requires, conceals, or facilitates any act prohibited by this Code. Allowing, permitting, or providing an opportunity for a guest to violate College policy is also prohibited. These violations are included in each section below and need not be cited separately. Lack of familiarity with College policy is not a defense to a violation of this Code. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Additionally, intoxication or impairment from alcohol, drugs, or other substances is not a defense to a violation of this Code.

The following list describes actions that detract from the effectiveness of the College community but does not include constitutionally protected activity.

### **1. Abuse**

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person FLB(LOCAL).

### **2. Alcohol**

Use, consumption, possession, furnishing, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by the College), open containers, or public intoxication is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age FLBE(LOCAL) FLBE(LEGAL).

### **3. Animal/Pets**

Animals on campus are prohibited with the exception of service animals. Any exceptions should be directed to the vice president for student affairs or designee FAA(LEGAL).

### **4. Bullying**

Bullying can be defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. TCC takes bullying seriously, and students should be assured



that they will be supported when bullying is reported. Bullying will not be tolerated. Examples of bullying include but are not limited to:

1. Emotional: Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
2. Physical: Pushing, kicking, hitting, punching or any use of violence;
3. Racial: Racial taunts, graffiti, gestures;
4. Sexual: Unwanted physical contact or sexually abusive comments;
5. Homophobic: Because of, or focusing on the issue of sexual orientation, gender identity and/or gender expression;
6. Verbal: Name-calling, sarcasm, spreading rumors, teasing; and
7. Cyber: The use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that it is intended to harm others; this includes all areas of the Internet, such as email and Internet chat room misuse, mobile threats by text messaging and calls, and misuse of associated technology such as camera and video facilities FFE(LOCAL).

5. **Cheating** is the improper collaboration or unauthorized assistance in connection with any academic work. Prohibited behaviors includes, but is not limited to:

1. Copying another individual's or group's academic work.
2. Receiving and utilizing academic work for purposes of fulfilling an academic requirement.
3. Receiving or attempting to receive payment services or academic credit under false pretense.
4. Completing any academic work for someone else or permitting someone else to complete academic work on your behalf.
5. Using any bribe or unauthorized aid (e.g., outside source, cell phone, calculator, notes, previous testing materials) FLB(LOCAL).

#### 6. **College Policies**

Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

7. **Collusion** is assisting or attempting to assist another in any violation of an academic nature. Prohibited behavior includes, but is not limited to:

1. Sharing academic work with another student (either in person or electronically) without the permission of the instructor
2. Communicating (either in person or electronically) with another student(s) or other individual(s) during an examination without the permission of the instructor FLB(LOCAL).

#### 8. **Computer and Network Violations**

Theft or other abuse of computer facilities and resources FLB(LOCAL). Violations include but are not limited to:

1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
2. Unauthorized transfer of a file;
3. Use of another individual's identification and/or password;
4. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College Official;
5. Use of computing facilities and resources to send obscene or abusive messages;
6. Use of computing facilities and resources to interfere with the normal operation of the College computing system;
7. Use of computing facilities and resources in violation of copyright laws; and
8. Any violation of the College Computer Use Policy.

#### 9. **Conduct System Abuse**

Abuse of the Student Conduct System, FLB(LOCAL). Conduct System Abuse includes, but not limited to:

1. Failure to comply with the notice from a Conduct Authority to appear for a meeting or other component of the student conduct process;
2. Falsification, distortion, or misrepresentation of information as part of a student conduct process;
3. Disruption or interference with the orderly conduct of a Student Conduct proceeding;
4. Instituting the student conduct process without true cause;

5. Attempting to discourage an individual's proper participation in, or use of, the student conduct process;
6. Attempting to influence the impartiality of a member of a Conduct Authority prior to, and/or during the course of, the student conduct code proceeding;
7. Harassment (verbal or physical) and/or intimidation of a Conduct Authority prior to, during, and/or after a student conduct code proceeding;
8. Failure to comply with the sanction(s) imposed under the Code of Conduct;
9. Influencing or attempting to influence another person to commit an abuse of the Student Conduct process; and
10. Plagiarism of an educational student conduct sanction.

#### **10. Dangerous Items/Weapons**

The possession of firearms, explosives and other weapons or dangerous chemicals on College premises is an illegal offense in accordance with Texas Penal Code. In addition, the use of any such item on College premises and/or at College sponsored events in a manner that harms, causes bodily injury, threatens, or causes fear to others constitutes an offense even if the item is legally possessed. The following are prohibited:

All weapons listed in the Texas Penal Code including but not limited to:

1. Firearms (other than concealed with license) and explosive weapons;
2. Machine guns;
3. Short-barreled firearms;
4. Firearm silencer;
5. Knuckles;
6. Armor-piercing ammunition;
7. Chemical dispensing devices;
8. Zip gun; and
9. Tire deflators.


Weapons considered dangerous on College premises include but are not limited to:

1. Any type of BB pellet gun;
2. Paint gun;
3. Realistic facsimile of a weapon or any counterfeit item;
4. Stun gun and/or taser weapon;
5. Paint pellets and cartridge;
6. Switch blades or any blade more than five and one-half inches;
7. Bows and arrows with exception of archery classes;
8. Martial arts weapons;
9. Slingshots and water balloon launchers;
10. Explosive devices and fireworks; and
11. Dangerous chemicals or other hazardous materials.

For more information on the Texas Penal Code visit: [CHF\(LOCAL/LEGAL\)](#).

For more information on Campus Carry visit the College website.

#### **11. Dating Violence**

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

#### **12. Dishonesty**

Acts of dishonesty FLB(LOCAL). Dishonesty includes, but not limited to the following:

1. Furnishing false information to any College Official, faculty member, or office;
2. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
3. Tampering with any College election process.

**13. Disorderly Conduct**

Conduct that is disorderly, lewd, or indecent; breach of peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by the College or members of the academic community. Disorderly Conduct includes but is not limited to: consensual physical fighting and/or assault, or disturbing the peace FLB(LOCAL).

**14. Disruption**

Disruption or obstruction of teaching, research, administration, student conduct proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises FLB(LEGAL) and DGA(LEGAL).

**15. Domestic Violence**

Violence committed by:

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

**16. Electronic Media Violations**

Inappropriate use of College computers and computing resources. Inappropriate use includes, but not limited to:

1. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom;
2. Anonymous or forged e-mail messages;
3. Unauthorized attempts to access another person's e-mail or similar electronic communications;
4. Use of another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications;
5. Use of System e-mail or other network resources for commercial purposes or for personal financial gain;
6. Access to a restricted computing resource without authorization or use for purposes beyond the authorization;
7. Transmission of copyrighted materials, without the written permission of the author or creator, through System e-mail or other network resources in violation of U.S. copyright law;
8. Use of computing resources used in a manner that disrupts the work or educational environment;
9. Intentional use of System computing resources to store, download, upload, display, print or e-mail computer images that constitute "obscene materials" as defined by Section 43.21 of the Texas Penal Code and that are not directly related to or required for a specific educational course or research project directly related to an educational program;
10. The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, age, gender, national origin, disability, and/or religion, may constitute prohibited harassment under System policies;
11. Upload or download of unauthorized materials to any System server; and
12. Sharing of an account, password or other authentication device that was provided to permit access to restricted computing resources. (ACCEPTABLE USE GUIDELINES FOR COMPUTING AND



**17. Endangerment of Person(s)**

Conducting oneself in a manner that initially threatens or endangers the health or safety of a person, other members or visitors within the college community or at college sponsored or related events is prohibited. This includes threats of suicide made in jest FLB(LOCAL).

**18. Failure to Comply**

Failure to comply with directions of College Officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. Students who fail to comply with directions or requests of College Officials, including, but not limited to student volunteers and student employees, or contract service vendors acting in performance of their duties, may be referred to the student conduct process. Students who willfully resist, delay, or obstruct College Officials in the discharge or attempts to discharge the duty of their office or employment will also be referred to the student conduct process FLB(LOCAL).

**19. False Alarm or Report**

False alarm or false report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation of a building, room, or place of assembly; or
4. Fire alarm silencer means any device designed, made, or adapted to muffle the fire alarm FLB(LOCAL).

**20. Falsification** is the misrepresenting or misleading others with respect to academic work. Prohibited behaviors includes, but is not limited to:

1. Signing in for another student who is not in attendance, or requesting this action;
2. Misrepresenting one's identity, or requesting this action, in an academic setting;
3. Interfering with an instructor's ability to evaluate accurately a student's competency or performance on any academic work;
4. Fabrication of documents submitted in connection with academic work;
5. Listing incorrect or fictitious references; or
6. Tampering with grades FLB(LOCAL).

**21. Fire Safety and Equipment**

The following behaviors are prohibited:

1. Causing a false alarm, arson, tampering with the fire alarm system, smoke detectors, sprinkler system, emergency exits, carbon monoxide detectors, fire extinguishers, exit signs, and other equipment are federal offenses;
2. Failing to evacuate a College building during fire and/or emergency alarms or re-entering the building before the all clear sign is given;
3. Possessing and/or using candles, incense, oil lamps, helium tanks, and other combustible and/or flame producing items in any campus area or building;
4. Possessing and/or using of fireworks, CO2 cartridges, explosives, chemicals and other hazardous materials; and
5. Attaching excessive wall coverings or other items to walls and/or ceilings. CHF and FLB(LOCAL)

**22. Gambling**

Students are expected to abide by federal and state laws prohibiting illegal gambling. Prohibited activities include, but are not limited to: betting on, wagering on, or selling pools on any event; possessing on one's person or premises, any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic event; and involvement in bookmaking or wagering pools with respect to the events. Gaming events, including but not limited to casino nights and poker events, are prohibited without the authorization of the vice president for student affairs or his/her designee FLB(LOCAL).

### **23. Harassment**

Engaging in behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's employment, education or access to College programs, activities or opportunities, and such behavior would detrimentally affect a reasonable person under the same circumstances. Behaviors that meet the above definition may include, but are not limited to, the following:

1. Directing physical or verbal conduct at an individual because of the individual's age, race, color, gender, ancestry, national origin, religion, veteran status, sex, sexual orientation, physical or mental disability, gender identity;
2. Subjecting a person or group of persons to unwanted physical contact or threat of such; and
3. Engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress. FFDA and FFDB(LOCAL)

### **24. Hazing**

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule FLBC(LEGAL).

### **25. Identification**

All students and guests are required to provide their name and show appropriate identification to a College Official upon request. Students must carry their Tarrant County College identification with them at all times when on College property or at College functions. Guests must carry a driver's license, or other government-issued identification at all times. FLA(LOCAL) and FLB(LOCAL)

The following behaviors are also prohibited:

1. Falsely identifying oneself to others; and
2. Possession, production, or distribution of false identification cards, or materials to fabricate such, is illegal and strictly prohibited. Any false identification cards found to be in the possession of students or guests will be confiscated, destroyed, and may result in a citation from the governing Police authority.

### **26. Illegal Substances/Drugs**

Use, possession, sale, manufacturing, transmission, distribution, or attempts to do any of these previous acts, of narcotics or other controlled substances except as expressly permitted by law. Any drugs and or paraphernalia found to be in the students' possession will be considered to be the students' possession whether or not he/she has purchased or furnished the items in question. This definition applies, but is not limited to the following:

1. Being under the influence of, any controlled substance or dangerous drug as defined by law, aerosol paint, or any other volatile chemical substance for inhalation, performance-enhancing substance including steroids, any designer drug, or any intoxicant or mood-changing, mind-altering, or behavior-altering drug.
2. Illegal or improper use of prescription medicines including steroids. All prescription medicines must be kept in their original bottle and must have the prescription from the doctor noted on the bottle.
3. Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bongs etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade, even as props for filming.
4. Legal substances used in an improper manner (e.g. ingesting a cleaning chemical, inhaling other chemical substances for the purpose of intoxication) FLBE(LOCAL).

### **27. Keys**

Unauthorized possession, duplication or use of keys to any College premise or unauthorized entry to or exit use of any College premises CS(LEGAL).

### **28. Lewd and Indecent Behavior**

1. Urinating in areas other than toilets and urinals (including lawns, lounges, elevators, stairwells, balconies, parking lots, etc.);
2. Public nudity;
3. Sexual contact in a public or common area; and
4. Public viewing or displaying of pornography CR(LOCAL) and FLA(LOCAL).

**29. Minors on Campus**

From time to time, classes and activities are offered at TCC for minor children. On these occasions, children are permitted to participate in these opportunities. At no time are children permitted to be left unattended on any campus or property owned or controlled by TCC GDA(LOCAL).

**30. Obstruction**

Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions FLB(LOCAL).

**31. Plagiarism** is the use of work or ideas without proper acknowledgment of source. Prohibited behaviors includes, but is not limited to:

1. Partial or incomplete citation of work or ideas;
2. Improperly paraphrasing by acknowledging the source but failing to present the material in one's own words;
3. Paraphrasing without acknowledgment of the source;
4. Multiple submissions of the same or substantially the same academic work for academic credit; or
5. Copying, partially or entirely, any material without acknowledgment of the source FLB(LOCAL).

**32. Property Damage**

Destruction, damage, misuse and or defacing of College, personal, or public property is prohibited FLA(LOCAL) and FLB(LOCAL).

**33. Retaliation**

The College will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation. Retaliation should be reported promptly to the Student Conduct Administrator and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

**34. Right to Assemble/Public Demonstration**

Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; and leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area FLA(LEGAL).

**35. Sexual Violence**

Sexual contact or intercourse with a person without the person's consent, including sexual contact or intercourse against the person's will or in a circumstance in which the person is incapable of consenting to the contact or intercourse.

**36. Sexual Harassment**

Unwelcomed, sex-based verbal or physical conduct that:

1. In the employment context, unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or
2. In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities.

**37. Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purpose of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows,

monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**38. Theft/Possession of Stolen Property or Service**

Engaging in the taking, misappropriation, or possession of College property or the property of another including anything of value, goods, services, funds, and/or other valuables or possession of property that can be reasonably determined to have been stolen. FLB(LOCAL)

**39. Tobacco Use/Smoking/E-Cigarette/Vaping Devices**

The use of tobacco products or e-cigarette/vaping devices shall be prohibited on College grounds and in College buildings, facilities, vehicles and spaces leased by the College. The use of tobacco products or e-cigarette/vaping devices shall be permitted in private vehicles parked on College property provided any residue is retained within the vehicle. FLBD(LOCAL) and GDA (LOCAL)

**40. Unauthorized Entry**

Engaging in the misuse of access privileges or unauthorized access or entry to any College property, building, structure, or facility.

**41. Violation of Law**

Tarrant County College upholds all federal, state and local laws and considers violation of these laws on College property or at any function authorized by the College even if held off campus as a cause for disciplinary action in addition to any action that might be taken by our criminal justice system.

**42. Violence**

The following behaviors are prohibited:

1. Any act of violence or threat of violence; and
2. All physical abuse including physical assault and/or battery as well as any domestic disputes, dating violence, hate crimes, and/or child abuse FFE(LOCAL) and FLB(LOCAL).

**43. Violation of Law, College Discipline, College Policies**

All students/organizations and their guests must adhere to all College policies. The following are options that may be pursued against students/organizations and their guests who fail to follow College policies:

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Administrator;
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate; and
3. Any violation of posted college policy including but not limited to solicitation FM(LOCAL).

## **ARTICLE VI: ADMINISTRATIVE CONDUCT PROCEDURES**

Any member of the College District community, including but not limited to students, faculty, administrators, staff, and others shall be permitted to submit a report regarding a respondent for an alleged violation of College District policies and rules or other types of misconduct.



For instances involving reports of sexual and/or gender-based misconduct, including sexual harassment, sexual violence (nonconsensual sexual contact and non-consensual sexual intercourse) sexual assault, sexual exploitation, domestic violence, dating violence, stalking, aiding or facilitating the commission of a violation and retaliation targeting students, including claims against other students, employees, and third parties, see FFDA. For instances involving reports of discrimination, harassment, or retaliation involving other protected characteristics, see FFDB.

The College's administrative conduct procedures may involve up to three steps, as noted below:

- Step 1: Investigation
- Step 2: Administrative Conference
- Step 3: Appeal (if requested)

While the administrative conduct procedures set forth in this document do not constitute legal proceedings, the College seeks to provide involved parties with due process as required by law. Any involved party needing accommodations for administrative conduct proceedings should submit requests to the administrative investigator.

### **Reports of Alleged Policy Violation(s)**

Reports of alleged policy violation(s) shall be submitted to the administrative investigator within a reasonable time frame following an incident. The reports may be submitted in writing, through the online reporting form and should include relevant information and facts.

### **Notice to Respondent**

The administrative investigator shall provide written notice to the respondent via e-mail within ten (10) College business days, unless extenuating circumstances exist. The responsibility to cooperate with the administrative conduct procedures is not eliminated by failure to check College e-mail.

The written notice to the respondent shall include all of the following:

1. A description of the alleged behavior reported including the date, time, and location, when available;
2. The specific College policy/policies the respondent may have violated;
3. The referral body, if applicable, that is reporting the alleged behavior;
4. A reference to the Student Code of Conduct, which outlines the steps involved in the administrative conduct procedures;
5. Any action that the respondent must take and the deadline by which the action must be completed;
6. The respondent may be accompanied during the administrative procedures by an advisor of their choice. The advisor may only speak to the respondent and will not directly address the administrative authority.

### **Interim Measures**

In certain circumstances, the administrative conduct authority may impose immediate College Interim Measures prior to and/or during the administrative conduct proceedings. Any interim disciplinary measures imposed shall be enforced College-wide. The interim disciplinary measures include, but are not limited to:

1. Temporary removal from a designated area, including but not limited to classroom, library, lab, campus, or TCC College premises;
2. An interim suspension may be imposed only:
  1. To ensure the safety and well-being of members of the College District community or preservation of College District property;
  2. To ensure the individual's physical or emotional safety and well-being; or
  3. If the respondent poses an ongoing threat of disruption or interference with the normal operations of the College.

1. During the Interim Suspension, the individual shall be denied access (a No-Trespass Warning may be issued) to the campus (including classes) and/or all other College activities or privileges for which the individual might otherwise be eligible, as the administrative conduct authority may determine to be appropriate; and
2. The Interim Suspension does not replace the regular process. During an Interim Suspension, the individual will not be permitted to attend classes. Upon issuance of an Interim Suspension, an administrative conference shall occur no more than ten (10) College business days after the respondent has been notified, unless extenuating circumstances exist. Maximum time limits for scheduling of the appeal request process may be extended at the discretion of the administrative conduct authority.
3. Restricted communication with one or more individual(s), group(s), or organization(s);
4. Restricted ability to participate in academic activities, including classes, internships, co-ops, etc.;
5. Restricted access to campus employment;
6. Administrative leave with or without pay for student employees; or
7. Any other restriction that may be deemed appropriate by the administrative conduct authority.

The conduct authority or designee will notify the respondent in writing of any interim measures. The measures will take place immediately upon notification and are applicable district-wide unless otherwise specified. At any point in the process, interim measures may be implemented and will remain in place until it is determined they are no longer necessary.

### **Holds and Removal of Active Status**

The conduct authority or designee may place a hold on a student's account, transcript, registration, and/or diploma; or remove a student group and/or recognized student organization's active status and ability to conduct operations in any of the following situations:

1. A respondent has committed a violation of College policy culminating in suspension or expulsion;
2. A respondent has been given interim restrictions pending an investigation and resolution of allegations of misconduct;
3. A respondent has failed to schedule or attend a required College meeting or administrative conference;
4. A respondent has failed to complete one or more sanctions by the assigned deadline; or
5. An individual who is no longer attending the College exhibits disruptive behavior which is impacting the College community, and it is the determination of the administrative conduct authority or designee that a review of the individual's file and meeting with the individual occur prior to the individual's re-enrollment.

### **Step 1: Investigation**

An investigation will be conducted to gather and examine information to help determine the merits of the reported behavior.

Any party associated with the reported behavior may be interviewed as part of the investigation process. All involved parties will have the opportunity to provide the names of relevant witnesses to be contacted as part of the investigation. The respondent shall cooperate with the College's information gathering process. This shall include the expectation to respond to e-mail correspondence, appear if requested, and/or respond truthfully to questions asked by College officials.

### **Educational Conversation**

If the reported behavior is concerning but does not appear to be a violation (e.g. an incident which occurs outside of the College's jurisdiction, or repeated low-level behaviors), there may still be an institutional response without formal conduct charges. The respondent may be asked to meet to discuss the situation, be requested to participate in a mediated conversation, and/or may receive a letter regarding the concerning behavior.

### **Informal Resolution Meeting**

The respondent will participate in an informal resolution meeting as part of the investigation. During this meeting, the following information will be reviewed:

- the respondent's rights and responsibilities
- the alleged violation(s)
- information that was provided as the basis for the alleged policy violation(s), which may be partially redacted if necessary
- the perspective of the respondent as it pertains to the alleged violation(s)
- resolution options

Additionally, the administrative investigator will be able to answer any questions regarding student conduct policies and procedures. The respondent is responsible for determining how they would like to proceed in the process. Finally, the administrative investigator may provide a range of sanctions that may apply given the alleged violation(s) but cannot ensure any specific outcome.

### **Informal Resolution**

In instances in which the respondent accepts responsibility for violating the Code of Conduct, the respondent may agree to an Informal Resolution. If a respondent accepts responsibility for violating College policy, the respondent will be informed of the recommended sanction(s). If the respondent accepts responsibility for violating College policy and agrees to the sanction(s) recommended, then the respondent may waive their right to an Administrative Conference and complete the recommended sanction(s) through an Informal Resolution. Once the respondent agrees with the terms of the Informal Resolution, the outcome (decision of responsibility and recommended sanction(s)) is final and is not eligible to be appealed.

In instances in which an Informal Resolution is not utilized, the initial student conduct report, the results of the investigation, and all supporting documentation shall be submitted for consideration and resolution as part of the student conduct administrative conference process.

### **Responsible Action Protocol**

The College recognizes that a student's concern for potential disciplinary action related to alcohol, drugs, and other substances may hinder the student's actions in response to a medical emergency. In order to alleviate those concerns and ensure that students and their guests receive prompt medical attention, the College has adopted the following Responsible Action Protocol:

1. Students are urged to contact emergency officials by calling the College Police Department at (817) 515-8911 or 911 to report the incident, to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and to meet with appropriate College officials after the incident and cooperate with any College investigation.
2. Students who seek emergency medical attention for themselves or others related to the consumption of alcohol, drugs, or other substances will not face disciplinary action for their personal use provided that the student completes an educational program or activity; however, this protocol does not provide protection for disciplinary action for other potential policy violations (e.g. damage and/or destruction of property, failure to comply, physical violence, sexual misconduct, etc.).
3. Student groups or recognized student organizations who seek emergency medical attention for their members or guests related to the consumption of alcohol, drugs, or other substances will not face disciplinary actions for incidents involving alcohol, drugs, or other substances provided that the group or organization followed the event and risk management procedures as outlined by Student Activities and other College Policies, and provided that the group or organization completes an educational program or activity ; however, this protocol does not provide protection for disciplinary action for other potential policy violations (e.g. damage and/or destruction of property, failure to comply, hazing, physical violence, sexual misconduct, etc.).
4. The Responsible Action Protocol applies only to those students, student groups, and recognized student organization who seek emergency medical assistance in connection with an alcohol, drug, or other

substance related medical emergency and does not apply to individuals experiencing an alcohol, drug, or other substance-related medical emergency who are found by College officials.

5. The Responsible Action Protocol is not intended to shield or protect those students, student groups, or recognized student organizations that repeatedly violate College policy. In cases, where repeated policy violations occur, the College reserves the right to take disciplinary action regardless of the manner in which the incident was reported. Additionally, the College reserves the right to initiate the administrative conduct process in cases in which the violation(s) are egregious.
6. The Responsible Action Protocol only provides amnesty from violations of TCC policy. It does not grant amnesty for criminal, civil, or other legal consequences for violations of federal, state, or local laws or ordinances.
7. Administrative Conduct Authority will make a determination regarding eligibility for amnesty under the Responsible Action Protocol during the initial review or investigation FKC [LEGAL] and FKC[LOCAL].

### **Unfounded Allegations**

As a result of the investigation process, and if it is determined that the respondent did not commit the alleged policy violation or reported misconduct, the conduct case shall be dismissed as unfounded. The respondent will be provided written notice of the dismissal by College District e-mail.

## **Step 2: Administrative Conference**

### **Administrative Conference**

Once the investigation has been completed, and if the respondent did not enter a mutual resolution, an administrative conference will be scheduled. The respondent will receive a minimum of five (5) College District business days' notice of the administrative conference, unless the respondent waives this right or extenuating circumstances exist.

The written notice to the respondent regarding the administrative conference will include the following:

1. The administrative conference date, time, and location;
2. Notice that the administrative conference does not constitute a legal proceeding and that legal counsel will not be provided;
3. Notice of the respondent's rights and responsibilities;
  1. The respondent may be accompanied during the administrative procedures by an advisor of the respondent's choice. The advisor may only speak to the respondent and will not directly address the administrative authority.
  2. The respondent will be provided a copy of an investigation summary report prior to administrative conference. The summary report will contain relevant information that will be used in determining the outcome.
  3. The respondent will be provided the range of disciplinary sanction(s) that may be assigned.
  4. The respondent will have the right to request an appeal of the decision made.
4. Communication to the respondent that the respondent must provide notice if the respondent intends to have an attorney serve as an adviser during the administrative conference. The notice must be submitted in writing no less than three College District business days before the administrative conference is scheduled to occur. In these instances, it will be arranged for a College District attorney to also be present during the administrative conference. The College District will have the authority to postpone the administrative conference, if necessary.

The conduct administrator will facilitate the administrative conference. There may be circumstances where additional College District officials are asked to be present at the administrative conference.

During the administrative conference, the conduct administrator shall review the allegations and give the respondent an opportunity to view the supporting documentation, share their perspective on the reported behavior, and submit other information and supporting documentation for consideration (if applicable). The ad-



ministrative conference procedures will be audio recorded and will be the only audio recording allowed. If requested, a copy will be provided to the respondent at their own expense.

After the administrative conference, the conduct administrator may find that the respondent did violate a policy based on a preponderance of the evidence. If the conduct administrator finds that the respondent violated a policy, disciplinary sanctions will be assigned. Sanctions will be appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances.

The respondent and complainant (if applicable) will be notified of the outcome of the administrative conference via their College e-mail within five (5) College business days, unless extenuating circumstances exist. If an outcome is unable to be reached within five (5) College business days, the respondent and the complainant (if applicable) will be notified of the delay via College e-mail.

### **Failure to Appear for Conference**

If the respondent and/or the complainant (if applicable), without adequate notice, do not attend the administrative conference, the conduct procedures may occur in their absence. No other opportunity for an administrative conference may be provided for a respondent and/or complainant (if applicable) that fails to appear without good cause.

### **Step 3: Appeal (if requested)**

Any respondent, wishing to appeal the outcome must submit an appeal request within five (5) College business days of the date of the outcome letter. An appeal must be submitted in writing, through the online appeal form, to the office of the vice president for student affairs via the online appeal form.

An appeal does not provide for a second administrative conference. An appeal is an administrative review that addresses one or more issues outlined below.

### **Ground for Appeal**

Appeals may be submitted to the office of the vice president for student affairs on one or more of the following grounds:

1. The established administrative procedures were not followed and as a result, the findings or disciplinary sanctions imposed were not correct; and/or
2. There is new information that would have been pertinent to the outcome had the information been available to the conduct administrator before delivering a finding or assigning disciplinary sanctions. The respondent must clearly describe the new information in the written request for an appeal and must include any available supporting documentation. Additionally, the respondent must show that the new information and supporting documentation was not known at the time of the administrative conference.

The office of the vice president for student affairs will be responsible for evaluating the content of the appeal request. Any conduct authorities involved in the facilitation of the administrative conference are unable to participate in the review of an appeal request.

The office of the vice president for student affairs shall provide the respondent a written response setting forth the basis of any decision. Every effort will be made to send follow-up correspondence to the respondent within ten (10) College business days.

Upon review of the record, the office of the vice president for student affairs may respond as follows:

1. Determine that the appeal does not meet the ground(s) outlined above, in which case the original decision stands;
2. Determine that the appeal meets the ground(s) outlined and remand the case back to the original conduct administrator to consider new information or reevaluate previous information;
3. Determine that the appeal meets the ground(s) outlined above and remand the case to a new conduct administrator with specific corrective instructions.

4. Determine that the sanction(s) is/are inappropriate for the violation and recommend the sanction(s) being modified by the conduct administrator;

### **Notice to Complainants**

The decision of the campus vice president of student affairs is final.

In some instances, the complainant will also be notified regarding the status of a relevant administrative procedures, including any decision made by the conduct administrator in accordance with local, state, and/or federal law.

### **Notice Regarding Procedures**

Student Conduct Administrative procedures are consistent with the provisions of the Student Code of Conduct in the Student Handbook. Any deviation from these procedures will only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. Student conduct administrators may adjust procedures with notice, upon determining that changes to law or regulation require policy or procedural alterations that are not reflected in policy. A student conduct administrator may make minor modifications to procedure that do not significantly jeopardize the fairness owed to any party. Any question of interpretation of the Student Code of Conduct will be referred to the director of student conduct and prevention education or designee, whose interpretation is final. The Student Handbook will be updated annually under the direction of the Vice Chancellor and Provost, with a comprehensive revision process being conducted every 3 years.

### **Sanctions**

The following disciplinary sanctions may be imposed upon any respondent found to have violated College District policy, see FLB(LOCAL/LEGAL). This list is not exhaustive. All disciplinary sanctions are cumulative, and the previous conduct history of the respondent shall be considered when issuing a disciplinary sanction. Disciplinary sanctions are also subject to enhancement based on the severity of the behavior and the impact on the College District community. More than one disciplinary sanction can be imposed for any single violation.

1. Reprimand - A written notice given to a respondent explaining that the respondent has engaged in misconduct or violated College District policy or institutional regulations. Repeated incidents of misconduct or violations of College District policy or institutional regulations can result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to, or misuse of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic Penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty including cheating, collusion and plagiarism committed by a student. The instructor will submit a written report of the incident and of the planned action to the instructor's dean.
4. Disciplinary Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions including suspension or expulsion, if the respondent is found to have engaged in additional violations during the probationary period.
5. Disciplinary Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one-semester minimum time lapse). However, suspension may exceed the one-semester minimum.
6. Deferred Suspension - Establishes a fixed period of time, allowing the respondent to complete the current academic term or semester. While the student is allowed to remain enrolled, a recognized student organization is not permitted to represent the College or participate in any extracurricular activities. The specifics of the Deferred Suspension shall vary based upon the violation and circumstances for each respondent. Restrictions on the respondent shall include limiting participation in

activities to those directly related to academic pursuits or the completion of academic requirements. This includes entering College District buildings or attending College District events. The College District shall have the authority to impose additional conditions, restrictions or sanctions during a deferred suspension.

7. Disciplinary Expulsion - Permanent separation of the respondent from the College.
8. Loss of Privileges - Denial of specified privileges for a designated period of time.
9. Administrative Withdrawal - Removal from an academic or non-credit bearing course as a result of disruptive or insubordinate behavior.
10. Educational Disciplinary Sanctions - Work assignments, essays, service to the College District or other related discretionary assignments. At his or her discretion, the conduct authority shall have the authority to require that a respondent complete additional educational assignments such as essays or research papers or perform services for the College District.
11. Revocation of Admission and/or Degree/Certificate - The College District shall have the authority to revoke a student's admission or a degree or certificate for fraud, misrepresentation, violation of degree or certificate standards or other serious violations of conduct.
12. Withholding Degree/Certificate - The College shall have the authority to withhold the awarding of a degree or certificate from a student who has otherwise earned the degree or certificate until the student has completed or satisfied all imposed disciplinary sanctions.
13. No Trespass Order - A respondent suspended or expelled from the College District shall be issued a no-trespass order for the duration of the assigned sanction. Exceptions shall be made for suspensions, as noted above at items 5 and 6.
14. No Communication/Contact Order - The College District shall have the authority to prohibit a respondent from engaging in personal contact and all forms of communication with other members of the College District community. This sanction shall be imposed primarily when such contact has the potential to lead to harassment, threats or other forms of unwanted interaction, or the College District believes there is a reasonable likelihood of additional conduct violations by the respondent.
15. Withhold Official Records - The College District shall have the authority to block registration or withhold transcripts, grades, diplomas or other official records if the action is reasonably necessary to preserve the College District's ability to enforce disciplinary rules.

Disciplinary sanctions shall be included in the disciplinary record of a student or recognized student organization. Other than an expulsion or the revocation or withholding of a degree or certificate, imposed disciplinary sanctions shall not be included in a student's permanent academic record.


A student or recognized student organization shall be permitted to request that any disciplinary record, other than a suspension, expulsion, or revocation of a degree or certificate, be expunged after seven years. The request must be submitted to the vice president for student development services. If no request is submitted, the disciplinary record of a student or recognized student organization shall be maintained in accordance with the College District's established records retention schedule.

Disciplinary sanctions of suspension, expulsion, or revocation of a degree or certificate shall not be removed from the disciplinary record of a student or recognized student organization.

### **Transcript Notation**

The Texas Education Code (House Bill 449) requires institutions of higher education to include a "notation" on a student's transcript when the student is ineligible to re-enroll in the institution for a reason other than an academic or financial reason. This encompasses all disciplinary action.

### **Respondent's Rights/Student Conduct Review Procedures**

1. To have prior knowledge of the alleged violation(s) and have the alleged violation(s) explained clearly and fully. Students needing assistance with general questions or to better understand the conduct process should contact the Conduct Authority. 

2. To have access to hear statements and/or see all written statements concerning the charges.
  3. To present throughout the proceedings, excluding the Conduct Authority's deliberation process of the student conduct review process.
  4. To refute oral and/or written statements.
  5. To provide material witnesses and/or notarized statements from witnesses.
  6. To be advised of the appropriate Appeal process.
  7. To be accompanied by an "Advisor" if they choose, at his or her own expense. The Advisor may not address the Conduct Authority but may serve as a "Support Person" during the proceeding for the accused student or Student who experienced harm.
  8. To submit a written statement (in hard copy or electronic) outlining their perspective on the original incident which initiated the Student Conduct process.
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- [Title IX-Student Equity Assurance Resources](#)

## Title IX-Student Equity Assurance Resources

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| • <a href="#">Nondiscrimination Statement</a>                    | • <a href="#">Sexual Misconduct Protocol</a>                                   |
| • <a href="#">How to Report</a>                                  | • <a href="#">Major Steps in the Title IX Process</a>                          |
| • <a href="#">Applicable Laws</a>                                | • <a href="#">Timelines for Resolution</a>                                     |
| • <a href="#">Policy</a>   | • <a href="#">Informal Resolution Process</a>                                  |
| • <a href="#">Title IX</a>                                       | • <a href="#">Sanctions and Remedies</a>                                       |
| • <a href="#">Non-Gender Based Discrimination</a>                | • <a href="#">Consent &amp; Incapacitation</a>                                 |
| • <a href="#">Mandated Reporter</a>                              | • <a href="#">Title IX Coordinator and Deputy Title IX Coordinators</a>        |
| • <a href="#">Texas State Mandated Student Awareness Program</a> | • <a href="#">Other Important Reporting Topics</a>                             |
| • <a href="#">Administrative Process</a>                         | • <a href="#">On and Off-Campus Resources</a>                                  |
| • <a href="#">Evidentiary Standard</a>                           | • <a href="#">Rights of Student Victims/Students Who Have Experienced Harm</a> |
| • <a href="#">Appeal</a>   | • <a href="#">Related Definitions</a>  |
| • <a href="#">TCC Police Department's Victim Assistance Unit</a> | • <a href="#">Law Enforcement Reporting Options</a>                            |
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## Nondiscrimination Statement

Tarrant County College (TCC) does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information or veteran status in its application and admission processes, educational programs and activities, facilities, or employment policies, procedures and processes.

TCC will refer reports of violation to the applicable district office who will promptly investigate and resolve all complaints of discrimination, harassment, and related retaliation in accordance with applicable federal and state laws. TCC takes actions to prevent retaliation against individuals who report or file a charge of discrimination or harassment; participate in an investigation or oppose any form of discrimination or harassment.

Any employee who experiences, observes, or becomes aware of discrimination, sexual harassment, and/or related retaliation must promptly report the incident(s) unless they are a licensed health care provider or a licensed counselor acting in this capacity as part of their official employment with TCC. Students and non-affiliated members of the public are encouraged to report incidents, but not required.

**The following person(s) has been designated to handle inquiries regarding TCC's nondiscrimination policies:**

### Students can submit reports to:

Kory Levingston  
District Title IX Coordinator  
300 Trinity Campus Circle  
Fort Worth, Texas, 76102  
817-515-5234

[hrtitleix@tccd.edu](mailto:hrtitleix@tccd.edu)

[TCC Human Resources – District Title IX Office](#)

### Employees can submit reports to:

Vanessa Jones  
Director of Employee Relations  
300 Trinity Campus Circle  
Fort Worth, Texas, 76102  
817-515-5053

[hremployeerelations@tccd.edu](mailto:hremployeerelations@tccd.edu)

[TCC Human Resources – District Employee Relations Office](#)

## How to Report

### 1. Reports can be made via the following options:

#### a. In-person or virtual appointments

- i. District Title IX Office; Email: [hrtitleix@tccd.edu](mailto:hrtitleix@tccd.edu); Phone: **817-515-5234**
- ii. The [Deputy Title IX Coordinator assigned to your specific campus](#).

#### b. Online/Anonymous reporting

- i. Title IX/Sexual Misconduct/Discrimination Reporting Form at [click here](#).
- ii. Anonymous reports can be made via the Title IX / Sexual Misconduct / Discrimination Reporting Form at [click here](#).
- iii. Employees who have a duty to report must also inform the Title IX Coordinator and can do so via the Title IX / Sexual Misconduct / Discrimination Reporting Form at [click here](#).

#### c. While verbal reports of sexual misconduct will be received and responded to as appropriate considering the wishes of the reporting individual(s) and the circumstances of each case, TCCD strongly recommends reports of Title IX and Sexual Misconduct be submitted in writing. The complaint should identify the parties involved; describe the policy violation, including when and where it occurred; and identify by name or description any witnesses and/or evidence. Complaints will be treated as confidentially as practical and shared only on a need-to-know basis.

#### d. Confidentiality - Faculty and staff on campus have different reporting responsibilities and different abilities to maintain your confidentiality, depending on their roles at the college. When consulting campus resources, victims should be aware of confidentiality and mandatory reporting in order to make informed choices. On campus, some individuals may maintain your complete confidentiality, offering options and advice without any obligation to tell anyone, unless you want them to. Other individuals are expressly there to report crimes and policy violations and will take action when you report your victimization to them. If you desire that details an incident be kept confidential, you should speak with an on-campus counselor or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help free of charge. In addition, you may speak to off-campus members of the clergy and chaplains, who will also keep reports confidential. Counselors and health care providers are not designated by TCC as Campus Security Authorities and therefore, are not required to report crime statistics for Clery Act purposes. They are also not considered “responsible employees” for the purposes of Title IX and are not required to report incidents of sexual misconduct to the Title IX Coordinator.

- e. **Timely Reporting** - Although, reports can be submitted at any time, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to immediately report may impair the College's ability to investigate and address the prohibited conduct.

## Applicable Laws

Federal and State laws that establish responsibilities for all College employees to report crimes and incidents, including sexual misconduct - the Clery Act, Title VII, Title IX, and Texas Senate Bill 212. Each of these areas of federal and state law has a different purpose, but generally, the laws are intended to protect members of the College community, visitors, and guests from criminal and discriminatory behaviors. The responsibilities established by these laws give rise to the term "mandated reporter" and "responsible employee."

## Policy

The following section outlines the College's policies regarding mandated reporting of suspected discrimination, including harassment, based on membership in a protected class. These policies are in place to make the College community aware of one's mandatory duty to report possible discrimination and the process for doing so. Sexual harassment, which includes acts of sexual violence, stalking, dating and domestic violence are all forms of sex discrimination.

## Title IX

[FFDA — Freedom from Discrimination, Harassment, and Retaliation](#): This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, including the Clery Act, see [FA\(LEGAL\)](#). For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see [DIAA](#).

## Non-Gender Based Discrimination

TCC is committed to maintaining an environment free from harassment and discrimination for everyone and Tarrant County College does not discriminate on the basis of race, color, national origin, religion, disability, or age in its programs and activities and provides equal access to the services and other programs at the College see [FFDB\(LOCAL\)](#).

[FFDB](#) - This student policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, age, religion, or disability targeting students, including claims against other students, employees, and third parties. For legally referenced material relating to this subject matter, see [FA\(LEGAL\)](#). For discrimination, harassment, and retaliation regarding employees as responding parties based on race, color, national origin, religion, or disability, see [DIAB\(LOCAL\)](#).

## Mandatory Reporter

All TCCD employees, with the exception of Confidential Employees, who in the course and scope of their employment witnesses or receives information regarding an incident that the employee reasonably believes to constitute Sexual Assault, Sexual Harassment, Dating Violence, or Stalking which is alleged to have been committed by or against a person, who was a student at or an employee of TCCD at the time of the incident, must promptly report the incident to the Title IX Coordinator.

## Texas State Mandated Student Awareness Program

At Tarrant County College (TCC) we pride ourselves on providing an engaging and meaningful college experience, in a safe and healthy environment. To that end, TCC requires all students complete #NotAnymore, an online interpersonal violence prevention awareness program from Student Success™. This brief video-based program will provide critical information about consent, bystander intervention, sexual assault, dating and do-

mestic violence, stalking, and much more. #NotAnymore will help you better understand how vitally important these issues are and what you can do to help make TCC a safe community.

The online program is now available to complete. In compliance with HB No. 1745, you are required to complete the program by the end of your first semester. To access #NotAnymore program, log into your student account.

The information presented in the program contains sensitive material involving sexual and interpersonal violence. While trigger warnings and resources are provided throughout the program, we understand such programming may be problematic for some viewers. Please contact your campus Deputy Title IX Coordinator for confidential support and/or resources.

## **Administrative Process**

The Title IX Coordinator and Deputy Title IX Coordinators oversee the resolution of discrimination based on sex and Title IX related referrals. Referrals involving students will be addressed by the campus assigned Deputy Title IX Coordinator.

1. All reports of discrimination, sexual harassment and/or bias related retaliation will be referred to the Title IX Coordinator or designee. Upon receipt, the Title IX Coordinator or designee shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by policy. If so, the College official shall immediately authorize or undertake an investigation.
2. If appropriate, the College shall promptly take interim action calculated to address prohibited conduct during the course of an investigation.
3. The investigation may be conducted by the College official or a designee, or by a third party designated by the College, such as an attorney.
4. The investigation may consist of interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Both the person making the report and the person against whom the report is filed shall be notified that they may have an advisor present throughout the process, and present witnesses and evidence as part of the investigation.
5. Once the investigation has been completed, the applicable adjudication process will follow. In all instances, the person making the complaint and the person against whom the complaint is filed shall be notified of the outcome.

## **Evidentiary Standard**

A preponderance of evidence means a greater weight of evidence or more likely than not. Even in cases, which make reference to federal, state, or local criminal statutes or ordinances, the burden of proof in the College's conduct proceedings remains as a preponderance of evidence.

## **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through [DIAA \(REGULATION\)](#) at step three. The person making the report and the person whom the report is filed shall be informed of their rights to file a complaint with the U.S. Department of Education Office for Civil Rights.

To report a complaint directly to the Department of Education, Office of Civil Rights, contact:

Office for Civil Rights  
Dallas Office  
U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810



Telephone: 214-661-9600  
TDD: 800-877-8339  
Fax: 214-661-9587  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

## **TCC Police Department's Victim Assistance Unit**

The department supports victims and families by providing services designated to lessen trauma experienced as a direct result of victimization. Services are available 24 hours a day 7 days a week.

## **Sexual Misconduct Protocol**

Tarrant County College treats Complainants and Respondents equitably by providing remedies to a Complainant when a determination of responsibility for sexual harassment has been made against the Respondent and by following a grievance process that complies with the Title IX regulations and VAWA.

## **Major Steps in the Title IX Resolution Process**

### **Step One: INTAKE**

The Title IX Coordinator (or designee) may assist the Complainant with understanding the policy and procedures, their options, and accessing resources. Assuming the Complainant chooses to file and complaint and move forward with a formal or informal resolution process, the next step is an Initial Assessment.

All resolutions will be conducted by officials who receive annual training on issues related to sexual harassment, which includes domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator, Investigators, Decision-makers, and any person who facilitates an informal resolution process are required to be trained on: the definitions of sexual harassment; the scope of Tarrant County College's education program or activity; how to conduct an investigation and grievance process that includes hearings, appeals, and informal resolution processes, as applicable; and serving impartially, including by avoiding prejudgment of the facts at issue, identifying conflicts of interest, and bias.

The Tarrant County College resolution process is confidential. The institution will protect the confidentiality of parties throughout the resolution process, consistent with the provisions of state and federal law.

### **Step Two: INITIAL ASSESSMENT**

An initial assessment of the allegations is made by the Title IX Coordinator to determine appropriate jurisdiction and applicable policies/procedures. Under the federal Title IX regulations, the Title IX Coordinator is required to dismiss any formal complaint if one or more of the following is true:

- The alleged conduct would not constitute sexual harassment as defined within the Sexual Harassment policy, even if proved;
- The alleged conduct did not occur in Tarrant County College's education program or activity;
- The alleged conduct did not occur against a person in the United States; or
- The Complainant is not participating or attempting to participate in a Tarrant County College education program or activity at the time of filing the complaint.

Additionally, the Title IX Coordinator *may* dismiss any formal complaint if one or more of the following is true:

- At any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal Complaint or any allegations therein;



- The Respondent is no longer enrolled or employed by Tarrant County College; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal required or permitted under the federal Title IX regulations, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale to the parties simultaneously. The parties (meaning the Complainant and Respondent) will have an opportunity to appeal this decision by following the appeal procedures located in the *Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence regulation*. (add link)

If a dismissal occurs, the Title IX Coordinator may refer or reinstate the allegations for resolution under an alternative campus process, if appropriate.

### **Step Three: INVESTIGATION**

Trained campus or external Investigators will conduct an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview the parties and witnesses and prepare a report. Your Advisor can accompany you to all interviews. As part of the investigation, parties and their Advisors will be provided access to all relevant and directly related evidence collected and will be given an opportunity to review and comment upon it.

### **Step Four: HEARING**

The Tarrant County College resolution process provides for a neutral and independent Decision-maker. The Decision-maker(s) will have the opportunity to question Investigators, parties, and witnesses during a hearing. The parties may make opening and closing statements. During the hearing, parties' Advisors will have the opportunity to question the other party and witnesses.

**Standard of Evidence:** Tarrant County College uses a preponderance of evidence standard. This means that Decision-makers consider whether, given the available relevant, credible evidence, it is more likely than not that a violation occurred.

### **Step Five: FINAL DETERMINATION**

The parties will be informed of the outcome of Tarrant County College's resolution of a complaint in writing, without significant delay between the notifications to each party. This notice will include the final determination, any sanctions imposed, a rationale for the final determination and any sanctions, the institution's procedures for the parties to appeal, any change to the results that occurs prior to the time that such results become final, and when the College considers those results to be final.

### **Step Six: APPEAL**

All parties involved in sexual harassment proceedings may appeal a decision within five business days on the basis of grounds permitted by Tarrant County College policy. All parties are included in any appeal reconsideration and have equal rights of participation. All appeals are conducted by written exchange of materials. There is only one level of appeal for the determination of responsibility. That decision is final.

## **Timelines for Resolution**

Tarrant County College is committed to resolving complaints within a reasonably prompt timeframe. The College's policy and procedures contained in its Regulation detail this timeline more specifically. Tarrant County College's process allows for the temporary delay of the grievance process or limited extensions of time frames for good cause with written notice to the Complainant and the Respondent. This notification will include specifics of the delay or extension with a detailed reason for the action. Contact the Title IX Coordinator if you need a delay in the process, or an extension for an aspect of the process.

## Informal Resolution Process

To initiate an informal resolution process, a Complainant must submit a formal complaint first. After submission of the formal complaint, the Title IX Coordinator will provide additional information if an informal resolution is an option. Parties who wish to initiate an informal resolution process should contact the Title IX Coordinator.

All parties must agree, in writing, to initiate an informal resolution process. The parties may agree as a condition of engaging in informal resolution that statements made or evidence shared during the informal resolution process will not be considered in the formal grievance process unless all parties consent.

It is not necessary to pursue informal resolution first to pursue a formal grievance process, and any party participating in informal resolution can stop the process at any time and begin or resume the formal grievance process.

## Sanctions and Remedies

There are several factors considered when determining a sanction. Sanctions are imposed and enforced when the Respondent has been found in violation of the Tarrant County College Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence policy. Some considerations for sanctioning include:

- The nature, severity of, and circumstances surrounding the violation(s);
- The Respondent's disciplinary history;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions to prevent future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community;
- The impact on the parties; and/or
- Any other information deemed relevant by the Decision-maker(s)

Sanctions are typically implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

Examples of student sanctions are:

- *Suspension*: Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one-semester minimum time lapse). However, suspension may exceed the one-semester minimum.
- *Expulsion*: Permanent separation of the respondent from the College.
- *Withholding Diploma*: The College District shall have the authority to block registration or withhold transcripts, grades, diplomas or other official records if the action is reasonably necessary to preserve the College District's ability to enforce disciplinary rules.
- *Other Actions*: In addition to or in place of the above sanctions, Tarrant County College may assign any other sanctions found in the [2024-2025 Student Handbook](#) as deemed appropriate.

Examples of employee sanctions are:

- *Warning – Verbal or Written*;
- *Probation*;
- *Loss of merit or other raises*;
- *Reduction in salary*;
- *Reduction in rank with loss of salary*;
- *Revocation of tenure*;
- *Suspension with or without pay for a specific period of time*;
- *Termination*; and/or



- *Other corrective action(s) as deemed appropriate under the circumstances.*

## **Long-term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

## **Consent & Incapacitation**

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal “yes.” It can also be demonstrated non-verbally with actions that clearly tell the other person that s/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is occurring. In the state of Texas, consent can never be given by minors younger than 17 years of age unless permitted by law ([Texas Penal Code 22.01](#)).

A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- |  |  |
|--|--|
| • Slurred speech                                   | • Expressed memory                                 |
| • Bloodshot or unfocused eyes                      | • Loss or disorientation                           |
| • Unsteady gait; needing assistance to walk/stand  | • Outrageous or unusual behavior                   |
| • Vomiting   | • Concern expressed by others about the individual |
| • Outrageous or unusual behavior                   | • Expressed memory                                 |
| • Concern expressed by others about the individual |  |

An individual may also be in a state known as a “blackout” where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so. Therefore, it is of particular importance that any two people engaging in sexual activity know the others level of intoxication prior to beginning sexual contact. The standard that shall be applied is whether or not a reasonable person would have known based on the facts and circumstances presented that the other party was incapacitated and therefore, not capable legally of consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

## **Title IX Coordinator and Deputy Title IX Coordinators**

TCC has designated the individuals in the chart listed below, Title IX Coordinators and Deputy Title IX Coordinators, and as such they are responsible for the oversight of this protocol and any procedures related to it. The Title IX Coordinator or designee is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Coordinator’s responsibilities include oversight of the investigation and resolution process for complaints of sexual misconduct throughout the College. The Title IX Coordinator or designee also evaluates trends on the six campuses by using information reported to them and makes recommendations for campus or College-wide training and education programs. The Title IX Coordinator or designee also works with the Campus Police

Department to review complaints made solely to campus law enforcement personnel for potential violations of Title IX that may require further remedies. Deputy Title IX Coordinators are responsible for assisting the Title IX Coordinator in overseeing and investigating student and employee complaints under this protocol, providing training and education, and may serve as the decision-maker in student matters regarding alleged violations of this protocol.

To report sexual misconduct, anyone may contact the Title IX Coordinator. Student complaints may also be addressed to the Deputy Title IX Coordinator assigned to the specific campus.

<b>Tarrant County College District Administrative Offices 300 Trinity Campus Circle Fort Worth, TX 76102</b>	<b>Kory Levingston, MSPL</b> Title IX Coordinator - Employees and Students 817-515-5234   <a href="mailto:kory.levingston@tccd.edu">kory.levingston@tccd.edu</a>
<b>Tarrant County College Trinity River Campus 300 Trinity Campus Circle Fort Worth, TX 76102</b> <ul style="list-style-type: none"> <li>◦ Texas Academy of Biomedical Sciences (TABS)</li> </ul>	<b>Robert Braswell</b> Deputy Title IX Coordinator - Students <a href="mailto:robert.braswell@tccd.edu">robert.braswell@tccd.edu</a>
<b>Tarrant County College Connect Campus 444 North Henderson Fort Worth, TX 76102</b>	<b>Robert Braswell</b> Deputy Title IX Coordinator - Students <a href="mailto:robert.braswell@tccd.edu">robert.braswell@tccd.edu</a>
<b>Tarrant County College South Campus 5301 Campus Drive Fort Worth, TX 76119</b> <ul style="list-style-type: none"> <li>◦ B.R. Johnson Career and Technical Center</li> <li>◦ Crowley Collegiate Academy</li> <li>◦ Fort Worth ISD Collegiate High School</li> </ul>	<b>Jeremie Middleton</b> Deputy Title IX Coordinator - Students <a href="mailto:jeremie.middleton@tccd.edu">jeremie.middleton@tccd.edu</a>
<b>Tarrant County College Southeast Campus 2100 Southeast Parkway Arlington, TX 76018</b> <ul style="list-style-type: none"> <li>◦ Arlington ISD Collegiate High School</li> <li>◦ TCC Opportunity Center</li> </ul>	<b>Jeremie Middleton</b> Deputy Title IX Coordinator - Students <a href="mailto:jeremie.middleton@tccd.edu">jeremie.middleton@tccd.edu</a>
<b>Tarrant County College Northwest Campus 4801 Marine Creek Parkway</b>	<b>Daniel Moore</b> Deputy Title IX Coordinator -

<b>Fort Worth, TX 76179</b> <ul style="list-style-type: none"> <li>Marine Creek Collegiate High School</li> <li>Northwest Center of Excellence for Aviation, Transportation, and Logistics</li> </ul>	Students <a href="mailto:daniel.moore@tccd.edu">daniel.moore@tccd.edu</a>
<b>Tarrant County College Northeast Campus</b> <b>828 Harwood Road</b> <b>Hurst, TX 76054</b> <ul style="list-style-type: none"> <li>Collegiate Academy at TCC Northeast</li> </ul>	<b>Daniel Moore</b> Deputy Title IX Coordinator - Students <a href="mailto:daniel.moore@tccd.edu">daniel.moore@tccd.edu</a>

To report a complaint directly to the Department of Education, Office of Civil Rights, contact:

Dallas Office  
Office for Civil Rights  
U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810

Telephone: 214-661-9600  
FAX: 214-661-9587  
TDD: 800-877-8339  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

[OCR Complaint Form](#)

[U.S. Department of Education](#)

## Other Important Reporting Topics

### False Claims

Please see [FFDA \(LOCAL\)](#) and [FFDB\(LOCAL\)](#) for Policy on reporting false claims.

### Jurisdiction and Reporting Timeframes

Because sexual misconduct that occurs off-campus is likely to impact a person's work, academic, or extracurricular experience, the College assumes jurisdiction to adjudicate off campus complaints should they become known. In addition, the College encourages prompt reporting of all allegations of sexual misconduct so that the College can respond promptly and equitably; however, the College does not limit the timeframe for reporting. If the accused person is no longer affiliated with the College at the time the report is made, then the College will still conduct an inquiry for purposes of complying with Title IX, and take steps to prevent the recurrence of such conduct and remedy the effects, if appropriate.

### Sexual Assault

Individuals are encouraged to report potential crimes of sexual assault (sexual assault by a person that is known or by a stranger) to campus police or the appropriate local police department, depending on the location of the incident. It is important to preserve evidence to the extent possible. The Title IX Coordinator and the Deputy Title IX Coordinators are available to assist an individual in notifying on and off-campus law enforcement. Criminal and College investigations are separate and may be conducted simultaneously. TCC will not wait for the completion of a criminal investigation in order to respond although TCC may pause the administrative investigation while law enforcement conducts initial fact finding. TCC will, in extraordinary cir-

cumstances, proceed despite law enforcement fact finding where a threat to safety of the complainant or other community members exists.

### **What to do if you have been sexually assaulted?**

The first priority for a victim of sexual assault is to get to a place of safety, then obtain necessary medical treatment. If the assault occurred on campus, notify TCC Police Department immediately at 817-515-8911. Other campus personnel such as the Title IX Coordinator, Deputy Title IX Coordinators, Director of Student Conduct, faculty, staff or counselors may assist you in reporting the sexual assault to the Police Department if the victim so desires. If the assault occurred outside of the college, the local police department where the assault occurred should be called and may be reached by dialing 911. Time is a critical factor for evidence collection and preservation. Filing a police report with the TCC Police Department will NOT obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide the opportunity for additional community resources and collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and assure the victim has access to free community resources including: confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

### **Protection Orders and No Contact Orders**

If the accused individual is a member of the TCC community, a no contact letter may be given to all parties involved. This will prohibit communication, verbally, in writing, through technology or third parties, between the parties. A protective order is a court order that protects an individual from being abused by a member or former member of his/her household or family or someone the individual has been dating. The College's Campus Police Department is available to assist the individual and will coordinate safety plans in collaboration with Student Affairs or Human Resources, if deemed appropriate.

For more information on [protective orders](#).

### **Important Phone Numbers:**

- Police/Sheriff 911
- Tarrant County District Attorney's Office Protective Order Unit 817-884-1623
- Crime Victims' Compensation 800-983-9933
- National Domestic Violence Hotline 800-799-7233 or TDD 800-787-3224
- Texas Advocacy Project 800-374-HOPE (4673)
- Family Violence Hotline 800-777-3247
- Texas Department of Human Services
- Abuse Hotline 800-252-5400
- Texas Legal Services Center 512-477-6000

### **Interim, Supportive, and Protective Measures**

TCC may implement supportive and interim actions or protective measures at any point during an investigation. These actions are designed to eliminate the harassment and prevent its recurrence. Actions available include, but are not limited to, no contact orders, change in class schedules, other academic accommodations, a change in work assignments or locations, interim removal from campus property, counseling, and/or referrals to external resources. Once a complaint of sexual harassment is alleged, both the complainant and the respondent may be provided with "No Contact" directives as an interim measure during the investigative inquiry.

### **Non-retaliation**

Non-retaliation provisions are located in the TCCD Interim Title IX Policy and Procedure.



## Consensual Relationships

For faculty and staff sexual or amorous relationships, see [DH\(LOCAL\)](#).

## Risk Reduction

The following are some strategies to reduce one's risk of sexual assault or harassment (taken from [Rape, Abuse, & Incest National Network](#))

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone** is with you and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the event, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
11. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  1. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  2. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  3. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  4. **Have an exit strategy**. If you don't want to hurt the person's feelings it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.



## Student Code of Conduct Special Provisions for Sexual Misconduct and Other Sensitive Issues

1. **Advisor/Advocate** - All student parties to sexual misconduct complaints have the right to an advisor/advocate from the community to assist and support in connection with grievance proceedings. TCC does not disallow any advisor but does prohibit any advisor from speaking during any meeting or grievance procedure.
2. **Sexual History/Character** - All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the administrative officer decides that such information is highly relevant to determining whether the policy has been violated.
3. **Right to Know Outcome and Sanctions** - The complainant and the accused party both have the right to know the outcome and sanctions.
4. **Right to Be Informed of Complainant's and Respondent's Review (Appeal) Status** - The parties will be informed by the Title IX Coordinator or his designee if any of the parties to the complaint requests an appeal.
5. **Right to Appeal** - A complainant or respondent has the right to appeal. A student shall be informed of his/her right to file a complaint with the United States Department of Education, Office of Civil Rights.
6. **Right to be Informed of Policy** - Information regarding this protocol and any accompanying procedures shall be distributed annually to College employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College publications. Information regarding the policy and procedures shall also be prominently published on the College Website. Copies of the policy and procedures shall be readily available at the College's administrative offices.
7. **Right Not to be Dissuaded from Participating in Law Enforcement Processes** - TCC encourages any victim of a crime, especially sexual assault, stalking, domestic or dating violence, to file a report with the appropriate law enforcement department. A complainant has the right to file said report before they alert TCC of the allegation of sexual misconduct or after they have participated in an on campus administrative process. TCC would never dissuade a victim from seeking remedies from the criminal justice system. The Title IX Coordinator, any Deputy Coordinator or TCC police officers can assist any victim with contacting the appropriate law enforcement agency should they require such assistance.

## On and Off-Campus Resources

- [On Campus Counseling](#)
- [On Campus Health Services](#)
- [Off Campus Resources](#)

<b>Local Police</b>	<p><b>Arlington Police Department</b> 817-459-5339 (Victim Assistance) 620 W. Division St., Arlington, TX, 76011</p> <p><b>Fort Worth Police Department</b> 350 West Belknap Street, Ft. Worth, TX, 76102 Emergency: #911 Non-emergency: 817-335-4222 Victims Assistance: 817-392-4390</p> <p><b>Hurst Police Department</b> 1501 Precinct Line Road, Hurst, TX, 76054 Emergency #911 Non-emergency: 817-788-7180 Victims Services 817-788-7197</p>
<b>Local Hospital</b>	<p><b>John Peter Smith Hospital</b> 1500 S. Main St. Ft. Worth, TX, 76104</p>



	<p>JPS Sexual Assault Nurse Examiner (<a href="#">SANE</a>) Program To Leave Message Only: 817-702-7263</p> <p><b>Texas Health Arlington Memorial Hospital</b> 817-960-6100 800 W Randol Mill Rd, Arlington, TX, 76012</p> <p><b>Texas Health Harris Methodist Hospital</b> 1600 Hospital Pkwy, Bedford, TX, 76022 817-848-4000</p> <p><b>Texas Health Fort Worth</b> Sexual Assault Nurse Examiner (<a href="#">SANE</a>) Program 817-250-4293 (leave message only) 1301 Pennsylvania Ave, Fort Worth, TX, 76104</p>
<b>Off Campus Counseling/Mental Health</b>	<p><a href="#">Tarrant County MHMR</a> 3840 Hulen St., North Tower, Ft. Worth, TX, 76120 817-335-3022 (Crisis &amp; Screening hotline)</p>
<b>Local Victims Advocacy</b>	<p><a href="#">Safe Haven of Tarrant County</a> 6815 Manhattan Blvd., Ste. 105, Ft. Worth, TX, 76120 Hotline 877-701-7233</p> <p><a href="#">The Women's Center of Tarrant County</a> 1723 Hemphill, Ft. Worth, TX, 76110 Hotline 817-927-2737</p>
<b>Where to get protective order</b>	<p><b>Tarrant County District Attorney's Office-<a href="#">Protective Order Unit</a></b> 200 E. Weatherford St. Ste. 3040, Ft. Worth, TX, 76196</p>
<b>Off Campus Legal Assistance</b>	<p><a href="#">Legal Aid of Northwest Texas</a> 600 E. Weatherford St., Ft. Worth, TX, 76102 817-336-3943</p>
<b>Other Applicable Services</b>	<p><a href="#">National Sexual Violence Resource Center</a> 123 North Enola Drive, Enola, PA, 17025 717-909-0710 Phone 717-909-0714 FAX 717-909-0715 TTY 877-739-3895 Toll-Free</p>

## Rights of Student Victims/Students Who Have Experienced Harm: Student Conduct Proceedings

### Rights of Complainants and Respondents

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment, discrimination, and/or retaliation made in good faith to Tarrant County College officials.



- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information by Tarrant County College regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released by Tarrant County College to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Tarrant County College officials.
- The right to have Tarrant County College policy and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Tarrant County College officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by Tarrant County College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by the College in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report.
- The right to have allegations of violations of Tarrant County College policy responded to promptly and with sensitivity by Tarrant County College law enforcement and/or other Tarrant County College officials.
- The right to be informed of available supportive measures, such as counseling; advocacy; health care; student financial aid; visa, and immigration assistance; and/or other services, both on campus and in the community.
- The right to a Tarrant County College-implemented no-contact order or a no-trespass order against a nonaffiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available.
- The right to have Tarrant County College maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair Tarrant County College's ability to provide the supportive measures.
- The right to have the Investigator(s), Advisors, and/or Decision-maker(s) identify and question relevant available witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant, may be asked of any party or witness.
- The right to have inadmissible prior sexual predisposition/history or irrelevant character evidence excluded by the Decision-maker.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of all relevant and directly related evidence obtained by the investigation, subject to privacy limitations imposed by state and federal law, and a ten (10) business day period to review and comment on the evidence.
- The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least ten (10) business days to review and comment on the report prior to the hearing.

- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have complaints addressed by Investigator(s), Title IX Coordinator(s), and Decisionmaker(s) who have received relevant annual training.
- The right to preservation of confidentiality/privacy, as permitted by law.
- The right to petition that any Tarrant County College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process (if any) and a detailed rationale of the decision delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the institution is considered final and any changes to the final determination or sanction(s) that occur post Notification of Outcome.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal.

## Related Definitions

1. **Consent** means to outwardly express agreement for sexual activity. Consent can be a verbal “yes.” It can also be demonstrated non-verbally with actions that clearly tell the other person that s/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.
2. **Dating Violence** means abuse or violence, or a threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.
3. **Domestic Violence** includes actual physical abuse, an attempt to harm another, placing another in fear of imminent, serious, physical harm, or causing another to engage in sexual relations by force, threat of force, or duress.
4. **Sexual Assault** means sexual contact or intercourse with a person without the person’s consent, including sexual contact or intercourse against the person’s will or in a circumstance in which the person is incapable of consenting to the contact or intercourse.
5. **Sexual Exploitation** occurs when a person takes advantage of another without that individual’s consent for the initiator’s own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
6. **Sexual Harassment** means unwelcome, sex-based verbal or physical conduct that:
  1. In the employment context, unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment; or
  2. In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities.
7. **Sexual Misconduct** is a broad umbrella term used to identify a number of forms of discrimination based on sex. Sexual misconduct includes sexual harassment, sexual assault, and sexual exploitation, and can include dating violence, domestic violence, and stalking when those acts are perpetrated against a

person because of their sex. This protocol also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

8. **Stalking** means a course of conduct directed at a person that would cause a reasonable person to fear for the person's safety or to suffer substantial emotional distress.

## Law Enforcement Reporting Options

The College encourages any individual who has experienced sexual harassment, sexual misconduct, relationship violence, stalking, or any other crime to make a report to the [TCC Police Department](#) (817-515-8911) if the incident occurred on campus, or to local law enforcement, for incidents occurring off campus. TCC Police Department's [Victim Assistance Unit](#) is available to assist students in making a report to law enforcement.

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- [FERPA and Student Privacy](#)

## FERPA and Student Privacy

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The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A "student" is defined as a person who has registered and paid for one or more Undergraduate (UG) or Continuing Education (CE) courses and who remains enrolled through the official date of record for that term.

The act also allows the release of "directory information" - defined by each institution but limited to information that might have traditionally been published in a directory of students.

TCC directory information includes:

1. Name
2. Current address
3. Telephone number(s)
4. Program of study (major)
5. Dates of attendance
6. Full-time or part-time enrollment status
7. Degrees and awards received and dates granted
8. Previous educational institution(s) attended
9. Eligibility and participation in officially recognized activities

NOTE: Email addresses are not considered directory information at TCC.

At the time of application to TCC, students are informed of their right to withhold the release of directory information. Such requests are made to any campus Admissions and Registrar Office or the District Admissions and Records Office. Likewise, a student may request that TCC stop withholding release of directory information at any time. NOTE: employers often seek to verify enrollment or credentials earned; a student who opts to have release of directory information withheld may experience a delay in the release of such information, which can impact an offer of employment.

Without consent of the student, FERPA permits the release of student information to the following:

1. To officials at an institution in which the student seeks to enroll;
2. To comply with a court order or subpoena;



3. To other officials at TCC who have legitimate educational interest in specific student information, with only the minimum justified information being provided;
4. In connection with a health or safety emergency, if necessary, to protect the student and others;
5. To parents of a student who is a dependent for income tax purposes;
6. To parents of a student younger than 21 years of age if the disclosure concerns discipline for violation of the campus drug and alcohol policy;
7. In strict compliance with the requirements of FERPA or other applicable law.

Otherwise, non-directory information is never released to any outside party without the student's official authorization. These non-directory items include but are not limited to:

1. Grade point average (GPA)
2. Academic standing
3. Grades or transcripts

TCC allows students to declare that certain individuals be able to act on their behalf in some respects. Students can complete a FERPA waiver by contacting any campus Admissions and Registrar Office. These waivers are valid for a period of one year and can be renewed; the waiver can also be canceled at any time.

Questions concerning privacy of student records can be directed to the campus [Admissions and Registrar Office](#) or the [District Admissions and Records Office](#).

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- [Graffiti](#)

## Graffiti

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[Section 28.08, Texas Penal Code](#), provides that “a person commits an offense if, without the effective consent of the owner, the person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner with paint, an indelible marker, or an etching or engraving device.” An offense under this section may be a state jail felony if the marking is made on an institution of higher education.

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- [Gang Free Zones](#)

## Gang Free Zones

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Premises owned, rented or leased by TCC, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See [Texas Penal Code, Section 71.028](#).

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- [Speech, Expression, Assembly](#)

## Speech, Expression, Assembly

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|--|---|
| • <a href="#">Governing Principles</a>                 | • <a href="#">Exhibits and A-Frames</a>                     |
| • <a href="#">Prohibited Expression</a>                | • <a href="#">Amplified Sound</a>                           |
| • <a href="#">General Rules on Means of Expression</a> | • <a href="#">Public Assemblies without Amplified Sound</a> |



- [Distribution of Literature](#)
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## Governing Policies

### Freedom of Speech, Expression, and Assembly

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the College. Students, Faculty/Staff members have the right to assemble, to speak, to attempt to attract the attention of others, and have corresponding rights to hear the speech of others; when they choose to listen, and to ignore the speech of others when they choose not to listen.

Students, faculty and staff members are free to express their views, individually or in organized groups, orally or in writing or by other symbols; on any topic in all parts of the campus, subject only to rules necessary to preserve the equal rights of others and the other functions of the College. Teaching and other official functions of the College will have priority in allocating the use of space on campus.

Except as expressly authorized below under [Prohibited Expression](#), the College will not discriminate on the basis of the political, religious, philosophical, ideological or academic viewpoint expressed by any person, either in the enforcement and administration of these rules or otherwise.

### Scope of this Section and Related Provisions

This section concerns the protection and regulation of speech, expression, and assembly of Students and faculty/staff members who are not part of the teaching or other official functions of the College, are not otherwise sponsored by the College or any academic or administrative unit, and are not submitted for academic credit.

This section also addresses the regulation of certain speech that is part of the teaching or other official functions of the College. This entire section applies to speech by academic and administrative units, and speech that is submitted for academic credit; in outdoor locations on the campus. The Vice President for Student Affairs or designee will carry out the duties designated in this section and work directly with College persons or organizations and off-campus persons and organizations to assist in ensuring their freedom of speech, expression, and assembly as authorized under this section.

The Vice President for Student Affairs or designee's office administers and schedules outdoor signs, tables, exhibits, public assemblies, and amplified sound; even for students, faculty/staff members, and administrative and academic units. Scheduling through a single office is necessary to avoid conflicts.

Any program or event sponsored by an academic or administrative unit of the College will have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit, except that programs or events sponsored by an academic or administrative unit will not have priority in the use of weekday amplified sound areas defined in this section. This section does not limit other existing authority of College officials to authorize programs and events sponsored by an academic or administrative unit not provided for in this section.

Additional rules concerning free speech and academic freedom of faculty members are found in the [Tarrant County College Board Policy Manual](#).

### General Definitions—Categories of Speakers

As used in this section:

1. "Academic or Administrative Unit" means any office or department of the College;
2. "Faculty/Staff Member" includes any person who is employed by the College;
3. "Off-Campus Person or Organization" means any person, organization or business that is not an academic or administrative unit, a registered student organization or faculty/staff organization, student



or faculty/staff member;

4. “College Person or Organization” includes academic and administrative units, a registered student organization or faculty/staff organization, student or faculty/staff member.
5. “Registered Student Organization or Faculty/Staff Organization” includes a registered student organization, a faculty/staff organization, and any unit or subdivision thereof;
6. “Student” means a person who is currently enrolled in the College, or who is accepted for admission or readmission to the College, or who has been enrolled at the College in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the College while that person is on campus; and
7. “Event” means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.

### **Other General Definitions**

1. “Amplified Sound” means sound where volume is increased by any electric, electronic, mechanical or motor-powered means. Shouting, group chanting and acoustic musical instruments are exempt from this rule and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.
2. “Room or Space” includes any room or space, indoors or outdoors, owned or controlled by the College.
3. “Weekday” means Monday through Friday, except holidays and days on which regularly scheduled classes are suspended due to emergency situations.
4. “Day” means calendar day, except holidays and days on which regularly-scheduled classes are suspended due to emergency situations.

## **Prohibited Expression**

### **Antisemitism**

No person or organization at, or affiliated with, Tarrant County College and all related facilities will demonstrate antisemitic behavior, expressions, or participate in certain perceptions of people of Jewish descent that may be expressed as hatred toward Jewish people and their descendants. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. The term and related actions are defined and outlined in [GOVERNMENT CODE CHAPTER 448. TEXAS HOLOCAUST, GENOCIDE, AND ANTISEMITISM ADVISORY COMMISSION](#). Additionally, examples of antisemitism are included in the International Holocaust Remembrance Alliance’s [“Working Definition of Antisemitism”](#) adopted on May 26, 2016.

Violation of this policy will result in disciplinary action that may result in expulsion.

### **Obscenity**

No person or organization will distribute or display on the campus any writing or visual image, or engage in any public performance, that is obscene. A writing, image or performance is “obscene” if it is obscene as defined in [Texas Penal Code, Section 21.08](#), or successor provisions, and is within the constitutional definition of obscenity as set forth in decisions of the United States Supreme Court.

### **Defamation**

1. No person or organization will make, distribute or display on campus any statement that unlawfully defames any other person.
2. A statement unlawfully defames another person if it is false, if the false portion of the statement injures the reputation of the other person, and if the speaker has the constitutionally required state of mind as set forth in decisions of the United States Supreme Court.

### **Incitement to Imminent Violations of Law**


No person or organization will make, distribute or display on campus any statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.

## **Solicitation**

- a. No person or organization will make, distribute or display on campus any statement that offers or advertises any product or service for sale or lease that includes commercial identifiers, such as for-profit logos, trademarks and service marks, or that requests any gift or contribution, except as authorized by the [Tarrant County College Board Policy Manual](#).
- b. Words or symbols on personal apparel, or on decals or bumper stickers affixed to a vehicle by an owner of that vehicle, are not solicitation within this definition.
- c. Unadorned acknowledgments or thanks to donors are not solicitation within this definition.
- d. Students may not solicit funds, sell merchandise, or distribute material or information on- or off-campus in the name of the College, without approval of the College administration. Students or student organizations wishing to raise funds or distribute materials must have the approval of the Director of Student Affairs and/or the Vice President for Student Affairs. Once approved, a Registered Student Organization or Faculty/Staff Organization may advertise or sell merchandise, publications, food or nonalcoholic beverages, or request contributions for the benefit of the organization, for the benefit of another Registered Student Organization or Faculty/Staff Organization, or for the benefit of an organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. No organization may sell items obtained on consignment. As required by [FI\(LOCAL\)](#), no organization shall solicit for more than a total of 14 days, whether continuous or intermittent, during each fiscal year. Registered Student Organizations or Faculty/Staff Organizations, and Academic and Administrative Units; may sell, distribute, or display literature that contains advertising subject to the Limits on Advertising set forth in this section. Individual students or faculty/staff members may distribute or display such literature, but may not sell it.
- e. Individual students or faculty/staff members may post advertisements for roommates, subleases, and sales of used goods that the seller has personally owned and used; but only on a bulletin board designated for that purpose by an academic or administrative unit in a space that the unit occupies or controls. Any unit that designates a bulletin board for this purpose may regulate that bulletin board under the procedures set forth in [Signs and Other Designated Locations](#) section.
- f. A Registered Student Organization or Faculty/Staff Organization may sell charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 2002, or successor provisions.

## **General Rules on Means of Expression**

### **Disruption**

1. Except as expressly authorized in the Amplified Sound part of this section, or by an authorized College official responsible for a program or event sponsored by an academic or administrative unit; no speech, expression or assembly may be conducted in a way that disrupts or interferes with any:
  - a. Teaching, administration or other authorized activities on the campus;
  - b. Free and unimpeded flow of pedestrian and vehicular traffic on the campus; or
  - c. Signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.
  - d. The term “disruption” and its variants, as used in this rule, are distinct from and broader than the phrase “disruptive activities,” as used in this Handbook. This rule is concerned not only with deliberate disruption, but also with scheduling and coordination of events to manage or minimize the inevitable conflicts between legitimate events conducted in close proximity.
  - e. Except in the most extreme cases, interference and disruption are unavoidably contextual.  Intentional physical interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the



passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any distracting sound that may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. The College must rely on the judgment and fairness of College authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important to remind administrators and law enforcement officials that their judgments should not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.

- f. Potentially disruptive events can often proceed without disruption if participants, administrators, and law enforcement officials cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators and law enforcement officials should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges or arrests.

### **Damage to Property**

1. No speech, expression, or assembly may be conducted in a way that damages, defaces, marks, discolors, or alters in any way property of the College or of any person who has not authorized the speaker to damage or deface his or her property.
2. No person may damage, deface, mark, discolor, alter or interfere with any sign, table or exhibit posted or displayed by another person or organization acting under the rules in this section.

### **Coercing Attention**

1. No person may attempt to coerce, intimidate or badger any other person into viewing, listening to, or accepting a copy of any communication.
2. No person may persist in requesting or demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication.

### **Other Rules with Incidental Effects on Speech**

1. Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place and manner of speech, but are too numerous to compile or cross-reference here. For example, libraries typically have highly restrictive rules concerning noise; laboratories and rooms containing the electrical and mechanical infrastructure of the College typically have safety rules and rules excluding persons without specific business there; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways. Speech within classrooms is generally confined to the subject matter of the class; the right to attend a class at all is subject to registration and payment of tuition; individual professors may have rules of decorum in their classrooms. These kinds of rules limit the right of students, faculty members and staff members to enter and speak in the places to which these rules apply.
2. Reasonable and nondiscriminatory rules of this kind generally have control over the rights of free speech guaranteed in this section. Even these kinds of rules are subject to the constitutional right of free speech. Such rules must be viewpoint neutral. Such rules cannot regulate speech more restrictively than they regulate other activities that cause the problems to be avoided by the rule. Such rules should not restrict speech more than is reasonably necessary to serve their purpose. Such rules cannot ban unobtrusive forms of communication with no potential for disruption even in the specialized environment subject to the localized rule. Thus for example, means of silent expression or protest confined to the speaker's immediate person, such as armbands, buttons and T-shirts, are nearly always protected because they are rarely disruptive in any environment.

## **Distribution of Literature**

### **General Rule on Distribution of Literature**

1. Registered Student Organizations or Faculty/Staff Organizations, and Academic and Administrative Units may sell, distribute or display literature on campus subject to the rules in this section. Individual

students and faculty/staff members may distribute or display literature but may not sell it. In either case, no advance permission is required.

2. "Literature" means any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal matter, that is produced in multiple copies for distribution to potential readers.
3. Distribution of literature in the classrooms and adjacent hallways is considered "disruption" as that term is defined here in this section and, therefore, is prohibited.

### **Cleanup of Abandoned Literature**

Any person or organization distributing literature on campus will pick up all copies dropped on the ground in the area where the literature was distributed.

### **Registered Student Organization Literature Disclaimer**

Literature distributed by Registered Student Organizations on campus must contain a disclaimer that indicates that registered student organization literature is not official College literature and does not represent the views of the College or its officers.

## **Signs**

### **General Rule on Signs**

1. "Sign" means any method of displaying a visual message to others, except that transferring possession of a copy of the message is distribution of literature and not a sign.
2. Subject to the rules listed in this section; a College person or organization may display a sign by holding or carrying it, by displaying it at a table, or by posting it on a bulletin board or other designated location. Signs may not be posted in any other location.

### **Hand-Held Signs**

1. Students and faculty/staff members may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. No advance permission is required.
2. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting or injuring any other person.
3. Any person holding or carrying a sign at a speech, performance, or other event will exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.
4. A law enforcement officer or the Vice President for Student Affairs or other College employee, if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation of this section. If the violation persists after a clear warning; the law enforcement officer, Vice President for Student Affairs, or other authorized employee, may confiscate the sign.

### **A-Frames**

1. "A-frame" means a movable and self-supporting sign board designed to stand on the ground.
2. A-frames are subject to the rules on exhibits in this section.

### **Signs in Other Designated Locations (Including Departmental Bulletin Boards)**

1. Each academic or administrative unit of the College may authorize the posting of signs in spaces that unit occupies and controls. Such authorization may be granted by general rule, by stamping or initialing individual signs, or by longstanding tradition.
2. Signs in spaces occupied by academic or administrative units may be:
  - a. Confined to bulletin boards or other designated locations;



- b. Subjected to viewpoint-neutral rules limiting the size of signs, limiting how long they may be posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designed to facilitate fair and equal opportunities to post signs; and
  - c. Confined to official statements or business of the unit or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.
- 3. Each academic or administrative unit will post on or near each bulletin board or other designated location that it administers:
  - a. Either the rules applicable to that bulletin board or location, or a particular office or website where the rules applicable to that bulletin board or location may conveniently be found; and
  - b. If a stamp or initials are required on signs before they are posted on that bulletin board or location, the name and office location of the person whose stamp or initials are required.

## **Tables**

### **General Rule on Tables**

College persons and organizations may set up tables from which to display literature, disseminate information and opinions, and raise funds, subject to the rules in this section. No advance permission is required.

### **Locations**

- 1. Subject to the restrictions and the rules on disruption of other functions and interference with vehicular and pedestrian traffic in this section; College persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location.
  - a. Tables may not be set up inside any library, classroom, laboratory or office, or in any hallway less than 10 feet wide without permission from the Academic or Administrative Unit that controls the space, or from the faculty member or staff member who controls the space at a particular time.
  - b. An academic or administrative unit may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit. Academic or administrative units are encouraged to clearly state any such rules in writing, and to publish those rules on a website or on a flyer or pamphlet conveniently available at the chief administrative office of the unit.
- 2. If any table is set up in a prohibited or disruptive location, any College employee pointing out the violation will also point out other locations, as nearby as is reasonably possible, where the table is permitted.

### **Cleanup around Tables**

Any person or organization sponsoring a table will remove litter from the area around the table before vacating the space.

### **Sources of Tables**

Persons and organizations may supply their own tables.

## **Exhibits and A-Frames**

### **General Rule on Exhibits**

- 1. "Exhibit" means an object or collection of related objects; designed to stand on the ground or on a raised surface, which is not a table. Is designed for temporary display, and is not permanently attached to the ground. An A-frame sign is an exhibit.
- 2. Academic or administrative unit, a registered student organization, or a faculty/staff organization may erect exhibits, subject to the rules in this section. Advance permission is required from the Vice President for Student Affairs or their designee. Student Affairs accept that an academic unit may authorize indoor exhibits in a space that it occupies and controls.

**Application Process**

An academic or administrative unit, a Registered Student Organization or a Faculty/Staff Organization desiring to erect an outdoor exhibit will apply on a form prescribed by the Vice President for Student Affairs.

**Criteria for Approval**

- 1. The Vice President for Student Affairs or designee will authorize an exhibit described in a completed application unless the Vice President for Student Affairs or designee finds that use of the proposed space for the proposed exhibit must be disapproved under the criteria in this section.
- 2. The Vice President for Student Affairs or designee will specify the location of each exhibit to reduce the hazard to visually impaired pedestrians.
- 3. The Vice President for Student Affairs or designee will advise each applicant how to correct, if possible, any conditions that preclude approval of the application. Even if an applicant is entitled to have the application approved as submitted, the Vice President for Student Affairs or designee may give advice about other possible locations or about modifications to the exhibit that would avoid potential problems or make the proposed exhibit more workable.

**Time Limits**

- 1. In locations administered by the Vice President for Student Affairs or designee, each exhibit may be displayed for 14 days. The exhibit may be renewed for an additional 14 days if space is available.
- 2. The exhibit must be removed at the end of each day and may be re-erected each morning. The Vice President for Student Affairs or designee may authorize overnight exhibits in designated locations. Overnight exhibit applications will be considered on a case-by-case basis.

**Cleanup around Exhibits**

Any academic or administrative unit, Registered Student Organizations, or Faculty/Staff Organizations sponsoring an exhibit will remove litter from the area around the exhibit before vacating the space.

**Liability**

Any academic or administrative unit, Registered Student Organizations, or Faculty/Staff Organizations sponsoring an exhibit assumes full responsibility for the exhibit, including all injuries or hazards that may arise from the exhibit. The College will not be liable for any damage that may occur to the exhibit, and any Registered Student Organizations or Faculty/Staff Organizations sponsoring the exhibit will indemnify the College for any claims arising from the exhibit’s presence on campus.

**Amplified Sound**

**General Rule on Amplified Sound**

Any College person or organization may use amplified sound on campus at designated times and locations, subject to the rules listed below. Advance permission is required.

**Location and Times of Weekday Amplified Sound Areas**

Campus	Time	Location
Northeast Campus	8 a.m. to 6 p.m.	Grassy area surrounding the outdoor chessboard bounded by sidewalk. This area is located east of the NCAB (Communication Arts Building) and south of the NLIB (Library).
Northwest Campus	8 a.m. to 6 p.m.	Lawn area near the north parking lot between the WHPE Building and the walkway leading to the WSTU Building.

South Campus	8 a.m. to 6 p.m.	South field across the street from the flag poles and bus stop, with sound amplification directed south toward I-20.
Southeast Campus	8 a.m. to 6 p.m.	Grassy area southwest of the pool/Art Wing area.
Trinity River Campus	8 a.m. to 6 p.m.	Clear Fork Lawn, the lawn area between the Trinity Building and the Clear Fork Building leading toward the river.
TCC Connect Campus	8 a.m. to 6 p.m.	TCC Connect Campus Plaza Patio located on the west side of the West Fork building, Level 1, adjacent from the waterfall and the north of the walking trail.

The Vice President for Student Affairs or their designee may designate additional areas for weekday use of amplified sound.

### **Regulation and Scheduling of Amplified Sound**

1. The Vice President for Student Affairs or their designee may prescribe rules concerning scheduling, sound levels, the location of speakers, and the direction in which they are pointed; and other rules to facilitate the use of weekday amplified sound areas to mediate any conflict with College functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.
  - a. Organizations wishing to use an amplified sound area must reserve a particular area at a particular time. Reservations must be made with the Vice President for Student Affairs or their designee on a form prescribed by the Vice President of Student Affairs. The Vice President for Student Affairs or their designee will approve a properly completed application to reserve an amplified sound area, unless the application must be disapproved under the criteria in this section.
  - b. The Vice President for Student Affairs or their designee may limit the number or frequency of reservations for Registered Student Organization, Faculty/Staff Organization, or academic or administrative unit to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.
  - c. Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.
  - d. Any designations of additional areas, any additional rules regulating the designated areas, and the rules and procedures for reserving the right to use a designated area, will be clearly stated on a website or on a flyer or pamphlet conveniently available in the office of the Vice President for Student Affairs or the Student Activities office on each campus.

### **Public Assemblies without Amplified Sound**

#### **General Rule on Public Assemblies**

1. “Publicly Assemble” and “Public Assembly” include any gathering of persons, including discussions, rallies and demonstrations.
2. College persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. This right to assemble is subject to the rules in this section. No advance permission is required.

#### **Notice and Consultation**

Registered Student Organizations or Faculty/Staff Organizations that are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with the Vice President for Student

Affairs or their designee as soon as practicable after the point at which the planners anticipate or plan for more than 50 participants. Registered Student Organizations or Faculty/Staff Organizations planning smaller assemblies are encouraged to consult the Vice President for Student Affairs or their designee; if there is uncertainty about applicable College rules, about the appropriateness of the planned location, or possible conflict with other events. The Vice President for Student Affairs or their designee can help the planners avoid unintended disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.

## **Guest Speakers**

### **Definitions**

“Guest Speaker” means a speaker or performer who is not a College student or faculty/staff member.

### **Who May Present**

Any College person, organization or academic and administrative unit may host Guest Speakers on College property. In the case of Registered Student Organizations, advance notification from the Vice President for Student Affairs or their designee is required.

### **Location and Form of Presentation**

1. A Guest Speaker may present a speech or performance, or lead a discussion of specified duration at a time announced in advance, in a fixed indoor location, or in a fixed outdoor location approved by the Vice President for Student Affairs or their designee. A Guest Speaker may distribute literature only immediately before, during, and immediately after the normal course of his or her speech, presentation or performance and only to persons in attendance. Only literature that complies with this section may be distributed.
2. A Guest Speaker may not:
  - a. Accost potential listeners who have not chosen to attend the speech, performance or discussion; or
  - b. Distribute literature to persons who have not chosen to attend the speech, performance or discussion; or
  - c. Help staff a table or exhibit set up under this section.

### **Application**

1. A Registered Student Organization that wishes to present a Guest Speaker will apply to the Vice President for Student Affairs or their designee on a form prescribed by the Vice President for Student Affairs or their designee, at least 48 hours before the scheduled event or any planned advertising for the event whichever is earlier.
2. The Vice President for Student Affairs or their designee will approve an application properly made under this section unless it must be disapproved under the criteria in this section.

### **Obligations of Presenting Organization**

A Registered Student Organization or Faculty/Staff Organization that presents a guest speaker must make clear that:

1. The organization, and not the College, invited the speaker; and
2. The views expressed by the speaker are his or her own and do not necessarily represent the views of the College institution.

## **Responding to Speech, Expression and Assembly**

### **General Rule on Responding**

College persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules in this section.



## **Applications of General Rule on Responding**

1. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation; such as signs, tables, distribution of literature and public assembly without amplified sound, may be used immediately and in any location authorized in this section.
3. Means of response that require advance permission or reservation, such as A-frames, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Vice President for Student Affairs or designee will expedite approval of A-frames, exhibits and available amplified sound areas where necessary to permit appropriate response to other speech, assembly or expression.
4. Means of response that are confined to authorized locations, such as amplified sound, may be used only in those locations. It is not possible to respond to amplified sound with amplified sound in the same location; similarly if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not possible to respond with amplified sound in that location. In either case, it is possible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

## **Enforcement and Appeals**

### **Police Protection**

1. It is the responsibility of the College to protect the safety of all persons on campus and to provide police protection for speakers, public assemblies, persons staffing or viewing exhibits, and other events. The normal patrolling of officers during regular duty areas in the area of such events will be at the cost of the College. When the magnitude, timing or nature of an event requires overtime hours from police officers (including contract hours for officers hired from other departments or private security agencies), the College will charge the cost of overtime or contract officers to the person or organization sponsoring the event or exhibit that requires overtime police protection. The purpose of this subsection is to charge for police overtime where reasonably possible but not to charge for police overtime made necessary by the content of speech at the event or by the controversy associated with any event.
2. A reasonable and nondiscriminatory fee for overtime police work will be charged to the registered student or faculty/staff organization for events that require overtime police protection, and
  - a. Charge a price for admission; or
  - b. Pay a speaker, band or other off-campus person or organization for services at the event.

### **Persons or organizations planning such events should budget for the cost of police protection.**

The College will have the sole power to decide, after reasonable consultation with the person or organization planning the event, whether and to what extent, overtime police protection is required. No fee will be charged for officers assigned because of political, religious, philosophical, ideological or academic controversy anticipated or actually experienced at the event. All fees will be based on the number of officers required for an uncontroversial event of the same size and kind, in the same place and at the same time of day, handling the same amount of cash.

### **Response to Violations**

A student or student organization which violates a prohibition in this chapter may be disciplined.

### **Appeals**

1. A person or organization that is denied permission for an activity requiring advance permission under this section may appeal the denial of permission to the Campus Vice President for Student Affairs or the Campus President. The decision made by the Vice President or President is final.

2. A person or organization that complies with an on-the-scene order limiting speech, expression or assembly may, on or before the fifth weekday after complying with the order; file an appeal to determine the propriety of the order limiting the speech, expression, or assembly. The question on appeal will be whether, under the circumstances as they reasonably appeared at the time of the order, the appellant's speech, expression or assembly should have been permitted to continue. Such an appeal may be useful to clarify the meaning of a rule or to resolve a factual dispute that may recur if the appellant desires to resume the speech, expression or assembly that was limited by the order.
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- [Student Travel](#)

## Student Travel

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The Student Travel Policy, in accordance with CJ(LOCAL) and CJ(LEGAL) applies to travel undertaken by students and other non-employee participants to reach an activity or event that meets all the following conditions:

1. The activity or event is approved;
2. The college is funding or, through a Recognized Student Organization, may be funding the activity or event;
3. The activity or event is approved by the appropriate college administrators;
4. The activity or event occurs more than twenty-five (25) miles off-campus;

### AND

1. One of the following conditions is also met:
  1. Travel to the activity or event is funded and undertaken using a vehicle owned, leased, or rented by the college including other modes of transportation; **OR**
  2. Attendance at the activity or event is required by a Recognized Student Organization.

Activities or events that may be covered under this policy include the following:

- Course related field trips
- Research trips organized by a faculty member
- Campus recreation programs
- Recognized or sponsored student organization trips
- Conferences and meetings where students are serving as college representatives
- Travel for summer trainings or college preparatory programs when transportation has been planned and funded by TCC
- Travel internationally to a non-restricted region

Travel authorization including any required approvals, forms and training must be completed prior to departure.

Makeup work for student absences must follow the FC(LOCAL) Attendance policy.

Travel is subject to rescheduling and/or cancellation if the College has unforeseen closings due to weather or emergency situations.

NOTE: Student-employees traveling for reasons related to their employment must adhere to policies established for employees.

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## Safety & Security



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- [Safety Policy Statement](#)

## Safety Policy Statement

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It is the policy of Tarrant County College to provide and maintain a safe and healthy environment free of injuries and other impairments to the health of students. In the interest of accident prevention, Tarrant County College supports a formal safety program designed to reduce accidents and injuries.

Each student is responsible for taking a serious interest in safety, cooperating with College officials, complying with safety regulations of the College, reporting immediately any injury incurred or unsafe condition observed, and practicing safety at all times. Students who fail to follow safety regulations may be withdrawn from their course(s).

**For police call 817-515-8911.**

**For medical emergencies, call 817-515-8911.**

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- [Tarrant County College Police Department](#)
  - [Motor Vehicle Permit Information](#)
  - [Wheeled Devices](#)
  - [Other Violations and Fees](#)
  - [Campus Carry](#)
  - [Annual Security Report](#)
  - [Drug Free Schools](#)
  - [Anti-Hazing Laws](#)
  - [Campus Evacuation](#)
  - [Severe Weather](#)
- [Sex Offender Registration](#)

## Sex Offender Registration

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

The offender shall provide the TCC Police Department with all information the person is required to provide under [Code of Criminal Procedure Section 62.153](#).

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

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- [Smoking Violations](#)

## Smoking Violations

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Violators of the Student Conduct Tobacco Use Policy [FLBD\(LOCAL\)](#) may be subject to a \$5 fee for the first offense, increased to a \$10 fee for each additional offense during each school year, September-August. Officers

can also issue municipal citations to violators of this policy on certain campuses.

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## Campus Communications

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- [MyTCC Student Email](#)

### Official Communications

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A request that a student report to an administrative or faculty office may be made by letter, email, or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her MyTCC email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards, current student portal and/or [TCC website](#). Each student is responsible for regularly checking the bulletin boards and websites.

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- [MyTCC Emergency Student Alert Opt-In](#)
  - [Emergency Notifications \(In Person\)](#)

### Emergency Notification

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In unusual and emergency situations, the Vice President of Student Affairs may seek out students in their classrooms to deliver an emergency message. The Vice President of Student Affairs is responsible for verifying message details and determining if the message should be delivered during a class period.

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- [Text Message Notifications Opt-In](#)
- [Social Media](#)

### Social Media

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Social media is a powerful communications tool that has a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Tarrant County College (TCC) has crafted the following policy to help clarify how best to enhance and protect when participating in social media.

#### Policies for All Social Media Sites, Including Personal Sites

1. Protect confidential and proprietary information: Do not post confidential or proprietary information about TCC, students, employees or alumni. Students must still follow the applicable federal requirements such as FERPA and HIPAA. Adhere to all applicable college privacy and confidentiality policies. Students who share confidential information do so at the risk of disciplinary action up to and including expulsion.
  2. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the College.
  3. Use of TCC logos for endorsements is strictly prohibited: Do not use the TCC logo or any other college images or iconography on personal social media sites. Do not use TCC's name to promote a product, cause, or political party or candidate.
  4. Terms of service: Obey the terms of service of any social media platform employed.
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#### Student Group or Organization

1. Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the College. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it in person, consider whether you should post it online. If you are unsure about posting something or responding to a comment, email [digital.strategy@tccd.edu](mailto:digital.strategy@tccd.edu).
  2. Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important when posting on behalf of a student group or organization in any capacity.
  3. Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the College and its institutional voice.
  4. Remember your audience: Be aware that a presence in the social media world is easily made available to the public at large. This includes prospective students, current students, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
  5. On personal sites, identify your views as your own. If you identify yourself as a TCC student online, it should be clear that the views expressed are not necessarily those of the College.
  6. Photography: Photographs posted on social media sites may be wrongfully appropriated. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to better secure your intellectual property. Images at that size are sufficient for viewing on the web, but not generally suitable for printing.
  7. Notify the College: Student groups or organizations that have a social media page, or would like to start one, should do so with these guidelines in mind and should also consider a faculty or staff mentor. If guidance is needed students can email [digital.strategy@tccd.edu](mailto:digital.strategy@tccd.edu). All institutional pages must have a full-time appointed student who is identified as being responsible for content.
  8. Acknowledge who you are: If you are representing a TCC student group or organization when posting on a social media platform, acknowledge this.
  9. Have a plan: Student groups and organizations should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up to date.
  10. Protect the institutional voice: Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. No TCC student group or organization should construe its social media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images and posts should all be clearly linked to the particular student group or organization rather than to the institution as a whole.
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## Student Affairs

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- [Student Success and Advising](#)

### Student Success & Advising

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Student Success and Advising offices provide two primary services: *success coaching and career advising*.

Success Coaches are available to provide students with support in completing the application and registration process and the transition into

- [Transfer Center](#)

### Transfer Center

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Transfer Centers are available on each campus to help students plan for transfer to four-year institutions. Transfer Center staff provide information regarding admissions requirements, programs of study, and scholarships. Representatives from four-year institutions visit TCC campuses throughout the year to meet with students and provide information about



college. Success Coaches connect students to campus resources and assist them throughout their first year by offering services designed to increase student success.

Career Advisors support students in developing plans to achieve their personal, academic and career goals. They assist students in exploring academic and career interests, monitor their academic success and track progress toward completing their educational requirements. Career Advisors help students identify and enroll in appropriate courses and make referrals to College resources and opportunities to help them achieve their goals.

Through TCC's advising program, Career Advisors, success coaches, and faculty advisors assist students with identifying their program of study. To comply with regulations of the Texas Success Initiative (TSI), all First Time in College (FTIC) students must engage in placement testing and career advising processes. In addition to the Student Success & Advising offices located on each campus, TCC students have access to online Career Advising. Online Career Advisors provide support via chat and email.

All TCC students are expected to have at least one career advising appointment each term to discuss their success and progress, ensure that they are on track to meeting their educational goals, and to connect them to college resources and services. An advising visit is a one-on-one meeting with a career advisor by phone, face-to-face, or online after the start of classes of the initial term for which a student registers. These advising sessions are designed to assist students with academic and career planning.

For more information, visit the [Student Success & Advising](#) Office.

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transfer admissions and university programs. Transfer Centers host transfer events virtually and on TCC campuses.

Visit a Transfer Center to discuss:

- Finding a university that's the right fit
- Determining a major or degree program
- Applying to a four-year institution
- Reviewing scholarship information
- Connecting with university representatives

For more information, visit [Transfer Center](#) and/or [contact](#) a campus Transfer Center.

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- [Health Services](#)

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## Health Services

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The mission of Tarrant County College Health Services is to promote health and wellness through education and service. Our purpose is to provide nurse-directed health and wellness education to all students and employees as an integral component of the College mission.

We embrace all students within our campus community by providing education in accordance with the American College Health Association (ACHA). We strive to create a healthy campus climate to advance the health of college students and our campus community through advocacy and education.

For more information, visit [Health Services](#) and/or [contact](#) any of the campus Health Services offices.

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- [Student Accessibility Resources](#)

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## Student Accessibility Resources

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- [Counseling Services](#)

## Counseling Services

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Counselors specialize in providing confidential assistance to students who are experiencing personal interpersonal challenges. The academic success of students is supported by enhancing communication skills, minimizing test anxiety, improving time management, and exploring opportunities for the further development of critical and independent thinking.

Short-term counseling (6-8 sessions) is free to currently enrolled TCC students.

For more information, visit [Counseling Services](#) at any of the campuses.

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- [CARE Team](#)

## CARE Team

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Each TCC campus has a CARE Team. CARE Teams comprise a cross-section of the campus community that may include Academic Affairs, Career Advising, Counseling, Student Accessibility Resources, Campus Police, Student Conduct and Prevention Education, and Student Affairs, who provide consultation and support for students in distress or those who pose a threat to themselves and/or others.

CARE Team functions include Consultation, Assessment, Resources, and Education.

- **Consultation** - Assess concerns regarding the safety and well-being of students by drawing upon professional experience within the campus community.

In compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, Student Accessibility Resources (SAR) provides equal access to College programs, services and activities for qualified students with disabilities.

Requests for an accommodation/equal access are reviewed on a case-by-case basis and are determined based on the functional limitations caused by the disability and the supporting documentation provided.

## Learning Diagnostician

Tarrant County College (TCC) students who are experiencing ongoing academic difficulties that are interfering with their educational progress may be eligible for a referral to the TCC Learning Diagnostician for a possible learning disability (LD). The Learning Diagnostician is available to assess educational needs and learning styles of currently enrolled TCC students. This individual provides psycho-educational diagnostic information and works cooperatively with Student Accessibility Resources Directors to provide the most appropriate academic adjustments for students with learning disabilities.

Students may receive a referral to be evaluated by the District Learning Diagnostician by contacting the Office of Student Accessibility Resources.

## Service Animals on Campus

Individuals with disabilities are permitted to be accompanied by their service animals. Service animals must always be under the control of their owner and must never be left unattended on campus or in automobiles. Students with a service animal on campus may but are not required to register with Student Accessibility Resources. Emotional support animals are not considered service animals.

For additional information and eligibility requirements regarding SAR, visit [Student Accessibility Resources](#), refer to the SAR Procedures Manual, and/or [contact](#) any of the campus SAR offices.



- **Assessment** - Determine referred student's need for emotional, psychological, or physical support and refer to appropriate resources.
- **Resources** - Identify campus and community resources for students.
- **Education** - Provide professional development and training opportunities for faculty and staff. Promote proactive workshops for students such as stress management and conflict resolution.

CARE Team services are available remotely. To make a referral, complete the [CARE Team Incident Reporting Form](#).

**In case of emergency, call 817-515-8911.**

For more information, visit [CARE Team](#) and/or [contact](#) any of the campus CARE Teams.

- [Essential Needs & Support Services](#)

## Essential Needs & Support Services

### Essential Needs & Support Services

Tarrant County College (TCC) helps students get into and complete their educational and career goals - even if economic or other barriers have been holding them back. Utilizing various partnerships with community organizations, we connect students with helpful resources such as financial educational sessions, food pantries, childcare, tax services, emergency fund, and many others.

TCC offers essential needs including food, toiletry and baby items, hous-

## Policy on Disability Discrimination and Accommodation

The College District is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the College District regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Chief Human Resources Officer has been designated as the College District ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in the College District's resolution process, see below.

## Students with Disabilities

The College District is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the College District.

All accommodations are made on an individualized basis. A student requesting any



ing resources, clothing, and additional basic needs items. The goal is to aid in student readiness by alleviating life barriers that may impact academic and personal success. TCC offers a range of support services at no cost to students.

### Food Insecurity

Tarrant County College provides resources for individuals experiencing food insecurity.

In addition to the campus resources, the following is a list of organizations that support individuals and families with food needs. These organizations are to be contacted directly as they are not affiliated with TCC beyond resource sharing.  
Tarrant Area Food Bank

- FindHelp.org
- Community Link
- Texas Food Pantries
- Meals on Wheels
- Supplemental Nutrition Assistance Program (SNAP)

### Student Parents

The TCC Child Care Assistance Program (CCAP) is made available through the Department of Education (DOE) Child Care Access Means Parents in School (CCAMPIS) grant. CCAP supports the educational success of eligible student-parents by providing access to certified, high-quality childcare facilities. There are various guidelines and expectations for student-parents.

- Child Care & After School Programs: these programs are not affiliated with TCC but are community resources for assistance
- Child Care Texas Workforce Solutions
- United Community Centers
- ChildCare.gov: financial assistance programs offering help paying for childcare

accommodation should first contact the Student Accessibility Resources (SAR) Office, who coordinates services for students with disabilities.

The SAR Office reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

A list of the College Student Accessibility Resources (SAR) Directors is listed below:

<b>Northeast Campus</b>	<b>Northwest Campus</b>
Kimberly Eason, M.Ed. Phone: 817-515-6333 Video Phone: Not Available Fax: 817-515-0439 <a href="mailto:ne.sar@tccd.edu">ne.sar@tccd.edu</a>	Paula Manning, MS, LPC, CRC Phone: 817-515-7733 Video Phone: Not Available Fax: 817-515-0788 <a href="mailto:nw.sar@tccd.edu">nw.sar@tccd.edu</a>
<b>South Campus</b>	<b>Southeast Campus</b>
Kelli Frederick, M.A., CORT Phone: 817-515-4561 Video Phone: Not Available Fax: 817-515-4895 <a href="mailto:so.sar@tccd.edu">so.sar@tccd.edu</a>	Matthieu De Wein Ph.D. Phone: 817-515-3593 Video Phone: Not Available Fax: 817-515-0446 <a href="mailto:se.sar@tccd.edu">se.sar@tccd.edu</a>
<b>Trinity River Campus</b>	<b>TCC Connect Campus</b>
Presttee Robinson, MS, ED DIAG, ADHD-CCSP Phone: 817-515-1295 Video Phone: Not Available Fax: 817-515-0708 <a href="mailto:tr.sar@tccd.edu">tr.sar@tccd.edu</a>	Presttee Robinson, MS, ED DIAG, ADHD-CCSP Phone: 817-515-1295 Video Phone: Not Available Fax: 817-515-0708 <a href="mailto:tr.sar@tccd.edu">tr.sar@tccd.edu</a>





- Texas Rising Star: Eligible families of children under the age of 13 may receive childcare financial assistance so that parents can work, attend school, or participate in training.

## Housing Insecurity

TCC does not have on-campus housing, but there are a variety of resources in the community to help you find housing.

For housing assistance within Tarrant County and surrounding areas, reach out to some of the following organizations:

- ACH Child and Family Services: services for children including an emergency shelter and housing for single mothers and their children who are homeless due to domestic violence
- Arlington Life Shelter: Arlington Life Shelter is committed to assisting individuals and families impacted by homelessness in North Texas to create a path to self-sufficiency
- Benefits for Homeless Veterans
- Day Resource Center: support services for homeless people
- Get Rent Help: for Tarrant County residents having difficulty paying rent and/or utilities
- Housing and Urban Development Rental Assistance
- Presbyterian Night Shelter: their “housing first” approach helps break the cycle of homelessness through housing assistance, support services, and employment opportunities
- SafeHaven: emergency shelter and transitional housing for

- [Veterans Resource Center](#)

## Veterans Resource Center

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Veterans counselors and career advisors work to empower student veterans and military-connected students while promoting learning, and advocating for policies and procedures designed to support our military-connected students.

Veterans counselors and/or career advisors can provide:

- Career exploration
- Transition support
- Assistance with registration
- Assistance with transferring as it relates to Veterans Affairs (VA) education benefits
- Individual and group educational, career guidance, advising, and registration services
- Assistance with using VA Education Benefits
- Assistance with VA Certification Processes
- Veteran counselors offer short-term, confidential personal counseling, including transitional social, emotional, and developmental challenges
- Referrals to campus services, resources, and opportunities
- Referral to local, state, and federal VA agencies and resources
- Veteran Student Wellness and Student Success Seminars
- Assistance with VA-related questions/concerns with health and benefits

For more information, visit [Veteran Services](#) and/or [contact](#) any of the campus Veterans Resource Centers.

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- [Intercultural Network](#)

## Intercultural Network

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those leaving situations of domestic violence

- Salvation Army
- Tarrant County Homeless Coalition: assistance for housing and rent
- Tarrant County Housing Assistance Office (TCHAO): provides safe, decent, and affordable housing for low-income families
- Union Gospel Mission: free meals, shelter, and programs to help people in need gain access to skills and resources
- Vacancy Clearinghouse (Texas Department of Housing and Community Affairs): search this database for reduced-rent apartments
- Arlington Housing Authority (COVID-19): help for those who need housing assistance due to COVID-19

## Transportation

TCC student ID doubles as a free pass on all Trinity Metro buses and the Trinity Rail Express with TCC's EasyRide program. If you are enrolled in three credit hours or 48 continuing education contact hours and are not a dual enrollment student, you qualify for the program. For more information visit EasyRide. Additional resources are available at specific campuses and students are encouraged to contact the Student Success & Advising Office for more information.

Students enrolled in classes at TCC Southeast are eligible for free transportation from the Arlington On-Demand Rideshare program. If you are enrolled in three credit hours or 48 continuing education contact hours and are not a dual enrollment student, you qualify for the program. For more information visit the Arlington On-Demand homepage. Additional resources are available at specific campuses and students are

The Intercultural Network's goal is to encourage incoming Trailblazers. Our network provides:

- Programs to assist incoming students,
- Support services and resources that focus on student success, and
- An opportunity for students to engage and network with peers, faculty, staff and the community.

Guided by Five Principles: Academic Support; Social and Emotional Support; Career Competency Development; Leadership Skills Development; Personal Growth and Development, the Intercultural Network leverages college and community resources to support students in achieving their academic goals.

The Intercultural Network is committed to support our students by providing all the necessary resources, coaching, guidance, mentoring, and support in the pathways to retention, graduation, and success.

## Programs and Services

- Mentoring
- Open Houses
- Community Service
- Leadership Conferences
- Events
- Printing
- Snacks/Pantry Meals

Please note, Intercultural Network programming and services are open to all students.

For more information, visit [Intercultural Network](#) and/or [contact](#) any of the campus Intercultural Network offices.

Northeast Campus	<a href="mailto:InterculturalNetwork_NE@tccd.edu">InterculturalNetwork_NE@tccd.edu</a>
Northwest Campus	<a href="mailto:InterculturalNetwork_NW@tccd.edu">InterculturalNetwork_NW@tccd.edu</a>
South Campus	<a href="mailto:InterculturalNetwork_SO@tccd.edu">InterculturalNetwork_SO@tccd.edu</a>
Southeast Campus	<a href="mailto:InterculturalNetwork_SE@tccd.edu">InterculturalNetwork_SE@tccd.edu</a>



encouraged to contact the Student Success & Advising Office for more information.

Trinity River Campus [InterculturalNetwork\\_TR@tccd.edu](mailto:InterculturalNetwork_TR@tccd.edu)

TCC Connect Campus [InterculturalNetwork\\_Connect@tccd.edu](mailto:InterculturalNetwork_Connect@tccd.edu)

## Community Resources

- Catholic Charities of Fort Worth (CCFW) Transportation with a Purpose: Transportation services are provided to CCFW clients and partner agencies for employment, medical appointments, and public benefit office visits, and operate from Monday through Friday.
- [Career Services](#)

## Career Services

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The Office of Career Services assists students and alumni to locate employment compatible with their professional goals and educational objectives. Career Services also provides career assessment tools to assist students with identifying a career path.

Current and former students are encouraged to visit Career Services for:

- Career Assessment
- Information regarding career exploration, employment trends, and salary needs
- Résumé and cover letter assistance
- Mock interviews
- Job search assistance including current job openings (both part-time and full-time, on- and off-campus)
- Information regarding on-campus job fairs and employment opportunities
- Workshops on career-related topics
- Career development assistance
- Online career related services



For more information, visit [Career Services](#) and/or [contact](#) any of the campus Career Services offices.

## Student Employment

Students have the opportunity to work on and off campus as a part of the Student Employment Program. Students who meet eligibility requirements can work for a Tarrant County College department or community partner. Students will gain relevant work experience, transferable skills, and build their resume while earning money.

To view and apply for student employment, visit [jobs.tccd.edu](https://jobs.tccd.edu).

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- [Testing Services](#)

## Testing Services

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Tarrant County College requires a state-approved placement test to satisfy admission requirements. Most first-time-in-college students are required to take a placement test to determine college readiness in Mathematics and Reading/Writing before enrolling in college-level courses.

The Texas Success Initiative Assessment 2.0 (TSIA2) is the state-approved placement test. To satisfy TSIA2 and course prerequisite requirements, the student must meet or exceed the minimum passing standards. Information about TSIA2 is available at any campus Testing Services, College Catalog, or TSI Assessment.

Students are required to complete the following tasks before registering to take the TSI Assessment:

- Log in or create an account with the [practice.accuplacer.org/login](https://practice.accuplacer.org/login)



- Choose the Texas Success Initiative 2.0 Pre-Assessment Activity (TSIA2-PAA)

Each of the campus Testing Centers offers a variety of tests, which may include:

- TSI Assessment 2.0
- ALEKS PPL (Advanced Math Placement)
- Prior Learning Assessment (PLA)
- HESI A2 Admission Assessment
- CLEP
- Michigan English Placement Test (ESL/ESOL Program Assessment)

For more information, visit [Testing Services](#) and/or contact any campus [Testing Services](#).

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## Learning Commons

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- [Learning Support Services](#)

### Learning Support Services

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Tarrant County College (TCC) offers Learning Support Services on each campus in a variety of academic disciplines to enhance your learning. Visit a campus learning lab to study, use a computer or access tutoring services.

For more information, visit [Learning Commons: Labs & Tutoring](#) and/or [contact](#) any of the campus Learning Labs.

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- [Library](#)

### Library

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Each TCC campus has a Library to support your learning and success. Visit the Library to check out books, find databases, and discover resources to help you with your studies.

For more information, visit [Library Online Resources](#) and/or [contact](#) any of the campus Libraries.

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- [Supplemental Instruction](#)

## Supplemental Instruction (SI)

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Supplemental Instruction (SI) is a free peer-led program that can help students succeed in historically difficult courses.

Guided study sessions encourage students to collaborate with other students while also teaching them what to learn and how to learn it. With each session, they will develop their critical thinking, teamwork, and communication skills.

For more information, visit [Supplemental Instruction](#) and/or [contact](#) any of the campus SI offices.

## Get Involved

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- [Student Activities](#)

### Student Activities

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Through the Office of Student Activities, students have the opportunity to participate in events and activities designed to encourage campus engagement along with personal, educational, and professional growth.

The following programs and opportunities are available through Student Activities offices:

- Recognized Student Organizations
- Student leadership opportunities (e.g., student leadership retreat and Emerging Leaders Workshop)
- Guest lecturers and performers
- Campus activities and programs
- Social learning and projects

Any group of students wishing to meet on behalf of a common interest may seek recognized student organization status by consulting with the Office of Student Activities to review the policies and procedures for forming a student organization.

For more information, visit [Student Activities](#) and/or [contact](#) any of the campus Student Activities offices.

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- [Recognized Student Organizations](#)

### Recognized Student Organizations

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The College is committed to providing vital co-curricular activities for students that enhance individual development, promote desired social interaction, and provide social and recreational activities. All student organizations are supported by the Office of Student Activities.

Student interest drives the creation of new student organizations. Prior to operation on campus, all organizations must be recognized by the College and must agree to abide by regulations of the Board and by the recognized student organization regulations issued by the administration including, but not limited to, the College Student Code of Conduct and Recognized Student Organization Handbook. Every organization must have a full-time faculty or staff advisor responsible to the College. Organizations who discriminate against students or staff members in violation of state or federal laws will not be allowed to operate and will no longer be recog-

nized. For other rules related to forming a student organization and gaining formal approval and recognition for an organization, visit the Office of Student Activities at each college campus.

See [Speech, Expression, Assembly](#) for additional information about requirements and restrictions pertaining to student and faculty/staff organizations and programs. For more information, visit [Clubs & Organizations](#) and/or [contact](#) any of the campus Student Activities offices.

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