



STUDENT HANDBOOK

2010-2011

WELCOME TO CLARENDON COLLEGE!

We are excited that you have chosen to allow us to help you achieve your educational goals. Whether you are a commuter, or reside in one of our residence halls, we believe you will enjoy your experience as part of the Clarendon College student body. We, the faculty, staff, and administration, are committed to the principles of access and opportunity, and we are available to help in any way possible.

Clarendon College is much more than a collection of buildings and programs. It is you, the student, who make this institution a place of learning and growing, both academically and personally. Student life at Clarendon College will give you opportunities to connect with your fellow students and engage in the social learning process that is vital to the college experience. In addition, to athletic events, student life at Clarendon College involves student activities, weekend activities, and informal events that combine to make this an exciting place to be!

In this document you will find guidance on making the most of your experience here at Clarendon College. The necessary rules and regulations are included, as well as study tips and a calendar of Campus activities. Refer to this document when you have questions about residence hall regulations, student organizations, your rights as a person and a student, and important events. We would also encourage you to retain and refer to the Clarendon College 2009-2011 Catalog for important information about the programs and services available at Clarendon College.

We are available to help you through your college experience, so please do not hesitate to call on us if there is something you need to facilitate your success at Clarendon College.

We are glad you are part of our student body!

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2010-2011 Academic Calendar

Fall 2010

New Faculty Orientation	Wednesday, August 18
Faculty Report	Thursday, August 19
Residence Halls Open 2 P.M (Check-in 2pm – 6pm.)	Sunday, August 22
Cafeteria Opens	Monday, August 23
Registration at Clarendon	Monday & Tuesday, August 23-24
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, August 23
Evening Registration at Childress Center (6 P.M. - 8 P.M.)	Tuesday, August 24
Classes Begin	Wednesday, August 25
Late Registration Begins.....	Wednesday, August 25
Labor Day (College Holiday).....	Monday, September 6
Last Day to Register and/or Add/Drop	Tuesday, September 7
Last Day for Financial Settlement	Tuesday, September 7
12th Class Day	Friday, September 10
Last Day to Drop a Class with a "W"	Friday, November 12
Pre-Registration for Spring 2011 Semester	Monday, November 15
Vocational Nurses Pinning	Sunday, November 21
College Closes for Thanksgiving Holidays (10:00 P.M.).....	Tuesday, November 23
Thanksgiving Holidays.....	Wednesday - Friday, November 24-26
Cafeteria Re-opens after Thanksgiving Holidays	Monday, November 29
Final Exams for Thursday Night and Friday Night Classes	December 2-3
Vocational Nursing Graduation Ceremony	7:00 P.M. Friday, December 3
Final Exams for All Other Classes	Saturday - Thursday, December 4-9
Cafeteria Closes for the Semester after Noon Meal.....	Thursday, December 9
Residence Halls Close at Noon	Friday, December 10
Final Grade Rolls due in Registrar's Office at 10:00 A.M.	Friday, December 10
College Closes for Christmas Break	Friday, December 17

Christmas/Winter Session 2010 (Six Week Session)

Christmas/Winter Registration	Monday, December 6
Classes Begin	Tuesday, December 7
Late Registration Begins.....	Tuesday, December 7
Last Day to Add/Drop or Register	Wednesday, December 8
Census Date	Friday, December 10
Last Day to Drop with a "W".....	Friday, December 31
Christmas Holidays (College Holiday).....	Friday –Saturday, December 24-25
Final Exams	Thursday, January 13, 2011

Spring 2011

Administrative Offices Open	Monday, January 3
Evening Registration at Childress (6 p.m. – 8 p.m.)	Wednesday, January 12
Faculty Report	Thursday, January 13
Registration at Pampa Center & Childress Center (9 a.m. – 4 p.m.)	Friday, January 14
Residence Halls Open at 2p.m. (Check-in 2 p.m. – 6 p.m.).....	Sunday, January 16
Cafeteria Opens	Monday, January 17
Registration at Clarendon	Monday, January 17
Evening Registration at Clarendon and Pampa Center (6 p.m. – 8 p.m.)	Monday, January 17
Classes Begin	Tuesday, January 18
Late Registration Begins.....	Tuesday, January 18
Last Day to Register and/or Add/Drop	Thursday, January 27
Last Day for Financial Settlement	Thursday, January 27
12 th Class Day – Census Date	Wednesday, February 2
Vocational Nurses Pinning.....	Sunday, March 6
Cafeteria Closes after Noon Meal	Friday, March 11
Spring Break	Monday – Friday, March 14 – 18
Classes Resume and Cafeteria Re-opens	Monday, March 21
Last Day to Drop with a “W”	Friday, April 15
Pre-Registration Begins Summer 2011 and Fall 2011 Sessions	Tuesday, April 19
Cafeteria Closes after Noon Meal	Thursday, April 21
College Closes at 4 p.m.....	Thursday, April 21
Easter Holidays	Friday – Monday, April 22-25
Classes Resume and Cafeteria Re-opens	Tuesday, April 26
Commencement	Friday, May 6
Final Exams for Thursday Night a& Friday Night Classes	May 5 -6
Final Exams	Saturday – Thursday May 7 – 12
Residence Halls Close at Noon	Friday, May 13
End of Spring Semester	Friday, May 13

Summer I 2011
(Six-Week Session)

Summer I Registration	Thursday, May 26
Memorial Day (College Holiday)	Monday, May 30
Classes Begin	Tuesday, May 31
Late Registration Begins.....	Tuesday, May 31
Last Day to Register and/or Add/Drop	Thursday, June 2
Census Date	Monday, June 6
Last Day to Drop with a “W”	Wednesday, June 29
Independence Day (College Holiday)	Monday, July 4
Final Exams	Thursday, July 7

Summer II 2011
(Six-Week Session)

Summer II Registration.....	Thursday, July 7
Classes Begin	Tuesday, July 7
Late Registration Begins.....	Tuesday, July 12
Last Day to Register and/or Add/Drop	Wednesday, July 13
Census Date	Thursday, July 14
Last Day to Drop with a “W”	Wednesday, August 10
Final Exams	Thursday, August 18

**Summer VN 2011
(14 Week Vocational Nursing Session)**

Summer VN Registration.....	Thursday, May 19
Classes Begin	Tuesday, May 23
Late Registration Begins.....	Tuesday, May 23
Memorial Day (College Holiday)	Monday, May 30
Last Day to Register and/or Add/Drop	Thursday, June 6
Census Date	Monday, June 7
Independence Day (College Holiday)	Monday, July 4
Last Day to Drop with a "W"	Wednesday, August 17
Final Exams	Wednesday & Thursday, August 24 - 25



GENERAL INFORMATION

PHILOSOPHY

The faculty, Board of Regents, and administrators at Clarendon College are committed to the concept that our College be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Clarendon College without regard to age, gender, color, national or ethnic origin, race, religion, creed, and/or disability.

In keeping with this philosophy, Clarendon College recognizes and accepts the responsibility for providing curricula for university-bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

MISSION STATEMENT

Clarendon College is a comprehensive community college committed to teaching and learning and to providing equal access to opportunities that assist in the holistic development of its constituents and community. In pursuit of that mission, the College provides academic transfer programs, workforce education programs, student services, developmental education courses, continuing education/community service courses, and diverse cultural enrichment opportunities.

STATEMENT OF PURPOSE

The purposes of Clarendon College are defined in the Texas Education Code, Section 130.003, and shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy programs and other basic skills programs; and,
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the Clarendon College Board of Regents, in the best interest of postsecondary education in Texas.

Clarendon College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation offering career, technical/workforce, and academic courses for certificates or associate degree. Continuing education, remedial and compensatory education consistent with the open admissions policies, and a program of counseling and guidance shall also be provided. The College has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

STUDENT'S RESPONSIBILITY TO KNOW

It is the student's responsibility to be familiar with the provisions of the College's literature, especially documents such as the Clarendon College Catalog, the Clarendon College Student Handbook, the residence hall contract and residence hall guidelines (particularly if one is living in one of the residence halls). The College reserves the right to change any provision or requirement at any time within the student's term of enrollment. The College further reserves the right to ask the student to withdraw for cause at any time.

BOOKSTORE

Clarendon College operates bookstores for the convenience of its students on the Clarendon Campus, the Pampa Center and the Childress Center. The Clarendon Campus Bookstore is located in the Bairfield Activity Center and is open during regularly scheduled hours of operation. The Pampa Center and Childress Center Bookstores are located in the main office and are open during registration periods and at the end of the semester. At the end of each semester, the College Bookstore will buy back or repurchase a limited number of textbooks remaining in adoption at prices based on the period of use and the condition of the book.

ELEVATOR ACCESS

Students needing access to the elevator in the Administration/Academic Center should make arrangements for access through the Student Services Office. Official documentation may be required of one requesting to use the elevator.

LIBRARY

The Vera Dickey Dial Library, conveniently located in the center of campus, provides an attractive atmosphere for study, research, recreational reading, and listening and viewing educational materials. The collection currently contains over 20,700 books in print in the stacks, 31,000 e-books, 60 magazines, and electronic access to 22,000 full-text scholarly journals and magazines. The Library also contains more than 45 computer workstations that are available to students. The Library is a member of the Harrington Library Consortium (HLC), a group of more than 55 college, university, public, and school libraries in the Texas Panhandle sharing resources through a common computerized system with holdings estimated at 29 million items. Clarendon College students may acquire materials directly at any HLC library or through interlibrary loan.

SCHOOL CLOSINGS/DELAYS

In the event of inclement weather or other reasons requiring the closing of the Campus or the delay of the start of classes, a notice will be placed on the College's weather hotline, 806-874-4850 and on the college website (clarendoncollege.edu). Information regarding closings

and delays is also available on the following radio and/or television stations: KLSR – Memphis 105.3 FM, KSRW – Childress 96.1 FM, KEFH – Clarendon 99.3 FM, KGRO – Pampa 100.3 FM, KOMX – Pampa 1230 AM, KFDA – CBS Channel 10

STUDENT ID CARD “BULLDOG SCRATCH”

Students will be issued an identification card upon enrollment at Clarendon College. The student ID card in addition to being used for admittance into the cafeteria, library, student activity events, athletic events and when voting in student elections is a MasterCard Debit Card. Students should carry their ID cards at all times. Replacement of a lost or damaged ID card requires payment of a \$25 replacement fee.

Features of the Bulldog Scratch card include:

- The card will work at any merchant or ATM worldwide
- College Disbursements
- No Fee ATMs
- Add Cash to your College ID Card
- Student discounts at participating merchants
- Employer Direct Deposit
- International Money Transfers
- Bill Pay Option
- Pay by a Money Order Product

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Texas Open Records Act and the Buckley Amendment (Public Law 93-579), Clarendon College will consider the following information to be “public or directory information” unless the individual student advises the Registrar in writing that his/her name should not be included or released as public information: Student name, date and place of birth, home address, home telephone, e-mail address, marital status, classification, dates of attendance, major and minor, current class schedule, degrees and awards received, number of hours enrolled for current semester, photographs, previous education agencies/institutions attended, participation in officially recognized activities and sports, weights and heights of members of athletic teams, and the most recent previous educational agency or institution attended by the student. Students desiring to review their records may do so through a request to the Registrar.

CHALLENGE TO ACCURACY OF RECORD KEEPING

Any student who challenges the accuracy of his/her record should follow this procedure:

1. Informal Review. The student and Dean of Students (for Clarendon and Childress students) or Vice-President of the Pampa Center (for Pampa students) meets to review any perceived discrepancies.
2. Formal Review. If the informal review does not resolve the question of accuracy, the student may request a formal review. The Dean of Instruction will chair and appoint a committee of two full-time faculty members to hear challenges concerning academic records. The student has the right to request a third faculty member to serve on the committee.

RELIGIOUS HOLY DAYS AND STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Clarendon College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day. Notification forms for this purpose are available in the Dean of Students' office along with instructions and procedures.

In order for the absence to be considered as "excusable," the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature, which states a "Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code."

AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY

Clarendon College is an equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, color, creed, sex, age, or national origin consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Act as amended in 1972, and with Executive Order 11246 as amended by Executive Order 11375.

Clarendon College does not make any pre-admissions inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely effect any admission decision. If you require special services because of your disability, you may notify the Office of Student Services. This voluntary self-identification allows Clarendon College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to the College. Any student inquiries or complaints concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 should be referred to the Office of Student Services or to the Dean of Students.

ACADEMIC INFORMATION

DEGREES AND CERTIFICATES

Clarendon College grants the:

- 1) Associate in Arts Degree, Associate in Science Degree
- 2) Associate in Applied Science Degree
- 3) Certificate of Technology, Certificate of Completion

The Associate in Arts and the Associate in Science Degrees are awarded for successful completion of a two-year program designed for students planning to transfer to a senior college or university.

The Associate in Applied Science Degree is awarded for successful completion of a two-year prescribed occupational curriculum.

The Certificate of Technology is awarded to those who complete the technical competencies of a one to two-year TSI required occupational curriculum.

The Certificate of Completion is awarded for successful completion of a specialized curriculum in a TSI waived occupational program of less than two years in length.

Additional information concerning program and degree requirements, including graduation requirements, is available in the Clarendon College Catalog.

ACADEMIC ADVISEMENT

The advisement process usually begins with freshman orientation where students are assigned an academic advisor. When students declare a major, they are assigned to a faculty advisor teaching in that field. Students who have not declared majors may meet with a faculty advisor who will assist them until a major is declared.

The advisor works closely with the student in helping plan a program of study and assists the student in preparing a degree plan for each semester.

The purpose of academic advisement is: to determine and clarify career and educational choices; to relate the selection of courses to career and educational choices; to facilitate transfer to a senior college or university; to facilitate graduation from Clarendon College.

DEGREE PLANS

Each student, with the assistance of his/her faculty advisor or the Enrollment Services Counselor, should develop a degree plan early in the freshman year. If the student plans to pursue a bachelor's degree, the degree plan should reflect the degree requirements of the baccalaureate-granting institution to which the student intends to transfer, in addition to the Clarendon College graduation requirements.

If the student plans to pursue a certificate or degree in a technical program at Clarendon College, the degree plan needs to reflect only the graduation requirements for Clarendon College.

CREDIT BY EXAMINATION

A student may earn credit by examination. The College will grant credit for the College-Level Examination Program (CLEP). For additional information, refer to the College Catalog.

CLASSIFICATION INFORMATION

Clarendon College students may be classified in the following ways:

- Freshman Having 0-29 hours of earned college credit
- Sophomore Having 30 or more hours of earned college credit
- Full-time Enrollment in 12 or more hours in a given semester
- Part-time Enrollment in less than 12 hours in a given semester

SCHEDULE CHANGES (DROP/ADD)

Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Student Services Office. However, each student should consult with his/her academic advisor or the Enrollment Services Counselor before officially withdrawing from a course. A student who stops attending a class without officially dropping it will receive a grade of "F" for that class.

LIMITED STUDENT WITHDRAWAL

TEC 51.907 Limits student withdraw from college coursework; Clarendon College will record and tally student non-completion (withdraw) of courses. Students are allowed six drops (withdraw) throughout their tenure of earning a bachelor's degree. Upon reaching the six course withdraw limit a student will be required to complete the course and receive the earned grade. Each academic course or course combination (lecture / lab course combinations) will count one unit towards the six withdraw limit unless extenuating circumstances exist.

DROPPED COURSE GRADES

A student who drops a course after the first 12 class days of instruction will receive a grade of "W." The last day to drop a course for each semester is published in the Catalog.

REPEATING COURSES

When a course is repeated, the last performance grade earned will be the grade that will factor into the student's cumulative grade point average.

TRANSFER CREDITS TO CLARENDON COLLEGE

New students who wish to have coursework completed at other colleges evaluated for transfer should contact the Registrar's Office at the time of enrollment. The College will notify each transfer student of accepted credits prior to the end of the first academic term in which they are enrolled.

INCOMPLETE GRADE

The conditional grade "I" (Incomplete) may be assigned to a student only when he/she has a justifiable reason (such as, illness or a death in the family) for not being able to complete a course within the given semester. The student should pre-arrange this grade with the instructor, and the student must not assume that such a grade will automatically be awarded. To remove an "I", the student must complete all coursework by a deadline to be determined by the instructor and approved by the Dean of Instruction. That date must not exceed the end of the next long (fall or spring) semester. Failure to complete the work by the deadline will result in the student receiving a failing grade (a grade of "F").

WITHDRAWAL FROM SCHOOL

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up. Students who withdraw after the census date as designated in the College calendar will be assigned a grade of "W". The last day that students may withdraw from any given semester is noted in the College Catalog.

HOLDS ON STUDENT RECORDS

A "hold" is placed on a student's grades and/or transcript when he/she fails to resolve financial obligations to the College. Financial obligations include payment of tuition, fees, library fines, or other fees levied by the College.

ACADEMIC PROBATION AND SUSPENSION

Students are expected to maintain a minimum grade point average of 2.0 in every semester. Any time a student's cumulative grade point average (GPA) falls below 2.0 that student is placed on academic and attendance probation for the next long semester. Students on Academic Probation are also on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond

their control. If the student fails to achieve a cumulative GPA of 2.0 or better in the semester in which he/she is on probation, the student will be placed on academic suspension. A student may appeal this action through the Admissions Committee if there are extenuating circumstances which might alter this suspension status. When on academic suspension the student may not enroll until after the end of the next long semester. After serving a one-semester suspension students, with the approval of the Admissions Committee, may be eligible to re-enter on continued academic probation. The College will notify students in writing of their status when they are placed on academic probation or suspension.

After a student has been on academic suspension, he/she must reapply for admission to Clarendon College through the Office of Admissions. A student may appeal the academic suspension decision to the Admissions committee.

CLASS ATTENDANCE

Clarendon College believes strongly that the greatest single predictor of student success is class attendance. Students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with all instructors when an absence occurs.

Instructors are responsible for keeping an accurate record of class attendance and for informing students of attendance requirements. Students who have attendance problems, for whatever reason, are strongly encouraged to consult with each of their instructors as well as the counselor.

NOTE: An excused absence will not factor against a student's attendance record in any class. An example of an officially excused absence is pre-approved participation in a College-sponsored activity. *However, even when an absence is excused, the student is still responsible for any material covered in class during the time missed.*

AWARDS AND RECOGNITIONS

Outstanding students are recognized by the faculty, administration, and student body each year. Recognition is given for accomplishments in the areas of academics, school spirit, all-around participation, and involvement at Clarendon College

PRESIDENT'S HONOR ROLL

Students who earn a 4.0 grade point average while enrolled in at least 12 semester hours are listed on the President's Honor Roll at the end of each semester.

DEAN'S HONOR ROLL

Students who earn a 3.6 or higher grade point average while enrolled in at least 12 semester hours are listed on the Dean's Honor Roll at the end of each semester.

GRADUATION WITH HONORS

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Clarendon College, and who meet appropriate GPA criteria may graduate with the following honors:

Cum laude 3.5 to 3.74

Magna cum laude 3.75 to 3.89

Summa cum laude 3.9 to 4.0

TOP HONOR GRADUATE

In April of each year, the Clarendon College full-time faculty will select the Top Honor Graduate. This graduate has the honor of presenting the student address at the Spring Commencement ceremony. This honor is based on two criteria: (a) the student's grade point average (GPA); and, (b) to what extent the student meets the following standards:

1. The student must have earned a minimum of 24 semester hours at Clarendon College.
2. The student must have completed or have currently in progress all courses required for an associate degree.
3. The student must have all courses attempted (including all transfer hours) included for valuation in his/her grade point average.
4. The student must be in compliance with all student conduct rules and regulations as outlined in the Student Handbook and the College Catalog.
5. Grades from the final semester will not be included in the evaluation for this honor.

PHI THETA KAPPA

Phi Theta Kappa is an international community college honorary scholastic society. It is an honor to be selected into the membership of Phi Theta Kappa. A faculty committee recommends students for membership on the basis of character, citizenship, and scholarship. The local PTK chapter was chartered in 1958.

WHO'S WHO IN AMERICAN JUNIOR COLLEGES

Each fall semester, a limited number of sophomores who have a GPA of 3.0 or better are presented to the faculty for selection to the prestigious Who's Who in American Junior Colleges. Students are selected for their outstanding leadership as well as their scholastic abilities.

OUTSTANDING STUDENT

Each year a student is selected by the faculty for the Outstanding Student Award. This selection is based on his/her exemplary leadership and academic abilities. The award is presented at the graduation ceremony. The recipient's name is engraved on a plaque donated by the Clarendon Jaycees.

KNORPP AWARD

Selected by the faculty, a student is selected for this award on the basis of overall academic excellence, grades earned, scholastic papers and/or projects completed, and other indicators of scholastic achievement. The Walter B. Knorpp Outstanding Academic Achievement Award recipient will be presented an award plaque and his/her name will be engraved on a trophy as tribute to his/her academic performance at Clarendon College.



STUDENT SERVICES

The Division of Student Services at Clarendon College exists to facilitate students' academic achievement. The Student Services staff works to facilitate student achievement by providing prospective and current students with accurate and up-to-date information regarding admission requirements, scholarships and other financial assistance available, programs available at Clarendon College, baccalaureate transfer opportunities and processes, campus housing, and student activities. Students may initiate contact with any of the Student Services team members in the administrative offices or in the Bairfield Activity Center for help with any aspect of their experience at Clarendon College.

FINANCIAL AID

The purpose of financial aid at Clarendon College is to assist students in meeting the cost of attending Clarendon College and to help provide financial assistance to any student who might be denied a college education because of insufficient funds. Although the primary responsibility for financing an education rests with the student and his or her family, Clarendon College understands that many students will require financial assistance. CC is committed to helping students achieve their educational goals, and to facilitate that achievement, our advisors and the Financial Aid office can help you through the process of applying for federal, state, and local financial aid.

The priority deadline for applications to receive aid for the fall semester is April 1 for Clarendon College and Foundation scholarships, and August 1 for federal aid. The priority deadline for aid in the spring semesters is November 1, and April 1 is the deadline for summer financial assistance.

FEDERAL FINANCIAL AID

Clarendon College participates in the Title IV program for federal student aid. If eligible, students may receive Pell and Supplemental Educational Opportunity (SEOG) grants, they may participate in the Federal Work-Study program, and they may have access to Federal Stafford loans. To be considered for federal aid, each student must:

1. Use the Clarendon College FICE number (003554) on all forms!
2. Obtain a pin number from the Department of Education at www.pin.ed.gov.
3. Complete the FAFSA (Free Application for Federal Student Aid); this form may be completed online at www.fafsa.ed.gov, or students may acquire the paper application in the Office of Financial Aid. Please note that utilizing the online application will facilitate a more rapid response from the Department of Education.
4. Complete all additional materials sent to you by the Clarendon College Financial Aid Office.
5. Sign and return the award letter sent to you by the Office of Financial Aid.

Transfer students must also submit all transcripts from institutions previously attended before any student aid can be awarded.

Consult the Clarendon College Catalog for additional information on scholarships, grants, loans, and financial aid that may be available to you.

SCHOLARSHIP OPPORTUNITIES

Clarendon College offers an extensive range of scholarship opportunities for prospective and current students. Selection of scholarship recipients is based on a combination of factors which include personal need, academic achievement, and major.

Scholarship applications may be obtained by contacting the Financial Aid Office on the Clarendon Campus, the Dean of the Pampa Center, or the Director of the Childress Center. The priority deadline for scholarship applications is March 1 for each fall semester and November 1 for each spring. Please refer to the Catalog for listings of scholarship and grant opportunities and directions for making applications.

TEXAS TUITION REBATE PROGRAM

The State of Texas has provided a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. While Clarendon College does not provide these tuition rebates, this information is provided to encourage all students to participate in this program. All Texas residents who have taken their first college course in the Fall of 1997 or later, have taken all coursework at Texas public institutions of higher learning, and have been entitled to pay in-state tuition for the duration of their educational pursuits, are entitled to apply for this rebate program.

Students who have completed no more than 3 semester credit hours in excess of their degree plan to complete a bachelor's degree at a Texas public university are eligible to apply for this unique rebate. Interested parties may contact the Registrar at Clarendon College, www.collegefortexans.com, or read more about this program listed in the Texas Education Coordinating Board Rules, Chapter 13, Subchapter E, for current and specific information concerning their degree programs and planned path to a bachelor's degree through an accredited Texas public university.

VETERANS' AFFAIRS

The Director of Financial Aid coordinates all services related to veteran benefits received by Clarendon College students. These services include information on VA educational benefits, certification, and coordination with other departments regarding academic advisement, career planning, remedial studies, and financial aid.

Students receiving VA benefits are responsible for the following:

1. Seeing the Financial Aid Director each semester during the registration process to initiate certification (confirmation) of enrollment.
2. Notifying the Financial Aid Director of any change in enrollment (adds, drops, or withdrawals) during the semester for transmittal to the VA.

ADVISING

Clarendon College offers advising services at the main Campus, the Pampa Center or the Childress Center. Advising is offered to assist students in recognizing aptitudes and in adjusting college life. Advisors provide assistance to students in the following areas:

1. Career decision-making
2. Establishment of degree plans and course selection
3. Preparation for transfer
4. Job placement
5. Testing – ACT, CLEP, GED, Texas Higher Education Assessment (T.H.E.A.). (For additional information see the College Catalog.)
6. Academic advising

FOOD SERVICE

Food service is available in the Clarendon Campus Dining Hall seven days a week during the fall and spring semesters. Breakfast, lunch, and dinner are available Monday through Friday. Two meals are served on Saturday and Sunday. All students living in a residence hall must purchase the College meal plan. Food service is also available (on a per meal or meal ticket basis) for students living off Campus and for other constituents of the College. Appropriate dress in the cafeteria is that which is acceptable in public restaurants.

CALENDAR

The College calendar, located in the front of the student handbook and the College Catalog, gives specific dates relating to the opening and the closing of the dining hall each semester.

HEALTH SERVICES

Clarendon College does not provide on-Campus health services. In case of emergency, the Donley County Paramedic Unit (for the Clarendon Campus), Pampa Paramedic Unit (for the Pampa Center) or Childress EMS are available for quick response. Both EMS units can be reached by dialing 911. In Clarendon, medical assistance is available at the Clarendon Family Medical Center (874-3531, One Medical Center Dr.) at the student's expense.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Clarendon College is aware of and deeply concerned with the unique challenges that face a student with a disability. The College is committed to reducing and/or eliminating the barriers that these students encounter. The Office of Student Services coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Office of Student Services works closely with the Texas Rehabilitation Commission, The Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting a reasonable accommodation must provide appropriate documentation of the disability, complete an application for support services, and the student must schedule and participate in an interview with the appropriate Counselor in order to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact with the Student Services Office in order to identify needs and to ensure that services will be available in an effective and timely manner.

VOTER REGISTRATION

Students are encouraged to actively participate in the political processes through which public officials are chosen. Students may register as voters in order to facilitate this involvement while enrolled at Clarendon College. Voter registration cards are available from the Student Services Offices, in the main office of the Pampa Center and in the main office of the Childress Center.

HOUSING INFORMATION

Learning and growing at an institution of higher education is part of the academic experience. At Clarendon College, we believe that the learning experience continues long after the traditional classroom doors are closed. We believe that the residence hall setting is an ideal place to broaden your life experiences. It is a place where you can learn how to communicate and interact within a community setting, while learning, growing, and developing as an individual. These are the opportunities that await students who live in the Clarendon College Residence Halls.

Clarendon College operates five air-conditioned residence halls on the main Campus. All students who are not residents of Donley County and are not (a) 21-years-old or older; or (b) married; or (c) living with nuclear family members (grandparents, parents, and/or siblings) who are Donley County residents, are required to live in on-Campus residence halls as long as space is available. Permission to live off-Campus must be approved by the Dean of Students.

On-Campus residents are expected to furnish their own personal items including: sheets, pillows, pillow cases, blankets, towels, soap, etc. Washers and dryers are available at each residence hall. Neither the Pampa Center nor the Childress Center currently offers on-Campus housing for students. All students living in on-campus housing must provide evidence of Bacterial Meningitis vaccination at least 10 days prior to moving on campus. Evidence of immunization may be provided to the Director of Admissions.

RESIDENCE HALL RESERVATIONS

Each student must complete an application for College housing and pay the appropriate housing deposit. A deposit of \$100 is required for a double occupancy room. Private rooms are unavailable in the Fall semester and on a limited availability in the Spring semester. Students requesting a private room will be charged for both spaces in that room.

The deposit, which is in addition to the room charge, is fully refundable after the student has moved out and the room has been inspected for damages. Further, if the Dean of Students is notified in writing that the student will not be enrolled for that approaching semester, by August 1 for the fall semester and December 1 for the spring semester the deposit may be refunded. For students who put money on deposit after August 1 (for the fall semester) and December 1 (for the spring semester) and subsequently elect not to attend, no refunds are issued.

ROOM ASSIGNMENTS

While living on campus, every effort is made to make sure every student's experience with Clarendon College is a satisfactory one. First priority for room assignments is given to accommodate returning students' preferences for housing assignments. In addition, students who notify the Dean of Students of a disability that requires accommodation will be given a room assignment that best accommodates their needs within the resources that are available at Clarendon College. New or incoming students may request a roommate, a specific residence hall, and/or a specific room in a particular dorm. Student preferences will be accommodated as best we can and as space permits. Room assignments are made by the Office of Student Services.

CHANGING ROOMS

Students who wish to change rooms at any time may complete a request form in the Office of Student Services. Every effort will be made to accommodate student requests. However, it should be noted that generally no room changes are made until two weeks (14 days) after the first day of class unless approved by the Dean of Students. Students changing rooms without approval is prohibited. Violators must immediately return to their originally assigned rooms. Room change requests must be made in writing in the Office of Student Services. All room assignments and decisions for approval for changes in room assignments are made by the Dean of Students.



WHAT TO BRING FOR ON-CAMPUS RESIDENTS

Mattress pad (twin size, extra long 36"x 80")
Sheets & blankets (twin size, extra long 36"x 80")
Pillow
Raincoat or umbrella
Clothes & hangers
Toiletries & grooming aids
Toiletory bucket (to carry your things to the shower)
Hair dryer
Towels
Shower shoes
TV/VCR/Stereo
Alarm clock
Necessary medication
First aid kit
Laundry bag & detergent
Cleaning supplies
Sewing kit
Surge protector & extension cord
Small ironing board & iron
Spare eyeglasses/contacts, and a current written prescription
Camera & film
Microwave (Less than 700 Watts)

WHAT NOT TO BRING

Expensive clothing or jewelry
Halogen lamps
Incense or candles
Pets

PETS

Pets of any kind (that includes goldfish) are not allowed in college housing. Students participating in College-sponsored programs, such as rodeo, which require students to bring their horses may do so, provided those animals are housed in the appropriate and designated areas. Only those animals necessary for participation in a specific program may be present on Campus. Other pets are not allowed on Campus at any time. The fine for having a pet in the residence hall (first offense) is \$500.00, and the second offense is \$750 fine and disciplinary sanctions. Pets found on campus will be collected and sent to the local animal shelter.

REFRIGERATORS

Students may have a refrigerator in their room, however no more than one refrigerator per room is allowed. Refrigerators must be less than 3.4 cubic feet in size.

OPEN FLAMES

Open flames of any kind are not allowed in or around the residence halls. Students may not light candles, incense, or other item that holds an open flame. BBQ grills or pits (charcoal burning, propane gas, or otherwise) are not allowed in or around the residence halls. The safety of all residents is a significant concern, and any student found violating this policy will be subject to disciplinary action.

TOBACCO

The use of tobacco products (including smokeless products) is prohibited in all Clarendon College facilities. Smoking and the use of other tobacco products is allowed only in areas outside of College buildings. Therefore, the smoking, chewing, and dipping of tobacco products are strictly prohibited in all places of formal instruction on Campus, including, but not limited to, classrooms, laboratories, lecture halls, libraries, activity centers, auditoriums, residence halls and residence hall rooms, and the cafeteria. Tobacco products are also prohibited in College vehicles. Students found using any form of tobacco in college facilities may be fined \$50 for each offense.

RESIDENCE HALL VISITATION

Residents in the residence halls may have visitors between noon and 10pm. All visitors must be accompanied by a resident student assigned to the room in which they are visiting. Violation of the visitation hours will result in disciplinary action and loss of visitation privileges. Guidelines for visitation hours may be altered upon recommendation of the Dean of Students and the approval of the President.

STUDY COURTESY / QUIET HOURS

Consideration for other residents should be observed at all times, especially with regard to noise. The observed Quiet Hours will run from 10:00pm-9:00am 7 days a week. During these hours, any noise that can be heard outside of the room which can disturb others is not allowed. Each resident should remember that good judgment should be observed at all times regarding noise. Disciplinary actions may be taken against students who violate this policy.

RESIDENT IDENTIFICATION

During the registration process, each student will be given a student ID card "Bulldog Scratch". This card must be presented at meal times and should be carried on the student at all times while on campus. The ID card is property of Clarendon College and must be presented to a college official upon request. Failure to produce proper ID may result in disciplinary action or the removal from campus until proper ID can be presented.

GENERAL EXPECTATIONS OF CONDUCT

Resident students are expected to conduct themselves as adults, to respect the rights of others, and to take care of and respect the facilities and equipment provided by Clarendon College. Students are also expected to conduct themselves according to the Clarendon College Code of Student Conduct, to conduct themselves according to the acceptable standards of the Clarendon College family, and to accept individual responsibility for their actions, as an important aspect of group living. Consideration for others is the basic principle that will be followed by all residents. Each resident possesses individual rights, which will be respected. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return.

As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for breaking Clarendon College or State of Texas policies or laws. Such behavior may result in disciplinary action, which can include but is not limited to, warning or reprimand, specified restrictions, monetary fines, community service, disciplinary probation, suspension, and/or expulsion. These restitutions are not for the gain of the College, but for the acknowledgement that certain actions will not be tolerated, on or in representation of Clarendon College and its campuses. For additional information concerning student conduct, see the sections in this Handbook on Student Rights and Responsibilities, Student Code of Conduct, Student Discipline, and Student Appeals and Grievance Procedure.

RESIDENCE HALL DIRECTORS

Each residence hall is assigned a director. Residence hall directors are responsible for supervising their assigned hall and providing on-call services during weekends. They are responsible for enforcing college rules and regulations in the residence halls, and they report to the Dean of Students. Students who need to contact the on-call residence hall director on weekends may call 806-679-3571 Ext. 109.

RESIDENT ADVISORS

Each academic year, returning students who have a cumulative GPA of 3.0 or higher and no record of misconduct with the college and/or community may apply for one of several resident advisor (RA) positions. Resident advisors assist the Residence Hall Directors with monitoring of safety and organizing hall and Campus activities. Each RA chosen for this position is given a housing scholarship for the academic year. RA's must undergo training prior to the beginning of each fall semester and perform duties as assigned by the residence hall director and/or the Dean of Students.

CHECK-IN & CHECK-OUT

All students must check-in through the Office of Student Services in order to acquire their key and begin moving into their room. A room condition form must be completed prior to move-in. Other specific instructions on paperwork completion will be given at time of check-in.

All requests to change rooms or check-out must be addressed through the Office of Student Services. The room condition form must be completed, and new damages noted, before leaving the Campus. When vacating a residence hall, students must remove all of their personal belongings and furniture and clean the room. Students must check out through the Office of Student Services with the proper paperwork and procedures completed to remain in good standing. Failure to complete the process in an appropriate manner may result in specific fines or forfeiture of a student's residence hall deposit.

HOLIDAYS

Clarendon College residence halls are officially closed for holidays and certain breaks in accordance with the Clarendon College Calendar. Students may leave personal belongings and furniture during these breaks and holiday periods. However, students are encouraged to remove valuables from the resident halls during these periods to reduce the opportunity for theft. When the College is closed for Thanksgiving Break, Christmas Break, and Spring Break all students must vacate the residence halls. Exceptions to this policy require the approval of the Dean of Students.

KEYS

All keys are the property of Clarendon College and may not be duplicated or shared. Every resident will receive a key upon check-in. Each resident is responsible for their own key. Missing keys should be reported to the Office Student Services immediately. A replacement key will be issued and a \$50 fee will be assessed. Sharing of keys is prohibited and is considered a security violation. Upon check-out, all keys must be returned to the Office of Student Services. Failure to return keys at that time will result in a \$50 fine.

HEALTH AND SAFETY CHECKS

The College reserves the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to; maintenance, emergency situations, possible violations of college policy, civil or criminal law violations, and to ensure that safety and sanitation standards are being observed.

Clarendon College reserves the right to implement regular health and safety checks of its residence halls as is deemed necessary by college officials. The purpose of the health and safety check will be to provide a safe environment for all residence hall occupants. The check will consist of, but is not limited to, the cleanliness of the room, inspection of all outlets to insure that they are not overloaded, and/or inspection for other fire hazards. A trained and certified canine unit man and will be used in conjunction with health and safety checks.

Fire and other safety drills will be conducted each semester as part of College's commitment student, faculty and staff safety.

ROOM APPEARANCE / SANITARY LIVING

Rooms must be kept clean and orderly. Waste must be removed regularly and placed in the appropriate trash dumpster located near each residence hall. Students should not leave trash in hallways, laundry rooms, or outside of buildings. Students should keep dirty clothes in laundry containers. Remember, room inspections may be conducted without notice and unsanitary living conditions will be immediately addressed.

LITTER

Please help us keep our campus clean and safe by taking all waste to the appropriate trash areas located in close proximity to each residence hall. Any individual caught leaving trash outside their door, in common areas, and/or littering will be held accountable through the Office of Student Services.

DAMAGES

After all residents are completely checked out, additional inspections will be conducted by student services staff members to note missing or damaged furniture, damage to floors, walls, doors, closet doors that have been removed, ceilings, electrical fixtures, windows, mini-blinds, locks, phones, and/or custodial services required to return your room, suite, or bathrooms to its original condition. If any damages are noted, you will receive a bill for the damages. All room or suite occupants will be held financially accountable for the condition of the semi-private common areas, such as suite living room, shared bathrooms or hallways. Unless specific individuals accept financial responsibility for damage, missing furniture or dirty conditions in these areas, each resident of that room or suite will receive a bill for the charges.

LIABILITY

Clarendon College assumes no responsibility for loss or damage of personal property as result of theft, fire, vandalism, or maintenance failure. Each student is encouraged to carry personal property insurance or be covered under his/her parent's home owner's policy (students should have their parents contact their insurance companies for more details).

EXTENSION CORDS

All extension cords not specifically approved by the Dean of Students are prohibited. Acceptable cords include those containing an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to the Dean of Students.

LIVING OFF-CAMPUS

If space is not available in the College's residence halls, approval must be given by the Dean of Students to reside in other housing. Should a student have approval to live off-Campus and a room becomes available in the residence halls, the vacant room will be filled according to these procedures:

1. A chronological list of those receiving approval for off-Campus housing will be kept.
2. As space becomes available, the last off-Campus request will be the first to move into the residence halls.

3. Filling on-Campus room vacancies may be done on the first of each month.
4. The room-and-board charges will be prorated on the total cost for a semester.



STUDENT LIFE INFORMATION

The College's student life program is designed to give students the opportunity for self-expression, to increase interest in academic courses, to promote good citizenship, and to provide wholesome recreation.

STAY HEALTHY

- Your attitude is your choice – choose a positive outlook
- When you feel that you need some stress relief, find a positive outlet, such as exercise, writing in a journal, meditation, or fishing.
- Eat a well-balanced diet – too much junk food can make it hard to study
- Keep your priorities, your priorities
- Find a positive outlet for anger and frustration (both of which are inevitable)
- Avoid alcohol and tobacco use
- Get involved! All work and no play makes for a burned-out student.

TIME MANAGEMENT

- Each hour in class requires two hours of study time
- Fill out your schedule in the table below – don't forget to include sleep time, study time, work hours, and other commitments outside of class.

TAKING NOTES

- Remember that you're recording ideas and information, not every word the instructor says
- Use a loose outline format, leaving plenty of space to add details and/or insights later
- Keep your papers for each class organized in separate folders

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) represents the student body for the purpose of advising and recommending the formulation of policy pertaining to student life. It is also the purpose of the SGA to assist and advise in the planning and conduct of the activity programs, promotion of student participation in all aspects of College life, College morale, spirit, and general welfare of the College Campus.

The SGA is composed of class officers from both the sophomore and freshman classes and student representatives elected from each of those two classes. The president and the secretary are elected from the sophomore class and the vice president and the treasurer are elected from the freshman class. A reporter and a parliamentarian are officers elected at large. Other representatives to the SGA are elected by recognized organizations on Campus.

Under the supervision of the Dean of Students or designee, the SGA has overall responsibility for the student activities calendar. The SGA, clubs, and organizations may plan individual social or service activities. However, all activities must be approved before being placed on the Activity Calendar. Student activities will not be scheduled during the week of or the week preceding semester examinations.

STUDENT GOVERNMENT RECOMMENDATIONS

When the SGA takes a position with reference to issues directly related to the College, it forwards its recommendation to the Dean of Students. This recommendation is typed and signed by the secretary of the SGA. The Dean of Students is responsible for promptly processing the recommendation by referring it to the proper administrative, faculty, or staff office, or returning it to the SGA for further information or clarification.

FORMATION OF NEW CLUBS

New student organizations may be formed on the Campus as the need develops. Students interested in forming an organization must recruit a faculty adviser. A group cannot be officially formed until it has been approved by the Dean of Students. A petition for the formation of a new club must set forth:

1. the objective of the organization;
2. membership requirements;
3. proposed constitution and bylaws;
4. signature of faculty adviser(s);
5. signatures of fifteen petitioners (minimum).

HANDLING OF ORGANIZATIONAL FUNDS

All organizations with funds must open an account with the Business Office and deposit all funds in this account. Withdrawals from this account or payment of organizational bills may be accomplished by the adviser submitting a requisition for payment at least three days in advance. The requisition form may be obtained from the Business Office.

APPROVAL OF CLUB SPONSORED ACTIVITIES

Any recognized student group may sponsor an organization or all-College social event by using the following process:

1. Request authorization from the Dean of Students for a special event no later than Wednesday one week prior to the event.
2. Upon approval by the Dean of Students, the request will be placed on the activities calendar. An event may not be authorized if the event is in conflict with an activity already on the calendar.
3. Further arrangements for an event following authorization are the responsibility of the sponsoring organization.

ATTENDANCE AT STUDENT ACTIVITIES / EVENTS

College events are open to all Clarendon College students and their dates, alumni, and guests. Students will be asked to present their ID card to gain admission. Student Organization meetings are open only to members of the organization holding the meeting (and their guests).

CLUBS AND ORGANIZATIONS

Athletics

Clarendon College is a member of National Junior College Athletic Association (NJCAA) and the Western Association Junior College Athletic Conference (WAJCAC) in all sports. The College fields intercollegiate teams in women's volleyball, women's softball, men's and women's basketball, Cross Country, and men's baseball.

Block and Bridle

Clarendon College is proud to be one of the few community colleges in America with its own Block & Bridle chapter. Chapter members each year promote agriculture through community services and recreational activities.

Bulldog Cheerleaders

The Bulldog Cheerleaders is a scholarship program and compete competitively in Cheerleaders of America (COA). The Bulldog Cheerleaders also lead the way in supporting the other athletic teams of Clarendon College.

The Company (Drama Club)

Students who are interested in promoting theater should investigate The Company. This is an organization which promotes theater productions. All students are eligible for membership. Interested students should enroll in DRAM 1120, as most play rehearsals are held during the scheduled meeting of this class.

Judging Teams

Clarendon College has one of the most comprehensive judging programs in the nation. In Livestock Judging, team members are selected from the Livestock Evaluation Course – AGRI 2221. Students gain practical experience in livestock evaluation through supervised practice at area ranches, farms, and colleges. The animals evaluated by the judging teams are horses, cattle, sheep, and swine. An important facet of the livestock judging skills acquired is the opportunity for students to learn to defend their placings with oral reasons.

Multicultural Club

The Multicultural Club is dedicated to encouraging all Clarendon College students to share their cultures, and to empower students from diverse backgrounds to work toward shared goals. The group meets monthly to plan and discuss Campus and community events and projects.

Phi Theta Kappa

Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of community colleges in the United States. To be invited to become a member a student must achieve a 3.25 grade point average, be working towards an associate degree, and have the approval of the faculty committee which appraises the qualifications, character, citizenship, and leadership qualities of the student. To

maintain membership, a student must maintain a 3.0 grade point average. The local Phi Theta Kappa chapter was chartered in the spring of 1958.

Rodeo Club

The purpose of the Rodeo Club is to provide students the opportunity to participate in the fellowship and recreation of competitive rodeo events. The Rodeo Club is a non-scholarship program and is not part of or associated in any way with the N.I.R.A. Clarendon College occasionally hosts a rodeo as well as several roping events. The program is open to all students attending Clarendon College. The College's roping and riding arena is located on the College Campus.

Rodeo Team

The Rodeo Team is a scholarship program and competes in NIRA rodeo events. Students participating in the rodeo team represent the College at events throughout west Texas.

Student Ambassadors

Student Ambassadors is a group dedicated to the promotion of Clarendon College. Ambassadors are selected from among the College's foremost student leaders. Their activities traditionally include assisting with off-Campus and on-Campus recruiting efforts as well as freshman orientation, registration, and Campus tours.

Student Government Association (SGA)

The Student Government Association (SGA) represents the student body. The president and secretary are elected from the sophomore class, and the vice president and treasurer are elected from the freshman class. A reporter is elected at-large. Other representatives are elected by Campus organizations. The function of SGA is to promote a good relationship between the faculty, staff, and the students; to solve student problems; to encourage student participation in student activities; to promote good citizenship in college; and to provide an opportunity to develop individual initiative and leadership.

White Caps

The White Caps Club is an organization of student vocational nurses and others interested in promoting nursing at Clarendon College. The objectives of the club include community service, school publicity, nursing seminars, and career days for high school students interested in health care.

e-Yearbook

"*The Bulldog*" is the electronic student yearbook that reflects, largely through pictures, the life of the current year and provides a record of activities at Clarendon College.

STUDENT'S RIGHTS & RESPONSIBILITIES

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students.

A student's enrollment is subject to and implies acceptance of the standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other codes or statements prepared and published by the College. Non-compliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the Dean of Students.

All applicable state laws and city ordinances are in effect and enforceable on the premises of Clarendon College, which includes the streets around the Campus and through the Campus.

The conduct of persons on the premises of Clarendon College must not interfere with the orderly processes and governance of Clarendon College.

Any violation of the ordinances and laws referred to above that occur on the premises of Clarendon College shall, upon conviction, be punishable by the same penalties provided for in said ordinances or applicable laws.

Clarendon College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can profit from its educational programs. The Board of Regents and the College administration will not condone or tolerate acts calculated to disrupt the continuing educational functions of the College, or to deny to any person or persons their opportunity to participate in the educational program of the College.

INDIVIDUAL RIGHTS

Students, employees, and visitors at Clarendon College, by nature of their citizenship and residence, have certain individual rights and freedoms established by the constitutions and laws of the United States, the State of Texas, and the respective communities in which they live. The possession of these personal rights and freedoms is neither increased nor diminished by reason of a person's association with Clarendon College. Clarendon College is an educational institution, established for this purpose by the legally constituted Board of Regents of Clarendon College. The freedom of students to receive an education at Clarendon College, and the freedom of the College to provide such an education to students will be protected by the Board of Regents and the administrative personnel it may select for the College.

INDIVIDUAL RESPONSIBILITIES

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

1. compliance with and support of duly constituted civil authority;
2. respect for the rights of others and cooperation to insure that such rights are maintained, whether or not one agrees with the views of those exercising such rights;
3. cooperation to insure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority;
4. to exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences;
5. knowledge of and active support of College regulations.

FIRST AMMENDMENT RIGHTS

Clarendon College is committed to the freedom of speech and students' freedom to peaceably assemble. Students wishing to assemble must complete an official request to do so with the Dean of Students. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words-those which by their very utterance inflict injury or tend to incite an immediate breach of the peace." (Chaplinsky vs. State of New Hampshire, 315 U.S. 568, 1942)

PROHIBITED ACTIVITIES

The Board of Regents of Clarendon College has declared that the following actions constitute an interference with the lawful and orderly use of College premises, facilities, and activities to accomplish the objectives of the College. These actions are therefore strictly prohibited on the Clarendon College Campus and other College property and facilities and during all College-sponsored activities wherever occurring.

1. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H. B. 141, as enacted by the 61st Texas Legislature.
2. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
3. Illegally possessing, using, selling, or being under the influence of dangerous drugs or narcotics.
4. Possessing, using, selling, or being under the influence of alcoholic beverages. Alcohol is strictly prohibited anywhere on Campus. A student in violation is subject to a \$250 fine and successful completion of an alcohol awareness class for the first offense. A student will be subject to suspension for a second offense.
5. Possessing or using firearms, weapons, or explosives on the College Campus, unless authorized by the College.

6. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state, or federal law, or any rule, regulation, or policy of the Board of Regents and administrative officials of the College.
7. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
8. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155.
9. Plagiarism, collusion, and/or academic dishonesty: Plagiarism - willfully submitting false information with the intent to deceive: forgery, alteration, or misuse of College documents or records; or Collusion – illegal collaboration on tests or projects for the purpose of fraudulently presenting them as individual work; other academic dishonesty.
10. Providing false information to a College official.
11. Racial or sexual harassment.
12. Misusing the College's computing and informational resources.
13. Malfeasance in an elective or appointive student office of any College endeavor.
14. A student's dress or grooming may not materially and substantially interfere with normal school operation (*Calbillo V. San Jacinto College*, 305 F. Supp. 857 (S.D. Tex. 1969)).
15. Refusing or failing to comply with a lawful order of any College or public official acting in the performance of duties in the administration and enforcement of these policies.
16. Arson or attempted arson.

The Dean of Students, or a designated representative, shall be responsible for implementing and enforcing this policy.

SERIOUS INFRACTIONS

Although the listing below is not an all-inclusive list, engaging in the following and other similar activities may result in severe disciplinary sanctions. For serious infractions such as those listed below, the College may take actions up to and including suspension from the College, even on the first offense. A person participating in such activities may also be subject to arrest by local Law Enforcement Agencies (LEAs):

Alcohol or other drugs	Illegal selling of books
Vandalism	Lewd, indecent, or obscene conduct
Fighting or physical abuse	Unauthorized entry and/or unauthorized possession of College keys
Theft	Arson
Falsification of records	Plagiarism and/or collusion
Failure to comply with official directives	
Violation of local, state, or federal laws	

ANONYMOUS ACTIVITIES

The conduct or participation in such anonymous activities as threatening or obscene letters, disturbing telephone calls, bomb threats, and false alarms will not be tolerated. Students found engaging in such conduct may be subject to immediate dismissal.

CLASSROOM CONDUCT

Students are expected to conduct themselves in the classroom and/or laboratory in a manner that is conducive to good academic progress. Failure to comply with the lawful direction of a faculty member, teaching assistant, and/or laboratory instructor may be a disruption for all students enrolled in the class. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed may be referred to the Dean of Students for disciplinary action, up to and including disciplinary suspension.

STUDENT ACADEMIC INTEGRITY AND CLASSROOM ETHICS

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

1. obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
2. discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
3. observing the work of another during an examination or providing answers to another during the course of an examination;
4. using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
5. entering an office, classroom, laboratory, or building to obtain an unfair advantage;
6. taking an examination for another person;
7. completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
8. altering grade records;
9. using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity;
and/or,
10. plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports himself/herself in violation of this code before it is

likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

DISTRIBUTION OF LITERATURE, ADVERTISING, SELLING OR SOLICITATION

Solicitation of students, faculty, or staff members by personal contact, distribution of advertising leaflets, or distribution of handbills to promote sales is not permitted on any Clarendon College Campus without prior approval of the Dean of Students, the Vice President of the Pampa Center or the director of the Childress Center.

TOBACCO

The use of tobacco products (including smokeless products) is prohibited in College facilities. Smoking and the use of other tobacco products is allowed only in areas outside of College buildings. Therefore, the smoking, chewing, and dipping of tobacco products are strictly prohibited in all places of formal instruction on Campus, including, but not limited to, classrooms, laboratories, lecture halls, libraries, activity centers, auditoriums, residence halls and residence hall rooms, and the cafeteria. Tobacco products are also prohibited in College vehicles. Students found using any form of tobacco in college facilities will be fined \$50 for each offense.

ALCOHOL AND OTHER DRUGS REFERALL (AOD)

Students wanting confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problems may self-refer for that assistance by making an appointment with the Enrollment Services Counselor at either Clarendon or Pampa. Faculty, staff, or other students may wish to counsel a student to seek assistance through a voluntary referral to the Enrollment Services Counselor if a perceived problem with alcohol or substance abuse exists. No record regarding the contact with the Enrollment Services Counselor, the referral to an outside agency or actions taken as an outcome of that referral will be entered as part of the student's permanent record. A student who is disruptive of the academic process, or ordinary functions of the College, and/or who is verbally or physically abusive to students, faculty, or staff, and who exhibits symptoms which suggest the possibility of alcohol or drug-related causes of this behavior, may receive a referral to the Enrollment Services Counselor. The Enrollment Services Counselor will meet with the student, and should circumstances so indicate, discuss with the student the possibilities for self-referral to seek assistance for any problem of alcohol or drug abuse which may exist. The student will choose whether to seek this assistance which shall be on the same basis as a "voluntary referral" described above. Should the student choose to seek assistance, the College may consider this action as a mitigating circumstance in the deliberations regarding the student's status at the institution due to the alleged violation of the Code of Conduct.

It is important to note that Clarendon College may proceed simultaneously with disciplinary action and the Student Assistance Program Referral if the student has violated the Clarendon College Student Code of Conduct which specifically prohibits the possession or use of drugs or alcohol.

HUMAN DIGNITY

As mature adults, students are expected to recognize, understand, and accept human differences. As students in the community college setting, it is imperative that one be open to race, religion, age, gender, culture, physical ability, nationality, and life-style diversity. Any expression of hatred or bigotry is contrary to the atmosphere of acceptance and tolerance and the assurance of individual rights which Clarendon College seeks to extend to all of its constituents. The Dean of Students is responsible for investigating all complaints of sexual/racial harassment.

ADMINISTRATIVE SUMMONS

Students are expected to respond to an Administrative Summons from a faculty member, an administrator, or administrative office within the time frame noted in the summons. A student who fails to respond to an Administrative Summons is violation of the Student Code of Conduct and may be subject to disciplinary action.

ADMINISTRATIVE DIRECTIVES

Students are expected to comply with all legal directives given by college faculty and staff acting in the performance of their duties. Failure to comply to a legal directive give by college faculty and/or staff is a violation of the code of student conduct and may subject the student to disciplinary action.

CAMPUS POSTINGS

Anyone wishing to post announcements on bulletin boards on Campus must obtain approval from the Dean of Students. Posting announcements without such approval will be cause for the removal of the posting and may subject the student(s) to disciplinary action. Students at the Pampa Center may contact the Associate Dean for approval of postings. Students at the Childress Center may contact the Director of the Childress Center.

DECLARATORY ORDER

Students admitted and enrolled in the Vocational Nursing program that may need to make a formal disclosure to the Board of Nurse Examiners of an(y) outstanding eligibility issue(s) that may prevent an applicant in taking the NCLEX examination upon completion the nursing program are advised to begin the declaratory order process early. Specific information on testing eligibility is located at <http://www.bon.state.tx.us/exam-eligibility.htm>. The declaratory order application may be found at <http://www.bon.state.tx.us/olv/pdfs/doapp.pdf>.



STUDENT DISCIPLINE

Supervision of student conduct at Clarendon College is the direct responsibility of the Dean of Students. At the Pampa Center, the Dean of the Pampa Center is the authorized designee, who operates under the authority of the Dean of Students with regard to student discipline. At the Childress Center, the Director of the Childress Center is the authorized designee, who operates under the authority of the Dean of Students with regard to student discipline. These individuals shall investigate and gather information concerning a reported incident of student misconduct. After investigating the incident and considering the evidence (its accuracy, credibility, and sufficiency), the Dean may administer any of the penalties listed below in dealing with student misconduct.

1. Warning or reprimand.
2. Referral to Enrollment Services Counselor
3. The imposing of specified restrictions and/or fines.
4. Campus work assignments or community service.
5. Disciplinary probation (with or without other restrictions).
6. Suspension.
7. Expulsion.

A warning is usually oral, but may be written. This is a first level disciplinary step which is to caution an individual to consider the consequences of his/her actions and the possible repercussions which could result.

A reprimand is sterner than a warning and usually is in written form. A reprimand may include, but is not limited to, counseling the student and documenting the incident in the student's official records. The actions are cumulative and are considered official College actions recorded in the office of the Dean of Students.

Specified restrictions and or fines, such as community service or fines, may be assigned to a student who has violated a portion of the student code of conduct. Supervision of the community service hours is delegated by the Dean of Students based on Campus and community needs. Students facing punitive action will not be allowed to choose their supervisor. Students who find themselves unable to complete community service hours may choose to pay a fine equal to the number of hours assigned, multiplied by the current minimum wage amount. Students who are assessed fines and are unable to pay the amount may be allowed to work for the college to pay the fine. The fine will be considered paid when the student works the hours required to pay the entire fine based on the current minimum wage amount. Students will not be allowed to register, obtain their final grades, or obtain an official transcript until all specified restrictions have been satisfied.

Referral to Enrollment Services Counselor (ESC) occurs prior to more stringent sanctions.

Disciplinary probation results from an accumulation of minor offenses, or from what is regarded as a major offense that does not warrant immediate suspension. Probation is for a stated period of time with or without specified restrictive conditions. In addition to restrictive conditions, community service hours, restrictions and/or fines may be imposed. Restrictive conditions may include, but are not limited to, removing the right of the student to: (1) receive any College awards or scholarships (includes revocation of a scholarship already received); (2) occupy any position of leadership in any College or student organization or activity; or (3) to operate a motor vehicle on Campus. It is expected that the student will demonstrate appropriate changes in attitudes and behavior during the probationary period. Disciplinary probation may accompany specified restrictions if the Dean of Students believes it is warranted.

Disciplinary suspension results from an accumulation of other offenses, from what is regarded as a major offense, or a single violation of disciplinary probation. Suspension is normally for a stated period of time, but in no case less than the remainder of the semester in which the offense is committed. During suspension, the student is not permitted to: (1) attend classes; (2) participate in any College-related activity; (3) be on Campus for any reason except to apply for readmission. Should the student request a copy of his/her transcript during suspension, his/her status of suspension will appear on the transcript. Readmission on probation may be granted at the end of the suspension period.



MANAGEMENT OF STUDENT DISCIPLINARY RECORDS

Clarendon College will maintain an official disciplinary record for any College student who has received a disciplinary penalty through the formal disciplinary process. This record will reflect the nature of the charge, the disposition of the charge, the penalty assessed, if any, and other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential. The contents of the record shall not be revealed except upon the request of the student or in accordance with applicable state or federal laws.

STUDENT RIGHTS REGARDING SUSPENSION

Before formal charges are presented in cases where students may be suspended or expelled, students are informed of the following rights:

1. To seek a faculty advisor who may accompany the student during the appeals process; Note: (It is the policy of the College that legal counsel not become involved in such matters unless the case is handled in a court of law.)
2. To be informed of the nature of the allegation, charges, or reports brought against him/ her;
3. No person should be required to testify against himself/herself;
4. To present testimony or witnesses with respect to the complaint;
5. To be notified of decisions reached regarding his/her case;
6. To appeal the decision to the Student Appeals and Grievance Committee.

APPEAL OF A DISCIPLINARY DECISION

Any student charged and found guilty of an offense for which he/she has been suspended or expelled, is entitled to appeal disciplinary decision to the Student Appeals and Grievance Committee. Any order suspending or expelling a student shall be final, unless, within three (3) working days following the entry thereof, the student lodges a written appeal with the Dean of Students.

STUDENT APPEALS & GRIEVANCES

The grievance procedure at Clarendon College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant.

HUMAN DIGNITY

The grievable issues shall include selection and admission policies for students, a discriminatory action, racial or sexual harassment, attendance policies, grades awarded, disciplinary decisions, extracurricular activities, and athletics. The purpose of the grievance procedure of Clarendon College is to insure to all persons involved fair and equitable treatment and to develop a clear documentation trail for each case arising out of institutional conflict.

When the grievant is a student of Clarendon College, this grievance procedure shall consist of the following sequence of events:

All grievances voiced by students of Clarendon College must first be aired in an informal meeting between the student and the College representative directly involved (i.e., instructor, coach, and administrator). At this face-to-face meeting, a bonafide attempt must be made to resolve the issues(s) in question. It shall be the responsibility of the student grievant to:

1. Explain fully the nature of the grievance;
2. When and under what conditions the alleged injustice occurred;
3. What redress is expected.

The College representative (instructor, coach, administrator, etc.) involved in the dispute shall have the responsibility to:

1. Hear the grievance;
2. Make an honest attempt to resolve the issue;
3. If resolution is not possible at that level, to refer the problem to the Dean of Students.

It shall also be the responsibility of the College representative to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved. When attempts at informal resolution of a student complaint have failed, a student may appeal a College policy or its administration in the following manner:

- 1) A written appeal, grievance, or complaint must be filed with the Dean of Students not later than three (3) days after the occurrence of the event;
- 2) The written complaint must include at least:
 - a) date of the incident (injury alleged by the grievant),
 - b) nature of the grievance or the complaint,
 - c) person(s) involved, and
 - d) type of redress sought;

- 3) The Dean shall notify the chairperson of the Student Appeals and Grievance Committee of the Complaint immediately upon receipt;
- 4) The chairperson of the Student Appeals and Grievance Committee shall set the date, time, and place of a hearing to be held not later than seven (7) school days after receipt of the written complaint, and shall so inform the student grievant and all committee members.

Additional information desired concerning the process or the procedures may be obtained by contacting the Dean of Students.

APPEAL TO THE PRESIDENT

All cases may be appealed by the student or referred by the Committee to the President of the College. An appeal submitted by the student must be submitted to the College President within three (3) working days after the Student Appeals and Grievance committee has rendered its decision.

APPEAL TO THE BOARD OF REGENTS

The final appeal may be made to the Board of Regents. Students wishing to appeal the decision of the College President must provide notification to the President of such appeal within three (3) working day of the decision rendered. The decision of the Board of Regents is final.



CAMPUS SAFETY & TRAFFIC

All criminal action, security problems, or other related emergencies on the Clarendon Campus may be handled initially by the Dean of Students, the student services staff, and/or the Donley County Sheriff's Office. Representatives of the Sheriff's Office have the authority to have one arrested for disorderly conduct, public intoxication, or any other violation of state law or Campus rules and regulations. A report of all incidents will be filed with the Dean of Students.

CAMPUS SAFETY

The safety of all students is a major concern for the administration at Clarendon College. While efforts are made to create a safe environment that is conducive to academic success, safety is primarily the responsibility of each individual. Each student is encouraged to take appropriate safety precautions to protect his/her belongings and person. Threats to student safety may be reported to the Dean of Students or, in an emergency, to local authorities by dialing 911. In the event of campus emergency students, faculty and staff may voluntarily elect to be notified by signing up for the Bulldog Connection. The Bulldog Connection is provided to better disseminate emergency information to Clarendon College Students, Faculty and Staff. Enrollment forms for the Bulldog Connection are available on the College website or from the Dean of Students office. Clarendon College will not be responsible for any charges originating from service providers.

PARKING / TRAFFIC REGULATIONS

All state laws and Clarendon College traffic rules and regulations governing the use of motor vehicles must be complied with on all parts of the Campus through all hours of the day and night. The maximum speed limit on all parts of the Campus is 20 mph. Pedestrians shall, at all times, have the right of way. The streets, on, and surrounding the Campus – except for Bugbee St. – are considered a part of the Campus.

Clarendon College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on Campus. However, every effort will be made by Clarendon College to protect all vehicles and property. The College reserves the right to impound, or have impounded any vehicle which is in violation of College traffic regulations. The vehicle owner will be responsible for the cost involved in removing, impounding, and storing such vehicles. Fines may be assessed for the following violations:

Parking in Fire Lanes	\$300.00
Parking in Areas Reserved for the Disabled	\$500.00
Oval Parking Violation.....	\$100.00
No Parking Zone	\$50.00
Blocking Vehicles/Roadway	\$100.00
Occupying Two Spaces	\$50.00
Parked on Grass/Sidewalk	\$100.00

(With each additional offense the fine will double. Habitual violations will be referred to local law enforcement. The College reserves the right to refer any violation to local law enforcement and/or have a vehicle towed at the owner's expense. Unpaid fines will result in a

"Hold" being placed on a student's records.) Also, all financial matters must be cleared with the Business Office in order for a student to be able to take final exams each semester.

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The local Law Enforcement Agencies (LEAs) in conjunction with the Dean of Students, the Vice President of the Pampa Center and/or the Director of the Childress Center have been given the responsibility of assisting victims of both violent and non-violent sexual crimes on the Clarendon Campus, or at the Pampa and Childress Centers. Any form of unwanted sexual activity should be reported to the LEAs or the Dean of Students, (806) 874-4807. Clarendon College reports criminal offense statistics to the US Department of Education on an annual basis. Crime statistics for Clarendon College may be accessed online at: <http://ope.ed.gov/security/search.asp>. Information on sex offenders in the State of Texas may be obtained at: https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx

HEALTH & SAFETY

Clarendon College does not provide on-Campus health services. In case of emergency, the Donley County Paramedic Unit (for the Clarendon Campus) or Pampa Paramedic Unit (for the Pampa Center) is available for quick response. Both EMS units can be reached by dialing 911. In Clarendon, medical assistance is available at the Clarendon Family Medical Center (874-3531, One Medical Center Dr.) at the student's expense.

IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college Campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

High fever	Light sensitivity	Lethargy
Severe headache	Stiff neck	Seizures
Rash or purple patches on skin	Confusion and sleepiness	
Vomiting	Nausea	

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a residence hall or group home).

What are the possible consequences of the disease?

Death (in 8 to 24 hours from perfectly well to dead)

Limb damage (fingers, toes, arms, legs) that requires amputation

Permanent brain damage

Gangrene

Kidney failure

Coma

Learning disability

Convulsions

Hearing loss, blindness

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased.
- However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
 - Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
 - The cost of vaccine varies so check with your health care provider.
- Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

How can I find out more information?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office at (806) 874-3211.
- Contact web site: www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

ALCOHOL AND OTHER DRUGS

Alcoholic Beverages

State and federal statutes concerning alcoholic beverages will be strictly enforced on the Clarendon College Campus and at off-Campus Clarendon College-sponsored events. In addition to these statutes, the College prohibits possession or consumption of alcoholic beverages on Campus or in College public buildings and public areas unless otherwise authorized. Possession of alcoholic containers (cans, kegs, and/or bottles), packaging, marketing or other advertising material is also prohibited. Failure to report alcohol consumption on campus or at off-campus college sponsored events is a violation of the code of student conduct.

Illicit Drugs

Possession, distribution, consumption and/or use of illicit drugs or narcotics on College property or property under the control of Clarendon College or at any event sponsored by the College or any College student organization, whether or not conducted on College property, is prohibited. This rule also applies to all illegal paraphernalia utilized in conjunction with the consumption and/or use of prohibited substances. Failure to report illicit drug use on campus or at off-campus college sponsored events is a violation of the code of student conduct.

High Risk Alcohol Intake

People who consume large amounts of alcohol (Binge-drink) over a short period of time can reach very high blood alcohol levels before they pass out. This can lead to decreased breathing and death.

Health Risks of Alcohol

Health hazards associated with excessive use of alcohol or alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for nonusers of alcohol.

Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination. Damage to the liver often results in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to nerves and organs is usually irreversible.

INFORMATION TECHNOLOGY

COMPUTER SERVICES

Current faculty, staff, and students have access to various types of microcomputers and computing systems for use in their education, research, and administrative activities. In addition, Internet access is available for use by computing account holders. Students who enrolled at Clarendon College are issued computer accounts for their use while attending Clarendon College. Students may pick-up their computer account information in the Dickey Library on the Clarendon campus or in the main office's at the Pampa and Childress Centers. Open computer labs are available at the Pampa Center and in the Dickey Library during normal hours of operation.

ACCEPTABLE USE

The computing resources at Clarendon College are provided for the use of Clarendon College students, faculty, and staff to support the educational programs, instructional activities, academic research, and administrative functions of the College. These resources are intended for the sole use of the College students, faculty, staff, and other authorized users, who are responsible for seeing that these computing resources and facilities are used in an effective, efficient, ethical, and lawful manner. The following policies and guidelines relate to all computing resources and their use.

ETHICS AND RESPONSIBILITIES

1. Computer facilities/resources and accounts are owned by the College and are to be used only for educational- and college-related activities.
2. Accounts (IDs and passwords) are approved and issued by the Department of Information Systems and Computer Operations. Accounts are issued to individuals and are intended for the sole use of that individual. An account assigned to an individual is not transferable and may not be used by others without explicit permission from an instructor, an administrator, or the Director of Information Systems and Computer Operations. The individual to whom the account has been issued is responsible for the proper use of the account, including password protection. The account holder shall keep his/her keywords and passwords confidential to protect them and their files.
3. Users shall not give or sell passwords to others.
4. Users may use only the computing resources they are authorized to use and only for the purposes specified when their accounts were issued or permission to use the resources (i.e., microcomputers) was granted.
5. Users shall not access or copy software or data belonging to others or to Clarendon College without prior authorization. Users shall not transport software or data provided by Clarendon College to another computer site without prior written authorization.
6. Computer software protected by copyright is not to be copied from, into, or by using Campus computing facilities, except as permitted by law or by contract.

7. Users shall follow the published procedures for using the College's computing resources and shall not modify any hardware or software provided by the College.
8. Users shall respect the rights of other users. A user shall not hamper or deprive another of access to resources or encroach on another's use of computing facilities. Users shall consider the impact of their conduct on other users.
9. The same standards of intellectual honesty and plagiarism apply to computer resources, computer programs, and files as to other forms of published work.

MISUSE OR ABUSE OF COMPUTING RESOURCES

Conduct for which disciplinary action may be taken--in relation to the computer network, equipment, programs, or data--includes, but is not limited to, the following:

1. Unauthorized use of computing resources or use of computing resources for unauthorized or non academic purposes
2. Unauthorized accessing or copying of programs, records, or data belonging to the College or other user, or copyrighted software, without permission
3. Using computer resources to threaten or harass others
4. Attempted or actual breach of the security of another user's account, depriving another user of access to College computing resources, compromising the privacy of another user, or disrupting the intended use of computing or network resources
5. Attempted or actual use of the College's computing resources for commercial purposes or non-college/non-educational related activities
6. Attempted or actual transport of copies of College programs, records, or data to another person or computer site without written authorization
7. Attempted or actual destruction or modification of programs, records, or data belonging to the College or another user or destruction of the integrity of computer-based information
8. Attempted or actual use of the computing facilities to interfere with the normal operation of the College's computing systems; or, through such actions, causing a waste of such resources (people, capacity, computer).
9. Other types of activities (the list is not meant to be inclusive) of behavior that are considered unethical and/or unacceptable include:
 - a. Attempting to alter system software or hardware configurations.
 - b. Attempting to deliberately degrade the performance of the computer system and/or depriving authorized users of resources or access to any college computer system.
 - c. Owning, using, or attempting to introduce worms, viruses, or Trojan horses.
 - d. Creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
 - e. Misrepresenting one's identity in electronic communication.
 - f. Violating copyright and/or software agreements.
10. Using the College's computer resources for commercial or profit-making purposes without written permission from the President.

11. Violating rules and codes set by services subscribed to by the College.
12. Disobeying or disregarding computer lab rules and/or computer system rules, policies, procedures, and protocols.
13. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
14. Any act or omission that violates federal, state, or local laws or regulations relating to computer equipment, programs, or data and which is not otherwise covered may be grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

Computer abuse is covered in federal laws by the Computer Fraud and Abuse Act of 1986 and the Electronic and Communications Privacy Act of 1989. The state statute for computer abuse is Chapter 33, Computer Crimes, Texas Penal Code. College policy is based on these laws.



TUITION & FEES

Tuition and fees are set by the Clarendon College Board of Regents and are payable in full at the time of registration unless prior arrangements have been made with the Business Office to participate in the installment payment plan. Tuition and fees are set forth in the College Catalog and are subject to change without notice by action of the State Legislature or action of the Board of Regents. A student is not officially registered until full payment of tuition and fees is made. Payment in full may be made in the college business office by cash, check, money order, Visa, or MasterCard.

INSTALLMENT PAYMENTS

Installment payment plans are available online at http://www.clarendoncollege.edu/students/student_payment_plan.php

REFUNDS OF TUITION AND FEES

Clarendon College, as soon as practicable, shall refund tuition and mandatory fees collected for courses from which a student drops or withdraws according to the indicated percentages. Any student officially withdrawing from Clarendon College before the first day of classes of any semester will be assessed a \$15 matriculation fee. "Class days" refers to the number of calendar days the institution normally meets classes, not the days a particular course meets.

For semester-length courses for which semester credit hours are awarded:

1. 100% refund is to be made for courses dropped prior to the first class day.
2. During the fall or spring semester or comparable trimester:
 - a. During the first fifteen class days, 70%
 - b. During the sixteenth through twentieth class days, 25%
 - c. After the twentieth class day, none
3. Six-week summer semester:
 - a. During the first five class days, 70%
 - b. During the sixth and seventh class days, 25%
 - c. After the seventh class day, none

For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester), see the table in the Clarendon College Catalog.

When a student receiving financial aid terminates his/her enrollment and is due a refund from the institution, all or some portion of that financial aid must be returned to the fund from which it was awarded. The order of refund distribution prescribed by regulations is: Federal Loans, Federal Pell Grant, FSEOG, other federal sources of aid, then other state, private, or institutional aid, and the student.

For additional information on the return of financial aid funds, see the Clarendon College Catalog.

GLOSSARY

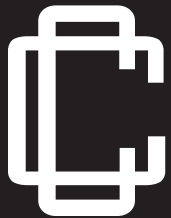
- Academic Year – The fall, spring, and summer semesters, beginning with the fall semester and ending with the second summer session. Sometimes this term is applied only to the fall and spring semesters.
- Admission – The acceptance of a candidate for enrollment at the College.
- Audit – To enroll for informational instruction only. The student attends class or classes without credit. Tuition and fees are the same for auditing classes as for credit courses.
- Classification – A student's status (freshman or sophomore) determined by adding the number of hours completed at the time of pre-registration. Freshman students are those having earned 29 hours or less. Sophomores are those having earned 30 or more hours.
- Course – Organized subject matter in which instruction is offered during a specific term and for which credit toward graduation or certification is earned.
- Course Credits – A semester hour is defined as the amount of credit given for one lecture hour a week for 16 weeks or its equivalent. A lecture class meeting three hours a week counts three semester credit hours. Generally, three hours of laboratory work are equivalent to one semester credit hour.
- Course Load – The number of semester hours in which a student enrolls for a given term. A normal course load consists of 16 to 18 credit hours during a fall or spring semester and 6 to 7 credit hours for a summer term. Students wishing to carry heavier academic loads than these must gain approval from the Dean of Instruction.
- Course Prerequisite – The requirement that must be met before a course can be taken. This may consist of a lower level course or a specified test score, for instance.
- Degree – Awarded to a student by a college, university, or professional school upon the successful completion of a specified program of study. An associate degree is awarded upon the completion of requirements for a two-year program.
- Elective – Any of a number of courses which a student is allowed to select beyond the courses required to earn a specific degree or certificate.
- Full-time Student – Students who carry an academic load of at least 12 semester hours in a fall or spring semester are considered to be "full-time." In order to be considered a full-time student in the summer, a student must carry at least 6 hours in each of the two summer sessions.

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CLARENDON COLLEGE

P.O. Box 968 • 1122 College Dr.
Clarendon, TX 79226
806.874.3571 • 1.800.687.9737
www.ClarendonCollege.edu

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