



2024 2025

STUDENT HANDBOOK



N | NAVARRO
COLLEGE

TABLE OF CONTENTS

INTRODUCTION	4
HELPFUL NUMBERS	4
LETTER FROM THE DISTRICT PRESIDENT	6
ALMA MATER	7
THROWING YOUR BEAU	7
FIGHT SONG	7
SACSCOC ACCREDITATION	7
EQUAL EDUCATIONAL OPPORTUNITY	8
MISSION STATEMENT, VISION AND VALUES	9
ADMINISTRATIVE POLICY AND COLLEGE CREDIT POLICY	10
ADMISSIONS PROCEDURE	10
ATTENDANCE REQUIREMENT	10
FREE EXPRESSION AND PUBLIC ASSEMBLY PROVISIONS	11
TOBACCO FREE – ALL NAVARRO COLLEGE PROPERTY	11
DISABILITY AND ACCESS SERVICES AT NAVARRO COLLEGE	11
MISSION STATEMENT	11
DISABILITY AND ACCESS SERVICES	12
REQUESTING DISABILITY AND ACCESS SERVICES	12
HOUSING	12
SERVICE ANIMALS PERMITTED ON NAVARRO COLLEGE	13
RESPONSIBILITIES OF INDIVIDUALS WITH SERVICE ANIMALS	13
DROPPING AND/OR ADDING COURSES	14
STUDENT COMPLAINTS/GRIEVANCE PROCEDURES	14
STUDENT DISCRIMINATION GRIEVANCE PROCEDURE	14
STUDENT / INSTRUCTOR CONFLICT RESOLUTION	14
WITHDRAWAL FROM THE COLLEGE	15
TRANSFER OF CREDITS	15
TRANSFER CREDITS FROM OTHER INSTITUTIONS	15
UNOFFICIAL TRANSCRIPTS	15
OFFICIAL TRANSCRIPTS	16
ALTERNATIVE INSTRUCTIONAL METHODS – DISTANCE LEARNING	16
STATE AUTHORIZATION OF DISTANCE LEARNING PROGRAM	16
ACADEMIC STANDARDS	16
MINIMUM STANDARD OF WORK, GRADE VALUES, AND GRADE POINTS	16
CHANGE OF GRADE/GRADE CHALLENGE POLICY	16
INCOMPLETE GRADES	17
SCHOLASTIC STANDARDS	17
REPETITION OF COURSES AND ACADEMIC FRESH START	17
DEVELOPMENTAL STUDIES	17
COURSE NUMBER EXPLANATION	17

TUITION AND FEE INFORMATION	18
SETTLEMENT OF OBLIGATIONS	18
REFUND OF TUITION AND FEES	18
WAIVERS / EXEMPTIONS	18
GRADUATION WITH HONORS	18
ACCESS TO STUDENT RECORD	19
WHAT IS FERPA	19
RIGHT TO FILE A COMPLAINT	19
SUBPOENA	20
ACADEMICS AND TEACHING	20
STUDENT SUPPORT AND ADMINISTRATIVE SERVICES	21
BOOK BUYBACK	22
BEAUTIQUE AND BOOKS / STARBUCKS	22
CANVAS	23
SELF-SERVICE	23
WEBMAIL	23
STUDENT LIFE	26
INTERCOLLEGIATE SPORTS	26
STUDENT RIGHTS AND RESPONSIBILITIES	27
STUDENT CONDUCT	27
CODE OF STUDENT CONDUCT/SPECIAL PROGRAMS/STUDENT MISCONDUCT/DRUG-FREE CAMPUS/COMPLICITY/OFF-PREMISES CONDUCT	27
DISCIPLINARY PROCEDURES/CLASSROOM DECORUM/ACADEMIC DISHONESTY	27
ACADEMIC INTEGRITY	27
STUDENT COMPLAINTS AND GRIEVANCES	27
STUDENT INSTRUCTOR CONFLICT RESOLUTION	27
GRADE CHALLENGE	27
PROGRAM OF STUDY DISMISSAL	27
STUDENT CODE OF CONDUCT	27
DEFINITION	32
HOW TO REPORT HAZING	32
COLLEGE DISCIPLINARY RULES	33
RESIDENCE LIFE	36
ACADEMIC DECORUM	38
POSITIVE ACADEMIC ATMOSPHERE	39
CLASSROOM BEHAVIOR	39
HEALTH AND SAFETY	40
SAFETY AND SECURITY	41

INTRODUCTION

Preface

The Student Handbook is published for the students at Navarro College. Included is information concerning events on Navarro College premises, student life, college facilities, and student services. Also outlined are policies, standards, and regulations that contribute to the orderly life of the college community. Please refer to the College Catalog for rules relating to such items as admissions, records, graduation, and academic standards.

This publication does not constitute a contract between Navarro College and the student. The College reserves the right to make changes in this handbook, when necessary, without notice.

The College supports its mission with qualified personnel to ensure the quality and effectiveness of its Student Services Programs.

HELPFUL NUMBERS

For additional information, please refer to the Navarro College Catalog or contact any of the following offices:

Navarro College – Corsicana

3200 W. 7th Ave.
Corsicana, TX 75110
1-800-NAVARRO

Navarro College – Waxahachie

1900 John Arden Drive
Waxahachie, TX 76165
(972) 937-7612

Navarro College – Midlothian

Midlothian 899 Mount Zion Road
Midlothian, TX 76065
(972) 775-7200

Navarro College – Mexia

901 N. MLK Hwy.
Mexia, TX 76667
(254) 562-3848

DEPARTMENT / OFFICE	PHONE NUMBER
Admissions and Records	(903) 875-7700
Residence Life Office	(903) 875-7541
Office of Financial Aid	(903) 875-7400
Navarro College Bookstore	(903) 875-7387
Beautique and Books/Starbucks	(903) 872-8088 or (903) 872-8089
Bulldog Life	(903) 875-7738
International Programs	(903) 875-7700
Department of Public Safety (Campus Police)	(903) 875-7501 or (903) 654-3999
Accessibility and Accommodations (Disability Services)	(903) 875-7738 or (903) 875-7731
Student Recruiting	(903) 875-7343
Bulldog Mental Health Center (BMHC)	(903) 875-7393
College and Career Success Coaching (Advising)	
Corsicana Advising	(903) 875-7397
Mexia Advising	(254) 562-3848
Midlothian Advising	(972) 775-7242
Waxahachie Advising	(972) 937-7612
Navarro College Testing Center	
Corsicana Testing	(903) 875-7457
Mexia Testing	(254) 562-3848
Midlothian Testing	(972) 775-7200
Waxahachie Testing	(972) 937-6429

LETTER FROM THE DISTRICT PRESIDENT

Dear Navarro College Bulldogs!

WELCOME! Your decision to attend Navarro College is an excellent choice! We anticipate that you will encounter an invigorating and enriching academic experience here at Navarro College. With our mission to empower you to ACHIEVE your personal, academic, and career goals, we want to assist you in achieving SUCCESS. We wholeheartedly embrace this opportunity!

Navarro College offers an array of educational pathways designed to provide you with the skills, knowledge, and learning experiences to successfully achieve your educational aspirations and prepare for the world of work. As a customer-focused institution dedicated to our values of integrity, diversity, innovation, student-centeredness, and accountability, our staff are team-oriented and sincerely committed toward YOUR student experience! Navarro College is a place where people of all ages and from all backgrounds and cultures meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.

We look forward to serving you! Navarro College offers a unique opportunity, and we invite you to ENGAGE with us on a daily basis to create YOUR memorable and lasting OPPORTUNITIES.

As we pursue our vision to be nationally recognized with a COMMITMENT toward your success, we are investing in you, our people, and our resources to achieve these outcomes. With that in mind, we are SO glad that you CHOOSE to be a part of that vision!

With Sincere BULLDOG PRIDE,

Dr. Kevin G. Fegan
District President

ALMA MATER

Hail Navarro, Hail Navarro
Loyal sons are we.
Hail to thee, our Alma Mater,
Hail, all hail to thee.
Lift your voices, sing her praises,
Cheer for victory;
Honor to thee, proud Navarro.
Glory now to thee.

THROWING YOUR BEAU

Navarro College prides itself on its rich history and traditions. “Throwing your Beau” is a favorite student tradition that is a physical representation of the bulldog school spirit. “Throwing your Beau” is the Navarro College hand sign. Beauregard is the name of our bulldog mascot and traditionally, he is called Beau for short.

Instructions on how to “Throw your Beau”

- Step 1:** Make a fist with your right hand
- Step 2:** Put your thumb in front
- Step 3:** While keeping your thumb in front, lift up your pointer and pinky finger.
- Step 4:** Fold your pointer and pinky fingers in half.
- Step 5:** Hold it high and proud!

FIGHT SONG

Fight on you Bulldogs, fight till you win, Fight on to Victory.
We'll back the Red and White and our men with loyalty.
Let's give a cheer and make echoes ring, Let's Yell, yell with all our might.
The vic'try is sealed; our team never yields, Bulldogs
FIGHT, FIGHT, FIGHT.
B-U-L-L-D-O-G-S! GO BULLDOGS!

SACSCOC ACCREDITATION

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Health Professions programs at Navarro College are accredited by the following agencies:

- Bachelors Science in Nursing (BSN)
Agency: Texas Board of Nursing
Agency: Accreditation Commission for Education in Nursing (ACEN) (Effective June 8, 2023, the nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 8, 2025)
- Associate Degree Nursing (ADN)
Agency: Accreditation Commission for Education in Nursing (ACEN)
- Licensed Vocational Nursing (LVN)
Agency: Texas Board of Nursing (BON)
- Medical Laboratory Technology (MLT)
Agency: National Accrediting Agency for Clinical Laboratory Science (NAACLS)
- Occupational Therapy Assistant (OTA)
Agency: Accreditation Council for Occupational Therapy Education (ACOTE)
- Physical Therapist (PTA)
Agency: Commission on Accreditation in Physical Therapy Education (CAPTE)

Navarro College is approved by the Texas Higher Education Coordinating Board (THECB) and is a member of the Texas Association of Community Colleges (TACC) and the American Association of Community Colleges (AACC). Navarro College represents itself accurately to all U.S. Department of Education recognized accrediting agencies with which it holds accreditation and informs those agencies of any change of accreditation status, including the imposition of public sanctions.

The Vice President of Academic Affairs, who also serves as SACSCOC liaison, is responsible for notifications of accreditors when a change in accreditation status occurs.

For other information about the College, please contact Navarro College, 3200 West 7th Avenue, Corsicana, Texas 75110 or call 903-874-6501.

EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admission and education of students, with respect to the availability of students loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the college.

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, or other status protected by the law in its programs or activities or in the context of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7th Avenue, Corsicana, Texas

MISSION STATEMENT, VISION AND VALUES

MISSION STATEMENT

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

VISION

Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in a local and global communities.

VALUES

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people, we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together— as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

ADMINISTRATIVE POLICY AND COLLEGE CREDIT POLICY

To view the most current policy in its entirety, please go to [Section F | Student](#) on the [Board Policy and Procedures website](#)

ADMISSIONS PROCEDURE

Navarro College maintains an open-door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The [Office of Admissions and Records](#) is responsible for administering all admissions policies. Inquiries concerning admissions should be emailed to the admissions@navarrocollege.edu. The College reserves the right to refuse admission to any student who does not comply with admission requirements. In compliance with Texas House Bill (TX HB) 449 and 1735 adopted in 2019, students are asked at the point of admissions to disclose a) if they have pending conduct charges of violence or sexual misconduct, or b) if they have been expelled, suspended or withdrawn from a previous institution for conduct charges of violence or sexual misconduct. If students answer 'yes' to either of these questions, they are required to provide additional information, submitted electronically to the student.conduct@navarrocollege.edu. The College reserves the right to refuse admission to any student who does not comply with TX HB 449 and 1735 requirements.

An individual may appeal any admissions denial to the Vice President of Student Success or in the event the refusal was due to conduct, the student may appeal to the Executive Director of Student Services.

Review the [Navarro College Admissions Website](#)

ATTENDANCE REQUIREMENT

Regular and punctual class attendance is expected at Navarro College as a key element for student success. **Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course.** The attendance policy for certain programs may be more stringent than the general policy due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course.

Review the [Housing/Residence Life Attendance and Academic Requirements website](#)

Review the [Navarro College Board Policies and Procedures- FC Student Attendance](#)

Excused absences for an individual called to active military service should take into consideration retention of coursework completed during the portion of the course prior to the student being called to active military service and within a reasonable time after the absence for the completion of the assignments and examinations. For the most updated information visit the following website regarding [Military and Veterans](#). You can also speak to an NC Veterans Representative at (903) 875-7347 or by completing the [Contact the Veterans Office form](#).

Reasonable time is defined by the Texas Administrative Code as no more than 25% of the total contact hour timeframe (excluding the final examination period) for the excused absence for active military service.

Review the following Policy References:

- [Navarro College Board Policies and Procedures – FC. 3 Absence During A Religious Holy Day](#)
- To dispute a decision concerning his/her absence should follow the [College Catalog - Student/Instructor Conflict Resolution](#) procedures in a timely fashion
- Educational Issues Pertaining to [Pregnancy, Postpartum Recovery, and other Physical or Mental Health Concerns \(pg. 14\)](#)

FREE EXPRESSION AND PUBLIC ASSEMBLY PROVISIONS

Navarro College recognizes and supports the right of free expression and public assembly. For the most current information and free speech areas, please review the procedure found in the **Board Policies and Procedures - [FKA.1 Student Rights and Responsibilities Student Expression](#)**.

The College will protect the rights of freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. Individuals or groups wishing to use free speech areas should request use of the space through the Vice President of Student Success Office (located in the Gooch One-Stop Center) or the Student Life Office (located in the Bulldog Life office) on the Corsicana campus and the Dean's office on other Navarro College locations.

All applicable college policies and regulations, state and federal laws, and municipal ordinances should be followed when engaging in activities on Navarro College premises. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college police.

TOBACCO FREE – ALL NAVARRO COLLEGE PROPERTY

The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college-owned buildings.

The [Smoke and Tobacco-free policy](#) is part of the college's commitment to creating a healthy and sustainable environment for all members of our college community and is designed to be positive and health-directed.

ACCESSIBILITY AND ACCOMMODATIONS (DISABILITY SERVICES) AT NAVARRO COLLEGE

MISSION STATEMENT

The mission of the Navarro College Disability and Access Services Office (NCDSO) is to assist, support, and enhance the student's college experience and facilitate equal access to all services and programs at Navarro College, through the provision of reasonable accommodation in

compliance with the Americans with Disabilities Act (ADA).

ACCESSIBILITY AND ACCOMMODATIONS (DISABILITY SERVICES)

Navarro College is committed to ensuring equal access of facilities, activities, and programs by providing reasonable and appropriate accommodation for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009.

Review the full policy for [Navarro College Board Policies and Procedures – FFC.3 Students with Disabilities](#)

REQUESTING DISABILITY AND ACCESS SERVICES

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability and Access Services Office staff.

For complete information and application, review the [Accessibility and Accommodation Services \(Disability Services\) Website](#). Requests for accommodation may take up to 2-3 weeks to review. Please note during our peak registration times, it may take 3-4 weeks to provide information on any accommodation request status. Accommodations are not retroactive. Accommodations, if approved by the Disability and Access Services Office, are effective the date the student provides his/her letter to the instructor.

[New Students - Applying for Disability & Access Services website](#)

[Returning Students Renewal Request website](#)

DOCUMENTATION REQUIREMENTS

[Disability and Access Services Documentation Guidelines website](#)

HOUSING

Students that require housing accommodations due to a documented disability, will need to request accommodations with the Disability and Access Services Office at least four (4) weeks before the start of the semester. Students are required to follow the procedures for requesting accommodations as outlined on the [Disability and Access Services website](#).

All assistance animal requests to be allowed in Navarro College Residence Halls must be submitted at least 30 days prior to the beginning of the semester and follow the procedures for applying for accommodations through Navarro College Disability and Access Services.

Disability and Access Services is located in the Bulldog Life Offices within the Richard Sanchez Library, on the Navarro College Corsicana Campus. For more information on how to apply for accommodations, visit [Disability and Access Services on the Navarro College website](#).

You must follow all the steps to applying for accommodations.

SERVICE ANIMALS AT NAVARRO COLLEGE

Navarro College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals should be directed to the Disability and Access Services office at Bulldog Life Office inside the R.S. Library, or email dsa@navarrocollege.edu.

SERVICE ANIMALS PERMITTED ON NAVARRO COLLEGE

Individuals with disabilities may be accompanied by their service animals in all Navarro College buildings where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

Review the [Standards for Approved Service Dogs and Emotional Assistance Animals website](#) and the Standards of Behavior by the Animal and Animal Owner as well as the Cleaning and Damages guidelines that must be followed

Review the [Service Animal and Emotional Support Animal Policy website](#) for more information and questions regarding Exceptions and Assistance or Emotional Support Animals.

Review the [Navarro College Board Policies and Procedures – GI Animals on Campus](#).

Please note: Assistance or Emotional Support Animals are ONLY allowed in the room within a residence hall of the student and no other Navarro College buildings or premises.

Service Animals Document adapted with permission from Texas Tech University, Lubbock, TX

RESPONSIBILITIES OF INDIVIDUALS WITH SERVICE ANIMALS

Navarro College is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws.

Review the full [Service Animal and Emotional Support Animal Policy website](#) as well as the [Residence Life Handbook – Pet Policy \(pg. 28\)](#).

Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Navarro College may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages caused by students.

EDUCATIONAL ISSUES PERTAINING TO PREGNANCY, POSTPARTUM RECOVERY, AND OTHER PHYSICAL OR MENTAL HEALTH CONCERNS

A student who foresees educational issues related to pregnancy, postpartum recovery, or mental health is strongly encouraged to notify the College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education. Pre-planning, when possible, also may help with particular challenges a student faces while pregnant, when recovering from childbirth, or in response to a physical or mental health

concern (e.g., missed classes, make-up work). The choice to inform the College of any condition such as a pregnancy or a mental health concern is voluntary as a student is not required to share this information with the College. In making the decision as to whether or not to disclose this information, a student first may choose to consult with a college counselor at the [Bulldog Mental Wellness Center \(BMWC\) website](#) or the [Office of Disability and Access Services](#).

Review [Determination of Accommodation website](#) for more information regarding Provisional or Temporary Accommodation.

DROPPING AND/OR ADDING COURSES

Review the [Navarro College Catalog - Academic Policies](#) for information and the direct link to the Request for Dropping a Course form.

Note of Importance: [Six-Course Drop Limit](#) – students are encouraged to review the [Board Policies and Procedures – Section EC Course Load](#).

STUDENT COMPLAINTS/GRIEVANCE PROCEDURES

A student complaint/grievance is a Navarro College related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A complaint/grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

Navarro College encourages students to discuss their concerns and complaints, whether instructional or non-instructional, through informal conferences with the appropriate instructor or other administrator.

Review [Section FKC.1 | Student Grievance Procedures](#) within the Board Policy and Procedures website.

STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

Any student who believes he/she has been discriminated against by College personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the Office of Student Services at student.services@navarrocollege.edu within ten business days of the initial concern.

Review [Section FFD.3 | Student Discrimination Grievance Procedures](#) within the Board Policy and Procedures website.

STUDENT / INSTRUCTOR CONFLICT RESOLUTION

If a student feels an instructor has treated him/her unfairly, the student should take the appropriate steps found in the [Navarro College Board Policies and Procedures – FKC.2 Student Complaints/Grievance](#) to resolve the issue.

The only exception of safety matters (e.g., harassment, sexual misconduct, Title IX complaint) which should be referred to the Title IX Office. For more information or to make a complaint regarding sexual harassment or sexual misconduct, use this link to review [Title IX Contact Information](#).

You can also review Title IX Policies and Processes at the Navarro College [Navarro College Title IX website](#).

NOTE: Under certain circumstances, students may not be allowed to continue in class until the grievance or appeal is resolved.

WITHDRAWAL FROM THE COLLEGE

Review the Navarro College Catalog regarding [withdrawal from the College](#) for all the steps and deadlines.

It's important that all proper steps are followed and the [Application for Complete Withdrawal](#) must be signed by the student as well as clearance must be obtained from the offices noted on the form.

NOTE: Students may be required to repay some, or all financial aid received for the semester.

TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. With this recognition, Navarro College credits are regarded as equivalent to courses with similar descriptions at other colleges and universities. Transfer problems usually occur when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or change from workforce education to transfer programs. Workforce education programs include certificates of completion and associate of applied science degrees, which are meant for students intending to enter the workforce rather than transfer to a four-year college or university. Success Coaches have thorough information on credit transfer. Students should work with a Success Coach to select a degree plan consistent with the student's educational goals. Changes in plans should be discussed with the Success Coach to help avoid potential problems. Students can gain additional information from the website of the intended college and from the Texas Common Course Numbering System online matrix (<http://www.tccns.org>).

Review the [College Credit Policy](#) of the Navarro College Catalog for additional information.

TRANSFER CREDITS FROM OTHER INSTITUTIONS

Review the [Navarro College Policies and Procedures Section EGA.1 – Instruction Academic Achievement Transcripts](#) for additional information regarding transcribing transfer credit and resolution of disputes concerning transfer courses.

You can also review the [Navarro College Catalog – Academic Policies and Information – College Credit Policy - Transcripts](#)

UNOFFICIAL TRANSCRIPTS

- Current Students
Unofficial copies of your Navarro College transcript may be obtained by logging into **Self-Service**. Click on the graduation cap/Academics icon then scroll down to Unofficial Transcript. The transcript can be downloaded to a PDF file and you can print or save.
- Former & All Other Students
Please go to the **Parchment website** to obtain an unofficial copy of your Navarro College transcript.

OFFICIAL TRANSCRIPTS

Review the [Navarro College website Requesting Transcripts](#) for Information regarding how to obtain an Official Transcript.

ALTERNATIVE INSTRUCTIONAL METHODS – DISTANCE LEARNING

Review the Navarro College Catalog for information regarding any of the following, - [Online \(Internet\), Hybrid Course, Interactive Web Conference Courses](#)

STATE AUTHORIZATION OF DISTANCE LEARNING PROGRAM

Notice to Prospective Distance Learning Students Officially Residing in a U.S. State or Territory Outside of Texas (and not Planning to Re-Locate to Texas).

Navarro College is currently not a member of the State Authorization Reciprocity Agreement (SARA); therefore, we are not authorized to provide distance learning courses to students whose official residence is located in a U.S. State or Territory which is outside the State of Texas.

SARA is a voluntary agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs and is overseen by a National Council and administered by the four regional education compacts (Midwestern Higher Education Compact, New England Board of Higher Education, Southern Regional Education Board, and the Western Interstate Commission for Higher Education).

For a complete listing of member institutions and more information regarding this agreement, please visit the National Council for State Authorization Reciprocity Agreement (NC-SARA) website at <http://nc-sara.org>.

ACADEMIC STANDARDS

MINIMUM STANDARD OF WORK, GRADE VALUES, AND GRADE POINTS

Review the information found in the [Navarro College Catalog – Academic Standards](#) section to assist in understanding the following: Good Standing, Academic Probation, Academic Suspension, Grade Values (including “W” or “P”), Grade Points, as well as how to determine grade points in a course or to determine the grade-point average.

Some programs with special admission requirements may have more stringent GPA requirements.

CHANGE OF GRADE/GRADE CHALLENGE POLICY

After a faculty member has reported a final semester grade to the Admissions and Records office, such grade may not be changed except by the following procedure:

1. Completion of a “Change of Grade Request Form,” secured from the office of the appropriate dean.

2. Action will be taken by the Admissions and Records office upon the signature of the instructor and the appropriate dean.
3. With the exception of the "I" grade, no grade may be changed 30 days after the close of the semester.

Review the full [Grade Challenge Policy](#) within the Navarro College Catalog for the procedure to take with regards to a grade challenge.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be awarded to a student at the instructor's discretion when an unforeseen, documented emergency or other documented extenuating circumstance the instructor deems appropriate prevents the students from completing the work in a course. Examples of extenuating circumstances include, but are not limited to:

- Severe Illness
- Death of a close relative
- Pregnancy
- Job related travel that could not be rescheduled
- Military Duty

Review the Academic Policies section of the [Navarro College Catalog - "I" Grade Removal and Grade Change Limitation](#)

SCHOLASTIC STANDARDS

Scholastic standards are defined here – [Navarro College Catalog - Scholastic Probation/Suspension](#).

REPETITION OF COURSES AND ACADEMIC FRESH START

A student may elect to claim [academic fresh start](#).

For additional information regarding the "right to an academic fresh start", contact the Office of Admissions and Records.

DEVELOPMENTAL STUDIES

The developmental studies program at Navarro College provides basic skills development in the areas of reading, writing, mathematic and study skills for students who are underprepared for college-level studies.

Review the [Navarro College Catalog Academic Policies and Information - Developmental Studies](#) for more information.

COURSE NUMBER EXPLANATION

Review the [Navarro College Catalog Academic Policies and Information - Course Number Explanation](#).

TUITION AND FEE INFORMATION

Review the complete tuition schedule on the [Tuition and Fees page](#) of the [Navarro College Financial Aid Website](#). Contact the Navarro College Business Office for more information regarding tuition and fees.

Review available [Scholarships](#) (applications and deadlines) and other [types of aid](#) on the [Navarro College website](#).

SETTLEMENT OF OBLIGATIONS

Review the Navarro College Catalog for all [Settlement of Obligations](#).

Review the Navarro College Catalog section regarding [Hold on Student Records](#).

Note: Students who do not pay or make satisfactory arrangements to pay all financial obligations to the college, may have their course credits and grades withheld. No degree or certificate will be awarded until all financial obligations are settled.

REFUND OF TUITION AND FEES

There shall be no [refund for any Continuing Education course](#) if the student does not cancel prior to the first class day.

Students who are withdrawn from classes for [excessive absenteeism](#), [disciplinary concern](#), or other administrative purposes should consult with the [Student Financial Aid Office](#).

Please consult the Office of Admissions and Records for the refund policy concerning eight-week and minimester classes.

WAIVERS / EXEMPTIONS

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees.

Students interested in obtaining a tuition and/or fee waiver or exemption may contact the Admissions and Records Office as well as review the **Navarro College Catalog section – [Waivers/Exemptions](#)**. Students who are Veterans or dependents of veterans should visit the Veterans Office for tuition waivers/exemptions.

GRADUATION WITH HONORS

The purpose of [graduation with honors](#) is to identify students receiving associate degrees who have compiled a superior academic record. The three different levels that distinguish academic excellence are as follows:

Summa Cum Laude – 4.0 GPA

Magna Cume Laude – 3.5 GPA
Cum Laude – 3.25 GPA

Review the **Navarro College Catalog** - [Repetition of Courses and Academic Fresh Start](#) for more information.

ACCESS TO STUDENT RECORDS

The Institution Protects the Security, Confidentiality, and Integrity of Its Students Records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

WHAT IS FERPA

The Family Educational Rights and Privacy Act of 1974, as Amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the education records and the access provided to these education records.

Review the Navarro College Catalog – [Access To Student Records](#) for more information regarding FERPA and Students Rights under FERPA.

Current students can access the FERPA Release Form (Records Release) by following these instructions:

1. Sign-in to your Self-Service
2. Click on Academics on the left side (graduation cap)
3. Scroll down about half-way to locate the FERPA Release Form (Records Release)

If you are a former student, you can fill out the forms for Former Students available on the [Registrar's Office](#) website.

A student can complete a [“Request for Non-Disclosure of Directory Information”](#) form with the Registrar's Office by the twelfth day of the semester (sixth day for summer semester). Forms are available on the [Notification of Rights under FERPA](#) website.

Students who wish to restrict directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at Navarro College.

Note: Because the college must make a reasonable effort to notify a student about the subpoena for their education records, all subpoenas for student records must be forwarded to the Registrar's Office.

RIGHT TO FILE A COMPLAINT

If a parent or eligible student feels that the college has not fully honored his/her privacy rights under

FERPA, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

Review additional Information in the [Navarro College Catalog – Access to Student Records](#)

SUBPOENA

Navarro College will comply with all subpoenas served by a proper means of service. In keeping with the law, if the student has not signed a consent for their records to be released, the college will make their best effort to notify the student in writing that a subpoena requesting their educational records has been received. The student will be given 10 working days from the date the letter is mailed to respond and object to the release of records. A notice stating the student's intent to object to the release of records should be sent to the Navarro College Admissions and Records Office. The student must also file a motion to that effect in the court from which the subpoena was issued. A copy of this filed motion should be sent to Navarro College for our records.

HOLD ON STUDENT RECORDS

Grades and transcripts will not be released if the student has a certain "hold" on his/her records. Review the [Navarro College Catalog Academic Policies and Information regarding Hold on Student Records](#).

CHANGE OF ADDRESS

Review the [Navarro College Catalog – Change of Address page](#) and follow the steps provided to change a student address or telephone number. It is the student's responsibility to communicate such changes with the College.

ACADEMICS AND TEACHING

Since its founding in 1946, Navarro College has been committed to academic excellence. The foundation of that commitment is faculty. Many members of the teaching staff have received awards and recognition for their contributions to the teaching profession. Navarro College instructors not only know their subject matter, but they also know their students as individuals. Navarro's faculty are devoted to student learning and success. In addition to excellent classroom instruction, the faculty provide support and assistance in a caring and nurturing environment to help students achieve their academic and professional goals. The faculty welcomes the opportunity to serve the students of Navarro College.

Review [Navarro College Catalog – Degree Requirements](#) including [Individualized Degree Plans](#)

It is essential that students work closely with their [college and career success coaches](#) to establish a plan of educational objective.

TEXAS STUDENT SUCCESS INITIATIVE

As part of the admission process at Navarro College, all degree-seeking students will be administered a state-approved placement instrument unless he/she is exempt.

Review the [Developmental Education Plan](#) for more information.

TUTORIAL SERVICES

Peer mentors and tutors provide students with FREE tutoring referrals and information regarding help offered by academic and student services departments.

Review the [Tutoring Center website](#) for more information including available [schedule and hours](#).

STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Navarro College provides a number of services to students to make their college experience successful and enjoyable. Students who desire specific information about any of the services outlined in this handbook can contact the Student Services office, located on the second floor of the Gooch One-Stop Student Center on the Corsicana campus. Most student services also are available at the in Waxahachie, Midlothian, and Mexia locations.

ADULT EDUCATION

The Adult Education Office is located in the Bain Center on the Corsicana campus.
Review the [Adult Education Website](#) for information.

CASHIER'S OFFICE

Review the [Cashiers Office Website](#) for Tuition Rates, Payment Options, Payment Plans, and Payment Deadlines.

CARL PERKINS CAREER CENTER

The [Carl Perkins Career Center \(CTE Success Center\)](#), is located in the Bain Center, Room 101 on the Corsicana Campus and at the Waxahachie location Building A, Room 131.

We are a grant-funded program. We offer assistance to students in exploring careers, choosing a career or major, and learn job-seeking and other employability skills. The services provided by the CTE Success Center are free of charge and are available to students who are Business, Professional, and Technical Education majors, undeclared majors, and those who want additional guidance in their specific career field.

Review the [CTE Success Center Website](#) for more information regarding eligibility, the grant, online tools and Support Services (Textbook Loans, Childcare Assistance, Transportation Assistance etc.)

COLLEGE STORE / BEAUTIQUE AND BOOKS / STARBUCKS

The Navarro College Bookstore provides textbooks and necessary school supplies for Navarro College students. It also carries college-affiliated clothing and gift items. Hours are extended during registration periods and may vary at each location. The Navarro College Bookstore website provides digital services for

course materials to traditional and online students through the Immediate Access Program (IA) found on Canvas. The website also offers a list of all course materials required and a price comparison tool to sites such as VitalSource and Amazon. Additionally, the Bookstore staff assists faculty with textbook adoptions for classes each year to ensure availability of departmental options, adequate supply, and appropriate instructional resources.

Review the [Navarro College Bookstore Website](#) for hours of operation or to place an online order for books, supplies, and apparel.

BOOK BUYBACK

The bookstore also holds a book buy-back session on the last three days at the end of each Fall and Spring semester. Exact days and times will be posted at each location and on the Navarro Bookstore Website. [Navarro College Bookstores](#)

BEAUTIQUE AND BOOKS / STARBUCKS

Beautique and Books proudly serves Starbucks as well as carries your favorite drinks, deli items, supplies, and apparel. The Beautique is a great place to hang out and study with friends. It is located at 3205 W. 2nd Avenue on the Corsicana campus

Review the [Beautique and Books Website](#) for hours of operation.

NOTE: Because we are not a full-scale Starbucks location, our registers are not programmed to accept Starbucks Rewards or any gift cards.

DINING SERVICES

The college cafeteria is in the Kenneth P. Walker Dining Services Building on the Corsicana campus in Corsicana. Dining services provide students, faculty, and staff with a convenient meal service at a reasonable price.

Review the [Dining Services](#) website for additional information and the Fall/Spring dining hours in the Walker Dining Hall.

NOTE: Students must have a student ID to enter the cafeteria area of the dining hall. Residents of housing or required to have a meal plan (18 meal). Students may change this to a 15-meal plan by emailing Dining Services ([Contact Dining Services](#)) by the Friday of the first week of classes each semester.

A student living off Navarro College premises or a visitor may purchase an 18- or 15-meal plan, lunches only meal plan at the Cashiers Office located inside the Gooch One-Stop Center or pay by the meal at the Dining Hall.

Appropriate dress must be worn for entry: shirt, shoes, and pants covering posteriors. No pajamas are permissible. Each student is responsible for picking up after themselves and displaying proper behavior.

RICK & ROSIE'S DELI

The deli is located at the Corsicana campus in the Kenneth P. Walker Dining Services Building. The deli offers a variety of snacks, light meals and soft drinks.

Review the Navarro College [Dining Services website](#) for Deli hours of operation.

IDENTIFICATION CARDS

All full-time and part-time students are required to obtain and display a Navarro College identification card while on location. Identification cards are coordinated by the Office of Admissions and Records and may be obtained at the following locations: Corsicana location –Office of Admissions and Records, Mexia location – Business Office, Midlothian location – Business Office, Waxahachie location – Business Office.

NOTE: A student should never lend his or her identification card to another student and may not use another student's card for any function. Lost identification cards should be reported immediately to the appropriate location, where they can be replaced at a cost. The first replacement card is free.

STUDENT ELECTRONIC PORTALS

Navarro College provides several services to students that are completely available over the Internet. These services provide students with access to college resources virtually 24 hours a day/7 days a week from anywhere the student has Internet access.

Review the **Navarro College** [Contact Center Website](#) for more information regarding login issues for MYNC, Self-Service, Canvas and Email. You can also review how to reset your password for Single Sign-on or email. As well as technical support for many other programs

CANVAS

A standardized course management system is available to students and faculty through the Navarro College website. Canvas is used to support instruction and provides students with a high level of technological capability. Instructors using Canvas provide traditional courses with online components and enhanced resources to aid student learning. With Canvas, students have the capability to network outside the classroom through online discussion groups and message boards. Students can complete practice quizzes, access supplemental notes and resources, and communicate with the instructor and other course peers via e-mail from one online location.

SELF-SERVICE

In addition, students can perform a variety of college-related transactions using Self-Service. Self-Service is an online system allowing easy access to a number of Navarro College services. Through Self-Service, students are able to review their financial aid status, review an official transcript, add or drop classes, and access a variety of other services related to the College. Self-Service also allows students to pay tuition and fees online.

WEBMAIL

Webmail provides all students with their own e-mail account upon registration and throughout their attendance at Navarro College. Webmail is set up using a consistent naming convention (firstname.lastname@nc.navarrocollege.edu) which makes communication between students, faculty and College personnel less complicated and facilitates the sending of global messages and notices to all users when necessary. Please reach out to the Contact Center for any questions about these portals. Email: contactcenter@navarrocollege.edu Phone: (903) 875-7416

NAVARRO COLLEGE LIBRARIES

Library facilities are located on each of the four Navarro College locations. In addition to the more than 70,000 books and periodicals in the print collections, the libraries offer access to thousands of electronic books and articles through the library website. Library holdings include an extensive collection of music recordings on CD. All four locations provide wireless access so students can use their own laptops for research. All students, faculty and staff have access to the library's interlibrary and interlocation loan services.

The library staff is dedicated to providing welcoming, caring and professional service and maintaining a place that is conducive to reading, study and independent learning.

Review the [Navarro College Libraries website](#) for more information and hours of operation.

ADMISSIONS AND RECORDS OFFICE

Student applications and transcripts are kept on file in the Registrar's Office on the first floor of the Gooch One-Stop Student Center. To obtain an unofficial or an official transcript, please follow the steps provided here - [Requesting Transcripts](#)

STUDENT FINANCIAL AID OFFICE

A variety of programs designed to help students meet the cost of attending college are available in the Financial Aid Office. Located on the first floor of the Gooch One-Stop Student Center, the office also provides services to the students attending classes at the Mexia, Midlothian, and Waxahachie locations. The school code is 003593.

Review the [Financial Aid website](#) for more information.

COUNSELING – Bulldog Mental Wellness Center (BMWC)

Professional counselors are available to all students (in person and virtually) to provide personal counseling. Review the [BMWC website](#) for more information or [click here to request an appointment](#).

BULLDOG LIFE

Navarro College's Bulldog Life student success services includes opportunities to grow personally as you pursue your educational goals at Navarro College. Opportunities include workshops to learn more about your personal gifts and skills, travel opportunities, and our culture of caring through efforts to support you mentally, spiritually, and physically. In addition, we provide resources and personal support to launch you into your dream job, university, and/or career with Bulldog Pride!

Learn even more by reviewing the [Bulldog Life website](#). Find out more about how to enroll in Bulldog Life by sending us an email bulldoglife@navarrocollege.edu or visit the Bulldog Life Office location inside the R.S. Library.

TESTING SERVICES

Navarro College provides avenues for online testing as part of the online coursework, much testing still requires location based proctoring in order to maintain sufficient testing security and academic

integrity. Review the [Testing Center Website](#) for more information, locations, and hours of operation.

Note: All tests at all Navarro College Testing Centers require a photo ID. All testing is by appointment. We recommend you make your appointment 48 hours prior to the date you wish to test so that we may best accommodate you. Students will not be permitted to begin a test within one hour of closing.

TUTORIAL SERVICES

Navarro College offers FREE tutoring services to all NC students who need academic assistance. Student Support Services provides tutors in four locations: Corsicana, Mexia, Midlothian, and Waxahachie.

Review the [Tutoring Services Website](#) for more information, locations, and hours of operation.

TRIO STUDENT SUPPORT SERVICES

TRIO SSS is a grant program funded by the U.S. Department of Education and designed to help eligible students earn an associate's degree and transfer to a four-year school to earn a bachelor's degree. Funded by the U.S. Department of Education, TRIO SSS offers its participants an array of services designed to make their college careers successful.

Review the [TRIO SSS Program Website](#) for more information, [eligibility guidelines](#), [how to apply for support services](#), locations, and hours of operation.

VETERAN'S AFFAIRS

The Veterans Affairs Office offers assistance to veterans and their dependents. This office helps students obtain complete admission and enrollment requirements and obtain various benefits.

Review the [Military and Veteran Website](#) for more information or meet with the NC Veterans Representative located in the Financial Aid Office on the first floor of the Gooch One-Stop Student Center in Corsicana.

Navarro College is authorized by the Department of Veterans Affairs to certify students enrolled in our degree programs for benefits under Chapter 30 (Montgomery G.I. Bill – Active Duty), Chapter 1606 (Montgomery G.I. Bill – Selected Reserve), Chapter 1607 (Reserve Educational Assistance Program), Chapter 31 (Vocational Rehabilitation and Employment Service), Chapter 33 (Post 9/11 G.I. Bill – Active Duty), and Chapter 35 (Dependents' Educational Assistance). Eligibility and chapter is determined by the Department of Veterans Affairs.

For information pertaining to class attendance and the effects of nonattendance on Veterans Affairs benefits, veteran students should review the [Navarro College Academic Policies Website – Attendance Requirement](#).

STUDENT LIFE

Navarro College promotes a variety of activities that supplement the learning experience of the classroom environment. These activities offer students the opportunity to develop leadership skills, experience team building and simply have fun while at Navarro. Check out the information on how to get involved or to find out how to help with these activities, please review the [Navarro College Student Life](#) website. Student Life, the various student organizations, and the Student Government Association host various novelty events and activities throughout the year. The Student Life office can be found on the first floor of the Richard Sanchez Library on the Corsicana location.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Please review the [Student Government Association](#) website. The SGA represents all Navarro College students. The meeting times for each location can be found on the SGA website.

STUDENT ORGANIZATIONS

Student organizations active at Navarro College can be reviewed on the [Activities and Organizations website](#). For more information on how to get involved or to find out how to help with these activities, please contact Student Life Office or visit Bulldog Life in the Richard Sanchez Library.

GIBSON HALL STUDENT CENTER / RECREATIONAL ACTIVITIES

Gibson Hall Student Center is equipped with a gym, laundry facilities, game room, mailroom, wellness fitness area with cardio and weight equipment and more. The Student Center is open to all Navarro College students, faculty and staff.

The Game Room in the Gibson Hall Student Center features billiards, ping-pong, a variety of table games and televisions for student access. Review the [Navarro College website – Centers and Facilities](#) for Gibson Hall Student Center and Brenda Duncan Fitness Center hours of operation.

INTRAMURALS / INTERCOLLEGIATE SPORTS

INTRAMURALS

Navarro College has an active program of intramural sports for both men and women. Seasonal team events are offered throughout the academic year such as basketball, football, softball, soccer, volleyball and many more. For more information, contact the Student Life office can be found on the first floor of the Richard Sanchez Library at the Corsicana Campus.

INTERCOLLEGIATE SPORTS

Navarro College boasts regionally acclaimed and nationally ranked intercollegiate athletic programs. Men's teams excel in football, basketball, and baseball, while women's teams compete fiercely in volleyball, softball, and soccer. Additionally, the college offers coed opportunities in esports, cheerleading, and the Athletic Training program. For further details, please visit the [Navarro College Athletics website](#).

PUBLIC INFORMATION

All off-premises publicity or promotion for college activities should be coordinated through the Navarro College [Marketing Department](#). The Executive Director or designee will assist in writing

and sending news releases to local media.

STUDENT RIGHTS AND RESPONSIBILITIES

Enrollment at Navarro College carries with it certain responsibilities as well as certain privileges and freedoms for the student. It is understood by all concerned that the privileges and responsibilities noted here are to be exercised within the framework of the mission of the college. Any clarification shall be made within the confines of the college's Student Code of Conduct.

Review the Navarro College [Board Policies and Procedures – Section FK.1](#) for the full policy regarding Student Rights and Responsibilities. Please see specific topics and policies linked below.

[Student Conduct](#)

[Code of Student Conduct/Special Programs/Student Misconduct/Drug-Free Campus/Complicity/Off-Premises Conduct](#)

[Disciplinary Procedures/Classroom Decorum/Academic Dishonesty](#)

[Academic Integrity](#)

[Student Complaints and Grievances](#)

[Student Instructor Conflict Resolution](#)

[Grade Challenge](#)

[Program of Study Dismissal](#)

Denial of admission or readmission to Navarro College involves the exercise of judgment by college administrators; therefore, the denial process involves the systematic collection of available facts and information, which might include, but is not limited to, such areas as police, court or records of other public agencies; records or observations of a disciplinary nature from Navarro College and/or other educational institutions; observations and judgments of people of acquaintance; recommendations of counselors, psychologists or other professionals; observations and recommendations of supervisors or authorities; observations or judgments of law enforcement officers or other public authorities; results of commonly accepted test or other instruments; or any other source of available information relevant to making an assessment of the student's probable behavior.

STUDENT CODE OF CONDUCT

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

WHO IS CONSIDERED A STUDENT?

For the purpose of the Code of Student Conduct, a “student” is defined as an individual taking courses at the College, either full- or part-time including individuals who withdraw from the College during the conduct process; those who are not currently enrolled in courses but who have a continuing academic relationship with the College, and those who have applied for admission or readmission to the College.

STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS

Review the [Navarro College Board Policies and Procedures – FKB.1](#) regarding Special Programs

STUDENT CODE OF CONDUCT: EXAMPLES OF STUDENT MISCONDUCT

Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws. Consistent with U.S. Department of Education Title IX regulations, and the Violence Against Women Reauthorization Act of 2013, and the Clery Act/Campus SaVE Act, and Texas sexual misconduct laws, Navarro College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off the Navarro College premises, will be subject to adjudication and potential disciplinary action in accordance with the [College's Due Process](#). Disciplinary action may result in withdrawal, suspension, or expulsion from Navarro College and additional, independent action from the civil authorities, such as the Navarro College Department of Public Safety or other local, state, or federal law enforcement agencies.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off Navarro College premises.
2. Violating any college policy, procedure, protocol, rule, or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties. Disrespect in the form of verbal or physical abuse directed toward a college official is also prohibited.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon on or off college

property or where not otherwise legally allowed or prohibited by college policy.

9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off Navarro College premises. This includes but is not limited to hazing or voluntarily submitting to hazing, or any participation or support thereof.

10. Stealing, destroying, defacing, damaging or misusing college property or property belonging to others and/or participating as an accessory in such activity.

11. Infliction, threat or inciting bodily harm while on or off college property: (1) infliction of bodily harm upon any person; (2) any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.

12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Hemp, CBD, Spice, Genie, Flakka, or excessive quantities of DXM or bath salts either illegally on or off Navarro College premises or at all in any college building or facility, or other public area, or supporting or assisting with or remaining in the known presence of such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill containers, or related packages).

13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings.

14. Gambling in any form including but not limited to onlooking or conspiracy on or off college property.

15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, oil, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.

16. Forging, altering or misusing any college or other documents, forms, records, or identification cards.

17. Violating any rule or regulation that applies to residential facilities owned by Navarro College or breaking a residence hall contract. Specific housing regulations are described in the Residence Life Handbook.

18. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.

19. Failing to respond to an official summons from an administrative officer of the College within the time indicated.

20. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, in writing, or in electronic form.

21. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, sexual orientation, or sexual identity of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
22. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off Navarro College premises. This includes intimate partner dating violence, domestic violence, sexual assault, or stalking.
23. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Navarro College.
24. Obstructing or disrupting any college activity, including teaching, research, social activities and public service functions.
25. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
26. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
27. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio, or through other means in a way that is sufficiently loud enough to disturb other members of the College community.
28. Theft, copyright infringement or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive, or transport obscene, abusive or pornographic messages or images.
29. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
30. The use of toy guns, water balloons and other water toys is prohibited on all Navarro College location.
31. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Integrity procedure.
32. Participating in illegal or unsanctioned solicitation on or off the premises of Navarro College.
33. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Navarro College.

34. Harboring or in possession of unapproved animals on any Navarro College location.

35. Engaging in an off-premises offense.

OFF-PREMISES CONDUCT

When a student is alleged to have violated Navarro College's Student Code of Conduct by an offense committed off the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in Navarro College should clearly understand that the college is expressly concerned with student conduct both on and off the college premises. Navarro College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled in Navarro College who is found in violation of the Student Code of Conduct or state or federal laws, even in an offsite setting, is subject to administrative disciplinary procedures that could result in one or a combination of several [disciplinary sanctions](#).

Based on the reasonable belief that a student has been involved in conduct offsite that is incompatible with the college's function as an educational institution or with the mission of Navarro College, the Director of Student Development, at his/her discretion, may invoke the [disciplinary process](#).

DRUG-FREE INSTITUTION STATEMENT

Navarro College is a drug- and alcohol-free institution. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off the college premises will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off of the college premises will be assessed based on the College's Off-Premises Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time if they were receiving federal student aid when the offense occurred. The suspension of eligibility time table depends on the violation and may resume upon the completion of a Department of Education approved rehabilitation program.

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse.

Review the [Navarro College Bulldog Mental Wellness Center \(BMWC\) website](#) for more information and to [schedule an appointment](#).

Review the [Navarro College Board Policies and Procedures FKB.1](#) for more information regarding the [Code of Student Conduct](#), Student Misconduct, and Drug-Free Campus-location.

Residence Life Students are encouraged to review the [Residence Life Handbook](#) regarding Alcohol and Drugs.

HAZING

Navarro College is committed to the safety and welfare of its students and prohibits any action taken or situation created whether on or off college property to produce mental or physical discomfort, embarrassment, [harassment](#) or ridicule. As such, hazing, as defined in detail below, is strictly prohibited.

DEFINITION

Hazing, according to state law (Chapter 37, subchapter F. (§§ 37.151-157) of the Texas Education Code), is defined as any “intentional, knowing, or reckless act, occurring on or off the premises of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

A person commits an offense if the person:

- Engages in hazing
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
- Recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report to an appropriate authority

HOW TO REPORT HAZING

To report an act of hazing, please contact the Executive Director Student Services, (903) 875-7670, the Director of Student Development, (903) 875-7681, or the Navarro College Department of Public

COLLEGE DISCIPLINARY RULES

The law does not restrict the right of Navarro College to enforce its own rules against hazing, and the College will take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under the state hazing law.

Hazing with or without the consent of the student is prohibited by Navarro College. Both the individual(s) inflicting the hazing and the person submitting to the hazing are subject to disciplinary action. The fact that an individual consented to a hazing activity is not a defense to prosecution of an offense under the hazing law, and neither will it be under the College's **disciplinary process**.

Initiations or activities by organizations may not include any action or situation which is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline.

The disciplinary actions assigned/determined in a particular case will vary dependent on the nature of the conduct involved, the circumstances and conditions that existed at the time and the results that followed such conduct. Possible sanctions may include but are not limited to disciplinary warning, disciplinary probation, removal from residence life, disciplinary suspension or withdrawal, and expulsion from the College.

HARASSMENT / SEXUAL HARASSMENT, INTIMIDATION AND BULLYING

Navarro College will not condone any form of **harassment, intimidation, or bullying** in the college setting and takes appropriate corrective, disciplinary and remedial action in response to such determined incidents.

Harassment consists of unwelcomed conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment!)
- Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Navarro College defines “intimidation and bullying in the college setting” as the following: any gesture or written, verbal or physical act, or any use of electronic communication that:

- a) is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and
- b) a reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- c) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Any student with a concern of this nature should immediately consult the Executive Director of Student Services or the Director of Student Development and follow the [Student Grievance Procedures](#). Accordingly, any faculty or staff member who feels threatened by similar incidents should follow the grievance procedures outlined in the Navarro College Administrative Policies and Procedures Manual and should report such incidents in a timely manner.

SEXUAL HARASSMENT AND MISCONDUCT

Navarro College is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. With this in mind, the College prohibits all forms of Sexual Misconduct--condoning and strictly prohibiting offenses involving domestic violence, dating violence, sexual assault and stalking, harassment, or related behaviors.

The College fosters a community that promotes prompt reporting of all types of Sexual Misconduct

and timely and fair resolution of Sexual Misconduct allegations. The College has appointed a [Title IX Coordinator](#), established grievance procedures (the College's Sexual Misconduct Procedures) for the handling of allegations of Sexual Misconduct, and developed Sexual Misconduct-related education and training programs.

Review the Navarro College [Title IX website](#) as well as the information and training links below.

[Campus Safety](#)

[Navarro College Board Policies and Procedures – Sexual Misconduct Policy](#)

[Let's Talk About It - Student Sexual Misconduct Training](#)

[Title IX Prevention and Mitigation](#)

[Title IX Formal Complaint](#)

COMPLICITY

A Student shall not through act or omission, assist another student, individual, or group committing or attempting to commit a violation of the [Code of Student Conduct policy](#).

Review the [Navarro College Board Policies and Procedures – FKB.1](#) regarding Complicity.

STUDENT DRESS AND APPEARANCE CODE

The primary purpose of Navarro College is to conduct education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on all Navarro College locations. The student is expected to maintain the same standards of dress and personal grooming on all Navarro College locations that would ordinarily be maintained by those engaged in other serious activities. Obvious violations of these standards may be subject to disciplinary action.

ENSURING APPROPRIATE ADJUDICATION FOR CRIMES VIOLATING CIVIL RIGHTS

Navarro College ensures the protection of civil rights through preventative measures, educational programming, and prompt responsiveness to violations thereof. Students who feel that their rights or access to educational programming and activities may have been violated should report concerns promptly. Furthermore, reports concerning suspected harassment or discrimination must be investigated and resolved appropriately. With this in mind, students who are affected by suspected incidents may be notified in order to allow those individuals the right to participate in the investigatory and adjudication processes under the appropriate processes, typically the [Student Code of Conduct](#) or the personnel disciplinary process. While affected students may choose whether to participate in either of the investigatory, adjudication, and/or appeal processes when such incidents are reported, certain processes (e.g., the [Title IX Sexual Harassment Policy](#)) may entail more detailed requirements with this regard. In addition to following these processes, a student may choose to pursue a grievance as referenced and applicable under the [Student Discrimination Grievance Procedure](#).

DISCIPLINARY PROCEDURES FOR STUDENT MISCONDUCT

All students are encouraged to review the [Students Rights and Responsibilities section FK](#) of the

Navarro College Board Policies and Procedures.

Click the link here – [Navarro College Board Policies and Procedures – FKB.2 Disciplinary Procedures and Sanctions](#) for information regarding Disciplinary Procedures, Sanctions Against Misconduct, Disciplinary Appeal Procedures, Due Process and Timeframe, Disciplinary Appeal Procedures, and Failure to Comply with Disciplinary Sanctions.

Remember, every decision carries a consequence.

Texas House Bill 449 (2019) adds Section 51.9364 to Chapter 51 of the Texas Education Code, requiring public and private institutions of higher education to include a “notation” on a student’s transcript when “the student is ineligible to reenroll in the institution for a reason other than an academic or financial reason.” This may encompass any conduct concern.

*Additionally, state law mandates that the student’s transcript a) may be withheld pending investigation and b) include a notation regarding ineligibility to return due to disciplinary processes (e.g., withdrawal, suspension, expulsion) – TX HB 449 and 1735 (2019).

RESIDENCE LIFE

[Navarro College Residence Life Department](#) is committed to providing an environment that is safe, secure and conducive to learning.

All Residence Life students are encouraged to review the [Residence Life Student Handbook](#) and the [Navarro College Board Policies and Procedures – Section FG](#).

[Residence Life Frequently Asked Questions](#)

[Satisfactory Attendance and Academic Progress Requirements for Residence Life](#)

CRIMINAL HISTORY CHECK

Navarro College prospective residence life student must complete the Navarro College Release of Background Information (RBI) form as part of the residence life application process.

Review the [Residence Life Criminal History Check Procedures and Standards](#).

AUTHORIZED DISCIPLINARY ACTIONS

RESIDENCE HALL LEVEL

Any residence hall specialist may take certain actions in response to violations of the [Student Code of Conduct](#) or the [Residence Life Handbook](#). They also respond to specific complaints by members of the residential community.

NAVARRO COLLEGE LOCATIONS LEVEL

The following actions are available to college administrative personnel to deal with repeated or serious violations of the Student Code of Conduct or college policies. Actions may be taken at the level deemed appropriate depending on the seriousness of the violation and the past record of the student. Please take notice that an incident of misconduct may involve more than one violation and may result in action being taken at various levels of the college administration, from the advisors of residential operations to the Behavior Intervention Team. Action at one level regarding a particular violation does not preclude action being taken at another level regarding other violations arising from the same incident.

1. Written Warning is official notice to the student that their past behavior is not in accordance with college expectations; is educational in nature, but also forms a basis for more severe action in case of further violations.
2. Restitution may be assessed in cases where damage to property has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. Restrictions and Suspension of Activities are actions which restrict or prohibit a student's use of college facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
 - a. No participation in student organizations.
 - b. No use of college facility, such as the student center.
 - c. No participation in college activities, such as dances, parties, intramurals, etc.
 - d. Removal from a residence hall.
 - e. Suspension of specific privileges such as residence hall visitation. Other actions may be taken, as appropriate to the violations.
 - f. Terminations or refusal of college employment.
4. Revocation of Scholarship will occur when students receiving performance scholarships are restricted from continuing to receive that assistance. Athletic scholarships also may be revoked pursuant the terms of Athletic Code of Conduct. This will occur when deemed appropriate in view of the specific violation, which has occurred.
5. Behavioral Contract of Referral would require the student enter into a binding contract to structure their activities and behavior in order to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off Navarro College premises, also may be required for the student to remain enrolled and/or on Navarro College premises. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.
6. Disciplinary Probation usually involves any or all the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior or doubt of their ability to act in a responsible manner and to successfully adjust to a college environment are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.
7. Suspension is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on the Navarro College premises at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.

8. Immediate Suspension is used when a student's presence poses continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college with loss of all college privileges. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

All students involved in disciplinary actions will be reviewed periodically during their effective period to determine whether they are willing to make an effort to engage in responsible behavior.

ACADEMIC DECORUM

Civility guidelines, information regarding identification, and dress can be found at the following link to the [Navarro College Board Policies and Procedures section FF.1 regarding Student Welfare and Navarro College Safety](#).

- Dress: All are expected to dress appropriately according to the [Student Dress and Appearance Code](#).
- [Classroom Decorum](#)
- [Smoke and Tobacco-Free Navarro College locations](#)
- The [Residence Life Handbook](#) provides the standards set for students living in residence halls to ensure their success. Residence Life Students are encouraged to review the handbook as well as the [Navarro College Attendance Policy](#) and the [Attendance Requirement](#) in the Navarro College Catalog
- Noise: Out of respect for all, if others can hear your use of audio communication (e.g., music, voice, audio), it is too loud.

BEING A SUCCESSFUL STUDENT

As a student, you have the responsibility for your education. Your success as a student and in your profession is enhanced by an understanding of a number of characteristics that contribute to success. These characteristics include academic as well as personal attributes.

Attendance and Punctuality

- Preparation
 - Successful students are prepared for class. Come to class ready to learn. When you prepare before coming to class, you have a greater chance of understanding what the instructor is presenting. You also will be better prepared to ask questions about any material that you may not have understood. Know beforehand what is going on in class each day and be prepared. Read your syllabus.
- Participation
 - Getting involved in classroom activities will make a difference in your learning. Class discussion will broaden your knowledge about the subject and will increase your understanding. Be prepared to answer questions and communicate your knowledge and ideas.
- Quality of Work
 - Take pride in your work. Doing the best and following assignments to the best of your

ability to contribute to your success. Quality work does not demand perfection, however; your work should reflect the highest standards of accuracy, neatness and clarity. Neatness and care in the production of your assignments shows pride in yourself and in your work.

Academic Conduct/Academic Integrity

- Students are encouraged to review the Navarro College Academic Policy regarding Academic Integrity.

POSITIVE ACADEMIC ATMOSPHERE

Respect for others is important to succeed in college life and life in general. You are responsible for knowing the college's rules concerning student conduct. Show consideration for others at all times. Your college years should be among the happiest and most rewarding times of your life. A balanced academic and social life will help assure you of this and can result in a high level of success. Take your studies seriously, find out what is expected of you and become involved in all aspects of college life. Get to know your fellow students and the college staff.

CLASSROOM BEHAVIOR

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event or to reside in an environment that is clean, quiet and conducive to study is prohibited. The college reserves the right to ask for the withdrawal of any student who violates policy or refuses to adhere to the standards established by the institution.

The college classroom is a learning environment. Classroom conduct that interferes with the learning process is not expected and will not be tolerated: instructors have the right to have students removed from class if the behavior is deemed disruptive to the learning process.

Review the [Navarro College Policies and Information – Classroom Decorum](#).

PROGRAM OF STUDY DISMISSAL PROCEDURE

Students may be dismissed from a program of study at Navarro College for various reasons, including but not limited to grades, violations specified in the program of study handbook, and/or conduct. Certain programs of study such as Allied Health (Nursing, OTA, PTA, and MLT) and Protective Services (Fire, EMT, Paramedic, and Police) may require additional standards of conduct and may involve additional programmatic decisions that must be made through the program of study director/coordinator and his/her dean consistent with the [Student/Instructor Conflict Resolution Procedures](#).

Review the [Navarro College Policies and Information - Program of Study Dismissal Procedure](#).

ACADEMIC INTEGRITY

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to instructional consequences as defined in the course syllabus or departmental handbook and may include any of the following: a grade of zero, course failure, or removal from the

program.

Review the [Navarro College Policies and Information – Academic Integrity](#)

HEALTH AND SAFETY

VACCINATION AGAINST BACTERIAL MENINGITIS AND OTHER IMMUNIZATIONS

Review the [Navarro College Policies and Information – Immunization Alert](#)

HIV STATEMENT

Review the [Navarro College Board Policies and Procedures – AIDS/HIV](#)

MENTAL HEALTH

Review the [Navarro College Board Policies and Procedures – Section FF.2](#)

Harm to Others

Navarro College may remove an individual from participation or not permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

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

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

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

SAFETY AND SECURITY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Navarro College Department of Public Safety collects and publishes specific information on Navarro College crime statistics, security policies, and services. This information is summarized in this document. The Navarro College Department of Public Safety is service-oriented, trained in professional standards and dedicated to the safety and comfort of our students, employees and visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely.

Review the [Navarro College Department of Campus Safety website](#) and the [Navarro College Policies and Procedures – Section FF.1](#)

EMERGENCY NUMBERS

Students, Faculty and Staff may contact the Navarro College Department of Public Safety by Call or Text at (903) 654-3999 or Office phone (903) 875-7500 or 911 to report an emergency

Students & Staff of the Waxahachie location may directly call (972) 923-6436.

Students & Staff of the Midlothian location may directly call (972) 775- 7265./or 911 to report an emergency.

PROCEDURES FOR REPORTING CRIMES FOR EMERGENCIES

All criminal offenses that occur on Navarro College property should be reported to the Navarro College Department of Public Safety immediately. Navarro College's Department of Public Safety is operational 24 hours a day, year-round on the Corsicana campus.

Review the [Navarro College Anonymous Crime/Safety/Environmental Reporting website](#) to report a crime.

NAVARRO COLLEGE CARRY CONCEALED HANDGUN LAW

Review the full [Campus Carry Policy on the Navarro College website – Campus Safety](#)

Students who live in the Navarro College Residence Life dorms (Navarro College – Corsicana) are encouraged to review the [Residence Life Handbook](#) regarding Weapons, Firearms, and Ammunition.

REFERENCES AND CROSS-REFERENCES

Tex. Gov't Code, Chapter 411 Tex.
Penal Code, Chapter 30 Tex. Penal Code,
Chapter 46 Tex. Educ. Code, Section 51.231
Tex. Code. Crim. Proc., Article 2.12

PARKING ON NAVARRO COLLEGE PREMISES

Parking on the Navarro College premises is provided to help promote access and convenience. As a privilege extended to the user, every attempt must be made to avoid the abuse of this privilege.

Review the [Navarro College Board Policies and Procedures – Section FF.1 Student Welfare/Campus Safety](#).

Review the Navarro College Traffic Safety Rules and Regulations found within the [Campus Safety Services website](#). The [Traffic Safety Rules and Regulation](#) have been developed to help manage parking on Navarro College property and to help ensure vehicles on Navarro College premises are parked in legitimate parking spaces.

NON-PEDESTRIAN TRANSPORTATION Navarro College safety rules can also be reviewed at the site listed above including the following: Bicycle Regulations, Pedestrian Regulations, Parking Zone Markings.

Navarro College allows the use of skateboards, roller blades, skates, bicycles and similar devices for transportation on all locations within the following parameters:

- The use of skateboards, roller blades, bicycles, self-balancing scooters, Segways, or any other non-pedestrian transport conveyances will not be permitted within any building. Roller blades or attached devices must be removed prior to entering any building.
- Users of these devices are expected to maintain control of their actions at all times and not operate these devices at high speeds or in ways that endanger the safety of themselves or others.
- Users of these devices must yield the right-of-way to pedestrians; motor vehicles; and wheelchairs or other devices designed for the transport of persons with disabilities.

WATCHDOG ALERT SYSTEM

The [WatchDog Alert System](#) is a communications service used to quickly reach the college community with urgent voice, text and email messages. Resident Life students also may be alerted by an Outdoor Warning System that is located near the residence halls.

The WatchDog Alert System is a free service to students, faculty and staff. However, some participants receiving the text message alerts could be charged by their wireless provider. Update your current contact information (e.g., phone numbers, email addresses) on [Self Service](#).

[Review the Navarro College Department of Public Safety website - Alerts and Notices](#)

LOST AND FOUND

Each location has a “Lost and Found” site for items that may have been misplaced.

On the Corsicana campus, students may check the Office of the Navarro College Department of Public Safety (the police department). Students who have lost items in the Gibson Hall Student/Fitness Center may check with the Gibson Hall/Fitness Center office initially as these items may not be turned over to the police department until 48 hours have lapsed.

At Mexia location, misplaced items may be found at the business office in the main building or the administration building. On the Waxahachie and Midlothian locations, misplaced items will be turned over to the Navarro College Department of Public Safety at the respective locations.