WHARTON COUNTY JUNIOR COLLEGE DISTRICT
AGENDA BRIEF
AGENDA ITEM XVIII

MATTERS RELATING TO FORMAL POLICY

A. Approval of the following regulations: Regulations have been reviewed through governance structure and recommended changes were made (policy change requires board approval)

1. Regulation 139: Social Media
2. Regulation 461: Salary Schedule For Part-Time Semester-Hour-Credit Faculty
3. Regulation 591: Student Grievances and Complaints
4. Regulation 592: Student Disciplinary Action
5. Regulation 642: Refund Policy For Noncredit Courses
6. Regulation 721: Course Load and Schedules
7. Regulation 732: Certificates
8. Regulation 782: Associate of Applied Science Degree Requirements
9. Regulation 823: Recruitment and Appointment of Part-Time Faculty Teaching Credit Courses

B. Information Items:
1. Regulation 131: Public Information/Notices and News Media Contacts
3. Regulation 821: Recruitment and Appointment of Full-Time Personnel
4. Regulation 838: Equation of Experience For Faculty and Administrative Staff
5. Regulation 890: Support Staff Professional Growth
SOCIAL MEDIA

I. PURPOSE

Provides procedures and guidelines for the creation and maintenance of a structured and engaging online social media presence for the college using existing social media websites to strengthen relationships and improve communication with students, prospective students, alumni, employees and the community.

II. POLICY

A. The college will hold a two-tier social media presence, consisting of a primary and secondary social media presence. The primary social media presence will consist of a single official social media page within selected social media websites, while the secondary social media presence will be made up of numerous pages developed for specific interests within the college.

B. Official platform selections and the guidelines related to the administration of each social media platform in use are specified in the document Selected Social Media Platforms in Use found on the WCJC intranet site.

C. College news, events and information will be posted on official social media pages on a regular basis to inform all followers of up-to-date information regarding the college and campus activities.

D. Employees may take part in the college’s online social media efforts by requesting the creation of secondary social media pages on the college’s chosen social media website(s) for college departments, divisions, and/or faculty sponsored student organizations. Employees seeking to build web content related to the college on any website other than the selected official social media site(s) for WCJC, must submit a Social Media Page Request form found on the WCJC intranet site to the Internet Marketing Coordinator and receive approval before the page is constructed.

E. All official social media pages must have a WCJC faculty member or college administrator serve as page administrator.

F. Social media pages directly related to college students or college activities that are created by individuals other than college employees should not attempt to represent themselves or their group as official affiliates of WCJC.

G. College employees are not allowed to create and/or maintain unofficial social media pages related to the college.

H. Social media is not an appropriate venue for engaging students in classroom instruction or classroom communication. Social media should be used to engage the largest populations and groups within the college that offer information for an unlimited amount of persons who wish to subscribe.

(POLICY APPROVAL: 10-16-12, Board of Trustees)

III. BACKGROUND

Social media offers a wide range of opportunities to connect with individuals interested in information about the college. Participation in social media expands the college’s communications reach, strengthen appeal to the
target demographic, and promote the college’s educational mission online.

IV. DEFINITIONS

*Primary social media presence*—the main focus of a college’s social media outreach online, containing general college information and events that pertain to a large group and news that is of interest to the college as a whole.

*Secondary social media presence*—all other official social media sites related to the college that represent factions of individuals, departments of study or other organizations. Posts on secondary pages are related to a specific group of people, rather than to the college as a whole. (i.e.: A WCJC Nursing page will only make posts relevant to current and potential students in that program.)

*Official social media page*—a page within a social media website that is deemed and marked by the college to be an official representation of the college. This differentiates the page from any other pages that may be created by others and searchable online.

V. PROCEDURES

A. The Office of Marketing and Communications is responsible for administering the college’s primary social media presence. *Social Media Page Requests* are subject to approval by the Internet Marketing Coordinator. Social media pages discovered online that appear to be administered by non-employees will be evaluated on an individual basis and action taken will be determined by the Internet Marketing Coordinator.

B. Web content supervisors, athletic coaches and sponsors of student organizations Employees who wish to submit an item for the college’s *primary social media page* should submit the information to the Internet Marketing Coordinator using the form titled *Submissions for Primary WCJC Facebook/Home Page* found on the WCJC Intranet. Employees are advised to plan in advance when requesting postings. All information submitted will be considered for posting, though decisions regarding posting will be left to the discretion of the Internet Marketing Coordinator and are not guaranteed upon submission.

C. Employees who wish to develop an official WCJC secondary social media page must receive approval to do so by filling out a *Social Media Page Request*, which is found on the WCJC Intranet site, and submitting it to the Internet Marketing Coordinator for approval.

D. Upon approval, the Social Media Page Request must be filed with the Internet Marketing Coordinator. The requester will then arrange for social media training with the Internet Marketing Coordinator.

E. Once the requester has completed social media training, the page will be created through an arrangement with the Internet Marketing Coordinator and the page administrator will be designated as an administrator within the platform.

F. Social media pages should be maintained and be kept as up-to-date as possible. If the page administrator fails to update inaccurate or out-of-date information, the Office of Marketing and Communications reserves the right to contact and advise the page administrator to either update or delete the page, and may contact WCJC Webmaster for removal of the page link from the Social Media Index on the main website.

G. Any social media page, on which viewer comments are visible, must be strictly maintained and any profanity posted by viewers or material that violates the WCJC Social Media posting policy, must be immediately removed from the page. Page administrators are responsible for administering social media pages according to the guidelines set in the document titled *Selected Social Media Platforms in*
Use, which is available on the intranet. All questionable activity on official WCJC social media pages should be immediately reported to the Internet Marketing Coordinator.

VI. GUIDELINES

A. Information posted must conform with local, state and federal law, as well as WCJC policies. All content posted by page administrators must be directly related to college business, programs, and/or services, and must not promote political views or individual opinions that are not directly related to college purposes.

B. All copyright and trademark laws apply. Employees must obtain copyright permission and publicity releases to publish text, graphics, and photographs that are not in the public domain.

C. Uploaded photos must relate directly to the College and/or student life and should not be used as a promotional tool for programs, products, or services outside the College. Publicity release forms must be completed and remain on file in the office of the page administrator.

D. Use of WCJC's name, trademarks, official logos, and other copyrighted materials must be in accordance with WCJC policies.

E. The Office of Marketing and Communications reserves the right to remove, or advise any page administrator to remove, comments or photographs from an official social media page that are deemed inappropriate or not in the best interest of the College.

F. Employees are encouraged to become active participants in the college's online social media community.

ZC/BAM
10-16-12

Reg 139
SALARY SCHEDULE FOR PART-TIME SEMESTER-HOUR-CREDIT FACULTY

I. PURPOSE

Establishes salary schedule for all part-time semester-hour-credit faculty.

II. DEFINITIONS

A. **Part-time faculty:** As defined in Regulation 911, part-time faculty are persons hired to teach specific courses on a per-term basis, with no guarantee or promise of continued teaching assignments or further employment with the college, who are employed and compensated on a per-course or per-semester-hour basis, and whose workload consists of fewer than 15 credit hours per semester (40 clock hours per week) or their equivalent in other duties on release time from teaching. Pay for persons who meet the above definition and who are assigned to teach courses bearing semester-hour credit is the subject of this regulation. WCJC recognizes two categories of semester-hour part-time faculty: part-time faculty proper, whose workload may not exceed 19.5 clock hours per week; and adjunct faculty, whose workload exceeds 19.5 clock hours per week but does not exceed 32.5 clock hours per week.

B. **Contact hours:** The number of scheduled weekly hours of contact for formal instruction between an instructor and students in a course. Normally, contact hours refer to hours of contact in a classroom, laboratory, or clinical-type setting and do not refer to individual meetings during the instructor's office hours.

C. **Credit hour:** A formally recorded unit of credit for the successful completion of coursework usually, but not always, consisting of sixteen contact hours of instruction.

D. **Laboratory course:** A course that includes experimental, testing, observational, or other practical exercises and learning activities undertaken in a classroom or facility specially equipped for these activities. A course may be solely a laboratory course (such as classroom piano), or a course may have both a lecture and a laboratory component (such as a chemistry course).

E. **Lecture course:** A course that provides approximately sixteen hours of classroom instruction for each semester hour's credit.

III. POLICY

A. The college shall have a published salary scale for all part-time semester-hour-credit faculty.

B. At least once every two years, the salary scale for all part-time semester-hour-credit faculty shall be reviewed by the chief academic officer and the chief financial officer; and, after consultation with instructional Deans, Division Chairs, and Faculty Council, the CAO presents a report of findings and recommendations to the president and President's Executive Cabinet.

C. The salary scale for part-time semester-hour-credit faculty shall be presented to the Board of Trustees and shall be approved by the Board of Trustees before implementation. The scale shall not be implemented without formal Board approval.

D. The salary scale for part-time semester-hour-credit faculty and its updates shall be published in the college's Regulations Manual and shall note an effective date.
IV. PROCEDURES

A. The salary scale for part-time semester-hour-credit faculty is shown in the accompanying table (Table 461-1).

1. The part-time semester-hour-credit salary scale is derived from a comparison with part-time faculty salaries at other Gulf Coast community colleges. Specifically, the cohort of colleges used for comparison consists of the following eight institutions: Alvin Community College, Brazosport College, College of the Mainland, Galveston College, Houston Community College, Lee College, North Harris/Montgomery Community College/Lone Star Community College, and San Jacinto Junior College.

2. In clinical settings where a supervisor must have a master's degree, the pay rate is $20-$35 per contact hour. In clinical settings where a supervisor is not required to have a master's degree, the pay rate is $16-$25 per contact hour. In other vocational instructional settings the pay rate may depend upon workforce demand and range from $25-32 per hour, as approved by the VPI.

B. The Director of Human Resources Personnel and Payroll, under the supervision of the President Vice-President of Administrative Services, is responsible for collecting comparative data on community-college part-time faculty salaries in the Gulf Coast region.

C. After the completion of each registration period, division chairs review part-time faculty assignments, compute salaries, and forward the salary lists to the Vice-President of Instruction Academic Affairs (VP/AA), who verifies the accuracy of the list. Using a printout of courses provided by the Registrar.

D. The VPI VP/AA forwards the list to the Director of Personnel and Payroll and Benefits for payroll verification and to the President for inclusion on the agenda for the next meeting of the Board of Trustees. The VPI or designee VP/AA also prepares working agreements/appointment forms that are sent to part-time faculty immediately after the Board approves their salaries.

D.E. By definition, part-time faculty may not be assigned teaching or other duties that exceed 19.5 clock hours per week; under special circumstances, the VPI may approve assigned teaching or other duties up to 29.5 clock hours per week. and adjunct faculty may not be assigned teaching or other duties that exceed 32.5 clock-hours per week. (See Tables 461-2 and 461-3 for faculty workloads and their clock-hour equivalents.)

Table 461-1. Salary Scale for Part-Time Semester-Hour-Credit Faculty. (Salaries in effect prior to this regulation)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PER COURSE</strong></td>
<td></td>
</tr>
<tr>
<td>Lecture only</td>
<td>$400-$600 per credit hour</td>
</tr>
<tr>
<td>Combined lecture/lab (except science labs)</td>
<td>$400-$600 per lec hr &amp; $200-$300 per lab hr</td>
</tr>
<tr>
<td>Science labs</td>
<td>$720 per lab hr (1.2 Equated Pay Hour (EPH) per lab hr)</td>
</tr>
<tr>
<td><strong>PER HOUR</strong></td>
<td></td>
</tr>
<tr>
<td>Lab only (except science lab)</td>
<td>$16 per contact hour $600 per EPH</td>
</tr>
<tr>
<td>Clinic</td>
<td>$16-$25 Licensed Vocational Nurse (LVN) or $20-$35 Registered Nurse (RN) Dental Hygiene (DH) per contact hour</td>
</tr>
<tr>
<td>Private music lessons</td>
<td>$16-$20 per student per contact-hour semester</td>
</tr>
</tbody>
</table>
Comparison of Work Hours and Pay for
Full-Time Faculty vs. Part-Time/Adjunct Faculty

The required minimum clock-hour work week for regular full-time faculty on regular contracts is 40 hours. Table 461-2 shows the clock-hour breakdown of this full-time load assuming a typical teaching load of five three-credit courses.

Table 461-2. Typical Clock-Hours for Full-Time Faculty Member.

<table>
<thead>
<tr>
<th></th>
<th>Per Credit Hour</th>
<th>Per 3-Cr Course</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class contact hours</td>
<td>1</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Office hours</td>
<td>0.66</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Prep time, grading,</td>
<td>0.5</td>
<td>1.5</td>
<td>7.5</td>
</tr>
<tr>
<td>reading papers, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College service</td>
<td>0.5</td>
<td>1.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Total</td>
<td>2.66</td>
<td>8</td>
<td>40</td>
</tr>
</tbody>
</table>

Using the above as a guideline, workload for part-time and adjunct faculty is calculated on an equated pay hour basis or clock hour basis. Responsibilities for part-time instructors include preparing course materials, grading and maintaining student records, meeting and dismissing class on time, and holding office hours before or after class to assist students with course content, as indicated in Table 461-3. Note: Part-time faculty are those whose work-week is under 20 hours (i.e., less than half time), and adjunct faculty are those whose work-week exceeds 20 hours but is under 40 hours (i.e., more than half-time but less than full-time). Adjunct faculty are eligible for fringe benefits greater than those available to part-time faculty.

Table 461-3. Clock-Hour Calculations for Part-Time and Adjunct Faculty.

<table>
<thead>
<tr>
<th></th>
<th>Part-Time Faculty</th>
<th>Adjunct Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Cr-Hr</td>
<td>Per 3-Cr Course</td>
</tr>
<tr>
<td>In-class contact hours</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Office hours</td>
<td>0.66</td>
<td>2</td>
</tr>
<tr>
<td>Prep, grading, etc.</td>
<td>0.5</td>
<td>1.5</td>
</tr>
<tr>
<td>Total</td>
<td>2.16</td>
<td>6.5</td>
</tr>
</tbody>
</table>
STUDENT GRIEVANCES AND COMPLAINTS

I. PURPOSE

Provides internal procedures for handling student grievances and complaints concerning (a) discrimination or harassment based on sex, race, age, national origin, religion, veteran status, or handicap; (b) nonacademic decisions, rules, or regulations; (c) actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions; (d) management or conduct of programs; (e) allegations of misleading advertisement or promotion of programs; or (f) other actions of college employees.

II. LEGAL REFERENCE

The College District that receives federal financial assistance, directly or indirectly, and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. 34 CFR 104.7(b)

The College District that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Code of Federal Regulations, Title 28, Part 35 (Americans with Disabilities Act regulations). 28 CFR 35.107

The College District that receives federal financial assistance, directly or indirectly, shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. 34 CFR 106.8(b) [See FA]

The College District shall give a student, on request, an opportunity for a hearing to challenge the content of the student’s education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. 34 CFR 99.21

III. POLICY

A. The College shall provide for students and prospective students applying for admission to the College opportunities to express grievances and complaints and to seek appropriate resolution or redress.

B. The College shall establish a procedure for receiving, investigating, and resolving student grievances and complaints pertaining to matters other than those involving academic decisions and disciplinary decisions (for which areas of decisions the college shall have procedures separate from those described herein).

C. The procedure for student grievances and complaints shall be published in the student handbook and reference shall be made to it in the college catalog. In addition, copies of this regulation and any other information relevant to student grievances and complaints shall be made available to any prospective and current students upon demand.

D. Current students may use the procedures set forth herein to lodge a grievance or complaint concerning allegations of the following:

1. discrimination or harassment based on sex, race, age, national origin, religion, veteran status, or handicap;

2. nonacademic decisions, rules, or regulations (for appeals of academic decisions, see Regulation 663);
3. actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions (for appeals of disciplinary actions, see Regulation 664);

4. management or conduct of college programs;

5. misleading advertisement or promotion of programs;

6. any illegal actions of College employees that affect the student-complainant grievant.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 2-19-08, amended _________)

IV. PROCEDURES

To insure speedy resolution of a grievance or complaint, the time limits prescribed herein must be strictly adhered to unless a waiver is granted by the Dean of Student Services (DSS) or the Senior Vice-President of Instruction (SVPI) or the College President.

A. Step One: Informal Resolution

Within ten (10) calendar days of the occurrence of the cause of the grievance, the student, if possible, contacts the source of the grievance to attempt resolution of the problem.

B. Step Two: Review by the Dean of Student Services/Vice President of Student Services (VPSS)

1. If the results of the informal approach at Step One are not satisfactory, the student-grievant initiates a formal appeal by submitting a written statement of the grievance and specifies pertinent dates, names, circumstances, and the remedy requested to the DSSVPSS. (If the grievance is against the DSSVPSS, the written formal appeal is directed to the SVPI.) The written grievance must be filed no later than fifteen (15) calendar days after the occurrence of the circumstances leading to the grievance.

2. The DSS-VPSS (or, if the situation warrants, the SVPI) investigates the complaint and schedules a meeting with the concerned parties no later than twenty (20) calendar days after the receipt of the written grievance.

3. The DSS-VPSS (or the SVPI) issues a written decision on the grievance and mails it to the student grievant by registered or certified mail, return receipt requested, within ten (10) calendar days of the meeting. The DSS—VPSS also provides copies of this written notification to any other principals involved in the grievance.

C. Step Three: Review by College Hearing Board (CHB)

1. If any student grievant chooses to appeal the decision of the VPSS (or the SVPI) and alleges that the decision was unreasonable, arbitrary, capricious, unfair, or prejudicial, he or she so notifies the SVPI in writing within five (5) calendar days following the decision in Step Two and requests that the College Hearing Board (CHB) be convened to hear the appeal.

2. The SVPI convenes the CHB within twenty (20) calendar days of receiving the request for appeal. The SVPI may not deny such a request.
a. To convene the CHB, the SVPI must receive a written petition from the student grievant that consists of the circumstances of the grievance, the remedy requested, and documents detailing the previous action resulting from the grievance to date.

b. The DSS-VPSS (or the SVPI) makes available to the CHB all data accumulated from his or her investigation of the grievance to date.

3. The hearing will be conducted in accordance with the procedures outlined in this Regulation.

4. The student grievant may bring witnesses and/or counsel or an advisor to the hearing. The role of the student’s grievant’s legal counsel or advisor is limited to advising the student.

4.5. The CHB meets and reviews the appeal and renders a decision within ten (10) calendar days of the date the committee is first convened.

5.6. Possible Outcomes

a. The CHB may sustain the DSS-VPSS’s (or SVPI’s) decision.

b. The CHB may grant the appeal and overturn or modify the original decision. A two-thirds majority is required to overturn the DSS-VPSS’s (or SVPI’s) decision.

6.7. The chair of the CHB provides written notification of the results of the hearing to all parties and directs that any appropriate action be taken that is required to carry out the CHB’s decision.

D. Composition of the College Hearing Board CHB

1. Chair. Normally, the SVPI or designee serves as chair of the CHB. When, however, student appeals concern a decision by the SVPI, that officer may not function as the CHB chair. Instead, the president of the college appoints a senior administrator to chair the committee. The function of the chair is to assure procedural correctness, impartiality, and to pass judgment on the information presented at the hearing. The chair may not vote on any cases except to break a tie, nor may the chair be present during voting.

2. Members. In a given hearing, the CHB consists of the following categories of eight members: four full-time faculty members, two students, and two staff members (one administrative staff member and one support staff member).

E. Selection of Board Membership

1. Each academic year, the total membership of the CHB is determined in the following manner:

a. the SVPI appoints eight faculty members,

b. the DSS-VPSS appoints six sophomore students who are in good academic standing,

c. the DSS-VPSS and the SVPI jointly appoint six staff members (three administrative, including at least one counselor, and three support).

d. The dean-VPSS and the senior vice-president may remove any of his or her appointees at any time and replace the removed person.
e. The CHB may remove any member for cause by a vote of two-thirds of the total membership.

f. No employee of the college (faculty or staff member) may refuse to serve on the Hearing Board CHB. An employee, however, may petition to be excused by the President. Such petitions will be granted in the sole discretion of the President.

2. The eight members who serve to hear any particular case of appeal of a grievance decision are selected as follows:

a. The chair of the CHB gives a roster of full board membership to the person grievant requesting the hearing, who then has 24 hours to strike from the list one faculty member, one student, and one staff member.

b. The chair then appoints the eight members of the board to hear the case from those who remain on the list after the complainant grievant has stricken names.

F. Duties of the CHB Chair

1. Sets the time, location, and any special conditions for the conduct of the hearing; and notifies all participants of same.

2. Provides both claimant grievant(s) and respondent(s) with information about procedures by supplying each with a copy of this regulation.

3. Rules on the relevance of the information presented and the pertinence of documents and witnesses.

4. Assures that hearings are conducted in a timely, efficient, decorous, impartial manner and in procedural compliance with all specifications of this regulation.

5. Keeps a written record of all proceedings.

6. Notifies all relevant parties of the results of hearings.

G. Pre-Hearing Procedures

1. BoardCHB members are responsible for reading all materials relevant to the case grievance prior to the first meeting of the hearing.

2. The grievant must file with the chair a written statement of his or her position, copies of any reports or other materials he or she wishes to be considered, the names of any witnesses he or she wish to be called, and the name of his or her chosen advisor, if any (see below).

3. Parties to the hearing are permitted legal counsel or an advisor at the hearing to assist in preparation for and presentation during the hearing. Advisors' participation is limited to giving advice to principals; advisors may not address the CHB directly or otherwise participate in proceedings.

H. Conduct of Hearings

1. Hearings Participants are limited to the grievant, any other parties relevant to the proceeding and participating members of the board-CHB, witnesses, personal advisors to the grievant, and the chair
(except during voting, when the chair may not be present), and any other parties relevant to the proceeding.

2. The chair convenes the meeting, introduces all participants, and explains voting privileges.

3. The chair describes the nature of the appeal and explains the board's procedures.

4. The grievant presents his or her case first and is permitted a maximum of fifteen (15) minutes in which to do so.

5. Any information in response to the grievance is then presented. This presentation is also limited to a maximum of fifteen (15) minutes.

6. The boardCHB may then ask questions and engage in discussion with the principals.

7. If the boardCHB has no further questions, all persons are excused.

8. The boardCHB discusses the case until it reaches a point in its deliberation when the members are ready to take a vote. At this point, the chair designates one board member to coordinate the voting. The chair then leaves the room.

9. The boardCHB votes (either by secret ballot or by voice), recalls the chair, and informs him or her of the decision of the board and provides for the record an explanation of the basis upon which that decision was made. In the event of deadlock, the chair breaks the tie by casting the deciding vote. Otherwise, the chair is not permitted a vote.

10. The parties are then recalled and informed of the board's CHB's decision and its reasons for that decision. Within three calendar days, the chair also provides written notification of the decision.

I. Step Four: Appeal to President and the Designee to the Board of Trustees

1. Within five (5) calendar days of the completion of Step Three, the grievant may appeal the decision of the Hearing BoardCHB by submitting a written statement to the President of the College requesting that the President review the case grievance as designee to the Board of Trustees.

2. The written appeal must contain a description of the Hearing Board's CHB's decision, must explain why that decision is considered unjustified, and must state what action is being requested in place of that decision.

3. Possible Outcomes

a. The President reviews the record developed at Step Three, and may inform the requesting party (in writing) that his or her challenge of the Hearing Board's CHB's decision is without merit and that the President supports the recommendation of the Hearing Board's CHB.

b. The President may find that sufficient basis exists to question the recommendation of the Hearing Board's CHB and return the case to the SVPI to reconvene the Hearing Board's CHB and reconsider the case. In this event, the President describes in writing the basis upon which he or she judges that reconsideration is warranted. The Hearing Board's CHB then proceeds as described in Step Four.
The decision of the President as the Board's designee is final.

V. GUIDELINES

A. This regulation does not apply to appeals of decisions concerning college policies such as academic suspension or probation, readmission, and disciplinary action. These other topics are covered by separate regulations. Appeals of academic decisions are described in Regulation 663, Appeal of Academic Decisions; and appeals of disciplinary action are addressed in Regulation 664, Appeal of Student Disciplinary Action.

B. Tape recordings or verbatim transcripts of a hearing may be made. The College is responsible for making tape recordings available to the grievant.

C. To the extent permitted by law, all information is kept in strict confidence throughout all steps in an appeal. Only those College officials having a right or a reason to know will be advised or consulted about an appeal or be allowed to attend a hearing.

D. The SVPI is responsible for insuring that this regulation is administered properly and for resolving any procedural issues that may arise.

E. A copy of this regulation will be posted on the college website and will be made available to any student who requests it.

SW/FRV/FRV
4-19-95
Corrected 8-23-95
TP/BAM
2-19-08
STUDENT DISCIPLINARY ACTION

I. PURPOSE

Defines behavior that is subject to disciplinary action by the college; describes the procedures and processes for initial adjudication of alleged instances of student violations of approved college policy, rules, regulations, and standards; and delineates a Statement of Individual Rights, reproduced below.

The disciplinary procedure outlined herein is not explicitly designed for application to student behavior as part of academic performance in the classroom, laboratory, or similar educational settings. Student performance in the classroom or in the performance of academic work is a matter of concern of the faculty who are responsible for determining standards of acceptable behavior in their classrooms and similar settings.

II. LEGAL REFERENCE


III. DEFINITIONS

A. Dean of Student Services (D/SS): Vice President of Student Services (VPSS): the college administrator bearing this title or the college officer or officers directly responsible for student affairs in the college district.

B. Student: a person who is currently enrolled in, or who has been accepted for admission or readmission to, any component or program of the college and at any location at which the college offers its programs or activities.

C. Campus: all real property over which the college district has possession or control.

D. Official Identification: current Texas Driver License, current WCJC College issued identification, or current Texas Identification card.

DEE. Plagiarism: appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own submitted work.

EFF. Collusion: unauthorized collaboration with another person in preparing written work for fulfillment of course or other academic requirements.

F. Major Disciplinary Action: suspension or expulsion from classes or expulsion from student housing. Such disciplinary action may only be taken by the D/SS.
G. *Minor Disciplinary Action*: oral or written reprimand of a student by the D/SS, the Coordinator of Housing, Coordinator of Student Activities, or dormitory supervisor.

IV. **POLICY**

A. The college recognizes the necessity of establishing guidelines for conduct to insure the protection of rights for the individual and for the college as an educational institution. In addition to other formal rules and regulations, the following statements adopted by the college apply to all individuals of the college community, as well as its guests.

B. **Statement of Individual Rights of All Members of the College Community and Guests**

1. The following rights of all members of the college community shall remain inviolable:

   - a. To learn, teach, study, and search for truth without interference or harassment.
   - b. To move about the campus and in campus buildings freely and without interference or harassment.
   - c. To express opinions freely and without interference, individually or in groups, as long as such expression does not interfere with any other individual rights hereby guaranteed or result in damage to property.
   - d. To be treated at all times with courtesy and respect, regardless of ethnic origin, cultural background, sex, creed or ideology, as long as one displays regard for the rights of others as provided in this statement of individual rights.

C. In enforcement of this regulation, care shall be exercised to avoid inhibiting the right of free speech guaranteed by the statement of individual rights above.

D. The college shall publish (as an attachment to this regulation) a list of behaviors, practices, and conduct that are unacceptable and therefore cause for imposing disciplinary measures. The college shall develop disciplinary policies and procedures to insure appropriate process for students who are charged with violations of college rules and regulations. Policies are subject to approval by the Board of Trustees, and procedures and guidelines are subject to approval by the President of the College. Please see Regulation 665 for the procedures related to student disciplinary hearings. The college shall publish a list of unacceptable behaviors, practices and conduct. This list will contain actions in violation of this list shall be cause for imposing disciplinary measures. Each student shall be charged with notice and knowledge of the contents and provisions of rules and regulations concerning student conduct.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 2-19-06 9-XX-11)

V. **Guidelines**

A. Provisions of this regulation apply to student behavior on campus and at all college sponsored and college approved activities and events.

GBB. All students shall obey the law, show respect for properly constituted authority, and College administration, faculty, staff and employees, and shall observe correct standards of conduct. In addition to activities prohibited by law and/or other College policies or regulations, the
following types of behavior shall be prohibited and subject to disciplinary action, including but not limited to, possible dismissal from WCJC dormitories and/or the college:

1. Gambling, dishonesty, or the use of alcoholic beverages on campus or at any college sponsored event.

2. The illegal use, possession, and/or sale of a drug or narcotic on campus, as those items are defined by the Texas Controlled Substances Act.

3. Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but shall not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include, but is not limited to, the following:
   a. eCopying eCopying from another student's test paper;
   b. uUsing uUsing materials or technology not authorized by the person administering the test;
   c. eCollaborating eCollaborating with or seeking aid from another student during a test without permission from the test administrator;
   d. kKnowing kKnowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministereda test;
   e. tThe tThe unauthorized transporting transportation or removal, in whole or in part, of the contents of an unadministereda test;
   f. sSubstituting sSubstituting for another student, or permitting another student to substitute for oneself, to take a test;
   g. bBribing bBribing another person to obtain an unadministereda test or information about an unadministereda test.

4. Owing a debt to the District or writing an "insufficient funds" check to the College, (either instance may result in a student's being denied admission or readmission to the college until the debt is paid or the check redeemed).

5. Violations of the Penal Statutes of Texas or of the United States occurring on college property or in connection with college sponsored or college supervised activities (which violations may also constitute violations of college rules and regulations when such violations affect the educational process and goals of the college).

6. Possession or use of weapons or firearms on college property except for educational purposes that have without prior written approval from the Senior Vice President of Instruction.

7. Physical assault or threat of physical assault on anyone on college property or at a college event or college-sponsored activity.
"Hate messages" including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone's religious beliefs, lifestyle, national origin, physical attributes, etc., whether delivered orally or in writing.

Physical obstruction or interference interference with teaching, research, administration, college activities, or the District’s College’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”

Hazing with or without the consent of a student (a violation of this provision renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline). Initiations by organizations that include any feature that is dangerous, harmful, or degrading to the student, a violation of this prohibition renders the entire organization, as well as individual participants, subject to appropriate discipline.

Endangering the health or safety of members of the College community or visitors to the campus.

Damaging or destroying District property.

Forgery, alteration, or misuse of District documents, records, or identification.

Theft of property of the District or of a member of the college community or campus visitor.

Failure to comply with reasonable directions of college officials acting in the performance of their duties.

Disorderly conduct that provokes a disturbance, threatens abuse or assault of another, or is otherwise abusive, indecent, profane, or excessively boisterous. Conduct that adversely affects the student’s responsibility as a member of the academic community.

Unauthorized use of College facilities, buildings, or grounds.

Failure to possess an official student identification card (Students are required to produce their ID cards upon the request of a faculty member, staff member, or security officer).

The presence of the opposite sex in a student’s dorm room or other private areas of the residence hall. Violating District policies or regulations.

Sexual Assault as defined in the Texas Penal Code, and pursuant to College Regulation 593.

Any student violating this policy shall be subject to disciplinary action as prescribed herein.

Dorm rooms, motor vehicles, and lockers may be inspected by college personnel if reasonable cause exists.

(POLICY APPROVAL: 4-19-95, Board of Trustees)
V. PROCEDURES

A. A college faculty member or staff member may request a student to cease any action in violation of college policy, rules, regulations, or standards. Student classroom disruption that is a high severity issue (threat to harm self or others). Reports and Investigation of Alleged Misconduct

1. Faculty calls security immediately to remove student from classroom. College faculty and staff shall submit allegations of student misconduct to the VPSS within a reasonable time following an alleged incident, not to exceed ten (10) business days from the date that College faculty and staff knew or should have known that the incident occurred. The allegations must be submitted in writing through traditional or electronic means, and must describe the violation and any surrounding facts.

2. Faculty informs department head, division chair, VPI and VPSS via email.

3. Student is temporarily suspended from that class for a period not to exceed 5 working days.

   a. During the suspension period, the student may contact the faculty member only via college email and only for academic reasons.

   b. If an infraction is considered to be sufficiently serious, a student may be temporarily expelled from the premises (building, facility, or campus) pending an investigation. The VPSS immediately informs the College President of the incident.

4. The student cannot return to class until the VPSS or designee provides a document informing the faculty member, department head, and division chair that the student is allowed to return.

5. The VPSS or designee shall investigate the allegations as described in this regulation. If an allegation is deemed to be unfounded upon an initial review, the VPSS or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made and that it was dismissed.

5. The VPSS or designee investigates the complaint and notifies the student in writing of the complaint and requires an interview. If, however, the VPSS or designee determines that the allegation warrants further investigation, the VPSS or designee shall schedule a conference with the student within five working (10) business days of the date of receipt of the complaint. Allegation of misconduct. The VPSS or designee may also interview other principle(s) involved in the complaint.

   a. The investigation results in the following possible outcomes:

      i. Student is exonerated;

      ii. Student placed on disciplinary Warning and/or is issued a formal reprimand;

      iii. Student placed on disciplinary probation;
iv. Student placed on disciplinary suspension for defined period of time.

b. Student informed in writing of the outcome of the investigation within five working days, including a statement of the decision, brief rationale for the decision, and, if needed, an explanation of necessary conditions for reinstatement.

c. Faculty informed in writing of outcome of investigation.

d. Copy to department head, division chair, VPI and VPSS.

e. The VPI may work with the division chair for classroom management improvements.

4. **e** If the VPSS or designee determines that the allegations are unfounded, he or she shall dismiss the allegation and shall provide the student with written notice of the dismissal. If the student is exonerated, the student will be allowed to make up missed class work. Any other outcome results in forfeiture of the right to make up work.

**B. Student Classroom Disruption that is non-threatening:**

1. First disruption—faculty responds verbally (if escalates to threat see Section V.A.)

   a. Faculty documents disruption for their own records.

2. Second/continued classroom disruption (same day or different day)—faculty may dismiss student for remainder of class period (if escalates to threat see Section V.A.)

   a. If student does not leave, faculty calls security.

   b. Faculty informs campus director (if applicable), department head, division chair, and VPSS via email.

   c. When the student returns to class, faculty informs student in writing that further disruptions will result in disciplinary actions.

3. Third disruption—faculty dismisses student from class and refers to VPSS (if escalates to threat see Section V.A)

   a. Student is temporarily suspended from that class for a period not to exceed five working days.

   b. Faculty informs campus director (if relevant), department head, division chair, VPI and VPSS via email.

   c. Student cannot return to class until the VPSS or designee provides a document informing the faculty member, department head, and division chair that the student is allowed to return.
d. The VPSS or designee investigates the complaint. The VPSS notifies the student in writing of the complaint and requires an interview with the student within five working days of receipt of the complaint. The VPSS also interviews other principals involved in the complaint.

i. Investigation results in the following possible outcomes:

a. Student is exonerated or;

b. Student placed on disciplinary warning and/or is issued a formal reprimand or;

c. Student placed on disciplinary probation or;

d. Student placed on disciplinary suspension for defined period of time.

ii. Student informed in writing of outcome of investigation within five working days including a statement of the decision, brief rationale for the decision, and, if needed, an explanation of necessary conditions for reinstatement.

iii. Faculty informed in writing of outcome of investigation.

a. Copy to campus director (if relevant), department head, division chair, and VPPI.

iv. The VPPI may work with the division chair for classroom management improvements.

v. If the student is exonerated, the student will be allowed to make up missed class work. Any other outcome results in forfeiture of right to make up work.

C. Disruptions that occur outside of the classroom, on campus, or at a college sponsored event:

1. Disruption that is a high severity issue (threat to harm self or others):

a. Employee calls security immediately, then informs campus director (if applicable), supervisor, and VPSS;

b. Within 24 hours, employee provides written documentation of the incident to the VPSS, supervisor, and campus director (if applicable), and VPSS;

c. If an infraction is considered to be sufficiently serious, a student may be temporarily expelled from the premises (building, facility, or campus) pending an investigation. The VPSS immediately informs the College President of the incident.
The VPSS or designee investigates the complaint and notifies the student in writing of the complaint and requires an interview with the student within five working days of receipt of the complaint. The VPSS also interviews other principals involved in the complaint.

Investigation results in the following possible outcomes:

i. Student is exonerated or;

ii. Student placed on disciplinary warning and/or is issued a formal reprimand or;

iii. Student placed on disciplinary probation or;

iv. Student placed on disciplinary suspension for defined period of time.

Student informed in writing of outcome of investigation within five working days including a statement of the decision, brief rationale for the decision, and, if needed, an explanation of necessary conditions for reinstatement.

A copy of the document will be given to the employee, employee’s supervisor, campus director (if applicable), and security.

If the VPSS or designee determines that the student committed misconduct that warrants a penalty, the VPSS or designee will assess an appropriate penalty including the following:

2. Disruption that is non-threatening

a. Reprimand: A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

b. A college employee may request a student to cease any action in violation of college policy, rules, regulations, or standards.

b. Specific Restrictions: Specific academic, social or behavioral restrictions may be assigned without placing the student on disciplinary probation.

b. If the student does not comply with the request, the college employee may request assistance from campus security or other appropriate personnel.

c. Restitution: Assessment of a specific monetary fine or restitution for damage to College District property.

d. Within 24 hours, an incident report is generated by campus security. If campus security is not involved, the employee provides written documentation of the incident to the VPSS, supervisor, and campus director (if applicable).

d. Community Service: Assignment of specific work hours or community service.

d. The VPSS or designee investigates the complaint. The VPSS notifies the student of the complaint and requires an interview with the student within five working days of receipt of the complaint. The VPSS also interviews other principals involved in the complaint.
e. Investigation results in the following possible outcomes:

e. Disciplinary Probation: Placement on disciplinary probation will include notice to the student that any future infraction of the College District’s Student Code of Conduct, rules, policies or procedures, or violation of the terms of disciplinary probation may result in suspension or expulsion from the College District. Disciplinary probation may be imposed in addition to the penalties described above, including social and behavioral restrictions, restitution for harm caused by the student’s misconduct, or specified community service. Disciplinary probation will be for a specified length of time or until stated conditions are met. Failure to fulfill the terms of probation may lead to immediate suspension or expulsion.

f. Student is exonerated or;

f. Suspension: Forced withdrawal from the College District for a definite period of time or until stated conditions have been met. Suspension from the College District prohibits, during the period of suspension, the suspended student from entering any District facility without prior written approval from the VPSS, being initiated into an honorary or service organization, and receiving credit at a component of the College District system for scholastic work completed.

f. Student placed on disciplinary warning and/or is issued a formal reprimand or;

f. Dismissal from College District Programs.

f. Student placed on disciplinary probation or;

f. Expulsion: Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in his or her permanent record.

f. Student informed of disciplinary action may be appealed by the student under the provisions of Reg. 664 “Appeal of Disciplinary Action".

f. A copy of the document is provided to the employee, employee’s supervisor, campus director (if relevant), and security.

D-7. Disciplinary action may be appealed by the student under the provisions of Reg. 664 “Appeal of Disciplinary Action”.

E-8. The VPSS is responsible for maintaining files for all disciplinary issues.

B. If the student does not comply with the request, the college employee may request assistance from an administrative officer of the college or campus security personnel Conduct Requiring Immediate Action.
G. In any of the following circumstances, security personnel and the Dean of Student Services must be notified immediately, with written documentation of the incident forwarded to the D/SS within 24 hours following the incident:

1. a student engages or threatens to engage in behavior that presents the potential for causing physical harm to self or others;

2. a student engages in behavior that directly and substantially impedes the lawful activities of others, or

3. a student engages or threatens to engage in behavior that would cause significant property damage.

D. Every effort should be made by college personnel to resolve minor disciplinary infractions at the point of occurrence. If immediate resolution is not achieved or if an infraction is considered to be sufficiently serious, a student may be expelled from the premises (building, facility, or campus) for the remainder of the week day or a longer period not to exceed one week. If the student refuses to leave as directed, security is summoned for assistance. If the student continues to refuse to leave, local police are summoned for physical removal of the student. Such occurrences necessitating removal of student must be reported in writing to the president of the college within 24 hours of the incident. The president and the D/SS then discuss the need for follow-up and possible further action.

E. A faculty member may require a student to leave the classroom because of unacceptable behavior as defined herein. The student is admitted to subsequent classes, however, as long as unacceptable behavior does not recur and provided the student has not made any threatening statements or taken any violent action. If the student is not admitted to the class because of threats or violent action, the faculty member immediately notifies the D/SS for appropriate action. Similarly, if a student is required by the faculty member to leave a second time, the faculty member notifies the D/SS, who will pursue disciplinary action as defined below. The student may be denied attendance in the class by authority of the D/SS for a period not to exceed five working days to provide time for resolution of the problem. The D/SS communicates any resulting disciplinary action to the faculty member, the division chair, and the Senior Vice President of Academic Affairs/Instruction.

F. In disciplinary action described above, the D/SS notifies the student in writing of the complaint and requires an interview with the student within five working days of receipt of the complaint. The D/SS may issue the student an interim suspension for a period not to exceed five working days in order to investigate the complaint. The D/SS also interviews any other principals involved in the complaint during this period.

G. The D/SS may request a psychological evaluation of the student (cost to be borne by the student) and refer the student for such an evaluation. This request must be based on behavior directly related to those described in section V.C.1, 2, or 3 of this regulation. This referral of a student to a licensed psychologist/psychiatrist of the college's choice is to be facilitated by the D/SS. A student may be withdrawn from the college if the psychological evaluation indicates that the student

1. lacks the capacity to respond to the pending disciplinary charges, or
2. is incapable of apprehending the wrongfulness of his or her conduct.

H. A student may also request to introduce evidence deriving from a psychological evaluation by so informing the D/SS at least 24 hours prior to the hearing interview. A psychologist or psychiatrist of the student's choice or a family member may accompany the student to the hearing interview with the D/SS.

I. During the hearing interview with the D/SS, the following non-exclusive rules apply:

1. Any written notice relevant to the charges received or prepared by the D/SS are shown to the student and explained as necessary. Confidential notes of any institutional official or participant in the case may be withheld.

2. Findings of relevant interviews conducted by the D/SS are summarized for the student.

3. The D/SS may request witnesses or members of the college community directly involved in the incident to attend the hearing.


5. The hearing interview is conducted in an orderly and efficient manner by the D/SS. Disruptive persons will be excluded.

6. The student is given ample opportunity to be heard and may present witnesses to the incident.

7. The student may be accompanied by legal counsel or an advisor; however, the role of counsel or the advisor is limited strictly to providing advice to the student.

8. The hearing interview may be conducted in the absence of a student who fails to appear after receiving proper notice.

9. Summary notes of the hearing interview and any other material pertinent to the case are retained by the D/SS.

J. Based upon assessment of the seriousness of the infraction, available evidence, and the results of the hearing interview, the D/SS decides, issues, and communicates to the student any disciplinary action, which may include the following:

1. Acquittal—indicates that the charges against the student were unfounded. The student is eligible to make up all class work missed as a result of the disciplinary process.

2. Written warning of record—constitutes a summary of the disciplinary charges and official warning of action that could be taken if the behavior recurs. This letter is filed in the disciplinary file maintained by the D/SS.

3. Monetary assessment for property damage caused by the student.

4. Disciplinary probation—denial of specific campus privileges for an extended period not to exceed one calendar year (12 months).
5. Disciplinary suspension: denial of attendance at the college for an extended period not to exceed one calendar year or until the end of any academic year during which such twelve-month period expires. Readmission to the college must be accomplished through the normal readmission process.

6. Disciplinary dismissal: denial of attendance at the college for a period exceeding one calendar year (12 months) but for a designated period of time, at the end of which the student may apply for readmission to the college through the normal readmission procedure.

K. The written decision of the DfSS must be rendered to the student within five calendar days following the hearing interview. The letter of notification must contain, minimally, a statement of action, brief rationale for the decision, and an explanation of necessary conditions for reinstatement.

L. Disciplinary action may be grieved by the student under the provisions of Regulation 664, Appeal of Student Disciplinary Action.

M. If the DfSS feels unsure of the facts of the case, has insufficient bases upon which to render a decision, or considers that the best interests of the student and/or the institution are better served by a hearing before a larger body representing various constituents of the institution, the DfSS may decline to render a decision and, instead, refer the case to the College Hearing Board for adjudication. As specified in Regulation 665, Discipline Hearings, the College Hearing Board may conduct hearings to investigate allegations of misconduct, to rule on a student’s guilt or innocence, and to determine which, if any, penalties should be administered. If a case is referred to the College Hearing Board, the procedures and provisions of Regulation 665 govern the conduct of the matter thenceforward.

VI. GUIDELINES

A. Provisions of this regulation apply to student behavior at all college-sponsored and college-approved activities and events.

B. All disciplinary hearings and actions should be implemented rapidly and with a sense of urgency appropriate to the complaint.

C. All written notice of action and other written communications to the student are to be sent by registered or certified mail, return receipt requested, or personally delivered and receipted.

D. The DfSS is responsible for seeing that this regulation is implemented and for monitoring all phases of the disciplinary process described herein.

E. The president of the college appoints an administrator to implement disciplinary procedures if he or she determines that a conflict of interest would otherwise exist.

F. Issuance of college fines for violating college rules and regulations (such as parking fines or library fines) are not defined as disciplinary action.

G. Complaints may be withdrawn for demonstrated cause prior to a hearing interview or rendering of a disciplinary action.
VII. ATTACHMENT: LIST OF UNACCEPTABLE CONDUCT AND PRACTICES

A. General Offences.—The following general list constitutes practices and conduct that are unacceptable for any member of the college community, students, faculty, administrators and other staff, and visitors and guests:

1. Physical obstruction or interference with Conduct Constituting a Threat of Harm Self or Others

a. college activities: If a faculty or staff member has reason to believe that a student’s conduct may constitute a threat of harm to the student or others, that faculty member or employee must call security immediately to remove student from classroom or area (if the incident occurs outside of the classroom).

b. any person participating in such activities: The faculty or staff member witnessing the conduct shall inform department head, division chair, VPI and VPSS of the incident via email within 24 hours. If campus security is involved, a report shall be generated within 24 hours of the incident.

c. any person going to or coming from such activities: If an infraction is considered to be sufficiently serious, the student may be temporarily removed from Campus upon approval of the College President. The College President shall inform the Board of Trustees.

2. Physical abuse of or detention of any person on college-owned or controlled property or at any college-sponsored or supervised function, including detention of any person by threat of serious bodily harm or destruction of property, or conduct that endangers the health or safety of any person.

3. Theft or damage of college-owned or controlled property or that of any person, lawfully on campus.

4. Entry to or upon or use of college grounds, buildings, or facilities when such entry or use constitutes a violation of college policy, rules, or regulations.

5. Use, possession, or distribution of narcotics or dangerous drugs or alcoholic beverages on college-owned or controlled property or at any off-campus college-sponsored or college-supervised activities.

6. Use or possession of firearms, explosives, dangerous chemicals, or other items commonly used primarily for the purpose of inflicting harm on human beings or causing damage to property, on college-owned or controlled property, except to the extent that permission to possess same is permissible by law and authorized by the appropriate college officer.

7. Refusal to comply with reasonable directions of authorized college officials or law enforcement officers acting in the performance of their duties when, because of the existence of an emergency or other compelling condition, failure to comply with such-
directions might result in an unreasonable risk of serious bodily injury to any person or in damage to property.

8. Willful violation of any published policy, rule, or regulation of the college after notice that violation thereof will result in disciplinary action.

9. Willful and persistent conduct that unreasonably interferes with any lawful activity on college-owned or controlled property.

B. Specific Offenses

1. Weapons: Students may not bring to campus or to a college-related activity any weapons prohibited by law or the following: fireworks of any kind; razors; chains; martial arts throwing stars; any other object, including school supplies, used in a way that threatens or inflicts bodily injury on another person.
   a. The possession or use of articles not generally considered to be weapons may be prohibited when the president of the college or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.
   b. Lockers and automotive vehicles parked on college premises may be inspected by college personnel if reasonable cause exists to indicate they contain weapons.

2. Disorderly conduct, which includes any of the following activities occurring on property owned or controlled by the college or at college-sponsored or college-related functions:
   a. Behavior of a boisterous or tumultuous character such that a clear and present danger exists of alarming persons where no legitimate reason for alarm is present;
   b. Interference with the peaceful and lawful conduct of persons under circumstances in which reason exists to believe that such conduct will cause or provoke a disturbance;
   c. Violent and forceful behavior at any time that constitutes a clear and present danger that free movement of other persons will be impaired;
   d. The student shall be referred to the VPSS for investigation in accordance with the procedures outlined in this Regulation.

4. Behavior involving personal abuse or assault or behavior that constitutes a clear and present danger of causing assault or fights.

a. Non-Threatening Disruption
   A faculty or staff member may take action to prevent conduct in violation of college policy, rules, regulations, or standards.

b. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct; or behavior under circumstances in which reason exists to believe that such behavior will cause or provoke a disturbance;
b. First disruption: The faculty or staff member witnessing such conduct may issue the student a verbal warning and/or reprimand and document the disruption for their own records.

c. Willful and malicious behavior that interrupts the speaker at any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting; or conduct at an assembly or meeting under circumstances in which reason exists to believe that such conduct will cause or provoke a disturbance;

d. Second/continued disruption (may occur on the same day or a different day): The faculty member or employee witnessing the conduct shall refer the student to the VPSS for investigation in accordance with the procedures outlined in this Regulation. A faculty member witnessing a disruption under this provision may dismiss the student for the remainder of the class period.

g. Willful or malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a college facility to such an extent that other persons having business with the college are denied entry into, egress from, or free passage in such facility.
WCJC maintains a policy of zero-tolerance for certain behaviors, which are grounds for immediate dismissal from the college. If any of these six situations occur, dismissal is automatic:

1. Illegal use or possession of controlled substances (alcohol, drugs) anywhere on college property, or at a college event or college-sponsored activity.

2. The presence of the opposite sex in a student's dorm room.

3. Willful destruction of property, damage to buildings or furnishings, or defacing college property.

4. Physical assault or threat of physical assault on anyone on college property, or at a college event or college-sponsored activity.

5. "Hate messages"—including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone’s religious beliefs, lifestyle, national origin, physical attributes, etc., whether delivered orally or in writing.

6. Refusal to comply with legitimate directives from dorm supervisors, security personnel, or any college officials, or exhibiting defiantly disrespectful behavior to such persons.
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REFUND POLICY FOR NONCREDIT COURSES

I. PURPOSE

Provides policy and procedures for refunding tuition and fees for noncredit courses and programs offered through the Division of Continuing Education, and establishes the percent of tuition and fees to which students are entitled to receive as refunds based on the date the college receives notification of withdrawal.

II. BACKGROUND AND LEGAL REFERENCE

No state policy found in TASB Policy Manual; no regulations or provisions found in the Adult Vocational Guidelines and Common Course Manual. Refund policies for continuing education courses offered by public community and technical colleges are established by the local institution as published by the Texas Higher Education Coordinating Board in alignment with Title III, Subtitle A, Chapter 54, Subchapter A, Section 54.006 of the Texas Education Code.

III. DEFINITIONS

A. Refund: those monies returned to a student in accordance with the policy outlined below.

B. Course withdrawal: a formal act by which a student terminates enrollment in a course.

C. Course fees: those monies charged to a student over and above tuition in courses that require special equipment, material, or supplies.

IV. POLICY

A. Students requesting refunds at least three two-three full working business days prior to the first class meeting shall receive a 100% refund of all tuition and fees unless an earlier refund date is published for an individual course, seminar, workshop, conference, or other noncredit offering or program.

B. No refund of tuition or fees shall be issued for requests received fewer than three two-three full working business days prior to the first class meeting unless a different refund date is published for an individual noncredit offering.

C. In rare circumstances and under extraordinary conditions, an exception to the three two-three-day limit for refunds may be made by the Vice-President of Continuing Education and Community Services Director of Continuing Education upon approval by the President Dean of Vocational Instruction.

(POLICY APPROVAL: 7-19-95, Board of Trustees, amended _____)

V. PROCEDURES

A. All refund requests must be made in person or by telephone during normal working business hours or in writing from the student addressed to the Continuing Education Department.

B. Written requests for refunds should be addressed to the Vice-President of Continuing Education and Community Services (VP/CECS) Director of Continuing Education at the Wharton Richmond campus.

C. Oral requests may be made to any continuing education administrator or continuing education staff person on the Wharton, Sugar Land, or Richmond campuses for forwarding to the VP/CECS Director of
Continuing Education:

D. The Continuing Education administrator responsible for the course calculates the refund due if the request is approved, removes the student's name from the course roster in the computer data record, completes the refund form (see copy attached hereto), and forwards the form to the VP/CECS Director of Continuing Education.

E. The VP/CECS Director of Continuing Education approves and signs the form and forwards it to the Business Office/Dean of Vocational Instruction if approval is required otherwise, it will be forwarded to the Business Office for final processing.

E. If required, the Dean of Vocational Instruction will approve and forward the form to the Business Office for final processing. If a request for refund is not approved, the VP/CECS Director of Continuing Education so notifies the student in writing.

FG. All refund checks are issued by the college business office. Normally, three to four weeks seven to ten business days is required for producing a check after the business office receives a request for refund.

GH. Refund checks are mailed to the address indicated by the student on the course registration form unless the student requests otherwise.

H:J All paid participants registered for a noncredit course receive a 100% refund of tuition and fees if the college cancels the course.

JEB/FRV
4-12-95
Wharton County Junior College  Noncredit Refund Form (Reg 642)
Office of Cont’g Ed & Cmty-Svcs

Name of Student: ____________________________  See See #: __________________

Address: __________________________________

Reason for Refund: __________________________

Course Title: ________________________________

Charge refund as follows:

$_______  1110.000.5241.000  Continuing Education  3040 (Adult Voe, Whart)

$_______  1110.000.5251.000  Continuing Education  3044 (Adult Voe, Whart)

$_______  1110.000.5242.000  Continuing Education  3042 (Adult Voe, Cplex)

$_______  1110.000.5252.000  Continuing Education  3046 (Adult Voe, Cplex)

$_______  1110.000.5258.000  Workforce Development  3039 (Lab, CentraPlex)

$_______  1110.000.5253.000  Continuing Education  3041 (Kids College, Cplex)

$_______  1110.000.5326.000  Continuing Education  3202 (Kids Lab/Mats, Cplex)

$_______  1110.000.5324.000  Continuing Education  3200 (Lab, CentraPlex)

$_______  1110.000.5254.000  Continuing Education  3045 (Criminal Justice)

$_______  TOTAL REFUND

Requested by: ________________________________  (Coordinator)  (Date)

Approved by: ________________________________  (VP, CECS)  (Date)

Reg 642  6-21-95
COURSE LOAD AND SCHEDULES

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, ECC, Instructional Arrangements - Course Load and Schedules, 3-7-94, Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter A, Rule §4.5 Common Calendar and §4.6 Minimum Length of Courses and Limitation on the Amount of Credit That a Student May Earn in a Given Time Period

II. POLICY

A. Ordinary Course Load

Under ordinary conditions, a student should not be allowed to register for a course load that will exceed one eighth of the student's baccalaureate degree plan per semester. To ensure the quality of student learning, students should not carry more courses in any term which would allow them to earn more than one semester credit hour per week over the course of the term. During a 16-week fall or spring semester, the normal load for a regular student should not exceed a total of nineteen semester credit hours. Students may not enroll for more than a normal load without approval from the Vice President of Instruction.

B. Summer Session and Mini Terms

The normal course load for each summer session shall be six-seven semester credit hours, for each six-five week term. The normal load during a mini semester shall be one three-credit hour course. Students may not enroll for more than a normal load without approval from the Vice President of Instruction. The maximum summer course load, for a superior student, shall be eight semester hours for one term and fourteen semester hours for two successive terms of six weeks each. Institutions having summer sessions of other than six or 12 weeks in length shall adjust the student load in accordance with these provisions.

19 TAC 9.68.

C. Limit on Enrollment

A student may not enroll in any upper division course, completion of which would give the student 60 or more college-level semester credit hours, or the equivalent until the student's performance in the TASP test meets or exceeds the minimum standards in all test sections (reading, writing, and math). The student may continue to enroll in lower division or pre-collegiate courses only. Education Code §11.306 (g); 19 TAC 5.313 (g).

III. GUIDELINES

A. Complete TSI Requirements

1. Students not TSI complete in any subject shall enroll in and successfully complete the associated developmental subject prior to enrolling in college-level coursework.

   a. A student who's TSI score is within five points of showing college-readiness may co-enroll in the developmental subject concurrently with the college-level course, upon approval from an academic advisor.

   b. A student meeting requisites for college-level coursework, yet not TSI complete in a different subject, may co-enroll in the college-level course and the
developmental subject upon approval from an academic advisor.

2. Upon successful completion of developmental coursework, the student shall be advised to enroll in the corresponding college level course for the subsequent semester.

(POLICY APPROVAL: 7-2-90, Board of Trustees, amended ______)

10-3-12 Lac
1-17-14 Lac/DL
8-5-14 Lac
CERTIFICATES

I. PURPOSE

Provides procedures and guidelines to assure that all college certificates bearing the college’s name are in an approved format and design and are aesthetically acceptable.

II. POLICY

A. Wharton County Junior College awards certificates as a means of recognizing the accomplishments and contributions of students and others. Six categories of certificates are authorized: proficiency, completion, participation, commendation or achievement, recognition or appreciation, and award for financial aid.

B. All certificates issued by any office, department, or unit within the college must conform to approved standards for content and format. Any requests for variance from these standards must be routed through the Director of College Advancement Marketing and Communications and require the approval of the Vice-President of Academic Affairs Instruction or the Vice-President of Continuing Education and Community Student Services.

(POLICY APPROVAL: 5-17-95, Board of Trustees)

III. DEFINITIONS

A. Certificates of Proficiency: Presented by the college to students who have successfully completed Board-approved credit or noncredit curricula that are listed in the college’s inventory catalog as “certificate programs” and are (or may be) awarded at college commencements.

B. Certificates of Completion: Presented by the college to students who have successfully completed a planned sequence of credit or noncredit instruction resulting in verifiable skills but not a program of study entitled to the award of a Certificate of Proficiency.

C. Certificates of Participation: Presented to individuals or groups for participation in college activities, including courses and programs for which no exit competencies are required.

D. Certificates of Commendation or Certificates of Achievement: Presented to students for scholarly achievement or as part of a financial award or for outstanding contributions and service to the college or in a particular field of study.

E. Certificates of Recognition or Certificates of Appreciation: Presented to individuals or groups in recognition of their contributions or service to the college.

F. Certificates of Award: Presented by the Financial Aid Office to students receiving college scholarships.

IV. PROCEDURES

A. Requests for new certificates are sent by the requesting individual, through appropriate college channels, to the individual’s Cabinet-level administrative supervisor.
B. Such requests include the required information (title of certificate, the sponsoring department or division or office, the purpose and/or criteria for awarding the certificate, and signatories appearing on the certificate). Attached to this regulation is the information required for certificates are lists of current certificates showing the required information.

C. Certificate information is sent to the Director of College—Advancement Marketing and Communications after the request for certificate has been approved by the Cabinet-level administrator.

D. The Director of College—Advancement Marketing and Communications is responsible for producing all certificates in the approved format. Requests to deviate from this format are submitted to the Vice-President of Academic Affairs Instruction.

E. The person requesting that certificates be printed is responsible for informing the Director of College—Advancement Marketing and Communications of the correct number of certificates needed and for providing any other information necessary for certificate production.

V. GUIDELINES

A. The signature line should include the title of the authorized signatory; for example, "Dean of Student Services" or "Professor of Sociology" or "Chair, Division of Technology and Business and Management."

B. Titles such as "Dr." should not appear before the name or signature, and credentials such as "CPA" or "Ph.D." should not appear after the name or signature.

C. The college name and official seal should be included in an aesthetically integrated fashion on any certificate.

D. Certificates should bear the title or purpose of the presentation (including title of program, course of study, or event, if applicable), name of recipient, date(s), and any other relevant information.

JC/FRV
3-27-95
Lac/BM
6-27-14
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ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

I. PURPOSE

Provides requirements and procedures whereby the degree of Associate of Applied Science (AAS) may be earned.

II. DEFINITION

Continuous enrollment is defined as registering for at least one credit class during at least one session per calendar year.

III. POLICY

Applicants for the Associate of Applied Science degree must:

A. Satisfy all conditions for admission to the college.

B. Successfully complete the required course of study specified in the college catalog for one of the technical/occupational curricula leading to the AAS.

C. Complete at least 15 semester hours of general-education core courses with at least one course in each of the following areas: humanities/fine arts, social-behavioral sciences, and natural sciences/mathematics:
   1. Language, Philosophy, & Culture (Humanities) or Creative Arts (Performing/Visual Arts);
   2. Social & Behavioral Science or American History or Government/Political Science; and
   3. Math or Life & Physical Science with lab

D. Satisfy the College’s entrance requirements as prescribed by the Texas Higher Education Coordinating Board.

E. Earn a cumulative overall grade-point average of 2.0.

F. Complete at least twenty-four semester hours at Wharton County Junior College.

G. Meet all financial obligations to the college.

(POLICY APPROVAL: 6-18-97, Board of Trustees, amended 2-19-08)

IV. PROCEDURES

A. A student nearing completion of the requirements for the degree completes an application for graduation form and submits it to the Office of Admissions and Registration. The application deadline is November 1 for December graduation, April 1 for May graduation and July 15 for August graduation. The commencement ceremony is held in May.
Reg 782

B. Students who have maintained continuous enrollment are subject to the requirements in effect at the time these students entered the institution, or they may elect to graduate under the requirements in effect at the time of their graduation.

IV. GUIDELINES

A. Developmental courses do not apply to graduation requirements.

B. In unusual cases the Vice President of Instruction may permit a student to waive a graduation requirement or to substitute another course for a required course.

C. All financial, academic, and disciplinary obligations must be fulfilled.
RECRUITMENT AND APPOINTMENT OF PART-TIME FACULTY TEACHING CREDIT COURSES

I. PURPOSE

Describes the responsibilities and procedures for hiring part-time credit faculty teaching credit courses.

II. BACKGROUND and/or LEGAL REFERENCES

A. No legal reference pertinent to recruitment and appointment of part-time faculty was located in the TACC Policy Reference Manual.

B. Wharton County Junior College’s (WCJC) employment practices do not discriminate on race, color, religion, age, sex, national origin, or disability.

III. DEFINITIONS

See Regulation 461 Salary Schedule for Part-Time Semester-Hour Credit Faculty [4-19-95] for definitions of full-time faculty, part-time faculty, and adjunct faculty.

IV. III. POLICY

This regulation’s authorizing policy is found in section IV.B of Regulation 821, Recruitment and Appointment of Full-Time Personnel, as follows:

Part-time temporary employees on contract faculty may be are initially appointed by the President with subsequent approval by the Board of Trustees at the earliest possible scheduled meeting of the Board.

(POLICY APPROVAL: 7-2-96, Board of Trustees)

V. IV. PROCEDURES

A. Delegation of Hiring Authority

1. As the President’s designee, the Vice President of Instruction may provisionally appoint part-time or adjunct faculty, with subsequent approval of the President.

   a. The President will recommend the appointment of part-time or adjunct faculty to the Board of Trustees at the earliest possible scheduled meeting of the Board.

B. Responsibility

1. The Human Resources Department will recruit, receive, and forward process applications of qualified faculty applicants to the proper departments.

2. In cooperation with the Human Resources Department, instructional departments are encouraged to individually recruit, develop and maintain a pool of and refer qualified part-time and adjunct faculty to WCJC’s on-line employment application web-site.

C. Verification of Credentials

The Vice President of Instruction or designees are responsible for insuring that official copies of transcripts for part-time and adjunct faculty are submitted to the Human Resources Department and that part-time and--
adjunct these faculty possess the minimum credentials required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

VI. V. GUIDELINES

A. The Vice President of Instruction, as the President's designee in the instructional area, is the only college official who may appoint or hire part-time faculty. The only college official who may recommend appointment of part-time faculty.

The Vice President of Instruction will designate in the appropriate area of supervision, individuals responsible for locating and individually recruiting selecting appropriately qualified faculty, maintaining a file pool of qualified persons applicants, recommending to the Vice President the hiring of specific individuals applicants to teach specific courses, and completing all forms and other paperwork required by the college and SACSCOC to document faculty credentials and qualifications and ensuring timely employee processing of payment payroll documents for their employees.

B. Recruitment and appointment of part-time and adjunct faculty do not require the submission of an RAF (Recruitment Authorization Form) (RAF) or a PAF (Personnel Action Form) (PAF).

C. A list of all part-time faculty appointments must be approved by the President.

Reg 823

SLM/FRV
8-14-98
JJ/BAM
10-23-07
JJ/BAM
10-16-12
PUBLIC INFORMATION/NOTICES AND NEWS MEDIA CONTACTS

I. PURPOSE

Provides procedures and guidelines for the creation, design, production, and coordinated distribution of official college information to the general public and the media in order to promote community understanding of, and support for, the college, its programs and activities, its students and employees, through the timely and accurate dissemination of information; and to foster a sound and cooperative working relationship between the college and the news media. More specifically, the intention of this policy and its procedures is to:

A. present to the public a standard image and identity that furthers the college’s mission and reflects positively on the institution and its activities;

B. produce attractive publications and advertisements consistent with the college’s intended image and public identity that are viewed as component pieces of a coherent whole;

C. designate authority for production timetables that accommodate publications on both a regular and irregular schedule;

D. determine through the coordination of a single office the best means (whether through on-campus or off-campus resources) for the production and printing of quality materials in a timely and cost-effective manner.

II. LEGAL REFERENCE

Texas Public Information Act, Tex. Govt. Code §552.000, et.seq; Texas Open Meetings Act, Tex. Govt. Code §551.000, et.seq.

III. BACKGROUND: ACADEMIC FREEDOM

The unfettered search for truth and the free expression of the results of this exploration (i.e., academic freedom) are essential to the educational enterprise in a democratic society. Wharton County Junior College supports such academic freedom and considers it fundamental for the protection of the right of teachers to teach, to conduct research, and to publish the results of research and of the right of students to learn.

A. Faculty are entitled to freedom in the classroom in discussing their subject but are not entitled to introduce extraneous material not related to their subject matter. That is, faculty are entitled to search out new and controversial topics and to express them freely. A problem emerges only when such topics are introduced or discussed to the exclusion of the course subject matter or are used to replace the course subject matter or when the faculty member uses the authority of his or her position (for example, in assigning grades) to reward those who agree with the faculty member or to punish those who disagree.

B. Faculty are entitled to freedom in the conduct of research and the publication of results, subject to acceptable performance of their contractual academic duties.
C. Faculty are entitled to the freedoms guaranteed by the U.S. Constitution and laws of the land to express their opinions as citizens. When they speak or write as citizens, therefore, they are entitled to be free from institutional restrictions as long as they make explicit and clear in their utterances that they are not speaking for or representing Wharton County Junior College and do not expressly use their affiliation with WCJC to lend authority to their opinions or actions as individuals. (This section is not meant to restrict faculty from using their affiliation with the college as a validating credential when issuing statements in their areas of expertise.) Faculty can express opinions, events, or statements on behalf of WCJC only with the prior consent of the President, or in emergency situations, with the approval of the Director of Marketing and Communications.

IV. POLICY

A. All employees as citizens, in their speech, writing, and actions as citizens, have the obligation to indicate they are not college representatives unless they are otherwise authorized by the President.

B. All employees and offices shall utilize the Office of Marketing and Communications to assure uniform, timely, and accurate dissemination of college information through news releases. Therefore, all publications intended for external audiences, including advertising, shall be coordinated through the Office of Marketing and Communications.

C. All employees and offices are expected to promote the college and its activities and cooperate with the Office of Marketing and Communications.

(POLICY APPROVAL: 1-18-95, Board of Trustees, amended 3-22-95, amended 2-19-08)

V. PROCEDURES

A. The Office of Marketing and Communications is a clearinghouse to avoid the duplication of materials that are released to the public, to maintain a consistent policy with regard to the standard and quality of publicity, and to ensure contacts are coordinated through one central location. The Office of Marketing and Communications must prepare and release any official College news, which will be sent on WCJC news release letterhead. Media are advised not to use other items.

B. The Director of Marketing and Communications or a designated representative of the college is the official spokesperson for the College in dealing with the media, unless otherwise designated by the President.

C. Employees may speak to the media upon receiving an approved media referral from the Office of Marketing and Communications. Employees may initiate contact with the media or respond to a media request to promote college activities or programs in their departments or to speak regarding an area of expertise once they have received a referral. When the media contacts an employee for a comment, the employee should refer the media to the Office of Marketing and Communications. Once the Office of Marketing and Communications has spoken to the media regarding the nature of the news story, and has determined that the request is one that does not require an official college response, the employee will be forwarded an approved media referral.
D. Vice presidents are not required to obtain an approved media referral in order to respond to inquiries from the media. Vice presidents are required to notify the Office of Marketing and Communications immediately after they have responded to the media for the purpose of informing the office about the nature of their discussion with the media.

E. Sponsors or coaches for student associations, organizations, honor societies, intercollegiate sports, and fine arts activities (art, drama, band, choir and speech) are not required to obtain a media referral in order to respond to inquiries from the media as long as the inquiries pertain directly to the students or student groups they sponsor or coach and are not regarding controversial issues. The sponsor or coach is required to notify the Office of Marketing and Communications immediately after they have responded to the media for the purpose of informing the office about the nature of their discussion.

Sponsors or coaches may mention their student group’s affiliation with Wharton County Junior College. However, they may not provide information specifically about the college to the media, for example, enrollment figures, operations, programs, and procedures. The media should be referred to the Office of Marketing and Communications to receive information about the college.

Sponsors of student associations, organizations, and honor societies are responsible for preparing and distributing press releases and promotional materials for their student groups. Copies of such materials should be provided to the Office of Marketing and Communications in conjunction with or prior to their release to the media.

Press releases for the college’s intercollegiate athletic teams and fine arts activities (art, drama, band, choir, and speech) must be submitted to the Office of Marketing and Communications for approval and release.

F. Employees should not respond to media inquiries requesting them to explain, clarify, describe, or react to an institutional policy, action, or position. Employees should refer the media to the Office of Marketing and Communications for these types of inquiries.

G. Employees are not to provide College documents, student information, or employee information to reporters. These types of inquiries must be requested formally as a Request for Public Information via the Office of the President (see Reg 132).

H. In cases of public record involving injuries, the nature of the injuries should not be discussed by college personnel. Media representatives requesting such information shall be referred to the appropriate medical facility or agency. (Even in public-record cases, information about individuals is restricted. Media representatives may be told, for example, that, yes, an ambulance was on campus; but further inquiries should be directed to the medical agency.)

I. In writing a letter to the editor of a newspaper, magazine, or other publications, college employees are not to use their college titles or otherwise identify themselves as representatives of the college without authorization from the Office of Marketing and Communications; and employees should make every effort to indicate that they are not speaking for the college. (See section III.C for the statement on academic freedom for faculty.)

J. College administrative meetings concerning the policies and operation of the college are usually closed to the media in order to encourage the free and open exchange of ideas and opinions. Material and documents related to such meetings or produced in conjunction with such meetings are considered internal documents and are not released outside the college except through the Office of Marketing and Communications. College Board of Trustees
meetings are open to the media to the extent allowed under the Texas Open Meetings Act. Media are not permitted in board executive sessions.

K. This regulation does not govern actions in response to requests for official college records. (See Reg 132) - Release of College Information and Public Access to Records. See also Texas Public Information Act.

L. Upon the approval of the Director of Marketing and Communications, the Office of Marketing and Communications provides design, writing, and photography services for the creation of marketing materials, including but not limited to press releases, advertisements, brochures, posters, flyers, signage, invitations, programs, advertising specialties, postcards, schedules, catalogs, and specialty items. Employees who wish to request services from the Office of Marketing and Communications should follow the procedures established in the document titled Steps for Requesting Marketing Services found on the WCJC website’s Office of Marketing and Communications homepage intranet site. Employees should request marketing services and not attempt to create marketing materials unless directed to do so by the Director of Marketing and Communications.

M. All print advertisements promoting the college, except for those pertaining to employment and public notices, must be created by the Office of Marketing and Communications. Employees are encouraged to plan six months in advance for their advertisements.

N. The Office of Marketing and Communications may at any time create standardized templates, approved by the college President, for the production of advertisements, brochures, flyers, and posters. These standards may not be deviated from unless approved by the Director of Marketing and Communications.

O. Employees who wish to post material on the college’s website should follow the procedures established in the document titled Steps for Posting Material on the WCJC Website which is found on the WCJC intranet site.

P. Employees who wish to engage in social media should refer to the Steps for Requesting Online Marketing Services found on the WCJC intranet site.

Q. Employees who wish to have information published through WCJC’s Primary Social Media choice and on the WCJC Internet Home Page should follow procedures established in the form titled Submissions for Primary Facebook/Home Page found on the WCJC intranet site.

R. Employees may contribute to and publish information on the WCJC Internet site according to procedures established in the document titled Steps for Posting Material on the WCJC Website found on the WCJC intranet site.

VI. GUIDELINES

A. To promote a consistent image of the college, to enhance the recognition value of college publications, and to create and sustain an easily recognizable identity for the college, all printed materials intended for internal or external consumption (including but not limited to fliers, announcements, brochures, advertisements, news releases, and posters) should contain and prominently display the college name by use of the college graphic logo and accompanying lettering in one of the approved forms (see Reg 133).

B. The college seal should not be used in printed materials or displayed without the authorization of the Office of Marketing and Communications operating under the direction of the President or his/her Cabinet designee. The college seal should be reserved for certain official institutional documents and events and should be treated as the college's legal symbol, the use of which is under the direction of the college's presiding officer and the Board of Trustees. It should not be used indiscriminately on fliers, brochures, newspaper ads, etc., for which the
The Office of Marketing and Communications is responsible for coordinating and advising on the use of the college logo and the seal.

VII. DEFINITIONS

A. News Media: on- and off-campus print and electronic media, including but not limited to radio and television stations, newspapers, and magazines.

B. Public Record Cases: those cases reportable by law to public authorities such as police or other law-enforcement agencies, the coroner, public-health officers, or governmental agencies.
RELEAS OF COLLEGE INFORMATION AND PUBLIC ACCESS TO RECORDS

I. PURPOSE

Establishes procedures for compliance with appropriate requests from the general public for access to college information or to inspect records located in college offices.

II. BACKGROUND AND/OR LEGAL REFERENCES

This regulation concerns the release of college information and public access to records in general. For specific guidance regarding the release of student records, see College Regulation 651, Student Records: Disclosure of Student Information.

Legal references for this regulation include the following:

TASB Policy Manual, GAA, Public Information Program: Public's Right to Know, 3-7-94; FJ, Student Records, 3-7-94.

Chapter 552 of the Texas Government Code, known as the Open Records Act.


III. DEFINITIONS

A. Information is public information if, under a law or ordinance or in connection with the transaction of official business, it is collected, assembled, or maintained: by the college or for the college and the college owns the information or has a right of access to it. Public information is available to the public during the college's normal business hours. *Gov't Code 552.021*

1. by the college;

2. for the college and the college;
   a. owns the information;
   b. has a right of access to it; or
   c. spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or

3. by an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body. *Gov't Code 552.002.*

B. Information is in connection with the transaction of official business if it is created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer’s or employee’s official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to official business of the college. *Gov't Code 552.002.*
C. The definition of public information includes any electronic communication created, transmitted, received or maintained on any device if the communication is in connection with the transaction of official business. *Gov't Code 552.002.*

D. Public information is available to the public during the college’s normal business hours. *Gov't Code 552.021.*

B.E. Categories of public information may include, but are not limited to, the following:

1. A completed report, audit, evaluation, or investigation made of, for, or by the Board of Trustees.

2. The name, sex, ethnicity, salary, title, and dates of employment of each employee and officer of the college.

3. Information in an account, voucher, or contract relating to the receipt or expenditure of public funds, if the information is not otherwise confidential by law.

4. The name of each official and the final record of voting on all proceedings of the Board of Trustees.

5. All working papers, research material, and information used to estimate the need or expenditure of public funds or taxes by the Board, on completion of the estimate.

6. A description of the college’s organization and where, from whom, and how the public may obtain information, submit information or requests, and obtain decisions.

7. A statement of the general course and method by which the college’s functions are channeled and determined, including the nature and requirements of all formal and informal procedures.

8. A rule of procedure, description of forms available or the places where forms may be obtained, and instructions relating to the scope and content of all papers, reports, or examinations.

9. A substantive rule of general applicability adopted by the Board and a statement of general policy or interpretation of general applicability formulated and adopted by the Board.

10. Any amendment, revision, or repeal of the information described in items III.B.E.6 through III.B.E.9.

11. Final opinions and orders issued in adjudication of cases.

12. A policy statement or interpretation adopted by the Board.

13. Administrative manuals and instructions to staff that affect a member of the public.

14. Information regarded as open to the public under the college’s policies.

15. Information that is in a bill for attorney’s fees and that is not privileged under the attorney-client privilege.

16. Information that is also contained in a public court record.

17. A settlement agreement to which the college is a party.
F. A person or a person's authorized representative may have a special right of access to information that relates to the person and is protected from public disclosure by laws intended to protect that person's privacy interests. *Gov't Code §552.023.*

G.G. Each college employee and officer and each former employee and officer shall choose whether to allow public access to college-held information relating to the person's home address and telephone number. Employees and officers shall state their choice to the college's main personnel officer not later than the 14th day after employment begins, election or appointment to the Board occurs, or service with the college ends. If an employee or officer fails to state his or her choice within 14 days, the information is available to the public. However, an officer or employee may make a written request at any time to the personnel officer to open or close the information relating to the person's home address or telephone number. *Gov't Code §552.024.*

H. Categories of information that are not required to be disclosed to the public include, but are not limited to the following:

1. Information considered to be confidential by law, either constitutional, statutory, or by judicial decision. *Gov't Code §552.104-552.101.*

2. Information in a personnel file, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, and transcripts from institutions of higher education maintained in files of professional employees; however, the degree obtained and the curriculum on the transcripts shall be subject to disclosure. *Gov't Code §552.102* Information in the personnel file of an employee is to be made available to the employee or his or her representative in accordance with the requirements of Chapter 552 of the Texas Government Code. *Gov't Code §552.102, 552.024.*

3. Information relating to litigation of a civil or criminal nature or settlement negotiations, to which the college is, or may be, a party or to which an officer or employee of the college, as a consequence of the office or employment, is or may be a party, that the attorney general or the respective attorneys have determined should be withheld from public inspection. *Gov't Code §552.103-552.103.*

4. Information that, if released, would give advantage to competitors or bidders. *Gov't Code §552.104-552.104.*

5. Information pertaining to the location of real or personal property for a public purpose prior to public announcement of the project, or information pertaining to appraisals or purchase price of real or personal property for a public purpose prior to the formal award of contracts for the property. *Gov't Code §552.105-552.105.*


7. Information the college's attorney is prohibited from disclosing because of a duty to the college under the Rules of the State Bar of Texas or information that a court order has prohibited from disclosure. *Gov't Code §552.107-552.107.*

8. Private correspondence and communications of an elected official relating to matters the disclosure of which would constitute an invasion of privacy. *Gov't Code §552.109-552.109.*

9. Interagency or intra-agency memoranda or letters that would not be available by law to a party in
44.10. Student records, except to college personnel, the student, his or her parents, guardian, or spouse. The college is not required to release student records, except in conformity with FERPA. Gov’t Code 552.114, 552.026-552.026.

11. An audit working paper of an audit of the state auditor or the auditor of the college, including any audit relating to the criminal history background check of a public school employee. Gov’t Code 552.116.

12. Information relating to the home address, home telephone number, emergency contact information, or social security number of a current or former official or employee of the college, including information that reveals whether that person has family members. Gov’t Code 552.117, 552.024.

13. Test items developed by the college. Gov’t Code 552.122; Art. 6252-17a, Sec. 3(a)(22), as amended by Ch. 347, Acts of 73rd Leg. notwithstanding repeal.

43:14. The certified agenda or tape recording of a closed meeting, unless a court order makes it available for public inspection and copying. Gov’t Code 551.104(c).

44:15. Records of a college library or library system that identify or serve to identify a person who requested, obtained, or used a library material or service, unless the records are disclosed:

a. because the library determines that disclosure is reasonably necessary for the operation of the library and the records are not confidential under other state or federal law;

b. to a person with a special right of access under Gov’t Code 522.023; or

c. to a law enforcement agency or prosecutor under a court order or subpoena.

Art. 6252-17a, V.A.T.S., as amended by Ch. 98, Acts of the 73rd Legislature, notwithstanding repeal-Gov’t Code 552.124.

45:16. An oral interview that is obtained for historical purposes by an agreement of confidentiality between an interviewee and the college. The interview becomes public information when the conditions of the agreement of confidentiality have been met. Education Code 51.910, Sec. 1(a).

46:17. Rare books, original manuscripts, personal papers, unpublished letters, and audio and video tapes held by the college for the purpose of historical research. Gov’t Code 552.12, Education Code 51.910, Sec. 1(b).

47:18. The names of applicants for the position of President, except that the Board must give public notice of the name or names of the finalists being considered for the position at least 21 days prior to the meeting at which final action or vote is to be taken on the employment of the individual. Gov’t Code 552.123-552.123.

19. The name or other information that would tend to disclose the identity of a person, other than a governmental body, who makes a gift, grant, or donation of money or property to an institution of higher education or to another person with the intent that the money or property be transferred to an institution of higher education. Gov’t Code 552.1235.

Ed. The Board or the officer for public records voluntarily may make part or all of its records available to the public, unless the disclosure is expressly prohibited by law or the records are confidential by law. Gov’t
F.J. The College President shall be the college’s officer for public records. Each department head shall be an agent of the officer for public records for the purposes of complying with the Open Records Act and the college’s policy on public records. The officer for public records shall:

1. Make public records available for public inspection and copying.

3-2. Carefully protect public records from deterioration, alteration, mutilation, loss, or unlawful removal.

4-3. Repair, renovate, or rebinding public records when necessary to maintain them properly.

Gov’t Code 552.201, 552.202, 552.203-552.203.

G.K. The college may promulgate reasonable rules of procedure by which public records may be inspected efficiently, safely, and without delay and consistent with the provisions of Chapter 552 of the Texas Government Code. Gov’t Code 552.230-552.230.

H.L. An officer for public records shall promptly produce public information for inspection, duplication, or both, in college offices on application by any person. If the requested information is unavailable because it is in storage or active use, the officer shall certify this fact in writing to the applicant and set a date and hour within a reasonable time when the record will be available for inspection or duplication. If an officer cannot produce the information for inspection or duplication within 10 business days after the request is made, the officer shall certify this fact in writing and set a date and time when the information will be available. An original copy of a public record shall not be removed from college offices by an applicant or a requester. Gov’t Code 552.221, 552.226-552.226.

J.M. The officer for public records shall not make an inquiry of any person who applies for inspection or copying of public records except to establish proper identification and the public records being requested. A written request for clarification must notify the requesting party that the failure to respond to the request for clarification on or before the 61st day after the request for clarification is received will result in the withdrawal of the request. All reasonable comfort and facility shall be extended to the applicant. Gov’t Code 552.222, 552.224-552.224.

J.N. The officer for public records or the officer’s agent shall treat all requests for information uniformly without regard to the position or occupation of the person making the request, the person on whose behalf the request is made, or the status of the individual as a member of the media. Gov’t Code 552.223-552.223.

K.O. A person requesting public information shall complete the examination of the information with ten (10) days after the date the officer for public records makes it available. The officer shall extend the initial examination period by an additional ten (10) days if, within the initial period, the person requesting the information files with the officer a written request for additional time. The officer shall permit a second additional ten-day examination period if, within the first additional period, the person requesting the information files with the officer a second written request for time. Gov’t Code 552.225.

L.P. The time during which a person may examine information may be interrupted by the officer if the information is needed for use by the college. The period of interruption is not considered to be a part of the time during which the person may examine the information. Gov’t Code 552.225-552.225.

M.Q. If the college receives a written request for information it considers to be within one of the exceptions to required disclosure, but for which there has been no previous determination that it falls within one of the exceptions, the college, within ten (10) calendar days after receiving the written request, shall ask for a decision from the attorney-general Attorney General about whether the information is within one of the
exceptions. If a decision from the attorney general is not so requested, the information is presumed to be public information. Gov't Code 552.301(a)(d), 552.302-552.302.

N.R. When the college requests a decision, it shall submit the specific information requested to the attorney general no later than the 15th business day after the date upon which the request is received. If the college wishes to withhold the information, it shall submit written comments stating the reasons why the information should be withheld. Gov't Code 552.301(b)(e), 552.304-552.305.

Q.S. In a case in which information is requested and a third party's privacy or property interests may be involved, including a case under sections 552.101, 552.104, 552.110 and 552.114, the college may decline to release the information for the purpose of requesting a decision from the attorney general. The college may, but is not required to, submit its reasons why the information should be withheld or released. Gov't Code 552.305-552.305.

T. If a request will result in the imposition of a charge that exceeds $40, the college shall provide the requestor with a written itemized statement detailing the charges that will be imposed including any allowable charges for personnel costs. The college shall provide the requestor with notice of his or her rights and responsibilities according to the requirements of Section 552.2615 of the Texas Government Code. The college shall follow the rules established by the Attorney General in calculating the applicable charges. Gov't Code 552.261, 552.2615, 552.262.

P.U. The officer for public records or his agent may require a deposit or bond for payment of costs or cash prepayment of anticipated costs for the preparation of a public record if the preparation of the record would be unduly costly and the reproduction would cause a hardship to the college if the costs were not paid request has been provided a written itemized statement as required under Section 552.215 of the Government Code, and the charge for providing the information requested is estimated to exceed $100. A requestor who fails to make payment within ten (10) days of the date the bond or deposit is required is considered to have withdrawn the request. Gov't Code 552.263-552.263.

Q. The college shall not charge an excessive amount for noncertified photographic reproductions of public records comprised of pages that are legal size or smaller. The college shall use the guidelines for the actual cost of standard size reproduction that are determined and published by the General Services Commission in assessing charges for copies of public information. The cost of obtaining a standard or legal size reproduction shall be an amount that reasonably includes all costs related to reproducing the record, including costs of materials, labor, and overhead, when the request is for more than 50 pages of readily available information. Gov't Code 552.261.

R. The charge for access to public records comprised in form other than standard or smaller sized pages or of that are in computer record banks, microfilm records, or other similar record keeping systems, shall be set after consultation between the officer for public records and the General Services Commission. In setting those charges, the college shall make every effort to match the charge with the actual cost of providing the records. The cost of providing the records shall be in an amount that reasonably includes all costs related to providing the record, including costs of materials, labor, and overhead. Gov't Code 552.262.

V. The college may establish a reasonable limit on the amount of time that personnel are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to that personnel time in accordance with the provisions of Section 552.275 of the Texas Government Code. Gov't Code 552.275.

S.W. Public records shall be furnished without charge or at a reduced charge if the Board determines that waiver or reduction of the fee is in the public interest because furnishing the information primarily benefits the general public. Gov't Code 552.267-552.267.

X. The Board shall determine a time for which records that are not currently in use will be preserved, subject
to state laws or other applicable rules governing the destruction and other disposition of local government records or public information. *Gov't Code 552.004.*

**T.Y.**  
A college record may be intentionally destroyed under any of the following conditions:

1. The record is listed on a records control schedule filed with the State Library and Archives Commission and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal standards.

2. The record appears on a list of obsolete records approved by the State Library and Archives Commission.

3. A destruction request is filed with and approved by the State Library and Archives Commission for a record not listed on an approved control schedule.

4. A district court issues an expunction order for the destruction or obliteration of the records, pursuant to state law.

5. The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by the State Library and Archives Commission.  

**U-Z.**  
When photographic duplicates of public records have been made according to Local Government Code 201.003-004, the Board may order the original public records to be destroyed or otherwise disposed of. However, original public records shall not be destroyed or otherwise disposed of until the time for filing legal proceedings based on any such record has elapsed or any other legal requirements for retention are met. Notice of such proposed destruction or disposition shall first be given to the state librarian. *Loc. Gov't Code 201.004.*

**V-AA.**  
The Board minute books shall not be disposed of or destroyed. *Loc. Gov't Code 201.009*

**W-BB.**  
A college record the subject matter of which is known by the custodian to be the subject of litigation shall not be destroyed until the litigation is settled. A college record that is subject to a request under the Open Records Act shall not be destroyed until the request is resolved. *Loc. Gov't Code 202.002-202.002.*

**X.**  
The Board shall determine a time for which records that are not currently in use will be preserved, subject to state laws governing the destruction and other disposition of local government records. *Gov't Code 552.004*

**Y-CC.**  
The Board shall preserve the certified agenda or tape recording of a closed meeting for at least two years after the date of the meeting. If an action involving the meeting is brought within that period, the certified agenda or tape recording shall be preserved while the action is pending. *Gov't Code 551.104(a).*

**IV. POLICY**

A. Wharton County Junior College shall comply with all applicable Texas statutes pertaining to the release of college records, codes of state regulations issued to implement these statutes, all federal statutes pertaining to the freedom and dissemination of information and rights of privacy, and any other regulations governing the storing, managing, and disclosure of public information by institutions of higher education.

(POLICY APPROVAL: 2-21-96, Board of Trustees, amended ________)
V. PROCEDURES

A. Persons desiring to review documents maintained by the college and classified as Open Records submit their request, in writing, to the College President or custodian of records, on forms provided by the college (copy attached hereto) or in any other written manner that sets forth the required information. The application must properly identify the document or documents to be inspected. Such identification must be in sufficient detail to distinguish the document or information wanted from all others.

B. The applicant’s name and address must be set forth on the application. A picture identification card, such as a driver’s license, may be required to verify identity.

C. Applications are processed in the order in which they are received.

D. Applications to review documents must be approved by the College President or custodian of records.

E. In the event the requested documents are in active use or in storage and, therefore, not available at the time the application to review documents is submitted, the College President or designee so notes this fact in writing on the application to the applicant and sets a date and hour at which the requested materials will be available for inspection.

F. The college is not required to prepare or create new information requested by a member of the public. The Open Records Act does not require the college to prepare or generate information in the specific form that may be requested by the public. [See Open Records decisions numbers 458 (1987), 342 (1982), and 452 (1986).]

G. Persons inspecting documents may do so only in a designated inspection area, and a college employee must be available for assistance.

H. The College President or custodian of records may limit the number of pages that can be copied and supplied during a person’s visit, if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. Copies in excess of the number available during a person’s visit will be made and mailed to the applicant in the order in which the request is received.

I. Documents may be inspected during regular business hours.

J. Persons requesting information, in a written form, at a public meeting (Board meeting, hearing, or the like) will be directed to follow the procedures outlined in this policy.

K. The college applies the General Services Commission’s published cost for supplying copies of public information documents to the public.

ARB/FRV
2-21-96
Wharton County Junior College  
911 Boling Highway - Wharton, Texas 77488 - (409) 532-4560

Request for Access to Public Information

Please describe in detail the information that you desire:

For which student or group of students do you desire this information?

Signature of Requester

Date of Request
RECRUITMENT AND APPOINTMENT OF FULL-TIME PERSONNEL

I. PURPOSE

Describes responsibilities and procedures for recruiting, selecting, and appointing full-time personnel (faculty, administrative staff, and support staff)

II. BACKGROUND and/or LEGAL REFERENCES

WCJC's employment practices do not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, non-job-related handicap, place of birth, marital status, political conviction, or veteran status.

III. DEFINITIONS

See Regulation 911, Categories of College Employees, for definitions of faculty, administrative staff, and support staff. See Regulation 461 for distinctions among full-time faculty, part-time faculty, and adjunct faculty. See 42 U.S.C. 2000e-2(a); 20 U.S.C. 1681; Texas Labor Code 21.051.

IV. POLICY

A. All appointments of full-time employees on contract are made by the Board of Trustees upon the recommendation of the President.

B. Part-time or temporary employees on contract may be initially appointed by the President with subsequent approval by the Board of Trustees at the earliest possible scheduled meeting of the Board. Part-time or temporary employees not specifically issued a contract are at-will employees.

C. Non-contractual employees are appointed by the President.

(POLICY APPROVAL: 7-2-90, Board of Trustees, amended 1-15-08, amended 10-16-18)

V. PROCEDURES

A. Responsibility

Recruitment for new or vacant positions for persons who report directly to the President is the responsibility of the President. Recruitment for all other full-time contract personnel is the responsibility of the appropriate Cabinet-level officer (usually the supervising vice-president) or designee.

B. Recruitment Authorization

The responsible vice-president secures written authorization from the President to begin recruiting for all full-time or ongoing part-time vacancies, regardless of whether such vacancies are for contract or non-contract positions, by submitting a completed Recruitment Authorization Form (RAF).

C. Announcement of Vacancy

The vice-president or designee provides information for position announcements, media advertising, and other forms of recruitment publicity to the Human Resources Director (see Regulation 827, Recruitment Advertising). Guidelines on Affirmative Action considerations should be obtained from the Human Resources.
Director.

D. Search Committee

1. The supervising vice-president recommends a search committee and a chair to the president or designee. Once the president or designee approves the search committee, the supervising vice president Human Resources Department (H.R.D.) notifies the chair and the committee of their appointment. The chair coordinates with the Human Resources Department all search committee meetings for all full-time contract positions. A representative from the Human Resources Department is required to attend all meetings.

2. Search committees are composed as follows:

   a. **For Faculty Positions:** The committee consists of three to five faculty members representing, when possible, the area of expertise or related area. If the hiring department does not have sufficient members, then faculty members should be drawn from other departments within the same division. The committee also contains the department head and the division chair.

   b. **For Division Chairs:** The committee consists of three to five faculty members from the division plus at least one other division chair and one representative from the administrative or support staff.

   c. **For Cabinet-Level Administrators:** Search committees consist of at least two members of President's Cabinet, one division chair, two faculty members (if the vacancy is for an academic administrator) or one faculty member (if the vacancy is for a nonacademic administrator), one member of the support staff, and one member of the administrative staff (preferably from the Cabinet member's area of responsibility).

   d. **For Other Administrative Staff:** The committee consists of three representatives from the administrative staff, preferably from the area being filled, and two faculty members.

   e. **For Support Staff:** No committee is required.

3. The chair of the search committee serves as the liaison with the supervising vice-president, search committee, and the Human Resources Department. The chair is responsible for the functions of the committee and for arranging for telephone and/or in-person interviews.

4. Under the guidance of the Human Resource Director, the search committee completes screening forms, interview questions, conducts telephone interviews, and/or in-person interviews and makes recommendations to the supervising vice-president.

5. The search committee screens applications, reviews credentials, conducts telephone all interviews, and makes recommendations to the supervising vice-president concerning candidates to be invited for in-person interviews. The supervising vice-president reviews these recommendations and approves the candidates to be interviewed.

6. **The vice-president or his/her designee (e.g., the chair of the search committee) is responsible for arrangements for telephone and in-person interviews.**

E. Hiring Process

1. The originator secures a Recruitment Authorization Form (RAF) from the forms list on the college intranet and completes this form as far down as the originator's signature box and date box and
submits the form with a job description to the supervising vice-president.

2. The vice-president reviews, completes, and signs the RAF and forwards it to the Human Resources Department. The completed and signed RAF and job description are then forwarded to the president.

3. The president approves or denies the RAF. If the RAF is approved, the president signs it and forwards it to the Human Resources Office. The president places the matter on the board agenda if board action is required.

4. When the Human Resources Office receives the signed RAF from the president, the Human Resources Director posts the position vacancy notice, places advertisements as appropriate, (see Reg. 827, Recruitment Advertising), receives applications from candidates, checks for minimum requirements and assembles an applicant pool.

5. Upon notification that the RAF has been signed by the president, the supervising vice-president or designee notifies the chairperson and search committee of their appointment.

65. The Human Resources Department provides each member of the search committee with appropriate materials pertaining to the search, selection and hiring of a candidate and informs the committee that application materials or copies of application materials may not be removed from the Human Resources Department are confidential.

76. The search committee discusses reviews applications and prepares a list of candidates to be interviewed.

a. Normally, travel reimbursement for candidates invited for personal interview is as follows: Candidates who reside more than 60 miles from the Wharton Campus are reimbursed for travel expenses unless the candidate withdraws from candidacy after the interview but before an intended offer is made or if the candidate is offered the position and does not accept.

b. All costs for on-site interviews are reimbursed based upon receipts and a completed Travel Expense Statement (See Reg. 482) signed by the candidate and the supervising vice president.

i. The college reimburses candidates who drive to on-site interviews in accordance with the college’s current mileage reimbursement rate.

ii. Candidates using air transportation are reimbursed for no more than coach fare.

iii. If necessary, the college arranges and pays expenses for one night’s lodging. Any non-essential charges (e.g., personal telephone calls, movie rentals) are not reimbursed.

iv. Costs for a maximum of three meals may be reimbursed in accordance with the college’s current employee meal reimbursement rate.

87. The committee chair H.R.D. arranges for interviews and the committee conducts interviews with the candidates.

a. Telephone, video conferences and in-person interviews may be conducted by the search committee. Telephone and video conference interviews assist the committee in determining which candidates should be recommended for in person interviews. Those phone interviewees whose credentials are considered strong enough following the interviews may be recommended.
for on-site interviews.

b. Administrative and faculty interviews are recorded on audiotape. Faculty teaching demonstrations are recorded on videotape. The interviewees are advised in advance that they are being taped will be recorded.

c. A representative from the Human Resources Department is present at all interviews for contract positions, whether via telephone or in person.

98. After all interviews are completed, the committee completes the Search Committee Recommendation Form and provides to the supervising vice president or designee a listing of all candidates judged by the committee to be qualified and capable of filling the position. In addition to this listing, the committee provides an evaluation of each candidate interviewed, whether found acceptable or not acceptable by the committee.

409. The supervising vice president or designee selects from the pool of qualified candidates submitted by the search committee and determines who will receive an offer of employment.

410. The supervising vice president or designee consults with the Human Resources Director to confirm the completion of criminal background check; reference checks and the Worksheet for Calculating Equated Experience (See Reg 838). If the supervising vice president or designee desires to negotiate a salary outside the pre-approved range, permission from the president is required.

411. The supervising vice-president or designee completes a Personnel Action Form (PAF) and forwards the completed PAF to the Human Resources Department.

412. The Human Resources Director reviews the completed PAF, attaches the required documents, and forwards the completed package through appropriate processes to the president.

413. The president reviews and approves/disapproves the completed package. If approved, the president signs the PAF, includes a copy of the PAF in the board agenda, and sends the signed original PAF to the Human Resources Department.

414. The supervising vice president or designee notifies the selected individual of the intent to employ and of the position’s salary. The supervising vice president or designee advises the selected individual that approval from the board of trustees is required for contract positions prior to a final offer.

416. The Human Resources Department provides written notification to the selected candidate of intent to employ and notification of the search process completion to unsuccessful applicants.

415. Written notification of intent to employ is handled by the Human Resources Director, as is notification to unsuccessful applicants that the search has been concluded. Upon approval by the board of trustees, the supervising vice president or designee notifies the selected individual of his/her confirmed employment.

416. The Human Resources Director prepares and sends a Term Contract to the selected individual for him/her to sign and return within a specified time. After the new employee signs and returns the contract, it is then submitted to the chair of the board of trustees for signature. The original signed copy is filed in the employee’s personnel file in the Human Resources Department.

VI. GUIDELINES

A. Advertising for vacant positions is a centralized responsibility assigned to the Human Resources Director.
B. The Human Resources Director is responsible for reviewing the search procedure and the candidates chosen for interviews to assure that qualified persons in protected categories have not been overlooked.

C. Supervising administrators and search committees shall honor the college's commitment to affirmative action and equal opportunity and comply with laws, regulations, and college procedures to safeguard the confidentiality of materials pertaining to candidates for employment.

D. Supervising administrators take into account the recommendations of the search committee when making employment recommendations and decisions. Search committees are used whenever possible.

E. The supervising vice-president consults with the president prior to conducting interviews to obtain authorization to discuss salary range with candidates if any possibility exists that actual salary may be anything other than routine placement on the appropriate salary schedule.

F. Duration of Contract

Normally, for the first three years of employment, contract employees are hired on one-year term contracts, after which such employees are eligible to be considered for two-year contracts; but the college reserves the right to contract with an individual employee for a longer or shorter term. (See Reg 892, Contract and Non-contract Employment).

G. Non-contract Personnel

Search committees are not required for non-contract personnel or for short-term contract personnel (such as a part-time faculty member hired to teach for a semester). However, such appointments still require the approval of the president or, in the case of short-term contracts, the approval of the board of trustees.

H. Appointing Authority

Candidates should be advised of official college policy vesting appointment authority for contract personnel in the board of trustees upon recommendation of the president. Only after receiving specific written authorization from the president may a vice-president make a binding offer of employment on behalf of the college. The vice-president's discussion of employment is strictly limited to a recommendation to the president and (in the case of contract positions) to the board of trustees that the individual be employed, and the candidate should clearly understand this limitation.
EQUATION OF EXPERIENCE FOR FACULTY AND ADMINISTRATIVE STAFF

I. PURPOSE

This regulation provides procedures for evaluating past related experience of faculty and administrative staff to equate that experience to comparable years of experience at WCJC and to place employees at appropriate locations on the college's approved salary schedules.

II. BACKGROUND and/or LEGAL REFERENCES

Not applicable

III. DEFINITIONS

See Reg. 911: Categories of College Employees for definitions of faculty and administrative staff.

IV. POLICY

Wharton County Junior College shall publish a set of procedures to be used in assessing a prospective employee's past experience, equating that experience to WCJC experience, and placing an employee at the appropriate location on the college's approved salary schedules at the time of hire.

(POLICY APPROVAL: 3-20-96, Board of Trustees, amended 1-15-08)

V. PROCEDURES

A. The Human Resources Department reviews the level of responsibility and degree of relatedness of the prospective employee's prior professional experience to the WCJC position.

B. The Worksheet for Calculating Equated Experience includes the equation of previous experience minus the years of experience required for the position as listed in the job description and on the Job Vacancy Notice.

C. The Human Resources Director completes the Worksheet for Calculating Equated Experience and attaches it to the Personnel Action Form (PAF) for the prospective employee.

D. The PAF for the prospective employee is verified for budget approval and formal signature approval of the appropriate vice-president prior to submission to the President.

E. The President's signature approval is obtained before the vice-president or his/her designee makes the tentative employment offer, pending Board of Trustees formal approval, to the candidate.

F. If an existing faculty or administrative staff member changes positions or receives a promotion, a new Worksheet for Calculating Equated Experience is completed.
1. The salary for the new position or promotion reflects the equated experience as though the employee were a new hire.

2. The salary for a current employee who changes positions or who is promoted to a new position must reflect the appropriate placement in the salary schedule for the new position, but in no case may the new salary be less than the former salary unless the change in position is a demotion.

VI. GUIDELINES

A. Normally, conversion of prior non-teaching experience adheres to the following guidelines:

1. Prior full-time professional experience that is directly related to the current WCJC position and is at a comparable level of responsibility is equated on a one-for-one basis (i.e., one year of prior full-time experience equates to one year of full-time experience in the current WCJC position).

2. Prior full-time professional experience related to the current WCJC position at a lower level of responsibility is equated on a two-for-one basis (i.e., two years of prior full-time experience equates to one year of full-time experience in the current WCJC position).

3. Prior full-time professional experience related to the current WCJC position at two levels lower in responsibility is equated on a three-for-one basis (i.e., three years of prior full-time experience equates to one year of full-time experience in the current WCJC position).

4. Prior professional experience that is related to the current WCJC position but is more than two levels lower in responsibility is not eligible for equation.

5. Years of experience required on the Position Vacancy Notice for the position are subtracted from the equated experience.

B. Equation of Teaching Experience: Experience as a professional faculty member, either on a full-time or part-time basis, is eligible for equation. (For example, experience as a graduate teaching assistant is not eligible.) The maximum equitable experience for any 12-month period is one year.

1. Full-time teaching at the collegiate or high school level equates on a one-for-one basis (i.e., one year of teaching at another accredited college or university equates to one year of teaching at WCJC). Part-time teaching at the collegiate or high school level is equated on a two-for-one basis.
2. Full-time teaching below the high-school level equates on a two-for-one basis (i.e., two years of full-time teaching at such an institution equates to one year of full-time teaching at WCJC). Part-time teaching at below the high school level equates on a two-for-one basis.

3. Full-time teaching in a non-academic setting (such as a private corporation) equates on a two-for-one basis. Part-time teaching in a non-academic setting equates on a four-for-one basis.

**BC.** The maximum number of years of experience an employee may receive, without special Presidential approval, is ten years. Years of equated experience are used to help define the minimum placement on the salary schedule for a new employee; but it does not preclude a higher placement, when authorized by the President for extenuating circumstances (such as difficulty of recruitment, special expertise, marketability, etc.).

**GD.** WCJC faculty and administrative staff moving from one position to another receive credit for each year (one step on the appropriate salary schedule) of continuous full-time experience in their prior WCJC positions.
SUPPORT STAFF PROFESSIONAL GROWTH

I. PURPOSE

This regulation provides for the establishment of a professional growth program for support staff and establishes a procedure for disbursement of professional growth funds to compensate support staff employees who have successfully completed an approved professional growth plan.

II. BACKGROUND

The Support Staff Association recommended to the President of Wharton County Junior College ("WCJC" or "College") that a professional growth program for support staff be implemented to encourage support staff employees to pursue additional education that would enhance their job performance at the College. The President accepted this recommendation and initiated a process to develop a regulation to establish a professional growth program for support staff employees. Under this program, the College will designate a contingency fund in its annual budget each year for professional growth for support staff, subject to the approval of the Board of Trustees. Continuation of this fund and the amounts allocated to it shall remain within the discretionary purview of the President of the College.

III. POLICY

A. WCJC encourages the continued growth and development of all support staff employees.

B. The College is responsible for implementing and overseeing a professional growth program for support staff employees.

C. The President of WCJC will set up a fund each year for the support staff professional growth program.

D. Only full-time personnel employed by the College at the time of payment for professional growth are entitled to receive payment for completion of a professional growth plan.

(POLICY APPROVAL: 4-19-05, Board of Trustees)

IV. PROCEDURES

A. Administrative Authority and Purpose

1. Budgetary authority for the professional growth fund resides with the President of WCJC.

2. Support staff employees may apply for participation in the support staff professional growth program when a) the credit-hour courses relate to their WCJC position, b) the credit-hour courses relate to the pursuit of a degree plan for an associate or advanced degree, and/or c) the certificate program or equivalent continuing education courses relate to their position and have been approved by the President or the President's designee. In all cases, however, applicants must present evidence that the proposed professional growth plan enhances the employee's value to the College.
3. Professional growth funds are to be included in the College's annual budget.

B. Deadlines

1. An employee must submit and obtain approval of a Support Staff Professional Growth Plan Application Form (available at the WCJC website) prior to the start of each course included in the employee's professional growth plan.

2. Upon completion of a professional growth plan, a Personnel Action Form (PAF) requesting payment for professional growth must be signed and submitted to the Human Resources Department on or before September 1st.

C. Applications, Reviews, and Approvals

1. A support staff employee wishing to participate in the support staff professional growth program can submit a completed Support Staff Professional Growth Plan Application Form (available at the WCJC website) to his/her immediate supervisor. The application will include a description of the course(s), an explanation of the specific value of the request to the employee and to the College, and the employee’s area of responsibility prior to signing up for the course(s).

2. The immediate supervisor, if he/she approves the Support Staff Professional Growth Plan Application Form, will submit the employee's application through the appropriate chain of command for approval.

3. Prior to enrolling in a course, an employee must obtain the approval in writing (i.e., by signature) of a Vice President or the President for his/her Support Staff Professional Growth Plan Application Form.

4. A Support Staff Professional Growth Plan Completion Form (available at the WCJC website), along with all appropriate signatures and back-up documentation, will be forwarded to the Human Resources Department for filing in the employee's personnel file.

5. Support staff employees may not be approved for more than two professional growth plans in one fiscal year, nor receive payment for more than two professional growth plans a total of 18 credit hours in one fiscal year.

6. The Human Resources Department will notify the employee and the employee’s immediate supervisor that the course(s) have been approved under the support staff professional growth program.

7. When an employee’s individualized professional growth plan(s) has been completed, a PAF will be submitted by his/her immediate supervisor to the appropriate Vice President or to the President for approval. Attached to the PAF will be a copy of the approved Support Staff Professional Growth Plan Approval Form and either an official transcript or other appropriate documentation to verify completion of the professional growth plan.

For plans that include continuing education/non-credit courses, the employee should submit a copy of a Certificate of Completion and a signed Support Staff Professional Growth Plan Endorsement Form (available at the WCJC website), signed by the course instructor for approved continuing education/non-credit courses. This information must be submitted on or before September 1st for the employee to receive payment for completing his/her professional growth plan.

8. After receiving administrative approval, the PAF (with the attached documentation) will be forwarded to the Human Resources Department for processing.
9. A copy of the PAF will be submitted to the Payroll and Benefits Department for the processing of a payment to the employee for completion of his/her professional growth plan.

10. Once approved, the payment for completion of a professional growth plan will be included in the employee’s September paycheck. Personnel who leave the employment of the College prior to receiving a September paycheck, or who are no longer employed full-time at the College, will not receive payment.

V. GUIDELINES

A. Support staff employees are eligible to apply for the support staff professional growth program after six months of continuous full-time employment at WCJC. Under this program, support staff employees are eligible to receive a payment of $500 for each professional-growth-plan nine (9) credit hours they complete. Each full-time staff member is eligible to receive up to a maximum of $3,000 for completion of six (6) professional-growth-plans 54 credit hours.

B. A support staff employee’s professional growth plan must contain courses that relate directly to a certificate program or to an associate or advanced degree plan. All continuing education/non-credit courses must relate directly to the employee’s current position.

C. Professional growth plans for support staff employees will consist of credit-hour courses or equivalent continuing education/non-credit courses, as approved by the President of the College or by the President’s designee. A support staff employee may be approved for a maximum of six (6) professional-growth-plans of nine (9) credit hours each, for a maximum total of 54 credit hours.

D. A support staff employee’s professional growth plan can be composed, in part or exclusively, of continuing education/non-credit courses. For continuing education/non-credit courses, a formula will be used to equate contact hours to credit hours. The formula will equate 16 contact hours to one (1) credit hour. For example, 16 contact hours of continuing education/non-credit courses times three (3) courses will equal 48 total contact hours. Then, the 48 contact hours will be divided by 16 to arrive at an equivalent total of three (3) credit hours. Professional growth plans containing continuing education/non-credit training must be submitted to the President of the College or to the President’s designee for review and approval. The President shall have the discretion to use the above-stated formula or another equivalency method.

E. There are no time restrictions placed on a support staff employee regarding completion of his/her professional growth plan. For example, if an employee completes six (6) credit hours in one fiscal year, those hours can be carried over into the next fiscal year where an additional three (3) credit hours could be taken, for a grand total of nine (9) credit hours needed for completion of the employee’s professional growth plan. A payment of $500 will be given to an employee each time he/she completes an-approved professional-growth-plan, up to a maximum of six (6) plans nine (9) credit hours.

F. An employee can apply and receive compensation for a maximum of 18 credit hours per fiscal year, or for equivalent continuing education/non-credit courses, as may be approved by the President or by the President’s designee.

G. Only one course can be taken during regular business hours. (Refer to Regulation 888, Section V, Guidelines, 1.)

H. A support staff employee’s professional growth plan must state how he/she will make up office hours used to attend class. (Refer to Regulation 888, Section V, Guidelines, 1.)

I. To be considered for approval, a support staff employee’s professional growth plan must include a description of the course(s), an explanation of the specific value of the request to the employee and to the College, and the employee’s area of responsibility.

J. Payment to an employee for completing a professional growth plan will be made only if the employee successfully completes each credit-hour course with a minimum grade of “C” or better. For continuing
education/non-credit courses, an employee must submit a Certificate of Completion and a signed Support Staff Professional Growth Plan Endorsement Form from the course instructor.

K. To receive a professional growth payment, an employee must provide a copy of an official transcript reflecting grades for courses or other appropriate documentation supporting completion of the courses listed in a professional growth plan. This documentation must be submitted with a PAF to the Human Resources Department on or before September 1st. For continuing education/non-credit courses, an employee must provide a Certificate of Completion and a signed Support Staff Professional Growth Plan Endorsement Form from the course instructor.

L. Payment for completion of a professional growth plan will be included in the employee’s September paycheck. Only full-time personnel employed by the College at the time of this payment are entitled to receive payment for completion of a professional growth plan.

M. Support staff employees may not be approved for more than two professional growth plans in one fiscal year, nor receive payment for more than two professional growth plans 18 credit hours in one fiscal year.

JII&SG/BAM
4-19-05 Revised ?????

Reg 890
Support Staff Professional Growth Plan Application Form

Employee Name: ___________________________ SSBanner ID#: __________________
Employee's Title: ___________________________ Department: __________________
Telephone #: ___________________________ Work Location: __________________

Immediate Supervisor: ___________________________ Title: __________________

Vice President or President: ___________________________

I. Description of the course(s) to be taken. (Please give a specific course description for each course. Attach additional sheets of paper, if necessary.)

II. Explanation of the specific value of the course(s) to the employee's position. (Please give the specific rationale for the value of each course. Attach additional sheets of paper, if necessary.)

III. Explanation of how employee will make up office hours used to attend class or if the class will be taken online.

ACKNOWLEDGMENT: I understand that, if this professional growth plan is approved, payment for completing the plan will be included in my ___September___ paycheck following completion of the plan. I understand that I must be employed full-time by the College at the time of the payment in order to receive payment for completion of my professional growth plan. I understand that if I am no longer a full-time employee at the College or if I am no longer employed by the College at all, then I will not receive the professional growth payment.

_________________________  ___________________________
Employee Signature Date

APPROVALS:

_________________________  ___________________________
Immediate Supervisor Signature Date

_________________________  ___________________________
Dean/Division Chair Signature (if applicable) Date

_________________________  ___________________________
Vice President/President Signature Date
Wharton County Junior College

Support Staff Professional Growth Plan Completion Form

Employee’s Name: _______________________________ SSBanner ID#: __________________

To verify completion of courses included in my Support Staff Professional Growth Plan, I have attached to this form a copy of an official transcript reflecting completion of courses with a grade of “C” or better, or other appropriate documentation supporting completion of the courses. For approved continuing education / non-credit course(s), if any, I have attached a Certificate of Completion and a signed Support Staff Professional Growth Plan Endorsement Form from the course instructor.

____ Professional Growth Plan (nine credit hours)

____ Professional Growth Plan (continuing education/non-credit courses as approved by the President)

ACKNOWLEDGMENT: I understand that, if this professional growth plan is approved, payment for completing the plan will be included in my September paycheck following completion of the plan. I understand that I must be employed full-time by the College at the time of the payment in order to receive payment for completion of my professional growth plan. I understand that if I am no longer a full-time employee at the College or if I am no longer employed by the College at all, then I will not receive the professional growth payment.

________________________________________  Date

Employee Signature

A PAF is attached approving payment of:

$_________ (Note: A support staff employee cannot receive more than $1,000 per fiscal year for completion of professional growth plans.)

Effective September 1, 20__________.

APPROVALS:

Immediate Supervisor: _______________________________ Date: __________

Dean/Division Chair (if appropriate): __________________________ Date: __________

Vice President/President: _______________________________ Date: __________
Support Staff Professional Growth Plan Endorsement Form

Note: This form is to be used for verifying completion of continuing education / non-credit courses.

Please print.

Employee Information

Last name __________________________ First name __________________________ Social Security Banner ID # number

Employee’s signature __________________________ Date __________________________

Training Information
(Note: This information is to be completed by the instructor or coordinator of the course.)

Title of training: __________________________

Name of presenter: __________________________ Training provided by (title/company): __________________________

Date of training: __________________________ Location of training: __________________________

Brief description of training completed: __________________________

________________________________________________________________________

Verification:

Trainer’s signature __________________________ Title __________________________ Date __________________________

Note: Please attach to the PAF any documentation that verifies attendance in continuing education / non-credit courses.