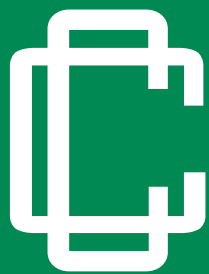




2017-2018

*Policy Manual*



Clarendon  
COLLEGE

# INDEX

## SERIES 1000 - GENERAL INSTITUTIONAL POLICIES

<u>Policy Number</u>		<u>Page</u>
<u>1100-1199</u>	<u>FOUNDATION POLICIES</u>	
1110	Legal Authority	1
1115	Legal Limits	1
1120	Harmony with State and Federal Laws	2
1125	Legal Name	2
1130	Clarendon College Service Area	2
1135	Logo	2
1140	Location of Offices	3
1145	Philosophy of Clarendon College	3
1150	Mission Statement	3
1155	Purposes of Clarendon College	4
1160	Degrees Granted	5
<u>1200-1299</u>	<u>POLICIES AND BYLAWS OF THE BOARD OF REGENTS</u>	
1210	Policies and Bylaws of the Board of Regents	6
1220	Duties and Responsibilities of the Board of Regents	19
1230	Powers and Duties of the Board Officers	23
1240	Transaction of Board Business	24
1250	College Board Members Orientation	28
1260	College Board Members' Conventions, Conferences and Workshops	29
1270	Board Members: Statement of Ethics	31
1280	Guidelines for Videotaping, Tape Recording, or Otherwise Recording Meetings	32

<u>1300-1399</u>	<u>EXECUTIVE DIRECTION</u>	
1310	Chief Executive Officer	34
1320	Position Descriptions	36
1330	College Committees	36
1340	Advisory Committees	37
<u>1400-1499</u>	<u>INSTITUTIONAL PLANNING AND EVALUATION</u>	
1410	Institutional Effectiveness	38
1420	Master Plan	39
1430	Performance Report	39
1440	Substantive Change	40
<u>1500-1599</u>	<u>GENERAL INSTITUTIONAL POLICIES</u>	
1510	Posted Materials	50
1520	Mail	53
1530	In-House Duplications	53
1540	Telephone Service	54
1541	Cell Phone Use	54
1542	Dress Code	55
1550	Institutional Publications	56
1560	Use of College Name, Seal, Logo	58
1570	Records Management	59
1580	Computer Use – General	61
1590	Computer Data Backup	80
1595	Information Security	87
1596	Data Classification Security	92
1597	Social Media	100

<u>1600-1699</u>	<u>COLLEGE CALENDAR</u>	
1610	College Calendar	105
<u>1700-1799</u>	<u>COMMUNITY AND EXTERNAL RELATIONS</u>	
1710	Ex-Students Association	106
1720	Open Records / Requests for College Documents	107
1730	Public Information / New Releases	108
1740	Community Use of College Facilities	108
1750	Tax Abatement	113
1760	Externally Funded Grants and Contracts	113
1770	The Clarendon College Foundation	114
1780	The Clarendon College Pampa Center Foundation	114
<u>1800-1999</u>	<u>IT POLICIES</u>	
1800	Acceptable Use	114
1805	Administrator/Special Access	121
1810	Application Security	125
1815	Authorized Software	128
1820	IT Change Communication	131
1825	Electronic Communication	135
1830	Data Access Review	139
1835	Data Classification	147
1840	Data Backup and Recovery	150
1845	IT Physical Access and Environmental	154
1850	Digital Encryption	157
1855	Firewall	159
1860	Identification/Authentication	162
1865	Intrusion Detection/Prevention	166
1870	Malicious Code	169

1875	Media Sanitization	174
1880	Non-Disclosure Agreement	176
1885	Network Use and Vulnerability Assessment	178
1905	IT Compliance	185
1910	Portable Computing	191
1915	Privacy	193
1920	Remote Desktop/VPN Access	196
1925	IT Risk Assessment	199
1930	Security Breach Notification	201
1935	Server Administration	208
1940	System Development & Acquisition	212
1945	Technology Security Training	215
1950	Technology Acquisition Oversight Statement	219
1955	Technology Incident Management	220
1960	Third Party Access	225
1965	User Accounts Password	228
1970	User Account Credentials Eligibility	232
1975	User Account Credentials Management	237
1980	Web Privacy & Site Link Statement	240
1985	Website Disclaimer Statement	243

#### SERIES 2000-BUSINESS AND GENERAL OPERATING POLICIES

<u>2100-2199</u>	<u>BUSINESS OFFICE</u>	
2110	Budgeting	245
2120	Purchasing and Acquisition	246
2130	Property Control	268
2140	Cashier Function	271

2150	Cashiering and Purchasing for Clubs and Organizations	271
2160	Gate Receipts	272
2170	Tuition & Fees	272
2175	Tuition and Fee Rates/Waivers/Exemptions	274
2180	Refund Policy	277
2190	Transportation and Travel	278
<b><u>2200-2299</u></b>	<b><u>FISCAL MANAGEMENT</u></b>	
2210	Chief Fiscal Agent	280
2220	Accounting	280
2230	Financial Reporting	280
2240	Auditing and Control	287
2250	Depository	287
2260	Tax Rate and Levy	288
2270	Revenue Bonds	290
2280	Investments	290
2290	Gifts, Bequests, and Donations	300
<b><u>2300-2399</u></b>	<b><u>CONSTRUCTION</u></b>	
2310	Construction	301
2320	Acceptance of New Construction	301
2330	Certificate of Mold Remediation	301
<b><u>2400-2499</u></b>	<b><u>BUILDINGS, MAINTENANCE</u></b>	
2410	Operation and Maintenance of Buildings and Grounds	302
2420	Routine Maintenance	302
2430	Custodial Services	302
2450	Maintenance and Operation of Mechanical Services	303
2460	Security	303

2470	College Keys	305
<b><u>2500-2599</u></b>	<b><u>EMERGENCY MANAGEMENT</u></b>	
2510	Medical Emergencies	305
2520	Evacuation Procedures	307
2530	Severe Weather	307
2540	Closing the College as the Result of Severe Weather	308
2550	Self-Determination Policy	309
<b><u>2600-2699</u></b>	<b><u>AUXILIARY ENTERPRISES</u></b>	
2610	College Bookstore	309
2620	Food Service	310
2630	Housing	310
2640	Vending	311
2650	Student Solicitation and Selling	311
2660	Fundraising Projects	314
<b><u>2700-2799</u></b>	<b><u>SAFETY MANAGEMENT</u></b>	
2710	Safety	314
2715	Illegal Weapons	316
2720	Weapons: Carry of Concealed Handguns	316
2730	Solvents, Chemical Cleaning, Water Treatment and Other Chemicals	329
2735	Hazardous Materials	330
2750	Fire Prevention	331
2755	Storage of Flammable Liquids	332
2760	Emergency Response Program Testing	332
<b><u>2800-2899</u></b>	<b><u>COLLEGE VEHICLES</u></b>	
2810	Transportation Management	332

2820	Accident Reports	334
------	------------------	-----

**SERIES 3000-PERSONNEL AND HUMAN RESOURCE POLICIES**

**3100-3199      EQUAL EMPLOYMENT OPPORTUNITY**

3110	Equal Employment Opportunity	335
------	------------------------------	-----

**3200-3299      EQUAL EMPLOYMENT OPPORTUNITY**

3210	Recruiting and Screening Applicants	336
3225	Access to Police Records	338
3230	Personnel Appointments	339
3240	Employment Requirements and Selections	339
3250	Members of the Same Family	340
3260	Employment of Minors	340
3270	Nepotism	340
3280	Former Board Member Employment	341

**3300-3399      CONTRACTS AND TERMS OF EMPLOYMENT**

3310	Contracts	342
3315	Contractual Agreements	342
3320	Preliminary Employment Requirements	343
3325	Personnel Records	344
3330	Assistance to Faculty Whose Primary Language is Not English	345
3335	Absences	345
3340	Holidays	346
3350	Resignations	348
3355	Suspension and Dismissal	349



3360	Reductions in Force	354
3370	Mandatory Retirement	357
<b>3400-3499</b>	<b><u>COMPENSATION AND BENEFITS</u></b>	
3420	Overtime Pay / Compensatory Time	357
3430	Pay Dates and Method of Payment	359
3440	Payroll Deductions	359
3450	Benefits and Services	360
3455	Breaks	363
3460	Vacations	364
3470	Employee Sick Leave and Leave of Absence	364
<b>3500-3599</b>	<b><u>EMPLOYEE RIGHTS AND RESPONSIBILITIES</u></b>	
3510	Employee Political Activities	373
3520	Definition of Faculty	374
3530	Responsibilities of Faculty	374
3535	On-Line Instruction	378
3540	Academic Freedom	379
3550	Academic Responsibility	379
3560	Grievances	380
<b>3600-3699</b>	<b><u>STANDARDS OF CONDUCT AND EMPLOYEE WELFARE</u></b>	
3610	Statement of Ethics and Philosophy	383
3630	Discrimination, Harassment, Retaliation, and Sexual Assault	387
3640	Conflict in Interest in Employment	420
3650	Intellectual Property	433
3660	Use of Tobacco in College Facilities	442
3670	Drug-Free Work Place	443
3675	Physical Examinations and Communicable Diseases	450

3680	Policy on the Americans with Disabilities Act	455
<b>3700-3799</b>	<b><u>ASSIGNMENTS AND SCHEDULES</u></b>	
3710	Assignment and Schedules	456
3720	Teaching Assignments and Teaching Loads	456
3730	Administrative Office Hours	460
<b>3800-3899</b>	<b><u>PROFESSIONAL DEVELOPMENT</u></b>	
3810	Faculty Organization	460
3820	Faculty Meetings	461
3830	Faculty Rank	461
3840	Professional Growth and Development	468
3850	Professional Development - Part-time Faculty	468
3870	Professional Memberships	469
3880	Faculty and Staff Evaluations	469
3881	Dual Credit Faculty Evaluation	470

**SERIES 4000 - STUDENT SERVICES POLICIES**

<u>Policy Number</u>		<u>Page</u>
<b>4100-4199</b>	<b><u>ADMISSION POLICIES</u></b>	
4110	Equal Opportunity	475
4115	Student Admissions, Responsibility for	475
4120	General Admissions Requirements	476
4125	Specialized Admissions	481
4130	Academic Fresh Start for Admissions Decisions	490
4135	Veteran' Benefits and Services	491
4140	Continuing Education	492

4145	Admission Procedures (Credit Programs)	493
4150	Transfer of Credit from another College	495
4155	Registration	496
4160	Articulation and Transfer	496
4165	Resolution of Transfer Disputes for Lower-Division Courses	497
4170	College Credit Granted for Non-Traditional Education	498
<b>4200-4299</b>	<b><u>FAMILY EDUCATIONAL RIGHTS AND PRIVACY</u></b>	
4210	FERPA Disclosure to the Student	503
4220	Access Rights	505
4230	Directory Information	506
4240	Limit of Access and Record of Access	507
4250	Entitlement to Access Without Permission	509
4260	Assurances Required by Commissioner of Education	510
<b>4300-4399</b>	<b><u>STUDENT SERVICES</u></b>	
4310	Counseling Services	511
4315	Assessment and Advisement	511
4320	The Texas Success Initiative	512
4325	Support Services for Students with Disabilities	520
4335	Testing	523
4340	Health Services	523
4345	Substance Abuse Prevention Program	524
4350	College Housing	524
4355	Missing Student Notification	525
4360	Student Activities	526
4365	Communicable Diseases	526
4366	Immunization Requirements	527
4370	Clubs and Organizations	529

4375	Student Participation in Institutional Decision-Making	531
4380	Athletics	531
4390	Alcohol and Drug Use	533
<b>4400-4499</b>	<b><u>STUDENT FINANCIAL AID</u></b>	
4410	Student Financial Aid	536
4420	Authorization	538
4430	Satisfactory Progress Standards for Recipients of Federal Title IV Funds	538
4440	Financing Education-Work Study	538
<b>4500-4599</b>	<b><u>STUDENT CONDUCT</u></b>	
4510	Student Conduct	544
4515	Student Disruptions	545
4520	Student Rights & Responsibilities	546
4530	Prohibited Activities	550
4540	Student Discipline	553
4545	Student Appeals and Grievance Procedure	555
4550	Student Complaints	558
<b>4600-4699</b>	<b><u>TRAFFIC RULES AND REGULATIONS</u></b>	
4610	Traffic Rules and Regulations	561
4620	Student Parking Permits	561
4630	General Parking and Traffic Violations	562

**SERIES 5000 - EDUCATIONAL POLICIES**

<u>Policy Number</u>		<u>Page</u>
<u>5100-5199</u>	<u>ORGANIZATION OF INSTRUCTION</u>	
5110	Divisions of Instruction	563
<u>5200-5299</u>	<u>PROFESSIONAL STANDARDS</u>	
5210	Educational Requirements of Instructors	563
5220	Open Discussion Policy	563
<u>5300-5399</u>	<u>CURRICULUM POLICIES</u>	
5310	Curriculum Development	564
5320	Course Syllabi	565
5330	Catalog Course Descriptions	566
5340	Course Objectives	567
5350	Textbook Selection	567
5360	Class Records	569
<u>5400-5499</u>	<u>ACADEMIC REGULATIONS</u>	
5405	Academic Records	570
5410	Transcripts	570
5415	Continuing Education Records and CEU Transcripts	571
5420	Withdrawal from College	572
5425	Adding and Dropping Courses	572
5426	Limited Student Withdrawal	573
5430	Class Attendance	574
5435	Grades and Grade Points	575
5440	Grade Reports	576
5441	Grade Appeals	576
5445	Withholding Grades	576
5450	Types of Degrees and Certificates	577

5455	Semester Hours and Credit	577
5460	Credit for "Less than Semester Length Courses"	579
5461	Distance Education	580
5463	Dual Credit	580
5465	The Clarendon College Core Curriculum	581
5470	Requirements for Graduation	582
5475	Application for Graduation	585
5480	Awards and Academic Recognitions	586
5485	Clarendon College Graduate Guarantee	588
5490	Classification of Students	591
5495	Academic Standards of Progress	592
<b><u>5500-5599</u></b>	<b><u>SUPPORT SERVICES</u></b>	
5510	Library	593
5520	Instructional Technology	594
5530	Instructional Resources: Copyrighted Materials	594
5560	Faculty Offices	595
<b><u>5600-5699</u></b>	<b><u>EVALUATION</u></b>	
5610	Evaluation of Faculty	595
5620	Evaluation of Student Learning	596
5630	Evaluation of Curriculum	597
5640	Evaluation of Administration	597
5650	Evaluation of Policies and Programs	598
5660	Evaluation of the Library	598
5670	Program Evaluation - Work Force Education Programs	599

## APPENDICES

Appendix A

Clarendon College Organizational Chart

**1000 SERIES  
GENERAL INSTITUTIONAL POLICIES**

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LEGAL AUTHORITY

1110

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Junior or community college districts in the State of Texas have legal authorization as stated in Chapter 130 of the Texas Education Code. A district, taxing authority and a governing board have been provided for Clarendon College by a majority of the voters voting in elections for this purpose. Laws governing the operation of Clarendon College are given in Chapter 130 of the Texas Education Code and elsewhere in other laws of the state. Policies, rules, and regulations respecting Clarendon College and its operation are developed from time to time by the Texas Higher Education Coordinating Board. All authority not vested in the laws of the state or in the Texas Higher Education Coordinating Board is reserved and retained locally by the Board of Regents of Clarendon College.

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LEGAL LIMITS

1115

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This manual is not to be construed as a contract between Clarendon College and its employees and does not in any way imply or create any rights, contractual or otherwise, on behalf of Clarendon College's employees. The Regents of Clarendon College may at their sole discretion alter or amend this manual or portions thereof at any time.



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HARMONY WITH STATE AND FEDERAL LAWS 1120

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No item in these policies, rules or regulations shall be operative if it is found to be in contradiction to any of the laws of the State of Texas and/or federal laws.

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LEGAL NAME 1125

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The official name of this institution and its entire college facilities shall be Clarendon College, and may for legal and other purposes, be referred to as Clarendon College.

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CLARENDON COLLEGE SERVICE AREA 1130

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The service area of Clarendon College includes the territory within Gray, Donley, Wheeler, Armstrong, Collingsworth, Briscoe, Hall, and Childress counties. – TEC §130.173

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LOGO 1135

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A distinctive symbol or logo shall be adopted and approved from time to time by the Board of Regents on the recommendation of the President for use on official college stationery and publications. The Clarendon College logo is copyrighted and it is unlawful to use any College logo unless approved by the President.

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LOCATION OF OFFICES

1140

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The principal office of Clarendon College shall be in the County of Donley, State of Texas, at its main campus in the City of Clarendon.

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PHILOSOPHY OF CLARENDON COLLEGE

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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.

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MISSION STATEMENT

1150

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Clarendon College is a comprehensive community college committed to teaching, learning and providing access to opportunities that assist in the holistic development of

its constituents and community.

In pursuit of this mission the College provides academic transfer programs, Career/Technical Education, student services, developmental education programs, continuing education/community service courses through a variety of instructional methodology, including but not limited to: face to face, distance education, and hybrid delivery.

Clarendon College strives to provide diverse cultural enrichment opportunities for our constituents.

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## PURPOSES OF CLARENDON COLLEGE

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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 degrees. Continuing education, remedial and compensatory education consistent with the open admissions policies, and a program of counseling and guidance shall also be provided. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

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DEGREES GRANTED

1160

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Clarendon College grants the:

- (1) Associate in Arts Degree
- (2) Associate in Science Degree
- (3) Associate in Applied Science Degree
- (4) Certificate of Completion
- (5) Marketable Skills Achievement Award

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

The Marketable Skills Achievement Award is awarded for short term enrollment (9-14 sch) through continuing ed. or career/technical education.

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## POLICIES AND BYLAWS OF THE BOARD OF REGENTS

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1210

Section 1. Composition. The Board of Regents shall consist of nine members elected at large by the qualified voters of the Clarendon College District; each member will be elected for a term of six years, and three members will be elected on even-numbered years.

Section 2. Election of Regents. The College Board election shall be held on the First Saturday in May each even-numbered year in accordance with the election laws of the State of Texas. To be eligible to be a candidate for, or elected or appointed to, the office of College Regent, a person must:

- Be a United States citizen.
- Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable.
- Have not been determined by a final judgment of a court exercising probate jurisdiction to be:

- Totally mentally incapacitated; or
- Partially mentally incapacitated without the right to vote.
- Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.
- Have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
  - For an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot.
  - For a write-in candidate, the date of the election at which the candidate's name is written in.
  - For an appointee to an office, the date the appointment is made.
  - On the date described by number 5, be registered to vote in the territory from which the office is elected.

Any legal resident (“Residence” defined in *election code 1.015 TACC*) of this district may become a candidate for a place on the Board of Regents by filing written application with the Board of Regents, asking that his/her name be placed on the official ballot; similar petitions may be filed requesting that certain names be placed on the ballot. Such requests or petitions may be filed not later than thirty days prior to the date of the election. An individual seeking election or appointment to the office of board member must have been a resident of the state for 12 months, and a resident of the district from which the office is elected for six months, prior to the last date on which the candidate could file to be listed on the ballot or in case of appointment six months prior to the day on which the appointment is made.

“Residence” shall mean domicile, one’s home and fixed place of habitation to which one intends to return after any temporary absence. A person does not acquire a residence in a place to which the person has come for temporary purposes and without the intention of making that place the person’s home. A person elected to serve as a

board member must remain a resident of the college district throughout the term of office. A board member who ceases to reside in the college district vacates his or her office.

Official Oaths: A member of the board must take the proper oath of office before taking up the duties of the office. *Education code 130.082(d)*

The members of the Board of Regents shall hold office for a period of six years, or until their successors are elected and qualified.

A board member may resign by delivering written notice, signed by the board member, to the presiding officer of the board. The Board may not refuse to accept a resignation.

If a board member submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the board or on the eighth day after the date of its receipt by the Board, whichever is earlier.

A board member shall continue to perform the duties of their office until their successors shall be duly sworn in. Until that time, the board member continues to serve and have the duties and powers of office and continues to be subject to the nepotism provision. A holdover board member may not vote on the appointment of his or her successor.

When a vacancy occurs on the Board of Regents, the remaining members of the board shall be authorized to fill this vacancy by appointment until the next regular election of members to the Board as provided by law.

Section 3. Election of Officers. The Board of Regents at its first regular meeting following the date of the election shall organize by electing a Chairperson, Vice-Chairperson, and Secretary from among its members, each of whom shall serve for a

period of two years or until a successor is elected and qualified. Each official shall be elected by majority vote of the members present.

Section 4. Regular Meetings. The Board of Regents shall meet regularly on the third Thursday of each month, at 11:45 AM in the Bairfield Activity Center on the campus of Clarendon College, Clarendon, Texas.

Section 5. Special Meetings. Special meetings may be called by the Chairperson of the Board of Regents at a time permitting compliance with laws governing public meetings, and/or by any two members of the Board upon notices either written or oral to all members of the Board at a time permitting compliance with laws governing public meetings.

Section 6. Executive Committee. The Chairperson, the Vice-Chairperson, and the Secretary constitute the Executive Committee of the Board of Regents.

Section 7. Special Committees. Special committees may be appointed by the Chairperson of the Board. Such committees shall be appointed to perform specific duties. When the work of the committee has been completed, the committee shall be automatically dissolved.

The work of all such special committees shall be fact-finding and advisory, and only in exceptional cases legislative or administrative, and only then by majority vote of the Board.

No committee shall have power to act administratively unless specifically empowered to act by the Board of Regents, and the committee shall report its action to the Board at its next regular meeting after action has been taken.



Fact finding and advisory committees shall report their findings and recommendations first to the Board of Regents, either through a written report or at a regular or special meeting. Committees shall not publish or release any such reports to others prior to presentation to the members of the Board.

Section 8. Conflict of Interest/Disclosure. If a local public official, such as a member of a college district board of trustees, has a substantial interest in a business entity or in real property, the official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

1. In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

The affidavit must be filed with the official record keeper of the governmental entity.

*Local Gov't Code 171.004*

A person has a substantial interest in a business entity if:

1. The person owns:

- a. Ten percent or more of the voting stock or shares of the business entity, or
- b. Either ten percent or more or \$15,000 or more of the fair market value of the business entity; or
- c. Funds received by the person from the business entity exceed ten percent of the person's gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

A local public official is considered to have a substantial interest if a person related to the official in the first degree by consanguinity or affinity, as determined under Government Code Chapter 573 [see DBE], has a substantial interest as defined above.

*Local Gov't Code 171.002*

"Local public official" means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), central appraisal district, or other local governmental entity, including a college district, who exercises responsibilities beyond those that are advisory in nature. *Local Gov't Code 171.001(1)*

"Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. *Local Gov't Code 171.001(2)*

A public entity, such as a city, school district, or state institution of higher education, whose purpose is not to produce financial benefits for private persons is not

a business entity. *Atty. Gen. Op. GA-826 (2010), GA-31 (2003), DM-267 (1993), JM-852 (1988)*

If a local public official is required to file and does file an affidavit, the official is not required to abstain from further participation in the matter requiring the affidavit if a majority of the members of the governmental entity of which the official is a member is composed of persons who are likewise required to file and do file affidavits of similar interests on the same official action. *Local Gov't Code 171.004(c)*

The governing body of a governmental entity shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a member of the governing body has a substantial interest. The affected member may not participate in that separate vote. The member may vote on a final budget if the member has complied with Local Government Code Chapter 171, described herein, and the matter in which the member is concerned has been resolved. *Local Gov't Code 171.005*

A local public official commits an offense if the official knowingly:

1. Violates Local Government Code 171.004, above;
2. Acts as surety for a business entity that has work, business, or a contract with the governmental entity; or
3. Acts as surety on any official bond required of an officer of the governmental entity.

*Local Gov't Code 171.003(a)*

The finding by a court of a violation under Chapter 171 does not render an action of the governmental body voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed the governing body without the vote of the person who violated the chapter. *Local Gov't Code 171.006*

A local government officer shall file a conflicts disclosure statement with respect to a vendor if the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the vendor; and the person:

Has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that a contract between the local governmental entity and vendor has been executed or the local governmental entity is considering entering into a contract with the vendor;

Has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that a contract between the local governmental entity and vendor has been executed; or the local governmental entity is considering entering into a contract with the vendor; or

Has a family relationship with the local government officer.

A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is:

A political contribution as defined by Election Code Title 15; or

Food accepted as a guest.

A local government officer is not required to file a conflicts disclosure statement if the local governmental entity or vendor described is an administrative agency created under Government Code 791.013.

A local government officer shall file the conflicts disclosure statement with the records administrator of the local governmental entity not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

The Texas Ethics Commission shall adopt the conflicts disclosure statement for local government officers for use under this section.

*Local Gov't Code 176.002(a), .003(a)–(b), (e)*

A local government officer commits an offense if the officer is required to file a conflicts disclosure statement under Local Government Code 176.003 and knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement. It is an exception to the application of the penalty that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after the date the officer received notice from the local governmental entity of the alleged violation. *Local Gov't Code 176.013(a), (f)*

“Local government officer” means a member of the governing body of a local governmental entity, including a college district; a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. *Local Gov’t Code 176.001(4)*

"Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person. The term includes an employee. *Local Gov’t Code 176.001(1)*

“Family member” means a person related to another person within the first degree by consanguinity or affinity, as described by Government Code Chapter 573, Subchapter B. [See DBE(EXHIBIT)] *Local Gov’t Code 176.001(2)*

"Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Government Code Chapter 573, Subchapter B. [See DBE(EXHIBIT)] *Local Gov’t Code 176.001(3)*

"Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent of a vendor. The term includes an officer or employee of a state agency when that individual is acting in a private capacity to enter into a contract. The term does not include a state agency except for Texas Correctional Industries. *Local Gov’t Code 176.001(7)*

“Records administrator” means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity or another person designated by the local governmental entity to maintain statements and questionnaires filed under Local Government Code Chapter 176 and perform related functions. *Local Gov’t Code 176.001(5)* [See CIA]

"Gift" means a benefit offered by a person, including food, lodging, transportation, and entertainment accepted as a guest. The term does not include a benefit offered on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient. *Local Gov’t Code 176.001(2-b)*

“Investment income” means dividends, capital gains, or interest income generated from:

A personal or business:

Checking or savings account;

Share draft or share account; or

Other similar account;

A personal or business investment; or

A personal or business loan.

*Local Gov’t Code 176.001(2-d)*

A local governmental entity that maintains an Internet website shall provide access to the statements and questionnaires required to be filed under Chapter 176 on that website. *Local Gov’t Code 176.009*

A public servant who has a legal or equitable interest in property that is to be acquired with public funds shall file an affidavit within ten days before the date on which the property is to be acquired by purchase or condemnation. The affidavit must:

State the name of the public servant;

State the public servant's office, public title, or job designation;

Fully describe the property;

Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest;

State the date when the person acquired an interest in the property;

Include a verification as follows: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code" [see BBFA(EXHIBIT)]; and

Contain an acknowledgment of the same type required for recording a deed in the deed records of the county.

The affidavit must be filed with the county clerk of the county in which the public servant resides and the county clerk of each county in which the property is located.

#### *Gov't Code 553.002*

A person commits an offense if the person violates Government Code 553.002, above and the person has actual notice of the acquisition or intended acquisition of the legal or equitable interest in the property. A person who violates Section 553.002 by



not filing the affidavit required by that section is presumed to have the intent to commit an offense. *Gov't Code 553.003(a)–(b)*

“Public servant” means a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

A candidate for nomination or election to public office; or

An officer of government.

*Gov't Code 553.001(2)*

Section 9. Quorum Requirements. The presence of five members of the Board of Regents shall constitute a quorum and a majority vote of those members present shall be required on all matters voted upon by the Board. If a quorum shall not be present at any meeting, the Regents present may recess the meeting without notice other than announcement at the meeting, until a quorum shall be present.

Section 10. Voting. Voting shall be done by the show of hands; each member’s vote, or failure to vote, shall be recorded. The Chairperson of the Board of Regents shall have a vote. The President of Clarendon College is not a member of the Board and does not have a vote.

Section 11. Removal from Office. Board members may be removed from Board membership for incompetency, official misconduct, intoxication, non attendance of regularly scheduled board meetings, or conviction by a jury for any felony or for misdemeanor official misconduct. "Official misconduct" includes conviction of an offense relating to violation of purchase procedures. Actions for removal of Board members must be brought before the district judge holding jurisdiction, except that any court

convicting a Regent of a felony or official misconduct shall order immediate removal. *Tex. Const., Art V, Sec. 24; Loc. Gov't. Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032 (e).*

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## DUTIES AND RESPONSIBILITIES OF THE BOARD OF REGENTS

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1220

The chief duty of the Board of Regents is to provide for the progress and welfare of the College, and to establish the policies which govern the College's organization and operation.

The Board functions only when it is convened in meetings. An individual Board member speaks for the Board only when the Board has delegated such authority. As the governing body, the Board of Regents' chief duties and responsibilities include:

1. To preserve institutional independence and to defend its right to manage its own affairs through chosen administrators and employees.
2. To work to enhance the public image of Clarendon College.
3. To interpret the community to the campus and interpret the campus to the community.
4. To nurture Clarendon College to the end that the College achieves its full potential within its role and mission.
5. To insist on clarity of focus and mission of the College.
6. To act as a policy-making body. To discuss and take action on the policies as presented by the President. While new policies will usually be presented by the President, it is understood that policies may originate with the board.

7. To act as an appraisal body sitting in judgment upon recommendations that may come to it through the President of the College, his/her designated representative, or from a duly-authorized Board committee.
8. To appoint a President of the College, to designate the President as the chief executive officer of the board and the faculty, and to invest in that person all such powers as may be legally delegated to the office. Only the President of the College shall be directly responsible to the Board. All other administrators, faculty members, and other employees shall be indirectly responsible to the Board through the President of the College, and they shall report or confer with the Board through the President of the College.
9. To consider the budget presented by the President, recommend any changes thought necessary, and adopt the budget, with revisions, when it meets with the approval of the board on or before September 1 of each year.
10. Review and consider upon recommendations of the President of the College for capital outlay and determine the means of financing them.
11. Ratify or reject the personnel recommendations of the President of the College.
12. Consider major financial concerns of the College.
13. To adopt salary schedules for faculty and other employees.
14. The Board of Regents shall employ an independent auditor who shall be directly responsible to the Board, with the President of the College or his/her

designated agent given the authority to call upon the auditor for professional opinions.

15. The Board of Regents shall seek legal assistance as needed, with the President of the College or his/her designated agent given the authority to call for professional opinions.
16. The Board of Regents may employ a professional architect or engineer, as needed. The architect may work with the College President and others. Once the plans are completed the Board may pass upon the architect's plans for buildings which have been authorized.
17. To cooperate with the President to carry on the public relations program; to represent the needs of the College and give active support to them before the public and the press.
18. Approve the financial statements.
19. Act as a body of final appeal for College personnel and the public in cases which may be appealed from the decision of the College President. Such appeals shall be made to the Chairperson of the Board of Regents in accordance with Board policy.
20. Fill vacancies on the Board, created by death, resignation, or removal, in accordance with the laws of the State of Texas.
21. Approve tuition and fees in accordance with statutory requirements and the needs of the institution.
22. Approve the College Catalog and other official College publications upon the recommendation of the President of the College.

23. To approve an organizational structure of the college upon the President's recommendation.
24. To levy and collect taxes and issue bonds in accordance with the law, and to provide for the assessing and collecting of taxes.
25. To exercise the right of eminent domain to acquire property.
26. To adopt a tax rate each fiscal year as required by Tax Code 26.05.
27. To select a depository for College District funds. *Education Code 51.003*
28. To order elections as required by law. *Education Code 130.082(f), 130.122(b).*
29. To execute, perform, and make payments under a contract for the use or purchase or other acquisition of real property or an improvement to real property.
30. To execute, perform, and make payments under contracts, which may include leases, lease with option(s) to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law.

To complement and extend the statements of legal duties, the Board has the responsibility of formulating broad public policy in community college education for the District. It shall function as the legislative and policy-making body charged with oversight and control of the District's activities. The Board will delegate to the President the

function of implementing policy, specifying the required actions, and designing the detailed arrangements under which the District will be operated.

All authority not vested by the laws of the state in the Texas Higher Education Coordinating Board shall be reserved and retained locally in the College District or in the Board of Regents as provided in the laws applicable. (*Education Code 130.002*)

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POWERS AND DUTIES OF THE BOARD OFFICERS

1230

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Powers and Duties of the Board Chairperson

The Chairperson shall preside over meetings of the board and shall have power to call special meetings of the board at his or her own discretion. The Chairperson shall exercise all the ordinary duties of a chairperson, shall perform such work duties as may be required by law or imposed by the Board, and shall vote on all matters coming before the Board.

Duties of the Vice Chairperson

The Vice-Chairperson of the Board of Regents shall perform the duties of the Chairperson in case of absence, resignation, or disability of the Chairperson. The Vice-Chairperson of the Board shall perform other functions as designated by the Board of Regents.

Duties of the Secretary

The Secretary shall record the actions of the Board and cause the same to be preserved in a safe place. The Secretary shall perform the duties of the office as required by state law and as directed by Board of Regents.

The official minutes of the Board of Regents shall be kept in the office of the President of the College and shall be made available to any citizen desiring to examine them.

In the absence of the Chairperson and the Vice Chairperson, the Secretary shall call the meeting to order and a Chairperson Pro-Temp shall be chosen by a majority of the members present.

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## TRANSACTION OF BOARD BUSINESS

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1240

### Official Business of the Board

Official business of the Board can be transacted only at regular meetings of the Board, or in special meetings called for that purpose, or through a special committee, approved and empowered to act by the Board and appointed by the Chairperson of the Board.

### Order of Business

The order of business at any regular or special meeting of the board shall be as follows:

1. Call to order
2. Reading and approval of the minutes
3. Approval of Financial Statements
4. Action Items
5. Personnel
6. Reports
7. Adjournment

## Appearance of Citizens Before the Board

Citizens who wish to appear before the Board of Regents at a regular meeting should state the purpose of their appearance and submit a short brief of their testimony to the College President in sufficient time to allow the College to comply with Texas open meeting laws.

PROCEDURE: Board members understand that it is reasonable and expected that from time to time a member of the college or community will want to bring certain issues or matters of concern before the Board of Regents. In instances involving a complaint or grievance, the following procedures shall be used:

1. Complaints shall be initially discussed with the appropriate administrator.
2. If issue has not been resolved, the person shall refer the complaint to the next higher administrative level.
3. A person has the right to appeal to the Board after exhausting all administrative levels, including the College President or designee.
4. If the outcome of the conference with the College President or designee is not to the person's satisfaction, the person may submit a written request to place the matter on the agenda of the next Board of Regents meeting.
5. Appeals to the Board shall be submitted to the College President or designee in writing and shall include:
  - a. An outline of the problem and circumstances related thereto.
  - b. A proposal or recommendation offered as a possible solution.



- c. A review of prior discussions with administrators and of their decisions.
6. The College President or designee shall inform the person of the date, time and place of the meeting.
7. The Board Chairperson shall establish a reasonable time limit for presentations. If the issue before the Board is an appeal of an administrative action, the Board's consideration shall be based on the complaint record developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record, within the time restrictions established by the Board.
8. The Board shall listen to the person's presentation or complaint and take whatever action it deems appropriate.

EXECUTIVE SESSION: If the complaint involves a matter that may properly be heard in executive session, the College President shall make any necessary arrangements. In cases involving the appointment, employment, reassignment, discipline, or dismissal of an employee, or to hear complaints or charges involving an employee, the employee shall be notified and given the option of having the meeting held in public.

If a group requests to be heard on a matter that may properly be discussed in executive session, the Board may exclude other group members while hearing each individual.

EXCEPTIONS: Complaints for which other resolution procedures are provided shall be directed through those channels. The Board shall not grant an appearance before the Board for any of the following purposes until all administrative appeals have been exhausted. Examples of such matters include, but are not limited to the following:

1. Appeal of an administrative decision;
2. Appeal of an academic decision;
3. Offer of a complaint or suggestion to change a college policy or procedure; and/or,
4. Offer of a complaint concerning college personnel.

#### Amendment of the Rules

The rules and regulations of the Board may be amended by majority vote of the Board of Regents at any proper meeting.

#### Employment of the College President

The President of Clarendon College shall be elected by the Board of Regents. The term of employment for the President shall be for a time set at the discretion of the Board at the time of employment, in accordance with the laws of Texas, and at an annual salary of such amount as may be fixed by the Board. The Board shall evaluate the President annually.

In the event of a vacancy in the office of President of the College, the Board shall employ a successor thereto at the earliest convenient opportunity, seeking whatever assistance is desired from professional consultants, employment firms, faculty, students, ex-students, present administrators of the College, or others.

## Meetings

1. All meetings of the Board of Regents shall be open to the public, and adequate notice of such meetings shall be given to the public as prescribed by law.
2. Closed sessions may be held for the legal purposes as specified by the laws of the State of Texas. However, closed sessions may be called only in open meetings by a resolution passed by the Board, and such resolution shall state the purpose of the closed session. Action within the closed session shall be confined to the purpose for which it was called.
3. Board committees appointed for fact finding or advisory purposes shall conduct their meetings in accordance with the Texas Open Meeting Law, and shall report their findings and recommendations to the Board only, either in writing or in a Board meeting.
4. Committees empowered to act administratively by the Board shall conduct meetings in accordance with the Texas open meeting laws.

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COLLEGE BOARD MEMBER ORIENTATION

1250

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The Board and the College President shall assist new Board members to understand the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Copies of the Board's policies, administrative regulations, annual plan, other official publications, documents, and information currently in use by other Board members.

2. Selected materials on the responsibilities of being a contributing member of the Board.
3. Material pertinent to meetings and an explanation of its use.
4. Training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code (Open Meetings Act) and the (Public Information Act) shall be completed within 90 days after taking the oath of office.
5. Invitations to meet with the College President and other administrative personnel designated by the College President to discuss services the administration performs for the College and the Board.
6. Information regarding appropriate meetings and workshops.
7. Other information and activities as the Board or the College President deems useful in fulfilling the role of Board members.

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COLLEGE BOARD MEMBERS CONVENTIONS,  
CONFERENCES AND WORKSHOPS

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1260

The Board of Regents encourages its members to participate in meetings and workshops designed to improve their effectiveness and understanding of their responsibilities as Regents.

Each board member shall attend, during the member's first year of service as a member of the Board of Regents, at least one training program established by the Coordinating Board. The training program must include a seminar held annually in Austin to be conducted by the staff of the Coordinating Board. An alternative training

program for members of governing boards for whom attendance at a seminar held in Austin would be a hardship shall be provided by the Coordinating Board by electronic means. Completion of the training program by electronic means is deemed to satisfy the training requirements.

The minutes of the last regular meeting held by the college district board during a calendar year must reflect whether each member of the board has completed any training required to be completed by the member as of the meeting date. *Education Code 61.084(f)*

Board members may attend regional, state, or national conventions or workshops without such gatherings being construed as *meetings* under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning College business, and any discussion of public business shall be merely incidental to the convention or workshop. Gov't Code 551.001(4).

Each member of the governing board of a state agency and its investment officer shall attend at least one training session relating to the person's responsibilities under the Public Funds Investment Act within six months after taking office or assuming duties. The Coordinating Board shall provide the training under Government Code 2256.007. The training must include education in:

- Investment controls;
- Security risks;
- Strategy risks;
- Market risks;
- Diversification of investment portfolio; and
- Compliance with the Public Funds Investment Act.

Statement of Ethics: As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to the following ethical standards:

1. Attend all regularly scheduled Board meetings as possible, and become informed concerning issues to be considered at those meetings.
2. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College to the Chief Executive Officer.
3. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
5. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
6. Communicate to other Board members and the Chief Executive Officer expressions of public reaction to Board policies and college programs.
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the American Association of Community Colleges and the Association of Community College Trustees.

8. Support the employment of those persons best qualified to serve as college staff, and insist on a regular and impartial evaluation of all staff.
9. Shall not engage in discrimination, racial harassment, and/or sexual harassment.
10. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
11. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
12. Remember always that my first and greatest concern must be the educational welfare of the students attending the College.

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GUIDELINES FOR VIDEOTAPING, RECORDING,  
OR OTHERWISE RECORDING MEETINGS

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1280

The Texas Open Meetings Act allows any person in attendance at a school board meeting to record the public portion of a meeting by means of a "recorder, video camera, or any other means of electronic reproduction."

The Act further authorizes the Board to adopt reasonable rules to maintain order at its meetings, in accordance with Article 6252-17, 2(I).

The Board encourages the press and all interested individuals to attend Board meetings and to videotape or record all or any part of the open proceedings. To this end, the district and its staff shall seek to facilitate all reasonable requests relating to videotaping or recording activities. In accomplishing these goals, the Board does not intend to prevent or unreasonably impair camera coverage or recording; however,

persons using a recorder, video camera, or any other means of electronic reproduction shall abide by the following rules at all Board meetings:

1. All equipment that requires setting up must be assembled at least fifteen (15) minutes prior to the start of the meeting.
2. No strobes, flash lighting, or other bright lights that would impair the conduct of the meeting shall be used, unless approval has been obtained before the meeting.
3. The Board proceedings shall not be interrupted for the purpose of accommodating any individual's camera coverage or tape recording. Any interviews during meetings shall be conducted outside of the meeting chamber.
4. The presiding officer at the meeting may stop the sound or visual reproduction if the individual operating the equipment or the equipment is being disruptive or in any way interfering with the orderly conduct of the Board meeting.
5. Stationary equipment that requires set-up shall not be taken down during the course of the meeting, but may be removed during a recess or after the meeting is over.
6. No tape recorder or video camera will be allowed in the executive or closed sessions, except as may be authorized by the Board.



The President as the Chief Executive Officer

The chief responsibilities of the President of the College shall include the following:

1. To be the chief executive officer of the College and attend all board meetings, participating in its deliberations.
2. To act as the chief advisor to the Board in all matters pertaining to the educational and business policies of the College.
3. To administer the College in conformity with the approved policies of the Board, the rules and regulations of the Texas Higher Education Coordinating Board and all applicable state and federal laws.
4. To be the professional leader of the Board and Faculty, and to have general responsibility over the educational and business matters of the College and over all persons employed therein.
5. The President shall report to the Board from time to time, or upon request of the Board, on the educational and business affairs of the College.
6. To present to the Board of Regents such information as is needed in the formation of college policies; to present proposed policies to the Board for its deliberation.
7. To recommend to the board an appropriate administrative and organizational structure, and to recommend reorganization when it seems appropriate.

8. To recommend for employment all faculty, administrators, and other personnel.
9. To be responsible for the development of position descriptions and the responsibilities of the faculty, administrators, and other personnel for the approval of the Board, and to provide for the annual evaluation of all employees of the College.
10. To prepare an annual college budget and present it to the board for approval. Report the condition of the budget regularly and systematically.
11. Based on the budget approved by the Board of Regents the President shall have power to approve purchases and expenditures for the operation of the College.
12. The President shall investigate the needs of facilities for the College, and make such recommendations to the Board as will meet these needs. He/she shall further review the architect's plans and specifications for new facilities, and if appropriate, recommend them to the Board.
13. To make all reports where required by law and by the rules and regulations of the Board of Regents.
14. To see that policies and activities approved by the Board are carried to completion.
15. To attend the appropriate professional meetings, such as the Texas Association of Community Colleges, the American Association of Community Colleges, SACSCOC, and/or any others that will help enhance development in the field of college administration.

16. To represent Clarendon College and the needs of the College to the legislature and to the Texas Higher Education Coordinating Board, while keeping Clarendon College abreast of new policies, rules and regulations of the state.
17. To see that Clarendon College meets all requirements that will place it in high professional standing with accrediting associations.
18. To direct institutional research and planning.
19. The President shall represent the College to external constituencies, including the general public, professional organizations, and other individuals and groups, as appropriate.

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POSITION DESCRIPTIONS

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To achieve the purposes of Clarendon College, every employee will have a job responsibility which is described in a written position description. This position description shall be in the Personnel Handbook.

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COLLEGE COMMITTEES

1330

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The President, or his/her appointee shall develop a system of committees as a means of involving faculty, administrators, college staff, and students in decision making within broad areas of college life. He/she shall have responsibility for monitoring the work and progress of each committee to insure maximum productivity and involvement.

The work of each committee shall conform to Board policy and to the written procedures contained in the Personnel Handbook.

### STANDING COMMITTEES OF THE COLLEGE

Admissions	Catastrophic Leave
Curriculum	Institutional Effectiveness
Investment	Learning Resources
Marketing, Recruiting & Retention	Professional Development
(Faculty) Rank Screening	Records Management
Student Appeals & Grievance	Scholarships & Financial Aid
Student Life	Safety & Risk Management
Online Instruction	President's Cabinet
Grievance	

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### ADVISORY COMMITTEES

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Clarendon College is committed to serving the educational needs of its service area. To remain responsive to these needs, a variety of advisory committees may be utilized to improve communication between the College and the people. General guidance and advice will be sought through one or more advisory committees while more specific assistance will be provided by work force education advisory committees.

Membership on advisory committees shall be open to all adults within the community who have a potential for service to the College without regard to age, gender, color, national or ethnic origin, race, religion, creed, and/or disability. All advisory committee members shall be approved by the President.

Minutes of advisory committee meetings related to the instructional program and the membership of each instructional advisory committee are maintained in the Office of the Executive Vice President of Academic & Student Affairs. Minutes of general advisory

committee meetings are maintained in the office of the Executive Vice President of Academic & Student Affairs.

Advisory committees must meet in person a minimum of twice a year (once each semester).

Procedures and guidelines for advisory committees are published in the Personnel Handbook.

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## INSTITUTIONAL EFFECTIVENESS

1410

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The emphasis in evaluating educational institutions has shifted over the past several years to attempt to judge institutional effectiveness, i.e., the success of an institution in achieving delineated and stated purposes and objectives that are outgrowths of a clearly defined institutional mission and purpose. As stated in the College's statement of mission and purpose, the primary responsibility of Clarendon College is to deliver a quality education and/or job training to its students. In order to assure that this responsibility is met, a comprehensive, structured process will be established that will ensure periodic review of the institutional statement of purpose and the goals and objectives that arise from that purpose. Procedures will be instituted that will allow formal evaluation of institutional effectiveness in fulfilling the purpose and achieving the stated goals and objectives.

These procedures will encompass guidelines for institutional research, planning, and evaluation of Clarendon College's success in fulfilling its stated purpose.

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MASTER PLAN

1420

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Development of a master plan for the College shall be the responsibility of the President who will involve a wide spectrum of participants. Once the master plan has been developed, the President shall present it to the Board of Regents for final adoption.

Assessment of the Master Plan

An evaluation and review of the Master Plan will be conducted annually and is the responsibility of the President.

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PERFORMANCE REPORT

1430

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In accordance with institutional effectiveness, institutional planning and evaluation, and the Texas Education Code, Section 130.0035, Clarendon College shall as soon as practical after the end of each academic year prepare an annual performance report for that academic year. The performance report shall be presented to the Board of Regents, and thereafter, to any person on request. The report at a minimum shall include the rate at which students completed courses attempted, the number and types of degrees awarded, percentage of graduates who passed licensing exams, the number of students or graduates who transfer to a public university, the passing or success rates of students who participate in remediation, the percentage of students enrolled who are academically disadvantaged, the percentage of students enrolled who are economically disadvantaged, the racial and ethnic composition of the College's student body, and the percentage of contact hours taught by full-time faculty.

Clarendon College will be proactive in ensuring all incidences of substantive changes are reported in a timely manner as required by Southern Association of Colleges and Schools Commission on Colleges. The complete SACSCOC Substantive Change Policy Statement can be found online at

<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

### **Definition**

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

## **College Responsibilities**

It is the responsibility of Clarendon College to follow SACSCOC substantive change procedures and inform SACSCOC of substantive changes as specified in those procedures. If the College is unclear as to whether a change is substantive in nature, the College president or accreditation liaison should contact SACSCOC staff for consultation. SACSCOC accredits institutions, not systems. Failure of the College to gain approval for substantive changes involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding.

## **Early Identification of Proposed College Changes and Responsibility for Determination of Substantive Change**

Both the President's Senior Staff and the President's Cabinet meet regularly to discuss all aspects affecting the College. Membership comprising these two groups represents College leadership from every aspect of the College. Senior Staff is comprised of the College President, the Executive Vice President of Academic and Student Affairs & SACSCOC Accreditation Liaison, the Vice President of Administrative Services and the Chief of Staff. President's Cabinet membership includes the College President, Executive Vice President of Academic and Student Affairs & SACSCOC Accreditation Liaison, Vice President of Administrative Services, Vice President of Academic Affairs, Chief of Staff, Registrar, Dean of Student Affairs, Associate Dean of Financial Aid, Associate Dean of Enrollment Services, Director of Information and Technology, Director of Institutional Research, Director of Allied Health, Division Director for Agriculture, and the Coordinator of Correctional Educational Programs,

It is the responsibility of senior staff and/or cabinet member to report and provide



information concerning any planned changes, expansions, or closures in their respective areas to the Senior Staff and/or President's Cabinet well in advance (9-12 months) prior to any implementation.

### **Determination of Substantive Change**

It is the responsibility of the College President and the SACSCOC College Liaison to reference the tables below and make a determination based on the information provided as to the necessity of reporting a substantive change to the Commission. In the event the SACSCOC Liaison and College President are unable to make a determination, the SACSCOC Staff member assigned to the College will be consulted.

### **Establishment of a Timeline for Submission of a Substantive Change**

The President will establish a plan for timely submission of the substantive change to the Commission. It is the responsibility of the SACSCOC Accreditation Liaison to submit the change based on the established timeline to the Commission in the appropriate format.

### **Documentation of Change**

All substantive change activity will be documented by the SACSCOC Accreditation Liaison through a database maintained by the liaison on networked secured storage.

### **Notification of Clarendon College Substantive Change Policy**

To help ensure all college employees are aware of the CC Substantive Change Policy, the policy is published on the employee portal and the SACSCOC webpage of the Clarendon College website (<https://www.clarendoncollege.edu/Accreditation>). This

page was established Fall 2016 and all employees were notified of the new site in their employee portal and college email.

### **Procedures for Reporting:**

There are three procedures for addressing the different types of substantive changes:

- Procedure 1 for the Review of Substantive Changes requiring *Approval Prior to Implementation* (Notification may also be required).
- Procedure 2 for the Review of Substantive Change Requiring **Only Notification Prior to Implementation** (some changes also require submission of additional documents).
- Procedure 3 for Closing a Program, Site, Branch Campus or Institution.

### **Reporting the Various Types of Substantive Change**

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. Carefully read the full text under the appropriate procedure for details regarding reporting.

Type of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation & Time Frame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	Application for Level Change Due dates: March 1 (June Review) September 1 (December Review)
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Expanding at current degree level ( <i>significant departure from current programs</i> ).	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Initiating degree completion programs	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Initiating a branch campus (Not an off-site instructional area)	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Initiating distance learning by offering 50% or more of the first program for the first time	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Relocating a main or branch campus	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution	Procedure 1	No	Yes	Cover Sheet Prospectus  Due Dates: January 1 for July – Dec start July 1 for January – June start

Type of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation & Time Frame for Contacting SACSCOC
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	See Section on Agreements Involving Joint and dual Academic Awards	No	Yes	Cover Sheet Prospectus <b>Due dates:</b> January 1 for July – Dec Start July 1 for Jan – June Start Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved.
Initiating dual or joint degree with at least one institution not accredited by SACSCOC	See Section on Agreements Involving Joint and dual Academic Awards	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.
Initiating a direct assessment competency-based program	See Section on Direct Assessment Competency-Based Educational Programs	Yes – Screening Form	Yes	Submit “Screening Form” with letter of notification. If Prospectus is required, <b>Due dates:</b> March 15 (for June review) September 1 (for December review)
Initiating a merger/consolidation with another institution	See Section on Mergers Consolidation s, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status	Yes – Dec 15 June review June 1 for December review	Yes	Cover Sheet Institutional Summary Form Prospectus <b>Due dates:</b> March 15 (for June review); September 1 (for December review)
Initiating a certificate program at a new off-campus site at employer’s request and on short notice (previously approved program)	Procedure 1	No	Yes	Cover Sheet Modified prospectus Liaison Contact Commission Staff
Initiating a certificate program that is a significant departure from previously approved programs at employer’s request and on short notice	Procedure 1	No	Yes	Cover Sheet Modified prospectus Liaison Contact Commission Staff
Adding a site under a U.S. military contract for a previously approved program	Procedure 1	No	Yes	Cover Sheet Modified prospectus Liaison Contact Commission Staff
Altering significantly the length of a program	Procedure 1	No	Yes	Cover Sheet Modified prospectus Liaison Contact Commission Staff
Altering significantly the educational mission of the institution	Procedure 1	No	Yes	Cover Sheet Modified prospectus Liaison Contact Commission Staff

<b>Type of Change</b>	<b>Procedure or Policy</b>	<b>Prior Notification Required</b>	<b>Prior Approval Required</b>	<b>Documentation &amp; Time Frame for Contacting SACSCOC</b>
Changing from clock hours to credit hours	Procedure 1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	No	Yes	Letter of notification with old address, new address, and implementation date.
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See Section on Agreements Involving Joint and dual Academic Award	At least 6 months prior to implementation	No	Acceptance of notifications, copy of signed agreement and contact information for each institution
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution	Procedure 2	Yes	No	Letter of notification and copy of signed agreement
Initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 2	Yes	No	Letter of Notification Including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time	Procedure 2	Yes	No	Letter of Notification Including street address and implementation date
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	Procedure 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification

Type of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation & Time Frame for Contacting SACSCOC
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	NA	No	No	NA
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location	NA	No	No	NA
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program	NA	No	No	NA
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site	NA	No	No	NA
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution	NA	No	No	NA
Initiating distance learning by offering 24% or less of any program for the first time	NA	No	No	NA

### **Agreements Involving Joint and Dual Academic Awards**

In the event Clarendon College seeks to enter into any agreements between accredited or non-accredited degree-granting institutions of higher education throughout the world for the purpose of awarding certificates, degrees, or diplomas the College recognizes prior approval in required before implementation. The College is responsible for providing notification to SACSCOC of agreements involving dual or joint academic awards, providing signed copies of the agreements, and providing any other

documentation or information required by SACSCOC policies and procedures for review.

Details of the SAC

### **Direct Assessment Competency-Based Educational Programs**

Because the initiation of a direct assessment or a hybrid program constitutes the addition of courses or programs that represent a significant departure, either in content or method of delivery, from those offered when the College was last evaluated, each direct assessment competency-based program is considered a substantive change that requires approval by SACSCOC Board of Trustees through the substantive change procedures. The following characteristics may be used as tool to aid in the determination if a program is a direct assessment competency-based educational program.

#### Characteristics of a Direct Assessment Competency-Based Educational Program

A direct assessment program has several characteristics:

1. It does not subscribe to conventional notions of the clock hour, seat time, term length, or the credit hour; rather, it relies on the student's ability to demonstrate clearly defined and measurable competencies in a designated program.
2. It is designed and delivered within the framework of the program's defined knowledge, skills, and competencies as demonstrated by students, rather than in terms of prescribed courses.
3. A student may acquire the requisite competencies from multiple sources and at various times other than, or in addition to, the learning experiences provided by the institution. As such, the length of time it takes to demonstrate learning may be different for each student.

4. It often allows for alternative approaches to teaching and learning.
5. It may rely almost exclusively upon students using direct assessment testing models to demonstrate their mastery of program and degree content.

The College seeking to operate with integrity in all matters, including the maintenance of academic quality in the establishment of a direct assessment competency-based educational program will comply with the following practices and procedures:

1. Adhere to initial obligations and expected framework;
2. Ensure compliance with appropriate SACSCOC requirements and standards outlined in the *Principles for Accreditation* and with Commission policy; and
3. Follow procedures for the notification and approval of the substantive change.

Reporting specifics may be found on the SACSCOC website at:

<http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf>

### **Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status**

In the event the College seeks to;

- initiate a merger or consolidation with another institution;
- change the manner of governance, ownership, control, or legal status;
- acquire any program or site from another institution; or
- add a permanent location at a site where the College is conducting a teach-out for students from another institution that is closing.

The College will provide prior notification to SACSCOC at least six months before the review date and submit required documentation. The College recognizes this type of substantive change requires a site visit.



Reporting specifics may be found on the SACSCOC website at:

<http://www.sacscoc.org/pdf/081705/Mergers.pdf>

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POSTED MATERIALS

1510

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Clarendon College shall provide access to college information through electronic signage, bulletin boards and electronically at the College website. Bulletin boards are located at convenient locations in most buildings frequented by students and employees.

Bulletin boards are the property of the College, and all materials posted are considered official business of the College. Students, faculty, and non-college personnel must submit information to be posted on College bulletin boards to the Chief of Staff or designee for approval. Each item will be stamped and will be given a date of approval and an expiration date. All materials will be removed after the expiration date.

Electronic Signage is currently available on the Clarendon College Campus and at the Clarendon College Pampa Center. All materials posted to digital signage is considered official college business. Digital signage will also be used as one of multiple methods to inform faculty, staff and students in the event of urgent issues pertaining to them. Posting to digital signage is responsibility of the Chief of Staff.

The College website is located at <http://www.clarendoncollege.edu>. This digital publication of the College mirrors information contained in other official publications of the College as well as current information and announcements. It is updated and maintained by the Chief of Staff through the President's Office. Students, faculty, and staff are granted posting privileges based on various criteria including but not limited to course load or job description.

The College website will also be used as one of multiple methods to inform faculty, staff, students, and the community of urgent issues which might pertain to them. At a minimum the College website shall post the following:

1. The college district's Compact With Texans under Government Code 2114.006. [AFA]
2. On the first frame of the homepage and in a font that is larger than the font of the majority of the text on the home page, an accessible link to the college district's online resumes maintained on the Coordinating Board's Internet website under Education Code 51A.003. [AFA]
3. The cost of attendance for a first-time entering full-time student in accordance with the uniform standards prescribed by the commissioner, under Education Code 61.0777 and 19 Administrative Code 21.222. [AFA]
4. In a prominent location, that is not more than three hyperlinks from the website's home page, a link to the postsecondary and career information posted on the Texas Education Agency's Internet website, under Education Code 7.040. [AFA]
5. An election notice, under Election Code 85.007. [BBB]
6. Conflicts disclosure statements and questionnaires, under Local Government Code 176.009. [BBFA, CFE]
7. Notice of a board meeting and, if the college district contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more, the agenda for a board meeting, under Government Code 551.056. [BD]
8. Any written agenda and related supplemental written materials for a board meeting, as well as a broadcast of the board meeting followed by an archived version of that broadcast, if the junior college district has a total student enrollment of more than 20,000 in any semester of the preceding academic year, under Government Code 551.1282. [BD]
9. On the home page the prescribed statement if the college district proposes to increase the amount of taxes to fund maintenance and operation expenditures, under Tax Code 26.05. [CAI]
10. If the website is generally accessible, a link to the state expenditure database, under Government Code 2054.126. [CDA]
11. A copy of the college district's financial transactions, under Education Code 51.9741. [CDA]
12. An annual debt obligation report or link to where the information is located and the contact information for the college district's main office, under Local Government Code 140.008. [CDA]

13. A college district shall report its energy usage information on a publicly accessible Internet website with an interface designed for ease of navigation, if available, under Government Code 2265.001. [CH]
14. In a prominent location, the code of conduct for the college district's officers, employees, and agents under 20 U.S.C. 1094. [DBD]
15. Information regarding college district employees and employee compensation, as provided by Government Code 659.026. [DEA]
16. Information regarding a gift, grant, donation, or other consideration from a person that the person designated to be used as a salary supplement, and related conflict of interest provisions, as provided by Government Code 659.0201. [DEA]
17. The end-of-course student evaluations of faculty according to a plan developed under Education Code 51.974(h) and 19 Administrative Code 4.227(10) and 4.228(e). [DLA]
18. The International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes as provided by 20 USC 1015b. [EDA]
19. Information about each undergraduate classroom course offered for credit not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered as provided by Education Code 51.974 and 19 Administrative Code 4.225 to 4.228. [EFA]
20. The college district's policy to grant undergraduate course credit to entering freshmen students who have successfully completed the International Baccalaureate Diploma Program, who have achieved required scores on one or more examinations in the Advanced Placement Program or the College-Level Examination Program, or who have successfully completed one or more courses offered through concurrent enrollment in high school and at an institution of higher education with the application materials, under Education Code 51.968. [EGA]
21. Guidelines addressing the practices of the college district regarding the transfer of course credit, under Education Code 61.830. [EGA]
22. The mental health resources available to students at the college district on a dedicated website, under Education Code 51.9193. [FFCA]

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MAIL

1520

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Mail and inter-office communications are distributed through assigned institutional post office boxes. Outgoing college mail must be deposited for stamping and mailing in the location(s) designated by the business office. Information on the preparation of outgoing college mail, bulk mailing procedures, and other special instructions is available through the business office.

All outgoing college mail must be identified with an office name, individual name, or account number so proper charges can be made for postage.

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IN-HOUSE DUPLICATIONS

1530

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Clarendon College provides copy machines at convenient locations for use by employees of the College. Copies made on photocopier machines will be accounted for and charged against budget accounts. Care should be exercised to eliminate waste and to hold down excessive use of materials in all copying operations. Under no circumstances are college supplies and machines to be used for other than official college business except as provided for in procedures to sell copying services to individuals and/or groups outside the College.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

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## TELEPHONE SERVICE

1540

(Updated 7-21-2011 Local)

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Clarendon College shall provide appropriate and adequate telephone service to support the College's educational programs and to adequately support the institution's management and administrative functions. The Director of Technology through the Vice President of Administrative Services and the President is responsible for the College's telephone systems and service.

Telephone messages may be left via the college's electronic voice mail system, or if voice mail is not available, messages for college personnel who are not available to receive an incoming call may be taken and placed in the employee's mailbox by the switchboard operator.

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## CELL PHONE USE

1541

(Updated 7-21-2011 Local)

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The carrying and use of cell phones and other personal electronic devices are allowed on the Clarendon College Campus, Pampa Center, Childress Center, and Amarillo Center. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College overall and its classrooms and laboratories. Students participating in off-campus course related activities must follow the electronic devices policies of the agency or organization where they are visiting or working.

Cell phones and other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces, and other academic settings and during

such events as plays, concerts, lectures, and College ceremonies. The term “laboratories” includes computer laboratories. These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations. Beyond the basic College policy stated herein, faculty members, may have individual policies related to cell phones and other personal electronic devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. These policies may include penalties for violation. If cell phones, calculators, recorders, digital cameras, PDA’s, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Student Code of Conduct of Clarendon College.

Cell phone and social media use by college employees will be limited to college business and/or emergency calls only.

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DRESS CODE

1542

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Presenting a positive image of Clarendon College to current and prospective students, their parents, and the public is an important part of our jobs. To that end, Clarendon College employees are expected to use good judgment in the type of clothing that is appropriate for their workstation. Employees must present a clean and neat appearance. Dress, grooming, and personal cleanliness contribute to the morale of all

employees and affect the professional and academic image that Clarendon College presents to students and visitors. Supervisors are responsible for determining appropriate dress for their department(s). It is important to remember the appearance of our employees is the image that we present to our students and the public.

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## INSTITUTIONAL PUBLICATIONS

1550

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Clarendon College exhibits and maintains high and proper moral and ethical standards in its institutional advertising, student recruitment, institutional and student publications, and representation of accreditation status. Clarendon College does not discriminate on the basis of age, gender, color, national or ethnic origin, race, religion, creed, and/or disability.

### Student Publications

Clarendon College supports student publications. Publications are produced for student use and for promotion of the institution. Production responsibility rests with the Office of the Executive Vice President of Academic & Student Affairs.

### Institutional Publications

A number of publications are produced regularly by the College for the purpose of providing needed information to the public.

College Catalog. This publication presents information about the total college: its staff, facilities, curriculum, regulations, and other information. It is published annually and made available to prospective students and various educational and governmental institutions. Production of the College Catalog is the responsibility of the Vice President of Academic Affairs.

Student Handbook. This handbook includes information on the institution, facilities, services, academic regulations, conduct regulations, student housing, and extracurricular activities. Responsibility for publishing the Student Handbook rests with the Dean of Student Affairs.

Consumer Guide and Financial Aid Guide. A publication aimed at potential students, the Consumer Guide attempts to describe financial aid at Clarendon College as completely as possible. Information is provided on admission standards, educational programs, academic regulations, degree requirements, costs and financial aids, and other items pertinent to prospective students. From time to time the Consumer Guide and Financial Guide may be published or included as part of the College Catalog or the Student Handbook.

Annual Security Report: The Annual Security report is disseminated to the college community and potential students and employees. The report is a combination of the Annual Security Report and the Annual Fire Safety Report as required by the Higher Education Reauthorization Act and the Cleary Act. The report is published annually in September to all students and employees.

Alcohol & Other Drugs Program Evaluation: This biannual report is published electronically by the Executive Vice President of Academic & Student Affairs. The report contains the evaluation of the college's Alcohol & Drug Prevention efforts.

Clarendon College Web Site. The web site is located at [www.clarendoncollege.edu](http://www.clarendoncollege.edu). This digital publication of the College mirrors information contained in other official publications of the College as well as current information and announcements.



Clarendon College Policy Manual. It is the responsibility of the President, and his/her Senior Staff to collect, index, and publish a manual listing all the institutional policies of Clarendon College as established by the Board of Regents.

The Policy Manual will be reviewed annually and presented to the Board of Regents for approval.

Personnel Handbook. The President and his /her Senior Staff are responsible for publishing and revising the Personnel Handbook. This manual includes information on staff, personnel procedures, position descriptions, job classifications, institutional procedures, and financial considerations.

The Personnel Handbook will be reviewed annually and presented to the Board of Regents for approval.

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## USE OF COLLEGE NAME, SEAL, LOGO

1560

(Updated 8-15-2013 Local)

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The use of the name "Clarendon College" is prohibited to any individual, group, or organization not under the direct legal control of the Board of Regents unless officially appointed as a designated representative of the College for specific purposes by the Board. Likewise, the use of the College letterhead, seal, logo, and other distinctive symbols is restricted to properly designated College employees and for official College business only. The College logo and seal are copyrighted and may not be used for political activities or in commercial publicity in such a manner as to indicate institutional endorsement of commercial products, political candidates, or causes.

Proper use of the College name, logo, and seal are outlined in the Clarendon College Graphic Standards Manual, which is available on the college's website or by

contacting the Chief of Staff. The standards are intended to aid in the proper use of Clarendon College's name, logo, and seal in order to maintain a consistent and professional brand.

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## RECORDS MANAGEMENT

1570

(Updated 7-21-2011 TACC CIA & Local)

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Clarendon College shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized College personnel.

### Custodian of Records

The Registrar, and the successive holders of said office, shall serve as Records Management Officer for Clarendon College. The Registrar is custodian of all records for currently enrolled students and for all official academic records. The Executive Vice President of Academic & Student Affairs is custodian of all other student records.

### Definition of Clarendon College Records

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or any other media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by Clarendon College or any of its officers or employees pursuant to the law or in the transaction of public business are hereby declared to be records of Clarendon College and shall be created, maintained, and disposed of in accordance with established record control schedules.

### Clarendon College Records Declared Public Property

All Clarendon College records are hereby declared to be the property of Clarendon College. No Clarendon College official or employee has, by virtue of his or her position any personal or property right to such records even though he or she may have developed or compiled said records. The unauthorized destruction, removal from files or use of such records is prohibited.

### 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.

### Access by College Officials

For the purposes of this policy, "College officials" shall mean any employees, Regents, agents of the College, as well as attorneys, consultants, and independent contractors who are retained by the College. "College officials" have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, or the student's case; compiling statistical data; or investigating or evaluating programs.

### Retention Schedules

In developing the College's records retention schedule, the records management offices, in conjunction with the Records Management Committee, shall ensure the records retention is consistent with the applicable minimum retention schedules adopted by the

[www.tsl.state.tx.us/slr/recordspubs/localretention.html](http://www.tsl.state.tx.us/slr/recordspubs/localretention.html). Any destruction of records of Clarendon College will be in accordance with these schedules and the Local Government Act.

### Electronic Storage

The College's records may be stored electronically in addition to or instead of source documents in paper or other media, subject to the requirements of Chapter 205 of the Local Government Code and the rules adopted by the State Library and Archives commission.

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## COMPUTER USE - GENERAL

1580

(Updated 8-15-2013 TACC Policy Update #28 EDA & Local)

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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.

All Clarendon College systems are subject to periodic, unannounced security audits. A violation of any of these policies subjects the user to disciplinary procedures at Clarendon College and referral to the appropriate law enforcement or investigative agency outside the College.

### **Ethics and Responsibilities**

1. 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.
2. Accounts (IDs and passwords) are approved and issued by Information Technology. 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 Information Technology. The individual to whom the account has been issued is responsible for the proper use of the account, including password protection. The individual to whom the account has been issued is responsible - and will be held accountable - for ALL usage on that account (including use by other persons). Account holder shall keep their keywords and passwords confidential to protect themselves and their files. Users shall not give or sell passwords to others.
3. 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. To do so constitutes theft.
4. 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.
5. 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.
6. 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.

7. The same standards of intellectual honesty and plagiarism apply to computer resources, computer programs, and files as to other forms of published work.

## **Computer Security and Privacy**

Computer abuse is currently covered by Federal laws:

- Computer Fraud and Abuse Act of 1986
- Electronic and Communications Privacy Act of 1989

The state statute for computer abuse is:

- Chapter 33, Computer Crimes Texas Penal Code

The security policy adhered to by this College is as follows:

1. All faculty/staff employees and students shall be responsible for complying with this policy on computer security and privacy.
2. The College President shall appoint an administrator responsible for developing and maintaining College regulations and procedures regarding security and privacy of computer data, software, and hardware.
3. Any student's or faculty/staff employee's use of College computing facilities is a privilege that shall be revoked for violation of this policy, regardless of the need for computer use in performing assigned duties.
4. Any student or faculty/staff employee (regardless of employment contract or tenure status) found to be involved in infractions of this policy, College policy, or civil or criminal laws regarding College computer security and privacy shall be subject to disciplinary actions including, but not limited to, revocation of computing privileges, suspension, dismissal, prosecution, and restitution for damages. Involvement, as

used here, includes, but is not limited to, participating, encouraging, aiding, or failing to report known infractions.

5. Programs and files are confidential unless they have explicitly been made available to other authorized users. However, Information Technology reserves the right to monitor all computer resources to protect the integrity of its computing systems, computing software, workstations, and lab facilities. Information Technology personnel may access others' files when necessary for the maintenance of the computer systems. When performing maintenance, every effort will be made to insure the privacy of a user's files. However, if violations are discovered, the violation(s) will be reported immediately to the Director of IT and Dean of Administrative Services.
6. Some jobs or activities of the College involve access to resources critical to computer security and privacy. The College may require faculty/staff employees or students involved in these jobs or activities to disclose personal histories, participate in special training, and/or sign special agreements concerning computer use.
7. All passwords for the College's computing systems will comply with the college's password policy.
8. All security privileges will be set to the level as determined by each dean or department head and implemented by the administrator. If an employee's employment with Clarendon College has been terminated the administrator will be notified by that employee's department head or dean immediately so the account can be immediately disabled and or deleted.
9. All accounts will be reviewed at the end of the year by the administrator. The administrator will query the various department heads and deans for any personnel

changes in their area. The administrator will then check for validity and current security privileges using the queried information. Any additions, changes or deletions to user accounts throughout the year will be made in accordance with the Clarendon College Change Policy.

10. All students and faculty/staff employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either College personnel or College computing facilities.

11. Clarendon College makes every effort to ensure the integrity of its various systems. All computer systems available to users offer some form of dataset protection which can be modified by an authorized user as needed. However, none of the systems offer absolute security. Therefore, users should not place sensitive information on a publicly accessible system. Clarendon College, nor Information Technology cannot, under any circumstances, be held liable for the consequences of such actions. Further, the College does not take responsibility for the safe storage of student files. Students must keep their own copies of any information that is important to them. Clarendon College is not responsible for any loss of information from college computers or networks, regardless of the cause.

### **Misuse or Abuse of Computer Network, Equipment, Programs, or Data**

Conduct for which disciplinary action may be taken--in relation to computer network, equipment, programs, or data--includes, but is not limited to, the following: *Note: Please refer to Security Breach Notification.*

1. Unauthorized use of computing resources or use of computing resources for unauthorized or nonacademic purposes.



2. Unauthorized accessing or copying of programs, records, or data belonging to the College or another 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 personal or financial gain.
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. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
10. The following types of activities are some examples (the list is not meant to be inclusive) of behavior that are considered unethical and unacceptable, and in some cases may violate state or federal law:
  - 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. Accessing or seeking access to another individual's account, private files, or e-mail without permission of the owner.
- f. Misrepresenting one's identity in electronic communication.
- g. Violating copyright and/or software agreements.
- h. Using computer resources to threaten or harass others.
- i. Using the College's computer resources for commercial or profit-making purposes without written permission from the Dean of Administrative Services.
- j. Violating rules and codes set by services subscribed to by the College.
- k. Disobeying or disregarding computer lab rules and/or computer system rules, policies, procedures, and protocols.

### **Security Breach Notification**

This policy is intended to ensure that all Clarendon College personnel are aware of the college's responsibilities under the law.

This policy governs the actions of any Clarendon College official (defined below) who discovers or is notified of a breach or possible breach of the security of unencrypted

personal information collected and retained by Clarendon College as computerized data.

This breach can be the result of a compromise of a Clarendon College computing system or network, the loss or theft of any physical device in which personal information is stored, or the loss or theft of any storage medium upon which personal information is maintained.

Clarendon College maintains computerized data on various college systems which includes personal information. If the security of any Clarendon College system storing or processing computerized data that includes unencrypted personal information is compromised, the owner or licensee of that information must be notified by the college of the breach of the system if the information was, or is reasonably believed to have been, acquired by an unauthorized person.

This disclosure shall be made as expediently as possible following discovery or notification of the breach—without unreasonable delay and consistent with any measures taken to determine the scope of the breach and restore the integrity of the affected data system. This notification may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. In that case, the notification may be made after the law enforcement agency determines that such notification does not compromise an ongoing investigation.

Good faith acquisition of personal information by a Clarendon College official with a legitimate educational interest in the data or information is not a breach of the security of the system when the personal information is not used or subject to further unauthorized disclosure. Clarendon College is not required to disclose a technical breach of system security which does not seem reasonably likely to subject the owners of personal information stored on those systems to a risk of criminal activity.

## **RESPONSIBILITIES**

All college officials have a duty to comply with and to understand their responsibilities as expressed in this policy. Certain Clarendon College administrative personnel also have additional responsibility for maintenance and for execution of this policy. These additional responsibilities include:

### **Policy Maintenance**

#### **1. Director of Information Technology (IT)**

Primary responsibility for maintenance and administration of this policy rests with the Director of Information Technology or designee. IT is responsible for drafting any updates and changes to the policy and procedures, with input from the Dean of Administrative Services. After appropriate campus review and final approval by the college president, IT will publish the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.

#### **2. Dean of Administrative Services**

The Dean of Administrative Services is responsible for reviewing any updates or changes to this policy and for providing input on the policy and its implications for employees and other affected individuals or groups.

## **DEFINITIONS**

### **Breach of the Security of the System**

- Unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by Clarendon College.

### **Personal Information**

- Defined by statute as an individual's first name or first initial, and last name in combination with any one or more of the following data elements:
  - a. Social Security number;
  - b. Driver's license number or government issued ID number, or;
  - c. health care information, such as information about an individual's physical or mental health, or;
  - d. Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

### **College Official**

- Clarendon College defines a college official as:
  - a. A person employed by the college in an administrative, supervisory, academic or research, or support staff position.
  - b. A person appointed to the board of regents.
  - c. A person assigned, employed by or under contract to the college to perform a special task, such as an attorney or auditor.
  - d. A person who is employed by public safety.
  - e. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another college official in performing his or her tasks.

## **Legitimate Educational Interest**

- Clarendon College defines a college official who has a legitimate educational interest as one who is:
  - a. Performing a task that is specified in his or her position description or contract agreement.
  - b. Performing a task related to a student's education.
  - c. Performing a task related to the discipline of a student.
  - d. Providing a service or benefit relating to the student or student's family, such as health education, Counseling, advising, student employment, financial aid, or other student service related assistance.
  - e. Maintaining the safety and security of the campus.

## **PROCEDURES**

Any college official who discovers or is notified of a breach of the security of any Clarendon College technology system will report it. The initial report of a potential security breach involving computerized data will likely be made in one of three ways:

1. A report to the Clarendon College Director of IT of the theft of a computing or storage device.
  - a. If the presenting incident is a theft, the Director of IT will:
  - b. Report it to law enforcement, and act as liaison with any law enforcement agency involved in the situation;
  - c. Notify the Dean of Administrative Services of the incident, and
  - d. Notify the Executive Vice President of Academic and Student Affairs (or designee) of the incident.

- e. Follow normal computing services inventory procedures regarding loss or theft of technology;
2. The discovery of a breach of security of a computer or the Clarendon College network by support staff.
- a. If the presenting incident is discovery of a network breach, the Director of IT will:
    - 1) Begin network and computer technical investigations following the guidelines articulated in the Clarendon College IT security standard addressing intrusion detection and incident response. This will continue until the security and technical aspects of the situation are resolved.
    - 2) Notify the Dean of Administrative Services of the incident, and
    - 3) Notify the Executive Vice President of Academic and Student Affairs (or designee) of the incident.
  - b. In some circumstances, it may be appropriate to report a breach of the security of the network or Clarendon College computers to law enforcement, as well.
    - 1) The Director of IT (or designee) and the Dean of Administrative Services (or designee) will consult regarding the nature and scope of the security breach and to determine whether law enforcement needs to be notified.
    - 2) The Director of IT (or designee) will notify the Executive Vice President of Academic and Student Affairs (or designee) regarding the incident and will have responsibility for guiding the initial investigation by IT technical representatives into the situation and determining the nature of any unencrypted data which may have been compromised.

## **Incident Response Team**

If it is determined that a breach may have compromised the security, confidentiality, or integrity of Clarendon College-managed personal information, the dean of information resources (or designee) will initiate a meeting as soon as possible of the college's Incident Response Team, consisting of the following or their designees:

1. Dean of Administrative Services (chair)
2. Executive Vice President of Academic and Student Affairs
3. Registrar (if student data may be involved)  Payroll/Benefits Coordinator (if staff data may be involved)
4. Director of IT

The Dean of Administrative Services will notify the president of the college that the Incident Response Team has been activated and will provide updates regarding actions taken, as appropriate.

### **Institutional Response**

The Incident Response Team will:

1. Assign from the team membership a scribe responsible for maintaining notes, minutes and a final written report to the college president regarding the incident, its resolution and the institutional response.
2. Gather information regarding the situation and the type and nature of the unencrypted data that has potentially been compromised.
3. Determine if a legal responsibility exists to notify individuals that their personal information has or may have been disclosed.
4. Determine who is affected by the breach and should be notified.



5. Determine which of the methods of disclosure (below) prescribed by law is appropriate.
6. Assign appropriate tasks to team members based on their institutional responsibilities and expertise. These tasks will be determined by the team based on the specific situation.
7. Conduct a debriefing meeting once the situation is resolved to review and approve the report to the college president.

### **Methods of Disclosure**

Notification of disclosure of personal information may be made in one of the following methods:

1. Written notice
2. Electronic notice consistent with the provisions regarding electronic records and signatures set forth in 15 U.S.C. Sec. 7001
3. Substitute notice. This is allowed if the cost of providing notice to all affected individuals would exceed a reasonable amount or if Clarendon College does not have sufficient contact information. Substitute notice is defined as ALL of the following:
  - a. E-mail notice when Clarendon College has an e-mail address for the subject persons,
  - b. Conspicuous posting of a notice on Clarendon College's web site, and
  - c. Notification to major statewide media.

### **Email Usage**

#### **Purpose and Scope**

To prevent tarnishing the public image of Clarendon College. When email goes out

from Clarendon College, the general public may view that message as an official statement from Clarendon College.

This policy covers appropriate use of any email sent from a Clarendon College email address and applies to all employees, students, vendors, and agents operating on behalf of Clarendon College.

## **Policy**

- Prohibited Use
  - The Clarendon College email system should not be used for the creation or distribution of any disruptive or offensive messages, including but not limited to offensive comments about race, gender, personal appearance, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this type of content from the email community member should report the matter to their supervisor immediately. Students should report the matter to the Deans of Students Office.
- Personal Use
  - Using a reasonable amount of Clarendon College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Clarendon College email account is prohibited. Virus or other malware warnings and mass mailings from Clarendon College shall be approved by Clarendon College management before sending. These restrictions also apply to the forwarding of mail received by a Clarendon College employee.
- Monitoring

- Email Community members shall have no expectation of privacy in anything they store, send or receive on the college's email system. Clarendon College may monitor messages without prior notice. Clarendon College is not obliged to monitor email messages.
- Official Communications
  - Only Clarendon College email accounts will be used for official information sent for all faculty, staff, and student communications. Personal email accounts from outside, i.e. AOL, Hotmail, Gmail, will not be used.
  - Email accounts are used for official student communications, as such must be actively monitored by students.
- Usage of Mass Email Functionality
  - Mass emails will only be sent through the Clarendon College servers for batches less than 5,000. Batches greater than 1000 should be coordinated with Computer Services to avoid email bottlenecks. Outside services should be used for larger volume.
  - Mass emails should only be used for official administrative purposes when sending to Clarendon College email accounts. Official administrative purposes do not include items falling into student activities and clubs; aliases should be used for items such as these.
  - Mass email may be used to non-Clarendon College email accounts, within the following guidelines. All communications must receive approval before being sent. All communications must be approved by the department manager. Any communications that will include alumni must also be approved by the Alumni Director. Any communications that will include

prospective and deposited students must be approved by the Director of Admissions.

- Email Account Maintenance
  - Email Account – Email Community
    - Clarendon College email accounts will become deactivated because of excessive quota or inactivity. Procedures will be in place to try to limit deactivations.
    - Clarendon College email accounts can have forwards created, but maintenance and delivery accuracy is the responsibility of the student. Information Technology (IT) does discourages this practice.
    - Email accounts will be deactivated after 30 days for over quota.
    - Email accounts will be deactivated after 180 days of inactivity.
    - Email records will be retained for 30 days after deactivation.
  - Email Account - Students
    - An email account will be generated for all Clarendon College students. The account will be created with an original ID and password and that information will be communicated to the student.
    - The college has contracted Microsoft Office 365 service as the provider of all student email accounts.
    - All students will retain their email accounts even when completing their education at Clarendon College.
    - Student Office 365 email accounts are subject to Microsoft's policy guidelines and are the property of the student.

- A student email account will be part of the @bulldogsmail.com domain not the college's native @clarendoncollege.edu domain.
- Email Account – Faculty/Staff
  - All faculty and staff will receive an email account.
  - Full time faculty and staff are expected to actively monitor their email account.
  - An email account will be removed upon notice of termination from Human Resources, unless the Director of Human Resources requests an extension. An extension can either be 30 days, in cases where departments need the ability to transfer information, or on further notice if the person involved will have an on-going relationship with Clarendon College.
- Enforcement
  - Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **Definitions**

- Email - The electronic transmission of information through a mail protocol such as SMTP or IMAP.
- Forwarded email - Email resent from an internal network to an outside point.
- Chain email or letter Email sent to successive people. - Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

- Sensitive information - Information is considered sensitive if it can be damaging to Clarendon College or its students' reputation. FURPA related guidelines must also be considered in regards to sensitive information
- Virus warning Email containing warnings about virus or malware. - The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
- Unauthorized disclosure - The intentional or unintentional revealing of restricted information to people, both inside and outside Clarendon College, who do not have a need to know that information.
- Email community - Employees, students, vendors, and agents operating on behalf of Clarendon College and making use of the @ClarendonCollege.edu email system.
- Email account - Email accounts are those with a @ClarendonCollege.edu extension.

## **Change Process**

The primary goal of the IT change management policy is to accomplish Information Technology (IT) changes in the most efficient manner while minimizing the business impact, costs, and risks. All IT change with Clarendon College will be documented in the college's selected technology platform. To achieve this, the change management process includes the following primary steps (note that all information collected in the steps below is documented in a Change Record created in the college's selected technology platform):

1. Formally Request a Change. All requests for change will be communicated to the Director of IT within the college's selected platform.

2. Categorize and Prioritize the Change. The Director of IT will assess the urgency and the impact of the change on the infrastructure, end user productivity, and budget.
3. Analyze and Justify the Change. The Director of IT works with the change requestor to develop specific justification for the change and to identify how the change may impact the infrastructure, business operations and budget. The Director of IT uses this information to further research and develops a risk and impact analysis. When completing the analysis of the change, the Director of IT must ensure they consider the business as well as the technical impacts and risks.
4. Approve and Schedule the Change. The Director of IT will discuss the change request with the change requester's supervisor and the Dean of Administrative Services for approval or rejection of the change.
5. Plan and Complete the Implementation of the Change. The process included developing the technical requirements, reviewing the specific implementation steps and then completing the change in a manner that will minimize impact on the infrastructure and end users.

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COMPUTER DATA BACKUP

1590

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### **Purpose and Scope**

- The purpose of this policy is as follows:
  - To safeguard the information assets of Clarendon College
  - To prevent the loss of data in the case of an accidental deletion or corruption of data, system failure, or disaster.

- To permit timely restoration of information and business processes, should such events occur.
- To manage and secure backup and restoration processes and the media employed in the process.
- This policy applies to all servers in the Information Technology (IT) Data and Telephone Centers.
- The retention periods of information contained within system level backups are designed for recoverability and provide a point-in-time snapshot of information as it existed during the time period defined by system backup policies.
  - Backup retention periods are in contrast to retention periods defined by legal or business requirements.
  - Cloud retention period is 30 days.
  - System backups are not meant for the following purposes:
    - Archiving data for future reference.
    - Maintaining a versioned history of data.

## **Policy**

- Systems will be backed up according to the schedule below:
  - Exchange Mailbox stores will be regularly backed up as follows:
    - All data is backed up to a local set of disks using StorageCraft ShadowProtect. For both Clarendon and Pampa.
    - All necessary system states are backed up for domain controllers and Exchange servers.
    - Exchange mailboxes are backed up.



- All data is backed both locally and remotely.
- Locally the data is backed up to a large box of disks.
- The consolidated daily backup is backed up to the StorageCraft Data Center Cloud Services at midnight.
- Exchange backups run hourly from 8AM to 6PM. Offsite replication runs nightly.
- Moodlerooms will be regularly backed up as follows:
  - All data is backed up on a Monday, Wednesday and Friday schedule
  - Moodlerooms Joule handles all backup functions, schedule and settings or set by the Director of Information Technology (IT).
  - Moodlerooms is a cloud service. The servers are located in Plano, Texas.
  - Moodlerooms Production Site backups are accessed via Firezilla SFTP and are copied to a local server at the end of a term.
- POISE has been retired and is no longer backed up.
  - All previous backups are maintained in the vault.
- Windows Servers (both physical and virtual) will be regularly backed up with StorageCraft ShadowProtect as a full image backup as follows:
  - All data is backed up to a local set of disks for both Clarendon and Pampa.
  - All necessary system states are backed up for domain controllers and Exchange servers.
  - All file shares are backed up that have Clarendon College day to day business purposes.

- Files based backups run hourly between 8AM and 6PM. Offsite backups run nightly.
- All SQL DBs are backed up. SQL includes CAMS and Great Plains accounting.
- SQL backups run hourly between 8AM and 6PM. Offsite replication runs nightly.
- All hourly image backups are consolidated to a daily backup and then backed up to the StorageCraft Data Center Cloud Services.
- The consolidated daily backup is backed up to the StorageCraft Data Center Cloud Services at midnight.
- The Telephone system will be backed up as follows
  - Regularly on the first Monday of each month.
  - In certain circumstances when many changes have been made.
  - Backup is made to a flash drive and is stored in the Business Office vault.
  - The telephone backup file is also a part of the normal file backup process.
- Media will be retired and disposed of as described below:
  - Prior to retirement and disposal, IT will ensure that:
    - The media no longer contains active backup images
    - The media's current or former contents cannot be read or recovered by an unauthorized party.
    - With all backup media, IT will ensure the physical destruction of media prior to disposal.

- Backups will be verified periodically.
  - On a daily basis, logged information generated from each backup job will be reviewed for the following purposes:
    - To check for and correct errors.
    - To monitor the duration of the backup job.
    - To optimize backup performance where possible.
  - IT will identify problems and take corrective action to reduce any risks associated with failed backups.
  - Random test restores will be done once a week in order to verify that backups have been successful
  - IT will maintain records demonstrating the review of logs and test restores so as to demonstrate compliance with this policy for auditing purposes.
- Data Recovery
  - StorageCraft ShadowProtect has restore capability.
  - If a file/folder is deleted accidentally or becomes corrupted we can easily restore it in its entirety from the local set of disks by mounting a point in time snapshot as a mapped drive.
  - Server restores depend on the server needing restored.
    - If it is a hyper-v virtual server we can restore the entire server from the set of disks as we backup entire snapshots of virtualized servers.
    - If the server is a physical server then we will procure new hardware, boot to the StorageCraft ShadowProtect recovery environment, and use hardware independent restore to recover the full server from the latest point in time snapshot.

- In the event of a catastrophic system failure, off-site backed up data will be made available to users within 3 working days if the destroyed equipment has been replaced by that time, see Disaster Recovery Plan.
- In the event of a non-catastrophic system failure or user error, on-site backed up data will be made available to users within 1 working day.
- Restoration Requests
  - In the event of accidental deletion or corruption of information, requests for restoration of information will be made to Run Biz or the Director of Information Technology.

## **Responsibilities**

- Backups and Data Recovery, Run Biz, 322-2150
- POISE and Telephone System Backups, Director of Information Technology, 874-4816
- Verification, Run Biz, 322-2150
- Log Maintenance, Run Biz 322-2150

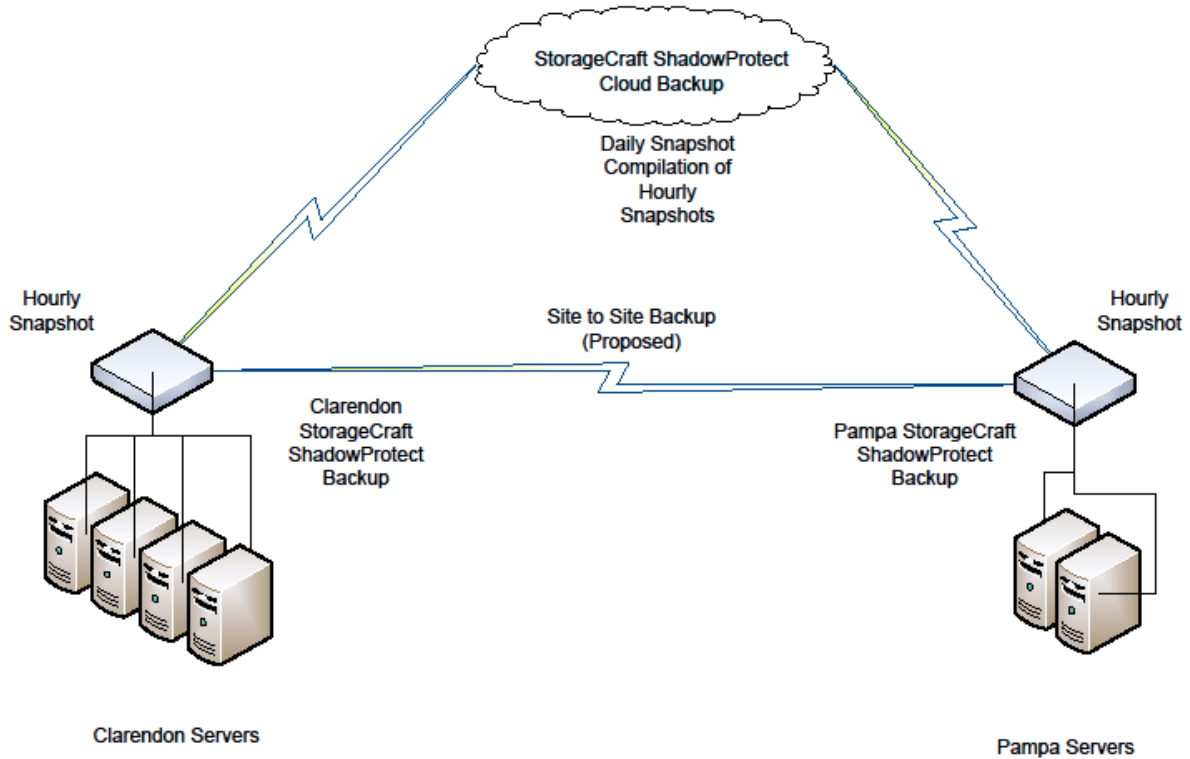
## **Definitions**

- Backup Retention - the amount of time in which a given set of data will remain available for restore.
- Domain Controller - is a server that responds to security authentication requests (logging in, checking permissions, etc.) within the Windows Server domain.
- Incremental Backup - a backup that only contains the files that have changed since the most recent backup (either full or incremental). The advantage of this is quicker backup times, as only changed files need to be saved. The disadvantage is longer

recovery times, as the latest full backup, and all incremental backups up to the date of data loss need to be restored.

- Full Backup - a backup of all (selected) files on the system. In contrast to a drive image, this does not include the file allocation tables, partition structure and boot sectors.
- Disk Image - single file or storage device containing the complete contents and structure representing a data storage medium or device, such as a hard drive, tape drive, floppy disk, CD/DVD/BD, or USB flash drive.
- Site to Site Backup - backup, over the internet, to an offsite location under the user's control. Similar to remote backup except that the owner of the data maintains control of the storage location.
- Cloud Storage – A service model in which data is maintained, managed and backed up remotely and made available to users over the Internet.

Diagram of Backup Process.



**Policy Statement**

Maintaining the security, confidentiality, integrity, and availability of information stored in the College’s computer networks and data communications infrastructure (“College systems”) is a responsibility shared by all users of those systems. All users of Clarendon College systems are responsible for protecting those resources and the information processed, stored or transmitted thereby as set forth in this policy. Violations of this policy may result in disciplinary action up to and including termination or expulsion.

## **Reason for Policy/Purpose**

Information is a vital College asset and requires protection from unauthorized access, modification, disclosure or destruction. This policy sets forth requirements for incorporation of information security practices into daily usage of College systems.

## **Policy/Procedures**

Users of College systems are responsible for protecting the information processed, stored or transmitted over or on those systems, and for incorporating the following practices into their daily activities.

## **Maintaining the Integrity of Information**

The soundness and completeness of information on College systems must be maintained during its transmission, storage, generation, and/or handling. Information that is corrupted or modified may be impossible to use or lead to errors in decision-making. To maximize the integrity of data, information technology (IT) computing resource users shall adhere to the following:

- Screen all non-text files downloaded from the Internet with anti-virus software prior to usage to minimize the risk of corruption, modification or loss of data.
- Notify the Director of Information Systems and Computer Operations in the Division of Information Technology (IT) immediately if passwords or other system access control mechanisms are lost, stolen or disclosed, or are suspected of being lost, stolen or disclosed.
- Forward information pertaining to security-related problems to the Director of Information Systems and Computer Operations immediately. DO NOT further distribute this information.
- Use information obtained from the Internet with caution. Before using free Internet-

supplied information for business decision-making purposes, corroborate and confirm the information by consulting other reliable sources.

### **Protecting Confidential Information**

All members of the College community are obligated to respect and protect confidential data, and to follow the Data Classification Security Policy. The College strongly discourages storage of any confidential or sensitive data on any computer or network-attached device that has not been explicitly approved by personnel from the Director of Information Systems and Computer Operations within the Division of IT. IT computing resource users must adhere to the following:

- Employ adequate information security technology and techniques for sensitive or critical information such as educational records, Social Security Numbers, identification numbers (GWID), and credit card numbers. For specific information regarding encryption technology options, e-mail the Division of IT at [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).
- Notify the Director of Information Systems and Computer Operations if sensitive or critical College information is lost or disclosed to unauthorized parties, if any unauthorized use of College systems has taken place, or if there is suspicion of such loss, disclosure or unauthorized use.
- DO NOT post College material such as software, internal memos, or other non-public information on any publicly-accessible computer or website unless first approved by the appropriate authority.
- DO NOT store Confidential Data in any computer unless the persons who have access to that computer have a legitimate need-to-know the information involved.
- DO NOT save fixed passwords in web browsers or e-mail clients when using a



College system. This may allow unauthorized users to access critical or sensitive information such as that contained in CAMS or Microsoft Dynamics Accounting System.

- DO NOT distribute critical or sensitive College communications to external entities. Only distribute to internal entities on a need to know basis.
- DO NOT establish Internet or other external network connections that could allow non-College users to gain access to College systems with critical or sensitive information unless prior approval has been received from the appropriate authority.
- DO NOT discuss information security-related incidents with individuals outside of the College, or with those inside the College who do not have a need-to-know.

### **Utilizing Strong Passwords**

Passwords are an integral part of overall security. To minimize the risk of a password being compromised and data being lost due to unauthorized access, follow the guidance in the Computer Resources - Acceptable Use policy of this manual.

### **Securing Information on Workstations**

Users of College systems must adhere to the following procedures to minimize the potential for theft, misuse, or corruption of data:

- Always use a security cable or locking device with laptop computers and secure mobile devices particularly when away from their office or work space.
- Secure personal computers by requiring a password when the computer is turned on and when the screen saver is deactivated (public computers with no critical or sensitive information, such as those in the library or in labs, are excluded).
- Log out of the system when finished working.
- Use secure means to transmit confidential data. Email is not a secure means to

deliver information. Information that is sent by email is at risk. Avoid using e-mail to transmit confidential data.

- Keep all computer software up to date with the latest software maintenance releases.
- DO NOT intentionally damage, alter, or misuse any College-owned or maintained hardware, software, or information.
- DO NOT test security controls in place at the College or any other location (including ethical hacking) without authorization from the Director of Information Systems and Computer Operations in the Division of IT.
- All workstations shall have a working and update anti-virus/threat detection application.
- Though not required, use of a personal firewall also is recommended.

### **Securing Information on Network**

The Director of Information Systems and Computer Operations or delegated authority must adhere to the following procedures to minimize the potential for theft, misuse, or corruption of data:

- Adhere to password policies as outlined in the policy manual.
- Insure correct folder privileges and rights are maintained.
- Correct Group Policies and Active Directory account settings are maintained and applied.
- All firewall and outside electronic intrusion security systems or properly maintained and updated.
- All network data backups are protected for outside intrusion and are physically

secured from unauthorized access.

- Student Information System databases and records are secured by username and password access and utilize proper user right assignment. User right assignments will be based on a need-to-know basis appropriate to the user's functional area.
- Email filtering is employed and monitored to insure all phishing and snooping attempts are minimized to the highest extent possible.
- Individual divisions, centers or departments may impose additional information security requirements beyond those set forth in this policy. For further information on reporting security incidents and implementing security practices see Computer Resources – Acceptable Use, Security Breach Notification of this policy manual.

### **Policy Statement**

All members of the College community have a responsibility to protect College data from unauthorized generation, access, modification, disclosure, transmission or destruction, and are expected to be familiar with and comply with this policy. Violations of this policy can lead to disciplinary action up to and including dismissal, expulsion, and/or legal action. Any known violations of this policy are to be reported to the Director of Information Systems and Computer Operations.

### **Reason for Policy/Purpose**

To educate the College community about the importance of protecting data generated, accessed, transmitted and stored by the College, to identify procedures that should be in place to protect the confidentiality, integrity and availability of College data,

and to comply with local and federal regulations regarding privacy and confidentiality of information.

## **Policy/Procedures**

### **RESPONSIBILITY FOR DATA MANAGEMENT**

Data is a critical asset of the College. All members of the College community have a responsibility to protect the confidentiality, integrity, and availability of data generated, accessed, modified, transmitted, stored or used by the College, irrespective of the medium on which the data resides and regardless of format (such as in electronic, paper or other physical form).

Departments are responsible for implementing appropriate managerial, operational, physical, and technical controls for access to, use of, transmission of, and disposal of College data in compliance with this policy. Data owned, used, created or maintained by the College is classified into the following three categories:

- Public
- Official Use Only
- Confidential

Departments should carefully evaluate the appropriate data classification category for their information.

When provided in this policy, examples are illustrative only, and serve as identification of implementation practices rather than specific requirements. Nothing in this policy is intended to identify a restriction on the right of departments to require policies and/or procedures in addition to the ones identified in this document.

### **DATA CLASSIFICATIONS**

#### **PUBLIC DATA**

Public data is information that may or must be open to the general public. It is defined as information with no existing local, national or international legal restrictions on access or usage. Public data, while subject to College disclosure rules, is available to all members of the College community and to all individuals and entities external to the College community.

By way of illustration only, some examples of Public Data include:

- Publicly posted press releases
- Publicly posted schedules of classes
- Publicly posted interactive College maps, newsletters, newspapers and magazines

#### **OFFICIAL USE ONLY DATA**

Official Use Only Data is information that must be guarded due to proprietary, ethical, or privacy considerations, and must be protected from unauthorized access, modification, transmission, storage or other use. This classification applies even though there may not be a civil statute requiring this protection. Official Use Only Data is information that is restricted to members of the College community who have a legitimate purpose for accessing such data.

By way of illustration only, some examples of Official Use Data include:

- Employment data
- College partner or sponsor information where no more restrictive confidentiality agreement exists.

Internal telephone books and directories Official Use Only data:

- Must be protected to prevent loss, theft, unauthorized access and/or unauthorized disclosure.

- Must be stored in a closed container (i.e. file cabinet, closed office, or department where physical controls are in place to prevent disclosure) when not in use.
- Must not be posted on any public website.
- Must be destroyed when no longer needed subject to the College's Records Management Policy. Destruction may be accomplished by:
  - "Hard Copy" materials must be destroyed by shredding or another process that destroys the data beyond either recognition or reconstruction. After destruction, materials may be disposed of with normal waste.
  - Electronic storage media shall be sanitized appropriately by overwriting or degaussing prior to disposal.

## **CONFIDENTIAL DATA**

Confidential Data is information protected by statutes, regulations, College policies or contractual language. Managers may also designate data as Confidential.

Confidential Data may be disclosed to individuals on a need-to-know basis only. Disclosure to parties outside the College should be authorized by the President or administrative management.

By way of illustration only, some examples of Confidential Data include:

- Medical records
- Student records and other non-public student data
- Social Security Numbers
- Personnel and/or payroll or records
- Bank account numbers and other personal financial information
- Any data identified by government regulation to be treated as confidential, or sealed by order of a court of competent jurisdiction.

Confidential data:

- When stored in an electronic format, must be protected with strong passwords and stored on servers that have protection and encryption measures provided by Division of Information Technology (IT) in order to protect against loss, theft, unauthorized access and unauthorized disclosure.
- Must not be disclosed to parties without explicit management authorization.
- Must be stored only in a locked drawer or room or an area where access is controlled by a guard, cipher lock, and/or card reader, or that otherwise has sufficient physical access control measures to afford adequate protection and prevent unauthorized access by members of the public, visitors, or other persons without a need-to-know.
- When sent via fax must be sent only to a previously established and used address or one that has been verified as using a secured location.
- Must not be posted on any public website.
- Must be destroyed when no longer needed subject to the College's Records Management Policy. Destruction may be accomplished by:
  - "Hard Copy" materials must be destroyed by shredding or another process that destroys the data beyond either recognition or reconstruction. After destruction, materials may be disposed of with normal waste.
  - Electronic storage media shall be sanitized appropriately by degaussing prior to disposal.

The Director of Information Systems and Computer Operations must be notified in a timely manner if data classified as Confidential is lost, disclosed to unauthorized parties or suspected of being lost or disclosed to unauthorized parties, or if any unauthorized use of the College's information systems has taken place or is suspected of taking place.

## **DATA CLASSIFICATION ROLES AND RESPONSIBILITIES**

The Division of Information Technology is the primary entity charged with developing policy and procedures subordinate to and in support of this policy.

The Director of Information Systems and Computer Operations is charged with the promotion of information security awareness within the College community, as well as responsibility for the creation, maintenance, enforcement and design of training on relevant security standards in support of this policy. The Director of Information Systems and Computer Operations will receive and maintain reports of incidents, threats and malfunction that may have a security impact on the College's information systems, and will receive and maintain records of actions taken or policies and procedures developed in response to such reports. The Director of Information Systems and Computer Operations will assist the Senior Staff, as appropriate, in conducting periodic audits to determine College compliance with this policy.

The Office of the President and Senior Staff will facilitate distribution of this policy; will assist in the investigation of policy breaches.

The Office of the President and Senior Staff will review procedures issued under authority of this policy for compliance with applicable regulations. The President will also respond to court ordered releases of information.

### **Retention and Maintenance of Records**

The College requires that its records be maintained in a consistent and logical manner and be managed so that the College:

1. Meets legal standards for protection, storage and retrieval;
2. Protects the privacy of faculty, staff and students as required by law;
3. Optimizes the use of space;



4. Minimizes the cost of record retention; and
5. Destroys outdated records in an appropriate manner.

Departments that maintain College records are responsible for establishing appropriate records management procedures and practices. Each department's administrative manager or a designee must:

1. Be familiar with the College's Records Management Policy;
2. Develop the department's and/or office's record management procedures and practices, consistent with this policy;
3. Educate staff within the department in understanding sound record management practices;
4. Restrict access to confidential records and information; and
5. Coordinate the destruction of records as provided in the applicable departmental procedures.

The Office of the President and Senior Staff, as well as the Registrar, are available to work with individual departments to implement these requirements. Faculty and staff should feel free to address questions about retention and destruction schedules to any of these offices.

### **Confidentiality Requirement**

Many records subject to record retention requirements contain non-public confidential data. Such records are protected by federal, state and local statutes, including the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley (GLB) Act, and the Health Insurance Portability and Accountability Act (HIPAA). In addition to statutory requirements, any record that contains confidential data should be treated in accordance with the College's privacy and security policies.

## **Electronically Stored Information**

Recent years have witnessed a tremendous growth in the use of electronically stored information (“ESI”) by the College. The ease with which ESI may be created, the number of places where ESI may be stored, and new rules regarding the use of ESI in litigation, all require that the College manage its ESI effectively, efficiently and consistent with its legal obligations. Accordingly, all departments must include ESI in the development of their records management plans.

## **Preservation of Records Relevant to Legal Matters**

Any record that is relevant to any pending or anticipated litigation, claim, audit, agency charge, investigation or enforcement action shall be retained at least until final resolution of the matter. In these circumstances, the Office of the President and Senior Staff will notify relevant departments and work with staff to identify and preserve any records (including electronic records) and other information that could be relevant to the matter. This will include a directive that the relevant unit’s normal document destruction policies or protocols temporarily be suspended. Employees who become aware that an investigation or legal proceeding has commenced or is anticipated against their department or unit must promptly notify the Office of the President and Senior Staff so that all records with potential relevance to the investigation or legal proceeding can be preserved as necessary.

## **Disposal and Destruction of Records**

If you have determined that, consistent with the College’s Records Management Policy, and with the records management practices and procedures applicable to your department, it is appropriate to dispose of any records, they can be destroyed in one of the following ways:

1. Recycle non-confidential paper records;
2. Shred or otherwise render unreadable confidential paper records; or
3. Erase or destroy electronically stored data. (Information Systems and Services can assist you in effectively disposing of this data.)

If you have questions about your responsibilities, please contact the administrative manager or department designee. For additional assistance please contact the Office of the President and Senior Staff or Registrar at (806) 874-4801.

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## SOCIAL MEDIA

1597

(Updated 8-15-2013 Local)

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### **Introduction**

This document outlines the publication policy for Clarendon College's account(s) on social media, including but not limited to Facebook, Twitter, and YouTube. These all are online social utilities that allow individuals, or group of individuals, to create a place for a group of people to come together online to post information, news and events. Clarendon College's social media presence is intended to provide the College community with a venue to share thoughts, ideas, and experiences through discussions, postings, photos, and videos. Publication guidelines will be similar to any other media.

The Clarendon College pages will provide students and other constituents with up-to-date College information and the opportunity to communicate with page administrators and other page users. This policy is intended to outline proper use guidelines in order to ensure the most effective use of the pages.

This policy addresses the College's official presence on social media sites. In

general, individual faculty or student pages are not included in this policy; however, if an employee or student group at the College creates a page that could be affiliated with the College, the Chief of Staff should be notified. The College does not take any responsibility for pages developed by others.

Contributors to the Clarendon College pages will follow the generally established employee and student guidelines. Oversight of all Clarendon College-affiliated pages is the responsibility of the Chief of Staff, who will periodically review pages to ensure College policies are followed and that the pages are being produced in accordance with the best interests of the College.

Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College's priorities for the page.

### **Departmental Social Media Sites**

Individual departments wishing to develop a social media presence MUST contact the College's Chief of Staff at [ashlee.estlack@clarendoncollege.edu](mailto:ashlee.estlack@clarendoncollege.edu) before developing any pages and/or accounts. Such departments already with Facebook Fan Pages include: Financial Aid, Ranch Horse Team, Men's Basketball, Women's Basketball, Volleyball, Sluggo the Bulldog, Rodeo, Meats Judging, Amarillo Cosmetology, Clarendon College Pampa Center, Clarendon College Childress Center and Ex-Students Association.

The Chief of Staff will maintain a college-level Clarendon College Facebook fan page. The Chief of Staff and the Dean of Student Affairs will be included as administrators for the Facebook page. A college-level Clarendon College Twitter

account will also be maintained by the Chief of Staff.

In regards to Facebook, departments will need to make a Fan Page NOT a profile page. Contacting the Chief of Staff beforehand can ensure that proper steps are taken when developing the page. Once the departmental pages are set-up, that department is responsible for content development and maintenance.

## **Procedures**

1. Employees must consult their supervisor in advance of their intention to use their Clarendon College e-mail account on social networking sites or pages on which they are representing the college in an official capacity (non-instructional).
2. Departmental social networking pages will have a minimum of two administrators assigned. If an administrator leaves the college, they will be removed as a page administrator and another person assigned in their place.
3. Because the Clarendon College pages on social media sites are interactive tools, administrators should monitor pages closely and frequently to supervise user conduct.
4. The following types of content are prohibited from Clarendon College social networking sites:
  - Derogatory language or demeaning statements about or threats to any third party.
  - Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior; or inappropriate language.
  - Content that violates state or federal law.
  - Partisan political activity.

- Online gambling.
  - Information and images that are obscene or untrue.
  - Content that harasses third parties.
  - Selling goods or services for personal financial profit.
  - Personal social relationships unrelated to Clarendon College business.
5. Administrators for CC Facebook fan pages and other social networking media are responsible for removing comments posted to their fan pages that don't meet the criteria outlined in paragraph 4.
  6. Employees are responsible for the content of social networking sites. Outside parties can take legal action against employees for postings. Clarendon College will not indemnify employees for anything they write on social networking sites under a college e-mail account or a private one.
  7. Material protected by copyright will not be used on Clarendon College social networking pages.
  8. Facebook terms and conditions, found at <http://www.facebook.com/terms.php>, must also be followed strictly.
  9. Official Clarendon College social networking pages will include the following disclaimers:

*Site administrator content*

The comments and postings on this site are those of the site administrators and don't necessarily reflect Clarendon College opinions, strategies or policies.

*User-generated Content and Disclaimer*

Clarendon College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or any other materials or

content generated by users and publicly posted on this page.

### *Inappropriate Content*

Anyone who believes that this page includes inappropriate content should report it to the Clarendon College Chief of Staff at [ashlee.estlack@clarendoncollege.edu](mailto:ashlee.estlack@clarendoncollege.edu).

### *Disclaimer for content on linked sites*

Clarendon College accepts no liability or responsibility whatsoever for the contents of any target site linked from this page.

### *Terms of Use*

By posting content on this page, you represent, warrant and agree that no content submitted, posted, transmitted, or shared by you will infringe upon the rights of any third party, including but not limited to copyright, trademark, privacy; or contain defamatory or discriminatory or otherwise unlawful material.

Clarendon College reserves the right to alter, delete or remove (without notice) the content at its absolute discretion for any reason whatsoever.

### *Copyright*

The content on this page is subject to copyright laws. Unless you own the rights in the content, you may not reproduce, adapt or communicate without the written permission of the copyright owner nor use the content for commercial purposes.

## **General Guidelines**

Online communities like Facebook and Twitter can help Clarendon College connect with its constituencies in many positive ways. At the same time, there are some cautionary lessons that have emerged from participating in online communities. Administrators for official Clarendon College social network sites should be aware of the following:

- You are posting content onto the World Wide Web and you cannot ensure who does and does not have access to your information.
- Information you post online may continue to stay on the World Wide Web even after you erase or delete that information from pages.
- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.
- By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, and law enforcement, among others.
- Don't post information, photos, or other items online that could reflect negatively on you, your family, or Clarendon College.
- Be discreet, respectful, gracious and as accurate/factual as you can be in any comments or content you post online. Take particular care of spelling, punctuation and grammar---it DOES reflect on you professionally, as well as on the College.

Clarendon College shall adopt a College Calendar or schedule for classes and activities which shall conform in all ways to the Common Calendar provided by the Texas Higher Education Coordinating Board.

Other regulations related to the Common Calendar are listed below:



- (1) Tuition and other income collected from students for the fall semester should be reported as income for the fiscal year beginning September 1, regardless of when the income was actually received.
- (2) A semester normally shall include at least fifteen (15) weeks for instruction and one week for final examinations or a total of sixteen (16) weeks instruction and examination combined. Every fall semester will end before Christmas, but not later than December 23.
- (3) The summer session shall be considered an integral part of the college year and maximum use should be made of the summer sessions. The College may schedule two summer enrollment periods of no less than five and one-half calendar weeks including registration, instructions, and final examinations. The College may register students for a six-semester-credit-hour load for each five and one-half weeks summer term without obtaining approval as specified in CC Policy 5455.
- (4) Clarendon College shall establish its own dates for orientation, registration, holidays, final examinations, and the end of each semester and summer term consistent with Sections (2) and (3) above.

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EX-STUDENTS ASSOCIATION

1710

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The official organization for former and ex-students is the Clarendon College Ex-Students Association. All former or ex-students of Clarendon College are eligible to join the Ex-Students Association. Its meetings and manner of transacting business are described in its bylaws.

For purposes of open records, the President of Clarendon College is hereby designated the custodian of documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this college district.

- A. All requests for public information are forwarded to the President immediately upon receipt.
- B. The President shall thereupon make a determination as to whether or not the information requested is public in nature.
  - 1. If the information is found to be public in nature, it shall be released for reproduction on the premises.
    - a. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information.
    - b. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it's becoming available.
  - 2. If it is found the information is NOT to be public in nature, the President shall so inform the requesting party and shall for no reason release such information.
  - 3. If it is impossible to ascertain whether or not the information requested is public in nature, the President is hereby authorized to request, on

behalf of the Board of Regents, an opinion from the Attorney General's Office as to the nature of the information.

- a. Such opinion requests will be made within ten (10) days of the original request for the information.
- b. The President shall notify the person requesting such information that an opinion is to be requested of the Attorney General and shall notify such person immediately upon receipt of an answer from the Attorney General.

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PUBLIC INFORMATION / NEWS RELEASES

1730

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The basic purpose of public information at Clarendon College is the development of strong positive attitudes among the public toward the college through all avenues of communication over a long period of time. The total responsibility for public information rests with the President of the College and his/her appointed representative(s). All items of information or news releases will require the approval of the President or his/her appointed representative(s) prior to release. Information for news releases should be reported to the Chief of Staff for dispersion to local and area papers, radio, and television.

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COMMUNITY USE OF COLLEGE FACILITIES

1740

(Updated 7-21-2011 Local)

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It is the general policy of Clarendon College to provide its buildings and grounds for use by the faculty, staff, and/or student sponsored activities at the College. However, Clarendon College permits groups (such as: non-profit organizations; school districts; and businesses) to rent certain college facilities that are appropriate for special events.

Guidelines for the rental and use of such facilities as the college auditorium, gymnasium, cafeteria, and Bairfield Activity Center by non-profit agencies are as follows:

1. All events using college property MUST be approved through the Office of the President.
2. Any college event will have the highest priority in terms of facility usage. (i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities)
3. Facilities for events other than those sponsored by the College will be reserved on a first-come, first-serve basis. Requests to rent any college facility must be provided in writing to the President's Office at least two weeks prior to the event.
4. No event is permitted on/in college property that is in conflict with any institutional policy, practice, and/or tradition or community standards of good taste, etc. The College reserves the right to not rent its facilities to any group or individual. Generally, no alcohol is permitted on campus under any circumstances; however, the Board of Regents may grant exceptions to the no alcohol rule for certain events on a case by case basis.
5. Rental charges for facility usage (except the Livestock Equine Center) are:
  - a. Non-Profit Groups/Agencies holding an event from which no revenues are derived - a non-refundable fee of \$125.00 per day.

Example: City Council holding a town hall meeting on an upcoming bond issue.

- b. Non-Profit Groups/Agencies holding an event for the purpose of generating revenue - a non-refundable fee of \$200.00 per day.

Example: Chamber of Commerce annual banquet.

- c. Class reunions - a non-refundable fee \$125.00 per day.
- d. The College may waive the required fees and accept a percentage of the gate or other remuneration in place of the required rental fees.
- e. Additional fees may be charged for use of the sound and lighting systems.

Fees may vary depending on the type of technical assistance needed.

- 6. Rental Fees must be paid at the time the facility is reserved.
- 7. The party or parties using any college facility is responsible for any damages inflicted upon that facility, and must sign an acknowledgement of this policy at the time the reservation is made.
- 8. The party or parties using any college facility must accept all liability for personal injury, damage to the facility, and/or damage to personal property that may be associated with the event, including all members/employees of the agency as well as any participate and/or other person(s) who attend the event. The College advises that the agency using the facility secure liability insurance, as may be appropriate and prudent.
- 9. No meeting or program of a sectarian nature is permitted in college facilities, although certain events that may have some religious connotation yet are not ritualistic or ceremonial may be permitted. The President may grant exceptions to this rule for certain special events.

Example: A gospel music concert for the purpose of entertainment.

- 10. No charges will be made to agencies using college facilities as polling places in city, county, state, and/or national elections.

11. The College reserves the right to waive rental charges for certain groups ( i.e. Clarendon ISD or other school districts) for the use of facilities when the college administration views the event as having a recruiting benefit to the institution.
12. Clean-up for all events is the responsibility of the party or parties using the facility.
13. No organization, group, or individual may reserve a college facility if that party or parties has an outstanding debt to the College, including delinquent taxes.
14. Use of the college fitness center must be approved by the Athletic Director.

Guidelines for the rental and use of the Livestock and Equine Center by any agency or group are the same as guidelines as rental for all college facilities; however, rental charges are as follows:

Rental charges for facility usage are:

- a. A deposit equal to \$100 per day that the facility is reserved for is required at the time the reservation is made; maximum deposit required is \$500.00.
- b. Non-Profit Groups/Agencies holding an event from which no revenues are derived - a non-refundable fee of \$500.00 per day.  
Non-Profit Groups/Agencies holding an event for the purpose of generating revenue - a non-refundable fee of \$500 per day.
- c. For profit groups or entities holding an event - a non-refundable fee of \$500 per day.
- d. The College may waive all or part of the required fees and accept a percentage of the gate and/or other remuneration in place of the required rental fees. (The deposit may not be waived.)

- e. Additional fees may be charged for set up, arena grooming, or use of the sound system. Fees may vary depending on the amount of setup, arena grooming, take down, clean-up, or the type of technical assistance needed.
- f. If the take down costs or the clean-up costs exceed the charged amounts and/or the deposit, the College reserves the right to bill the responsible party for all additional costs.
- g. Outside vendors may be allowed to set up and operate booths during scheduled events as long as the booths are not in conflict with College policy and are not in competition with concessions or other booths operated by the College. Booth rental is \$50 per day - an additional fee may be charged for electricity.

Rental Fees must be paid at the time the facility is reserved.

The party or parties using the facility are responsible for any damage(s) inflicted upon that facility, and must sign an acknowledgement of this policy at the time the reservation is made. Moreover, the College will not be liable for any injuries or claims arising out of the use of a college facility, and this policy, too, must be acknowledged in writing at the time reservation is made.

The party or parties using any college facility must accept all liability for damage to the facility, personal injury, and/or damage to personal property that may be associated with the event, including all members/employees of the agency as well as any participate or other person(s) who attend the event. The College requires the user, at its expense, to provide liability insurance in such amount and limits as the College may prescribe and to furnish a certificate of insurance on execution of the Facility Usage Contract.

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TAX ABATEMENT

1750

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Clarendon College is committed to the promotion and retention of high quality development in all parts of the City of Clarendon; and to an ongoing improvement of life for its citizens. Insofar as these objectives are generally served by the enhancement and expansion of the local economy, Clarendon College will, on a case-by-case basis, give consideration to providing tax abatements as a stimulation for economic development in Clarendon. Nothing herein shall imply or suggest that Clarendon College is under any obligation to provide tax abatement to any applicant. All applicants shall be considered on a case-by-case basis.

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EXTERNALLY FUNDED GRANTS AND CONTRACTS

1760

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Clarendon College participates in externally funded grants and contracts in an effort to upgrade and improve existing programs, initiate new programs and provide supplemental services which support the stated purposes of the institution. In all instances, the institution is careful to maintain control of its own activities. The continuity of all institutional activities will not be endangered by grants and/or contracts. Grants and contracts are for a given length of time and extreme care is exercised to ensure that the institution does not become dependent on such funds in any manner. Salaries from grants and contracts are based on the established Clarendon College salary and staffing policies. The supervision and control of grant and contract projects are assigned to the appropriate Clarendon College administrative unit, and the division of obligations are carefully monitored by that administrative unit.



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THE CLARENDON COLLEGE FOUNDATION

1770

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The Clarendon College Board of Regents recognizes the Clarendon College Foundation and its stated purposes. The Clarendon College Foundation, Incorporated, exists for the purpose of assisting in and contributing to the academic and vocational educational purposes and physical growth and development of Clarendon College. Its control, meetings, manner of transacting business, and membership are described in its Bylaws.

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THE CLARENDON COLLEGE PAMPA CENTER FOUNDATION

1780

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The Clarendon College Board of Regents recognizes the Clarendon College Pampa Center Foundation and its stated purposes. The Clarendon College Pampa Center Foundation, Incorporated, exists for the purpose of assisting in and contributing to the academic and vocational educational purposes and physical growth and development of Clarendon College Pampa Center. Its control, meetings, manner of transacting business, and membership are described in its Bylaws.

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ACCEPTABLE USE POLICY

1800

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**PURPOSE:**

The computing resources at Clarendon College support the educational, instructional, research, and administrative activities of the College and the use of these resources is a privilege that is extended to members of the Clarendon College

community. Users of these services and facilities have access to valuable College resources, to sensitive data, and to internal and external networks. Consequently, it is important to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the College will take disciplinary action, up to and including suspension or termination of employment. Individuals are also subject to federal, state and local laws governing interactions that occur on Clarendon College information technology resources.

This document establishes specific requirements for the use of all computing and network resources at Clarendon College. (See Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C (TAC§202) and Texas Higher Education Coordinating Board)

### **SCOPE:**

The Clarendon College Acceptable Use policy applies equally to all individuals utilizing Clarendon College information technology resources (e.g., employees, faculty, students, retirees, agents, consultants, contractors, volunteers, vendors, temps, etc.).

Information technology resources include all College owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

### **RIGHTS AND RESPONSIBILITIES:**

As members of the College community, users are provided with the use of scholarly and/or work-related tools, including access to the Library, to certain computer

systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. There is a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy (which may vary depending on whether the user is a College employee or a registered student), and of protection from abuse and intrusion by others sharing these resources.

In turn, users are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College's technologies and resources. Users are responsible for exercising good judgment in the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

Users are representatives of the Clarendon College community, and are expected to respect the College's good name in electronic dealings with those outside the College.

#### **PRIVACY:**

All users of College networks and systems should keep in mind that all usage of information technology resources can be recorded and is the property of Clarendon College. Such information is subject to the Texas Public Information Act and the laws applicable to college records retention. Employees have no right to privacy with regard to use of college-owned resources. Clarendon College management has the ability and right to view employees' usage patterns and take action to assure that College resources are devoted to authorized activities.

Electronic files created, sent, received, or stored on Clarendon College information technology resources that are owned, leased, administered, or otherwise under the custody and control of Clarendon College are not private and may be

accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 1 TAC§202 (Information Security Standards).

**ACCEPTABLE USE:**

The Clarendon College network exists to support research, education, and administrative activities by providing access to computing resources and the opportunity for collaborative work. Primary use of the Clarendon College network must be consistent with this purpose.

Access to the Clarendon College network from any device must adhere to all the same policies that apply to use from within Clarendon College facilities.

1. Users may use only Clarendon College information technology resources for which they are authorized.
2. Users are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, software and hardware, and are accountable to the College for all use of such resources.
3. Authorized users of Clarendon College resources may not enable unauthorized users to access the network. The College is bound by its contractual and license agreements respecting certain third-party resources; users must comply with all such agreements when using Clarendon College information technology resources.
4. Users should secure resources against unauthorized use or access to include Clarendon College accounts, passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or

devices used for identification and authorization purposes.

5. Users must report shareware or freeware that is installed on Clarendon College-owned equipment unless it is on the approved software list. When software is installed, it must be reported to the Clarendon College-IT via email.
6. Users must not attempt to access Clarendon College information technology resources without appropriate authorization by the system owner or administrator.

### **RESTRICTIONS:**

All individuals are accountable for their actions relating to Clarendon College information technology resources. Direct violations include the following:

1. Interfering or altering the integrity of Clarendon College information technology resources by:
  - a. Impersonating other individuals in communication;
  - b. Attempting to capture or crack passwords or encryption;
  - c. Unauthorized access, destruction or alteration of data or programs belonging to other users;
  - d. Excessive use for personal purposes, meaning use that exceeds incidental use as determined by supervisor; or,
  - e. Use for illegal purposes, including but not necessarily limited to violation of federal or state criminal laws.
2. Allowing family members or other non-authorized persons to access Clarendon College information technology resources.
3. Using the Clarendon College information technology resources for

private financial gain or personal benefit. Users are not permitted to run a private business on any Clarendon College information technology resources. Commercial activity is permitted but only for business done on behalf of Clarendon College or its organizations.

4. Activities that would jeopardize the College's tax-exempt status.
5. Using Clarendon College information technology resources for political gain.
6. Using Clarendon College information technology resources to threaten or harass others in violation of College policies.
7. Intentionally accessing, creating, storing or transmitting material which Clarendon College may deem to be offensive, indecent or obscene (other than in the course of academic research or authorized administrative duties where this aspect of the research or work has the explicit approval of the Clarendon College official processes for dealing with academic ethical issues).
8. Not reporting any weaknesses in Clarendon College information technology resources security or any incidents of possible misuse or violation of this agreement by contacting the Information Security Officer.
9. Attempting to access any data or programs contained on Clarendon College information technology resources for which authorization has not been given.
10. Making unauthorized copies of copyrighted or licensed material.
11. Intentionally using or attempting to introduce worms, viruses, Trojan horses or other malicious code onto a Clarendon College information resource.

12. Degrading the performance of Clarendon College information technology services; depriving an authorized Clarendon College user access to a Clarendon College information technology resource; obtaining extra information technology resources beyond those allocated; or circumventing Clarendon College security measures.
13. Downloading, installing or running security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, Clarendon College users must not run password cracking programs, packet sniffers, or port scanners or any other non-approved programs on Clarendon College information technology services.
14. Engaging in acts against the aims and purposes of Clarendon College as specified in its governing documents or in rules, regulations, and procedures as adopted by Clarendon College and the Texas State College System.
15. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

**DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Computer Virus:** A type of malicious software program ("malware") that, when executed, replicates by reproducing itself (copying its own source code) or infecting other computer programs by modifying them.

**Copyright Laws:** A form of protection provided by the laws of the United States to authors of “original works of authorship”. This includes literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations.

**Freeware:** Software that is available for use at no monetary cost.

**Information Security Officer (ISO):** Officer designated to administer the College Information Security Program.

**Malicious Code:** A term used to describe any code in any part of a software system or script that is intended to cause undesired effects, security breaches or damage to a system.

**Shareware:** A type of proprietary software which is initially provided free of charge to users, who are allowed and encouraged to make and share copies of the program.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.clarendoncollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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ADMINISTRATOR/SPECIAL ACCESS

1805

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**PURPOSE:**



The purpose of this policy is to provide a set of measures that will mitigate information security risks associated with IT Administrators/Special Access.

IT Administrators/Special Access is defined as users that have elevated account privileges. Therefore, these privileges must be restricted and granted only to those with an academic or business justification. Administrator accounts and other special-access accounts may have extended and overarching privileges. Thus, the granting, controlling and monitoring of these accounts is extremely important to the overall Clarendon College information security program. The extent of access privileges granted or used should not exceed that which is necessary.

**SCOPE:**

The Clarendon College IT Administrator/Special Access Policy applies equally to all individuals who have, or may require, special access privilege to any Clarendon College information technology resources.

**POLICY STATEMENT:**

Appropriate security levels and requirements must be determined for all special access accounts that utilize Clarendon College information technology resources. In order to safeguard information technology resources, the following controls are required:

1. All users of Administrative/Special Access accounts must have account- management instructions, documentation, and authorization.
2. All users must sign the Clarendon College Non-Disclosure Agreement and be current on their annual Security Awareness Training, before access is given to an account.

3. Each individual who uses special access accounts must use the account privilege most appropriate with work being performed (i.e., user account vs. administrator account).
4. Each account used for special access must comply with the “Passwords” guidelines stipulated in the Clarendon College User Accounts Password Policy ().
5. The password for a shared special access account must change when an individual with the password leaves the department or Clarendon College, or upon a change in the vendor personnel assigned to the Clarendon College contract. The account must also be re-evaluated as to whether it should remain a shared account or not. (Shared accounts must be kept to an absolute minimum.)
6. In the case where a system has only one administrator, a password escrow procedure must be in place so that someone other than the administrator can gain access to the administrator account in an emergency situation.
7. When special access accounts are needed for audit, software development, software installation or other defined need, special access must be:
  - a. Authorized by the system owner, Information Resource Manager, or Information Security Officer. (E.g., Clarendon College-IT is the system owner for all Clarendon College desktops, laptops, and tablets.)
  - b. Created with a specific expiration date or annual review date.

- c. Removed when work is complete.
8. All privileged commands issued in association with special access must be traceable to specific individuals via the use of comprehensive logs.

**DEFINITIONS:**

**Information Resources Manager (IRM):** Officer responsible to the State of Texas to manage Clarendon College information technology resources.

**Information Security Officer (ISO):** Officer designated to administer the College Information Security Program.

**IT Administrators/Special Access:** users that have elevated account privileges that must be restricted and granted only to those with an academic or business justification.

**Mitigate:** The elimination or reduction of the frequency, magnitude, or severity of exposure to risks in order to minimize the potential impact of a threat.

**Non-Disclosure Agreement:** Formal acknowledgement that all employees must sign acknowledging they have read and understand SPC requirements regarding computer security policies and procedures. This agreement becomes permanent record and will be renewed annually.

**System/Data Owner:** Departmental position responsible for classifying business data, approving access to data, and protecting data by ensuring controls are in place.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at [http://\[LINK TO IT POLICIES\]](http://[LINK TO IT POLICIES]). Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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APPLICATION SECURITY POLICY

1810

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**PURPOSE:**

The purpose of the Application Security Policy is to avoid inadvertent release of confidential or sensitive information, minimize risks to users and the College, and ensure the availability of critical applications.

Clarendon College focuses its efforts on security applications that hold or utilize data sets containing student information/records, personally identifiable information such as social security numbers or credit card numbers, and other categories of data that are protected by federal or state laws or regulations. Ultimately, to ensure application availability and reliability, all applications must be secured regardless of the type of information they utilize.

**SCOPE:**

The Application Security Policy applies to applications developed by College staff as well as to those acquired from outside providers. All applications are subject to this policy regardless of whether the application is hosted on College equipment or

elsewhere.

**POLICY STATEMENT:**

To keep risk to an acceptable level, Clarendon College shall ensure that the proper security controls will be implemented for each application. Data owners, custodians, system administrators, and application developers are expected to use their professional judgment in managing risks to the information, systems and applications they use and support. All security controls should be proportional to the confidentiality, integrity, and availability requirements of the data processed by the system.

1. Clarendon College, individual departments, and contractors shall implement application security standards to have effective controls over systems they directly manage.
  - a. If Clarendon College-IT manages an environment or application, Clarendon College-IT shall be responsible for implementing the application security controls.
  - b. If a department manages an environment or application, that department shall be responsible for implementing the application security controls.
  - c. If an outsourced contractor manages a Clarendon College environment or application for an individual department, the department must ensure that the contractor implements the application security controls.
  - d. College faculty and staff who engage any third-party hosting services

(such as cloud services, SaaS, or managed hosting) for educational, research or approved purpose must:

- i. obtain prior approval from the Director of Information Systems or designee.
  - ii. not entrust that provider with sensitive or confidential business data as defined in Data Classification Policy.
  - iii. Availability and support agreements (eg, 24X7, 8-5, Weekdays only) must be at a level commensurate with the applications expected availability and must be communicated to Clarendon College-IT.
2. Applications installed or being changed should follow the standardized application lifecycle established by the Clarendon College-IT Project Lifecycle.
  3. Each individual user (whether a developer, administrator, or user) should have a unique set of credentials for accessing a computer application.
  4. Authenticated users should have access to a computer application and should only be allowed to access the information they require (principle of least privilege).
  5. Establishing and changing access for a user or group should be approved by the application's data owner.
  6. Developers should follow best practices for creating secure applications with the intention being to minimize the impact of attacks.
  7. Developers should not develop or test an application against production data sources.

8. Logs for the server, application and web services should be collected and maintained in a viewable format for a period of time specified by applicable state regulations.
9. Maintain a full inventory of all applications, to include authentication and authorization systems, the data classification and level of criticality for each application.
10. Document clear rules and processes for reviewing, removing, and granting authorizations.
11. Remove critical authorizations for access to applications for individuals who have left the College, transferred to another department, or assumed new job duties.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at [http://\[LINK TO IT POLICIES\]](http://[LINK TO IT POLICIES]). Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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AUTHORIZED SOFTWARE POLICY

1815

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**PURPOSE:**

Authorized software is any software that is acceptable for use on Clarendon College information technology resources. The purpose of the Authorized Software

Policy is to provide a set of measures that will mitigate information security risks associated with authorized software.

Clarendon College has negotiated special pricing and licensing for a variety of software available to all students, faculty and staff. Other software is readily available in the open market place that has some kind of licensing agreement under which the user is subject. Some software is considered to pose a security threat to Clarendon College and its use may be restricted.

Users entrusted with Clarendon College information technology resources are responsible for maintaining licensing information for any software the user installs, and if requested by the College, must provide Clarendon College with licensing information. This includes, but is not limited to, smart phones, iPads, tablets, laptops, etc.

Non-compliance with copyright laws regarding software is subject to civil and criminal penalties imposed by federal and state laws. These penalties are applicable to the College and/or an individual.

**SCOPE:**

The Authorized Software Policy applies to all users of Clarendon College information technology resources.

**POLICY STATEMENT:**

All software installed or used on College-owned information technology resources must be appropriately licensed.

Clarendon College-IT shall maintain sufficient documentation to validate that the software is appropriately licensed. Persons installing or authorizing the installation of software should be familiar with the terms of the agreement.

Users shall accept the responsibility to prevent illegal software usage and abide



by College policy on the use of copyrighted materials requiring the College community to respect copyright law. These responsibilities include:

1. Do not illegally distribute or share software with anyone.
2. All software must be license compliant, including personally purchased software.
3. All software licenses must be readily available.
4. Report any suspected or known misuse of software to Clarendon College-IT.

The following general categories of software are specifically prohibited on all Clarendon College Information Technology Resources unless specifically authorized by the Information Security Officer:

1. Software used to compromise the security or integrity of computer networks and security controls such as hacking tools, password descramblers, network sniffers, and port scanners.
2. Software that proxies the authority of one user for another, for the purpose of gaining access to systems, applications, or data illegally.
3. Software which instructs or enables the user to bypass normal security controls.
4. Software which instructs or enables the user to participate in any activity considered a threat to local, state or national security, including the assistance or transfer of information leading to terrorist activity or construction or possession of illegal weapons.
5. Any other software specifically prohibited by the Information Security Officer.

**DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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INFORMATION TECHNOLOGY CHANGE MANAGEMENT POLICY 1820

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**PURPOSE:**

From time to time, each information technology resource element requires an outage for planned upgrades, maintenance or fine-tuning. Additionally, unplanned outages may occur that may result in upgrades, maintenance or fine-tuning. Managing these changes is a critical part of providing a robust and valuable information technology resources infrastructure.

The purpose of the Information Technology Change Management policy is to manage changes in a rational and predictable manner so that Clarendon College constituents can plan accordingly. Changes require serious forethought, careful monitoring, and follow-up evaluation to reduce negative impact to the user community

and to increase the value of Information Technology Resources.

**SCOPE:**

The Clarendon College Information Technology Change Management policy applies to all individuals that install, operate or maintain Clarendon College information technology resources.

**POLICY STATEMENT:**

1. Changes to Clarendon College information technology resources such as operating systems, computing hardware, networks, and applications are subject to this policy and must follow the Clarendon College-IT Change Management Procedures.
2. All changes affecting computing environmental facilities (e.g., air-conditioning, water, heat, plumbing, electricity, and alarms) need to be reported to, or coordinated with, the Information Resources Manager (IRM).
3. A Change Advisory Board (CAB) appointed by the designated IRM must meet regularly to review change requests, and to ensure that change reviews and communications are being satisfactorily performed.
4. A formal written change request must be submitted to the IRM for all changes, both scheduled and unscheduled.
5. All scheduled change requests must be submitted in accordance with change management procedures so that the CAB has time to review the request, determine and review potential failures, and make the decision to allow or delay the request.

The CAB will assess the urgency and the impact of the change on the infrastructure, end user productivity, and budget.

Each scheduled change request must receive formal CAB approval before proceeding with the change.

6. The appointed IRM liaison of the CAB may deny a scheduled or unscheduled change for reasons including, but not limited to, inadequate planning, inadequate back-out plans, the timing of the change will negatively impact a key business process, or if adequate resources cannot be readily available.
7. The CAB works with the change requestor to develop specific justification for the change and to identify how the change may impact the infrastructure, business operations and budget. The CAB uses this information to further research and develops a risk and impact analysis. When completing the analysis of the change, the CAB must ensure they consider the business as well as the technical impacts and risks.
8. System owners and/or system administrators may appeal a denied CAB change request to the IRM.
9. The IRM will convene the impacted members of the CAB, system owners, system administrators and other stakeholders as agreed by the IRM and System Owner(s) to make the final determination for implementing or not implementing the requested change.
10. Customer notification must be completed for each scheduled, or unscheduled, change following the steps contained in the Change Management Procedures.
11. A Change Review must be completed for each change, whether scheduled or unscheduled, and whether successful or not.

12. A Change Management Log must be maintained for all changes. The log must contain, but is not limited to:
  - a. Date of submission and date of change;
  - b. Owner and custodian contact information;
  - c. Nature of the change; and
  - d. Indication of success or failure including lessons learned.

**DEFINITIONS:**

**Change Advisory Board:** CAB is made up of management and technical teams that meet regularly to review change requests.

**Change Control:** A formal internal control procedure to manage changes in a predictable manner so that Clarendon College-IT and constituents can plan accordingly.

**Change Review:** A method involving performing an analysis of the problem, recommended solution, and back out procedure. Implementation should be monitored to ensure security requirements are not breached or diluted.

**Information Resources Manager (IRM):** Officer responsible to the State of Texas to manage Clarendon College information technology resources.

**Outage:** Planned or unplanned unavailability or decrease in quality of service due to expected downtime because of upgrades or maintenance or unexpected incidents.

**System/Data Owner:** Departmental position responsible for classifying business data, approving access to data, and protecting data by ensuring controls are in place.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.clarendoncollege.edu/IT>. Materials, legal compliance guidelines, and policy

enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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## ELECTRONIC COMMUNICATION POLICY

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1825

### **PURPOSE:**

Electronic communication is the transfer of text, html, images, or data through a computer, cell phone, tablet, PDA or any other communication device. This includes E-mail, instant messaging, texting, web pages, social media, digital signage, blogs and forums.

Clarendon College electronic communication services support the educational and administrative activities of the College and serve as a means of official communication by and between users and Clarendon College. The purpose of this policy is to ensure that these critical services remain available and reliable, and are used for purposes appropriate to the College's mission.

This policy is recognized to establish prudent and acceptable practices regarding the use of electronic communication; and to educate individuals using electronic communication with respect to their responsibilities associated with such use.

### **SCOPE:**

This policy applies to all members of the Clarendon College community who are entitled to electronic communications for the purpose of sending, receiving, or storing of electronic messages.

**POLICY STATEMENT:**

Under the provisions of the Information Resources Management Act (Texas Government Code, Title 10, Subtitle B, chapter 2054), information technology resources are strategic assets of the State of Texas that must be managed as valuable state resources.

Clarendon College provides electronic communication services to faculty, staff and students, and to other affiliated classes of individuals, including retirees and official visitors. Use of Clarendon College electronic communication services must be consistent with Clarendon College’s educational goals and comply with local, state and federal laws and College policies.

Communications via Clarendon College electronic systems are the property of Clarendon College, and management maintains the right to access when necessary. All user activity on Clarendon College information technology resource assets is subject to logging, review and open records.

All electronic communication activities must comply with the Clarendon College Acceptable Use Policy.

The following activities are prohibited as specified by Texas Department of Information Resources in response to TAC §202 requirements:

- Sending electronic communication that is intimidating or harassing.
- Using electronic communication to transmit or receive material that may be offensive, indecent, or obscene.
- Using electronic communication for conducting personal business.
- Using electronic communication for purposes of political lobbying or campaigning.

- Violating copyright laws by inappropriately distributing protected works.
- Posing as anyone other than oneself when sending electronic communication, except when authorized to send messages for another when serving in an administrative support role.
- Sending or forwarding chain letters.
- Sending unsolicited messages to large groups except as required to conduct College business.
- Sending messages with excessively large attachments.
- Sending or forwarding electronic communication that is likely to contain computer viruses, malware, spyware, or other malicious software.
- All sensitive Clarendon College material or email containing sensitive data transmitted over external network must be secured during transmission.
- Electronic communication users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Clarendon College or any unit of Clarendon College unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing Clarendon College. An example of a simple disclaimer is: "the opinions expressed are my own, and not necessarily those of my employer."

**DEFINITIONS:**

**Computer Virus:** A type of malicious software program ("malware") that, when



executed, replicates by reproducing itself (copying its own source code) or infecting other computer programs by modifying them.

**Copyright Laws:** A form of protection provided by the laws of the United States to authors of “original works of authorship”. This includes literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations.

**Disclaimer:** A statement that something isn’t true or that someone isn’t responsible. For example, “the opinions expressed are my own, and not necessarily those of my employer.”

**Electronic Communication:** Electronic communication is the transfer of text, html, images, or data through a computer, cell phone, tablet, PDA or any other communication device. This includes E-mail, instant messaging, texting, web pages, social media, digital signage, blogs and forums.

**Malicious Software:** Malicious software, commonly known as malware, is any software that brings harm to a computer system.

**Malware:** Any software used to disrupt computer or mobile operations, gather sensitive information, gain access to private computer systems, or display unwanted advertising.

**Sensitive Data:** Information that is protected against unwarranted disclosure. Access to sensitive information should be safeguarded.

**Social Media:** Computer-mediated technologies that facilitate the creation and sharing of information, ideas, career interests and other forms of expression via virtual communities and networks.

**Spyware:** Software that aims to gather information about a person or organization without their knowledge, that may send such information to another entity without the

consumer's consent, or that asserts control over a device without the PC user's knowledge.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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DATA ACCESS REVIEW POLICY

1830

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**PURPOSE:**

The Clarendon College Guidelines for Data Standards, Data Integrity and Security document designates authority and responsibility for the ownership of College enterprise operational data. Commensurate with these designated roles, the specified Data Owners and Data Custodians are designated the responsibility of ensuring the security of information is maintained by establishing controls to confirm compliance with official procedures and policies.

**SCOPE:**

The Clarendon College Data Access Review policy applies equally to all Data Owners and Data Custodians.

**POLICY STATEMENT:**

The following distinctions among owner, custodian, and user responsibilities guide

determination of the roles:

### **Data Owner**

The owner or his or her designated representative(s) are responsible for:

1. classifying information under their authority, with the concurrence of the Clarendon College President or his or her designated representative(s), in accordance with Clarendon College's established information classification categories;
2. approving access to information resources and periodically review access lists based on documented risk management decisions;
3. formally assigning custody of information or an information resource;
4. coordinating data security control requirements with the ISO;
5. conveying data security control requirements to custodians;
6. providing authority to custodians to implement security controls and procedures;
7. justifying, documenting, and being accountable for exceptions to security controls. The information owner shall coordinate and obtain approval for exceptions to security controls with the Clarendon College information security officer; and
8. participating in risk assessments as provided under §202.75 of the Texas Administrative Code.

### **Data Custodian**

Custodians of information resources, including third party entities providing outsourced information resources services to Clarendon College shall:

1. implement controls required to protect information and information

resources required by this program based on the classification and risks specified by the information owner(s) or as specified by the policies, procedures, and standards defined by the Clarendon College Information Security Program;

2. provide owners with information to evaluate the cost-effectiveness of controls and monitoring;
3. adhere to monitoring techniques and procedures, approved by the ISO, for detecting, reporting, and investigating incidents;
4. provide information necessary to provide appropriate information security training to employees; and
5. ensure information is recoverable in accordance with risk management decisions.

### **Users**

1. The user of an information resource has the responsibility to:
2. use the resource only for the purpose specified by Clarendon College or information-owner;
3. comply with information security controls and institutional policies to prevent unauthorized or accidental disclosure, modification, or destruction; and
4. formally acknowledge that they will comply with the security policies and procedures in a method determined by the Clarendon College President or his/her designated representative.

### **Data Owners and Data Custodians must:**

1. No less than annually, document a complete review of parties having access to data under their area of responsibility.

2. Ensure data access reviews are performed more periodically, as deemed necessary by the Data Owner, relative to the risk of the data accessed.
3. Ensure any staffing changes are reflected as necessary to access authorizations, in a timely manner.
4. Ensure data access requests are reviewed, and granted or denied as appropriate based on essential College documented need, in a timely manner.
5. Ensure controls are established as required, or deemed necessary by the Data Owner, to ensure information security is maintained.
6. Maintain documentation of compliance with this policy.

### **Information Security Officer (ISO)**

Clarendon College shall have a designated Information Security Officer (ISO), and shall provide that its Information Security Officer reports to executive level management, has the authority for information security for the entire college and possesses training and experience required to administer the functions described below.

The ISO is responsible for:

1. developing and maintaining a college-wide information security plan as required by §2054.133, Texas Government Code;
2. developing and maintaining information security policies and procedures that address the requirements of this program and the institution's information security risks;
3. working with the business and technical resources to ensure that controls

- are utilized to address all applicable requirements of this program and the institution's information security risks;
4. providing for training and direction of personnel with significant responsibilities for information security with respect to such responsibilities;
  5. providing guidance and assistance to Clarendon College senior officials, information owners, information custodians, and end users concerning their responsibilities under this program;
  6. ensuring that annual information security risk assessments are performed and documented by information-owners;
  7. reviewing the Clarendon College inventory of information systems and related ownership and responsibilities;
  8. developing and recommending policies and establishing procedures and practices, in cooperation with the Clarendon College Information Resources Manager, information-owners and custodians, necessary to ensure the security of information and information resources against unauthorized or accidental modification, destruction, or disclosure;
  9. coordinating the review of the data security requirements, specifications, and, if applicable, third-party risk assessment of any new computer applications or services that receive, maintain, and/or share confidential data;
  10. verifying that security requirements are identified and risk mitigation plans are developed and contractually agreed and obligated prior to the purchase of information technology hardware, software, and systems

development services for any new high impact computer applications or computer applications that receive, maintain, and/or share confidential data;

11. reporting, at least annually, to the Clarendon College President the status and effectiveness of security controls; and
12. informing the parties in the event of noncompliance with this chapter and/or with Clarendon College's information security policies.

The Information Security Officer, with the approval of the Clarendon College President, may issue exceptions to information security requirements or controls in this Program. Any such exceptions shall be justified, documented and communicated as part of the risk assessment process.

#### **Information Resources Manager (IRM) (TAC 211)**

The Clarendon College Information Resources Manager (IRM) is responsible to the State of Texas for management of the college's information resources. The designation of the colleges Information Resources Manager is intended to establish clear accountability for setting policy for information resources management activities, provide for greater coordination of Clarendon College's information activities, and ensure greater visibility of such activities within and between state agencies. The IRM has been given the authority and the accountability by the State of Texas to implement Security Policies, Procedures, Practice Standards, and Guidelines to protect the Clarendon College Information Resources. TAC§211

If the IRM position falls vacant, the role defaults to the college President, who is then responsible for executing the duties and requirements of an IRM, including continuing education. The college's Director or Information Technology will serve as the

IRM unless otherwise designated.

**The IRM will be assigned and designated these authorities:**

1. a senior official within the organization,
2. reports directly to a person with a title functionally equivalent to executive director or deputy executive director, and
3. has been vested with the authority necessary to fulfill his/her duties as the Information Resources Manager.

**Statutory IRM Responsibilities**

Per the Information Resources Management Act, the IRM will:

1. oversee the Biennial Operation Plan (BOP) preparation, subject to instructions from the Legislative Budget Board (LBB);
2. provide input into the Agency Strategic Plan;
3. comply with IRM continuing education requirements provided by DIR;
4. oversee the implementation of the organization's project management practices; and
5. demonstrate in the organization's strategic plan the extent to which the organization uses its project management practices.

**Other IRM Responsibilities**

***Other IRM responsibilities for this organization include***

1. overseeing the acquisition and management of the organization's information resources;
2. reporting on the information resource (IR) investment and benefits to executive management, DIR, the Legislature, and the Legislative Budget Board;



3. adopting and executing IR standards, policies, practices, and procedures;  
and
4. complying with legislative mandates.

The IRM must have an educational background, experience and qualifications provided by the Texas state Department of Information (DIR) resources. §211.21 (1)

The IRM shall complete continuing education programs, including educational materials and seminars as provided by the DIR and approved by the board of the DIR. The President of Clarendon College is responsible for ensuring their appointed IRM remains qualified to serve as IRM. §211.21 (2)

The Clarendon College Information Security Officer (ISO) is designated the authority for oversight of this policy.

**The ISO will:**

1. Perform periodic reviews to assure compliance with this policy.
2. Notify the Information Resources Manager (IRM) of identified concerns and risks.

**DEFINITIONS:**

**Data Access Review:** The review and documentation of parties having access to data under the Data Owner's area of responsibility.

**Data Custodian:** The person responsible for overseeing and implementing physical, technical, and procedural safeguards specified by the data owner.

**Data Owner:** Departmental position responsible for classifying business data, approving access to data, and protecting data by ensuring controls are in place.

**Information Resources Manager (IRM):** Officer responsible to the State of Texas to manage Clarendon College information technology resources.

**Information Security Officer (ISO):** Officer designated to administer the College Information Security Program.

**Director of Information Technology (DIT):** Officer has responsibilities for information systems operation; assisting in the installation and support of application software; network operations; installation, upgrade, and maintenance of network systems; installation, upgrade and maintenance of all information technology; and user support and training.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.clarendoncollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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DATA CLASSIFICATION

1835

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**PURPOSE:**

Data Classification provides a framework for managing data assets based on value and associated risks and for applying the appropriate levels of protection as required by state and federal law as well as proprietary, ethical, operational, and privacy considerations. All Clarendon College data, whether electronic or printed, must be classified as Confidential, Protected, or Public. Consistent use of data classification

reinforces with users the expected level of protection of Clarendon College data assets in accordance with Clarendon College policies.

The purpose of the Data Classification Policy is to provide a foundation for the development and implementation of necessary security controls to protect information according to its value and/or risk. Security standards, which define these security controls and requirements, may include document marking/labeling, release procedures, privacy, transmission requirements, printing protection, computer display protections, storage requirements, destruction methods, physical security requirements, access controls, backup requirements, transport procedures, encryption requirements, and incident reporting procedures.

**SCOPE:**

The Clarendon College Data Classification policy applies equally to all Data Owners and Data Custodians.

**POLICY STATEMENT:**

**Data Owners and/or Data Custodians must classify data as follows:**

1. Confidential: Sensitive data that must be protected from unauthorized disclosure or public release based on state or federal law, (e.g. the Texas Public Information Act, FERPA, HIPPA) and other constitutional, statutory, judicial, and legal agreements. Examples of Confidential data may include, but are not limited to:
  - a. Personally identifiable information such as a name in combination with Social Security Number (SSN) and/or financial account numbers
  - b. Student education records such as posting student identifiers and grades
  - c. Intellectual property such as copyrights, patents and trade secrets

2. Medical records.
3. Protected: Sensitive data that may be subject to disclosure or release under the Texas Public Information Act but requires additional levels of protection.

Examples of Protected data may include but are not limited to:

- a. Operational information
  - b. Personnel records
  - c. Information security procedures
  - d. College-related research
  - e. internal communications
4. Public: Information intended or required for public release as described in the Texas Public Information Act.

#### **DEFINITIONS:**

**Confidential Data:** Information that must be protected from unauthorized disclosure or public release based on state or federal law (e.g. the Texas Public Information Act, and other constitutional, statutory, judicial, and legal agreement requirements).

**Data Classification:** Classifying data according to their category of Confidential, Protected or Public.

**Data Custodian:** The person responsible for overseeing and implementing physical, technical, and procedural safeguards specified by the data owner.

**Data Owner:** Departmental position responsible for classifying business data, approving access to data, and protecting data by ensuring controls are in place.

**Protected Data:** Sensitive data that requires a level of protection but may be subject to disclosure or release – Public Information Act.

**Public Data:** Information intended or required for public release.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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**DATA BACKUP & RECOVERY POLICY**

1840

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**PURPOSE:**

The purpose of the Data Backup Policy is to manage and secure backup and restoration processes and the media employed within these processes; prevent the loss of data in the case of administrator error or corruption of data, system failure, or disaster; and ensure periodic restoration of data to confirm it is recoverable in a useable form.

**SCOPE:**

The Clarendon College Data Backup policy applies to any data owner, data custodian, system administrator and Clarendon College-IT staff that installs, operates or maintains Clarendon College information technology resources.

**POLICY STATEMENT:**

1. Clarendon College-IT System Administrators are responsible for backing up Clarendon College-IT -managed servers and are required to implement a

- tested and auditable process to facilitate recovery from data loss.
2. All departments should store data on network storage rather than local storage (e. g. PC or Mac hard drive). Local storage is not backed up by Clarendon College-IT and will be the responsibility of the data owner.
  3. Clarendon College-IT will perform timely data backups of all Clarendon College-IT managed servers containing critical data for the purposes listed above.
    - a. Individual drives (redirected folders and mapped drives) and email will be retained for 14 days.
    - b. All other data, such as Enterprise Application Data (e. g. CAMS Enterprise and SQL data) and shared storage backups will be retained for 60 days.
    - c. Clarendon College will not be responsible for data stored on non-Clarendon College cloud storage systems (e.g. OneDrive) and data will be subject to that vendors' retention terms of service.
    - d. Cloud retention of all data backups is 30 days.
    - e. Learning Management System (LMS) backups are retained locally to the LMS for 30 days after the end of a term. They are then copied the College's local server for retention for at least one year.
  4. Determining which data and information is deemed 'critical' (e.g. confidential data and other data considered to be of institutional value) is the responsibility of the Data Owner, per Section D at a Classification Policy (). Data identified by the Data Owner as non-critical may be excluded from this policy.
    - a. Alternative backup schedules and media management maybe

requested by the data owner commensurate with the criticality of the data and the

- b. Capabilities of the tools used for data storage.
5. Records retention is the responsibility of the Data Owner. The Clarendon College-IT backups are not to be used to satisfy the retention of records and are not customized for all the varying retention periods.
  6. Monthly backup data will be stored in data location that is physically different from the original data source.
  7. Verification, through restoration of backed-up data, must be performed on a regular basis as defined by the Clarendon College-IT back-up procedures document for the respective system.
  8. Procedures for backing up of critical data and the testing of the procedures must be documented. Such procedures must include at a minimum for each type of data:
    - a. A definition of the specific data to be backed up.
    - b. The backup method to be used (full backup, incremental backup, differential, mirror, or a combination).
    - c. The frequency and time of data backup.
    - d. The number of generations of backed up data that are to be maintained (both on site and off site).
    - e. The responsible individual(s) for data backup.
    - f. The storage site(s) for the backups.
    - g. The storage media to be used.
    - h. The naming convention for the labels on storage media.

- i. Any requirements concerning the data backup archives.
- i. The data transport modes.
- j. For data transferred during any backup process, end-to-end
- k. security of the transmission path must be ensured for confidential data.
- l. The recovery of backed up data.
- i. Processes must be maintained, reviewed and updated periodically to account for new technology, business changes, and migration of applications to alternative platforms.
- m. The destruction of obsolete backup media as described in Clarendon College Media Sanitization Policy (IP).

#### **DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Cloud Storage:** A service model in which data is maintained, managed and backed up remotely and made available to users over the Internet.

**Incremental Backup:** A backup that only contains the files that have changed since the most recent backup (either full or incremental). The advantage of this is quicker backup times, as only changed files need to be saved. The disadvantage is longer recovery times, as the latest full backup, and all incremental backups up to the date of data loss need to be restored.

**Full Backup:** A backup of all (selected) files on the system. In contrast to a drive image, this does not include the file allocation tables, partition structure and boot sectors.

**Disk Image:** Single file or storage device containing the complete contents and



structure representing a data storage medium or device, such as a hard drive, tape drive, floppy disk, CD/DVD/BD, or USB flash drive.

**Site to Site Backup:** Backup, over the internet, to an offsite location under the user's control. Similar to remote backup except that the owner of the data maintains control of the storage location.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guide lines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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IT PHYSICAL ACCESS & ENVIRONMENTAL POLICY 1845

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**PURPOSE:**

This policy is intended to establish standards for securing Clarendon College-IT data centers, network closets and protected IT facilities on the Clarendon College campuses. Effective implementation of this policy will minimize unauthorized access to these locations, provide more effective auditing of physical access controls and ensure environmental threats to Clarendon College-IT data centers are monitored and remediated in a timely manner.

**SCOPE:**

The IT Physical Access Policy applies to Clarendon College-IT data centers containing enterprise systems and other information processing facilities such as network closets, on-site back up storage locations, and the corresponding network infrastructure and access across campus that serve the Clarendon College user community.

**POLICY STATEMENT:**

Clarendon College-IT is responsible for the safety and security of data on the Clarendon College network and the equipment used to run the network infrastructure.

- Environmental conditions in all data centers will be monitored and protected from environmental threats commensurate with the identified risks and their importance to Clarendon College mission critical business processes.
- Physical security systems must comply with all applicable regulations such as, but not limited to, building codes and fire prevention codes.
- Physical access to all restricted information technology resource facilities must be documented and managed.
- All information technology resource facilities must be physically protected in proportion to the criticality or importance of their function at Clarendon College.
- Access to information technology resource facilities must be granted only to Clarendon College support personnel and contractors whose job responsibilities require access to that facility.
- The process of granting card and/or key access to information

technology resource facilities must include the approval of the person responsible for the facility.

- Each individual that is granted access rights to an information technology resource facility must receive emergency procedures training for the facility and must sign the appropriate access and non-disclosure agreements
- Requests for physical access must come from Clarendon College-IT.
- Access cards and/or keys must not be shared or loaned to others.
- Access cards and/or keys that are no longer required must be returned to the appropriate department. Keys or cards must not be reallocated to another individual bypassing the return process.
- Lost or stolen access cards and/or keys must be reported immediately to the appropriate department.
- All information technology resource facilities that allow visitor access will track access with a sign in/out log.
- Visitors must be escorted in card access controlled areas of information technology resource facilities.
- A service charge may be assessed for access cards and/or keys that are lost, stolen or not returned.
- Card access records and visitor logs for information technology resource facilities must be kept for routine review based upon the criticality of the information resources being protected.
- The person responsible for the information technology resource facility must promptly remove the card and/or key access rights of individuals

that change roles within Clarendon College or are separated from their relationship with Clarendon College.

- The person responsible for the information technology resource facility must review access records and visitor logs for the facility on a periodic basis and investigate any unusual access.
- The person responsible for the information technology resource facility must review card and/or key access rights for the facility on a periodic basis and remove access for individuals that no longer require access.
- Restricted access rooms should be identified with discrete signage.

**DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

**Introduction:**

Clarendon College is committed to compliance with state and federal statutes associated with the protection of confidential information.

Information technology resources that contain or transmit confidential information must be protected with the specified minimum requirements for encryption key standards and management.

**Scope:**

The Clarendon College Digital Encryption Policy applies equally to all individuals entrusted with any Clarendon College information technology resources.

**Policy Statement:**

Minimum encryption requirements to protect confidential information from unauthorized disclosure shall be limited to the following State of Texas encryption requirements:

1. Public information, information as described in the Texas Public Information Act or other enabling laws, rules, and regulations, has no minimum encryption requirements.
2. Confidential information, information that must be protected from unauthorized disclosure or public release based on state or federal law and personal identifying or sensitive personal information as defined in the Texas Business and Commerce Code, must be encrypted with a minimum of 128 bit key length.
3. Federal protected data, federal tax information, protected health information, and law enforcement information, is required to comply with NIST certified to FIPS 140-2 standards or the current standard.

Confidential information that is transmitted through or stored on an externally accessible location shall be encrypted from the time it leaves a secure location until it is received into a secure location.

Confidential information should not be copied to or stored on, removable media or a non-agency owned computing device that is not encrypted.

Clarendon College may also choose to implement these protections for data classifications other than Confidential.

Information resources assigned from one state agency to another, or from a state agency to a contractor or other third party representative, shall be protected in accordance with the conditions imposed by the providing state agency.

**DEFINITION:**

**Data Encryption:** Data encryption translates data into another form, or code, so that only people with access to a secret key (formally called a decryption key) or password can read it. Encrypted data is commonly referred to as ciphertext, while unencrypted data is called plaintext.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at [HTTP://\[LINK TO IT POLICIES\]](http://[LINK TO IT POLICIES]) Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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**PURPOSE:**

The Clarendon College gateways are protected by external firewalls between the Internet and the Clarendon College network to establish a secure environment for the College's information technology resources. Internal firewalls are in place to establish secure communications between different segments of the College's network where different levels of security are warranted. Firewalls are enabled and configured on servers and workstations that are attached to the college's internal network.

Clarendon College's firewalls are key components of the College's network security architecture. The Firewall Policy governs how the firewalls will filter traffic to mitigate the risks and losses associated with security threats to Clarendon College's information technology resources. This policy will attempt to balance risks incurred against the need for access.

The purpose of this policy is to protect Clarendon College's information technology resources from hacking and virus attacks by restricting access to information technology resources on the College campus. It is designed to minimize the potential exposure of Clarendon College to the loss of sensitive confidential data, intellectual property, and damage to public image which may follow from unauthorized use of Clarendon College's information technology resources.

**SCOPE:**

The Firewall Policy applies to all firewall devices owned and/or operated by Clarendon College.

**POLICY STATEMENT:**Perimeter Firewalls:

The perimeter firewall permits the following outbound and inbound Internet traffic:

- *Outbound* - All Internet traffic to hosts and services outside Clarendon College's networks except those specifically identified and blocked as malicious sites.
- *Inbound* - Allow Internet traffic that supports the mission of the institution and is in accordance with defined system, application and service procedures.
- *Outbound/Inbound* – All internet traffic detected as malicious by the College's intrusion prevention system (IPS) and/or all traffic violating Clarendon College firewall policies is dropped.

Reason for filtering ports:

- Protecting Clarendon College Internet Users - Certain ports are filtered to protect Clarendon College information technology resources. The perimeter firewall protects against certain common worms and from dangerous services on Clarendon College information technology resources that could allow intruders access.
- Protecting our outbound bandwidth - If Clarendon College Internet users overuse their outbound bandwidth by running high-traffic servers or by becoming infected with a worm or virus, it can degrade the service of other Clarendon College systems.
- Protecting the rest of the Internet - Some filters prevent users from both knowingly or unknowingly attacking other computers on the Internet. In addition to being in Clarendon College's interests for protecting our bandwidth, it is the institutions' responsibility to prevent abuse of its network.

**Roles and Responsibilities:**



The Information Security Office is responsible for implementing, configuring and maintaining Clarendon College's firewalls and for activities relating to this policy.

1. At a minimum, firewalls must be annually tested and reviewed.
2. When there are major changes to the network requirements, firewall security policies will be reviewed and may warrant changes.
3. Firewalls must have alert capabilities and supporting procedures.
4. Auditing must be active to permit analysis of firewall activity.

**DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Firewall:** Is a network security system that monitors and controls the incoming and outgoing network traffic based on predetermined security rules.

**Gateway:** Is the computer or device that routes the traffic from a workstation to the outside network that is serving the Web pages.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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**PURPOSE:**

The purpose of the Identification/Authentication Policy is to ensure the security and integrity of Clarendon College data and information technology resources by ensuring controls for securing user identification and authentication credentials.

To ensure the security and integrity of Clarendon College data, identified users will securely authenticate to Clarendon College information technology resources and access only resources which they have been authorized to access.

If user identities are not properly authenticated, Clarendon College has no assurance that access to information technology resources is properly controlled. This policy will mitigate the risk of unauthorized access of information, as well as establish user accountability and rules for access.

**SCOPE:**

The Identification/Authentication Policy applies to all individuals granted access to Clarendon College information technology resources.

**POLICY STATEMENT:**

Clarendon College shall require that systems are protected from unauthorized access by establishing requirements for the authorization and management of user accounts, providing user authentication (any or all of the basic authentication methods), and implementing access controls on Clarendon College information technology resources. Access control is provided at the firewall, network, operating system, and application levels.

Clarendon College managers/supervisors have the responsibility of requesting access to information systems and approving user access privileges based upon their

assigned duties, as well as notifying Data Owners and Clarendon College-IT of the termination of access to information technology resources.

Prior to being granted access to Clarendon College information technology resources, the needs of the employee, student worker, contractor, vendor, guest, or volunteer shall be given ample consideration and authorization granted to allow access to Clarendon College information technology resources. Access should be granted according to the principle of least privilege as outlined in IT Administrator/Special Access Policy.

Clarendon College accounts will have a unique identifier that is associated with a single user. Once an identifier is assigned to a particular person, it is always associated with that person. It is never subsequently reassigned to identify another person.

Use of the authentication service to identify oneself to a Clarendon College system constitutes an official identification of the user to the College, in the same way that presenting an ID card does. Security is everyone's responsibility, and everyone has a responsibility to protect their own "identity". Users will be held accountable for all actions of their accounts.

Regardless of the authentication method used, users must use only the authentication information that they have been authorized to use; i.e., must never identify themselves falsely as another person. Additionally, users must keep their authentication information confidential; i.e., must not knowingly or negligently make it available for use by an unauthorized person. Anyone suspecting that their authentication information has been compromised should contact the Information Security Officer immediately.

Users must adhere to the requirements of the Clarendon College User Accounts

Password Policy.

Clarendon College Data Owners shall be responsible for ensuring that authorization and account management processes are documented and that the appropriate people have been assigned the responsibility of creating and maintaining authorization records.

Clarendon College Data Owners may monitor related activities of individuals as a condition for continued access. At a minimum, Clarendon College Data Owners must review user access privileges annually.

**DEFINITIONS:**

**Authentication Credentials:** The verification of the identity of a user who wishes to access a system, commonly using a password in conjunction with a unique UserID.

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Data Owner:** Departmental position responsible for classifying business data, approving access to data, and protecting data by ensuring controls are in place.

**Mitigate:** The elimination or reduction of the frequency, magnitude, or severity of exposure to risks in order to minimize the potential impact of a threat.

**Principle of Least Privilege:** The practice of limiting user profile privileges on computers to only the information and resources that are necessary, based on users' job necessities.

**Unauthorized Access:** Access by a person who has not been given official permission or approval to access Clarendon College systems.

**User Identification:** A unique sequence of characters used to identify a user and allow

access to a computer system or computer network.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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**INTRUSION DETECTION/PREVENTION AND SECURITY MONITORING POLICY 1865**

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**PURPOSE:**

The Clarendon College Information Security Officer is charged with securing all Clarendon College owned information technology resources, both centralized and decentralized, and has the responsibility and College-wide authority to monitor the use of information technology resources to confirm that security practices and controls are in place, are effective, and are not being bypassed.

The purpose of the Intrusion Detection/Prevention and Security Monitoring Policy is to outline College policy regarding the monitoring, logging and retention of network packets that traverse Clarendon College networks, as well as observe events to identify problems with security policies, document existing threats and evaluate/prevent attacks.

Intrusion Detection and Prevention systems focus on identifying possible incidents, logging information about them, and reporting attempts to security administrators. It plays an important role in implementing and enforcing security

policies.

Clarendon College takes reasonable measures to assure the integrity of private and confidential electronic information transported over its networks and to detect attempts to bypass the security mechanisms of information resources. This will allow for early detection of wrongdoing, new security vulnerabilities, or new unforeseen threats to information technology resources, thus minimizing the potential harmful impact.

**SCOPE:**

The Intrusion Detection/Prevention and Security Monitoring Policy applies to all individuals that are responsible for the installation of new information technology resources, the operation of existing information technology resources and individuals charged with information technology resource security.

**POLICY STATEMENT:**

Clarendon College considers all electronic information transported over the College network to have the potential to be private and confidential. Network and system administrators are expected to treat the contents of electronic packets as such.

While it is not the policy of Clarendon College to actively monitor internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the College's internet links. Any inspection of electronic data packets, and any action performed following such inspection, will be governed by all applicable federal and state statutes and by Clarendon College policies. Audit logging, alarms and alert functions of operating systems, user accounting, application software, firewalls and other network perimeter access control systems will be enabled and reviewed annually. System integrity checks of the firewalls and other

network perimeter access control systems will be performed annually. All suspected and/or confirmed instances of successful and/or attempted intrusions must be immediately reported to the Information Security Officer.

Automated tools will provide real-time notification of detected wrongdoing and vulnerability exploitation. Where possible, a security baseline will be developed and the tools will report exceptions. These tools will be deployed to monitor:

- Internet traffic
- Electronic mail traffic
- Local Area Network (LAN) traffic; protocols, and device inventory
- Operating system security parameters

The following files will be checked for signs of wrongdoing and vulnerability exploitation at a frequency determined by risk:

- Automated intrusion detection system logs
- Firewall logs
- User account logs
- Network scanning logs
- System error logs
- Application logs
- Data backup and recovery logs
- Service desk trouble tickets and telephone call logs
- Network printer logs

The following checks will be performed at least annually by assigned individuals:

- Password strength

- Unauthorized network devices
- Unauthorized personal web servers
- Unsecured sharing of devices
- Operating system and software licenses

Any security issues discovered will be reported immediately to the Information Security Officer (ISO).

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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MALICIOUS CODE POLICY	1870
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**PURPOSE:**

This policy is intended to provide information to College information technology resource administrators and users to improve the resistance to, detection of, and recovery from the effects of malicious code.

Clarendon College information technology resources are strategic assets that must be managed as valuable College resources. The integrity and continued operation of College information technology resources are critical to the operation of



the College. Malicious code can disrupt normal operation of College information technology resources.

The number of information technology resource security incidents and the resulting cost of business disruption and service restoration continue to escalate. Implementing solid security policies, blocking unnecessary access to networks and computers, improving user security awareness, and early detection and mitigation of security incidents are some of the actions that can be taken to reduce the risk and decrease the cost of security incidents.

**SCOPE:**

The Clarendon College Malicious Code Policy applies equally to all individuals utilizing Clarendon College information technology resources (e.g. employees, faculty, students, retirees, agents, consultants, contractors, volunteers, vendors, temps, etc.).

This policy does not apply to approved faculty research and academic programs where students and instructors develop and experiment with malicious programs in a controlled environment.

**POLICY STATEMENT:**

The following requirements shall be adhered to at all times to ensure the protection of Clarendon College information technology resources:

Prevention and Detection:

- All desktops and laptops connected to the Clarendon College network must use Clarendon College approved virus protection software and configuration.
- Each file server attached to the Clarendon College network must utilize Clarendon College approved virus protection software and must be setup to

detect and clean viruses that may infect file shares.

- Software to safeguard against malicious code (e.g. antivirus, anti-spyware, etc.) shall be installed and functioning on susceptible information technology resources that have access to the College network.
- All information technology resource users are prohibited from intentionally developing or experimenting with malicious programs (e.g. viruses, worms, spyware, keystroke loggers, phishing software, Trojan horses, etc.) unless a part of an approved research or academic program.
- All information technology resource users are prohibited from knowingly propagating malicious programs including opening attachments from unknown sources.
- Email attachments and shared files of unknown integrity shall be scanned for malicious code before they are opened or accessed.
- Flash drives, external hard drives, and other mass storage devices will be scanned for malicious code before accessing any data on the media.
- Software safeguarding information technology resources against malicious code should not be disabled or bypassed by end-users.
- The settings for software that protect information technology resources against malicious code should not be altered in a manner that will reduce the effectiveness of the software.
- The automatic update frequency of software that safeguards against malicious code should not be disabled, altered or bypassed by end-users to reduce the

frequency of updates.

Response and Recovery:

- All reasonable efforts shall be made to contain the effects of any system that is infected with a virus or other malicious code. This may include disconnecting systems from the network or disabling service.
- If malicious code is discovered, or believed to exist, an attempt should be made to remove or quarantine the malicious code using current antivirus or other control software.
- If malicious code cannot be automatically quarantined or removed by antivirus software, the system should be disconnected from the network to prevent further possible propagation of the malicious code or other harmful impact. The presence of the malicious code shall be reported to the Clarendon College IT Department.
- Personnel responding to an incident should be given the necessary access privileges and authority to afford the necessary measures to contain/remove the infection.
- If possible, identify the source of the infection and the type of infection to prevent recurrence.
- Any removable media (including flash drives, external hard drives, mass storage cards, etc.) recently used on an infected machine shall be scanned prior to opening and/or executing any files contained therein.
- Clarendon College-IT personnel should thoroughly document the incident noting the source of the malicious code (if possible), resources impacted, and damage or disruption to information technology resources and submit to the Information

Security Officer to be included in the Department of Information Resources Security Incident Reporting System.

**DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Information Security Officer (ISO):** Officer designated to administer the College Information Security Program.

**Malicious Code:** A term used to describe any code in any part of a software system or script that is intended to cause undesired effects, security breaches or damage to a system.

**Mitigate:** The elimination or reduction of the frequency, magnitude, or severity of exposure to risks in order to minimize the potential impact of a threat.

**Security Incident:** A single event or a series of unwanted or unexpected events that involve information security (see definition of “information security event”), causing harm or threatening information assets and requiring non-routine preventative or corrective action.

**Virus Protection Software:** Software that is designed to prevent viruses, worms and Trojan horses from getting onto a computer, as well as remove any malicious code that has already infected a computer.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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**MEDIA SANITIZATION POLICY**

1875

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**PURPOSE:**

It is the policy of Clarendon College that all data must be removed from devices and equipment that are capable of data storage, transmission or receipt prior to equipment disposal.

Technical support staff will properly sanitize information technology resources prior to transfer, sale or disposal. It is imperative that all devices capable of storing Clarendon College information be sanitized in a way that will make data recovery impossible.

This document establishes specific requirements for Information Technology media sanitization at Clarendon College. (See Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C (TAC§202))

**SCOPE:**

The Clarendon College Media Sanitization Policy applies to any data owner, data custodian, system administrator and Clarendon College-IT staff that installs, operates or

maintains Clarendon College information technology resources.

**POLICY STATEMENT:**

Prior to the sale, transfer or disposal of information technology resources, the technical support staff will take the appropriate steps, per the Clarendon College-IT Property Office Media Sanitization Procedures, to ensure all data is removed from any associated storage device.

1. Information technology resources shall be sanitized utilizing a method that will ensure data recovery is impossible, such as degaussing, shredding, or destroying the media utilizing a destruction method that will be able to withstand a laboratory attack (e.g., disintegration, pulverization, melting or incineration).
2. If the device is a cell phone or PDA remove subscriber identity module (SIM) and additional memory cards and destroy per sanitization requirements. Sanitize the unit utilizing a method that will ensure data recovery is impossible.
3. Document the removal and completion of the process with the following information:
  - a. Date;
  - b. Description of the item(s) and serial number(s);
  - c. Inventory number(s);
  - d. The process and sanitization tools used to remove the data, or process and method used to for destruction of the media; and
  - e. The name and address of the organization to which the equipment was transferred, if applicable.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the

Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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NON-DISCLOSURE AGREEMENT POLICY

1880

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**PURPOSE:**

Non-disclosure agreements are contracts intended to protect information considered to be sensitive or confidential. Information technology resources shall be used only for intended purposes as defined by Clarendon College (Clarendon College) and in compliance with applicable laws.

All individuals are accountable for their actions relating to information technology resources and shall formally acknowledge that they will comply with the Clarendon College security policies and procedures or they shall not be granted access to information technology resources. All employees will complete a non-disclosure agreement for information technology resources on an annual basis.

This document establishes specific requirements for Non-Disclosure Agreements at Clarendon College. (See Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C (TAC§202) and Texas Administrative Code, Title 1, Part 10, Chapter 203, Subchapter B (TAC§203))

**SCOPE:**

The Non-Disclosure Agreement Policy applies to all authorized users who utilize Clarendon College's information technology resources (including, but not limited to, Clarendon College Faculty, staff, student workers, temporary employees, vendors, consultants, employees of independent contractors, and personnel from other schools.)

**POLICY STATEMENT:**

All users must sign the Clarendon College Non-Disclosure Agreement (NDA) acknowledging they have read and understand Clarendon College requirements regarding computer security policies and procedures. This signed non-disclosure agreement becomes permanent record and will be renewed annually.

Electronic signatures are an acceptable means of acknowledgement of Clarendon College's Non- Disclosure Agreement.

**DEFINITIONS:**

**Non-Disclosure Agreement (NDA):** Formal acknowledgement that all employees must sign acknowledging they have read and understand Clarendon College requirements regarding computer security policies and procedures. This agreement becomes permanent record and will be renewed annually.

**Electronic Signature:** The digital equivalent of a handwritten signature offering far more inherent security, which provides the added assurance of evidence of acknowledging informed consent by the signer.



**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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**NETWORK USE & VULNERABILITY ASSESSMENT POLICY 1885**

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**PURPOSE:**

The purpose of the Network Use and Vulnerability Assessment policy is to assure the reliability, security, integrity, and availability of the telecommunications network infrastructure. This policy documents practices and responsibilities associated with the administration, maintenance, expansion, and use of the College network in order to:

1. Provide reliable network communications for the efficient conduct of College business;
2. Assure that network usage is authorized and consistent with the College's mission; and
3. Protect the confidentiality, integrity, and availability of College information that traverses the College network.

**SCOPE:**

The Clarendon College Network Use and Vulnerability Assessment policy

applies equally to all individuals utilizing any Clarendon College information technology resources.

**POLICY STATEMENT:**

The Information Resources Manager (IRM) has central oversight and is responsible for the management of the Clarendon College network infrastructure resources. All devices connected to the Clarendon College network (wired or wireless) should support the College's mission. The integrity, security, and proper operation of the College network require an orderly assignment of network addresses and the correct configuration of devices attached to the network. Network access, performance, and security are put at risk when devices are introduced into the network environment without appropriate coordination.

Clarendon College-IT will perform periodic vulnerability assessments and network scans to determine if assets hosted on Clarendon College's network are vulnerable to any known flaws in the operating system, services or application. The results are intended to assist server and application owners in securing their assets and any College related data that they may house.

Server or Application owners will be notified of any vulnerability present on their systems, and any servers whose vulnerabilities have not been remediated in a predetermined amount of time may be disconnected from Clarendon College's network.

Clarendon College-IT manages College network connections with consideration for the College mission, accessibility, performance, privacy, and security in compliance with the following:

1. No individual or College component may independently deploy network devices that extend the College network, or secure or isolate parts of the

College network, except as stipulated under this policy's provisions.

2. Clarendon College-IT is charged with overall responsibility for proper deployment and management of a fully-monitored and protected network communication service, including all infrastructure elements, network address assignments, and radio frequency (RF) spectrum usage.
3. Clarendon College-IT shall coordinate the connection and network address assignment of any and all devices on the College network. Other departments and individual users may not install, alter, extend or re-transmit network services in any way without prior proper approval.
4. Departments and individual users are prohibited from attaching or contracting with a vendor to attach port assignable, hard-wired equipment such as routers, switches, hubs, firewall appliances, wireless access points, virtual private network (VPN) servers, network address translators, proxy servers, and dial-up servers to the College network without prior authorization from Clarendon College-IT.
5. Clarendon College-IT may disconnect and remove any Clarendon College-IT unauthorized network device, including wireless routers and access points.
6. Personal software firewalls are permitted, as are printers, scanners, and similar peripheral devices if directly connected as a peripheral device to a desktop or notebook computer. Clarendon College-IT reserves the right to monitor and audit individual devices, systems, and general network traffic to ensure compliance with this and other College policies.
7. Use of devices connected to the College network is accompanied by certain responsibilities. Specifically, all users are required to ensure timely updates of applications, operating systems, and virus protection software to minimize risks of

system compromise. (Clarendon College-IT provides non-intrusive products and services for achieving such updates.)

8. The College network is unencrypted. Server and application administrators that utilize this network to transmit sensitive, restricted and confidential information are responsible for information security on the network. Examples of available protections include encrypted protocols such as SSL, IPsec, SSH, etc. Contact Clarendon College-IT for assistance in implementing the necessary protective measures.
9. Clarendon College-IT requires the registration of servers connected to the College network, which must be collocated in the Clarendon College-IT data center. Following registration, Clarendon College-IT will facilitate an information-technology risk assessment to ensure compliance with state and College standards and best practices. A department's administrative head is responsible for designating a server administrator for each server. The server administrator shall collaborate with Clarendon College-IT as necessary to:
  - a. Register the server with the ISO;
  - b. Protect the server against exploitation of known vulnerabilities.
  - c. Address and resolve security problems identified with any device or application for which they are responsible.
  - d. Utilize the protection benefits available through the College's network edge protection mechanisms (e.g., firewall, intrusion prevention systems, etc.);
  - e. Accommodate risk assessments, vulnerability scans, and penetration tests of their server by Clarendon College-IT and take steps to mitigate the risks identified by these procedures.

- f. Immediately report system compromises and other security incidents to the ISO.

10. Internet connectivity is ubiquitous across the campus. Virtually all rooms and meeting spaces at Clarendon College are equipped with wired or wireless connectivity. Nevertheless, facility reservations do not necessarily include the right to use the College network for any and all purposes. Consistent with Acceptable Use Policy, the College cannot guarantee support of audio or video streaming by reserving parties.

- a. Departments that accept facility reservation requests from external parties will ascertain the party's need for audio or video transmissions and consult with Clarendon College-IT about that need. To assure compliance with this provision, departments that administer building or room reservations should include the following (or similar) statement on all reservation applications and request forms: "Streaming of audio or video is not permitted from this facility without advance notice and consultation. The reserving party declares that it – DOES / DOES NOT (circle one) – wish to stream audio or video from this facility."

**DEFINITIONS:**

**Application Owner:** The individual or group that holds ultimate responsibility for a specific service or application.

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Dial-Up Server:** Refers to connecting a device to a network via a modem and a public telephone network.

**Encryption:** The conversion of data into a form called cipher text that cannot be easily understood by unauthorized people.

**Hub:** A connection point for devices in a network to connect segments of a LAN.

**Firewall:** A network security system that controls the incoming and outgoing network traffic based on applied rule sets.

**Information Resources Manager (IRM):** Officer responsible to the State of Texas to manage Clarendon College information technology resources.

**Network Address:** A network address (Internet Protocol (IP) address) serves as a unique identifier for a computer on a network.

**Network Address Translator:** The translation of an Internet Protocol (IP) address used within one network to a different IP address known within another network.

**Network Scan:** The procedure for identifying active hosts on a network for network security assessments.

**Penetration Test:** Security oriented probing of a computer system, network or web application to seek out vulnerabilities that an attacker could exploit.

**Personal Firewall:** A software application used to protect a single internet-connected computer from intruders (sometimes called a desktop firewall).

**Proxy Server:** A server that sits between a client and an external network to allow clients to make indirect network connections to other network services.

**Radio frequency (RF) spectrum:** Any frequency within the electromagnetic spectrum associated with radio wave propagation.

**Risk Assessment:** A systematic process of identifying, evaluating, and estimating the levels of risks involved in a process or system, their comparison against benchmarks or standards, determining appropriate ways to eliminate or control the hazard, and

determining an acceptable level of risk.

**Router:** A device, connected to at least two networks that forwards data packets from one network to another.

**Server Owner:** The individual or group that is responsible for managing a specific application server on a day-to-day basis.

**Switch:** A managed connection point for devices in a network to connect segments of a LAN.

**Virtual Private Network (VPN) Server:** A server that extends a private network across a public network, like the internet, to provide remote offices or individuals with secure access to the Clarendon College network using special hardware and software.

**Vulnerability:** A flaw or weakness in hardware, software or processes that exposes a system to compromise.

**Vulnerability Assessment:** The process of identifying, quantifying, and prioritizing the vulnerabilities (weaknesses) in a system.

**Wireless Access Point:** A device that allows wireless devices to connect to a wired network using Wi-Fi.

**Wired Connectivity:** A term used to describe any computer connection or network where the connection between sender and receiver involves cables, such as Ethernet.

**Wireless Connectivity:** A term used to describe any computer connection or network where there is no physical wired connection between sender and receiver.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines,

and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

## **PURPOSE**

The purpose of this policy is to ensure an information technology infrastructure that promotes the mission of the college. Clarendon College's information services network has been established for the use and benefit of Clarendon College in the conduct of its academic, business, and other operations. This document provides direction and support for the Clarendon College Information Security Program and the Information Technology (Clarendon College-IT) Policies.

This framework of IT security policies collectively represents the basis of the institutional Information Security program and on the aggregate whole meet the objectives as articulated by Texas Administrative Code Chapter 202 (TAC§202), Texas Higher Education Coordinating Board (THECB) and the associated guidelines.

This policy promotes the following goals:

- To ensure the integrity, reliability, availability, and performance of Clarendon College information technology resources;
- To ensure that use of Clarendon College information technology resources is consistent with the principles and values that governs Clarendon College as a whole;



- To ensure that information technology resources are used for their intended purposes; and
- To ensure all individuals granted access privileges to Clarendon College information technology resources have a clear understanding of what is expected during use and the consequences of violating Clarendon College policies.

## **SCOPE**

This program applies equally to all individuals granted access privileges to any Clarendon College information technology resources.

## **POLICY STATEMENT**

Information technology resources play an integral part in the fulfillment of the primary mission of the college. Users of Clarendon College's information technology resources have a responsibility to protect and respect those resources, and are responsible for knowing the regulations and policies that apply to appropriate use of the college's information technology resources.

Users must understand the expectation that if needed Clarendon College information technology resources may be limited and/or regulated by Clarendon College to fulfill the primary mission of the college. Usage may be constrained as required to assure adequate capacity, optimal performance, and appropriate security of those resources.

Anyone using Clarendon College's information resources expressly consents to monitoring of the network by the college at any time and for any purpose, including but not necessarily limited to, evidence of possible criminal activity, violations of law, contract, copyright or patent infringement, and/or violation of any college policy, rule, or

regulation.

Clarendon College's information security policies can be found on the College's website at: <http://www.ClarendonCollege.edu/IT>.

The Information Security User Guide which contains a summary of user related policies can be found at: <http://www.ClarendonCollege.edu/IT>.

The Information Security Program, which contains the framework ensures that the appropriate safeguards are applied to Clarendon College information systems. The program document can be found at: <http://www.ClarendonCollege.edu/IT>.

A review of the institution's information security program for compliance with these standards will be performed at least biennially, based on business risk management decisions, by individual(s) independent of the information security program and designated by the institution of higher education head or his or her designated representative(s). TAC 202.76(c)

## **NON-CONSENSUAL ACCESS**

Clarendon College cannot absolutely guarantee the privacy or confidentiality of electronic documents. Consequently, persons that use these Clarendon College-owned resources, or any personally owned device that may be connected to a Clarendon College resource, have no right to privacy in their use of these resources and devices. However, Clarendon College will take reasonable precautions to protect the privacy and confidentiality of electronic documents and to assure persons that Clarendon College will not seek access to their electronic messages or documents without their prior consent except where necessary to:

- Satisfy the requirements of the Texas Public Information Act, or other statutes, laws or regulations;

- Allow institutional officials to fulfill their responsibilities when acting in their assigned capacity;
- Protect the integrity of Clarendon College's information technology resources, and the rights and other property of Clarendon College;
- Allow system administrators to perform routine maintenance and operations, security reviews, and respond to emergency situations; or
- Protect the rights of individuals working in collaborative situations where information and files are shared.

To appropriately preserve the privacy of electronic documents and allow authorized individuals to perform their assigned duties, specific college staff and law enforcement will sign a Clarendon College [Non-Consensual Access to Electronic Information Resources Request Form](#) annually and submit the form to the Director of Information Systems (DIS). At the beginning of each fiscal year, non-consensual access requests will be resubmitted, reviewed, and approved or denied by the DIS.

Individuals may request non-consensual access to specific data by initiating the [Non-Consensual Access to Electronic Information Resources Request Form](#), obtaining the approval of their organizational head, and submitting the form to the Director of Information Systems (DIS). If the request appears compliant with college policy, the DIS or designee will coordinate with the Information Security Officer (ISO) as necessary to satisfy the request.

## **VIOLATIONS**

Failure to adhere to the provisions of the information technology security policies may result in:

- suspension or loss of access to institutional information technology resources

- appropriate disciplinary action under existing procedures applicable to students, faculty and staff, and
- civil or criminal prosecution

Potential violations will be investigated in a manner consistent with applicable laws and regulations, and Clarendon College policies, standards, guidelines and practices.

### **EXCEPTIONS TO POLICY**

Exceptions are granted on a case-by-case basis and must be reviewed and approved by the College designated DIS. The required Policy Exception Form and procedures can be found at <http://www.ClarendonCollege.edu/IT>. The IRM will mandate the documentation and additional administrative approvals required for consideration of each policy exception request.

### **REFERENCE**

There are many individual laws, regulations, and policies that establish our information security requirements. While it is not possible to list all potentially applicable laws and regulations, the most relevant are listed in the Texas State College Systems Rules and Regulations, Policy Guideline TSUS IT.02.01, Information Security Policy. The primary applicable references are listed below.

- Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C (TAC§202)
- The Federal Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Federal Information Security Management Act of 2002 (FISMA)
- Texas Administrative Code, Title 1, Subchapter 203

- Texas Government Code, Title 5, Subtitle A, Chapter 552
- Texas Penal Code, Chapter 33, Computer Crimes
- Texas Penal Code, § 37.10, Tampering with Governmental Record
- United States Code, Title 18, § 1030, Computer Fraud and Related Activity of 1986
- Copyright Act of 1976
- Digital Millennium Copyright Act October 20, 1998
- Electronic Communications Privacy Act of 1986
- The Information Resources Management Act (IRM) TGC, Title 10, Subtitle B, 2054.075(b)
- Computer Software Rental Amendments Act of 1990
- ISO/IEC 27002:2005 standards jointly published by the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC)
- Texas Department of Information Resources (DIR) Practices for Protecting Information Resources Assets

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

**PURPOSE:**

Clarendon College may, at its discretion, provide portable computing devices and media to employees. The portability offered by these devices and media increases the risk of unauthorized disclosure of information stored on them.

To maintain the confidentiality, integrity and availability of data and network resources at Clarendon College, the Portable Computing Policy establishes requirements for safeguarding electronic devices that can contain protected data.

**SCOPE:**

The Clarendon College Portable Computing Policy applies to all individuals that use portable computing devices and media, whether Clarendon College issued or privately owned, to access the Clarendon College information technology computing environment.

**POLICY STATEMENT:**

It is Clarendon College's policy to protect mobile computing devices and the information contained on such devices. Individuals that use these devices must ensure that they protect the hardware provided from theft and unnecessary damage as well as the data stored on them.

As a general practice, sensitive information should only be stored on servers. Data owners must carefully evaluate the risk of lost or stolen data against efficiencies related to mobile computing before approving the storage of confidential or sensitive information on portable computing devices.

The users of portable computing devices or media used to store, transmit or process protected data are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use and shall include the following:

- Physically and logically safeguard the devices.
- Ensure that College-approved anti-malicious software applications and signatures are up-to-date.
- Use encryption to safeguard all storage media, (e.g., hard drives, USBs).
- Avoid unsecured or untrusted networks.
- Confidential information should not be accessed over unsecured or untrusted networks.
- Confidential information should not be stored on a portable computing device.
- The installation of a mobile device security software on all college mobile computing systems to secure and track all mobile computing devices, i.e. tablets and laptops.
- Prevent the use of the portable computing device or media by unauthorized persons; are responsible for any misuse of the information by persons to whom they have given access.
- All reasonable precautions to prevent data compromise should be taken when using portable computing devices (e.g., shield screen from passive viewing, password protected screen saver).
- Keep portable computing devices within view or securely stored at all times.
- Ensure the device is shut down or secured when not in use (e.g., password protect devices offering such capabilities).

- Unattended portable computing devices must be physically secure (e.g., locked in an office, desk drawer or filing cabinet; in an automobile, secure in a non-visible location).
- Promptly notify Clarendon College-IT if any portable computing device or media has been lost or stolen.

Requests for exceptions to this policy must be submitted in writing and will be reviewed on a case by case basis. To address a specific circumstance or business need, the Director of Information Systems may grant an exception to the encryption requirement for portable devices.

**DEFINITIONS:**

**Malicious Software:** A term used to describe any code in any part of a software system or script that is intended to cause undesired effects, security breaches or damage to a system.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the IA-Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.



**PURPOSE:**

The purpose of the Privacy Policy is to clearly communicate privacy expectations to Clarendon College information technology resource users. It will define standards for managing and enforcing security on any information stored or passing through Clarendon College information technology resources or any personally owned or third-party device that may be connected to a state-owned resource.

Internal users should have no expectation of personal privacy with respect to Clarendon College information technology resources. Information technology resources provided by Clarendon College are owned by the State of Texas and subject to state and Clarendon College oversight. The use of Clarendon College information technology resources may be monitored to manage performance, perform routine maintenance and operations, protect the integrity of Clarendon College information technology resources, perform security reviews, and fulfill complaint or investigation requirements.

**SCOPE:**

The Internal Privacy Statements apply equally to all individuals who use Clarendon College information technology resources or connect personally-owned devices to Clarendon College information technology resources.

The Public Privacy Statements apply to members of the general public concerned about the types of information gathered and how that information is used.

**POLICY STATEMENT:**

CLARENDON COLLEGE Internal Privacy:

Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Clarendon College are the

property of Clarendon College. These files are not private and may be accessed by authorized Clarendon College-IT employees and campus administration at any time without knowledge of the information technology resource user or owner.

To manage systems and enforce security, Clarendon College-IT may log, review and otherwise utilize any information stored on or passing through its information technology resource systems in accordance with the provisions and safeguards provided in the Texas Administrative Code § 202 (TAC § 202), Information Resource Standards. For these same purposes, Clarendon College-IT may also capture user activity such as websites visited.

Third party and customer information has been entrusted to Clarendon College for business purposes and all faculty and staff will do their best to safeguard the privacy and security of this information. Customer account data is confidential and access will be strictly limited based on business need.

CLARENDON COLLEGE Website Public Privacy:

Clarendon College maintains the <http://www.clarendoncollege.edu/> website and other Clarendon College-owned or –hosted domains as a public service. Clarendon College detailed public privacy statement is available on the website (Web Privacy and Site Link) regarding individual websites, data collection, public forums, and links to other sites.

For site management functions, information is collected for analysis and statistical purposes (please refer to CLARENDON COLLEGE Web Privacy and Site Link Policy). This information is not reported or used in any manner that would reveal personally identifiable information unless Clarendon College is legally required to do so in connection with law enforcement investigations or other legal proceedings.

For site security purposes and to ensure that the site remains available to all users, Clarendon College uses software to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage which is strictly prohibited and may be punishable under applicable state and federal laws.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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REMOTE DESKTOP/VIRTUAL PRIVATE NETWORK ACCESS POLICY 1920

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**PURPOSE:**

The Remote Desktop/Virtual Private Network Access Policy exists to protect Clarendon College information technology resources. Security of the information technology resources that reside on the Clarendon College domain is ensured in part through restricting remote access. Remote Desktop (RDP) or Virtual Private Network (VPN) allows Clarendon College users (Regular and Visitor Account users as defined in Policy) to securely access the university’s network via an existing connection to the Internet from a remote location.

If the connecting computer is not secure using RDP or VPN connections presents

an increased security risk. Security, Internet access and configuration of the connecting computer are solely the responsibilities of the user account holder making the connection.

**SCOPE:**

The Clarendon College Remote Desktop/Virtual Private Network Access policy applies equally to all individuals with authorized RDP or VPN accounts accessing Clarendon College information technology resources.

**POLICY STATEMENT:**

1. It is the responsibility of individuals with RDP and/or VPN privileges to ensure that unauthorized users are not allowed access to the Clarendon College network using their security credentials.
2. RDP/VPN authentication is controlled using Clarendon College user account credentials.
3. RDP/VPN gateways are managed by Clarendon College-IT.
4. All computers connected to the Clarendon College network via RDP/VPN or any other technology must use the most up-to-date anti-virus software regardless of the type or ownership of the device.
5. RDP/VPN users will be automatically disconnected from Clarendon College's network after a designated time out period as determined by Clarendon College-IT. The user must then logon again to reconnect to the network.
6. Pings or other network utilities must not be used to keep the RDP/VPN connection open.
7. Non Clarendon College-owned equipment must be configured in compliance with Clarendon College policies and procedures.
8. By using RDP/VPN technology with personal equipment, users must

understand that their machines are a de facto extension of Clarendon College's network, and RDP/VPN users and privately owned equipment must be in compliance with Clarendon College policies and procedures.

9. RDP/VPN access does not guarantee access to all campus systems/applications. Access to systems/applications will be evaluated on a case-by-case basis.

#### **DEFINITIONS:**

**Unauthorized user:** A person who has not been given official permission or approval to access Clarendon College systems.

**Virtual Private Network (VPN):** Extends a private network across a public network, like the internet, to provide remote offices or individuals with secure access to the Clarendon College network using special hardware and software.

**Remote Desktop (RDP):** A program or an operating system feature that allows a user to connect to a computer in another location, see that computer's desktop and interact with it as if it were local

**VPN Gateway:** (Also known as a VPN Router) is a connection point that connects two networks which are connected by a non-secure network such as the Internet.

#### **Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies

website.

**PURPOSE:**

IT risk assessments are designed to assess the security posture of a system or application with the purpose of management's awareness of the major security risks in the Clarendon College infrastructure and recommend mitigation plans of these risks.

The principal goal of a risk management process is to protect the College and its ability to perform its mission. Therefore, the risk management process should not be treated primarily as a technical function carried out by the IT experts who operate and manage the IT system, but as an essential management function of the College.

Risk assessments will be conducted annually and/or on an ad-hoc basis in response to specific events such as when major modifications are made to the system's environment or in response to a security incident or audit.

**SCOPE:**

The Clarendon College Risk Assessment Policy applies to all stakeholders involved in preserving the confidentiality, integrity and availability of information technology resources.

Stakeholders include, but are not limited to, Clarendon College administration, application administrators, system administrators, data owners, users, and information security personnel.

**POLICY STATEMENT:**

Appropriate security levels and data control requirements must be determined

for all information technology resources based on Clarendon College confidentiality, integrity and availability requirements for the information, as well as its criticality to Clarendon College's mission and legal requirements.

Information technology risk analysis and management processes require gathering a broad range of data on information technology assets and potential threats. The data collection phases of the risk management process include an information technology asset inventory consisting of server build documentation, network penetration tests, logs, patch histories and other vulnerability assessment tools for essential assets.

The ISO shall periodically (at least annually) complete or commission a risk assessment of the information resources considered essential to the College's critical mission and functions, and shall recommend, to the owners and custodians of these resources, appropriate risk mitigation measures, technical controls, and procedural safeguards.

The assessment may incorporate self-assessment questionnaires, vulnerability scans, scans for confidential information, and penetration testing. Findings and recommendations shall be provided to the owners and custodians of the information assets and shall also be presented to the VP for Administrative Services for sharing with the president as appropriate.

The key roles of personnel who are responsible for the protection of Clarendon College information technology resources and participate in the risk management/assessment process can be found in the Clarendon College Information Security Program. Roles include Data Owner or designated representative(s), Data Custodian(s), Users, Information Security Officer (ISO), and Information Resources

Manager.

**DEFENITION:**

**Network Penetration Test:** Colloquially known as a pen test, is an authorized simulated attack on a computer system that looks for security weaknesses, potentially gaining access to the system's features and data.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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SECURITY BREACH NOTIFICATION POLICY

1930

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**PURPOSE:**

This policy is intended to ensure that all Clarendon College personnel are aware of the college's responsibilities under the law.

This policy governs the actions of any Clarendon College official (defined below) who discovers or is notified of a breach or possible breach of the security of unencrypted personal information collected and retained by Clarendon College as computerized data.

This document establishes specific requirements for the use of all computing and network resources at Clarendon College. (See Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C (TAC§202) and Texas Higher Education



Coordinating Board)

This policy should be used along with the Clarendon College Technology Incident Management Policy.

**SCOPE:**

This breach can be the result of a compromise of a Clarendon College computing system or network, the loss or theft of any physical device in which personal information is stored, or the loss or theft of any storage medium upon which personal information is maintained.

Clarendon College maintains computerized data on various college systems which includes personal information. If the security of any Clarendon College system storing or processing computerized data that includes unencrypted personal information is compromised, the owner or licensee of that information must be notified by the college of the breach of the system if the information was, or is reasonably believed to have been, acquired by an unauthorized person.

**RIGHTS AND RESPONSIBILITIES:**

Good faith acquisition of personal information by a Clarendon College official with a legitimate educational interest in the data or information is not a breach of the security of the system when the personal information is not used or subject to further unauthorized disclosure. Clarendon College is not required to disclose a technical breach of system security which does not seem reasonably likely to subject the owners of personal information stored on those systems to a risk of criminal activity.

All college officials have a duty to comply with and to understand their responsibilities as expressed in this policy. Certain Clarendon College administrative personnel also have additional responsibility for maintenance and for execution of this

policy.

**POLICY STATEMENT:**

1. This disclosure shall be made as expeditiously as possible following discovery or notification of the breach—without unreasonable delay and consistent with any measures taken to determine the scope of the breach and restore the integrity of the affected data system. This notification may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. In that case, the notification may be made after the law enforcement agency determines that such notification does not compromise an ongoing investigation.
2. Any college official who discovers or is notified of a breach of the security of any Clarendon College technology system will report it. The initial report of a potential security breach involving computerized data will likely be made in one of three ways:
  - a. A report to the Clarendon College Director of IT of the theft of a computing or storage device.
  - b. If the presenting incident is a theft, the Director of IT will:
  - c. Report it to law enforcement, and act as liaison with any law enforcement agency involved in the situation;
  - d. Notify the Dean of Administrative Services of the incident, and
  - e. Notify the Executive Vice President of Academic and Student Affairs (or designee) of the incident.
  - f. Follow normal computing services inventory procedures regarding loss or theft of technology;

3. The discovery of a breach of security of a computer or the Clarendon College network by support staff.
  - a. If the presenting incident is discovery of a network breach, the Director of IT will:
    - i. Begin network and computer technical investigations following the guidelines articulated in the Clarendon College IT security standard addressing intrusion detection and incident response. This will continue until the security and technical aspects of the situation are resolved.
    - ii. Notify the Dean of Administrative Services of the incident, and
    - iii. Notify the Executive Vice President of Academic and Student Affairs (or designee) of the incident.
4. In some circumstances, it may be appropriate to report a breach of the security of the network or Clarendon College computers to law enforcement, as well.
  - a. The Director of IT (or designee) and the Dean of Administrative Services (or designee) will consult regarding the nature and scope of the security breach and to determine whether law enforcement needs to be notified.
  - b. The Director of IT (or designee) will notify the Executive Vice President of Academic and Student Affairs (or designee) regarding the incident and will have responsibility for guiding the initial investigation by IT technical representatives into the situation and determining the nature of any unencrypted data which may have

been compromised.

5. If it is determined that a breach may have compromised the security, confidentiality, or integrity of Clarendon College-managed personal information, the Executive Vice President of Academic and Student Affairs (or designee) will initiate a meeting as soon as possible of the college's Incident Response Team, consisting of the following or their designees:
  - a. Executive Vice President of Academic and Student Affairs (chair).
  - b. Vice President of Administrative Services.
  - c. Registrar (if student data may be involved) and/or Payroll/Benefits Coordinator (if staff data may be involved).
  - d. Director of IT.
6. The Dean of Administrative Services will notify the president of the college that the Incident Response Team has been activated and will provide updates regarding actions taken, as appropriate.
7. The Incident Response Team will:
  - a. Assign from the team membership a scribe responsible for maintaining notes, minutes and a final written report to the college president regarding the incident, its resolution and the institutional response.
  - b. Gather information regarding the situation and the type and nature of the unencrypted data that has potentially been compromised.
  - c. Determine if a legal responsibility exists to notify individuals that their personal information has or may have been disclosed.
  - d. Determine who is affected by the breach and should be notified.

- e. Determine which of the methods of disclosure (below) prescribed by law is appropriate.
  - f. Assign appropriate tasks to team members based on their institutional responsibilities and expertise. These tasks will be determined by the team based on the specific situation.
  - g. Conduct a debriefing meeting once the situation is resolved to review and approve the report to the college president.
8. Notification of disclosure of personal information may be made in one of the following methods:
- a. Written notice.
  - b. Electronic notice consistent with the provisions regarding electronic records and signatures set forth in 15 U.S.C. Sec. 7001.
  - c. Substitute notice. This is allowed if the cost of providing notice to all affected individuals would exceed a reasonable amount or if Clarendon College does not have sufficient contact information.  
Substitute notice is defined as ALL of the following:
    - i. E-mail notice when Clarendon College has an e-mail address for the subject persons,
    - ii. Conspicuous posting of a notice on Clarendon College's web site, and
    - iii. Notification to major statewide media.

## **DEFINITIONS:**

**College Official:** Clarendon College defines a college official as:

- A person employed by the college in an administrative, supervisory,

academic or research, or support staff position.

- A person appointed to the board of regents.
- A person assigned, employed by or under contract to the college to perform a special task, such as an attorney or auditor.
- A person who is employed by public safety.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another college official in performing his or her tasks.

**Legitimate Educational Interest:** Clarendon College defines a college official who has a legitimate educational interest as one who is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health education, Counseling, advising, student employment, financial aid, or other student service related assistance.
- Maintaining the safety and security of the campus.
- Clarendon College IT: The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the

Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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## SERVER ADMINISTRATION POLICY

1935

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### **PURPOSE:**

The purpose of this policy is to establish the framework to protect Clarendon College servers against unauthorized access, disclosure, modification or destruction and to assure the availability, integrity, authenticity, and confidentiality of information. A server is defined as a computer system dedicated to providing services, as a host, to serve the needs of the users of other computers on the network.

This policy establishes standards for the base configuration of server equipment (physical or virtual devices), licensing, unnecessary services, default passwords, and disconnection/isolation of threatening servers that are owned and/or operated by Clarendon College.

### **SCOPE:**

The Clarendon College Server Administration policy applies to any servers that are owned or managed by Clarendon College.

### **POLICY STATEMENT:**

All Clarendon College owned or managed servers will comply with the

requirements outlined in this and related Clarendon College policies, TAC§202 (Subchapter C) and other state and federal guidelines and requirements.

1. Server configuration standards and procedures are established and maintained by the Director of IT or any company acting on behalf of the Clarendon College IT and approved by the Information Security Officer (ISO).
2. The Information Resources Manager (IRM) is ultimately responsible for the management of Clarendon College information technology resources.
3. All servers must be in physically secure locations and must be safeguarded in compliance with the IT Physical Access & Environmental Policy (). Servers are specifically prohibited from operating from uncontrolled cubicle and office areas.
4. All servers that connect to the Clarendon College network must be installed, configured and managed by the Clarendon College-IT.
5. The Clarendon College-IT must:
  - a. Install and configure servers according to the Director of IT's standard build documents and procedures, to include (but not limited to):
    - i. Install an appropriately licensed server operating system and antivirus protection software.
    - ii. Make every effort to adhere to the latest applicable security configuration benchmarks published by the Center for Internet Security (CIS).
    - iii. Disable all default accounts except those required to provide necessary services.
    - iv. Install the most recent security patches as soon as practical



- according to Change Management Policy ( ).
- v. Disable all services and applications that are not required for the server to meet its mission (e.g., Telnet, FTP, DNS, DHCP and SMTP on a file server).
  - vi. Include the use of standard security principles of least-required access to perform a function (e.g., do not use root access when a non- privileged account will do).
- b. Install appropriately licensed software required by the Data Owner or Application Administrator.
- i. Disable all application default accounts except those required to provide necessary services.
  - ii. Change the application default passwords for all enabled accounts to one consistent with Clarendon College User Accounts Password Policy ( ).
- c. If a methodology for secure channel connection is necessary, privileged access must be performed over secure channels, (e.g., encrypted network connections using SSH or IPSec).
- d. Servers must have the necessary vulnerability scans performed before providing service to the campus or internet. Any serious vulnerability must be corrected before being placed into production.
- e. Those servers that house confidential College data, or that provide access to it, may be required to meet additional requirements as defined by the appropriate data owner.
- f. An Clarendon College device registry is maintained by Clarendon College-

IT to facilitate compliance with security policies and procedures and assist in diagnosing, locating and mitigating security incidents on the College network.

- i. Servers that attach to the Clarendon College network must be registered by Clarendon College-IT and approved by the ISO.
- ii. Registration must include contact(s) and location, hardware and operating system/version, main function(s) of the server, associated applications, and demonstrated compliance with the required Clarendon College policies, TAC§202 (Subchapter C) and other state and federal requirements.
- iii. The ISO will require the update of registry information in conjunction with the annual information security risk assessment process.

6. Application Administrators must:

- a. Enforce the application's usage policies, implement the application-specified access controls, and configure and maintain the server's application according to the required standards.
- b. Include the use of standard security principles of least-required access to perform a function (e.g., do not grant an administrative account access to the application when a non-privileged account will do).

7. Backups should be completed regularly based on a risk assessment of the data and services provided and must comply with the Data Backup Policy (IL).

8. Clarendon College-IT will disconnect a server posing an immediate threat to the Clarendon College network in order to isolate the intrusion or problem and

minimize risks.

- a. This can be done without contacting the owner or application administrator if circumstances warrant.
  - b. The server will remain disconnected until it is brought back into compliance or is no longer a threat.
9. Clarendon College cooperates fully with federal, state, and local law enforcement authorities in the conduct of criminal investigations and will file criminal complaints against users who access or utilize the network to conduct a criminal act.
- a. In accordance with the Clarendon College Security Incident Response Plan, incident response best practices must be followed to assure appropriate preservation and treatment of forensic data.
  - b. All logs and audit trails pertaining to security-related events on critical or sensitive systems will be managed according to the Clarendon College Incident Response Plan.
  - c. The ISO will:
    1. Perform periodic reviews to assure compliance with this policy.
    2. Notify the Information Resources Manager (IRM) of identified concerns and risks.
10. Exceptions to the Server Administration Policy must be submitted in writing and approved by the ISO. Requests shall be justified, documented, and communicated as part of the risk assessment process.

**PURPOSE:**

The purpose of the System Development & Acquisition Policy is to ensure that security is an integral part of Clarendon College system planning and management and the business processes associated with those systems.

It is important that the procedures for new and changed information systems that contain protected data integrate information security requirements into the software lifecycle. The security requirements must identify controls that are needed to ensure confidentiality, integrity, and availability. These controls must be appropriate, cost-effective, and mitigate risks that may result from unauthorized access, use, disclosure, disruption, modification, or destruction of the protected data. This is true regardless of whether the systems are purchased, used from community or open source collaborations, or developed by Clarendon College.

**SCOPE:**

The System Development & Acquisition Policy applies to all software/systems installed and utilized on Clarendon College information technology resources that contain confidential and/or protected data.

This policy does not apply to faculty or students developing and experimenting with software programs as part of an approved curriculum.

**POLICY STATEMENT:**

All software developed in-house that runs in a production environment shall be developed according to the Clarendon College-IT Project Lifecycle and must adhere to the Clarendon College Application Security Policy (). At a minimum, this plan shall address the areas of stakeholder identification and involvement; preliminary analysis or feasibility study; risk identification and mitigation; systems analysis; general design;

detail design; development; quality assurance and acceptance testing; implementation; and, post- implementation maintenance and review. The requirement for such methodology ensures the software will be adequately documented and tested before it is used for critical information. Additionally, this methodology ensures that projects match the strategic direction of the College and compliance with guidelines.

Where resources permit, there shall be a separation between the production, development, and test environments. This ensures that security is rigorously maintained for the production system, while the development and test environments can maximize productivity with fewer security restrictions. Testing should not be performed using production systems due to the threat to its confidentiality and/or integrity.

All applicable systems shall have designated owners and custodians. Clarendon College-IT shall perform periodic risk assessments of production systems to determine whether the controls employed are adequate.

If an enterprise information system or component of that system is acquired from an external vendor, written documentation must be provided that specifies how the product meets the security requirements of this policy and any special security requirements of the system. The vendor must allow testing of the system's security controls by Clarendon College, if needed. All acquired software that runs on production systems shall be subject to the Clarendon College-IT Project Lifecycle and must adhere to the Clarendon College Application Security Policy ().

An assessment of the system's security controls and a vulnerability assessment must be performed on all new information systems or systems undergoing significant change before moving them into production. Periodic vulnerability assessments must also be performed on production information systems and appropriate measures taken

to address the risk associated with identified vulnerabilities.

Clarendon College-IT Change Management procedures () will be followed to review and approve a change before it is moved into production.

Opportunities for misuse of information should be appropriately minimized or prevented with risk assessments, monitoring and logs, and end-user awareness and training on preventive strategies.

**DEFINITIONS:**

**Change Management:** The controlled identification and implementation of required changes within a business's information technology systems.

**Data Custodian:** The person responsible for overseeing and implementing physical, technical, and procedural safeguards specified by the data owner.

**Data Owner:** Departmental position responsible for classifying business data, approving access to data, and protecting data by ensuring controls are in place.

**Project Lifecycle:** A series of activities which are necessary to fulfill project goals or objectives.

**Risk Assessment:** A systematic process of identifying, evaluating, and estimating the levels of risks involved in a process or system, their comparison against benchmarks or standards, determining appropriate ways to eliminate or control the hazard, and determining an acceptable level of risk.

**PURPOSE:**

Understanding the importance of computer security and individual

responsibilities and accountability for computer security are paramount to achieving organization security goals. This will be accomplished with a combination of general computer security awareness training and targeted product-specific training. The philosophy of protection and specific security instructions needs to be taught to and re-enforced with technology users. The security awareness and training information needs to be continuously upgraded and reinforced.

The purpose of the Technology Security Training Policy is to describe the requirements that ensure each user of Clarendon College information technology resources receives adequate training on technology security issues. Additionally, state law requires that institutions of higher education provide an ongoing information security awareness education program for all users of state-owned information resources (Texas Administrative Code (TAC) §202).

**SCOPE:**

The Clarendon College Technology Security Training policy applies equally to all employees.

**POLICY STATEMENT:**

1. All employees must attend the Clarendon College Security Awareness Training within 30 days of initially being granted access to Clarendon College information technology resources, or per request of the data owner or supervisor.
2. Annually, all employees must complete the Clarendon College Security Awareness training and pass the associated examination.
3. Annually, all employees must sign a non-disclosure agreement per Non-Disclosure Agreement Policy stating they have read and understand Clarendon College requirements regarding Clarendon College-IT policies

and procedures.

4. Clarendon College-IT must prepare, maintain, and distribute an Information Security User Guide that concisely describes Clarendon College information security policies and procedures.
5. Clarendon College-IT must develop and maintain a communication plan that will communicate security awareness to the Clarendon College user community.

#### **DEFINITIONS:**

**Information Security User Guide:** Describes the requirements that ensure each person has the knowledge to protect Clarendon College information technology resources, protect themselves and comply with applicable laws.

**Non-Disclosure Agreement:** Formal acknowledgement that all employees must sign acknowledging they have read and understand Clarendon College requirements regarding computer security policies and procedures. This agreement becomes permanent record and will be renewed annually.

**Security Awareness Training:** Annual training required by Texas Administrative Code §202 to re-familiarize users with the Clarendon College policies, their responsibility to protect Clarendon College resources and to behave in a responsible, ethical and legal manner.

**Texas Administrative Code (TAC) §202):** State law that outlines mandatory user security practices, specifically security awareness training and non-disclosure agreements.

#### **Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the



Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

**System Development & Acquisition:** An organization's ability to identify, acquire, install and maintain appropriate information technology systems. This includes the internal development of software applications or systems and the purchase of hardware, software or services from third parties.

**Stakeholder:** A person or group who has an interest in something and who is impacted by and cares about how it turns out.

**Vulnerability Assessment:** The process of identifying, quantifying, and prioritizing the vulnerabilities (weaknesses) in a system.

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology

Services Policies website.

**DEFINITIONS:**

**Clarendon College IT:** The department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at [http://\[LINK TO IT POLICIES\]](http://[LINK TO IT POLICIES]). Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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TECHNOLOGY ACQUISITION OVERSIGHT STATEMENT

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Clarendon College mandates review and oversight of all information technology resource related acquisitions. This includes, but is not limited to computing and networking hardware, software, peripherals, classroom technology, video development, 2-way radios, phones, TVs, security equipment, copiers, fax machines and services (including electronic subscriptions), regardless of the source of funds and method or location of use. Clarendon College designates the College designated Director of Information Systems and his/her designee with the oversight

for these acquisitions and/or gifts.

All information technology resource related acquisitions and gifts must be reviewed by the Clarendon College Information Technology Services Department and receive approval, prior to a formal submission of request for acquisition or acceptance of gift.

Clarendon College-IT and the office of the Vice President for Administrative Services will jointly review acquisitions as necessary to ensure compatibility with existing technology, sustainability and consistency with campus direction and mission.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

**PURPOSE:**

The number of computer security incidents and the resulting cost of business

disruption and service restoration continue to escalate. Implementing solid security policies, blocking unnecessary access to networks and computers, improving user security awareness, and early detection and mitigation of security incidents are some of the actions that can be taken to reduce the risk and drive down the cost of security incidents.

This document describes the requirements for dealing with computer security incidents. Security incidents include, but are not limited to: virus, worm, ransomware, spyware, and Trojan Horse detection; unauthorized use of computer accounts and computer systems; and complaints of improper use of information technology resources as outlined in the Clarendon College policies.

The policy should be used along with the Clarendon College Security Breach Notification Policy.

**SCOPE:**

The Clarendon College Technology Incident Management Policy applies to the ISO, IRM, and Incident Response Team (IRT).

**POLICY STATEMENT:**

1. As an incident is identified, pre-defined roles and responsibilities of the Clarendon College IRT members take priority over normal duties.
2. The ISO is responsible for initiating, completing, and documenting the incident investigation with assistance from the IRT.
3. The ISO is responsible for notifying the IRM, any company acting in behalf of

the Clarendon College IT, and the IRT and initiating the appropriate incident management action including restoration as defined in the Incident Management Procedures.

4. Whenever a security incident, such as a virus, worm, hoax email, discovery of hacking tools, altered data, etc. is suspected or confirmed, the appropriate Incident Management procedures must be followed.
5. The ISO is responsible for determining the physical and electronic evidence to be gathered as part of the Incident Investigation.
6. The appropriate technical resources from the IRT are responsible for monitoring that any damage from a security incident is repaired or mitigated and that the vulnerability is eliminated or minimized where possible.
7. The ISO, working with the IRM and any company acting in behalf of the Clarendon College IT, will determine if a widespread Clarendon College communication is required, the content of the communication, and how best to distribute the communication.
8. The appropriate technical resources from the IRT are responsible for communicating new issues or vulnerabilities to the system vendor and working with the vendor to eliminate or mitigate the vulnerability.
9. Clarendon College-IT or any company acting in behalf of the Clarendon College IT will disconnect a server posing an immediate threat to the Clarendon College network in order to isolate the intrusion or problem and minimize risks.

- a. This can be done without contacting the owner or application administrator if circumstances warrant.
- b. The server will remain disconnected until it is brought back into compliance or is no longer a threat.

10. The Clarendon College ISO is responsible for reporting the incident to the:

- a. IRM
- b. Office of Information Technology Services as outlined in TAC§202
- c. Local, state or federal law officials as required by applicable statutes and/or regulations

11. The ISO is responsible for coordinating communications with the College media liaison.

12. In the case where law enforcement is not involved, the ISO will recommend disciplinary actions, if appropriate, to the College President.

13. In the case where law enforcement is involved, the ISO will act as the liaison between law enforcement including the College Security and Clarendon College-IT.

**DEFINITIONS:**

**Breach of the Security of the System:** Unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by Clarendon College.

**Clarendon College IT:** The department or any company working on behalf of

the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Incident Response Team (IRT):** See Security Breach Notification Policy.

**Information Security Officer:** Clarendon College designee who has the explicit authority and the duty to administer the information security requirements of Texas Administrative Code TAC 202.71.

**Personal Information:** Defined by statute as an individual's first name or first initial, and last name in combination with any one or more of the following data elements:

1. Social Security number;
2. Driver's license number or government issued ID number, or;
3. Health care information, such as information about an individual's physical or mental health, or;
4. Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.
5. Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the

Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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THIRD PARTY ACCESS POLICY

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**PURPOSE:**

Clarendon College receives requests for direct connections to its information technology resources from contractors, vendors and other third parties for support services, contract work or other remote access solutions for the College.

The purpose of this policy is to define standards for connecting to Clarendon College information technology resources. These standards are designed to minimize the potential exposure to Clarendon College from damages which may result from unauthorized use of Clarendon College information technology resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, damage to critical Clarendon College internal systems, etc.

**SCOPE:**

The Third Party Access Policy pertains to all third party organizations and individuals that require access to non-public electronic resources maintained by



Clarendon College.

**POLICY STATEMENT:**

As a condition of gaining access to Clarendon College information technology resources:

- Every third-party must sign a Clarendon College Non-Disclosure Agreement.
- All third parties must be sponsored by a Clarendon College department, organization or employee.
- All third-party access must be uniquely identifiable and password management must comply with the User Accounts Password Policy (IC) and IT Administrator/Special Access Policy (IS) guidelines.
- All third-party account holders must provide contact information that will be used to contact them in the event of account status changes, misuse, or termination of the agreement.
- All changes to access granted under this policy must originate from the Clarendon College sponsor and are subject to a security review.
- Third parties must be made aware and must comply with all applicable Clarendon College policies, practice standards, agreements and guidelines, including but not limited to:
  - Acceptable Use Policy ()
  - Encryption Policy ()
  - Privacy Policy ()

- Network Access Policy ()
- Portable Computing Policy ()
- Change Management Policy ()
- Clarendon College Information Security Program
- Third-party agreements and contracts must specify:
  - The Clarendon College information to which the third party has access.
  - How Clarendon College information is to be protected by the third party.
  - Acceptable methods for the return, destruction or disposal of Clarendon College information in the third party's possession at the end of the contract.
- Third parties must only use Clarendon College information and information technology resources for the purpose of the business agreement.
- Any other Clarendon College information acquired by the third party in the course of the contract cannot be used for the third party's own purposes or divulged to others.
- Third-party personnel must report all security incidents immediately to the appropriate Clarendon College sponsor and the Information Security Officer (ISO).

Any third-party account holder that violates this policy will have the account suspended and the account holder's sponsor will be notified. Following a review, Clarendon College will implement the actions specified by the ISO to reinstate or remove the account.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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USER ACCOUNTS PASSWORD POLICY 1965

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**PURPOSE:**

All user accounts will be protected by passwords that are both strong and confidential. Users will protect the security of those passwords by managing passwords according to Clarendon College-IT password procedures.

System and Application Administrators will ensure account passwords are secured using industry best practices.

**SCOPE:**

The Clarendon College User Accounts Password policy applies equally to all individuals granted access privileges to any Clarendon College information technology resources.

**POLICY:**

Users are responsible for what is accessed, downloaded, or created under their credentials regardless of intent. An unauthorized person can cause loss of information confidentiality, integrity and availability that may result in liability, loss of trust, or embarrassment to Clarendon College.

**Account holder's responsibilities:**

1. Must create a strong password and protect it.
2. Password must have a minimum length of six (8) alphanumeric characters.
3. Password must contain a mix of upper case, lower case and numeric characters and special characters (!@#%^&\*+=?/~';:,<>|\).
4. Passwords must not be easy to guess, for instance, they should not include part of your social security number, your birth date, your nickname, etc.
5. Passwords must not be easily accessible to others (e.g. posted on monitors, under keyboards).
6. Computing devices must not be left unattended without locking or logging off of the device.
7. Stored passwords must be encrypted.

8. Clarendon College username and password should not be used for external services (e.g. LinkedIn, Facebook or Twitter).
9. Users should never share their password with anyone, including family, supervisors, co-workers and Clarendon College-IT personnel.
10. Users will be required to change passwords at least once per 180 days.
11. If you know or suspect that your account has been compromised, change your password immediately and contact Clarendon College-IT for further guidance and assistance.
12. If Clarendon College-IT suspects your account has been compromised, your account will be deactivated and you will be contacted immediately.

**Any individuals responsible for managing passwords must:**

1. Prevent or take steps to reduce the exposure of any clear text, unencrypted account passwords that Clarendon College applications, systems, or other services have received for purposes of authentication.
2. Never request that passwords be transmitted unencrypted. It is particularly important that passwords never be sent via email.
3. Never circumvent this password policy for the sake of ease of use.
4. Coordinate with Clarendon College-IT regarding password procedures.

Detailed information and instructions for password management can be found on the Clarendon College website in the New Employee Technology Orientation training booklet.

## **DEFINITIONS:**

**Clarendon College IT:** Individuals or contractors that work or perform duties in behalf of the Clarendon College IT Department.

**Compromised Account:** The unauthorized use of a computer account by someone other than the account owner.

**Encrypted:** The conversion of data into a form, called cipher text that cannot be easily understood by unauthorized people. Encryption is achieved using Windows native Bit Locker or other available software.

**Password:** A string of characters input by a system user to substantiate their identity, authority, and access rights to the computer system that they wish to use.

**System Administrator:** Individual(s) who are responsible for running/operating systems on a day-to-day basis.

**Unauthorized person:** A person who has not been given official permission or approval to access Clarendon College systems.

## **Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies

website.

Clarendon College has created this User Account Credentials Eligibility Statement in order to clarify who can and will be granted rights and access privileges to Clarendon College information technology resources.

Clarendon College automatically authorizes Clarendon College user account credentials for any individual with an official affiliation as an employee (including faculty and staff as identified by Human Resources), retiree, and admitted or registered student (as determined by the Registrar). The following defines user account credentials eligibility for Clarendon College. Exceptions may be requested by contacting the Director of information Systems or Information Security Officer.

**Definition of Affiliation:**

- a. Student - A person who is attending classes, either online, dual credit or classroom study, at Clarendon College. Student accounts will have access to appropriate campus file shares, email and/or other college electronic services.
- b. Faculty - The academic staff, teaching either online, dual credit or classroom classes, at Clarendon College.
- c. Retiree – Clarendon College employee who has taken retirement from the

college.

Upon user activation, account holders are authorized to access the resources dictated by their role membership, for example:

- a. Faculty, staff, student workers, approved visitors, and student accounts will have access to appropriate campus file shares and email with designated quotas, appropriate file servers, personal website, wireless access, specific applications, and self-service functionality.
- b. Retiree and limited visitor accounts will have access to email with designated quotas, personal websites and self-service functionality. File shares other than the home drive and file servers are not available to this role.
- c. Authorized custom accounts will be created according to specific needs.

All inactive accounts (accounts not being accessed, such as not logging in to a workstation or checking e-mail) will either be disabled or deleted (depending on the account type) after 1 year of inactivity.

Faculty, staff and student employee user accounts may change or be completely deleted due to, but not limited to, separation of employment, retirement, or extended leave. This can result in the deletion of data; such as e-mail or home drive contents.

- a. All data stored on Clarendon College information technology resources



remains the property of the college.

- b. It is the responsibility of the affected department to ensure that all Clarendon College department data is not stored on an individual's drive, but is stored on the department drive or a shared directory.
- c. It is the responsibility of the individual employee to archive incidental/personal data to removable media prior to separation from the college.
- d. Employee's individual email boxes and home drive data will be retained for 1 month after account deletion and may be available for retrieval.
- e. Users may contact the service desk at (806) 874-4816 or email [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu) to initiate recovery services.
- f. Clarendon College cannot guarantee recovery of individual files.  
Retrieval is dependent on management approval and storage capacity.

### **Visitor and third-party accounts:**

A person who is not entitled to account credentials through Clarendon College affiliation but who is otherwise affiliated with the college through activities sponsored by a current Clarendon College faculty or staff member may obtain visitor or third-party (vendor, contractor, support services) account credentials.

Visitor and third-party accounts are termed accounts that must be requested and sponsored by a current faculty or staff member. The sponsor specifies an initial

desired expiration date of one year or less as part of the request. Specifics pertaining to these accounts are:

- a. Regular accounts (e.g., faculty, staff, and student) can be migrated to visitor account status if the sponsorship requirements are met.
- b. Sponsors must request that visitor or third-party accounts be deactivated when the account holder no longer requires account privileges, or has completed the Clarendon College work for which an account was required.
- c. The sponsor requests a visitor or third-party account by submitting an Account Request form on behalf of the individual seeking a visitor account. The sponsor's eligibility is verified (i.e. their status as current Clarendon College staff or faculty). The sponsor will receive an automated notification that the account will be deactivated unless the sponsor requests that it be renewed before the expiration date.
- d. The sponsor is expected to remain in contact with the account holder to be able to respond to such reminders with an assessment of whether the account should be extended or not.
- e. Without a request from the sponsor to extend the account beyond the expiration date it will automatically be deactivated upon expiration.
- f. The sponsor is responsible for taking reasonable steps to ensure that the user account holder uses their account in accordance with

Clarendon College-IT policies. If there are any problems with a visitor or third-party account, Clarendon College-IT will contact the sponsor.

- g. One or more limited visitor accounts are also available upon request by a current faculty or staff member via the Clarendon College-IT Service Desk. These are numbered accounts that are reset per each checkout request and useful for conferences and seminars where attendees need computer access.

By default, only specific accounts will be listed in the Clarendon College directory and on the website.

- a. Faculty/staff accounts are listed in the Clarendon College directory on the public website with information provided by Human Resources or the Registrar. This information will include email address, professional title, phone number, department, and room number.
- b. Students have the option of suppressing their directory listing through the Registrar's Office.
- c. Visitor accounts may appear in the directory at the sponsor's request with name and email information only.

To access restricted systems, services, or facilities, the account holder or sponsor must request authorization from the relevant data owner and/or data custodian.

Requests for exceptions to this policy must be submitted in writing ([Clarendon](#)

College-IT Policy Exception Form) to the Information Security Officer (ISO) or Director of Information Technology (DIT) and will be reviewed on a case by case basis. Requests shall be justified, documented, and communicated as part of the risk assessment process.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

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USER ACCOUNT CREDENTIALS MANAGEMENT POLICY

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1975

**PURPOSE:**

The purpose of this policy is to establish standards for the administration of user account credentials that access Clarendon College information technology resources. These resources must be protected from unauthorized access, loss, corruption, or destruction, thus ensuring the confidentiality, integrity and availability of these resources. Proper management of account credentials provides a means of

assuring accountability and protecting Clarendon College resources. The standards established in this policy include issuing account credentials, granting access to approved resources, account credential maintenance and deactivation processes.

**Scope:**

The Clarendon College User Account Credentials Management policy applies to those responsible for the management of user account credentials on Clarendon College information technology resources.

**Policy Statement:**

Creating unique domain user account credentials is an automated process utilizing the current approved Clarendon College account naming convention and is based on assigned roles within the ERP system (e.g. faculty, staff, student worker, student, visitor, alumni, etc.) The level of authorized access will be based on the principle of least privilege (PoLP), but if a user is assigned multiple roles, the most privileged role will take precedence.

1. The creation of a user account credential issues a unique, non-transferable electronic identity known as the “username” and a corresponding “password”. Usernames will remain in effect throughout the individual’s official affiliation with Clarendon College. ([User Account Credentials Eligibility](#)).
2. Usernames are not reused.
3. When an individual changes roles or ends their affiliation, Clarendon

College-IT deactivates the user account credentials that no longer meet Clarendon College's eligibility requirements ([User Account Credentials Eligibility](#)) and removes non-standard access.

4. Upon user activation, account holders are authorized to access the resources dictated by their role membership.
5. Clarendon College-IT requires users to change passwords per User Account Credential Password Policy.
6. Requests for exceptions to this policy must be submitted in writing ([Clarendon College-IT Policy Exception Form](#)) to the Information Security Officer (ISO) or Director of Information Systems (DIS) and will be reviewed on a case by case basis. Requests shall be justified, documented, and communicated as part of the risk assessment process.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <http://www.ClarendonCollege.edu/IT>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

**Web Privacy Policy**

Clarendon College has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this website: [www.clarendoncollege.edu](http://www.clarendoncollege.edu). This site contains links to other sites. Clarendon College ([www.clarendoncollege.edu](http://www.clarendoncollege.edu)) is not responsible for the privacy practices or the content of Web sites outside of the control of Clarendon College.

We may use your IP address to help diagnose problems with our web server, and to administer our Web site. Our site uses forms for students, faculty, staff, and visitors to request information, products, and services. We collect contact information (like email addresses) and unique identifiers (like social security number) for College business such as College registration and/or sending catalogues to potential students.

We use cookies to collect information for collective analytics only or tracking student progression within our learning management system. Individual information is not harvested. (Note: A cookie file contains unique information a web site can use to track such things as passwords, lists of pages you've visited, and the date when you last looked at a specific page or to identify your session at a particular web site.)

If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that e-mails us this information, we will only use the personally-identifiable information to respond to your

request and analyze trends. We may redirect your message to another government agency or person who is in a better position to answer your question.

For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to any outside parties unless legally required to do so in connection with law enforcement investigations or other legal proceedings.

### **Public Forums**

This site makes chat rooms, forums, message boards, and/or news groups available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when deciding to disclose your personal information.

### **For Additional Information**

Additional information regarding privacy and security policies is provided in the Privacy and Security Policy Guidelines at <http://www.dir.state.tx.us/standards/srrpub11-privacy-policy.htm> . The U.S. Federal Trade Commission also provides information for educating consumers and businesses about the importance of personal information privacy at <http://www.ftc.gov/privacy/>.



## **Contacting the Web Site**

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact

Web Admin

Clarendon College

P.O. Box 968

Clarendon, TX 79226

[administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu)

## **Web Linking**

Clarendon College complies with the State Web Site Link and Privacy Policy at [http://www.dir.state.tx.us/standards/link\\_policy.htm](http://www.dir.state.tx.us/standards/link_policy.htm). Clarendon College encourages organizations that link to this Web site to comply with the provisions of the State Web Site Link and Privacy Policy, especially regarding protection of the privacy rights of individuals, and to make reasonable efforts to provide accessible sites.

## **Related Policies, References and Attachments:**

An index of approved Information Technology policies, review dates, reference materials, legal compliance guidelines, policy enforcement and general definitions are available in the Policy Compliance Document. The collection of Clarendon College Information Technology policies and procedures are available online through the Clarendon College Policy link from the [clarendoncollege.edu](http://clarendoncollege.edu) homepage.

The Clarendon College web site, <http://www.clarendoncollege.edu>, is provided as a public service. Users of this web site are responsible for checking the accuracy, completeness, currency and/or suitability of all information. Clarendon College makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via this web site.

This Web site provides links to other Web sites, both public and private, for informational purposes. Clarendon College specifically disclaims any and all liability and responsibility for any claims or damage that may arise as a result of Clarendon College providing the Web site or the information it contains, or that may arise in any way with respect to any Web sites maintained by third parties and linked to the Clarendon College site. Clarendon College advises site visitors to read the privacy policies of any third-party sites accessed through this site.

The inclusion of links from this site does not imply endorsement by the Clarendon College. Specific questions regarding a document should be directed to the appropriate organization Clarendon College makes no effort to independently verify, and does not exert editorial control over, information on pages outside of the "[www.clarendoncollege.edu](http://www.clarendoncollege.edu) domain.

Clarendon College does not collect or track personal information from the web site visitors. Generic information from server logs may be used to track the number of hits to the site, and to find out what types of browser software are used by visitors.

This information will be used only in aggregate form, and used solely for improving web site design. Please review the Clarendon College Privacy Statement for details.

Clarendon College does not endorse any of the products, vendors, consultants, or documentation referenced in this web site. Any mention of vendors, products, or services is for informational purposes only.

**Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at [http://\[LINK TO IT POLICIES\]](http://[LINK TO IT POLICIES]). Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

**2000 SERIES  
BUSINESS AND GENERAL OPERATING POLICIES**

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**BUDGETING**

2110

(Updated 7-21-2011 Local)  
(Updated 8-16-2012 TACC CDA)

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The President of Clarendon College shall be responsible for preparing and presenting to the Board of Regents annually an estimate of income and expenditures for the College for each fiscal year of operation.

Fiscal Year

The fiscal year for Clarendon College shall begin on the first day of September in each calendar year and end on the last day of August of the next succeeding calendar year.

Operating Budget

The estimate of income and expenditures for each fiscal year shall become the operating budget for the College when approved by a majority of all members of the Board of Regents.

The operating budget adopted by the Board of Regents may be amended only by a majority vote of the Board.

The approved budget shall be filed with the Texas Higher Education Coordinating Board, and with other state agencies as required by state law on or before December 1 of the fiscal year for which the budget was adopted.

A public hearing concerning the proposed budget shall be held each fall with

proper notice published in a newspaper of general circulation within the College district.

### Responsibility

Responsibility for coordinating the preparation of the College budget and developing the necessary working procedures rests with the Vice President of Administrative Service with assistance from the President. Initial budget proposals will be prepared for each instructional program by members of the college faculty. These program budgets will be consolidated into divisional budgets by the division directors and the Vice President of Academic & Student Affairs. The Vice President of Academic & Student Affairs is responsible for preparing the total instructional budget. Other employees will prepare initial budget proposals for their respective areas. Once complete, these budgets will be forwarded to the appropriate Vice President. The Vice Presidents are responsible for forwarding the budget proposals to the Vice President of Administrative Services. The Vice President of Administrative Services with supervision from the President of Clarendon College shall then take steps to verify all estimates of income and to adjust estimates of expenditures to achieve a balanced operating budget for the College. The President shall make the final budget recommendation to the Board of Regents.

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PURCHASING AND ACQUISITION

2120  
(Updated 8-16-2012 TACC CF)

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### Applicable Law

The provisions of Subchapter B, Chapter 44, Education Code, relating to the

purchase of goods and services under contract by a school district apply to the purchase of goods and services under contract by a junior college district.

To the extent of any conflict, the provisions of Subchapter B, Chapter 44, prevail over any other law relating to the purchase of goods and services by a junior college district. *Education Code 130.010, 44.0311*

#### Board Authority

The Board may adopt rules and procedures for the acquisition of goods and services. *Education Code 44.031(d)*

#### Delegation of Authority

The Board may delegate its authority regarding an action authorized or required to be taken by the College District by Education Code Chapter 44, Subchapter B to a designated person, representative, or committee.

The Board may not delegate the authority to act regarding an action authorized or required to be taken by the Board by Education Code Chapter 44, Subchapter B. *Education Code 44.0312*

#### Purchases Valued at or above \$50,000

All Clarendon College contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period, shall be made by the method that provides the best value for the College:

1. Competitive bidding for services other than construction services.
2. Competitive sealed proposals.
3. A request for proposals for services other than construction services.
4. An inter-local contract.
5. The reverse auction procedure as defined by Government Code

- 2155.062(d).
6. The formation of a political subdivision corporation under Local Government Code 304.001. *Education Code 44.031(a)*

**Note:** *Regarding construction of college facilities, bid(s) may take the form of competitive bids; competitive sealed proposals; design/build contracts; contracts using a construction-manager agent; contracts using a construction-manager-at-risk; and/or job order contracts for minor repairs/alterations and must follow other applicable state laws. Education Code 44.031(a)*

### Factors

In awarding a contract, Clarendon College may consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the College's needs.
5. The vendor's past relationship with the College.
6. The impact on the ability of the College to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the College to acquire the goods or services.
8. Any other relevant factor specifically listed in the request for bids or proposals.

*Education Code 44.031(b)*

*Note: The factors listed above are the only criteria that may be considered by the College in its decision to award a contract. The College District may apply one, some, or all of the criteria, but it may not completely ignore them. R.G.V. Vending v. Weslaco Indep. Sch. Dist., 995 S.W.2d 897 (Tex. App.-Corpus Christi 1999).*

### Notice of Publication

Notice of when and where bids or proposals or the responses to a request for qualifications will be received and opened shall be published in the county where the College's central administrative office is located, once a week for at least two weeks prior to deadline for receiving bids, proposals, or responses to a request for qualifications. If

there is no newspaper in the county, the advertising shall be published in a newspaper nearest to the county seat. In a two-step procurement process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately. *Education Code 44.031(g)*

#### Personal Property Purchases Valued at between \$25,000 and \$50,000

When the College seeks to purchase personal property of a value of at least \$25,000 but less than \$50,000, in the aggregate, for a 12-month period, the College may either purchase those items in accordance with Education Code 44.031(a) and (b) described above or follow the vendor list procedures described below. *Education Code 44.033(a)*

#### Notice

For each 12-month period, the College shall publish a notice in two successive issues of any newspaper of general circulation in the county in which the school is located. If there is no newspaper in the county in which the school is located, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the school is located, specifying the categories of personal property to be purchased and soliciting the names, addresses, and telephone numbers of vendors that are interested in supplying any of the categories to the College. *Education Code 44.033(b)*

#### Vendor List

For each category, the College shall create a vendor list consisting of each



vendor that responds to the published notice and any additional vendors the College elects to include. Before the College makes a purchase from a category of personal property, it must obtain written or telephone price quotations from at least three vendors from the list for that category. If fewer than three vendors are on the list, the College shall contact each vendor. Whenever possible, telephone quotes should be confirmed in writing by mail, fax, or e-mail. The bidding records shall be retained with the College's competitive bid records and are subject to audit. Purchases shall be made from the lowest responsible bidder, except as provided by Education Code 44.033(f). *Education Code 44.033(b)(c)*

#### Produce or Fuel Purchases

When the College purchases produce or fuel valued at \$25,000 or more in the aggregate, for a 12-month period, the College must either purchase those items in accordance with Education Code 44.031(a) and (b) described above or follow the vendor list procedures described immediately above. *Education Code 44.033(a)(d)*

#### Professional Services

The purchasing requirements of Education Code 44.031 do not apply to a contract for professional services rendered, including the services of an architect, attorney, or fiscal agent.

The College may contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003, in lieu of the methods provided by Education Code 44.031. *Education Code*

#### *44.031(f)*

Competitive bids shall not be solicited for professional services of any licensed or registered certified public accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, state-certified or state-licensed real estate appraiser, or registered nurse. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Gov't Code 2254.002, 2254.003(a)*

#### Computers and Computer Related Equipment:

The College may acquire (purchase and/or lease) computers and computer-related equipment, including computer software, through the Department of Information Resources (DIR) under contracts with the (DIR) in accordance with Government Code Chapter 2054 or 2157. *Education Code 44.031(i)*. The College is required to include specific provisions in competitive bids for the purchase or lease of computer equipment and in contracts for the purchase or lease of hardware and software.

#### Automated Information System

A College District may purchase an automated information system using the purchasing method described by Government Code 2157.068 for commodity items or a purchasing method designated by the comptroller to obtain the best value for the state, including a request for offers method. A College District that purchases an item using a method listed above satisfies any state law requiring the College District to seek competitive bids for the purchase of the item. *Gov't. Code 2157.006*

#### Sole Source

Compliance with Education Code 44.031 is not required for purchases that are available from only one source, including:

1. An item for which competition is precluded because of a patent, copyright, secret process, or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas, or water.
4. A captive replacement part or component for equipment.

The sole source exception shall not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000 Education Code 44.031(j)(k)

#### Impermissible Practices

A Regent, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner.

"Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. "Sequential purchases" means purchases, over a period, of items that in normal purchasing practices would be made in one purchase.

Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment. A Regent who is convicted of a violation of this provision is considered to

have committed official misconduct and for four years after the date of final conviction, the removed person is ineligible to be appointed or elected to public office in Texas, is ineligible to be employed by or act as an agent for the state or a political subdivision, and is ineligible to receive any compensation through a contract with the state or a political subdivision. *Education Code 44.032*

#### Insurance

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code 44.031 or 44.033. *Education Code 44.031, 44.033; Atty. Gen. Op. DM-347 (1995)*

#### Multi-year Contracts

The College may execute an insurance contract for a period longer than 12 months, if the contract contains either or both of the provisions described at COMMITMENT OF CURRENT REVENUE, below. If the College executes a multi-year insurance contract, it need not advertise for insurance vendors until the 12-month period during which the College will be executing a new insurance contract. *Atty. Gen. Op. DM-418(1996)*

#### Competitive Bidding

If the College receives two or more bids from responsible bidders that are identical, in nature and amount, as the lowest and best bids, it shall select only one bidder from the identical bids.

If only one of the bidders submitting identical bids is a resident of the District, that bidder shall be selected. If two or more such bidders are residents of the District, one

shall be selected by the casting of lots. In all other cases, one of the identical bids shall be selected by the casting of lots.

The Board shall prescribe the manner of casting lots and shall be present when the lots are cast. All qualified bidders or their representatives may be present at the casting of lots. *Local Gov't Code 271.901*

### Reverse Auction

A college district that uses the reverse auction procedure must include in the procedure a notice provision and other provisions necessary to produce a method of purchasing that is advantageous to the College District and fair to vendors. *Local Gov't Code 271.906(b)*

Reverse auction procedure means:

1. A real-time bidding process usually lasting less than one hour and taking place at a previously scheduled time and Internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services; or
2. A bidding process usually lasting less than two weeks and taking place during a previously scheduled period and at a previously scheduled internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services.

### Inter-local Agreements

To increase efficiency and effectiveness, the College may contract or agree with

other local governments and with state agencies, including the comptroller, to perform some of its purchasing functions. *Gov't Code 791.001, 791.011*

An inter-local contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party.

An inter-local contractual payment must be in an amount that fairly compensates the performing party for the services or functions performed under the contract. The contract may be renewed annually. *Gov't Code 791.011(d)–(f)*

The College may agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the comptroller to purchase goods and services reasonably required for the installation, operation, or maintenance of the goods. Such an agreement may not, however, apply to services provided by firefighters, police officers, or emergency medication personnel.

The College may purchase goods and services by agreement with another local government or with the state or state agency satisfying the requirement to seek competitive bids for the purchase of goods and services.

*Gov't Code 791.025(b)(c); Atty. Gen. Op. JC-37 (1999)*

State Purchasing Program

Purchasing services performed for the College by the comptroller may include:

1. The extension of state contract prices to the College when the comptroller considers it feasible.
2. Solicitation of bids on items desired by the College if the solicitation is considered feasible by the comptroller and is desired by the College.
3. Provision of information and technical assistance to the College about the purchasing program.

The comptroller may charge the College District its actual costs in providing purchasing services.

### College Requirements

The College may participate in the purchasing program, including participation in purchases that use the reverse auction procedure, by filing with the BPC a resolution adopted by the Board requesting that the College be allowed to participate on a voluntary basis, to the extent the BPC deems feasible, and stating that the Board shall:

1. The Vice President of Administrative Services will act for the College in all matters relating to the purchasing program, including the purchase of items from the vendor under any contract.
2. Direct the decisions of its representative.
3. Be responsible for:
  - a. Submitting requisitions to the commission under contract(s) and for payment directly to the vendor; and
  - b. Electronically sending purchase orders directly to vendors and

electronically sending the comptroller reports on actual purchases.

4. Be responsible for the vendor's compliance with all conditions of delivery and quality of the purchased item.

A purchase made through participation in this program meets any state requirement to seek competitive bids for the purchase of the item.

### Electronic Marketplace

If the College has the ability to electronically send purchase orders and information, it may participate in the Department of Information Resources' electronic procurement marketplace, as described in Gov't Code Chapter 2177. *Local Gov't Code 271.083*

### Multiple Award Contract Schedule

The BPC shall develop a schedule of multiple award contracts that have been previously awarded using a competitive process by the federal government or any other governmental entity in any state.

The College may purchase goods or services directly from a vendor under a contract listed on a schedule. An authorized purchase satisfies any requirement of state law relating to competitive bids or proposals and satisfies any applicable requirements of Government Code 2157.

The price listed for a good or service under a multiple award contract is a maximum price. The College may negotiate a lower price for goods or services under a contract listed on a schedule. *Govt. Code 2155. Subchapter 1.*



## Cooperative Purchasing Program

The College may participate in a cooperative purchasing program with another local government or a local cooperative organization. If the College does so, it may sign an agreement with another participating local government or a local cooperative stating that the College will:

1. The Vice President of Administrative Services will act on behalf of the College in all matters relating to the program.
2. Make payments to another participating local government or local cooperative organization or directly under a contract, as provided in the agreement.
3. Be responsible for the vendor's compliance.

If the College participates in a cooperative purchasing program, it satisfies any law requiring it to seek competitive bids. *Local Gov't Code 271.102; Atty. Gen. Op. JC-37 (1999)*

The College will not enter into a contract to purchase construction-related goods or services through a purchasing cooperative in an amount greater than \$50,000 unless (insert who we want to designate) certifies in writing that:

1. The project for which the construction-related goods or services are being procured does not require the preparation of plans and specifications under Occupations Code Chapter 1001 or 1051; or

2. The plans and specifications required under Chapters 1001 and 1051 have been prepared.

### Commitment of Current Revenue

A contract for the acquisition, including lease, of real or personal property is a commitment of the College current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract. *Local Gov't Code 271.903*

### Group Purchasing Programs

The College is authorized to purchase materials, supplies, or equipment through group purchasing programs that offer discount prices to institutions of higher education.

*Gov't Code 2155.134(a)*

### Criminal History

Before entering into a contract with the College, a person or business must give notice to the College if the person or an owner or operator of the business has been convicted of a felony. The College may terminate a contract with a person or business if the College determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. The College must compensate the person for services performed before the contract terminated. *Education Code 44.034*

## Operational Policy

The purchase of supplies, materials, equipment, and services for the operation of Clarendon College shall be accomplished in a controlled and systematic manner which supports the interests of economy and quality. The President shall be responsible for developing and implementing procedures and guidelines consisting of generally acceptable purchasing practice.

### General Provisions

1. The general requisition/purchase order procedures described below are to be used for all purchases regardless of the amount of the purchase.
2. Requisitions/purchase orders are to be used by all personnel in ordering supplies, equipment and services.
3. All employees must adhere to institutional purchasing procedures and policies, as well as state and federal laws.

### Purchases of less than \$25,000

1. The originator/requester should secure a requisition/purchase order from his/her supervisor or from the Business Office. The originator should provide the following information on the requisition:
  - a. A description of the item(s) requested. If a specific brand/model is required, it should be noted in the description.
  - b. A recommended vendor should be listed. Price, quality, serviceability, and potential travel and/or freight expenses involved

in the purchase should be considered in determining potential vendors.

- c. An estimate of unit and total cost should be listed.
  - d. A justification for the purchase should be listed on the requisition/purchase order. Additional supporting documentation should be attached, as appropriate.
2. The originator/requestor should present the completed requisition to his/her supervisor/director and the appropriate Vice President for approval. If approved, the originator/requestor or the supervisor/director should assign the budget account number(s) against which the purchase is to be charged. The Vice President should validate the account number and that the requested amount is within budgetary limitations. (Note: The supervisor's and the Vice President's signature will indicate to the Business Office that the supervisor and the Vice President agree that the purchase is necessary and appropriate. In some cases, the originator/requestor and the budget custodian (supervisor) will be one in the same. In that event, the individual need only sign the requisition as budget custodian. In all cases, the purchase order must be signed by the appropriate Vice President.
  3. Once the requisition/purchase order has been approved by the appropriate Vice President, the originator/requestor should present the requisition to the Business Office. At that point, the appropriate administrative approvals will

be secured by the Business Office, contingent upon available budget. Only the College President is authorized to provide final administrative approval.

- a. In the case of any purchase of \$5,000.00 and less than \$25,000 the Vice President of Administrative Services will require that the originator/requestor secure a minimum of three quotes from potential vendors.
- b. In cases where a department is dealing with a particular vendor on a regular basis (i.e., utility bills, maintenance or office supplies, bookstore) an open purchase order may be established through the same procedures as above. The amount of the open purchase order will be determined by the Vice President of Administrative Services. Once that amount is expended, another open purchase order can be created, budget permitting. Once an open purchase order has been established, departmental employees may make purchases within the established limit without filing individual purchase orders for each item. However, in each case, the employee must submit all receipts and/or invoices to the Business Office so that expended amounts can be charged against the open purchase order.
- c. Purchases that do not exceed \$200.00 may be made through the

College's petty cash fund, upon approval by the Business Office. In the event, an employee makes a purchase with petty cash, all receipts must be returned to the Business Office.

4. Once the purchase order has been approved and a purchase order number assigned, copies of the purchase order will be distributed by the Business Office for the following purposes:
  - a. The originator/requester will receive two copies of the purchase order. One copy to be presented to the vendor and a second copy to be returned to the Business Office after the goods have been received and inspected.
  - b. Two copies will be retained in the Business Office - one for the numerical file and a second for the vendor file.
5. As stated, a copy of the purchase order should then be presented by the requester to the vendor in a logical fashion (i.e., hand delivered, mailed, or faxed).
6. Upon receipt of the item(s) purchased, the originator/requestor should examine the item(s) to make certain what was ordered has been received in good condition. Upon inspection/acceptance of the goods, the requester should return his/her copy of the purchase order to the Business Office with a notation on the purchase order that payment should be made to the vendor. Any invoices, packing slips, or other relevant documentation

should be attached to the purchase order by the requester.

- a. In the event the item(s) are not received in good condition and/or the order is short, the originator/requestor should immediately notify the Business Office. The Vice President of Administrative Services or his/her designee will be responsible for contacting and arranging for satisfaction. No payment will be made by the College to the vendor until full satisfaction has been achieved.
- b. Moreover, no payments will be made to the vendor absent adherence to the above procedures. In the event an employee fails to follow the aforementioned procedures, the originator/requester may be held financially liable for the purchase(s).
- c. Any incident deemed an emergency or extraordinary circumstance by the Vice President of Administrative Services and/or the President, may be exempted from the aforementioned procedure until the originator/requester is available to complete the process.
- d. Note: If any warranties are associated with the item(s) purchased, documentation of such, i.e., warranty cards, should accompany the authorization to make payment. A copy of the warranty will be retained by the Business Office.

Purchases of more than \$25,000 and less than \$50,000

When the College seeks to purchase personal property of a value of at least

\$25,000 but less than \$50,000, in the aggregate, for a 12-month period, the College may either purchase those items in accordance with Education Code 44.031(a) and (b) described above or follow the vendor list procedures as described.

#### Purchases of \$50,000 or More

In the case where a purchase is \$50,000 or more in the aggregate for each 12-month period, the College will engage in a purchasing process as set forth by the Texas Education Code, Section 44.031 et seq.

These options include:

1. Competitive bidding.
2. Competitive sealed proposals.
3. A request for proposals for services other than construction services.
4. An inter-local contract.
5. The reverse auction procedure as defined by Government Code 2155.062(d).
6. The formation of a political subdivision corporation under Local Government Code 304.001.

In awarding a contract, the College District is required to consider the following factors:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and services.



3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the College District's needs.
5. The vendor's past relationship with the College District.
6. The impact on the ability of the College District to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the College District to acquire the goods or services.
8. Any other relevant factor specifically listed in the request for bids or proposals.

When the College employs a sealed bid request for proposals process, it will advertise for bids in the local newspaper a minimum of two successive weeks. Additionally, in any case in which the College is limited to purchasing from a sole source supplier, appropriate documentation will be filed in the Business Office to that effect.

#### Contracts of \$1 million or more

The College will not enter into a contract valued at \$1 million or more with a business entity that requires Board action unless the business entity submits a disclosure of interested parties to the College at the time the business entity submits the signed contract to the College.

Before the College will award a contract that has a value of at least \$1 million, for

the purchase of goods or services to a business entity, each of the College's purchasing personnel working on the contract must disclose in writing to the President any relationship the purchasing personnel is aware of that the employee has with an employee, a partner, a major stockholder, a paid consultant with a contract with the business entity the value of which exceeds \$25,000, or other owner of the business entity who is within a degree described by Government Code 573.002, the third degree by consanguinity or within the second degree by affinity of the purchasing employee.

#### Items for Resale

Items purchased for resale by the bookstore are not bid.

#### Emergency Purchases

If College facilities and/or equipment are severely damaged or destroyed and the Board determines that the delay posed by competitive bidding process would prevent or substantially impair the conduct of classes or other essential school activities, then contract(s) for the repair and/or replacement of equipment and/or the repair of College facilities may be made without competitive bidding, as otherwise required. *Education Code 44.031(h)*.

#### Authority to Obligate Funds

The business office, under the direction of the Vice President of Administrative Services through the President, through the requisition/purchase order system, has sole authority to obligate the funds of the College. The College will assume no liability for payment of obligations undertaken in any other manner

or by any other person.

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## PROPERTY CONTROL

2130

(Updated 8-15-2013 Local)

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It shall be the responsibility of the President of Clarendon College to maintain accurate records of all institutional property, equipment purchases and disposition, and to periodically account for all property and equipment owned by the College.

### Definition

Property and/or equipment is defined as being any item of a permanent nature having a useful life of more than one year and costing approximately \$5,000 or more.

### Responsibility

Considerable resources have been allocated to the acquisition of items of equipment. Therefore, it is imperative that a system of accounting for this equipment be established in order to fix responsibility for the proper utilization, maintenance and care for those resources. The President shall function as the Chief Inventory Control Agent and is responsible for keeping all equipment inventory records.

### Inventory Records and Control

Once items of equipment have been received, the business office will make an entry in the inventory records showing:

1. Campus location
2. The description, model and serial number
3. Cost, including freight

### Equipment Donations

Only the President is authorized to accept equipment donations on behalf of Clarendon College. All offers of equipment donations should be directed through channels to the President's office.

### Equipment Transfers

To enable the President's office to keep accurate records as to location of equipment items, it is necessary that this office be notified when equipment is moved from one area to another.

### Equipment Deletions

Items that have become lost or stolen, obsolete, worn or broken beyond repair, or cannibalized, should be deleted from the inventory records and the business office should be informed.

### Items Lost or Stolen

The employee should notify his/her immediate supervisor and the supervisor should notify the business office immediately upon discovery that an item has been lost or stolen. In addition, the supervisor should report the lost or stolen items to his/her Vice President. The Vice President shall furnish the President's office with the inventory number, description and serial numbers of the item. The business office will take appropriate action in an attempt to recover the missing property. The business office will make an entry deleting the item from the inventory records. If the item is found or recovered, it should be returned to the original department, the business office notified

and an entry made to reinstate the item on the inventory records.

#### Responsibility for Equipment

The employee supervising the use of items of equipment holds primary responsibility for its care and safekeeping; thence, responsibility follows through organizational channels to the President. The division director is responsible for maintaining the equipment inventory records for his/her division.

#### College Equipment May Not Be Used for Private Purposes

Clarendon College equipment shall not be loaned to outside groups and/or to individuals for personal use.

#### Removal of College Equipment

Items of equipment should not be removed from the campus except with prior written permission from the President. College owned laptops may be removed from campus at user's risk. User of the laptop will be responsible if laptop is stolen or damaged.

#### Personal Equipment

Clarendon College will not assume responsibility for or the repair of personal equipment. Faculty members are encouraged to request actual needs in the budget process and not bring personal equipment to school.

#### Annual Equipment Inventory Check

Periodically, the division directors and administrative officers will be given lists of items for the departments under their supervision. At least once during each fiscal year

the President's office, in cooperation with the faculty, division directors and other supervisors, will match the equipment items to the inventory records for each department and report exceptions to the President and other appropriate administrators.

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CASHIER FUNCTION	2140
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All monies collected by Clarendon College are to be collected, deposited daily, and accounted for by the College business office. No faculty member or other employee should collect any money for any purpose unless acting as a duly appointed agent of the business office.

All funds collected for any purpose by and for Clarendon College shall be receipted and accounted for by the Business Office.

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CASHIERING AND PURCHASING FOR CLUBS AND ORGANIZATIONS	2150
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All funds collected for any reason by any club or organization on the campus of Clarendon College must be accounted for in the Business Office. A separate account will be maintained for each club or organization revealing both receipts and disbursements. Periodic financial reports will be made.

Purchases for a club or organization will follow the same requisition/purchase order system as used for other college purchases. In no case will a student's signature be acceptable for payment from these funds.

Gate receipts and admissions fees to College-sponsored activities are the responsibility of the Administrator in charge. Adequate procedures shall be developed by the Vice President of Administrative Services to insure the safety of all receipts and to properly account for all receipts collected. The business office shall make the required deposits and shall cause the proper entry to be made crediting the receipts to the proper accounts.

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Tuition and fees are payable at the time of registration, except as provided for under the Installment Payment Plan for Tuition and Fees. A student has not officially enrolled until tuition and fees are paid or an installment payment plan has been executed.

1. A full-time student (12 semester hours or more) may pay for tuition and mandatory fees by one of two methods: (1) payment of tuition and fees in full (one payment) or (2) payment of tuition and fees in installments.
2. All scholarships and awards provided by the College and all federal and state grants and loans will be applied toward the full amount due the College for the payment of tuition, fees, and other charges before installment payments are scheduled.

3. The installment payment plan for tuition and fees and a \$35 service fee is available online through the Clarendon College website [www.clarendoncollege.edu](http://www.clarendoncollege.edu) and is available for all academic semesters.
- Payment plan options vary by the date of registration and by the length of the semester.
  - All payments are made electronically, and it is the student's responsibility to make the payment.
  - The total installment payment must be paid in full on or before the date due.
  - Students who fail to make the scheduled payments:
    - a. Will have a hold placed on their records;
    - b. Will be prohibited from registering for classes;
    - c. Will still be responsible for the full amount due under the contract; and,
    - d. Will receive no grades, awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled.
    - e. Upon full payment of the amount due, the hold will be released.
4. Students who fail to make full payment of all charges prior to the end of the semester are subject to the conditions listed above in seven (7) and may be denied credit for the work done that semester.



5. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
6. Students dropping hours will pay installments on the basis of the original installment contract. Any and all refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
7. Students withdrawing from the College must pay all tuition and fees owed. Withdrawal does not cancel or void the installment payment plan contract.
8. Tuition and fees must be paid or be set up on a payment plan on or before the class census date, or the student will be dropped for non-payment as required by state law.

A list of tuition and fees is published each year in the College Catalog.

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## TUITION AND FEE RATES / WAIVERS / EXEMPTIONS

2175

(Updated 8-15-2013 TACC Policy Update #28 FD & Local)

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The Board of Regents of Clarendon College may set and collect with respect to the College any amount of tuition, rentals, rates, charges, or fees the board considers necessary for the efficient operation of the college, except that a tuition rate set must satisfy the requirements of Education Code 54.051(n). The governing board may set a different tuition rate for each program, course, or course level offered by the college, including a program, course, or course level to which a provision of Education Code

54.051 applies, as the governing board considers appropriate to reflect course costs or to promote efficiency or another rational purpose. *Education Code 130.084(b)*

## **RATES**

Tuition for a resident student may not be less than \$8 for each semester credit hour and may not total less than \$25 for a semester.

Tuition for a nonresident student may not be less than \$200 for each semester.  
*Education Code 54.051(n)*

## **Exemptions / Waivers**

Students attending Clarendon College may qualify for a tuition and fee exemption or waiver, including a waiver of nonresident tuition, as allowed by law pending Board of Regents Approval: Current Exemption of Tuition of Fees exist for the following groups of students:

1. Employee Exemption: The Clarendon College Board of Regents will exempt tuition and fees for all full-time employees to enroll in no more than two classes per semester. Full-time employees can only be exempt from payment of tuition and fees upon enrollment in classes which enhances their current job position. Financial Aid is available for those who qualify. No class will be waived that has been taken previously. The employee MUST have approval from his/her supervisor and the President to enroll in classes. All classes MUST be taken during non-working hours. The current Clarendon College President is under no obligation to honor any financial increases to salaries made by previous presidents

for hours completed. Satisfactory academic progress must be met to continue receiving exemptions.

2. Ad Valorem Exemption: Pursuant to TEC §130.0032 the Clarendon College Board of Regents allows a tuition exemption for a person or their dependents who resides outside the college district and who owns property subject to ad valorem taxation by the districts to pay tuition at the rate applicable to a student who resides in the district.
3. Highest Ranking HS Scholar Exemption: Pursuant to TEC §54.301 the Clarendon College Board of Regents will issue a tuition exemption to the highest-ranking HS Scholar from any accredited high school in the State of Texas for the first two semesters of regular enrollment immediately following their graduation from high school. The second semester of the tuition exemption is contingent upon the student maintaining satisfactory academic progress with grade point average and degree progression.
4. Senior Citizen 65+ for 6 hours free tuition: Pursuant to TEC §54.365(c) the Clarendon College Board of Regents allows a tuition exemption for a senior citizen (65 years of age or older) to enroll for credit in up to six semester credit hours of courses offered by the institution each semester or summer terms without payment of tuition if space is available. A senior citizen may continue to receive the tuition exemption provided the student maintains satisfactory academic progress with grade point average and degree progression.

5. Border States' residents attending Clarendon College: Pursuant to TEC§54.231(a) the Clarendon College Board of Regents allows a non-resident tuition waiver for students residing in counties bordering the State of Texas. Non-Residents must reside in the following counties in the State of Oklahoma: Cimarron, Beaver, Beckham, Ellis, Harmon, Jackson, Roger Mills, Texas and Tillman; or the following counties in the State of New Mexico: Curry, Harding, Lea, Quay, Roosevelt and Union. Students must maintain a satisfactory grade point average to continue receiving the non-resident tuition waiver.
6. Competitive Scholarship: Pursuant to TEC§54.213 the Clarendon College Board of Regents allow a non-resident tuition waiver for a student who holds a competitive scholarship of at least \$1,000 for the academic year or summer term (not to exceed 12 months) for which the student is enrolled. A student awarded a competitive scholarship of at least \$1,000 can receive the tuition waiver for a second academic year provided the student has made satisfactory academic progress. If the competitive scholarship is terminated for any reason prior to the end of the semester or semesters for which it was initially awarded, the student shall pay nonresident tuition for any semester following the termination of the scholarship.

Refunds will be made as prescribed by law and as stated in the College Catalog.

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## TRANSPORTATION AND TRAVEL

2190

(Updated 7-21-2011 Local)

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It shall be the responsibility of the President of Clarendon College to develop and administer a transportation program for providing student and employee transportation consistent with the laws of the State of Texas and the goals and purposes of Clarendon College.

### College-Owned Vehicles

The Board of Regents of Clarendon College may, on the recommendation of the President, authorize the purchase or lease of appropriate vehicles for the transportation of students and employees. Fuel for college vehicles shall be supplied by contract purchase, by the use of college credit cards, and/or by reimbursement of individual purchases. All college travel is to be conducted in college vehicles when available. Use of personal transportation for college business will be authorized only when college vehicles are not available and must be approved in advance by the President or designee. No college vehicle will be used for personal use except the President's vehicle.

### Use of Private Automobile

When no college vehicle is available and when the transportation request has prior approval, the use of a private automobile will be reimbursed at a rate per mile established by the Board of Regents.

### Use of Public Transportation

When approved in advance by the President, the actual costs of travel by public conveyance will be paid by the College.

#### Reimbursement for Other Travel Expenses

Special trips on college business, or to attend conferences in the interests of the College, may be authorized by the President. For such travel, employees will be reimbursed for actual expenses incurred for transportation, cost of lodging and meals, conference registration fees, college-related telephone calls, and other miscellaneous travel-related expenses. Travel by air will only be allowed for destinations in excess of 350 miles from the College Campus. All such travel and anticipated expenses must be authorized by the President and approved in advance. The College will pay from receipts turned into the business office. Receipts must be in detail.

#### Non-Reimbursable Expenses

Non-Reimbursable Expenses include, but are not limited to:

1. Expenses that do not relate to official college business.
2. Any expenses, with the exception of parking expenses, which are related to the operation of a personally owned vehicle.
3. Personal expenses such as the rental or purchase of video tapes for personal entertainment, alcoholic beverages, and/or dry cleaning.

#### Specific Procedures

Detailed guidelines and all forms necessary to implement these policies shall be developed by the Vice President of Administrative Services.

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CHIEF FISCAL AGENT

2210

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The Vice President of Administrative Services shall be the Chief Fiscal Agent of Clarendon College and shall be responsible for receiving, obligating, and accounting for all college funds. He/she shall be responsible to the President for developing and implementing procedures which are necessary to insure sound fiscal operation.

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ACCOUNTING

2220

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The accounts of the College shall be maintained in accordance with generally accepted accounting principles and practices and audited in accordance with accepted rules and regulations for colleges and universities and will be audited annually by an outside firm.

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FINANCIAL REPORTING

2230

(Updated 7-21-2011 TACC BI)

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The Vice President of Administrative Services shall have responsibility for preparing, submitting, and publishing timely financial reports as required by the laws of the State of Texas and all applicable regulatory agencies. A college district shall publish and/or distribute the following reports:

1. As soon as practicable after the end of each academic year, the college district shall prepare an annual performance report for that academic year, under Education Code 130.0035. [AFA]
2. Not later than June 1 of each even-numbered year, the college district shall report customer service information to the Legislative Budget Board (LBB) and the governor's Office of Budget and Planning (OBP), under Government Code 2114.002. [AFA]
3. Not later than November 1 of each year, the chief executive officer of each college district shall provide to the governing board of the college district a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution, under Education Code 51.4031. [AFA]
4. In the form and manner and at the times required by the Coordinating Board, the college district shall report to the Coordinating Board on the enrollment status of students of the college district, under Education Code 130.0036. [AFA]
5. The college district shall follow applicable institutional and financial assistance information dissemination requirements found at 20 U.S.C. 1092. [AFA]



6. The minutes of the last regular meeting held by the board during a calendar year must reflect whether each member of the board has completed any training required to be completed by the member as of the meeting date, under Education Code 61.084. [BBD]
7. The college district shall report monthly to the retirement system set out in Government Code 825.404, in a form it prescribes, the employee salary and other information required under Government Code 825.406. [CAB, CAM]
8. The investment officer shall prepare a report on the Public Funds Investment Act (PFIA) and deliver it to the board no later than the 180th day after the last day of each regular session of the legislature, under Government Code 2256.007. [CAK]
9. Not less than quarterly and within a reasonable time after the end of the period, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the PFIA, under Education Code 51.0032 and Government Code 2256.023. [CAK]
10. The college district shall submit its audited annual financial report to the Coordinating Board by January 1st of each year, under 19 Administrative Code 13.62. [CDA]

11. Not later than November 20 of each year, a college district shall submit an annual financial report regarding the college district's use of appropriated money during the preceding fiscal year to the government officials specified in Government Code 2101.011. [CDA]
12. The board shall be responsible for the preparation of an annual financial statement, under Local Government Code 140.005. [CDA]
13. The college district shall annually compile and report information regarding debt obligations, under Local Government Code 140.008. [CDA]
14. Three copies of the annual audit report for the fiscal year ending August 31 shall be filed with the Coordinating Board by January 1 following the close of the fiscal year for which the audit was made, an electronic copy shall be posted to the Coordinating Board's collection server, and required copies shall be sent to other governmental agencies, under the publication *Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges*. [CDC]
15. Annually, a college district shall report to the State Energy Conservation Office (SECO) regarding the college district's goal to reduce electric consumption, the college district's efforts to meet the goal, and progress the college district has made, under Health and Safety Code 388.005. [CH]

16. Not later than March 1 of each year, each college district police department shall submit a report containing information about traffic stops during the previous calendar year to the Texas Commission on Law Enforcement Officers and Standards and the governing body of each county or municipality served by the department, under Code of Criminal Procedure 2.134. [CHA]
17. At least once every three years, a college district shall conduct a security audit of the college district's facilities and report the results of the security audit to the Texas School Safety Center, under Education Code 37.108. [CG]
18. No later than January 1 of each odd-numbered year, the college district shall submit a written report regarding the institution's compliance with the online course information posting to certain state officials, under Education Code 51.974 and 19 Administrative Code 4.225 to 4.228. [EFA]
19. Each college district must review and evaluate its procedures for complying with field of study curricula at intervals specified by the Coordinating Board and shall report the results of that review to the Coordinating Board following the same timetable as the regular reports of core curriculum evaluations, under 19 Administrative Code 4.32(f). [EFAA]

20. Contact hours for career technical/workforce continuing education courses from public two-year colleges must be determined and reported in compliance with Coordinating Board policy as outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board, the Workforce Education Course Manual, and state law, under 19 Administrative Code 9.113, 9.114, and 9.116. [EFCB]
21. At the end of each semester, the college district shall report to the Coordinating Board certain information for undergraduate students, under 19 Administrative Code 4.60. [EI]
22. At times prescribed by the Coordinating Board, the college district shall report to the Coordinating Board all programs and services provided for persons with intellectual and developmental disabilities by the college district, under Education Code 61.0663. [FA]
23. The college district shall report to the Coordinating Board the types and amounts of tuition and fees charged to students by semester during the previous academic year, under 19 Administrative Code 13.143. [FD]
24. Each year the college district shall prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon

request, an annual security report as required under 20 U.S.C. 1092(f).  
[GAC]

25. The college district must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on noncampus buildings or property, and on public property of certain crimes that are reported to local police agencies or to a campus security authority, under 34 C.F.R. 668.46. [GAC]

26. The college district shall, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on crimes that are considered by the college district to represent a threat to students and employees. [GAC]

27. Under guidelines established by the Coordinating Board and the State Board of Education pursuant to Education Code 51.403, the college district shall report student performance during the first year enrolled after graduation from high school to the high school or college district last attended. [GH]

In addition, he/she shall publish and distribute to the Board of Regents a monthly financial report on the fiscal operation of the College. A year-end report will also be prepared for the Board of Regents giving a final accounting of all income and disbursements for the completed fiscal year.

The financial records of Clarendon College shall be audited each year and an independent audit report shall be prepared and certified by a Texas licensed or certified public accountant. Such independent audit report shall be submitted to the Board of Regents, to the Texas Higher Education Coordinating Board, (in addition an electronic copy shall be posted to the Coordinating Board's collection server), and to other such agencies or offices as may be required by law.

Responsibility for additional and continuous evaluation of fiscal procedures and practices of financial control shall rest with the Vice President of Administrative Services.

The Board of Regents of Clarendon College may select one or more depositories as places of deposit for the funds enumerated in Education Code 51.002. Depositories shall be selected on the basis of competitive bids. If bids are taken orally, the bids shall be tabulated by the person taking the bids and made a part of the permanent records of the institution. The selection shall be made and the depository bank or banks named at a regular meeting of the Board of Regents.

All funds subject to the control of the Board of Regents shall be deposited in the depository bank daily, but not later than within seven days from the date of collection.

Once funds are deposited and accounted for, monies may be invested and/or transferred in a manner consistent with the Clarendon College Investment Policy.

The Board of Regents shall require adequate surety bonds or securities to be posted to secure the deposits and may require additional security at any time it deems the deposits inadequately secured.

The depository shall secure public funds by eligible securities to the extent and in the manner required by the Public Funds Collateral Act. Gov't Code, Ch.2257.

The depository must pay interest on the deposits at a rate agreed on by the depository and the Board of Regents. Maintenance Tax monies collected in Gray County will be deposited into a Bank located in Pampa, Texas. Maintenance Tax monies collected in Childress County will be deposited into a Bank located in Childress, Texas.

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TAX RATE AND LEVY

2260

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The Board of Regents of Clarendon College elects to have the taxable property of its district assessed and its values equalized by the county-wide appraisal district, and to have its taxes collected by the Donley Appraisal District in a manner and for such compensation as shall be mutually agreed upon. The property of its district shall be assessed and valued on the same basis as that used to assess and value taxable property of Donley County until and unless a different basis is determined and adopted by the Board of Regents.

The governing body of each taxing unit, before the later of September 30 or the 60th day after the date the certified appraisal roll is received by the taxing unit, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. The tax rate consists of two components, each of which must be approved separately. The components are:

1. The rate that, if applied to the total taxable value, will impose the total amount published under Tax Code 26.04(e)(3)(c), less any amount of additional sales and use tax revenue that will be used to pay debt service; and
2. The rate that, if applied to the total taxable value, will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the next year.

A taxing unit may not impose property taxes in any year until the governing body has adopted a tax rate for that year, and the annual tax rate shall be set by ordinance, resolution, or order, depending on the method prescribed by law for adoption of a law by the governing body. The vote on the ordinance, resolution, or order setting the tax rate must be separate from the vote adopting the budget. Tax Code 26.05(a)–(b)

The vote on the ordinance, resolution, or order setting a tax rate that exceeds the effective tax rate must be a record vote, and at least 60 percent of the members of the governing body must vote in favor of the ordinance, resolution, or order. A motion to adopt an ordinance, resolution, or order setting a tax rate that exceeds the effective tax



rate must be made in the following form: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the effective tax rate) percent increase in the tax rate.” Tax Code 26.05(b)

The tax rate for the support of tax bonds and maintenance tax shall be authorized by a majority of the voters in an election held for such purpose and may not exceed such limit or the limits set by state statutes.

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## REVENUE BONDS

2270

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The Board of Regents may authorize the issue of revenue bonds secured by rentals, rates, charges, fees, or other resources of the Board for the purpose of acquiring, purchasing, constructing, improving, enlarging, equipping, operating, and maintaining any property, facilities, activities, or operations for and on behalf of Clarendon College. Such issuance of revenue bonds shall be governed by the statutes of the State of Texas and the regulations of the Texas Higher Education Coordinating Board.

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## INVESTMENTS

2280

(Updated 11-19-2015 Local)

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This policy shall apply to all Clarendon College funds not needed for current operations. This policy shall be reviewed annually by the Board of Regents. This review and any changes to this policy will be placed on the agenda of a meeting of the

Board and formal action of the Board will be taken.

All funds of the District shall be invested in accordance with State and Federal laws and regulations and shall be managed responsibly and in accordance with this policy, for investment and not for speculation.

## I. INVESTMENT OBJECTIVES

The investment objectives of Clarendon College shall be:

### A. Preservation and safety of the principal.

The primary objective of all College investment activity is the preservation and safety of the principal. Each investment transaction shall ensure that capital losses are avoided, whether from security default, sale of instruments prior to maturity, or erosion of market value.

### B. Maintain sufficient liquidity.

The investment portfolio will remain sufficiently liquid to provide adequate cash flow to meet the operating requirements of the College on a timely basis.

### C. Minimize risks involving interest rates, maturity, and market value. All investments will be made by an investment officer given the investment officer's assessment of the desired investment risk (i.e., credit risk, market risk, opportunity risk) in order to provide the College with the best available yield on instruments or securities that have fixed interest rates and fixed maturities.

- D. Maximize investment income within the above objectives of preservation, liquidity, and risk.

To provide diversification in the investment portfolio with regard to maturity, instruments, and financial institutions permitted under the Public Funds Investment Act. Yields on investments will need to be competitive with an analysis being made to the Board of Regents on a regular basis.

## II. INVESTMENT RESPONSIBILITIES

The Board of Regents has the responsibility of designating the College's Investment Officer(s). The Vice President of Administrative Services and the Chief of Staff are the designated investment officers of the College and are responsible for the investment of the College's funds. The Board of Regents also appoints the Investment Committee, which is composed of: the President, the Vice President of Administrative Services, Chief of Staff, and a representative from the Board of Regents.

### Guidelines Governing Investments

#### A. Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by

the objectives stated in section I above on page 140.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds or funds under the College's control over which the officer had responsibility rather than a consideration as to the prudence of a single investment, and
2. Whether the investment decision was consistent with the written investment policy of the College.

**B. Liquidity of Investments**

Liquidity of investments will meet the cash flow needs of the College. Diversification within allowable investment instruments to increase investment yields is encouraged.

**C. Deposit of Funds and Daily Cash Requirements**

All funds of the institution will be deposited daily. (State law requires that deposits be made into the depository bank within seven days of collection.)

The balance of funds not required for daily operation of the College will be invested in short-term certificates of deposit. Monitoring and transferring of these funds will be the responsibility of the College's Vice President of Administrative Services.

**D. Bank Depository.**

State law requires rebidding the depository bank contract every two years. The Board may select one or more depositories as places of deposit. Depositories shall be selected on the basis of competitive bids. The funds shall either be deposited in the depository bank or banks or invested as authorized by Chapter 2256, Government Code (Public Funds Investment Act). Funds that are to be deposited in the depository bank or banks must be deposited within seven days from the date of collection.

In addition, the Board must require adequate surety bonds to secure the deposits, and the depository must pay interest on the deposits.

E. Types of Funds to Invest.

Investment officers may invest the surplus amounts of all college funds not required for the daily operation of the College. The transfer between the College's bank accounts is the responsibility of the Vice President of Administrative Services and/or the Investment Officers. Investment of funds outside the regular certificate of deposit and/or treasury notes requires approval of the Board of Regents at a regular Board meeting. All investments require the approval of at least two people (i.e., the Vice President of Administrative Services, the President, or the Chief of Staff).

F. Other Investments

Any investment of College funds or liquidation of such investments other than in the above manner must be approved by the Board of Regents. This

Board action must clearly outline any associated risks to principal, maturity, interest rate, or market value.

### III. AUTHORIZED INVESTMENTS

Funds are to be invested in accordance with the Public Funds Investment Act of 1995 which requires the investment of funds as follows:

- a. Obligations of the United States or its agencies and instrumentalities;
- b. Certificates of Deposit issued by state and national banks domiciled in this state;
- c. Direct obligations of this state or its agencies and instrumentalities;
- d. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- e. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of this state or the United States or their respective agencies and instrumentalities and;
- f. Obligations of States, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- g. Fully collateralized direct repurchase agreements having a defined termination date, and secured by obligations described by this subdivision.
- h. Corporate bonds, debentures, or similar debt obligations rated by a

nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to graduations within those categories.

#### IV. AUTHORIZED AND PROHIBITED TRANSACTIONS

A. Authorized transactions are those within the limits of the Public Funds Investment Act of 1995 as listed in Part III above.

Any item outside of the Clarendon College depository bank shall require approval by the Investment Committee and require Board action, and be recorded in the Board minutes.

B. Prohibited transactions are any that are not within the limits of those listed in Part III. Examples are as follows:

1. Common Stock or any stock in a corporation
2. Investments in a Savings and Loan
3. Bonds other than those listed above (No Junk Bonds)
4. Sales of donated stock are kept until receiving a fair market price.

#### V. CRITERIA FOR MEASURING INVESTMENT PERFORMANCE

A. Each month the Investment Officer shall prepare a written report of investment transactions for all College funds for the preceding reporting period and submit this report to the President and to the Board of Regents. This report must contain the type of instrument, type of funds invested, interest accrued, length of time for investment, maturity date, rate of return,

projected return, and principal invested. This report must be prepared jointly by all investment officers of the College and be signed by each investment officer.

- B. The College's auditing firm shall perform a compliance audit of management controls on investments and adherence to this investment policy. The audit must include a formal review of the monthly investment reports to the Board. Any findings that result from these audit procedures shall be reported to the Board of Regents in the annual report to the Board by the independent audit.

## VI. PERSONNEL AND BOARD TRAINING

Each member of the governing board of a state agency and its investment officer shall attend at least one training session relating to the person's responsibilities under the Public Funds Investment Act within six months after taking office or assuming duties. The Coordinating Board shall provide the training under Government Code 2256.007. The training must include education in:

- Investment controls;
- Security risks;
- Strategy risks;
- Market risks;
- Diversification of investment portfolio; and
- Compliance with the Public Funds Investment Act.



The investment officer shall attend a training session not less than once each state fiscal biennium and may receive training from any independent source approved by the governing body of the state agency. The investment officer shall prepare a report on the Public Funds Investment Act and deliver it to the governing body of the state agency no later than the 180th day after the last day of each regular session of the legislature.

## VII. INVESTMENT POLICY ACKNOWLEDGMENT

- A. A written copy of the Clarendon College Investment Policy shall be presented to any person seeking to sell an authorized investment to the College. The registered principal of the organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the organization has:
1. Received and thoroughly reviewed the investment policy of the College; and
  2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the College and the organization.
- B. If the investment officer fails to obtain an acknowledgment from an organization selling securities, securities may not be purchased from the organization.

## VIII. FUNDS/STRATEGIES

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below:

- Operating Funds – Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objective safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
- Debt Service – Invest strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
- Debt Service Reserve- Investment strategies of debt service reserve funds shall have as their primary objective the generation of a dependable revenue stream from high quality securities in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
- Capital Projects – Investment strategies for capital projects funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. If the College District has funds from bond proceeds, they shall be invested in accordance with provisions in the bond documents. Bi-annual checks should be made by the investment officers to check on the rate of bonds. Maturities

longer than one year are authorized provided legal limits are not exceeded.

- Endowment Fund – Investment strategies for endowment funds shall have as their objective sufficient investment liquidity to timely meet payment obligations in accordance with the provisions of the donor. Maturities longer than one year are authorized provided legal limits are not exceeded.

#### VIII. SAFEKEEPING AND COLLATERALIZATION

The laws of the state and prudent treasury management require that all purchased securities be bought on delivery versus payment basis and be held in safekeeping by either the College, and independent third-party financial institution, or the College's designated depository.

All safekeeping arrangements shall be designated by the investment officers. Each safekeeping receipt shall specify security, rate, description, maturity, CUSIP number, and other pertinent information as required by the College's external auditors. Each safekeeping receipt shall be clearly marked that the security is held for the College or pledged to the College.

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#### GIFTS, BEQUESTS, AND DONATIONS

2290

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It shall be the responsibility of the President of Clarendon College to develop appropriate procedures for the handling of gifts, bequests, and donations to Clarendon College. The President or his/her designee shall be responsible for discussions and negotiations with prospective donors regarding gifts to the College, and no other

employee of the College has the authority to accept or agree to accept any gift or donation, except as provided for in the establishment of the Clarendon College Foundation.

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CONSTRUCTION

2310

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Construction practices at Clarendon College shall comply with all state and federal statutes, rules of all applicable regulatory agencies, local building and safety codes, and to commonly accepted standards of construction. All materials used in construction projects shall meet or exceed the architect's standards and specifications.

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ACCEPTANCE OF NEW CONSTRUCTION

2320

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When the Board of Regents of Clarendon College has been satisfied that all construction contract agreements and conditions have been fulfilled and that the building conforms in all ways to the architect's plans and working drawings, it shall formally accept the building. Any remaining financial obligations of the College to the architect, contractor, subcontractors, or others shall then be fulfilled.

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CERTIFICATE OF MOLD REMEDIATION

2330

(Updated 7-21-2011 TACC CH)

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When Clarendon College sells property, the College shall provide to the buyer a copy of any certificate of mold remediation that has been issued for the property during

the five years preceding the date the college district sells the property.

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OPERATION AND MAINTENANCE OF BUILDINGS AND GROUNDS 2410  
(Updated 7-21-2011 Local)

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Overall responsibility for the day-to-day operation and maintenance of the buildings and grounds of Clarendon College rests with the Director of Maintenance who reports to the President. He/she shall develop such organization of personnel, schedules of work, and procedures of operation as will insure the proper discharge of this responsibility.

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ROUTINE MAINTENANCE 2420  
(Updated 7-21-2011 Local)

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Work orders or requests for maintenance should be submitted online and should state the needed repair. Work orders are received by the "President's Office where each one is evaluated, assigned a priority and forwarded to the Director of Maintenance. The Director of Maintenance will assign the work to a member of the maintenance staff. Once work is completed, the work order is returned to the President's Office.

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CUSTODIAL SERVICES 2430

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It is the philosophy of Clarendon College that good custodial care achieves the following desirable results: protects health, promotes safety, eliminates fire hazards,

improves morale, extends surface life, protects equipment, improves productivity, and provides good public relations. Based on this philosophy, the housekeeping staff has overall responsibility to provide cleaning services for floors, washrooms, walls and ceilings, doors, windows, walkways, and furnishings in all rooms and buildings of Clarendon College. Special request for custodial services may be requested on the regular work order request form and presented to the President's Office.

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MAINTENANCE AND OPERATION OF MECHANICAL SERVICES 2450

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Mechanical services provide comfort conditioning, including heating and cooling, electrical power, gas distribution, and water for all required activities of Clarendon College and are under the direct supervision of the Director of Maintenance. It is the responsibility of the Director of Maintenance to keep all building mechanical services operating efficiently and in a safe and reliable manner.

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SECURITY 2460  
(Updated 7-21-2011 Local)

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The Director of Student Life has overall responsibility for providing a safe and secure environment for all college activities. The College shall provide for a campus security officer, or contract that function with a security company. At a minimum, additional personnel may be employed during games, dances, or at other critical times.

At least once every three years the College shall conduct a safety and security

audit of the College's facilities. To the extent possible, the College shall follow safety and security audit procedures developed by the Texas School Safety Center (TxSSC). The College shall report the results to the Board and the TxSSC in the manner required by the TxSSC. [CG]

The College shall establish a multi-hazard emergency operations plan for use in the College's facilities. The plan must address mitigation, preparedness, response, and recovery as defined by the THECB Commissioner in conjunction with the governor's office of homeland security. The plan at a minimum must provide for:

1. College district employee training in response to an emergency;
2. Measures to ensure coordination with the Texas Department of State Health Services (TDSHS) and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency; and

The College's policies regarding immediate emergency response and evacuation procedures, including use of electronic and cellular communication if appropriate, shall include procedures to:

1. Immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless notification will compromise efforts to contain the emergency;

2. Publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and
3. Test emergency response and evacuation procedures on an annual basis.

[CGC]

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## COLLEGE KEYS

2470

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Faculty and other college employees will be provided keys to their offices and other areas as required by the nature of their work. Requests for keys must be made to the President or designee who will approve the request and forward it to the Director of Maintenance. A record of all keys will be maintained by the Chief of Staff with the aid of the Director of Maintenance and a periodic inventory will be taken to verify key locations.

Requests for building master keys will be honored only in unusual circumstances where the need is clearly established. Final approval of master key requests rests with the President.

All employees should respect the rights of other employees by carefully protecting their own keys from theft, loss and loan. Under no circumstances are keys to be loaned to students for any reason. Lost keys should be reported to the President immediately.

Each employee who is issued a key assumes responsibility for the area accessed by the key including all equipment and supplies therein.

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## MEDICAL EMERGENCIES

2510  
(Updated 7-21-2011 Local)



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Students at Clarendon College being of the age of majority are considered mature enough to seek appropriate relief. When students become ill in class, they should ask to be excused from the classroom. Medical emergencies may occur while a class is in session or in other gathering places. If the person cannot or should not be moved, the following steps should be taken:

1. Move other members of the class and/or other students away from the individual in distress.
2. If the individual is unable to give directions for his/her care, send someone to call 911 for emergency assistance, or notify the President's office to call 911 for emergency assistance. When calling 9-1-1 on a cellular phone, be prepared to provide the following information: your name, cellular phone number, nature of the emergency, and the location of the incident. In cases other than an accident, the individual(s) is/are responsible for all Emergency Medical Service charges incurred as a result of the 911 call.
3. While waiting for the emergency medical assistance to arrive, provide whatever comfort and aid the individual appears to need. If no one has first aid training, do not attempt to provide assistance beyond making the individual comfortable and clearing the area of furniture or other equipment that may be in the way of removing the individual from the room.
4. When the ambulance arrives, provide the emergency workers with

whatever information you may have about the person's illness or injury.

5. As soon as practical, contact an administrator who may be able to provide necessary insurance or other information, or to contact parents, spouse, or other emergency contact.

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## EVACUATION PROCEDURES

2520

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During an emergency evacuation, all faculty and staff present are responsible for assisting in the safe evacuation of the building. College employees have the responsibility for preventing panic and providing calm leadership. The following guidelines should be observed:

The shortest route from the classroom or laboratory to the nearest exit(s) is posted in each room. Students and visitors should be directed to those exits and then to an area of safety.

Do not return to the building until instructed to do so by appropriate authorities or until all danger has clearly passed.

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## SEVERE WEATHER

2530

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Only the President or the administrator in charge in his/her absence has the authority to determine the institution's response to severe weather. In general, the following guidelines are to be followed:

## TORNADO

If, in the judgment of the President or administrator in charge, the threat of impending danger warrants it, the following actions may be taken:

Dismiss all classes and assemble students and employees into storm shelters or other safe areas.

Everyone should remain in these "safe" areas until, in the opinion of the President or the administrator in charge, the threat of danger is past.

## FLOODING

Buildings at Clarendon College are not likely to flood; however, during a period of flooding, the President or administrator in charge will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

## ICE AND SNOW

In the event that ice and/or snow threatens to make highway travel hazardous, the President or administrator in charge may dismiss classes to allow commuters to return home safely.

Should the College remain open during severe weather, students and employees should use their own discretion for travel as to the severity of road conditions.

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CLOSING THE COLLEGE AS THE RESULT OF SEVERE WEATHER 2540  
(Updated 8-15-2013 Local)

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Only the President or administrator in charge in his/her absence has the authority to close the College. When this action is to be taken, the President will notify the

appropriate administrators. Notice of the closing will be sent out through the Bulldog Alert System, and area radio and television stations will be notified to broadcast the notice of closing. In addition, a notice will be placed on the College's weather hotline (806-874-4850), website, Facebook Page, and Twitter Feed.

Students are automatically registered for notification through the Bulldog Alert Notification System. Students may opt out of this notification after the first day of class by contacting the Director of Student Life.

- [Homepage - www.clarendoncollege.edu](http://www.clarendoncollege.edu)
- [Facebook Page - www.facebook.com/clarendoncollegetexas](http://www.facebook.com/clarendoncollegetexas)
- [Twitter Feed - www.twitter.com/ccdawgs](http://www.twitter.com/ccdawgs)

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SELF-DETERMINATION POLICY	2550
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No student will attempt to attend classes and no employee will report to work if, in their opinion or on the warning of law enforcement officials, travel conditions in their area are unsafe or if other circumstances would place their lives or health in jeopardy.

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COLLEGE BOOKSTORE	2610
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Clarendon College operates an online college bookstore for the convenience of students, employees, and guests for the purchase of all textbooks and supplies.

The College Bookstore on campus is operated for the purchase of selected apparel items.

Clarendon College will provide an appropriate food service enterprise for the benefit of students, employees, and guests. This function is provided by a private company and is the responsibility of that company. The company shall develop and recommend policies to the Director of Student Life and the President for the following operations:

- (1) The hours at which meals will be served.
- (2) The price at which food and other merchandise will be sold.
- (3) Determination of method and manner of service.
- (4) Methods of providing food quality testing, sanitation, and inspection of facilities.
- (5) The work schedule of food service employees.
- (6) Method of handling banquet and college function services.

The Director of Student Life has overall responsibility for student housing at Clarendon College. It is his/her responsibility to provide general supervision of residents, enforce rules and regulations, hear complaints, provide for safety and comfort of residents, to report needed facility repair or adjustments.

The purposes of college housing include providing a safe and supportive environment where students can learn and develop life skills necessary for both academic and career success. The campus living environment should allow students to develop lasting relationships, experience cultural diversity, and increase social skills as well as complete their academic requirements.

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VENDING

2640

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All vending services at Clarendon College are operated as part of the auxiliary enterprises program and are under the authority of the Vice President of Administrative Services. He/she will exercise his/her authority to determine numbers and kinds of machines, location of machines, charges, collection procedures, accounting practices, and record keeping.

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STUDENT SOLICITATION AND SELLING

2650

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As used in this policy, the words "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

No student solicitation shall be conducted in or on any property either owned or controlled by the District, except in accordance with the following provisions when they do not violate a sole-source vendor contract clause:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the President for the conduct of such activity.
2. The sale offer for sale of any food or drink item in an area designated in advance by the President or a designated representative for the conduct of such activity.
3. The collection of membership fees or dues by registered student organizations at meetings of such organization scheduled in accordance with the College's regulations on use of facilities.
4. The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or registered student organization, and are scheduled in accordance with college regulations.
5. The activities of a student or registered student organization that can present to the President written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.A. 501(c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of fourteen days, whether continuous or intermittent, during each fiscal year.
6. No solicitation shall be conducted in the buildings, on the grounds, sidewalks, or streets of any property either owned or controlled by the College district, except as approved by the President or his/her designee.
7. No student organization may solicit in the community or service area of the College, unless such solicitation has been approved by the College President or

his/her designee.

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the District.
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of access and exits to and from buildings owned or controlled by the District.
3. The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.

If, after a reasonable investigation, the President determines that a solicitation is being conducted in a manner violating this policy, the President may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate. In the case of a registered student organization, the President or his/her designee may cancel the registered status of the organization. A student in violation of this policy shall also be subject to disciplinary measures as authorized by Board policies and administrative regulations. Any investigation shall afford the accused student or registered student organization every right guaranteed by the due process clause of the United States and the Texas Constitutions.



Any outside organization that raises money under the school's name to aid or assist a program, a student organization, or other activities carried on by the school must first receive permission from the President or his/her designee.

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No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. For these reasons, good judgment must be used in every situation.

Individual Responsibility

Follow the approved practices and procedures or standards which apply on any work you perform for the College.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by a supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to his/her supervisor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at work, no matter how slight, or any accident which causes damage to property shall be reported immediately to the person in charge. All injuries and accidents should be reported to the supervisor by the end of the day and to the Office of the President within forty-eight (48) hours.

If anyone observes another who is about to endanger themselves, another person, or property while at the College, he/she should intervene immediately.

Alcoholic beverages are not allowed on college property and the use of such is prohibited. No one is to report for work evidencing any effects of alcohol consumption.

Controlled substances, such as marijuana or cocaine, are illegal by state and federal law. Their use and possession are prohibited.

Water, oil or other liquids, or excessive dust, dirt or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

#### Accident Investigation and Reporting

Anyone who suffers an injury during work shall promptly report such injury to their supervisor no later than the end of the work period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the supervisor to obtain the complete detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made.

The department in which an injured person works shall notify as soon as

practicable the President's Office of all injuries. Details of the injury and required reports should be in the President's office within forty-eight (48) hours.

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## ILLEGAL WEAPONS

2715

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Firearms, ammunition, explosives, illegal knife, firearm silencer, club, improvised explosive devices, or other weapons as listed in Penal Code 46.05 are prohibited on college property unless pursuant to written regulations or written authorization of the college. A person may not explode or ignite fireworks within 600 feet of the college property, unless the person receives authorization in writing from the College President.

Exceptions to this policy are limited to:

- Individuals with a valid concealed handgun license, including students enrolled at Clarendon College, may legally carry concealed pursuant to College policy #2720 or may store a legal firearm or ammunition in their locked vehicle while parked on campus.
- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms or weapons on college property.

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## WEAPONS: CARRY OF CONCEALED HANDGUNS

2720

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### Carry of Concealed Handguns

Senate Bill 11 (SB 11) of the 84th Texas Legislature permits individuals holding concealed handgun licenses to carry their weapons onto the campus and into the general buildings of the publicly governed institutions of higher education in Texas. The fundamental goals of this policy are to ensure compliance with the spirit and letter of SB 11 in a manner consistent with other relevant laws, and to ensure the continuation of the current calm, constructive and positive social and intellectual environment that characterizes the Clarendon College District. Any weapons which were previously listed as prohibited are still prohibited on the property of institutions of higher education. Individuals who do not possess a valid License to Carry are still prohibited from carrying handguns on campus. The effective date of this policy is August 1, 2017.

### Rules and Regulations

The following are rules, regulations and provisions pertaining to the carry of concealed handguns by licensed holders on the campus of Clarendon College as well as any properties owned, leased, or controlled by Clarendon College, including any campuses established in the future.

1. In accordance with Government Code Section 411.0231 and Texas Penal Code 46.035, Clarendon College recognizes the right of individuals licensed to carry concealed handguns to do so on campus property, and in buildings whether owned or leased by Clarendon College (and by extension vehicles owned or leased by the College), unless otherwise prohibited by Clarendon

College policy.

2. Texas Law mandates that individuals who are 21 years of age or older or who are otherwise exempt by law, and who currently possess a concealed handgun license (LTC) from the State of Texas or an approved reciprocating state, may legally carry a concealed handgun on or about their person.

3. This policy applies to all faculty, staff, students and visitors of the College, certified law enforcement officers, and all subjects described within this document who may be exempt. Incidents need to be reported to the Office of the President.

#### Definitions

- a) *Handgun* – Any firearm that is designed, manufactured, made to be fired with one hand.
- b) *Open Carry* – Visible possession of a handgun in public.
- c) *Concealed Handgun* – A handgun that is not openly discernible to the ordinary observation of a reasonable person.
- d) *Reveal* – To display a handgun, in whole or part, in plain view of another person in a public place. Texas Penal Code 46.035.
- e) *Gun Free Zone (GFZ)* – An area of the campus in which the possession of handguns are prohibited. Each restricted area requires that notice be given to license holders as specified under Texas Penal Code 30.06.
- f) *License to Carry (LTC)* – A license to carry a handgun (LTC) issued by the Texas

Department of Public Safety (TXDPS), under Texas Government Code 411, Subchapter H. Includes a valid conceal carry license issued by TXDPS.

- g) *Disciplinary Action* – Sanctions by the College, up to and including removal, probation, suspension, expulsion, or termination of employment.
- h) *Temporary Storage* – Storage period not to exceed 24 consecutive hours and one 24 hour period in a 7 day week.
- i) *Private Office* – An office space provided by the college to be used by a single (one person) faculty or staff member only.
- j) *Shared Office* – Office space used by more than one person. This would include office space that may have only one occupant, but is designed or intended to be used by more than one person.
- k) *Laboratory* - A classroom or facility where experiments or assignments can be worked on using any hazardous or non-hazardous chemicals, materials or equipment such as magnets, oxygen tanks and the like are used.
- l) *Governmental Meeting* – A “Open Meeting” with deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action; or that is conducted by the governmental body for which the governmental body is responsible. Defined under chapter 551 of the Texas Government Code 551. (Example” Board of

Regent Meetings)

m) *Short Term* – A period of no more than 24 hours.

### Responsibilities

A License to Carry (LTC) holder may carry a concealed handgun on or about their person while on college property, or in any buildings or properties owned, leased, rented, or otherwise controlled by Clarendon College, except in areas identified as Gun Free Zones (GFZ).

Failure to comply with any of the following procedures may result in either disciplinary action, criminal prosecution, or both.

1. Concealment - It is the responsibility of the LTC holder to conceal the handgun. In addition, handguns must be carried in a manner that would prevent accidental discharges. When not carried on or about their person, a handgun must be secured in a vehicle or in a manner specified below in section #2 Storage.

2. Storage – Clarendon College will not provide storage for firearms. Employees of the college who are LTC holders are permitted to store a handgun in their office as long as the handgun is secured in a gun safe that meets or exceeds the specifications found at Policy #2715. It will be the responsibility of each student who is a LTC holder to secure and store their weapon when it is not on or about their person in a gun safe that meets or exceeds the following specifications as outlined at Policy #2715.

3. Gun Free Zones (GFZ) - Employees may submit a request to the President or designee to have their office, classroom/laboratory, and/or area designated as a GFZ, with specific examples of how it fits into the specified criteria for GFZ. These requests will be reviewed and approved on a case-by-case basis. Offices located in any area determined to be vital infrastructure to the operation of the college community are considered GFZ's.

4. Safety and Security – The licensed carrier is responsible for maintaining complete practical control of their handgun at all times, so that it is either on the licensee's person or is immediately accessible from a purse or other analogous personal accessory that is continually under the direct control of the licensee. The only alternative to these conditions is that a gun be stored appropriately, as required in section #2 Storage.

5. Employment Duties – The carrying of a firearm by a Clarendon College employee is considered to be beyond the scope of an employee's duties. Employees who carry a concealed weapon or use a concealed firearm are acting of their own accord and not as an agent or representative of the College.

#### Prohibited or Illegal Circumstances

The following circumstances are prohibited or illegal:

1. The possession of a weapon on campus while intoxicated. (Note: Being intoxicated on campus with or without a weapon is a violation of College policy.)
2. Off-campus travel by college led/sponsored individuals or groups traveling to areas that may exclude handguns to fulfill legal or contractual obligations or to



allow a group/individual to travel to an area or place where a gun would be restricted, such as a prison, hospital, polling place, child care facility, etc.

3. Open Carry of a handgun on the Clarendon College campus is prohibited. Law enforcement officers and other persons designated appropriate by law enforcement authorities are exempt.
4. Recklessly revealing a handgun on campus is prohibited and subject to disciplinary action and criminal prosecution.
5. No College employee should inquire whether or not a person is carrying a concealed weapon or whether the person possesses an LTC.
6. Any person unless they have been threatened, who openly states that they possess a handgun and/or a license to carry may be charged with terroristic threat, assault by threat, or other charges deemed appropriate by law enforcement.
7. Any person who accidentally discharges a weapon on campus may be subject to disciplinary action, criminal prosecution, or both. In situations where a weapon is intentionally discharged, the case will be investigated and judged on its merits. If the intentional discharge of a weapon is found not to be justified then the person discharging the weapon may be subject to disciplinary action, criminal prosecution, or both.
8. Any weapons prohibited prior to S.B. 11 under Sections 46.00 through 46.05 of the Texas Penal Code are still prohibited. This includes, but is not limited to, long

guns, shotguns, knives with a blade longer than 5.5", brass knuckles, clubs, explosives, etc. (See Policy #2715: Illegal Weapons)

### Gun Free Zones

There are areas of the Clarendon College campuses, and properties owned, leased or rented by Clarendon College, which were identified as locations deemed Gun Free Zones (GFZ), therefore prohibiting Concealed Carrying of a handgun at these locations. There are two types of GFZ's. One is permanent, and the second is temporary. The permanent GFZ is one that meets the requirements of a GFZ daily. A temporary GFZ is a building, room, or area used for a short period, which meets the requirements of a GFZ on a short-term basis. The requirements are dictated by law and policy.

If an individual or group requests an area be declared a permanent GFZ, a written request must be completed and submitted to the President or designee.

There are two types of permanent GFZs. One includes areas mandated by current state and/or federal law. The second are those deemed gun-free by Clarendon College

#### 1. State and/or Federal Designated Gun Free Zones:

- a) Sporting and Interscholastic Events. The carrying of concealed weapons is prohibited at sporting and/or interscholastic events held on the College's premises, whether held under the sponsorship of the Clarendon College District or of some external organization, and

whether the event is ticketed or not. This prohibition is in accordance with the Texas Penal Code §46.035(b)(2).

- b) Healthcare Facilities. Various rooms and areas of the College District's buildings functioning as nursing or health care facilities licensed under Chapter 242 of the Health and Safety Code consistent with Texas Penal Code §46.035(b)(4), these areas will be marked clearly to designate their functions, and individuals carrying concealed weapons will be excluded from them.
- c) Hearing Facilities. Various rooms and areas of the College District buildings that function from time to time as facilities for disciplinary hearings or for mediation sessions. When so used, these areas will be marked clearly to designate a temporary GFZ. It will be incumbent upon the individuals carrying concealed weapons not to enter these areas when so designated.
- d) Polling places. Texas Penal Code 46.03(a)(2).
- e) Established places of religions worship. Texas Penal Code 46.035(b)(6)
- f) Open Meetings – Any room or rooms used by a Government entity for open meetings as defined under Chapter 551 and notice was given as required by Chapter 46.035.
- g) Campus daycare facilities or areas of the campus that may be used as a

public school facility.

2. College District Designated Permanent Gun Free Zones:

Welding Building – Clarendon, TX

Instructional Center – Clarendon, TX

- Room 206 – Chemistry Lab
- Room 207 – Biology Classroom/Lab
- Room 209 – Microbiology Lab
- Room 208 – Chemistry Classroom/Lab

Bairfield Activity Center – Clarendon, TX

- VIP Room

Vera Dial Dickey Library – Clarendon, TX

- Learning Resource Center (Testing Center)

Maintenance Building – Clarendon, TX

Automotive Building – Clarendon, TX

MK Brown Academic Building – Pampa, TX

- Room 200 – Biology Lab
- Room 202 – Chemistry Lab

Don Lane Technical Center – Pampa, TX

- Welding Shop
- Industrial Maintenance Lab

Bill Auvenshine Technical Center – Pampa, TX

- Nursing SIM Lab
- EMT Classroom

3. Temporary Gun Free Zones: Only the President or designee may establish a temporary gun free zone (GFZ) and/or the procedures for the establishment of a temporary gun free zone (GFZ), as necessary and reasonable. Reasons for the establishment of a temporary GFZ may include, but are not limited to: a) areas used for discussions of a grievance or disciplinary hearing; b) a room or rooms used for an open meetings of a public entity; or, c) an area where minor children may be present on a short term basis.

College District Designated Temporary Gun Free Zones (including, but not limited to):

Instructional Center – Clarendon, TX

- When hosting public school/interscholastic events

Bairfield Activity Center

- When utilized as a polling place
- When hosting public school/interscholastic events

Instructional Center – Clarendon, TX

- When hosting public school/interscholastic events

Cosmetology Center – Amarillo, TX

- When utilized for dual credit class, Monday – Friday 11:30 a.m. to 5:30 p.m.

MK Brown Academic Building – Pampa, TX

- Room 100, 103, 105 when utilized for testing

Bill Auvenshine Technical Building – Pampa, TX

- Cosmetology Classrooms & Lab when utilized for dual credit class, Monday – Friday 11:30 a.m. to 5:30 p.m.

Clarendon College Childress Center – Childress, TX

- Cosmetology Classroom & Lab when utilized for dual credit class, Monday – Friday 11:30 a.m. to 5:30 p.m.
- Vocational Nursing Classroom when utilized for dual credit class,
- Computer Lab when utilized for testing

Softball Field – Clarendon, TX

- When athletic events are occurring

Baseball Fields – Clarendon, TX

- When athletic events are occurring

Bulldog Gym – Clarendon, TX

- When athletic events are occurring

Livestock & Equine Center – Clarendon, TX

- When athletic events are occurring

4. Signage for Gun Free Zones:

- a) All areas deemed GFZ's (permanent or temporary) must have written notice placed at the entrance and must be clearly visible giving notice that the

premise or area is a designated GFZ. Written notice must be given as to where LTC licensees may not carry. Notice given on a card, document or sign must be the designated size and contain the language (in English and Spanish) exactly as specified in Section 30.06 of the Texas Penal Code.

### Amendment of Provisions

As provided by law, the President may, at his/her discretion, amend the provisions of this policy as necessary for campus safety, which shall take effect as determined by the President, unless subsequently amended by the Board of Regents.

### MINIMUM STANDARDS FOR GUN STORAGE / LOCK BOXES

#### 1.1 Standards Pertaining to the Characteristics, Design, Operation and Construction of a Gun Storage / Lock Box

A gun storage / lock box must:

1. Open only by either a numeric combination, key, magnetic key or electronic key. Those devices that operate by means of a combination must require the entry of at least three variables of numbers, letters or other appropriate symbols entered in a specific sequence on a keypad, dial or tumbler device.
2. Be constructed with such quality of workmanship and material that it may not be easily pried open, removed or otherwise defeated by use of common household tools.

A gun storage / lock box must not:

1. Be locked by means of a screw or screws.
2. Have any exposed hinges or screws that, if removed, would render the gun storage / lock box ineffective.
3. Be disengaged by a handcuff key or common household tool.
4. Be subject, at the time of sale, to voluntary or involuntary recall by the manufacturer.

#### 1.2 Standards Pertaining to the Performance of Gun Storage / Lock Box

When properly used, a gun storage device or lock box must be effective in preventing access to the firearm by a person who does not have access to the key, combination and/or other mechanism used to disengage the device.

#### 1.3 Standards Pertaining to the Instructions for Use of Gun Storage / Lock Box

A gun storage device or lock box must be accompanied by written instructions on its proper installation and removal.

#### 1.5 Preferred materials for Gun Storage / Lock Box

Minimum 18 Gauge Heavy Steel, Construction Hinge Type, either combination or key lock or both.

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## SOLVENTS, CHEMICAL CLEANING, WATER TREATMENT AND OTHER CHEMICALS

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2730

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.



Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practice and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

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## HAZARDOUS MATERIALS

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2735

In compliance with the Hazard Communication Act, the College, at a minimum, shall:

1. Post and maintain notices promulgated by the Texas Board of Health in the workplace.
2. Provide appropriate training for employees using and handling hazardous chemicals.
3. Compile and maintain a work-place chemical list that includes required information for each hazardous chemical normally present in the workplace in excess of 55 gallons or 500 pounds, or as determined by the Texas Board of Health for certain highly toxic or dangerous hazardous chemicals.
4. Maintain a legible copy of the most current manufacturer's material safety data sheets (MSDS) for each hazardous chemical.
5. Provide employees with appropriate personal protective equipment.

## Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment and other chemicals, and enforce the rules related to their use.

Hazards to be considered in the use of solvents, chemical cleaning materials, water treatment and other chemicals are as follows:

- Contact with a hazardous material which can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The ingestion of a poisonous, corrosive or other hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

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## FIRE PREVENTION

2750

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Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on college property.

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES

TYPES OF EXTINGUISHER AND AGENT

Ordinary Combustible Materials  
Such As Paper, Wood and  
Trash

Water (Preferred)  
And  
Multi-Purpose

Flammable Liquid And Gases  
Such As Gasoline, Lubricating  
Oils and Natural Gas

Dry Chemical  
(Preferred)  
And  
Carbon Dioxide

Electrical Such As Electronic  
Instruments and Switchgear  
Installations

Halon,  
(Preferred)  
Carbon Dioxide, and  
Dry Chemical

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STORAGE OF FLAMMABLE LIQUIDS

2755

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Appropriate storage cabinets, metal containers, and/or safety cans equipped with flame arresters and spring-actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F.

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EMERGENCY RESPONSE PROGRAM TESTING

2760

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Emergency response and evacuation procedures shall be tested in each building on an annual basis. Records of response and evacuation drills shall be kept in the Vice President of Academic & Student Affairs Office.

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TRANSPORTATION MANAGEMENT

2810

## Modes of Transportation

Modes of Transportation used for travel shall include, but not be limited to cars, pickups, buses, and/or motor coaches. Travel arrangements for student groups shall be made in accordance with the College's operational procedures and administrative regulations.

## Driver Requirements

A driver who operates a College-owned or -leased vehicle must:

1. Be an employee of the College.
2. Be at least 18 years of age;
3. Be approved by the College;
4. Hold a valid driver's license appropriate for the vehicle to be driven; and, (A driver of a commercial vehicle must have a valid commercial driver's license with appropriate certifications for the vehicle to be driven.)
5. Obey all rules and laws governing the roadways and be subject to losing their eligibility to drive a college vehicle if a violation occurs. (Note: The College will not be responsible for the payment of any fine levied by law enforcement against a driver of a college-owned or -leased vehicle. The fine is strictly the personal responsibility of the individual driver.)

## Safety Standards

1. The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a

safety belt, if provided.

2. Drivers of College-owned vehicles should not use a cell phone, unless equipped as a hands free device, while the College-owned vehicle is in motion.
3. The driver should check to make sure the vehicle is in safe operating condition before starting each trip. (Such things as lights, brakes, tires, spare tire, gas, etc. should be checked.) Any suspected problem with the vehicle must be reported before starting the trip.
4. Smoking and the use of any other tobacco product, including smokeless or chewing tobacco, is prohibited at all times in all college-owned vehicles.
5. Students participating in college sponsored trips are subject to the College's Code of Student Conduct at all times during the sponsored trip.

#### Driver Fatigue

A driver of a college owned vehicle shall not drive for more than three consecutive hours without taking a 15 minute break or relief from driving.

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#### ACCIDENT REPORTS

2820

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Any accident, regardless of the extent of damage, involving a college vehicle, should be investigated by a police officer and the Office of the President must be informed.

**3000 SERIES  
PERSONNEL AND HUMAN RESOURCE POLICIES**

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EQUAL EMPLOYMENT OPPORTUNITY

3110

(Updated 8-16-2012 Local)

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It is the objective of Clarendon College to provide equal opportunity to all employees with regard to all institutional activities related to employment. This policy includes the following points:

Non-discrimination

Clarendon College shall adhere to a policy of equal employment opportunities for all employees, and shall not discriminate against any individual because of an individual's age, gender, color, national or ethnic origin, race, religion, creed, and/or disability. The College shall not fail or refuse to hire or discharge, nor shall it otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment; nor shall the College limit, segregate, or classify its employees, or applicants for employment, in any way that would deprive any individual of employment opportunities or otherwise adversely affect the individual's status as employee.

Disability

No qualified disabled person shall, on the basis of disability, be subject to discrimination in employment at Clarendon College.

With respect to employment, a "qualified disabled person" is a disabled person who, with reasonable accommodation, can perform the essential functions of the job in

question.

### Compliance Coordinator

The President of Clarendon College shall have full responsibility for implementing the institution's EEO/OCR policy. The Executive Vice President of Academic & Student Affairs will serve as the compliance coordinator for the College to insure compliance with this policy, Title II, Subtitle A of the Americans with Disabilities Act, Title VII, Title IX, Section 504 of the Vocational Rehabilitation Act of 1973, and the implementing regulations.

### Notice

Clarendon College shall take appropriate continuing steps in conformity with the disability regulations to notify applicants and employees that it does not discriminate on the basis of disability in violation of Title II of the Americans with Disabilities Act, in violation of Section 504 of the Vocational Rehabilitation Act of 1973, and in the implementing regulations. The notification shall include identification of the designated coordinator.

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## RECRUITING AND SCREENING APPLICANTS

3210

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All policies and practices of Clarendon College for recruiting, selecting, and appointing employees shall insure equal employment opportunities for all applicants regardless of age, gender, color, national or ethnic origin, race, religion, creed, and/or disability.

## Vacancies

When a new position is created or a vacancy occurs in an existing position, at the discretion of the President, an announcement of the available position may be announced in-house or opened immediately to the general public. If announced in-house, the announcement of the available position is posted in the Clarendon College Administration Building in Clarendon and in the administration offices at the Pampa Center, Childress Center, and Amarillo Center for three days.

Any qualified College employee (full- or part-time) may apply for the vacant position during the three-day in-house posting. If any College employee who applies is interviewed and determined to be a qualified and an acceptable candidate for the position, and is offered the position and accepts the position; the position is not advertised to general public. If the position is to be advertised to the general public, the following steps shall be taken:

1. President authorizes budgetary allocation for the position to be filled.
2. The appropriate Vice President, in conjunction with the President, shall develop a detailed position description with the assistance of the division director and/or program coordinator.
3. The Office of the President shall distribute a position announcement to a broad range of possible employee sources. All qualified applicants who have credentials and inquiries on file will be notified of the opening.
4. Each candidate shall fill out a standard application for employment form and



shall list at least three references.

5. A committee of not fewer than three members shall be recommended by the appropriate Vice President to the President to act as an ad hoc search and screening committee.
6. This committee shall review all written materials, and on the basis of apparent qualifications and job requirements, narrow the field to those that will be asked to come for an interview.
7. References may be interviewed by phone and/or asked to submit a written evaluation of the candidate's abilities. Other supporting materials may be collected.
8. The candidate(s) shall be invited to the campus to meet with the committee, faculty and staff members, and administrators.
9. The appropriate administrator shall then recommend the finalist(s) to the President.
10. Prior to the offer of employment a background check will be made on the applicant.
11. After reviewing all documentation of the finalist(s) and interviewing the finalist(s), the President will then make a final recommendation to the Board of Regents.

The College District may obtain criminal history record(s) pertaining to an applicant for employment. The College may use the information obtained for the purpose of evaluating an applicant's suitability for employment. (TEC § 51.215)

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PERSONNEL APPOINTMENTS 3230

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The President of Clarendon College shall serve as the chief executive officer of the College. All other administrative Officers, all full-time instructors, and other professional employees shall be employed upon recommendation of the President. All administrative officers, all faculty members, and other professional employees shall be dismissed upon recommendation of the President, with concurrence on the part of the Board of Regents. The President shall have the authority to fill temporary vacancies or emergency appointments without the ratification of the Board.

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EMPLOYMENT REQUIREMENTS AND SELECTION 3240

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Selection for employment at Clarendon College will be based on knowledge, skills, abilities, and other qualities required for the position. In addition, at a minimum, all faculty members (full- and part-time) at Clarendon College must meet the qualifications and comply with the guidelines outlined by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges.

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Two or more members of the same family may be employed by Clarendon College provided one family member does not supervise the other. In addition, no employee may be involved, either directly or indirectly, in the process of screening, selecting, or employing another member of the employee's family. All procedures designed to ensure equal employment opportunity must be followed in each employment decision, and all applicants must be judged on their qualifications.

For purposes of definition, members of the same family include grandparents, father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, or other members of the family living in the same household.

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Clarendon College will not employ anyone under the age of sixteen. Under no circumstances will minors, under the age of eighteen, be allowed to operate or work in the area of operation of machinery which might present a hazard or risk of injury.

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No person shall be employed in the district who is by blood relation (consanguinity) within the third degree or by marriage relation (affinity) within the second degree to a member of the Board. However, this policy shall not affect any person who has been

employed by the district for a continuous period of two years prior to the date of the election or appointment of the Board member to whom that person is related.

#### Continuous Employment

Although an employee with two continuous years of service may continue in the position after election of a relative to the Board, such employee may not be appointed to a different position.

#### Trading Prohibited

It is illegal to evade the provisions of this policy by trading. An example of trading would be if a Board member employed the relative of a person covered by the nepotism policy, in return for which that person employed a relative of the Board member, given the fact that neither employer could legally employ his/her own relative.

#### Federal Funds

The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply in the case of an employee paid with funds from a federal grant.

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### FORMER BOARD MEMBER EMPLOYMENT

3280  
(Updated 7-21-2011 TACC DC)

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The College district may not employ or contract with an individual who was a board member of the board of the college district before the first anniversary of the date the individual ceased to be a member of the board.

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Instructors and Vice Presidents shall be appointed by written contract.

Nine-month faculty shall be ratified during a regular Board of Regents' meeting in April of each year. Twelve-month faculty shall be ratified during a regular Board of Regents' meeting in May of each year. Contracted administration shall be elected in March. All other employees will be considered employed until such time as either party, with thirty days' notice, terminates their service.

#### Special Assignments

All part-time, extra assignment, and overload work shall be governed by a letter of appointment which defines the nature of the task, inclusive dates, rate of compensation, and other pertinent details. A letter of appointment will also be used to define the relationship between the institution and an employee whose salary is funded by any source outside the College. The letter of appointment shall be signed by the employee and the President with copies routed to the employee, payroll office, and personnel file.

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It is the policy of Clarendon College that all employees serve at will or pursuant to term contracts. Employees who are paid on an hourly basis or as a classified employee serve at will and shall not be considered contractual employees.

Notification of intent not to renew an employment contract shall be made by April

1 of each year for faculty.

The deadline for acceptance of a contract shall be stated in the contract. The offer of employment shall be void if the contract is not signed and returned on or before the deadline specified in the contract.

Commensurate with this policy, a termination of the contractual employment relationship with Clarendon College may occur by resignation, by non-renewal of the term contract upon its expiration, or through suspension and dismissal procedures as provided for in this policy manual.

The Board may decide by vote or inaction not to offer any employee further employment with the College District beyond the term of the contract for any reason or no reason.

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## PRELIMINARY EMPLOYMENT REQUIREMENTS

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3320

Prior to assuming the duties of the appointed position, all employees will complete the following requirements:

1. File an IRS withholding tax form (W-4) and I-9 with the payroll office;
2. Complete all required forms for enrolling in the Teachers Retirement System or an alternative retirement plan;
3. Complete the necessary forms for participation, if desired, in the hospital-surgical and group life insurance plans sponsored by the College;
4. Complete the institutional questionnaires and required forms;
5. File with the proper office all official transcripts of college work and any other documentation necessary for to verify previous training and experience.

The personnel records of each faculty member, of each professional employee, and each staff member are maintained by the appropriate office.

These records contain confidential information and are protected from public disclosure by Art. 6252-17a of the Texas Civil Statutes.

As a minimum, each professional personnel file shall contain a completed application form, a resume, and an official transcript(s) showing all credits earned and degrees granted, and reference materials. In addition, all correspondence, evaluations, and other information relative to re-employment or advancement will be placed in this file.

The personnel file is the property of Clarendon College and shall be kept indefinitely. An employee may review his/her file at any time under the supervision of the President or his/her designee. With reasonable notification, employees may request copies of all documents in the file.

The personnel folder will be available to those persons within the institution who have authority to recommend and approve employment, re-employment, and/or advancement.

Statistical information may be compiled from personnel records and made available for research purposes. However, no individual will be identified in any way without his/her written consent.

The names, gender, ethnicity, salaries, title, and dates of employment of all

employees of Clarendon College shall be public information.

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## ASSISTANCE TO FACULTY WHOSE PRIMARY LANGUAGE IS NOT ENGLISH 3330

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### New Personnel

In accordance with the Texas Education Code, candidates will be asked to identify his or her primary language. Once the selection process is complete and the employment paperwork is processed, candidates who identified their primary language as a language other than English will be asked to take the "Test of Spoken English" of the Educational Testing Service or other similar test as may be approved by the Texas Higher Education Coordinating Board. Faculty who do not self-identify and/or who cannot prove English to be their primary language shall be tested with an approved assessment instrument. Any instructor who fails to achieve a satisfactory score on the test will be required to take one or more appropriate courses to remove the deficiency.

The instructor will continue to participate in the course or courses until he or she achieves a satisfactory score on the test.

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## ABSENCES

3335  
(Updated 8-15-2013 Local)

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Employees of Clarendon College are expected to fulfill all requirements including attendance to required duties and work schedules. Absences from work must be reported promptly.



All full-time employees must report all absences from work online via Greenshades prior to the absence, or in the event of an emergency, as soon as possible upon return to work.

Faculty members will not allow a class to meet without supervision or without proper and timely notification of the division director. In the event of unauthorized absence by a faculty member for any reason after the beginning date of the contract, the absence may cause forfeiture of the entire remuneration for the period of such absence. When faculty members are ill, they shall report to their division director. It is the responsibility of the absent instructor to give teaching instructions to the administrative assistant to the Executive Vice President of Academic & Student Affairs.

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## HOLIDAYS

3340  
(Updated 7-21-2011 Local)

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Clarendon College provides several holidays throughout the working year for the benefit and pleasure of its employees. The following procedures have been established to support the taking of holiday leave.

1. **ADMINISTRATIVE AND OFFICE PERSONNEL** employed on a twelve-month basis will observe and receive pay for the following holidays. All college offices will be closed for official business according to this schedule:

**Labor Day**

**First Monday in September**

<b>Thanksgiving</b>	<b>Wednesday, Thursday (Thanksgiving Day) and Friday</b>
<b>Christmas and New Year's</b>	<b>Close of Fall Semester through New Year's Day (or as adjusted and adopted by the Board of Regents)</b>
<b>Spring Break</b>	<b>As set in College Calendar</b>
<b>Easter</b>	<b>Good Friday</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>4th of July (if it falls on a work day)</b>

2. **FACULTY MEMBERS WITH TEACHING ASSIGNMENTS** will observe student holidays as published in the current College Calendar. Faculty contracts will govern the beginning and end of the contract year.
3. **MAINTENANCE AND HOUSEKEEPING PERSONNEL** employed on a twelve-month basis will be expected to work during certain periods observed as holidays by other employees in order to perform required maintenance, repair, and custodial services. At a minimum, these personnel will observe and receive pay for the holidays listed below. Additional holidays, similar to administrative and office personnel may be granted by the President if all routine maintenance and between-semester deep-cleaning projects have been completed or are on schedule to be completed.

<b>Labor Day</b>	<b>First Monday in September</b>
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<b>Thanksgiving</b>	<b>Thursday (Thanksgiving Day) and Friday</b>
<b>Christmas</b>	<b>Christmas Eve and Christmas Day</b>
<b>New Year's</b>	<b>New Year's Eve and New Year's Day</b>
<b>Easter</b>	<b>Good Friday</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>4th of July (if it falls on a work day)</b>

5. **PART-TIME PERSONNEL.** All classified personnel working less than 30 hours per week are part-time. Part-time personnel will observe all holidays taken by the department of employment. Pay will be based on actual hours worked.

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## RESIGNATIONS

3350  
(Updated 8-15-2013 Local)

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1. Any employee of Clarendon College holding a professional, probationary, continuing or special contract may relinquish the position and leave the employment of the College at the end of any contract year without penalty by (a) not returning a signed contract offering employment for the subsequent academic year within the time specified on the offered contract or (b) by written resignation addressed to and filed with the President of the College not later than June 1, preceding the end of the fiscal year in which the resignation is to be effective.

2. Any employee holding a professional, probationary, continuing or special contract may resign, with the consent of the Board of Regents of Clarendon College, at any other time which is mutually agreeable.
3. Any employee who fails to resign within the time and in the manner allowed under Subsections (1) and (2) of this policy shall be regarded to have committed a breach of contract and will not receive a favorable recommendation for subsequent employment and shall not be eligible for reemployment with the College.
4. Any employee terminating employment must contact the appropriate Vice President and submit a letter of resignation and satisfy that all equipment and keys have been returned prior to receiving final pay check.

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## SUSPENSION AND DISMISSAL

3355

(Updated 8-15-2013 TACC Policy Update #28 DMAB)

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### 1. Dismissal and Reassignment of Personnel.

The President may, at his discretion, terminate the employment of any employee at the end of the contract period, or where there is no contract, with notice of at least one month, unless such termination is for cause, in which case no notice shall be required.

The President, at his discretion, may reassign a person to duties other than those for which he was employed pending termination of employment.

### 2. Suspension for Cause.

After considering charges and/or evidence, the President may suspend any

employee, if in his/her judgment formal inquiry is likely to provide the basis for disciplinary action. Such suspension shall follow the President's careful preliminary inquiry and deliberation and shall come after failure of his/her informal efforts to bring about a satisfactory adjustment of the matter, which efforts shall include informing the employee in writing of specific charges.

Justifiable cause for disciplinary action and/or causes for termination shall include, but not be limited to, the following:

- a. Fraud in securing employment.
- b. Inefficiency or neglect of professional responsibilities.
- c. Incompetency.
- d. Inexcusable neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Being under the influence of alcohol or controlled substances while on duty.
- h. Inexcusable absences and/or abuse of the sick leave policy.
- i. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- j. Discourteous treatment of the public or other employee.
- k. Misuse of college property.
- l. Refusal to take and subscribe to any oath or affirmation which is

required by law in connection with his or her employment.

- m. Unprofessional/unethical conduct.
- n. Behavior which is of such a nature that it causes discredit to the College.
- o. Failure to adjust to college organization, failure to abide by its policies, rules, and regulations, or failure to comply with Board and/or administrative directives.
- p. Sexual harassment.
- q. Racial harassment.
- r. Financial exigency.
- s. Violation of the conditions stipulated in the annual employment contract.
- t. Failure to actively and successfully recruit for a program or activity, as required.
- u. Falsification of military record.

Suspension of an employee on contract shall be effected by the President by written notice. The notice shall state the charge(s) against the employee. The effective date and hour of suspension shall be recorded in the notice. This notice shall be delivered or forwarded to the employee by registered mail with receipt requested. The attempt to notify the employee prescribed above satisfies the requirement of notification. Failure of the employee to receive notification does

not invalidate the suspension nor its effective date. It shall be incumbent upon the President to see that a continuing effort is made to effect notification.

3. Action by the President

The President shall see that a thorough investigation is made of charge(s) against the employee. He/she may form a committee of three members of the professional staff of the College to investigate all charges and submit to him/her a transcript of the committee findings. The President, after reviewing the findings of the committee, may elect one of the following actions:

- a. Reinstatement
- b. Reinstatement with appropriate Counseling.
- c. Recommendation to the Board of Regents of the immediate dismissal of the employee.

Within ten (10) working days of receiving the findings of the committee, the President shall notify the employee in writing of his/her action. A copy of this communication shall be forwarded to the Chair of the Board of Regents.

If the President's action is other than reinstatement, the President shall, at the same time, inform the employee of his/her right to appeal to the Board of Regents.

4. Appeal to the Board of Regents.

The employee shall have the right to appeal the action of the President to the Board of Regents within ten (10) working days of the date of the action of the

President. He/she may exercise the right of appeal by filing a request in writing with the President for transmission to the Chair of the Board of Regents.

The Chair of the Board of Regents shall appoint a hearing committee of three members of the Board to receive and review the record of the case, to identify and examine additional evidence and witnesses, to hear the employee involved, and to recommend final disposition of the case to the Board of Regents.

The Board Committee shall keep an accurate record of its deliberations.

The Board Committee may, at any time, go into executive session and exclude persons not directly involved.

The public release and/or publication of the Board Committee's recommendations shall be deferred until the Board of Regents has considered and disposed of such recommendations.

5. Report of the Committee.

The Committee shall keep a record of the proceedings for review by members of the Board of Regents.

The Board Committee shall, at the completion of the hearing, transmit to the Chairman of the Board of Regents its recommendations and the complete record of the case.

6. Review and Disposition of Committee Recommendations.

The Chairman of the Board of Regents shall review the case with the Board of Regents. The Board shall take such final action as it may deem just and proper



and shall notify the employee and the President in writing of its decision.

The Board's final action shall be taken within fifteen (15) working days of the receipt of the report of the hearing committee.

If the Board of Regents, in reviewing the case, calls before it witnesses or other persons as may have information or bearing, the accused employee, if he/she desires, may be present. The Board may request the employee to testify, in which case he/she shall be entitled to be represented by Council, present additional evidence and testimony, and cross-examine witnesses called by the Board of Regents.

7. Action of the Board of Regents to be Final.

Action of the Board of Regents shall be final and shall become effective immediately; in the event of dismissal, pay shall cease immediately.

8. Disposition of Record.

After a decision has been made, the complete record of the case shall be sealed and placed in the employee's file.

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REDUCTIONS IN FORCE

3360

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Definitions:

1. "Reduction in force (RIF)" means the dismissal of an instructor, professor, administrator, or other professional employee before the end of a contract term for reasons of financial exigency or program change. Non-renewal of a employee's

in term contract is not a "reduction in force" as used in this policy.

2. "Financial exigency" means any decline in the college's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the District to reduce financial expenditures for personnel.

4. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more divisions or departments.

General Grounds:

All contracts shall, unless exempted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more teachers, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

Employment Areas:

A reduction in force may be implemented in one, several, or all employment areas.

Employment areas shall be defined as:

1. Administration.
2. Associate degree programs.
3. Certificate degree program.

4. Remedial and other programs.
5. Academic support programs, such as library or computer programs.
6. Counseling and support programs.

#### Reductions in Force: Classified Employees

##### Definitions:

1. "Reduction in force (RIF)" means the dismissal of a classified employee before the end of the normal term of employment for reasons of financial exigency or program change.
2. "Financial exigency" means any decline in the College's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the District to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization of consolidation of two or more divisions or departments.

##### Employment Areas:

A reduction in force may be implemented in one, several, or all employment areas of classified employment.

##### Criteria For

Using the following criteria, the College President shall determine which positions

shall be eliminated and shall submit the recommendation to the Board. These criteria are listed in order of importance; the College President shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified i.e. if all necessary reductions can be accomplished by applying the work/trade skills, criteria, it is not necessary to apply the performance or subsequent criteria.

1. Work/trade Skills: Appropriate work/trade skills required by the college for support of the operation of the institution.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: Years of service in the College District.
4. Experience: Accumulated trade and work experience related to the current assignment.

Board Action

After considering the College President's recommendation, the Board shall determine which employees shall be dismissed.

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MANDATORY RETIREMENT 3370

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Clarendon College shall not impose a mandatory retirement age on any employee.

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OVERTIME PAY / COMPENSATORY TIME 3420

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Eligible (nonexempt) employees of the College are entitled to receive overtime pay at the rate of one and one-half times the regular rate, or compensatory time off at 1-1/2 hours for each hour worked over 40 hours per week. The work week begins at midnight Sunday and extends through midnight the following Sunday, unless otherwise defined by the administration.

Employees may be asked to work overtime from time to time in order to carry out the functions of the College. Overtime will be rotated, when possible, among employees who wish to work overtime. Proper notice will be given, if practicable, whenever overtime is anticipated.

Hours accounted for funeral leave, vacation time, sick time, court appearances or holiday pay are not considered a day worked for purposes of calculating overtime. There is no extra pay for employees scheduled to work Saturdays or Sundays as part of a work week.

Overtime must be approved in advance by the supervisor and the appropriate Vice President. Supervisors must keep clear and accurate records. Any overtime earned during a pay period must be turned in during that pay period. Time sheets and other records must be kept a minimum of four years.

Compensatory time off may be taken in collaboration with the supervisor so as to not disrupt the efficient functioning of the College. No more than seventy-five hours of compensatory time may be accumulated. Compensatory time must be used in the current fiscal year (September 1 - August 31).

An employee who is *called out* to work outside his or her regular 40 hour work schedule will be compensated for actual time worked. However, there is no compensation for being *on call* or *on standby* to be called to work.

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PAY DATES AND METHOD OF PAYMENT 3430

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Pay checks for all regular full- and part-time employees of Clarendon College will be distributed twice monthly in accordance with a schedule to be formulated annually by the college President. Generally speaking, wage payments will be distributed on or about the 1<sup>st</sup> and the 15<sup>th</sup> of each month during the school year, although institutional holidays and other considerations (such as closing out college financial records at the end of the fiscal year) may cause some exceptions to this rule.

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PAYROLL DEDUCTIONS 3440

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The following payroll deductions will be made by the payroll clerk for all full-time employees. Only federally-required and state-required deductions will be made for part-time employees. All employees employed after March 1986 will be required to pay Medicare.

Required by Federal Government

1. Income Tax Withholding
2. Medicare

Required by Employer

1. Teacher Retirement System or
2. Alternative Retirement Plan
3. PARS (Public Agency Retirement Services)

Authorized by Employee

1. Insurance, including group health, group life, disability plan, cancer plan, and annuities.
2. Teacher Credit Union
3. Clarendon College
4. Charitable Donations
5. Others, as authorized

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BENEFITS AND SERVICES

3450  
(Updated 8-15-2013 Local)

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The benefits and services available at the present time are listed below.

Health Insurance

Clarendon College currently pays the cost of the employee's group health insurance plan according to the State Employee Benefits Act. For purposes of this policy, all full-time and permanent part-time employees are eligible for benefits under this plan. Permanent part-time employees are defined as those employees who are working an average of 21 or more hours per week and have been authorized as permanent part-time by the college President.

## Retirement

All employees of Clarendon College, excluding student workers, must participate in a retirement plan. Clarendon College currently offers three options:

1. All full-time and permanent part-time employees are eligible for participation in the Teacher Retirement System of Texas (TRS).
2. Employees meeting specific criteria (as outlined in Rules 25.171 and 25.172 in the TRS Laws & Rules) have a one-time opportunity to exercise their option to participate in the Optional Retirement Plan (ORP). The decision to participate or not to participate in ORP is irrevocable. A person who becomes eligible to participate in the optional retirement program and is notified by the person's employer of the opportunity to participate in the program after the first day and before the 91st day after the date the person becomes eligible must elect to participate in the program before the later of:

1. the 91st day after the date the person becomes eligible; or
2. the 31st day after the date the person receives notice of the opportunity to participate in the program.

A person who becomes eligible to participate in the optional retirement program and is notified by the person's employer of the opportunity to participate in the program on or after the 91st day after the date the person



becomes eligible must be notified by the employer before the 151st day after the date the person becomes eligible. The person must elect to participate in the program before the later of:

1. the 151st day after the date the person becomes eligible; or
2. the 31st day after the date the person receives notice of the opportunity to participate in the program.
3. All employees not meeting the criteria for TRS or ORP participation will automatically be enrolled in an alternative plan.

Additional information concerning retirement plans is available in the Business Office.

#### Retiree Health and Life Insurance

All persons who retire from service to Clarendon College through the Teacher Retirement System or an optional retirement plan will be eligible for health and life insurance. The total years of retirement service credit/participation must include at least 10 years of service as an eligible employee at an agency/institution authorized to participate in the Texas Employees Group Benefits Program. Employees hired prior to 9/1/01 are grandfathered under the old rule, which required 10 years of service, but only three years of actual service with a GBP-participating agency. Those retirees not having continuing insurance coverage at the time of leaving Clarendon College and wish to obtain insurance are subject to the rules and guidelines in effect at the time of the request.

## Payroll Deduction

Clarendon College provides all employees the convenience of payroll deduction for certain approved purposes, including retirement plans, group life insurance, cancer insurance, and income protection plans.

## Workmen's Compensation Insurance

Employees of Clarendon College are covered by Workmen's Compensation which provides for the payment of doctor bills and hospital bills, a percentage of the employee's income, and in special cases, a specific cash award, when an employee is injured on the job.

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## BREAKS

3455  
(Updated 7-21-2011 TACC DEA)

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### Breaks for Nonexempt Employees:

Clarendon College provides breaks (coffee or snack breaks) for nonexempt employees of up to 20 minutes a day.

These are considered rest periods for the employee and must be counted as hours worked.

### Breaks for Nursing Mothers:

The College shall provide an employee a reasonable break to express breast milk, each time the employee needs to express breast milk for her nursing child, for one year after the child's birth. The College shall provide a place, other than a bathroom that is shielded from view and free from intrusion from coworkers and the public, which may be

used by an employee to express breast milk.

The College is not required to compensate the employee receiving reasonable break time for any work time spent for such purpose.

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## VACATIONS

3460  
(Updated 8-16-2012 Local)

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All personnel (other than faculty who accept summer teaching assignments and/or a twelve month contract) employed on a twelve-month basis shall be eligible for two weeks of paid vacation time annually. Vacation time does not accumulate in excess of the two-week period and must be taken each year or forfeited. The two-week vacation period is defined as two work weeks (A normal work week is 40 hours per week). Vacation may be taken at any time during the college as long as it does not conflict with the census date of any semester nor at a time that would interrupt the general business of the college. Personnel must be employed by the College at least six (6) months (in the current fiscal year) prior to taking a one-week vacation and twelve (12) months prior to taking a two-week vacation.

The vacation schedule of eligible employees must be approved two weeks in advance by the appropriate Vice President and the President prior to taking any time off.

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## EMPLOYEE SICK LEAVE AND LEAVE OF ABSENCE

3470

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The following policies concerning sick leave and leave of absence have been

established for all full-time employees of Clarendon College.

### Sick Leave

All permanent nine-month to twelve-month full time employees are entitled to sick leave equal to one 8-hour day for each month of service, which may be accumulated on an unlimited basis beginning January 1998. (Employees of record on or prior to January 31, 1998 have a beginning ceiling of 50 days.) Nine- month employees will receive nine (9) days per year plus one day for each month worked during the summer months. Twelve-month employees will receive twelve (12) days per year. Sick leave is not accrued during the first 30 days of employment. All absences with pay must be approved by the appropriate Vice President and the President.

Sick-leave benefits are allowed for the illness of an employee or illness of a member of the employee's immediate family. For purposes of this policy, "immediate family" is defined as: spouse, child, step-child, adopted child, foster child, parent, sibling, or grandparent. Sick leave extending beyond three (3) consecutive working days may require a written statement from a licensed physician. Clarendon College reserves the right to require such evidence for any absence where sick leave is claimed. Salary reduction will be made in the event accrued sick leave is exceeded.

Sick-leave time must be reported online via Greenshades for all full-time employees. Unused sick leave will not be compensated to the employee on any occasion. Sick leave must be earned before it can be used. Employees will accrue half their monthly accrual of sick leave if employed on the first (1st) working day of the month and

work through the 15th of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and work through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first (1st) working day thereafter.) Employees will not borrow from anticipated future accruals. Employees may not use sick leave accrued by other employees, except in the event of Catastrophic Leave.

An employee may not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Sick leave may be used for only the following purposes:

1. When the employee is unable to work because of sickness, or injury; or for medical, dental, or optical treatment.
2. Serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, step-child, adopted child, foster child, grandparents, grandchildren, mother-in-law, father-in-law, or any individual acting as a parent or guardian of an employee.

The use of sick leave is contingent upon the occurrence of one of the events listed above.

If the event never occurs, the employee is not entitled to the sick leave benefits.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment for any reason.

Employees who are on sick leave for three (3) or more consecutive days must

furnish a certificate of illness from an attending physician. The administration may also request a certificate of illness if an employee has had two or more absences of fewer than three (3) days, or if the absences are disproportionately more frequent on specific days.

### Definitions

*Catastrophic Illness* – a medical condition of an employee as certified by a physician that requires an employee’s absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory leave time.

*Catastrophic Leave* – paid leave which is transferred to a leave recipient from the college’s Catastrophic Leave Bank. Catastrophic leave may be granted only in 8 hour increments. While an employee is on catastrophic leave, he or she will receive normal college benefits such as college contributions to insurance and retirement programs.

*Catastrophic Leave Bank* – a pool of accrued annual and sick leave donated by employees which may be approved by the President for use by other employees.

*Catastrophic Leave Committee* – a committee comprised of not less than five members who represent a cross section of the college’s work force and who review applications from employees for Catastrophic Leave and make recommendations to the college President relating to such leave.

*Employee* – a person who is regularly employed by the college in a position and compensated on a full-time basis. A person, who works less than full time is excluded from this definition, and as such, is not eligible to participate in the Catastrophic Leave

Program.

*Leave Donor* – an employee whose voluntary written request to donate accrued annual or sick leave to the CLBP of the college. The college President must approve the request. No employee shall be allowed to be a leave donor if such donation will reduce that employee's accrued sick leave to less than 90 days unless that employee is terminating employment with the college

*Leave Recipient* – a current full-time employee for whom the college has approved an application to receive the leave from the Leave Bank.

*Medical Condition* – when an employee is incapacitated for the performance of assigned duties due to a disability, illness, or injury of the employee and such disability, illness, or injury required the employee's absence from duty for a prolonged period of time as documented by a physician.

*Prolonged Period of Time* – a continuous period of time whereby a medical condition prevents the employee from performing their duties.

*Substantial Loss of Income* – a continuous period of time where the employee would not have otherwise been compensated by the college, workers' compensation, or other college benefit program. No substantial loss of income shall occur until the employee has exhausted all earned annual leave, sick leave, holiday leave, and compensatory leave.

#### Catastrophic Leave Committee

The college program will include a Catastrophic Leave Committee appointed by the

President and comprised of not less than five members. Every effort will be made to ensure that committee members represent a cross section of administration, faculty, and staff. The committee structure shall include a mechanism for the following:

- For the review of Catastrophic Leave Requests;
- For determining eligibility; and
- For the determination of continuing eligibility, provided no employee shall be eligible to be awarded Catastrophic Leave unless all accrued annual, sick, holiday, and compensatory leave have been exhausted, the employee has been employed by the college or other state agency for at least two years, and the employee has accumulated at least 70% of the sick leave time earned prior to the catastrophic event. *(Exceptions may be recommended by the committee and approved by the President.)*

The committee shall utilize the following guidelines to review Catastrophic Leave Requests:

- No employee shall be eligible for approved Catastrophic Leave in excess of the time required to become eligible for the college's Long Term Disability Program (currently 120 days).
- No employee shall be eligible for Catastrophic Leave when the illness or injury is covered by workers' compensation until such time as this benefit has been exhausted.



- No employee shall be approved for Catastrophic Leave unless the employee has provided an acceptable medical certificate completed by a physician supporting the continued absence certifying that the employee is ill and will continue to be incapacitated from performing the employee's duties. Information relative to the employee's assigned duties will be made available to the physician.
- In no case shall Catastrophic Leave be granted beyond the date the physician certifies that the Employee is able to return to work.
- Catastrophic Leave which would result in a negative balance in the college's Catastrophic Leave Bank will not be approved.
- Recommendations by the Catastrophic Leave Committee shall be reviewed and approved by the College President.
- The decision of the President shall be final and binding. The President may take into account the impact on the college's operation in granting or denying catastrophic leave or in modifying previously approved leave, if in the judgment of the President such approved leave would seriously impact the college's operation.
- Applications for Catastrophic Leave shall be reviewed on a first-filed, first-considered basis.

### Personal Leave

All permanent nine-month to twelve-month full time employees are entitled to Personal Leave equal to (2) 8-hour days with pay per year. These days may not be accumulated beyond the end of the fiscal year. Time off for personal business must be

requested at Vice President's level or higher, and should be approved in advance of the days to be taken.

Personal Leave must be reported online via Greenshades.

### Family and Medical Leave

*Note: For complete details of the FMLA and Military Leave Policy, please refer to sections DECA (Legal) and DECB (Legal) in the TACC Policy Reference Manual for Texas Community Colleges.*

Any employee with at least 12 months of service is entitled to 12 work weeks leave during any 12 month period for:

1. For the birth of a son or daughter, and to care for the newborn child;

For placement with the employee of a son or daughter for adoption or foster care.

[For the rules regarding leave for, "adoption" and "foster care," see 29 C.F.R. 825.121];

To care for the employee's spouse, son, daughter, or parent with a serious health condition;

Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;

Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and

To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

Leave may include intermittent leave as the medical situation requires or reduced work schedule - reduced hours per day or hours per week. The college requests 30 days advance notice or notice as soon as practicable. Family/Medical Leave is in a non-pay status and may be used only when accrued sick leave has been exhausted.

Family/Medical Leave is not designed for minor health problems.

Certification from a health care provider is required to include the following information:

1. The date the condition began,
2. Other relevant facts regarding the condition, and
3. A statement of the purpose of the leave.

Upon return from Family/Medical Leave, the employee has a right to the job held prior to the leave or an equivalent position. The employee may retain the same health benefits enjoyed on the date of departure on leave. If the employee fails to return after the 12-week period, the College may recoup any and all payments for health care paid on behalf of the employee and/or dependents. If an employee is not able to return to work after exhausting all sick leave and family and medical leave, his/her employment with Clarendon College is terminated.

Sick Leave will not be accrued during the employee's absence on Family/Medical

Leave.

Jury Duty

An employee will be granted leave with pay and without loss of accumulated leave for jury duty. The employee will be required to present documentation of the service and will retain any compensation for this service.

Bereavement Leave

Up to three (3) consecutive days, per episode, at any one time for an immediate family member and used for attending funeral services of colleague or family member. Immediate family includes spouse, child, step-child, adopted child, foster child, father, father-in-law, mother, mother-in-law, sister, brother, grandchild, grandparent or other person who occupies a position of similar significance in the family of an employee.

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EMPLOYEE POLITICAL ACTIVITIES

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Clarendon College encourages all employees, including faculty members, to become actively involved in political activities so long as these activities do not interfere with their work as members of the College staff. However, no employee of Clarendon College shall represent that any political party, political candidate, political cause, or partisan activity has the official or unofficial support of the College. The College name, seal, logo, or letterhead may not be used to support political activities or candidates. Employees should take care that political positions taken and political statements made are clearly their own and do not represent the official position of Clarendon College.

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## DEFINITION OF FACULTY

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Faculty status shall be awarded to all full-time professional personnel whose duties and responsibilities are directly related to the instructional program, or to activities directly related to the educational development of students. This definition of faculty is intended to include instructors, division directors. Classified personnel and administrators (unless specifically listed above) are not members of the faculty.

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## RESPONSIBILITIES OF FACULTY

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The responsibilities of faculty members arise from their involvements with students, from their professional roles, from their role in educational affairs and participation in governance, and from their institutional relationship with the institution.

### A. Student-Related Responsibilities

1. Responsibility to deal seriously and conscientiously with the teaching assignment, including careful planning of courses, preparation of lectures, regularity in meeting scheduled classes, clearly informing students of course requirements, and fair and impartial grading according to standards established by the institution.
2. Recognition that students deserve respect as individuals and have certain rights that must be protected. This encompasses an active interest in

individual academics, giving of mature professional advice, courteous treatment of students in class, and keeping in confidence personal information about students that may come to the faculty member's attention in his/her role as advisor or Counselor.

3. Recognition that the faculty member serves as a model and exercises a great influence in shaping young minds. This being true, he/she must try to set a high standard in academic and scholarly excellence, personal integrity, and professional ethics.
4. Recognition that in his/her influential classroom role he/she is morally bound not to take advantage of his/her position by repeatedly introducing into his/her classes discussions of subject matter outside the scope of the course and not within his/her field of professional competence.

**B. Professional Responsibilities**

1. Special responsibility to keep up to date with developing knowledge in his/her academic discipline through familiarity with recent publications and journals and participation in local or national professional societies and meetings where appropriate.
2. Responsibility to seek ways of improving his/her effectiveness as a teacher, exploring new ways of presenting academic subject matter, motivating students, and improving methods of evaluating student performance.
3. Responsibility to assist faculty colleagues in academic and college activities

including:

- a. Contributing to curriculum studies.
  - b. Participating in divisional and general faculty meetings for the better operation and strengthening of the educational programs of the institution.
  - c. Carrying a fair share of the burden of special faculty committee assignments, including participation in such bodies as curriculum committees and club sponsorships as well as sharing in joint faculty responsibilities such as registration, advising or Counseling, and examination proctoring.
4. Responsibility to exercise an active role in protecting and enhancing the academic and professional standing of the faculty by:
- a. Assisting with recruitment of competent new faculty members.
  - b. Giving appropriate recommendations regarding promotion for able faculty colleagues.
  - c. Recommending the removal of colleagues who, after fair hearing, have been proved incompetent, guilty of moral turpitude or gross misconduct, or lacking in personal or professional integrity.
5. Responsibility to demonstrate respect for the right of others in the College community to hold divergent opinions, including other faculty members, students, and administrators.

### C. Responsibilities in Educational Affairs and Governance

The Faculty of the College maintains ultimate responsibility for the assurance of quality for current instructional programs. In addition, the Faculty through leadership and participation in the College's Curriculum Committee maintain ultimate responsibility for the development of new instructional initiatives and/or the enhancement of current efforts.

The Faculty maintains this responsibility through professional obligation and institutional procedure. The Faculty are also charged with providing input and guidance to a variety of educational affairs including, but not limited to educational policies. The Faculty will accomplish these responsibilities through three distinct processes:

1. First, each faculty member is required to participate in the program area and divisional structure. All curricular changes and initiatives begin with Faculty input through program area and divisional meetings which are convened by the appropriate Program Coordinator and/or Division Director. These recommendations are subsequently forwarded to the Curriculum Committee where changes in academic and student support processes may be made.
2. Secondly, each member of the Faculty is expected to participate in one or more of the College's standing committees. Through leadership and participation in the College's governance structure through the College's standing committees, the Faculty has opportunity to influence institutional policy and are involved in almost every aspect of the operation and governance of the College.

### D. Responsibilities to the Institution



1. To conscientiously fulfill all the contractual obligations for the period of time agreed and that he/she will give the institution reasonable notice when resigning to accept another position.
2. To make conscientious use of the funds of the institution entrusted to his/her care, such as those allocated to budgets of academic divisions or special projects.
3. To make every effort to avoid professional and personal actions that may cause economic loss or legal embarrassment to his/her institution.
4. To give reasonable support to general institutional activities.
5. To commit himself/herself to a reasonable amount of service on college committees such as faculty committees, committees on student discipline, or other college committees.
6. In making a public statement of his/her views, to indicate clearly that he/she does not speak as a representative of the institution but as an independent scholar and citizen.

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ONLINE INSTRUCTION

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In order for full-time and adjunct faculty to teach courses online, they must complete Clarendon College's distance learning training sessions or show proof of previous training. All faculty teaching online courses must fill out the required online course form and have it approved by the online committee before they can teach an online

course.

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## ACADEMIC FREEDOM

3540

(Updated 7-21-2011 Local)

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Institutions of higher education are conducted for the common good. The following statements rest upon the belief that the common good depends upon a free search for truth and its free expression without intent to do personal harm.

As a function of instruction, each faculty member is entitled to freedom in discussing the subject which he/she teaches. For classroom use limitations to this basic statement exist only within bounds of pedagogy. Faculty should be aware that classroom speech does not occur in a public forum. Outside of the classroom each faculty member is entitled to speak or write as a citizen of his/her nation, state, and community without fear of institutional censorship or discipline.

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## ACADEMIC RESPONSIBILITY

3550

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The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by the Board of Regents, administration, and faculty members.

The fundamental responsibilities of a faculty member as a teacher and scholar include a maintenance of competence in his/her field of specialization and the exhibition of such competency in lectures, discussions, and publications.

Exercise of professional integrity by a faculty member includes recognition that the public will judge his/her profession and his/her institution by his/her statements. Therefore, he/she should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and to avoid creating the impression that he/she speaks or acts for his/her college when he/she speaks or acts as a private person.

A faculty member should be selective in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his/her subject field.

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## GRIEVANCES

3560

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### Purpose

The grievance procedure at Clarendon College shall serve the following 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; to provide for due process; and if an error is established, to recommend to the President an equitable redress for the grievant.

### Grievable Issues

If an employee feels that he/she can file a grievance based on age, gender, race, color, national origin, or disability, he/she may do so. The grievable issues shall also include policies and procedures for the recruitment and selection of all employees, their assignment, working conditions, promotions, salaries, layoffs, terminations, retirement,

fringe benefits, and academic freedom. The responsibility of the grievance procedure of Clarendon College is to insure fair and equitable treatment to all persons involved, and to develop a clear documentation trail for each case arising out of institutional conflict.

### Mechanism

When the grievant is an employee of Clarendon College, the grievance procedure shall consist of the following sequence of events:

#### Informal Meeting

All grievances voiced by employees of Clarendon College must first be aired in an informal meeting between the employee and the immediate supervisor. At this meeting a bona fide attempt must be made to resolve the issue(s) involved in a face-to-face meeting. It will be the responsibility of the grievant to:

1. meet with the supervisor within 10 working days of the time the employee first knew, or should have known, of the event or series of events causing the complaint,
2. explain fully the nature of the complaint,
3. when and under what conditions the alleged injustice occurred, and
4. if resolution is not possible at that level, to refer the problem to the grievance committee. It will be the supervisor's responsibility to document the meeting in writing to include date, location, person(s) involved, issues discussed, and results achieved.

#### Appeal to the Grievance Committee

When attempts at informal resolution of an employee grievance have failed, the employee has the right to appeal the case to the Grievance Committee in the following manner:

1. The employee must file a written complaint with the Executive Vice President of Academic & Student Affairs not later than ten (10) working days after meeting with the supervisor and not later than twenty (20) working days after the occurrence of the incident (injury alleged by the grievant).
2. The written complaint must contain at least:
  - (a) the date(s) of the incident (injury alleged by the grievant),
  - (b) the nature of the grievance or complaint,
  - (c) the person(s) involved, and
  - (d) the type of redress expected.
3. The Executive Vice President of Academic & Student Affairs shall notify the Chairperson of the Grievance Committee of the complaint immediately upon its receipt.
4. The Chairperson of the Grievance Committee shall set the date, time, and place of a hearing within five (5) working days after receipt of the written complaint with the hearing to be held not later than ten (10) working days after receipt of the written complaint and shall so notify the grievant and all committee members.
5. The grievant shall have the right:

- a. to be accompanied by the advisor of his/her choice,
  - b. to have access to all records pertinent to the case,
  - c. to produce testimony in his/her behalf by calling witnesses or introducing relevant information.
6. The grievant shall receive a copy of all records produced as a result of the hearing before the Grievance Committee.

#### Appeal to the President

Cases may be appealed by the grievant or referred by the Grievance Committee to the President.

#### Appeal to the Board

The final appeal may be made to the Board of Regents.

#### Disposition of Records

After a decision has been made, the records shall be sealed and placed in the appropriate files.

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## STATEMENT OF ETHICS AND PHILOSOPHY

3610

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It is the policy of Clarendon College to apply the highest ethical standards to all members of the College community including the Board of Regents, administration, staff, and faculty in achieving its mission, and in managing its resources efficiently and effectively to reach its goals and objectives. The College seeks to treat each person of the College community as a unique individual and provide a positive, encouraging, and

success-oriented environment. College policies and practices that protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or College employee shall be promoted.

The College accepts its responsibilities to its students, to its employees, and to the members of the community. The College is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

The employees of Clarendon College affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to more adequately express the affirmation of our professional responsibilities, we the employees of Clarendon College hold ourselves and each other subject to, the following Code of Professional Ethics:

1. We shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, social station, or age.
2. We shall strive to help each student realize his or her full potential as a learner, a scholar, and as a human being.
3. We shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues\* and students supporting the free

exchange of ideas, observing the highest standards of academic honesty, integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

4. We, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner as to enhance cooperation and collegiality among students, faculty, administrators, and non-academic personnel.
5. We shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. We shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. We shall exercise the highest professional standards and shall make the most judicious and effective use of the college's time and resources.
8. We, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which we are not qualified, nor assign tasks to unqualified persons.



9. We shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.
10. We shall not engage in sexual harassment of students or colleagues and shall adhere to the College's policy that prohibits sexual misconduct.
11. We shall observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.
12. We shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
13. We shall support the right of all to academic freedom and due process, and defend and assist those accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may reasonably be maintained.
14. We shall not support a colleague or an individual who is known to be persistently unethical or professionally incompetent.
15. We shall accept all the rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of his or her public position for private or partisan advantage.

\*In this code the term "colleague" refers to administrators, teachers, nonacademic personnel, and any other persons employed by the College in the educational enterprise.

Reference: TCCTA, 1997.

GENERALLY

No governmental entity, including a college district, shall deny to any person within its jurisdiction the equal protection of the laws. *U.S. Const. Amend. XIV*

An officer or employee of a political subdivision, including a college district, who is acting or purporting to act in an official capacity may not, because of the student's race, religion, color, sex, or national origin, refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the political subdivision; refuse to grant a benefit to the person; or impose an unreasonable burden on the person. *Civ. Prac. and Rem. Code 106.001(a)*

RELIGIOUS FREEDOM

A governmental entity, including a college district, shall make no law prohibiting the free exercise of religion. *U.S. Const. Amends. I, XIV*

A government agency, including a college district, may not substantially burden a student's free exercise of religion, unless the government agency demonstrates that the application of the burden to the person is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. and Rem. Code 110.003*

## DISCRIMINATION ON THE BASIS OF SEX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. *20 U.S.C. 1681; 34 C.F.R. 106.31*

Educational programs and activities include:

1. Housing. *34 C.F.R. 106.32*
2. Comparable facilities. *34 C.F.R. 106.33*
3. Access to course offerings. *34 C.F.R. 106.34*
4. Counseling. *34 C.F.R. 106.36*
5. Financial assistance. *34 C.F.R. 106.37*
6. Employment assistance to students. *34 C.F.R. 106.38*
7. Health and insurance benefits and services. *34 C.F.R. 106.39*
8. Athletics. *34 C.F.R. 106.41*

## PREGNANCY AND MARITAL STATUS

A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. *34 C.F.R. 106.40(a)*

## SEXUAL HARASSMENT

Sexual harassment of students is discrimination on the basis of sex under Title IX. Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992) [See also FFDA]

## DEFINITION OF SEXUAL HARASSMENT

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling, however, even when the comments target differences in gender. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

## EMPLOYEE–STUDENT SEXUAL HARASSMENT

An official of an educational entity who has authority to address alleged harassment by employees on the entity's behalf shall take corrective measures to address the harassment or abuse. Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998)

## STUDENT–STUDENT SEXUAL HARASSMENT

An educational entity must reasonably respond to known student-on-student harassment where the harasser is under the entity's disciplinary authority. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

## CLERY ACT—CAMPUS SEXUAL ASSAULT PROGRAMS

An institution's Clery Act annual security report [see GAC] must include a statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking and of procedures that the institution will follow when one of these crimes is reported. The statement must include:

1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as described below at PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING;
2. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
  - a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - b. How and to whom the alleged offense should be reported;
  - c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:

- i. Notify proper law enforcement authorities, including on-campus and local police;
    - ii. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    - iii. Decline to notify such authorities; and
  - d. Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution;
- 3. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
  - a. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in the Violence Against Women Act of 1994, 42 U.S.C. 13925(a)(20); and
  - b. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;

4. A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community;
5. A statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
6. An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as described below at PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION; and
7. A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written

explanation of the student's or employee's rights and options, as described in items 1 through 6 of this list.

*20 U.S.C. 1092(f)(8); 34 C.F.R. 668.46(b)(11)*

PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

An institution must include in its annual security report a statement of policy that addresses the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement must include:

1. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include:
  - a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 C.F.R. 668.46(a) [see DEFINITIONS];
  - b. The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction;
  - c. The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction;
  - d. A description of safe and positive options for bystander intervention;



- e. Information on risk reduction; and
  - f. The information described in 34 C.F.R. 668.46(b)(11) and 34 C.F.R. 668.46(k)(2); and
2. A description of the institution's ongoing prevention and awareness campaigns for students and employees, including information described at paragraph 1.

An institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information required to be included in the statement.

*34 C.F.R. 668.46(j)*

#### AWARENESS PROGRAMS

“Awareness programs” means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

*34 C.F.R. 668.46(j)(2)(i)*

#### BYSTANDER INTERVENTION

“Bystander intervention” means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention

includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. 34

*C.F.R. 668.46(j)(2)(ii)*

#### ONGOING PREVENTION AND AWARENESS CAMPAIGNS

“Ongoing prevention and awareness campaigns” means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in item 1, above. 34 *C.F.R.*

*668.46(j)(2)(iii)*

#### PRIMARY PREVENTION PROGRAMS

“Primary prevention programs” means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. 34

*C.F.R. 668.46(j)(2)(iv)*

## RISK REDUCTION

“Risk reduction” means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. *34 C.F.R. 668.46(j)(2)(v)*

## PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION

An institution must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as defined in 34 C.F.R. 668.46(a), and that:

1. Describes each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;
2. Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking;

3. Lists all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking; and
4. Describes the range of protective measures that the institution may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking;
5. Provides that the proceedings will:
  - a. Include a prompt, fair, and impartial process from the initial investigation to the final result;
  - b. Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - c. Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
  - d. Not limit the choice of adviser or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding;

however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties; and

- e. Require simultaneous notification, in writing, to both the accuser and the accused, of:
  - i. The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
  - ii. The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
  - iii. Any change to the result; and
  - iv. When such results become final.

*34 C.F.R. 668.46(k)*

Compliance with 34 C.F.R. 668.46(k) does not constitute a violation of Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. *34 C.F.R. 668.46(l)*

PROMPT, FAIR, AND IMPARTIAL PROCEEDING

“Prompt, fair, and impartial proceeding” includes a proceeding that is:

1. Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that:
  - a. Is consistent with the institution's policies and transparent to the accuser and accused;
  - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - c. Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

*34 C.F.R. 668.46(k)(3)(i)*

#### ADVISER

“Adviser” means any individual who provides the accuser or accused support, guidance, or advice. *34 C.F.R. 668.46(k)(3)(ii)*

## PROCEEDING

“Proceeding” means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. *34 C.F.R. 668.46(k)(3)(iii)*

## RESULT

“Result” means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding FERPA, the result must also include the rationale for the result and the sanctions. *34 C.F.R. 668.46(k)(3)(iv)*

## DEFINITIONS

### DATING VIOLENCE

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or

physical abuse or the threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. 34 C.F.R. 668.46(a)

## DOMESTIC VIOLENCE

“Domestic violence” is a felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.



For the purposes of complying with the requirements of this section and 34 C.F.R. 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*34 C.F.R. 668.46(a)*

PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Programs to prevent dating violence, domestic violence, sexual assault, and stalking” means comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in 34 C.F.R. 668.46(j)(2).

*34 C.F.R. 668.46(a)*

## SEXUAL ASSAULT

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program and included in Appendix A of 34 C.F.R. Part 668, Subpart D. *34 C.F.R. 668.46(a)*

## STALKING

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

*34 C.F.R. 668.46(a)*

## DISCRIMINATION ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN

No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program to which 34 C.F.R. Part 100 applies.

A recipient under any program to which Part 100 applies may not, directly or through contractual or other arrangements, on the ground of race, color, or national origin:

1. Deny an individual any service, financial aid, or other benefit provided under the program;
2. Provide any service, financial aid, or other benefit to an individual that is different, or is provided in a different manner, from that provided to others under the program;
3. Subject an individual to segregation or separate treatment in any matter related to his receipt of any service, financial aid, or other benefit under the program;
4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treat an individual differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership, or other

requirement or condition that individuals must meet in order to be provided any service, financial aid, or other benefit provided under the program;

6. Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so that is different from that afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in 34 C.F.R. 100.3(c)); or
7. Deny a person the opportunity to participate as a member of a planning or advisory body that is an integral part of the program.

A recipient, in determining the types of services, financial aid, or other benefits, or facilities that will be provided under any such program, or the class of individuals to whom, or the situations in which, such services, financial aid, other benefits, or facilities will be provided under any such program, or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respect individuals of a particular race, color, or national origin. 42 U.S.C. 2000d; 34 C.F.R. 100.3(a)–(b)

## DISCRIMINATION ON THE BASIS OF AGE

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. *42 U.S.C. 6102; 34 C.F.R. 110.10*

## EXCEPTIONS

### NORMAL OPERATION OR STATUTORY OBJECTIVE

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 if the action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity. An action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity, if:

1. Age is used as a measure or approximation of one or more other characteristics;
2. The other characteristic or characteristics must be measured or approximated in order for the normal operation of the program or activity to continue, or to achieve any statutory objective of the program or activity;
3. The other characteristic or characteristics can be reasonably measured or approximated by the use of age; and

4. The other characteristic or characteristics are impractical to measure directly on an individual basis.

*34 C.F.R. 110.012*

#### REASONABLE FACTORS OTHER THAN AGE

A recipient is permitted to take an action otherwise prohibited by 34 C.F.R. 110.10 that is based on a factor other than age, even though that action may have a disproportionate effect on persons of different ages. An action may be based on a factor other than age only if the factor bears a direct and substantial relationship to the normal operation of the program or activity or to the achievement of a statutory objective. *34 C.F.R. 110.13*

#### SPECIAL BENEFITS FOR CHILDREN AND THE ELDERLY

If a recipient operating a program or activity provides special benefits to the elderly or to children, the use of age distinctions is presumed to be necessary to the normal operation of the program or activity, notwithstanding the provisions of 34 C.F.R. 110.12. *34 C.F.R. 110.16*

#### AFFIRMATIVE ACTION

Even in the absence of a finding of discrimination, a recipient may take affirmative action to overcome the effects of conditions that resulted in limited participation in the recipient's program or activity on the basis of age. *34 C.F.R. 110.15*

#### NOTICE

A recipient shall notify its beneficiaries, in a continuing manner, of information regarding the provisions of the Act and the associated regulations. *34 C.F.R. 110.25(b)*

## DISCRIMINATION ON THE BASIS OF DISABILITY

### ADA

Under the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, including a college district, or be subjected to discrimination by any such entity. A public entity shall not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association. *42 U.S.C. 12132; 28 C.F.R. 35.130*

### SECTION 504

Under Section 504 of the Rehabilitation Act, no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. *29 U.S.C. 794(a)*

### DISABILITY

“Disability” means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more major life activities of an individual;
2. A record of having such an impairment; or
3. Being regarded as having such an impairment.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

The term “disability” does not include:

1. Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders;
2. Compulsive gambling, kleptomania, or pyromania; or
3. Psychoactive substance use disorders resulting from current illegal use of drugs.

*42 U.S.C. 12102(1), (4)(C)–(D); 28 C.F.R. 35.108(a), (d), (g)*

#### REGARDED AS HAVING SUCH AN IMPAIRMENT

An individual meets the requirement of being “regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action



prohibited under the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. *42 U.S.C. 12102(3)(A); 28 C.F.R. 35.108(f)*

#### TRANSITORY AND MINOR

Item 3 in the definition of “Disability,” above, (“regarded as having such an impairment”) shall not apply to impairments that are transitory or minor. A transitory impairment is an impairment with an actual or expected duration of six months or less. *42 U.S.C. 12102(3)(B); 28 C.F.R. 35.108(d)(1)(ix), (f)(2)*

#### MITIGATING MEASURES

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy or supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; learned behavioral or adaptive neurological modifications; or psychotherapy, behavioral therapy, or physical therapy.

The ameliorative effects of mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

“Ordinary eyeglasses and contact lenses” are lenses that are intended to fully correct visual acuity or to eliminate refractive error.

“Low-vision devices” means devices that magnify, enhance, or otherwise augment a visual image.

*42 U.S.C. 12102(4)(E); 28 C.F.R. 35.108(d)(1)(viii), (4)*

## MAJOR LIFE ACTIVITIES

“Major life activities” include, but are not limited to:

1. Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and
2. The operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

In determining whether an impairment substantially limits a major life activity, the term “major” shall not be interpreted strictly to create a demanding standard. Whether

an activity is a major life activity is not determined by reference to whether it is of central importance to daily life.

*42 U.S.C. 12102(2); 28 C.F.R. 35.108(c), (d)*

## PHYSICAL OR MENTAL IMPAIRMENT

“Physical or mental impairment” means:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or

Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability.

Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

Physical or mental impairment does not include homosexuality or bisexuality.

*28 C.F.R. 35.108(b)*

#### QUALIFIED INDIVIDUAL WITH A DISABILITY

The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the college district.

*42 U.S.C. 12131(2); 28 C.F.R. 35.104*

#### INDIVIDUAL WITH A DISABILITY

“Individual with a disability” means a person who has a disability. The term individual with a disability does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use. *28 C.F.R.*

*35.104*

#### STUDENT WITH A DISABILITY

A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary

eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being “regarded as” having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less.

*29 U.S.C. 705(20)(B); 42 U.S.C. 12102(1), (3)–(4)*

## REASONABLE MODIFICATION

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

A public entity is not required to provide a reasonable modification to an individual who meets the definition of “disability” solely under the “regarded as” prong of the definition of “disability” at 28 C.F.R. 35.108(a)(1)(iii).

*28 C.F.R. 35.130(b)(7)*

## COMMUNICATIONS

A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public, and companions with disabilities are as effective as communications with others. A public entity shall furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public entity. In determining what types of auxiliary aids or services are necessary, a public entity shall give primary consideration to the requests of the individual with disabilities. In order to be effective, auxiliary aids and services must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability. *28 C.F.R. 35.160*

## AUXILIARY AIDS AND SERVICES

“Auxiliary aids and services” includes:

1. Qualified interpreters on-site or through video remote interpreting (VRI) services; notetakers; real-time computer-aided transcription services;

written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;

2. Qualified readers; taped texts; audio recordings; Braille materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods for making visually delivered materials available to individuals who are blind or have low vision;
3. Acquisition or modification of equipment or devices; and
4. Other similar services and actions.

*28 C.F.R. 35.104*

## LIMITS OF REQUIRED MODIFICATION

Title 28 C.F.R. Chapter I, Part 35, Subpart E does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity and must be accompanied by a written statement of the reasons for reaching that conclusion. *28 C.F.R. 35.164*

## DIRECT THREAT

The ADA does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

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

*28 C.F.R. 35.104*

In determining whether an individual poses a direct threat to the health or safety of others, a public entity must make an individualized assessment, based on reasonable



judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

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

*28 C.F.R. 35.139*

### SERVICES INVENTORY

The Coordinating Board shall maintain an inventory of all postsecondary educational programs and services provided for persons with intellectual and developmental disabilities by institutions of higher education. The Coordinating Board shall:

1. Post the inventory on the Coordinating Board's Internet website in an easily identifiable and accessible location;
2. Submit the inventory to TEA for inclusion in the transition and employment guide under Education Code 29.0112; and
3. Update the inventory at least once every two years.

At times prescribed by the Coordinating Board, each institution of higher education, including each college district, shall report to the Coordinating Board all programs and services described above provided by that institution.

*Education Code 61.0663*

### RETALIATION

No recipient of federal financial assistance or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, Title IX, or Section 504 or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under 34 C.F.R. Parts 100, 104, or 106. *34 C.F.R. 100.7(e) (Title VI), 104.61 (Section 504), 106.71 (Title IX)*

### HANDGUN LICENSE AS PROOF OF IDENTIFICATION

A person may not deny the holder of a concealed handgun license issued under Government Code Chapter 411, Subchapter H access to goods, services, or facilities, except as provided by Transportation Code 521.460 (regarding motor vehicle rentals) or in regard to the operation of a motor vehicle, because the holder has or presents a concealed handgun license rather than a driver's license or other acceptable form of personal identification.

This section does not affect the requirement under Government Code 411.205 that a person present a driver's license or identification certificate in addition to a concealed handgun license.

*Business and Commerce Code 506.001*

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CONFLICT IN INTEREST IN EMPLOYMENT

3640

(Update 8-16-2012 Local)

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Clarendon College must have first call on the energy, and efforts of the full-time employee. Clarendon College must be your primary employment.

No employee of Clarendon College shall have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity or incur any obligation of any nature that is in substantial conflict with the proper discharge of duties in the college's interest.

"Public servant" means a person elected, selected, appointed, employed, or otherwise designated as one of the following, even if he has not yet qualified for office or assumed his duties: an officer, employee, or agent of government; an arbitrator, referee, or other person who is authorized by law or private written agreement to hear or determine a cause or controversy; an attorney at law or notary public when participating in the performance of a governmental function; or a person who is performing a governmental function under a claim of right although he is not legally qualified to do so.

[See also BBFA and DH] *Penal Code 1.07(a)(41)*

Bribery: A person commits an offense if he intentionally or knowingly offers, confers, or agrees to confer on another, or solicits, accepts, or agrees to accept from another:

1. Any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion as a public servant.
2. Any benefit as consideration for the recipient's decision, vote, recommendation, or other exercise of official discretion in a judicial or administrative proceeding.
3. Any benefit as consideration for a violation of a duty imposed by law on a public servant.
4. Any benefit that is a political contribution as defined by Election Code Title 15 or that is an expenditure made and reported in accordance with Government Code Chapter 305 (lobbying expense), if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion if such exercise of official discretion would not have been taken or withheld but for the benefit.
5. "Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

*Penal Code 36.01(3), .02*

Illegal Gifts: A public servant who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions of government commits an offense if he solicits, accepts, or agrees to accept any benefit from a person the public servant knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of his discretion.

A public servant who receives an unsolicited benefit that the public servant is prohibited from accepting under Penal Code 36.08 may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

*Penal Code 36.08(d), (i)*

Exceptions: Penal Code 36.08 does not apply to:

1. A fee prescribed by law to be received by a public servant or any other benefit to which the public servant is lawfully entitled or for which he gives legitimate consideration in a capacity other than as a public servant;
2. A gift or other benefit conferred on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient;
3. A benefit to a public servant required to file a statement under Government Code Chapter 572, or a report under Election Code Title 15, that is derived from a function in honor or appreciation of the recipient if:

- a. The benefit and the source of any benefit in excess of \$50 is reported in the statement; and
  - b. The benefit is used solely to defray the expenses that accrue in the performance of duties or activities in connection with the office which are nonreimbursable by the state or political subdivision;
4. A political contribution as defined by Election Code Title 15;
5. An item with a value of less than \$50, excluding cash or a negotiable instrument as described by Business and Commerce Code 3.104;
6. An item issued by a governmental entity that allows the use of property or facilities owned, leased, or operated by the governmental entity;
7. Transportation, lodging, and meals described by Penal Code 36.07(b) [see HONORARIA AND EXPENSES, below];
8. Food, lodging, transportation, or entertainment accepted as a guest and, if the donee is required by law to report those items, reported by the donee in accordance with that law; or
9. Complimentary legal advice or legal services relating to a will, power of attorney, advance directive, or other estate planning document rendered to a public servant who is a first responder and through a program or clinic that is operated by a local bar association or the State Bar of Texas and approved by the head of the agency employing the public servant, if the public servant is employed by an agency. "First responder" includes a

peace officer whose duties include responding rapidly to an emergency and other individuals listed at Penal Code 36.10(e).

*10. Penal Code 36.10(a)–(b), (e)*

Honoraria and Expenses: A public servant commits an offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant’s official position or duties. Penal Code 36.07 does not prohibit a public servant from accepting transportation and lodging expenses in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory, or from accepting meals in connection with such an event.

*Penal Code 36.07(a)–(b)*

Abuse of Public Employment: A public servant commits an offense if, with intent to obtain a benefit or with intent to harm or defraud another, he intentionally or knowingly violates a law relating to the public servant’s office or employment; or misuses government property, services, personnel, or any other thing of value belonging to the government that has come into the public servant’s custody or possession by virtue of the public servant’s office or employment. *Penal Code 39.02(a)*

“Law relating to a public servant’s office or employment” means a law that specifically applies to a person acting in the capacity of a public servant and that directly

or indirectly imposes a duty on the public servant or governs the conduct of the public servant. *Penal Code 39.01(1)*

“Misuse” means to deal with property contrary to:

1. An agreement under which the public servant holds the property;
2. A contract of employment or oath of office of a public servant;
3. A law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property; or
4. A limited purpose for which the property is delivered or received.

*Penal Code 39.01(2)*

Conflict Disclosure Statement: "Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person. The term includes an employee. *Local Gov't Code 176.001(1)*

“Local government officer” means an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. *Local Gov't Code 176.001(4)*

“Contract” means a written agreement for the sale or purchase of real property, goods, or services. *Local Gov't Code 176.001(1-d)*

Local Government Code Chapter 176 [see BBFA] applies to a person who is a local government officer of a local governmental entity. A person is not subject to the



disclosure requirements in Chapter 176 if the person is an employee or agent of a political subdivision of a state acting in the employee's or agent's official capacity.

A local governmental entity may reprimand, suspend, or terminate the employment of an employee who knowingly fails to comply with a requirement adopted under Chapter 176.

A local governmental officer commits an offense under Chapter 176 if the officer is required to file a conflicts disclosure statement under Local Government Code 176.003 and knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

It is an exception to the application of Local Government Code 176.013(a) that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after the person received notice from the local governmental entity of the violation.

*Local Gov't Code 176.003(a)-(a-1), .013(a), (d), (f)*

Holding Civil Office: No person shall hold or exercise at the same time, more than one civil office of emolument, except for offices listed in Texas Constitution Article XVI, Section 40(a), unless otherwise specifically provided. *Tex. Const. Art. XVI, Sec. 40(a); State v. Pirtle, 887 S.W.2d 921 (Tex. Ct. Crim. App. 1994); Atty. Gen. Op. DM-212 (1993)*

State employees or individuals who receive all or part of their compensation either directly or indirectly from funds of the State of Texas and who are not state officers, shall not be barred from serving as members of the governing bodies of school districts, cities, towns, or other local governmental districts, including college districts (other than those in which they are employed). Such state employees or other individuals may not receive a salary for serving as members of such governing bodies, except that a faculty member or retired faculty member of a public institution of higher education may receive compensation for serving as a member of a governing body of a water district created under Texas Constitution Article XVI, Section 59 Texas Constitution Article III, Section 52. *Tex. Const. Art. XVI, Sec. 40(b); Atty. Gen. Op. JM-118 (1983), JM-203 (1984)*

Intellectual Property: It is not a violation of Government Code Chapter 572 or any other statute, rule, regulation, or the common law of the State of Texas for:

1. An employee of an institution of higher education, including a college district, who conceives, creates, discovers, invents, or develops intellectual property, to own or be awarded any amount of equity interest or participation in, or, if approved by the institutional governing board, to serve as a member of the board of directors or other governing board or as an officer or an employee of, a business entity that has an agreement with the state or a political subdivision of the state relating to the research, development, licensing, or exploitation of that intellectual property; or

2. An individual, at the request and on behalf of a university system or an institution of higher education, to serve as a member of the board of directors or other governing board of a business entity that has an agreement with the state or a political subdivision of the state relating to the research, development, licensing, or exploitation of intellectual property in which the university system or institution of higher education has an ownership interest.
3. The employee or individual must report to the appropriate person or persons at the institution at which the person is employed or on behalf of which the person is serving the name of such business entity in which the person has an interest or for which the person serves as a director, officer, or employee. The governing board of each institution shall include in the appropriate annual report required by Education Code 51.005 the information provided to it under this section during the preceding fiscal year.
4. *Education Code 51.912* [See CT]

Educational Lending: In the case of an institution, including a college district, that participates in a loan program under U.S.C. Title 20, the institution will:

- a. Develop a code with respect to such loans with which the institution's officers, employees, and agents shall comply, that:

- a. Prohibits a conflict of interest with the responsibilities of an officer, employee, or agent of the institution with respect to such loans; and
- b. At a minimum, includes the provisions described in 20 U.S.C. 1094(e);
- b. Publish the code of conduct prominently on the institution's website; and
- c. Administer and enforce such code by, at a minimum, requiring that all of the institution's officers, employees, and agents with responsibilities with respect to such loans be annually informed of the provisions of the code of conduct.
- d. *20 U.S.C. 1094(a)(25)*

An institution of higher education's code of conduct shall include the following requirements:

- a. Ban on revenue-sharing arrangements: The institution shall not enter into any revenue-sharing arrangement, as defined by 20 U.S.C. 1094(e)(1)(B), with any lender.
- b. Gift ban: No officer or employee of the institution who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift, as defined by 20 U.S.C. 1094(e)(2)(B), from a lender, guarantor, or servicer of education loans.

- c. Contracting arrangements prohibited: Except as provided by 20 U.S.C. 1094(e)(3)(B), an officer or employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
- d. Interaction with borrowers: The institution shall not for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
- e. Prohibition on offers of funds for private loans: The institution shall not request or accept from any lender any offer of funds to be used for private education loans, as defined in 15 U.S.C. 1650, including funds for an opportunity pool loan, as defined by 20 U.S.C. 1094(e)(5)(B), to students in exchange for the institution providing concessions or promises regarding providing the lender with specified number of loans made, insured, or guaranteed under 20 U.S.C. Chapter 28, Subchapter IV and 42

U.S.C. Chapter 34, Subchapter I, Part C; a specified loan volume of such loans; or a preferred lender arrangement for such loans.

- f. Ban on staffing assistance: Except as provided by 20 U.S.C. 1094(e)(6)(B), the institution shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- g. Advisory board compensation: Any employee who is employed in the financial aid office of the institution, or who otherwise has responsibilities with respect to education loans or other student financial aid of the institution, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

*h. 20 U.S.C. 1094(e)*

Employees of the College who wish to hold additional positions or offices are subject to the following rules:

Incompatible Offices

One person may not occupy two legally incompatible offices. A college instructor is an employee and not an officer within the meaning of the Texas Constitution, Art. XVI, Sec. 40; therefore, he/she is not barred from serving in another governmental capacity so

long as the two positions are not incompatible. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. Whether two positions are legally incompatible is a question to be determined by those having supervision over one or both of the positions held by the person in question, and ultimately, by the courts. In the case of a college instructor, it is the responsibility of the College President to determine whether any additional position or office is legally incompatible with the teaching position.

#### Automatic Resignation of Office

When a person occupies two offices which he/she may not occupy for constitutional reasons or at common law, it is the common law rule that by accepting the second of such positions, the person automatically vacates the first.

#### Employee Standards of Conduct

The following standards of conduct shall apply to all employees of Clarendon College:

1. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.
2. No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the disclosures of confidential information acquired by reason of the official position.

3. No employee shall accept other employment or compensation that would reasonably be expected to impair the employee's independence or judgment in the performance of official duties.
4. No employee shall make personal investments or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.
5. All college employees must maintain a professional relationship with college students. Anything other than a professional relationship will not be tolerated and will provide grounds for dismissal of non-professional ethics.
6. No contractual employee shall accept outside employment without disclosing intent to the President.

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INTELLECTUAL PROPERTY

3650

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Clarendon College recognizes the significant merit of new inventions, increased knowledge and improved instructional materials as developed by College personnel and is mindful of the increased effectiveness, extension of resources, and productivity they afford. Employees of Clarendon College are encouraged to create, publish, invent, copyright, and patent materials of their own creation which will contribute to the advancement of knowledge, increase productivity, and improve efficiency. However, when the intellectual property takes on commercial value, the College has an obligation to the public to share in the benefits derived from College support used in the



development of intellectual property. This policy establishes the criteria concerning the disclosure, classification, ownership, equity, royalty participation, use, licensing, management, and marketing of intellectual property. This policy applies to all College personnel who develop intellectual property. All College personnel, authors, creators, or inventors, who develop intellectual property are free to benefit from royalties and monies accruing from such publications or inventions subject to the following:

- A. Intellectual property is defined as inventions, discoveries, technologies, scientific and technological developments, processes, methods, trade secrets, computer software, instructional materials, publications, literature or literary works, art, dramatic and musical works, all audiovisual materials (including but not limited to video, film, photographs, and audio programs), and other original works and ideas that may have monetary value. Trade secrets are a form of intellectual property and are proprietary information defined as any information, whether or not copyrightable or patentable, that is not generally known or accessible and that gives competitive advantage to its owner. It is not intended that any intellectual property be excluded from this definition, including, but not limited to the definition of trade secrets continued herein.
- B. Clarendon College personnel who, during their affiliation with the College, invent, author, create, or produce intellectual property of commercial value resulting from or through the affiliation shall disclose such developments to

their supervisor who will forward the disclosure to the Executive Vice President of Academic & Student Affairs. Employees who, subsequent to their affiliation, produce intellectual property which was supported in part by the College shall disclose the development to the Executive Vice President of Academic & Student Affairs. Disclosure in either situation must be initiated within sixty (60) days after notification of the marketability of the intellectual property.

- C. The Executive Vice President of Academic & Student Affairs shall review the disclosure, gather necessary information, and recommend appropriate action to the President. The Executive Vice President of Academic & Student Affairs or designee may conduct investigations into the substantiality of College support used to develop the property. The Executive Vice President of Academic & Student Affairs shall forward a recommendation to the President concerning the intellectual property and the disclosure. The recommendation may include copyrighting, licensing, patenting, and/or royalty, equity, and business management components. Final review and approval of the recommendations shall rest with the Clarendon College Board of Regents.
- D. The College or the employee may relinquish all or a portion of their rights to the property at any time during the entire process covered by this policy.
- E. All classes of intellectual property (as defined in paragraph A) created on

the employee's own time, and without the use of college facilities, equipment, materials, or support, shall be the sole property of the inventor, author, or creator (hereinafter "producer").

- F. Subject to the provisions of this policy, intellectual property created where the College provided the environment, specifically the minimal use of facilities, personnel, equipment, and/or College funds, shall be owned by the producer(s). [The use of the Library (Learning Resource Center) and/or the provision of office space shall not constitute minimal use of College facilities or equipment.] Equity in College-supported property, where minimal use of facilities and equipment is present, shall be divided 75 percent to the producer and 25 percent to the College, after subtracting 15 percent for a protection and infringement shelter.
- G. Subject to the provisions of this policy, the ownership of intellectual property rights reside with the producer unless the work involves the substantial use of College facilities, personnel, equipment or funds. Intellectual property of this type shall be owned in total by the Clarendon College. The producer shall be entitled to an equity share of 50 percent and the College share of equity shall be 50 percent, after subtracting 15 percent for a protection and infringement shelter.
- H. When work is commissioned by the College, the College shall have and retain all rights to and full equity in the intellectual property. College

personnel are considered to be conducting commissioned work when they are assigned to do so as part of general satisfactory job performance, when they are relieved of normal duties, or when provided additional compensation (i.e. mini-grants).

- I. The College claims no ownership of popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination that are not institutional works. However, the College does NOT relinquish equity claims.

Independently developed or College-supported work completed after the producer became affiliated with the College and before the effective date of this policy shall be excluded from this policy. Work described in paragraph G completed by the producer after affiliation with the College shall be considered owned by the College with all rights to equity and use reserved. Property in development at the effective date of this policy shall not be excluded from this policy.

College personnel requesting a leave of absence may request an exemption from this policy as part of the request for a leave of absence. All exemption requests shall be reviewed by the Executive Vice President of Academic & Student Affairs, who shall review the request and make a recommendation to the President.

- J. Before any attempt is made to protect the intellectual property, the producer

will certify in writing to the Executive Vice President of Academic & Student Affairs that to the best of his or her knowledge the materials do not infringe on any existing copyright, or on the rights of others.

K. If the Board takes action to copyright, license, patent, and/or seek other available protection for the intellectual property, the administration shall proceed to assign all protection rights to Clarendon College. The College will pay the legal, filing, and all other expenses relating to receiving protection from the protection and infringement shelter. If the College does not exercise this option, the producer(s) is free to deal with the intellectual property at his or her own discretion.

L. The College shall have no rights to royalties or proceeds in which equity and ownership is held by the producer.

If the College decides to assert its interest in royalties or sale of work which received minimal college support (see paragraph F) and is owned by the individual, the division of royalties or proceeds shall be 75 percent to the producer and 25 percent to the College, after subtracting 15 percent for a protection and infringement shelter. If the proceeds are received directly by the producer, the Executive Vice President of Academic & Student Affairs shall be notified and the producer shall pay the appropriate percentage to the College within fifteen (15) working days of receipt. If the College decides to assert its interest in royalties or sale of intellectual

property that was College supported (see paragraph G) and which is owned by the College, the division of royalties or proceeds shall be 50 percent to the producer and 50 percent to the College, after subtracting 15 percent for a protection and infringement shelter. If the proceeds are received directly by the College, the producer shall be notified and the College shall pay the appropriate percentage to the producer with fifteen (15) working days of receipt.

College personnel shall have no rights to royalties or proceeds in which equity and ownership is held totally by the College.

The College portion of the royalties or other related income shall be used first to supplement the product protection and infringement shelter, and thereafter, for the benefit of the College.

- M. If the producer is going to license an external agency to reproduce and sell College-supported (minimal support) property, the terms of any agreement or sale shall be negotiated between the producer, the Executive Vice President of Academic & Student Affairs or designee, and the external agency. Income derived shall be divided 75 percent to the producer and 25 percent to the College, after subtracting 15 percent for a protection and infringement shelter. If the producer personally markets the property, the division of the proceeds shall be the same as for licensing to an external agency, unless otherwise recommended by the Executive Vice President of

Academic & Student Affairs.

If the College licenses an external agency to reproduce and sell College-supported (substantial support) property or otherwise transfer rights to an external agency, the terms of any agreement or sale shall be negotiated between the producer, the Executive Vice President of Academic & Student Affairs or designee, and the external agency. Income derived shall be divided 50 percent to the producer and 50 percent to the College, after subtracting 15 percent for protection and infringement shelter. If the College markets the property itself, the division of proceeds shall be the same as for licensing to an external agency, unless recommended otherwise by the Executive Vice President of Academic & Student Affairs.

- N. In circumstances where the production and distribution of intellectual property results in enterprise activities and business ventures, the producer shall be allowed a share of equity in the business and/or a share of the equity in fiscal returns and encouraged to participate in managing a business related to developing the intellectual property. Percentages and other details shall be negotiated on an individual basis between the producer and the College.

If more than one individual is entitled to an equity in the intellectual property and there is no agreement between such personnel, the Executive Vice President of Academic & Student Affairs will work to negotiate the manner

in which the equity award to the producers will be distributed.

- O. The Executive Vice President of Academic & Student Affairs or designee will investigate allegations of license or copyright infringement of College-supported property and will recommend appropriate action to the President. If such action is started alone or in concert with the producer, all costs of such action will be borne by the College. All proceeds in excess of such costs will be shared by the College and the producer following the appropriate percentage rate.

If the College decides not to act on an alleged unauthorized use of the property, the producer may initiate action to pursue redress. Costs of such action will be borne by the producer, who shall have the rights to all recoveries resulting directly from the action.

- P. No College employee shall realize a profit from materials sold exclusively to Clarendon College students.

When instructional materials developed by the faculty of Clarendon College are sold in the College Bookstore for a profit, the publisher of the material must be approved by the College administration.

- Q. Materials produced under an externally funded grant may be guided by the terms of the grant.

- R. The College encourages students who produce intellectual property directly related to course assignments. Course-related activities may be carried



out with access to College facilities and equipment provided appropriate channels and guidelines are followed. The student shall adhere to the laws governing the use of copyrighted materials. Students will be governed by the following:

1. Students shall have sole ownership and equity rights to property they produce at their expense.
2. The College will be the sole owner and equity holder of property developed by the student if the College initially agreed to fund, or later, to purchase the student's project. In this case, the student may retain a copy of the project for personal use only and not for sale or distribution.
3. Any and all products of course assignments including paintings, sculptures, original musical compositions, video and audio productions, photographs, and literary works are the sole property of the student.

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## USE OF TOBACCO IN COLLEGE FACILITIES

3660

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The use of tobacco products (including smokeless products) in college facilities and vehicles is prohibited. Smoking and use of other tobacco products is allowed only in designated smoking areas outside of college buildings.

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General:

The policy of the Clarendon College is to provide all students and employees with an environment that is free of substance abuse. The illegal use of controlled substances on Clarendon College campuses or centers subjects the College, its students, and employees to unacceptable risks of accidents, interferes with the learning and working environments, and is inconsistent with the behavior expected of persons associated with the College.

Purpose:

It shall be the purpose of this policy to establish guidelines for addressing chemical abuse by employees of Clarendon College. The College takes a strong stand against substance abuse and takes the following initiatives to minimize it:

- a. Screening / Testing. (See Policy #3226, Drug and Alcohol Screening/Testing)
- b. Prevention through education.
- c. Rehabilitation through Counseling and referral.
- d. Discipline.

Policy:

Clarendon College strictly prohibits the use of intoxicating beverages and/or controlled substances by employees while on college property or while representing the college. State law shall be strictly enforced at all times on all property controlled by the

District in regard to the possession and consumption of alcoholic beverages.

No employee shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of (legal intoxication not required) any of the following substances on any property controlled by the College district.

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate, synthetic or otherwise.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this rule.

#### Screening/Testing

Drug or alcohol testing of employees shall be administered if there is reasonable suspicion of substance abuse. The College retains the right to screen prospective employees in key employment areas through drug and/or alcohol test. An employee who

is determined by testing to be under the influence of a controlled substance, or who is involved in the sale, possession, distribution, purchase, dispensation, manufacture or transfer of controlled substances, as defined by state or federal law, on College property or property under College control will be subject to disciplinary action up to and including termination of employment. Any employee who is convicted of, pleads guilty or nolo contendere, or accepts deferred adjudication to a controlled substance-related violation in the workplace under state or federal laws must notify Human Resources within five days of such a conviction or plea. Failure to notify Human Resources is grounds for suspension and/or termination of employment. Employees who are convicted of, plead nolo contendere, or accept deferred adjudication to such drug related violation and whose employment is not terminated must successfully complete a rehabilitation program approved by the College as a condition of continued employment.

Student behavior with regard to substance abuse will be governed by the provisions contained in the Student Handbook and the Student Code of Conduct.

Prevention - Education:

Primary emphasis is directed at informing employees of the health risks associated with the use of illicit drugs and alcohol.

Discipline:

Employees are not guaranteed chances for rehabilitation should their standards of conduct or job performance drop below tolerable levels. In such cases, and in cases where rehabilitation is referred, disciplinary action could result in termination/dismissal.

### Rehabilitation - Referral:

Employees with substance abuse problems may, at the College's sole election, be referred to rehabilitation resources (All rehabilitation expenses to be the responsibility of the employee). In any case, employees will be required to uphold normal standards of conduct and performance.

### Substance Abuse Program

Clarendon College strongly believes that the abuse of alcohol and the use of illegal drugs and abuse of other drugs by faculty, staff, and students has a serious effect on their ability to meet the educational goals of the college. Therefore, Clarendon College has implemented a drug education/prevention and assistance program which is available to faculty, staff, and students.

### Drug and Alcohol Screening/Testing

The primary purpose for drug or alcohol screening shall be to ensure that public safety and the personal safety of College employees and students are not endangered as a result of drug or alcohol use by College employees. The College has determined that a healthy and productive workforce and safe working conditions free from the effect of drugs and alcohol are important to employees, students of the College, and the general public. College policy therefore balances the interests of its students and employees together with the welfare of the general public in administering fair and equitable drug and alcohol testing procedures in accordance with this policy in the best interest of all parties.

The College is committed to maintaining a drug- and alcohol-free environment.

College employees shall be required to be alcohol- and drug-free during working hours. Current College employees in safety sensitive employment areas and employees employed from and after the effective date of this policy in safety sensitive employment areas may be required to be tested if the College has a reasonable suspicion that the employee is using illegal drugs, controlled substances, or prescription drugs beyond the directions of a physician, or is under the influence of alcohol during working hours (i.e., having any level of alcohol concentration in the bloodstream).

Applicants for employment in safety sensitive employment areas, to whom an offer of employment is made may be required to submit to urine or blood tests to demonstrate that they are alcohol- and drug-free. The College shall not require an employee to undergo drug or alcohol testing on an arbitrary or capricious basis.

Drug and Alcohol Screening/Testing may be triggered by any one of the following events:

1. There is reasonable suspicion of impairment based upon visible evidence of erratic job behavior including, but not limited to, decline in an employee's productivity, repeated lateness or absence from work, violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance. A reasonable suspicion may also be based upon evidence of any kind that an employee may be impaired or presents a safety risk to himself/herself or another person.
2. An employee is involved in an accident or damages College equipment

while on duty.

- 3 The employee has sustained a personal injury or caused another employee to sustain a personal injury.

#### Providing Policy to Employee or Applicant

Before requiring an employee or job applicant subject to this policy to submit to drug or alcohol testing, the College shall provide the employee or applicant with a summary of this drug testing policy. The employee or applicant shall acknowledge in writing that he/she has received a copy of the summary of such policy. At the time of testing, the employee or prospective employee shall be afforded the opportunity to list all over-the-counter and/or prescription medicines and any other information that they may consider relevant to reliability of the testing results. (See Procedure for Testing)

#### Notice of Policy

The College shall, within 30 days after adoption of this policy, deliver a copy of it to each employee subject to the policy at that time. Copies of the policy will be made available on the College's employee portal. Application forms shall advise applicants that Clarendon College is a drug/substance, alcohol free workplace and of the College's drug testing policy.

#### Rights of Employees and Job Applicants

An employee or job applicant who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, should an employee refuse a blood or urinalysis test, the refusal will be treated as insubordination

and failure to obey a direct order. The refusal will furthermore be considered good cause for termination of an existing employee and good cause not to employ a job applicant. The College shall not use an initial drug-screening test's positive result, unverified by a confirmatory test, as outlined below, as grounds to refuse to employ a job applicant or dismiss or otherwise discipline an employee.

#### Procedure for Testing

Any drug testing requested by the College will be performed by local law enforcement or local health professionals in accordance with their procedures.

#### Grounds for Termination

If the results of a confirmatory test are positive, the employee shall be subject to immediate termination, and the job applicant will not be employed. However, employees may:

4. Offer a written explanation for the positive results which may be considered in any employment decision concerning the employee.
5. Be allowed to participate in a voluntary drug abuse treatment and rehabilitation program as provided by College policy.

Employees who enter a College-approved voluntary drug abuse treatment and rehabilitation program outlined below and do not follow the preventive maintenance prescribed by their drug or alcohol Counselor or physician, or fail to remain drug- or alcohol-free or engage in drug or alcohol abuse, shall be subject to immediate termination. Employees will have only one opportunity to go through such a voluntary



rehabilitation program.

On-premises or on-duty use, possession, or distribution of illegal drugs or alcohol by College employees will be good cause for termination. All employees are required to report for duty free of prescription drugs (beyond the direction of a physician), controlled substances, dangerous drugs, and alcohol. Failure to meet this job requirement shall constitute good cause for termination.

#### Voluntarily and Rehabilitative Treatment

After or prior to detection of drug or alcohol abuse as provided under this policy, all employees who admit they have a substance abuse problem and who agree to go through a drug or alcohol rehabilitation program may be conditionally reinstated to their previous positions after successfully completing a College-approved substance abuse rehabilitation program and maintaining the preventive course of conduct prescribed by the employee's drug or alcohol counselor or physician including, but not limited to, regular attendance at Alcoholic Anonymous (AA) or Narcotics Anonymous (NA) meetings and rehabilitation aftercare programs.

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#### PHYSICAL EXAMINATIONS AND COMMUNICABLE DISEASES

3675

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#### Pre-employment Examination and Inquiries

The College District shall not conduct a medical examination or make inquiries of a job applicant as to whether such applicant is an individual with a disability or as to the nature or severity of a disability, except as provided below. However, the College District

is permitted to make pre-employment inquiries into the ability of an applicant to perform job-related functions, such as asking an applicant to describe or demonstrate how, with or without reasonable accommodation; the applicant will be able to perform job-related functions. *42 U.S.C. 12112(d)(2); 29 CFR 1630.14(a)*

The College District may require a medical examination (and/or inquiry) after an offer of employment has been made to a job applicant and prior to the beginning of employment duties and may condition the offer on the results of such examination (and/or inquiry), provided all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of disability.

The results of a pre-employment medical examination shall be used only to determine the applicant's ability to perform job-related functions. Information obtained regarding the medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential medical records. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties and necessary accommodation; first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment. *42 U.S.C. 12112(d)(3); 29 CFR 1630.14(b)*

#### Examination and Inquiries of an Employee

The College District may require a medical examination (and/or inquiry) of an employee that is job-related and consistent with business necessity and may make

inquiries into the ability of an employee to perform job-related functions.

The results of an employee's medical examination shall be used only to determine the applicant's ability to perform job-related functions. Information obtained regarding the medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential medical records. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties and necessary accommodation; first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment. 42 U.S.C. 12112(d)(4); 29 CFR 1630.14(c)

#### Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis, and staph infection. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus. Employees with communicable diseases, whether acute or chronic, shall be subject to the following provisions.

#### Confirmation

The information that an employee has a communicable disease shall be confirmed by one of the following methods:

1. The employee brings the information to the College's attention.

2. The employee confirms the information when asked.
3. If the College President or designee has reason to believe that the employee has a communicable disease and is unable to perform the job or poses a threat to self or others, the employee may be asked to submit to a medical examination to determine whether the employee's physical condition interferes with the performance of regular duties or poses a threat to self or others. The results of such an examination shall be kept confidential except that the College President or designee shall be informed. Managers and/or supervisors may also be informed of restrictions in duties and necessary accommodations. First aid and safety personnel may also be informed to the extent appropriate if the condition may require emergency treatment.

#### Medical Factors

The College President or designee shall obtain medical advice from local health authorities or private physicians on:

1. The nature of the risk, i.e., how the disease is transmitted.
2. The duration of the risk, i.e., how long the employee will be infectious.
3. The severity of the risk, i.e., what is the potential harm to third parties.
4. The probabilities that the disease will be transmitted and will cause varying degrees of harm.
5. Whether the employee's condition interferes with the performance of regular

duties. This determination shall be made by a physician who has performed a medical examination of the employee.

#### Qualified Disabled Person

If the College President or designee determines that work restrictions, reassignment, or exclusion may be appropriate, the College President or designee shall determine whether the employee is a "disabled person." If it is determined that an employee is disabled, the College President or designee shall also determine whether the employee is otherwise qualified for employment. With respect to employment, a "qualified disabled person" is a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question. Before any reasonable accommodation is determined the employee must provide a "Certificate of Need for Accommodation" issued by a medical authority or governmental agency. If it is determined that an employee is a "qualified disabled person," the employee must be reasonably accommodated. Accommodation is not reasonable if it poses undue financial or administrative burdens or fundamental alterations in the nature of the job.

#### Modifications or Reassignment

Whether an employee is disabled or not, the College President designee, based on the medical information and the requirements of the job, shall determine what exclusion or modification in job duties or assignments are appropriate, if any.

#### Exclusion from Work

An employee may be excluded from work if the College President or designee, in

accordance with this policy, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

#### Leave of Absence

The employee may present evidence to the College President or designee on any information relevant to the employee's fitness to continue the performance of regular duties. Employees who are excluded from work may be placed on any sick leave or temporary disability leave to which they are entitled.

#### Termination of Employment

Employees who are excluded from the work place in accordance with this policy may have their employment terminated when any sick leave or temporary leave to which they are entitled has expired, in accordance with appropriate policies and disability discrimination restrictions.

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AMERICANS WITH DISABILITIES

3680

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Whereas the U.S. Congress has enacted the Americans with Disabilities Act, the Board of Regents of Clarendon College intends to comply with the requirements of this act. Compliance with the ADA is an institutional priority. Clarendon College will prepare, publish, and distribute statements and procedures, as necessary, to comply with the letter and the spirit of ADA.

The President or his/her designee is designated as the ADA Coordinator for the institution. The Coordinator shall have the responsibility for the compliance with the ADA in all academic areas, student services, services to the public, extension activities, transportation, facilities, all other non-employment programs and services, Title I and Title II of the Americans with Disabilities Act for all employees, including administrative support, temporary employees, faculty, and student employees.

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## ASSIGNMENT AND SCHEDULES

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All employees shall be subject to assignment and reassignment by the College President at any time.

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## TEACHING ASSIGNMENTS AND TEACHING LOADS

3720

(Updated 7-21-2011 Local)

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A teaching load for full-time, academic faculty at Clarendon College is normally fifteen (15) instructional load hours or thirty instructional load hours for an academic year. The expected teaching load for full-time work force education (technical/occupational) faculty at Clarendon College is normally equal to the hours required of students for "normal" progress through a program. A teaching load for full-time developmental studies faculty is 30 hours in the developmental laboratory each week (which may include a combination of lecture, laboratory, individualized instruction, and computer assisted instruction) of each semester. The combination of teaching hours, office hours, and

other professional responsibilities must total a minimum of 40 hours per week.

Final determination regarding an individual faculty member's workload will be dependent upon specific variations and requirements of the assignment, including but not limited to the number of instructional load hours, number of student contact hours per week, number of preparations, and the nature of the subject. Teaching assignments and teaching loads are contingent upon approval by the appropriate division director and the Vice President of Academic Affairs.

### Part-time Instructors

The maximum teaching load per semester for part-time faculty is nine (9) instructional load hours. Part-time instructors will be compensated at a rate established by the Board of Regents. On an emergency basis the Vice President of Academic Affairs in consultation with the President may authorize a part-time faculty member to teach more than nine instructional load hours during a given semester and, if necessary, to be compensated at a rate up to the equivalent of a beginning full-time instructor. Part-time faculty members employed on an emergency basis to teach more than nine instructional load hours in a long semester are (during this time term of employment) still regarded as temporary or part-time faculty. Assignments for part-time faculty are made on a semester-to-semester basis.

### Division Directors

Division Directors will teach at least twelve instructional load hours during each long semester or at least twenty-four instructional load hours during the academic year.



## Load Calculation

Computation of instructional load hours for full-time and part-time faculty members include the following: a lecture hour equals one instructional load hour and a laboratory hour equals .50 instructional load hour.

If two or more courses are taught in the same time period, load credit will be given for only one class. In cases where the load value of two classes is different, the class having the higher load value will be used to calculate the load.

## Overload Assignments and Limitations

Some situations demand that full-time faculty be asked to teach an overload. And, whereas it is understood that overloads require additional class preparation time, additional teaching time, and additional office time for students, the following guidelines are designed to prevent faculty effectiveness from being diminished by overloads.

1. A one-course (3 instructional load hours) overload assignment must be approved by the Division Director.
2. The assignment of a two-course overload (6 instructional load hours) requires the approval of the Vice President of Academic Affairs.
3. Multiple overloads created by assignments outside the academic department (i.e., Continuing Education) or overloads greater than 6 instructional load hours will be considered on an individual basis and require the approval of the Vice President of Academic Affairs and the President.

4. Instructional load hours should not exceed eight (8) instructional load hours per summer term or more than fourteen (14) instructional load hours for both summer sessions.
5. Overloads for full-time faculty will be compensated at a rate set by the Board of Regents.
6. Restrictions on class size for some classes are governed by state requirements, room size, and availability of equipment. Classes not meeting a minimum enrollment may be closed based on administrative discretion.
7. All classes taught during a special or summer session by faculty members on a nine-month contract will be handled as part-time or overload assignments and compensated on a per instructional load hour basis. Employees on ten-, eleven-, or twelve-month contracts may be assigned summer teaching during the contract period at no additional compensation.

#### Class Size

Restrictions on class size for some classes are governed by state requirements, room size, and availability of equipment. Classes not meeting the minimum enrollment, as determined by the President, will be offered based on administrative discretion and paid at a pro-rated rate.

#### Faculty Schedules and Office Hours

1. Full-time Faculty: Each faculty member should determine, following publication of his/her teaching assignment, the best hours for student advising and student conferences, and post these outside his/her office. Class schedules and office hours should be posted outside the office door and should be on file with the Vice President of Academic Affairs. It is important that all students have the opportunity for assistance and counseling outside of the classroom.

2. Part-time Faculty: For each class taught, part-time faculty will be available one hour per week, i.e., thirty minutes before and thirty minutes after class.

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ADMINISTRATIVE OFFICE HOURS 3730

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Administrative offices at all Clarendon College locations (Clarendon College campus, Pampa Center campus, and Childress Center campus) are normally open from 8:00 a.m. until 4:30 p.m. Monday through Thursday and 8:00 a.m. until 4:00 a.m. on Fridays.

Alternate or flexible work schedules and alternate hours may be established by the President each semester in order to provide appropriate support services to students who attend class at other than traditional times.

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FACULTY ORGANIZATION 3810

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An organization for faculty has been established at Clarendon College. The

organization, known as the Clarendon College Faculty Senate, functions in the manner prescribed in its by-laws and/or constitution. Any changes made to its by-laws and/or constitution must be approved by the Board of Regents.

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FACULTY MEETINGS

3820

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As a rule, the general faculty should meet two or more times per semester. Any member of the College faculty or administration may suggest agenda items by submitting them in writing to the Vice President of Academic Affairs. Any item of business which may impact the affairs of the faculty or the well-being of the institution is a proper topic for discussion at the meetings.

Faculty meetings require the attendance of all faculty members. Prior approval of the Vice President of Academic Affairs will be required for absences from faculty meetings; otherwise, financial forfeiture of pro rata share of the teacher's salary may occur.

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FACULTY RANK

3830

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Instructor - Individuals who are eligible for full-time employment to the faculty of Clarendon College will be designated by the rank of Instructor.

Assistant Professor -

1. Master's degree and five years' experience (FB)

2. Master's degree and three years' experience, plus 12 graduate semester hours (FC)
3. Master's degree and two years' experience, plus 24 graduate semester hours (FD)
4. Master's degree with no experience, plus 36 graduate hours (FE)

Associate Professor -

1. Master's degree and 20 years' experience (FB)
2. Master's degree and 10 years' experience, plus 12 graduate hours (FC)
3. Master's degree and 5 years' experience, plus 24 graduate hours (FD)
4. Master's degree and 3 years' experience, plus 36 graduate hours (FE)
5. Master's degree and 2 years' experience, plus 48 graduate hours (FF)
6. Doctorate and no experience (FG)

Professor -

1. Master's degree and 20 years' experience, plus 36 graduate hours (FE)
2. Master's degree and 10 years' experience, plus 48 graduate hours (FF)
3. Doctorate and 6 years' experience (FG)

Distinguished Professor - The rank of Distinguished Professor may be awarded by the administration without regard to the above standards to a person who has brought distinction to himself or herself and the College by outstanding / unusual scholarly teaching, research, publication, and/or achievement.

Professor Emeritus -

1. Complete 20 years of service to the College having earned the rank of Associate Professor or Professor.
2. Be retired from the College.
3. Be nominated by a current faculty member.
4. The Rank Screening will review the nomination and forward the nomination along with their recommendation to the Vice President of Academic Affairs and to the President.
5. The President will consult with the Vice President of Academic Affairs, review the nomination, the recommendation of the Rank Screening Committee, and forward his/her recommendation to the Board of Regents.
6. The title of Professor Emeritus is conveyed only by official action of the Board of Regents.
7. No more than one Professor Emeritus designation will be conveyed per year.

#### Other Titles -

Other titles are used at Clarendon College only when they are descriptive of the work performed, i.e., counselor, division director, program coordinator, associate dean, or Vice President. These titles are assigned at the time of appointment by the President.

#### RANK PROCEDURE

1. Rank promotions require an application process and must be approved by

the Rank Screening Committee, the Division Director, and the Vice President of Academic Affairs. These recommendations are forwarded to the President who may forward with his or her recommendation it to the Board of Regents for approval. Rank is granted only upon the recommendation by the President to the Board of Regents and the approval of the Board of Regents.

Faculty members may be nominated by an individual division within the College or may file an application for rank directly with the Rank Screening Committee.

Each eligible faculty member who desires to advance in rank will complete the rank application form and submit it with other required documentation to the Rank Screening Committee. These steps should be completed by the last day of the fall semester. It will be the responsibility of the applicant to meet the deadlines as set forth by the committee.

2. The Rank Screening Committee is appointed by the President on annual basis. The committee will consist of at least five faculty members and others, including instructional administrators as appointed by the President. The Committee must make a qualitative and quantitative evaluation of each candidate. A simple majority decision shall be sufficient for approval at the Committee level.
3. The recommendation of the Committee will be communicated to the

applicant by the Vice President of Academic Affairs.

4. The Rank Screening Committee will review each application during the months of January and February of each year. The committee may request additional information that it deems pertinent to the consideration of a specific application. In addition, the committee may request a personal interview with the applicant. Additionally, the committee may request information and/or interviews from the Division Director and/or the Vice President of Academic Affairs.
5. After reviewing the application, the committee will send its recommendation to the Vice President of Academic Affairs. After consulting with the Division Director, the Vice President of Academic Affairs will review each application, make recommendation, and forward his/her recommendation to grant rank or rank promotion or to deny rank or rank promotion to the President.
6. After reviewing each application and all accompanying responses and recommendations, the President will make his/her recommendation for each application to the Board of Regents.
7. After the Board of Regents has made their decision, the College President will communicate the decision in writing to the applicant.

### ASSUMPTIONS

1. It should be kept in mind that stated rank requirements are minimum requirements and a person's rank increase is not based solely on these



standards as the committee must make both a qualitative and quantitative evaluation of each candidate.

The application for rank should include at a minimum the following:

- completed application form
  - teaching portfolio, including such items as syllabi, exams, in-class worksheets, homework assignments, grading policies, student learning outcomes and assessment reports, and program evaluation reports.
  - copies of student evaluations, including summary reports
  - copies of evaluations, including the self-evaluation, the peer / supervisor evaluation, and classroom observation evaluation
  - a list of college service (committees, outreach activities, etc) and community service activities that you have taken part in
  - a list of any professional development activities, including presentations and/or publications.
  - letters of support from peers and/or colleagues.
2. Equivalencies developed for the Full-time Faculty Teaching Salary Schedule shall be applicable within the Rank System.
  3. Full-time teaching experience served at another accredited college or university is worth half the value for academic rank at Clarendon College. Adjunct / part-time teaching at Clarendon College is credited in a manner consistent with the Full-time Faculty Teaching Salary Schedule.

4. Faculty ranks of other than Instructor are available only to full-time faculty members.
5. There is no requirement that individual faculty members petition or accept rank.
6. There is no financial or material benefits derived from rank.
7. The designation of rank does not include tenure. (Clarendon College Policy #3365 - Clarendon College no longer offers tenure to faculty members.)
8. The rank of Distinguished Professor may be awarded by the administration without regard to the above standards to a person who has brought distinction to himself or herself and the College by outstanding/unusual scholarly teaching, research, publication, and/or achievement.
9. The administration has the authority to employ teachers at any rank desired by the administration.
10. The administration has the right to reward worthy teachers by promotion to a rank without regard to the standards previously outlined. In giving recognition to worthy teachers, consideration should be given to additional training (whether formal college credit training or not), professional activities, non-academic experience, and such other subjective factors as may be pertinent to the job performance.
11. The administration shall review periodically the functioning of the rank

system, using such committees and/or individuals as desirable for consultation and advice.

12. The administration and the Board of Regents reserve the right to make changes in the Rank System and in this plan when such changes seem to be in the best interest of Clarendon College.

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## PROFESSIONAL GROWTH AND DEVELOPMENT

3840

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Continuing professional growth and development for the faculty and other employees is recognized at Clarendon College as an institutional and individual responsibility. Individual faculty members (both full- and part-time) should take the initiative in promoting their own growth as teachers and scholars. Faculty members are expected to be actively involved in a program of professional development which addresses a variety of improvement goals. In an effort to support the professional development of all faculty members, the Vice President of Academic Affairs, with assistance from the Professional Development Committee, on behalf of the institution shall coordinate a planned program of professional improvement activities.

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## PROFESSIONAL DEVELOPMENT PART-TIME FACULTY

3850

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Clarendon College supports and encourages all part-time faculty to participate in all faculty meetings, assignments, and activities. Each part-time faculty member is

encouraged to participate in as many activities as possible, especially, faculty meetings and training programs.

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PROFESSIONAL MEMBERSHIPS 3870

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All employees are encouraged to maintain membership and to be a part of their professional groups. Personal membership fees are the responsibility of the individual employee. Institutional membership fees will be the responsibility of the college and will require the approval of the President.

Employees are strongly urged to become members or maintain membership in the Texas Community College Teachers Association and to attend the meetings.

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FACULTY AND STAFF EVALUATIONS 3880

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The performance of all members of the faculty and staff shall be evaluated annually. For members of the faculty, the Vice President of Academic Affairs shall have responsibility for developing and administering a comprehensive plan of performance evaluations. Results of the evaluations shall be shared with the faculty member. A summary of evaluation results shall be placed in an appropriate depository.

The performance of all professional employees, administrators, and staff members shall be evaluated on an annual basis. Evaluations shall be carried out by the employee's immediate supervisor and/or the appropriate Vice President. Results of the

evaluation shall be shared with the employee and a summary of the results shall be placed in personnel files.

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DUAL CREDIT FACULTY EVALUATION

3881

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1. All dual credit instructors must meet the requirements of the College and the minimal requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges.
2. The College will select, supervise, and evaluate dual credit instructors for courses which result in the award of college credit.
3. Dual Credit Instructors teaching courses which result in the award of college credit will be regularly employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission or concurrent enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures and guidelines.
4. Applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The instruments found in the Clarendon College Personnel Handbook and the instruments are attached to this document (Attachment B) are the criteria against which the performance of individual faculty members is measured. These

instruments require three independent evaluations of the performance of individual faculty members: self, student, and peer (or supervisory). A level or average of "Expected performance; meets expectations" on each criteria is considered satisfactory on each of the evaluation instruments.

a. **Frequency, Elements, and Guidelines:**

(1) The major elements of the classroom faculty evaluation system shall include:

- (a) student evaluations,
- (b) classroom observation and
- (c) the individual faculty member's Faculty Self Evaluation.

b. **Student Evaluations:**

(1) Student evaluations shall be administered for each fall and spring semester for all dual credit courses.

(2) All student evaluations shall be conducted between the beginning of the ninth week (after 50% of the class has been completed) and the end of the twelfth week of a semester (before 75% of the class has been completed), or during the equivalent time frame in a summer term or in a class of irregular length. As a matter of practice, the Student Evaluation of Instruction shall be administered by a third party (i.e., a member of the peer evaluation group, the Program Coordinator, the Division Director, the Vice President of Academic Affairs, or a student selected in advance and

approved by the peer evaluation group or the Vice President of Academic Affairs, etc.).

- (3) A summary which provides the distribution of and the average scores for each item will be prepared. A summary of the distribution of and the average scores for each item, as well as student comments will be distributed to the instructor, to the peer evaluation group, to the Division Director, and to the Vice President of Academic Affairs.

c. **Peer Evaluation and Classroom Observation:**

- (1) At the beginning of the Fall Semester, an appointed faculty as determined by the Vice President of Academic Affairs will evaluate dual credit faculty.
- (2) A copy of each faculty member's Peer Evaluation Report will be placed into his/her personnel file.

d. **Faculty Self Evaluation and Performance Report:**

- (1) By December 1, each dual credit faculty member will submit a Faculty Self-Evaluation to the Vice President of Academic Affairs.

e. **Appraisal Sessions:**

- (1) Following the classroom evaluation the dual credit faculty member will be provided with feedback.
- (2) All evaluation materials, along with conclusions, commendations, and/or recommendations, shall be forwarded to the Vice President of Academic Affairs for review and approval. As appropriate, the Vice President will

forward to the President his/her conclusions, commendations, and recommendations, along with the appropriate materials.

(3) If the instructor disagrees with the evaluation of the Classroom Evaluation Group or the Appraisal Session, the instructor may submit a written statement to the Vice President of Academic Affairs which must outline the reasons for the disagreement. The Vice President of Academic Affairs is responsible for working to resolve the issue.

g. **Disposition of Evaluation Materials:**

The following instruments will be filed in an appropriate depository:

- 1) Summary of Student Evaluation of Instruction
- 2) Classroom Observation and Peer Evaluation
- 3) Faculty Self-Evaluation and Performance Report
- 4) Student Data: grade distributions, program enrollments and retention rates, and other such data as developed by the instructor or the institution.

All evaluation materials, along with conclusions, commendations, and/or recommendations, shall be forwarded to the Vice President of Academic Affairs for review and approval.

h. **Failure to Comply with the Evaluation Process**

If a dual credit faculty member fails to comply with the evaluation process, he/she is subject to disciplinary action. Disciplinary action may include, but



is not limited to, the withholding of the annual salary schedule credit, and/or considered good cause for dismissal.

**4000 SERIES  
STUDENT SERVICES POLICIES**

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EQUAL OPPORTUNITY

4110

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With respect to the admission of students; the availability of student loans, grants, scholarships, and job opportunities; the opportunity to participate in student activities or athletic programs sponsored by the College; the provision of student services; and the use of college student housing, Clarendon College shall not discriminate either in favor or against any person because of age, gender, color, national or ethnic origin, race, religion, creed, and/or disability (P.L. 88-352, Title VI and P.L. 92-318, Title IX)

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STUDENT ADMISSIONS, RESPONSIBILITY FOR

4115

(Updated 7-21-2011 TACC FBC)  
(Update 8-16-2012 Local)

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The Admissions Coordinator is responsible for student admissions and the day-to-day operations of the Office of Admissions, including the enforcement of admission policies and other related activities. The Admissions Coordinator is the Residence Determination Officer and all inquiries regarding student admission should be directed to the Office of Admissions.

Clarendon College maintains an open admissions policy and constantly works to provide programs beneficial to all students.

Applications for admission and other documents necessary for admission should be addressed to the Office of Admissions. Students may be admitted to Clarendon College by any one of the following methods:

1. **High School Graduate.** Graduates of accredited high schools will be admitted upon completion of an Application for Admission and presentation of an official transcript. Clarendon College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools Commission on Colleges, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association. Graduates from a non-accredited high school may be admitted under items 3 or 4 below.
2. **Home School Graduate.** Graduates from a home school will be admitted upon completion of an Application for Admission and presentation of a certified list of completed coursework. Clarendon College defines a home school where the parent or guardian has been directly involved in the instructional process.

3. **High School Equivalency.** An individual who has passed the General Education Development Test (G.E.D.) or an approved high school equivalency exam will be admitted subject to normal admissions requirements.
4. **College Transfer.** Transfer students must be eligible for readmission to the institution in which the student was last enrolled and must meet the academic requirements of Clarendon College. Only credits from accredited institutions will be accepted.
5. **Transient/Visiting Student.** Transient students (also known as visiting students) attend Clarendon College after attending another institution of Higher education. Transient/Visiting students are not seeking a certificate or degree from Clarendon College and are only taking courses to transfer back to their primary institution. Transient/Visiting students are not eligible for financial aid
6. **Individual Approval.** A person who is at least eighteen (18) years of age and who did not graduate from an accredited high school, or an individual who graduated from a high school program not recognized by the Texas Education Agency, Texas Private School Accreditation Commission, or the Southern Association of Colleges and Schools. A request for admission by Individual Approval should be submitted to the Admissions Office. The student's ability to benefit from the college's curricular offerings may be

considered. Other limitations and conditions of admission may be established by the College. Students admitted under Individual Approval shall be subject to the same policies and regulations as all other students. Students admitted under Individual Approval are not eligible for financial aid

7. **Early Admission of High School Students.** Students who are currently attending high school may apply for the Early Admissions program at Clarendon College by completing an Application for Admission, submitting a recommendation from their high school principal or designee, and a current copy of their high school transcript. Other admission requirements apply: See Specialized Acceptance - Early Admissions Program. For additional information, interested individuals should contact the Office of Admissions.
8. **Readmission.** A Clarendon College student who has not attended the previous long semester (fall or spring) must apply for readmission through the Office of Admissions. If the student has attended another college since his/her previous enrollment at Clarendon College, a current transcript of all college credits is required.
9. **Readmission after military service.** A student who withdraws from the college to perform active military service as a member of the United States Armed Forces or Texas National Guard (not training exercises) within one year of release will be readmitted without reapplication. On readmission the

college shall:

- a. Provide to the student any financial assistance previously provided by the college to the student before the student's withdrawal if the student meets current eligibility requirements directly affected by the student's services, such as continuous enrollment or another similar timing requirement; and
- b. All the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the college district.

10. **International Students.** Clarendon College is authorized under federal law to enroll non-immigrant students. International students seeking admissions should submit the following:

- a. Application for Admission. It is recommended that the Application should be submitted at least ninety (90) days prior to the beginning of registration for any given semester.
- b. Submit an official transcript of the last four years of secondary school. The official transcript must be an original copy (translated into English) and must show each course completed and the grade earned.
- c. Submit an official transcript from each college or university attended (translated into English).

- d. Complete the test of English as a Foreign Language (TOEFL). The minimum recommended score for this test is 71 on the internet based text. TOEFL may be waived by the Vice President Academics and Student affairs if student is from an English-speaking country or can demonstrate they are proficient in English. An application and a list of test centers for the test of English as a Foreign Language may be obtained by writing to:

**Test of English as a Foreign Language  
Testing Service  
P.O. Box 899  
Princeton, New Jersey 08540, U.S.A.**

Students from foreign English Speaking Countries are exempt from TOEFL.

- e. Submit a statement of financial support.
- f. Individuals must have proof of medical insurance or purchase appropriate insurance.
- g. Upon acceptance for admission, an international student applicant must complete an application for the dormitory and forward a \$150 dormitory deposit. A decision cannot be reached on the application for admission until each of the items requested above are on file in the Office of Admissions.
- h. All international students are required to live on campus. Any

exception must be approved by the Executive Vice President of Academic & Student Affairs.

Applicants not eligible for enrollment under one of the methods listed above should contact the Admissions Office. The Admissions Coordinator may refer the applicant to the Admissions Committee and/or the Executive Vice President of Academic & Student Affairs for further review.

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## SPECIALIZED ADMISSIONS

4125

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Admission to Clarendon College does not guarantee admission or placement in specific courses or programs of study. Prerequisites are required for some courses and some programs of study require special approval. In addition, program approval/accreditation requirements, program costs, and/or availability of facilities make it necessary for some programs to require specialized admission procedures in addition to those outlined above for general enrollment at the College.

### **Ranch and Feedlot Operations (RFO)**

In addition to the general admission requirements to Clarendon College, applicants to the Ranch and Feedlot Operations Program must meet the following requirements:

1. Applicants must complete an application form for the Ranch and Feedlot Operations Program.
2. As part of the application, applicants should be able to: a) demonstrate a background in agriculture (i.e. preference is given to those who can



demonstrate a background in Agriculture); b) demonstrate an ability to benefit from the program; and, c) demonstrate an aptitude.

3. Applicants must participate in an interview with the Ranch and Feedlot Program Selection Committee.
4. Applicants must pay a \$250 deposit to reserve a spot in the program.

Clarendon College maintains an open admission policy; however, the Ranch and Feedlot Operations Program is a limited enrollment program. Since there are often more applicants for the program than spaces available, applications for the program will be screened by a selection committee. Students will be recommended for admission to the program by the selection committee. Applicants are notified of their acceptance into the program, placement on a waiting list, or rejection of their application on or about June 1 of each year. Clarendon College reserves the right to refuse admission to the program to any applicant.

### **Vocational Nursing (VN)**

In addition to the general admission requirements to Clarendon College, applicants to the vocational nursing program must meet the following requirements:

1. The applicant must complete an application form for entry into the program.
2. Achieve a passing score on the Health Education System, Inc. (HESI A2) pre-entrance examination. Immediately after completion of the HESI A2 provide an official HESI A2 transcript to the Director of Allied Health. The \$55.00 fee is the

responsibility of the applicant and is non-refundable. Areas to be tested include Math, Reading Comprehension, and Vocabulary. This test may only be taken twice during an academic year.

3. The applicant must submit two (2) letters of reference prior to the interview date. The letters of reference should be sent to the Director of Allied Health from teachers, professors, or past employers. Letters of reference should not be obtained from friends or relatives and should not be hand delivered.
4. Texas Board of Nursing (BON) Texas DPS, FBI Background Check.
5. BON "Blue Card" or BON Declaratory Order, Letter of Eligibility.
6. Pass 10 Panel Drug Screen paid for by the applicant.
7. Upon acceptance, applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance.
8. Provide proof of immunizations (Bacterial Meningitis, MMR, Hepatitis B, Tetanus, Varicella & TB).

WECM courses with equivalent or greater clock hours may be transferred at the discretion of the Clarendon College Director of Allied Health.

Clarendon College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the availability of clinical instruction facilities. Students may be recommended for admission to the nursing program by the selection committee. Clarendon College reserves the right to refuse admission to the

nursing program to any applicant whose application is deemed unsatisfactory.

Note: The Board of Nursing (BON) may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual that has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such a conviction.

Prospective vocational nursing students may seek additional clarification from the Director of Allied Health.

### **Associate Degree of Nursing (ADN)**

In addition to the general admission requirements to Clarendon College, applicants to the registered nursing program must meet the following requirements.

Acceptance to the Clarendon College ADN Nursing Program is competitive. Applicants will be ranked according to a point system. For students to be eligible for acceptance to the ADN, they must meet the following criteria:

1. Compete an application packet for the Professional Nursing Program by the advertised deadline;
2. Achieve a passing score on the Health Education Systems, Inc. (HESI A<sup>2</sup>) pre-entrance examination. Immediately after completion of the HESI A<sup>2</sup> provide an official HESI A2 transcript to the Director of Allied Health. The \$55.00 fee is the responsibility of the applicant and is non-refundable. Areas to be tested include Math, Reading Comprehension,

Vocabulary, This test may only be taken twice during an academic year.

3. GPA Requirements A cumulative GPA of 2.75 or greater; Science (BIOL) courses require a grade point of a 3.0 or better;
4. Completion of additional prerequisite course with a grade of a “C” or better;
5. Proof of current CPR course completion;
6. Texas Board of Nursing (BON)/Texas DPS, FBI Background Check;
7. BON “Blue Card” or BON Declaratory Order, Letter of Eligibility;
8. Pass 11 Panel Drug Screen paid for by applicant;
9. Signed release of information form;
10. Social Security Release Form;
11. Physical exam on program form;
12. Mandatory immunizations and TB Screening;
13. Submit two (2) letters of reference. Reference letters should not be from friends or relatives and should not be hand delivered.
14. Applicants will be ranked according to a point system;
15. International students may have additional requirements.
16. Applicants applying for the LVN-to- RN Bridge Program must have a current non-encumbered Texas LVN nursing license.

WECM courses with equivalent or greater clock hours may be transferred at the discretion of the Clarendon College Director of Allied Health.

Clarendon College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nurse Examiners and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. Students will be recommended for admission to the nursing program by the selection committee. Clarendon College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

Note: The Board of Nurse Examiners (BON) may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual that has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such a conviction.

Students may seek additional clarification from the Director of Allied Health.

Acceptance to the ADN Program will permit students to register for ADN courses.

### **Early Admissions Program**

Clarendon College sponsors an Early Admissions Program for the benefit of qualified high school students. Students who participate in the Early Admissions Program have the opportunity to accelerate their college program to save both time and money. Students enrolled in high school may be admitted under the following conditions:

**Dual Credit Enrollment:** High school students who have demonstrated college readiness, may apply for dual credit enrollment. Dual credit students must also submit a high school transcript prior to enrollment and official college transcript(s) from any other colleges attended.

- A. High school students are eligible to enroll in dual or concurrent credit courses if the student demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative plan test scores (including, but not limited to):

Courses to be taken:	SAT scores – Valid 5 years form test date  Prior to March 2016 – Composite =Critical Reading plus Math*  Tests on or after March 5, 2016 – Reading, Writing, & Math#	ACT scores –  Valid 5 years from test date	TSI Assessment	STARR – End of Course	Courses to be taken:
Writing based courses: ENGL 1301, 1302, 2311, 2322, 2323	*Composite score of 1070 & Critical Reading 500  #A score of 480 on Evidenced-Based Reading and Writing	Composite score of 23 and English 19	A placement score of at least 340, and an essay score of at least 4; or  A placement score of less than 340, and an ABE Diagnostic level of at least 4, and an essay score of at least 5.	English II Reading & Writing, Level 2 final phase 4000	Writing based courses: ENGL 1301, 1302, 2311, 2322, 2323
Reading based courses: ENGL 2322, 2323; HIST 1301 &1302; GOVT 2305 & 2306; PSYC 2301	Composite score of 1070 & Critical Reading 500  #A score of 480 on Evidenced-Based Reading and Writing	Composite score of 23 and English 19	Reading - 351	English II Reading & Writing, Level 2 final phase 4000	Reading based courses: ENGL 2322, 2323; HIST 1301 &1302; GOVT 2305 & 2306; PSYC 2301
All MATH courses	*Composite score of 1070 & Math 500  #Math 530	Composite score of 23 and Math 19	Math 350	Algebra II Level 2 final phase 4000	All MATH courses

An eligible high school student who has enrolled in dual or concurrent credit courses will not be required to demonstrate further eligibility to enroll in dual or concurrent credit courses.

- B. Students may enroll for CTE courses in the pursuit of a Level I or below certificate prior to being deemed college ready.
- C. Students seeking dual credit are expected to be enrolled in four or more instruction clock hours (i.e., four 50 minute periods) of high school credit only courses.
- D. Students coming from a non-traditional program of study (i.e., a home school or a non-accredited high school) must make application to Clarendon College and meet the following conditions:
  - 1. Provide an official high school transcript and/or official college transcript (only if the student has attended another college previously).
  - 2. Students must have a letter of recommendation from a high school principal or equivalent.
  - 3. Must take, pass, and submit approved assessment test scores unless exempt by ACT or SAT scores.
- E. All students who participate in the dual/concurrent enrollment program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment.

All students who enroll in the Early Admissions Program must meet all of the



College's regular prerequisite requirements designated for a particular course (e.g., successful completion of a specific course prerequisite, a minimum score on a specified placement test, minimum grade in a specified previous course, etc.). All students who participate in the Early Admission Program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester-by-semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment. Students participating in the Early Admission Program must submit a final high school transcript upon graduation from their high school, or a GED certificate.

### **Veterans**

Veterans are admitted on the same basis as other students. Clarendon College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

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ACADEMIC FRESH START FOR ADMISSIONS DECISIONS	4130
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Texas Senate Bill 1321 (1993) allows students who were enrolled in a postsecondary institution 10 or more years ago to seek admission to Clarendon College without consideration of that work. Should the student seek admission under this option, then no college courses or credits ten (10) years or older will be evaluated. (A student's TSI exemption based on work completed prior to the Fall of 1989 is retained regardless of any election of Academic Fresh Start.) This option does not relieve students from notifying the college of attendance at previous institutions, nor of the need to submit

transcripts indicating all previous course work attempted. For additional information on Academic Fresh Start, contact the Office of Admissions.

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## VETERAN'S BENEFITS AND SERVICES

4135

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### Veteran's Benefits and Services

Clarendon College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws. The Office of Admissions, the Office of Student Services, and the Business Office are prepared to render assistance to the veteran in applying for his/her educational benefits. Veterans should make arrangements for admission to Clarendon College and application for veteran's benefits as far in advance of the contemplated registration date as possible.

### Benefits for Texas Veterans

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been used up or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Clarendon College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's benefits will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. Hazelwood benefits may be denied for certain programs or courses of study in a manner consistent with Texas law. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Currently qualified as a Texas resident for enrollment purposes,
2. Was a Texas resident at the time of entrance into the service,
3. Have served at least 180 days active military service (excluding training),
4. Have an honorable discharge,
5. Have a copy of discharge papers (DD214) on file in the Financial Aid office,
6. Must not be in default status on a guaranteed student loan,
7. Present proof of ineligibility for educational benefits from the Veteran's Administration, and
8. Present proof of ineligibility for the Pell Grant or Supplemental Education Opportunity Grant.

Veterans should contact the Office of Financial Aid for application procedures and to determine eligibility.

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CONTINUING EDUCATION

4140

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Clarendon College is committed to the educational and cultural development of citizens throughout its service area. The Continuing Education Program is a major expression of the college's orientation toward our mission and public service. It recognizes that people do not outgrow their need and desire to learn, but rather continue

throughout life to want and to seek new knowledge, understanding, and skills. The specific goals of the program are to:

1. Provide opportunities for people of all ages to enrich their cultural lives and pursue their personal interests;
2. Provide workforce education and training to adults to assist them in acquiring or upgrading vocational-technical skills leading to employment or job advancement;
3. Sponsor in-service training opportunities for area employers and professionals to satisfy organizational needs, educational requirements for licensing or credentialing, and/or continuing professional development; and,
4. Provide other instruction as required to meet community needs.

These programs typically consist of non-credit experiences such as short courses, seminars, workshops, and lectures. They can be custom tailored for the convenience of the student or an employer and may be offered at a variety of locations. Enrollment is open to all interested individuals regardless of education background; however, some certification courses may have additional admission requirements. These include certain specialized courses. Each continuing education course normally requires the payment of a fee which is determined by the length and nature of the learning activity.

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## ADMISSION PROCEDURES (CREDIT PROGRAMS)

4145

(Updated 8-16-2012 Local)

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The procedures for entering Clarendon College are as follows:

1. Complete and submit to the Office of Admissions the following items:
  - a. A completed Application for Admission – visit <http://application.clarendoncollege.edu/>
  - b. All required official transcripts. If you are a first-time college student, request your high school transcript be sent to the Office of Admissions at Clarendon College. If you are a transfer student, request each college attended to send a complete transcript of credits directly to the Office of Admissions at Clarendon College. (If not a high school graduate, send your G.E.D. scores)
  - c. Request any scores on the Texas Success Initiative (TSI), American College Testing Program (ACT), the Scholastic Aptitude Test (SAT), or any approved alternative assessment be forwarded to Clarendon College.
2. Depending on the student's status, additional forms and/or documents may be necessary. Applicants should complete and forward appropriate documents.
  - a. A residence hall application and residence hall deposit (\$150.00).
  - b. A completed residence hall exemption form, if applicable.
  - c. International Students - see Admission Requirements - International Students.

Any exceptions to the aforementioned requirements must be approved in advance

by the Executive Vice President of Academic and Student Affairs. Any individual admitted by individual approval by the Executive Vice President will be on academic probation, and must achieve a minimum grade point average of 2.0 in the first 12 credit hours of coursework to be eligible for continued enrollment.

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TRANSFER OF CREDIT FROM ANOTHER COLLEGE

4150

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Credit for courses in which a passing grade (D or better) has been earned may be transferred to Clarendon College from a post-secondary institution that is accredited by one of the regional accrediting bodies. It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Clarendon College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Clarendon College only if evidence indicates the course is equivalent.

Although all passing grades are accepted in transfer, students whose overall grade point average is less than 2.0 on a 4.0 scale, may only be admitted by the appropriate Vice President. Transfer students who are admitted by the Executive Vice President and whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 for the first 12 credit hours taken at Clarendon College while on academic probation will result in academic suspension.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to

Clarendon College must include the original transcript plus a certified English translation.

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## REGISTRATION

4155

(Updated 8-16-2012 Local)

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Registration for college credit courses scheduled for any semester or term must be completed during the designated priority, regular, or late registration periods at the beginning of each semester or summer term. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees (or completion of a Tuition and Fee Installment Plan Agreement). Registration for courses beginning at irregular times during the semester or terms is completed at the time specified for the particular course(s).

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## ARTICULATION AND TRANSFER

4160

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Clarendon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Because of this recognition, Clarendon College credits are regarded as equivalent to courses of the same description at other colleges and universities. Transfer problems typically occur only when students change their planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to an academic transfer program.

Counselors, advisors, and faculty advisors have access to a wide range of

information on credit transfer. Students should work with an academic advisor or Counselor to design an educational plan consistent with their educational goals. Changes in plans should be discussed with the academic advisor or Counselor to avoid potential transfer problems.

In order to assist students transferring to other institutions within the State of Texas, Clarendon College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

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#### RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES 4165

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In accordance with rules and guidelines established by the Texas Higher Education Coordinating Board, if a Texas public institution does not accept a lower-division course credit earned by a student at another Texas public institution, the institution is required to provide a written notice to the student and the sending institution that the transfer of the course credit was denied. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and regulations. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the commissioner of the denial.



The Commissioner of Higher Education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and the institutions.

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COLLEGE CREDIT GRANTED FOR NON-TRADITIONAL EDUCATION

4170

(Updated 7-11-2011 EGA)

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Clarendon College supports the concept that learning can and does occur outside the traditional college classroom. In today's world, many students acquire substantial education through intensive reading, travel, correspondence courses, television, and other non-traditional avenues of learning. A maximum of 30 semester hours of credit may be earned at Clarendon College by examination or other non-traditional forms of education and applied towards the degree. Clarendon College awards credit based on the following:

**Evaluated Credit - (Evaluation of Credentials)**

Students may earn credit by an evaluation of various credentials, including but not limited to:

1. State or national board exams/certifications, (LVN, R.N., Cosmetology, Criminal Justice, etc....)
2. Non-traditional transcripts, (Hospital schools, cosmetology, etc....)
3. Nationally recognized tests or certifications.
4. Formal Military Training.

The course number, the course title, and the number of semester hours of credit

will be recorded on the transcript. No grade points are earned; credit may not be used to meet residency requirements.

### **Advanced Placement Examinations (AP)**

Entering freshmen who have participated in advanced placement courses in a secondary school and who present scores of 3 or higher on the appropriate Advanced Placement Examination may be granted, on request, credit or placement for comparable courses at Clarendon College following enrollment. The course number, course title, and the number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours at Clarendon College. Requests for additional information on Advanced Placement (AP) credit at Clarendon College should be directed to the Office of Admissions.

### **College Level Examination Program (CLEP)**

Students who believe that they already possess the knowledge and/or skills taught in certain courses or programs offered by the college may obtain credit for one or more courses by successful taking of an examination. The College Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service. Clarendon College is a test center for CLEP. Clarendon College awards credit for students who successfully complete one or more CLEP subject examinations; however, Clarendon College does not grant credit on the basis of the College Board CLEP General Examination Scores. Successful performance on CLEP Subject Examinations

is set by Clarendon College after considering the College Board's score recommendations and is published in the College Catalog. Credit will not be posted until the student has completed 12 semester hours at Clarendon College. Requests for additional information on CLEP credit at Clarendon College should be directed to the Office of Admissions.

### **Scholastic Aptitude Test I (SAT I)**

Students who present SAT I scores of 680 or better on the verbal portion of the SAT I may be awarded six (6) semester hours of credit in English, ENGL1301 and ENGL1302. Students scoring between 580 and 679 on the verbal section may be awarded three (3) semester hours of credit in English, ENGL1301. A score of 560 or above on the mathematics section of the SAT I may qualify a student for three (3) semesters of credit in mathematics, MATH1314. Credit will not be posted until the student has completed 12 semester hours at Clarendon College. Requests for additional information credit for the SAT at Clarendon College should be directed to the Office of Admissions.

### **American College Test (ACT)**

Students who present an ACT score of 32 or better on the English section of the ACT may be awarded six (6) semester hours of credit in English, ENGL1301 and ENGL1302. Students scoring between 29 and 31 on the English section may be awarded three (3) semester hours of credit in English, ENGL1301. A score of 27 or above on the mathematics section of the ACT may qualify a student for three (3)

semesters of credit in mathematics, MATH1314. Credit will not be posted until the student has completed 12 semester hours at Clarendon College. Requests for additional information credit for ACT at Clarendon College should be directed to the Office of Admissions.

### **Course Challenge Examinations**

Students are eligible to apply for this examination if they earned predominately "A" grades in the subject in high school, scored exceptionally high on a nationally recognized test and/or if they can demonstrate to the division director significant and relevant experience in the subject area and a CLEP exam is not available in the course. Final approval for a Course Challenge Exam must be obtained through the Vice President of Academic Affairs.

Once approval for the test is obtained, the student is required to pay a fee. The fee is a testing fee, payable in advance, and is non-refundable, regardless of the grade earned on the test. A grade of "B" (85) or better must be earned on the exam in order to receive credit for the course. The course number, course title, and the number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours at Clarendon College.

### **Articulated and Tech Prep Courses**

A high school student graduating with one or more years in a technical program may receive advanced placement or advanced credit in a parallel college program at

Clarendon College. Advanced placement or advanced credit at Clarendon College can be awarded based on any one or any combination of the following:

1. A Tech Prep Articulation Agreement,
2. Evaluation of the student's vocational program competency profile and a recommendation from the high school vocational instructor or the high school vocational director, and/or
3. A Clarendon College departmental examination.

A student should apply within a period of one year after high school graduation. A maximum of 12 semester hours of college credit can be awarded for courses, provided the student has not enrolled in the same course or in a higher level sequential course at Clarendon College or another college. The student will be allowed to apply for advanced placement or advanced credit only one time. Credits earned in this manner will not become a part of the student's permanent record until an equivalent number of semester hours have been earned in regular classes at Clarendon College.

Students desiring credit by this means and who expect to transfer to another institution are advised to check with the receiving institution concerning the transferability of credit obtained by this method.

### **International Baccalaureate**

Clarendon College recognizes credit for international baccalaureate scores. With a minimum exam score of four in each subject area, the College will grant 24-semester hours of college credit to entering freshmen who have successfully completed the

International Baccalaureate Diploma Program. Non-IB diploma holders with appropriate higher-level scores will have their courses evaluated for credit eligibility. Credit determinations are made on an individual basis. Contact the Office of Admissions for more information. Information for IB credit at Clarendon College should be directed to the Office of Admissions.

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) -  
DISCLOSURE TO THE STUDENT

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4210

A. Upon request, any enrolled student or ex-student may access his/her educational record.

B. Definition of educational records.

The term 'educational records' means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the College or by a person acting for the College. The term "educational records" does not include:

1. Records that contain only information about a student after he or she is no longer a student at the College.
2. Records made by the College personnel that are kept in the sole possession of the maker and are not accessible or revealed to any one other than a temporary substitute for the maker of the record.

C. Information not available to student.

1. Financial records of the parents of the student or any information

contained therein.

2. Confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975, if such statements are used only for the purpose for which they were specifically intended.
3. Confidential statements or recommendations for which a student has signed a waiver in matters respecting:
  - a) admission to any educational institution,
  - b) an application for employment,
  - c) the receipt of an honor or honorary recognition.

Providing that:

- a) upon request, the student shall be notified of the names of all persons making confidential recommendations,
  - b) all recommendations protected in this manner must be used solely for the purpose for which they were specifically intended,
  - c) such waivers may not be required as a condition for admission to, receipt of financial aid form, or receipt of any other services or benefits from the College.
4. The records maintained by institutional, supervisory and administrative personnel and educational personnel ancillary

thereto, which are not in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

5. Records on a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment of the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professionals of the student's choice.

6. Records of persons who have not officially attended Clarendon College; a student must have been enrolled on the official date of record to be considered as having officially attended.

D. A request for access to records must be granted within a reasonable period of time, but in all cases within forty-five (45) days after the request has been made.

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ACCESS RIGHTS

4220

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A. A list of the types of educational records which are maintained may be



obtained in the Office of the Registrar.

- B. The student shall go to the office having primary responsibility for the record in which he/she is interested and submit a written request for the desired records. All access to a student's educational records maintained by the College must be requested in writing through the Office of the Registrar.
- C. The student shall have the right to make reasonable requests for explanations and interpretations of records reviewed.
- D. The student shall have a right to obtain copies of records requested at a reasonable cost.
- E. The student shall have the right to challenge the content of his/her educational records. \*This right includes the right to an informal hearing before the originator of the record and if necessary, a formal hearing before the appropriate college official(s). (\*Challenges to grades must be conducted according to College rules and procedures.)

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DIRECTORY INFORMATION

4230

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Clarendon College is required to give public notice of the categories of information. The College has designated "directory information." The categories are as follows: the student's name, address, telephone listing, e-mail address, date and place of birth, number of hours enrolled in for the current semester, classification major and minor field of study, participation in officially recognized activities and sports, weight and height of

members of athletic teams, photographs, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

After each regularly scheduled registration, a period of five (5) working days will be provided each registrant to indicate that any or all of the above information is not to be released to anyone outside of the College. The student may indicate the item(s) not to be released by completing a form in the Office of the Registrar.

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LIMIT OF ACCESS AND RECORD OF ACCESS

4240

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Clarendon College has a policy of not releasing or providing access to any personally identifiable information in educational records other than directory information or as is permitted under Section 4220 unless:

- A. There is written permission of the student specifying records to be released, the reasons for such release, and to whom the information is to be released.
- B. A copy of the record(s) to be released must be furnished the student upon request. Records will be furnished students at reasonable cost.
- C. If information from a student's record is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, the student is to be notified of all such orders or subpoenas in advance of the compliance therewith by the College.
- D. Authority for responsibility and maintenance of student records is delegated

from the Board of Regents through the President to the Registrar. Each operating unit within the College which is assigned the responsibility for specific student records shall maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations (other than those specified in Section 4250-A) which have requested or obtained access to a student's educational records maintained by the institution, and which will indicate specifically the legitimate interest that each such person, agency, or organization has in obtaining this information. Such record of access shall be available only to the student, to the school official and his/her assistants who are responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of, clause B of Section 4250 as a means of auditing the operation of the system.

- E. Personal information shall be transferred to a third party outside of the College only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. The third party is expected to adhere to the FERPA guidelines upon receipt of this information.
- F. Educational institutions shall include with any information released, a written statement which informs the receiver of the information and conditions of paragraph E above.

- A. Other school officials, including instructors within the educational institution who have been determined by the institution to have legitimate educational interests.
- B. Authorized representatives of Federal agencies or authorized state and local educational authorities (34 CFR 99.31, 99.35).
- C. In connection with a student's application for, or receipt of, financial aid.
- D. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
- E. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and/or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose which it is conducted.
- F. Accrediting organizations in order to carry out their accrediting functions.
- G. Parents of a dependent student or such parents as defined in Section 152 of the Internal Revenue Code of 1954.

- H. Subject to regulations of the Secretary in connection with an emergency, appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- I. Court order.

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ASSURANCES REQUIRED BY COMMISSIONER OF EDUCATION

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4260

A. **Assurances required - general.**

Every application, proposal, and plan submitted to the Commissioner by Clarendon College (for a grant, contract, loan, or any other type of funding under the programs referenced in PR 99.1 (a) shall, as a condition to the approval and the extension of the Federal funding pursuant to the application, (b) contain or be accompanied by an assurance that the educational institution making such application is in compliance and will continue to comply with the provisions of Section 438 of the Act and the regulations in this part, or (c) make specific reference to such an assurance previously filed with the Secretary by that institution.

B. **Assurance required - subgrants and subcontractors.**

Any educational institution which receives funds under a federal program referenced in PR 99.1(a) shall, as a condition to making any of such funds available to another educational institution (whether by subgrant, contract, subcontract, or otherwise), require such second institution to submit to it an assurance that the other institution is in compliance and will continue to comply with the provisions of

Section 438 of the Act and the regulations in this part.

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COUNSELING SERVICES

4310

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Clarendon College will provide a continuing program of academic advising, career planning, and guidance designed to assist students in achieving their individual educational goals. This program will operate under the authority of the Associate Dean of Enrollment Services or designee and will consist of student academic assessment and advising (including course placement and/or selection), and assistance in the occupational decision-making process.

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ASSESSMENT AND ADVISEMENT

4315

(Updated 8-15-2013 TACC Policy Update #28 EFAC)

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Assessment and advisement are interdependent, with assessment information serving as the basis of advisement activities.

Clarendon College, may refer a student to developmental coursework as considered necessary to address a student's deficiencies in the student's readiness to perform freshman-level academic coursework, except that the institution may not require enrollment in developmental coursework with respect to a student previously determined under Education Code 51.3062(q-1) or determined by an institution of higher education to have met college-readiness standards. An institution that requires a student to enroll in developmental coursework must offer a range of developmental coursework, including

online coursework, or instructional support that includes the integration of technology to efficiently address the particular developmental needs of the student.

Clarendon College will base developmental coursework on research-based best practices that include the following components:

1. Assessment;
2. Differentiated placement and instruction;
3. Faculty development;
4. Support services;
5. Program evaluation;
6. Integration of technology with an emphasis on instructional support programs;
7. Non-course-based developmental education interventions; and
8. Course pairing of developmental education courses with credit-bearing courses.

*Education Code 51.3062 (i), (i-2)' 19 TAC 4.62 (See Policy 4320 for information on the Texas Success initiative EFAC)*

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THE TEXAS SUCCESS INITIATIVE

4320

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In accordance with 19 Administrative Code 4.56 and effective August 28, 2013, Clarendon College shall assess, by The TSI ASSESSMENT offered by the College Board, the academic skills of each entering undergraduate student to determine the student's

readiness to enroll in freshman-level academic coursework prior to enrollment of the student. TSI Assessment scores not used for initial placement shall only be valid for a period of five (5) years from the date the TSI Assessment was administered.

Clarendon College will not use the assessment or the results of the assessment as a condition of admission to the College or as a condition of admission to a specific program offered by the College. *TAC 4.55(d)*

**Exemption From Assessment TAC 4.54:**

The following entering undergraduate students are exempt from the assessment:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - a. ACT: Composite score of 23 with a minimum of 19 on the English test shall be exempt from the reading and writing sections of the TSI Assessment, and/or a 19 on Mathematics test shall be exempt from the mathematics sections of the TSI Assessment.
  - b. SAT:
    - i. SAT administered prior to March 2016: a combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum



of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

- ii. SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidence-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
- iii. Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016, is not allowable.

2. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards.

- a. on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least a 3, shall be exempt from the assessment required for those corresponding assessment sections.
- b. STAAR end-of-course (EOC) with a minimum score of 2 on the English III shall be exempt from the TSI Assessment required for both the reading and writing sections of the TSI Assessment, and a minimum score of Level 2 on

the Algebra II EOC shall be exempt from the mathematics section of the TSI Assessment.

3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the Office of the Registrar at Clarendon College.
5. A student who has previously been determined to have met Texas Success Initiative Standards by an institution of higher education.
6. A student who is enrolled in a certificate program of one year or less (Level-One Certificate, 42 or fewer semester credit hours or the equivalent) at a public college, public technical college or a public state college.
7. A student who is serving on active duty as a member of the armed forces of the United States, The Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

9. A temporary waiver may be granted from the required assessment for a student with a demonstrated limited English proficiency in order to provide appropriate ESOL/ELS coursework and interventions. The waiver must be removed prior to the student attempting 15 semester credit hours of development ESOL coursework or attempting entry-level freshmen coursework, whichever comes first, as which time the student will be required to take the TSI Assessment.

10. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

Any student who has been determined to be exempt in mathematics, reading, and/or writing under items 1-9 shall not be required to enroll in developmental coursework and/or interventions in the corresponding area(s) of exemption.

Under exceptional circumstances a student may be permitted to enroll in freshmen-level academic coursework without assessment but the student shall be required to be assessed not later than the end of the first semester of enrollment in freshmen-level academic coursework. *19 TAC 4.55(a)*

Prior to the administration of an approved instrument, Clarendon College shall provide to the student a pre-assessment activity(ies) that addresses at a minimum the following components in an effective and efficient manner, such as through workshops, orientations, and/or online modules:

1. Importance of assessment in students' academic career.

Assessment process and components, including practice with feedback of sample test questions in all disciplinary areas.

Developmental education options including course-pairing, non-course-based, modular, and other non-conventional interventions.

Institutional and/or community student resources (e.g., tutoring, transportation, childcare, and financial aid). *19 TAC 4.55(b)*

**Passing Standards: TAC 4.53(21) & 4.57(b)(c)**

The passing standards of the TSI ASSESSMENT are as follows:

1. Reading 351;
2. Mathematics 350;
3. Writing:
  - a. a placement score of at least 340, and an essay score of at least 4; or
  - b. a placement score of less than 340, and an ABE Diagnostic level of at least 4, and, and essay score of at least 5.

**Placement: TAC 4.55**

For holistic placement of students not meeting passing standards Clarendon College shall use for determination of appropriate courses and/or interventions the TSI Assessment Results and accompanying Diagnostic Profile, along with consideration of one or more of the following:

1. High School Grade Point Average and/or class ranking  
Prior academic coursework and/or workplace experiences;  
Non-Cognitive factors (e.g. motivation, self-efficacy); and  
Family-life issues (e.g., job, childcare, transportation, finances)

**Determination of College Readiness TAC 4.59(a)**

Clarendon College shall determine when a student is ready to perform Entry-Level Freshman coursework using:

1. Developmental education coursework and/or intervention learning outcomes developed by THECB and based on the Texas College and Career Readiness Standards; and

Student performance on one or more appropriate assessments, including scores resulting from a student's retake of the TSI Assessment. A student may retake the TSI Assessment at any time, subject to availability, to determine the student's readiness to perform entry-level freshman coursework.

Indicators of student readiness to be considered shall include, as appropriate:

Performance in developmental education.

Performance in appropriate non-developmental coursework.

**Evaluation and Reporting TAC 4.60**

Clarendon College shall report to the THECB on a schedule determined by the Commissioner of Higher Education the fiscal and/or instructional impacts of the following on student outcomes:

1. Technological delivery of developmental education courses that allow students to complete course work;  
Diagnostic assessment to determine a student's specific educational needs to allow for appropriate developmental instruction;  
Modular development education course materials;  
Use of tutors and instructional aides to supplement developmental education course instruction as needed for particular students;  
Internal monitoring mechanisms used to identify a student area(s) of academic difficulty;  
Periodic updates of developmental education course materials; and  
Assessments after completion of a developmental education intervention to determine a student's readiness for entry-level academic course work.

**Required Components of Developmental Education Program: TAC 4.62**

Clarendon College will base all developmental coursework on research-based best practices that include all of the following components:

1. Assessment;  
Differentiated placement and instruction including, by the spring of 2015 Integrated Reading and Writing (IRAW) course/intervention.;
- Faculty development;
- Support services;
- Program evaluation;

Integration of technology with an emphasis on instructional support programs;

Non-course-based developmental education interventions; and

Course pairing of development education courses/interventions with entry-level freshman courses, also known as mainstreaming or co-enrollment of developmental education with entry-level freshman courses.

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SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

4325

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The College is committed to reducing and/or eliminating the barriers that these students encounter. The Office of Student Affairs 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 Affairs 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 (as appropriate), complete an application for support services, and the student must schedule and participate in an

interview in order to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

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

### STUDENTS WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES

“Intellectual and Developmental Disability” (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

1. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
2. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such as communication, social participation, and independent living, across multiple environments, such as home, school, work, and community.
3. Items 1 and 2 of this subsection may occur after the developmental period, such as in the case of a traumatic brain injury.



4. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.

"Postsecondary transitional program or postsecondary program for students with IDD" is defined as a degree, certificate, or non-degree program for students with IDD that is offered by an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

The Coordinating Board may collect, as part of its ongoing regular data collection process, information about students with IDD for the purpose of analyzing factors affecting the college participation and outcomes of persons with IDD at public institutions of higher education. Institutions may only report students who have been identified through self-identification and/or documented receipt of special services. Students who do not self-identify will not be reflected in the data.

Institutions may, but are not required to, collect consent forms regarding reporting of the data outlined below from students who have self-identified with an IDD. In the case where a student has an appointed legal guardian, the guardian will act on behalf of the student for the purposes of this rule.

All public institutions of higher education shall provide to the Coordinating Board data as specified in 19 Administrative Code 4.12(e) regarding the enrollment of individuals with IDD in their undergraduate, graduate, and technical continuing education programs. Data about these students' participation in postsecondary

transitional programs or postsecondary programs for students with IDD will also be collected, but student-level data will not be collected for students enrolled in these programs unless they are also enrolled in credit-bearing college-level coursework or technical continuing education. Institutions of higher education and the Coordinating Board shall follow all federal privacy requirements under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) when collecting and reporting the data.

Access to the identifiers in the Coordinating Board Management (CBM) Student Report, which indicate if an enrolled student has an IDD, will not be made available to the Education Research Centers as part of regular data requests unless this information is specified and approved by the advisory board established under Education Code 1.006 as relating to the research study proposed.

*19 TAC 4.12*

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## TESTING

4335

(Updated 8-15-2013 TACC Policy Update #28 EI & Local)

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Clarendon College is a testing center for the General Educational Development (GED) Program, the American College Testing (ACT) Program, and the Texas Success Initiative (TSI) Assessment. In addition, the College offers a variety of aptitude, academic, interest, and vocational preference tests.

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## HEALTH SERVICES

4340

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It is the college policy that anything other than a very minor injury should be treated at a clinic or nearby hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief. To seek help or not to seek help is a decision of personal responsibility.

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SUBSTANCE ABUSE PREVENTION PROGRAM

4345

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Clarendon College is committed to providing an environment free from illegal drugs and alcohol. The College has established a program to prevent the illicit use of drugs and the abuse of alcohol by both students and employees, as well as to inform all persons associated with the College concerning the health risks and potential legal penalties associated with substance abuse. Complete copies of the College's policy are published in Clarendon College's Student Handbook available from the Dean of Student Affairs Office.

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COLLEGE HOUSING

4350

(Updated 8-15-2013 Local)

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The Dean of Student Affairs or designee has overall responsibility for student housing. The purposes of college housing include providing a safe and supportive environment where students can learn and develop life skills necessary for both academic and career success. The campus living environment should allow students to develop lasting relationships, experience cultural diversity, and increase social skills as well as complete their academic requirements.

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The relationship of resident students to the College including fees, room assignments, hours, rules and regulations, emergency procedures, care of property, and other information is described in the Student Handbook which is given to all students.

The College, if requested, will help students who were formerly under the conservatorship of the Department of Family Protective Services find housing between regular long semester terms.

A signed residence hall contract, including college food service, is required of all students who reside in one of the College's residence halls.

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## MISSING STUDENT NOTIFICATION

4355

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This policy outlines the official notification procedures of Clarendon College for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The purpose of this policy is to promote the safety and welfare of members of the College Community through compliance with the requirements of the HEOA.

If a member of the College Community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately contact the Office of Student Affairs.

Upon receiving information that a student cannot be located and may be missing, Student Services personnel will initiate an investigation which will include the following:

- Conduct a welfare check into the student's room
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.

- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, Student Affairs Staff will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Student Services personnel will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. Student Services will file appropriate reports with the Donley County Sheriff's Office to initiate an investigation.

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## STUDENT ACTIVITIES

4360

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The Dean of Student Affairs or designee has overall responsibility for student activities. The Vice President shall be responsible for maintaining a current student activities calendar and for planning and implementing a broad activities program. This program shall have as its goal the provision of healthful and stimulating activities to enhance individual development, to promote desirable social interactions, and to provide recreational activities.

The Dean shall develop procedures for planning, approving, conducting, supervising, scheduling, and carrying out all student activities. These procedures shall be reviewed and approved by the President.

All student activities must be approved by the Dean of Student Affairs or designee and placed on the Master Calendar two weeks prior to the activity.

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## COMMUNICABLE DISEASES

4365

(Updated 8-15-2013 TACC Policy Update #28 FFAC)

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Clarendon College shall post a statement through publication in the Clarendon College Student Handbook that the educational pamphlet on HIV infection developed by the Texas Department of State Health Services is available upon request as well as a brochure regarding bacterial meningitis is available upon request. [FFAC]

Students review and verify receipt of bacterial meningitis information as part of the admissions process. Information regarding ways to prevent bacterial meningitis is also available on the Clarendon College website as well as bulletin boards located at instructional sites in Clarendon, Childress, and Pampa.

The Dean of Student Affairs shall have responsibility to report to the local health authority or the Texas Department of State Health Services a suspected case of a reportable disease and all information known concerning the person who has or is suspected of having the disease if a report is not made as required by a certified health official.

A complete list of reportable diseases is available at:

[www.dshs.state.tx.us/idcu/investigation/conditions/](http://www.dshs.state.tx.us/idcu/investigation/conditions/)

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## IMMUNIZATION REQUIREMENTS

4366

(Updated 8-15-2013 Local)

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All first time students must provide evidence the student has been vaccinated against bacterial meningitis least ten (10) days prior to the student attending classes the Coordinator of Admissions shall be the College's designated official responsible for receiving student evidence of bacterial meningitis. (*Schanbaum / Willis Act 2011 SB1107 82(R)*) [FDAB]

Evidence of immunizations may be in the form of an affidavit signed by a duly registered and licensed physician (M.D. or D.O.) or an official immunization record.

A student may be exempt from this requirement provided:

1. The student is 22 years of age or older;
2. Previously attended an institution of higher education prior to January 1, 2012;
3. Enrolls only in online coursework;
4. The student provides to the admitting official:
  - a. An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and wellbeing of the student; or
  - b. An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief. This affidavit will be valid for a two-year period. A conscientious exemption form from the Texas Department of State Health Services must be used.
  - c. Proof the student is a member of the armed forces of the United States and is on active duty.

**Other Immunizations:**

Students enrolling in health-related courses may be provisionally enrolled if in addition to the bacterial meningitis immunization the student has received at least one dose of each specified vaccine prior to enrollment and goes on to complete each vaccination series in accordance with the Centers for Disease

Control and Prevention's Recommended Adult Immunization Practices (ACIP). Provisionally enrolled students may not participate in coursework with patient contact (direct or proximal). [FDAB]

Students must have completed the following vaccinations before they may participate in coursework with patient contact (direct or proximal):

1. One dose of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
2. Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.
3. A complete series of hepatitis B vaccine or show serologic confirmation of immunity to hepatitis B virus. This requirement only applies to student enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids.
4. Each student is required to have received one dose of varicella (chickenpox) vaccine or a statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to the student's positive history of varicella disease (chickenpox) or varicella immunity.



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Clarendon College encourages the formation of student clubs and organizations in order to promote and encourage social interactions and social development, develop and promote leadership, to provide recreational opportunities, and to enhance the educational/learning environment of Clarendon College.

Any student or group of students may petition the Dean of Student Affairs or designee for approval to establish a new club or organization. Any such organization must be compatible with the philosophy and purposes of Clarendon College.

No student organization may establish admission criteria, operating practices, officer selection criteria or other standards which discriminate on the basis of ethnicity, age, creed, gender, disability, or national origin.

All student clubs and organizations must have a faculty or college employee sponsor nominated by the Dean Student Affairs or designee and approved by the President.

At least once during each academic year, Clarendon College will provide a risk management program with mandatory attendance required for the sponsors and student officers of all student organizations registered through the Student Affairs Office. Any member of a student organization who is not otherwise required to attend may attend the program. (FL)

The Office of Student Affairs shall distribute during the first three weeks of each semester a list of organizations that have been disciplined for hazing or convicted of hazing on or off campus during the previous three years. The list shall also be published in the Clarendon College Student Handbook. (FLBC)

The primary route of Clarendon College students in decision making shall be through participation in the Student Government Association. Students may also become involved by serving on many of the various institutional committees. In addition, students may serve on the preliminary committees which establish goals and objectives leading to the publication of the institutional long range plan.

Student opinions on food services, residence halls, student activities, etc. are gathered from a number of surveys. Former students are polled by follow-up studies for their opinions and suggestions regarding Clarendon College.

All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Clarendon College believes that the primary aim of student-athletes should be to obtain an education and complete a college program or degree, and that the principal goal of the athletic department should be to promote and encourage this purpose and the mission and purpose of the institution. The specific objectives and goals of the athletic program are to:

1. Promote academic success for each student-athlete and help each student to develop personal goals reflecting a desire for academic success;

2. Promote the physical and emotional well-being of each student athlete;
3. Promote citizenship, good character, and ethical behavior through proper role modeling and the demonstration of high standards in ethical behavior by athletic department personnel;
4. Provide a positive environment in which the social interaction that the student experiences daily in the classroom and the campus setting will provide enrichment for them as they strive to strengthen their citizenship skills;
5. Provide opportunities for student-athletes to participate in varsity level competition;
6. Field teams that will be as competitive as possible within the guidelines set by institutional policies and procedures, and to field teams that fully comply with the rules and operate within the legal boundaries prescribed by the Western Junior College Athletic Conference and the National Junior College Athletic Association; and,
7. Present athletic skill improvement activities for the athlete through individual and team practice sessions.

The College abides by the policies and regulations of the National Junior College Athletic Association (NJCAA) and the Western Junior College Athletic Conference (WJCAC) in all sports.

The Athletic Director supervises all intercollegiate programs and reports directly to the President. Athletic programs are reviewed and evaluated annually by the Athletic Director. The annual evaluation along with any findings, suggestions, and/or

recommendations shall be forwarded to the President.

Clarendon College shall post in a conspicuous location in each gymnasium and exercise and/or fitness center the following notice. *Education Code 51.921*

**NOTICE REGARDING STEROIDS**

***Education Code 51.921***

***Anabolic steroids and growth hormones are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.***

**DRUG AND ALCOHOL RULES**

Clarendon College shall also publish in the Clarendon College Student Handbook the following information:

Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;

A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required above.

A description of the program available targeting the prevention of illicit drugs and alcohol abuse.

### **BIENNIAL REVIEW**

Clarendon College will conduct a biennial review of the Drug and Alcohol programs to:

- a. Determine the program's effectiveness and implement changes to the program if the changes are needed;

Determine the number of drug- and alcohol-related violations and fatalities that occur on the institution's campus, as defined in 20 U.S.C. 1092(f)(6), or as part of any of the institution's activities; and are reported to campus officials;

Determine the number and type of sanctions described in 20 U.S.C. 1011i(a)(1)(E) that are imposed by the institution as a result of drug- and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and

Ensure that the sanctions required by 20 U.S.C. 1011i(a)(1)(E) are consistently enforced.

## **ALCOHOL AND DRUG TASK FORCE**

To evaluate alcohol consumption by students both on and off campus Clarendon College may:

1. The president of the institution should appoint a task force consisting of school administrators, faculty, students, and others to conduct a full examination of student and academic life at the institution. The task force should make recommendations for a broad range of policy and program changes that would serve to reduce alcohol and other drug-related problems. The institution should provide resources to assist the task force in promoting the campus policies and proposed environmental changes that have been identified.

The institution should provide maximum opportunities for students to live in an alcohol-free environment and to engage in stimulating, alcohol-free recreational and leisure activities.

The institution should enforce a “zero tolerance” policy on the illegal consumption of alcohol by students at the institution.

The institution should vigorously enforce the institution's code of disciplinary sanctions for those who violate campus alcohol policies. Students with alcohol or other drug-related problems should be referred for assistance, including on-campus counseling programs if appropriate.

The institution should adopt a policy to discourage alcoholic beverage-related sponsorship of on-campus activities. It should adopt policies limiting the advertisement and promotion of alcoholic beverages on campus.

The institution should work with the local community, including local businesses, in a “Town/Gown” alliance to encourage responsible policies toward alcohol consumption and to address illegal alcohol use by students. 20 U.S.C. 1011h

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## STUDENT FINANCIAL AID

4410  
(Updated 7-11-2011 Local)

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In order to provide educational opportunity beyond the high school level to the greatest number of people within the Clarendon College service area, the Board of Regents will adopt policies and direct the administration to develop guidelines and procedures for operating a comprehensive system of student financial aid. Under the direction of the Board of Regents, Student Financial Aid reviews and updates their policy and procedures manual annually. A list of available financial aid along with current guidelines and procedures is published in the college catalog and/or the consumer guide/financial aid manual.

Satisfactory Academic Progress (SAP) Policy for Financial Aid – The student must complete at least 75 percent of the hours attempted and have an overall college grade point average (GPA) of at least 2.0 on a 4.0 scale.

### Student Appeals Process:

Students placed on financial aid suspension due to lack of satisfactory academic progress (SAP) may appeal the denial of financial aid if an unusual or extraordinary situation affected the student’s progression toward the successful completion of his or her program of study. Some examples of unusual circumstances include injury or illness of the student or family member, death of a relative of the student, maximum time limit

exceeded, or other documented special circumstance. The appeal must be submitted in writing to the financial aid office and must include supporting documentation. Appeals submitted without supporting documentation is considered incomplete and will be denied. The appeal must explain why the student failed to meet satisfactory progress standards, this includes, what has changed in the student's situation that would allow the student to meet satisfactory academic progress at the next financial aid SAP evaluation. An appeal may be approved only if the financial aid office has determined that the student will be able to meet SAP minimum standards after the subsequent semester. The financial aid office also has the option to develop an academic plan with the student that, if followed, will ensure that the student is able to meet financial aid SAP standards by a specific point in time. Students who are appealing the maximum time frame limit must provide a copy of their degree plan that has been signed by the students' academic advisor. The financial aid office will notify students in writing and/or email of the results in a timely manner after receiving all required/requested documentation. Students whose appeal is denied has the option to submit a second appeal in writing to the Scholarship Committee. The second appeal should be submitted to the financial aid office who will, in turn, submit it to the Scholarship Committee. The Scholarship Committee's decision will be final and will be reported to the student in writing and/or by email in a timely manner. Students who successfully appeal their financial aid suspension status will be placed on financial aid probation. Clarendon College can require that a student on probation fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. A student on financial aid probation may receive financial aid for one semester only. At the end of that semester, the student must meet Clarendon College's financial aid satisfactory



academic progress standards or the requirements of the established individual academic plan to maintain financial aid eligibility. Failure to do so will result in the student being placed on financial aid suspension.

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AUTHORIZATION 4420

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The administration of Clarendon College is directed to enter into agreements with appropriate agencies and/or individuals who may provide aid funds, and to comply with local, state and federal legislation enacted for the purpose of securing funds for use in providing grants, employment, loans and scholarships for deserving students.

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SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR RECIPIENTS OF FEDERAL TITLE IV FUNDS 4430

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It is the policy of Clarendon College to comply with all state and federal guidelines regarding the academic satisfactory progress standards for recipients of federal Title IV Funds. These standards of progress shall be published in the Clarendon College Catalog and the Consumer Guide and Financial Aid Guide (or as incorporated into the Student Handbook).

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FINANCING EDUCATION – WORK STUDY 4440

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FEDERAL WORK-STUDY PROGRAM

The purpose of the federal work-study program (FWS) is to stimulate and promote the part-time employment of students who are enrolled as undergraduate,

graduate, or professional students and who are in need of earnings from employment to pursue courses of study at eligible institutions, and to encourage students receiving federal student financial assistance to participate in community service activities that will benefit the nation and engender in the students a sense of social responsibility and commitment to the community. The program shall be administered by the U.S. Department of Education and participating institutions of higher education in accordance with 20 U.S.C. Chapter 28, Subchapter IV, Part C and 34 C.F.R. 675.1-.28. *20 U.S.C. 1087-51,-53(a); 34 C.F.R. 675.1-.28*

#### ELIGIBLE STUDENT

A student at an institution of higher education is eligible to receive part-time employment under the FWS program for an award year if the student:

1. Meets the relevant eligibility requirements contained in 34 C.F.R. 668.32;
2. Is enrolled or accepted for enrollment as an undergraduate, graduate, or professional student at the institution; and
3. Has financial need as determined in accordance with Part F of Title IV of the Higher Education Act (HEA). A member of a religious order (an order, community, society, agency, or organization) who is pursuing a course of study at an institution of higher education is considered to have no financial need if that religious order has as its primary objective the promotion of ideals and beliefs regarding a Supreme Being; requires its members to forego monetary or other support substantially beyond the

support it provides; and directs the members to pursue the course of study or provides subsistence support to its members.

*34 C.F.R. 675.9*

## ELIGIBLE EMPLOYER

A student may be employed under the FWS program by the institution in which the student is enrolled; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization.

Regardless of the student's employer, the student's work must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of type of work; geographical region; employee proficiency; and any applicable federal, state, or local law.

FWS employment may not:

1. Impair existing service contracts;
2. Displace employees;
3. Fill jobs that are vacant because the employer's regular employees are on strike;
4. Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction; or
5. Include employment for the U.S. Department of Education.

*34 C.F.R. 675.20(a)–(c)*

## ACADEMIC CREDIT

A student may be employed under the FWS program and also receive academic credit for the work performed. Those jobs include, but are not limited to, work performed when the student is enrolled in an internship; enrolled in a practicum; or employed in a research, teaching, or other assistantship.

A student employed in an FWS job and receiving academic credit for that job may not be:

1. Paid less than he or she would be if no academic credit were received;
2. Paid for receiving instruction in a classroom, laboratory, or other academic setting; and
3. Paid unless the employer would normally pay the person for the same position.

*34 C.F.R. 675.20(d)*

## NOTICE OF EMPLOYMENT OPPORTUNITIES

To participate in the FWS program, an institution of higher education shall enter into a participation agreement with the U.S. Secretary of Education. The agreement provides that, among other things, the institution shall inform all eligible students of the opportunity to perform community services and consult with local nonprofit, governmental, and community-based organizations to identify those opportunities. 34

*C.F.R. 675.8*

## TEXAS COLLEGE WORK-STUDY PROGRAM

Any public, private, or independent institution of higher education, including a college district, is eligible to participate in the general work-study program in accordance with Education Code and 19 Administrative Code Chapter 21, Subchapter M. *19 TAC 21.403(a)(1)*

### ELIGIBLE STUDENT

To be eligible for employment in the work-study program, a person must:

1. Be a Texas resident as defined by Coordinating Board rules;
2. Be enrolled for at least one-half of a full course load and conform to an individual course of study in an eligible institution;
3. Establish financial need in accordance with Coordinating Board procedures and rules; and
4. Comply with other requirements adopted by the Coordinating Board under Education Code Chapter 56, Subchapter E.
5. A person is not eligible to participate in the state work-study program if the person receives an athletic scholarship.

*Education Code 56.075; 19 TAC 21.404*

## ELIGIBLE EMPLOYER

An eligible institution may enter into agreements with employers that participate in the work-study program. To be eligible to participate in the work-study program, an employer must:

1. Provide part-time employment to an eligible student in nonpartisan and nonsectarian activities;
2. Provide, insofar as is practicable, employment to an eligible student that is related to the student's academic interests;
3. Use Texas college work-study program positions only to supplement and not to supplant positions normally filled by persons not eligible to participate in the work-study program;
4. Provide from sources other than federal college work-study program funds a percentage of an employed student's wages that is equal to the percentage of a student's wages that the employer would be required to provide to the student in that academic year under the federal college work-study program; and
5. Each eligible institution shall ensure that at least 20 percent but not more than 50 percent of the employment positions provided through the work-study program in an academic year are provided by employers eligible under this section who are providing employment located off campus.

*Education Code 56.076; 19 TAC 21.405*

## LIST OF WORK-STUDY EMPLOYMENT OPPORTUNITIES

Each institution of higher education, including each college district, shall:

1. Establish and maintain an online list of work-study employment opportunities, sorted by department as appropriate, available to students on the institution's campus.
2. Ensure that the list is easily accessible to the public through a clearly identifiable link that appears in a prominent place on the financial aid page of the institution's Internet website.

*Education Code 56.080; 19 TAC 4.229, 21.403(c)(5)*

## DISCRIMINATION ON THE BASIS OF SEX

A recipient of federal funding that assists any agency, organization, or person in making employment available to any of its students shall assure itself that such employment is made available without discrimination on the basis of sex; and shall not render such services to any agency, organization, or person that discriminates on the basis of sex in its employment practices.

A recipient that employs any of its students shall not do so in a manner that violates 34 C.F.R. Part 106, Subpart E.

*34 C.F.R. 106.38*

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STUDENT CONDUCT

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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 acceptance of 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 Student Affairs or designee.

All applicable state laws and city ordinances are in effect and enforceable on the premises of Clarendon College.

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.



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Student demonstrations and similar activities including gang related shall be prohibited when there is evidence that may reasonably lead College officials to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

Students who participate in any prohibited activities described above are subject to disciplinary action, based on the severity of the violation.

The following procedures will be followed in case of an act that, in the opinion of the President of the College or his/her designee, threatens to disrupt the educational function or deny its benefits to any person:

- (1) The Dean of Student Affairs or a designated representative will request that those engaging in the disruptive act cease his/her actions immediately.
- (2) Should the disruption continue, the College administration may call upon appropriate law enforcement officials to restore order or obtain an injunction from proper legal authority, demanding an end to the disruptive acts, and will call upon the appropriate law enforcement official to present such injunction.
- (3) Thereafter, those persons continuing in the act of disruption of the educational process are in contempt of the court. Contempt of court normally results in whatever action is necessary to enforce compliance with the court order.

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The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Dean of Student Affairs. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

### **Freedom of Expression**

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely

with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Dean of Student Affairs. 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 and immediate breach of the peace."

(Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

### **Freedom of Access**

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

### **Freedom of Association**

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College.

Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

### **Academic Rights of Students**

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

### **Student Records**

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall

have access to student records when there is a demonstrated educational interest in the student.

### **Student 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 ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- (3) Cooperation to ensure 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.
- (6) A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Dean of Student Affairs as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure. (FL)

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### **PROHIBITED ACTIVITIES**

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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, in useable quantity or not.
- (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 fine and will be required to participate in alcohol awareness class (at the student's expense) for the first offense, and subject to suspension for a second offense.
- (5) Possessing or using firearms, weapons, or explosives on the College campus, unless authorized by the College. *Note: Individuals with a valid concealed handgun license, including students enrolled at Clarendon College, may store a legal firearm or ammunition in their locked vehicle while parked on campus.*
- (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 as well as Texas Education Code 37.152(a) 51.936(a).
- (9) Academic cheating or plagiarism: willfully submitting false information with the intent to deceive: forgery, alteration, or misuse of college documents or records.
- (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) 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.
- (15) Arson or attempted arson.

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

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The following statement has been prepared to increase the student's understanding of the disciplinary policies and procedures of Clarendon College.

Supervision of student conduct is the responsibility of the Dean of Student Affairs or designee. The Dean 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 of Student Affairs or designee may administer any of the penalties listed below in dealing with student misconduct.

1. Verbal Reprimand

A verbal notice that the behavior was inappropriate.

2. Written Reprimand

A written statement that the behavior was inappropriate, which will remain on the student's college disciplinary record for a specified period of time or until the student meets certain conditions.

3. Disciplinary Probation

A written statement that the behavior was inappropriate and, should be subsequent violations occur, the college will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from college affiliated entities, including student organization activities, for a period of time or until the student meets certain conditions.

Disciplinary probation will remain on the students' disciplinary record for a



specified period of time or until the student meets specified conditions.

#### 4. Educational Sanctions

A specified number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.

#### 5. Restitution

Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.

#### 6. Trespass Warning

Denial of access to all or portion of campus, except for limited periods and specific activities with the permission of the appropriate college official, as designated by the College Executive Vice President of Academic and Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate College official or the local law enforcement officer may take action.

#### 7. Suspension

Exclusion from the college and all campuses governed by the Board of Regents of Clarendon College for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to Clarendon College, as applicable.

## 8. Expulsion

Exclusion from Clarendon College and all campuses governed by the Board of Regents for an indefinite period of time, a record of which remains on file permanently. Restriction or Denial of College Services: Restricted from use or denial of specified college services, including participation in college activities. Any student charged with an offense for which he/she could be suspended or expelled, shall be entitled to a hearing before 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 Executive Vice President of Academic & Student Affairs or designee.

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## STUDENT APPEALS AND GRIEVANCE PROCEDURE

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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.

### Grievable Issues

The grievable issues shall include selection and admission policies for students, a discriminatory action, racial or sexual harassment, along with policies for attendance, grading, discipline, extracurricular activities, and athletes. 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.

## Mechanism

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

### Informal Meeting

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., teacher, coach, administrator). At this face-to-face meeting, a bonafide attempt must be made to resolve the issue(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, and
- (3) what redress is expected.

The College representative (teacher, 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, or
- (3) if resolution is not possible at that level, to refer the problem to the Executive Vice President of Academic & Student Affairs or designee.

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.

### Student Due Process

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 Executive Vice President of Academic & Student Affairs or designee 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 Executive Vice President 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.

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

1. May be accompanied by the advisor of his/her choice. 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.

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

#### Appeal to the President

All cases may be appealed by the student or referred by the Committee to the President. 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

The final appeal may be made to the Board of Regents.

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## STUDENT COMPLAINTS

4550

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### Complaint Procedure Process

Clarendon College seeks fair, just, and prompt solutions, when possible, to all complaints and grievances. Currently enrolled students wishing to discuss issues regarding student services, student life, student rights, and student obligations should do so through the Office of Student Services. Academic and student services related complaints are to follow the policies and procedures outlined in the Clarendon College Student Handbook, the College Catalog, and/or the Clarendon College Policy Manual. Employees who have concerns should contact their supervisor and should proceed in

accordance with College policies and procedures.

Individuals or groups external to the College who have concerns or complaints about a customer service issue should address the concern to the department head in the area involved. If the issue is unresolved, complaints should be directed to one of the College Vice Presidents. The Customer Service Representative may be contacted for issues unresolved at the department or dean level or if the customer needs assistance in directing the complaint.

Name and Contact Information of the Customer Service Representative:

Mr. Texas Buckhaults  
Executive Vice President of Academic and Student Affairs  
Clarendon College  
P.O. Box 968  
Clarendon, TX 79226  
Phone: (806) 874-4807  
Fax: (806) 874-1485  
E-mail: [tex.buckhaults@clarendoncollege.edu](mailto:tex.buckhaults@clarendoncollege.edu)

#### THECB - Student Complaints

In accordance with 19 Administrative Code Chapter 1, Subchapter E, students may file written complaints with the Coordinating Board regarding institutions. 19 TAC 1.111(a)

If a student complaint form concerns compliance with the statutes and regulations that the Coordinating Board administers and the Coordinating Board has not referred the complaint to another entity, the Coordinating Board will initiate an investigation, as described in 19 Administrative Code 1.116(b)–(h). 19 TAC 1.111(a), .116(a)

Prior to initiating an investigation, the Coordinating Board shall require the

complainant to exhaust all grievance and appeal procedures that the institution has established to address student complaints. Complainants will be encouraged to consult the institution's website and student handbook, or to contact the institution's student ombudsman, Office of Student Affairs, Office of the General Counsel, or other appropriate administrative official, for information regarding the institution's processes for resolving complaints. Upon exhaustion of the institution's procedures, the complainant shall inform the Coordinating Board of the outcome of the grievance and appeal procedures and provide all documentation concerning same. *19 TAC 1.116(b)*

The following is a non-exhaustive list of student complaints that are not reviewed by the Coordinating Board:0)

1. The Coordinating Board does not handle, investigate, or attempt to resolve anonymous complaints.
2. The Coordinating Board does not intervene in matters solely concerning an individual's grades, examination results, or evaluation of academic performance, as these are within the sole purview of the institution and its faculty.
3. The Coordinating Board does not intervene in matters solely related to student life such as student housing, dining facilities, food service, violations of the Student Code of Conduct, or student activities and organizations, as these issues are within the sole purview of the institution.
4. The Coordinating Board does not handle, investigate, or attempt to resolve complaints in matters that are or have been in litigation.

5. The Coordinating Board does not handle, investigate, or attempt to resolve complaints about religious institutions relating solely to their religious (as opposed to secular) standards and religious programs of study.

The Coordinating Board does not handle, investigate, or attempt to resolve student complaints against institutions not authorized by the Coordinating Board to operate in Texas. Institutions authorized by the Coordinating Board to operate in Texas are listed on the following websites: <http://www.txhighereddata.org> and <http://www.thecb.state.tx.us>

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## TRAFFIC RULES AND REGULATIONS

4610

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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 miles per hour, unless otherwise posted. Pedestrians shall, at all times, have the right of way.

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. 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.

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## STUDENT PARKING PERMITS

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It is the responsibility of the students to obtain a student vehicle parking permit



sticker for the vehicle he/she plans to operate on campus. These may be obtained during registration at the beginning of each semester and at other times from the Office of Student Affairs.

A parking permit will not be honored unless it is properly affixed to the LEFT SIDE OF THE REAR BUMPER or the LEFT LOWER CORNER OF THE REAR GLASS.

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GENERAL PARKING AND TRAFFIC VIOLATIONS

4630

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1. Failure to display a valid Clarendon College Parking Permit.
2. Failure to affix parking permit properly or in proper place.
3. Parking in a fire lane or in an area marked for the disabled.
4. Parking in Loading Zones, unlined areas, driveways, sidewalks, on the wrong side of the street, or in other unauthorized areas.
5. Speeding.
6. Failure to make disposition of ticket in required time (5 class days from issuance).
7. Failure to furnish or to furnish the correct vehicle license number on parking permit application.
8. Displaying fictitious or defaced parking permit.
9. Moving a vehicle without the owner's consent.

**5000 SERIES  
EDUCATIONAL POLICIES**

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**DIVISIONS OF INSTRUCTION**

5110

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Responsibility for instruction at Clarendon College is lodged within five broad interdisciplinary divisions. These divisions are listed below:

Division of Liberal Arts

Division of Science and Health

Division of Agricultural Programs

Division of Allied Health

Division of Career & Technical Education

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**EDUCATIONAL REQUIREMENTS OF INSTRUCTORS**

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At a minimum, all faculty members (full- and part-time) at Clarendon College must meet and comply with the guidelines outlined by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges. Other requirements may apply.

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**OPEN DISCUSSION POLICY**

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The Board of Regents adopts the position that in a world of rapid change and recurrent crises, a college best serves its community, not as a stronghold of rigid tradition, but as an open intellectual forum where varying opinions may be freely expressed and

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freely debated.

The Board holds the following assumptions to be basic to college policy:

- a. That a free society functions efficiently only if its citizens have a right to discuss, to debate, and to agree or disagree constructively.
- b. That an educated citizenry, fully aware of all the evidence, is best able to preserve the valuable heritage of American-democratic institutions. The College has an obligation to its community to promote healthy discussion as an educative force.

### Policy Statement

- a. The Board endorses the principle of open discussion and free inquiry on the College campus.
- b. The Board seeks to enlist a faculty whose members subscribe to high standards of professional conduct, who are specialists in the various subject matter areas, and who are fair and constructive in presenting ideas and issues to the students.
- c. The Board desires to foster in students a respect for differing points of view, the ability to discriminate between opinion and fact, and to think intelligently.
- d. The College may invite visits from outside speakers representing diverse points of view. In return, it reserves the right to impose specific conditions insuring that opportunity be provided for students to hear opposing sides of a question.

The vigor of any educational institution depends, in large measure, upon the quality, relevance, breadth, and timeliness of its curriculum. As the society and culture change, new courses and programs must be added and old curriculum components must be revised and deleted. Adequate curriculum development requires the commitment of all faculty members and the administration as well. It should be systematic, on-going, and well planned. The policy for curriculum development at Clarendon College is given below:

### Responsibility

The Faculty of the College maintains ultimate responsibility for the assurance of quality for current instructional programs. The Faculty, in partnership with the Vice President of Academic Affairs and the Curriculum Committee, have responsibility for the development of new instructional initiatives. The Vice President of Academic Affairs will work with the faculty, the program coordinators, division directors, the curriculum committee, and others as may be required.

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## COURSE SYLLABI

5320  
(Updated 7-11-2011 Local)

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Each course in the Clarendon College curriculum will be taught from a current course syllabus. This syllabus is intended to communicate basic course information, including major assignment, and course expectations to students, teaching colleagues, administrators, and accrediting personnel.

Each approved syllabus must be available on the College's Web site and an electronic copy distributed as follows:

Vice President of Academic Affairs -- 1 copy

Division Director -- 1 copy

Faculty Member -- 1 copy

Additionally, faculty shall be responsible for providing their syllabi to students through the college's course management system and/or as a hard copy.

The Vice President of Academic Affairs shall have overall responsibility to insure that syllabi are developed for all courses taught. He/she shall maintain a set of course syllabi in his/her office. The Vice President of Academic Affairs shall work with the Division Directors, Program Coordinators, the Curriculum Committee, and the faculty to ensure that syllabi are updated on a regular basis and that this policy is implemented in an appropriate manner.

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## CATALOG COURSE DESCRIPTIONS

5330

(Updated 7-21-2011 Local)

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All courses taught at Clarendon College will be identified with a short narrative description or course description. This course description will follow a uniform format and contain the following information: Course prefix and number, course title, credit hours, number of lecture and lab hours per week, and the Texas Higher Education Coordinating Board approval number and a capital letter indicating the type of course (T) for Technical/workforce credit, (C) Core curriculum academic credit, (E) for Elective academic credit, and (N) for Non Transferable Developmental / Remedial. This information should be followed by a narrative description of sufficient length to describe the course content and other pertinent information. The final entry should list any

required prerequisites and/or co-requisites. Only the approved catalog description shall appear in the College catalog, program guides, the syllabus, brochures, or other college publications.

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## STUDENT LEARNING OBJECTIVES

5340

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It shall be the policy of Clarendon College to state clearly what is expected of students, what the level of acceptable performance is, and how students will be evaluated for all courses taught at Clarendon College. Pursuant to this policy, instructors at Clarendon College are expected to develop a set of student learning outcomes including, but not limited to those described within the Academic Course Guide Manual specific to each course being taught. Further, these SLOs should align with the Core Objectives as stated within the Elements of the Texas Core Curriculum as written by the Texas Higher Education Coordinating Board. These course objectives and student learning outcomes shall be communicated through the course syllabus to all students enrolled in the course and available for inspection by all potential students.

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## TEXTBOOK SELECTION

5350

(Updated 8-16-2012 Local)

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Courses taught at Clarendon College are generally supported by a carefully selected textbook. The same textbook will be used for all sections of the same course in the same semester - both on and off campus. Selection of textbooks therefore should be done cooperatively by all full-time faculty members teaching the same course. Where possible, part-time faculty members should also contribute to textbook selection

discussions. If no consensus can be reached within the department or the division, the Vice President of Academic Affairs will evaluate the disputed texts and choose the textbook.

When a textbook has been selected, instructors are expected to explain to students how the textbook will be used to support learning. Copying of materials for a class must comply with existing copyright laws and college policy.

The college virtual bookstore will order and offer for sale all student textbooks. Faculty members are expected to contact the Bookstore Manager for current publisher representative contact information in order to obtain "desk" copies, which are generally provided free to those teaching a particular course. Instructor resources are classified as controlled item; therefore, it is the responsibility of the faculty to obtain instructor materials directly from the publisher.

Once a textbook is adopted, the textbook should generally be in adoption at the College for a period of not less than three academic years. There are exceptions to this guideline, for example technology textbooks and textbooks which are no longer in print and are unavailable for purchase by the bookstore. The deadline for textbook requests for the Spring, Spring Mini, Summer 12 Week, Summer 8 Week, Summer Flex, Summer I & Summer II semesters is October 1. The deadline for the Fall, Fall Mid-Term, Fall Mini, & Fall Mini II semesters is March 1. Each semester all faculty members will complete a textbook selection form and submit it to their Program Coordinator. At the same time, instructors will indicate which existing textbooks will not long be used.

The Program Coordinator will coordinate textbook selection with all instructor within his/her program (including adjunct, dual credit, and online as feasible). The

Program Coordinator will then present to the Division Chair a textbook list making note of specific textbook changes. The Division Chair will propose to the Vice President of Academic Affairs a list of textbooks he/she expects to use in the following session.

An approved booklist will then be submitted to the Bookstore Manager. At this time, the Bookstore Manager will obtain availability information on textbooks and a “trouble title” list will be generated and forwarded to the Division Chairs for any textbook titles that maybe difficult to obtain such as out of print copies. The Division Chairs will discuss textbook options with Program Coordinators. Once a decision is made, the Division Chair will obtain final approval from the Vice President of Academic Affairs and promptly forwarded information to the Bookstore Manager.

All book changes whether changes in editions or in books will need to be approved through the Vice President of Academic Affairs. In order to ensure that all instructors (including adjunct, dual credit, online, and prison as feasible) promptly receive specific textbook changes will be carefully coordinated with Division Chairs and Program Coordinators. Textbook ordering will commence immediately upon final approval from the Vice President of Academic Affairs.

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## CLASS RECORDS

5360  
(Updated 7-21-2011 Local)

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Instructors maintain class records that support and document the student’s final grade, including accurate attendance records, within the College’s course management system. Instructors are expected to retain course records and class documentation for at least one year.



The record of work taken during the student's enrollment at Clarendon College is cumulative. It shows each course taken and the final result or grade for each semester of attendance.

Clarendon College maintains the following academic records on all students enrolled in credit courses:

1. A permanent record of final grades earned in each subject for each semester a student is enrolled at Clarendon College.
2. A record of withdrawal (voluntary or involuntary) from any subject in which a student has been previously enrolled. This record includes the last date of attendance in the course.
3. A record of all student re-enrollments in courses from which there was a withdrawal.

Academic records will be retained or disposed of in a manner consistent with the Clarendon College Records Management Policy and procedures.

Clarendon College provides a permanent record or transcript of courses taken and credit earned for all students officially enrolled.

Upon written request by a student, the Registrar's Office will send the student's transcript from Clarendon College to any college, agency, or individual named.

All financial obligations and admissions requirements to the College must be met before a transcript will be issued.

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CONTINUING EDUCATION - RECORDS AND CEU TRANSCRIPTS

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5415

Clarendon College will maintain a record and issue upon request a record or transcript of each individual's participation in a continuing education or workforce education program for which Continuing Education Units (C.E.U.) are awarded. The awarding of Continuing Education Units shall follow the Southern Association of Colleges & Schools Commission on Colleges' guidelines for the awarding and recording of CEUs (C.E.U.: Guidelines and Criteria).

Continuing Education transcripts will be maintained by the Registrar. The issuing of continuing education transcripts will follow the same guidelines and procedures as are followed for academic transcripts. At a minimum, the following information should be recorded on the CEU transcript for each course or activity a participant enrolls in:

1. Course number
2. Title of the course
3. Completion date
4. Number of C.E.U.s awarded
5. Grade, assessment results, or other indicators of satisfactory or unsatisfactory completion.

Continuing Education records will be retained or disposed of in a manner consistent with the Clarendon College Records Management Policy and Procedures.

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 the Registrar. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, student ID number, phone number, and course names and numbers of the courses for which the student is currently enrolled. Students who withdraw after the census date for the semester and on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W." (Please see Policy #5426 Limited Student Withdrawal).

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Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by completing the official Add/Drop Form. Students must pay any applicable tuition and fees to the Business Office if they wish to add or drop a course during this period of time. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may drop a course with a grade of "W" any time after the census date for the semester and on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of the Registrar.

International students and students receiving financial aid or veteran's assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

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## LIMITED STUDENT WITHDRAWAL

5426

(Updated 8-15-2013 Local)

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TEC § 51.907 Limits student withdrawal 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 withdrawal 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 one of the following conditions apply:

- (1) Complete withdrawal from all course work; or
- (2) course work withdrawn from prior to the published day of record for each semester, mini-term, summer, or flex-term session(s), or;
- (3) course work withdrawn from while the student is counted as a dual credit / enrollment student prior to the students graduation from high school; or,
- (4) course work not eligible for formula funding; or,
- (5) workforce education courses or other courses that would not generate academic credit that could be applied to a degree at the college; or,

- (6) course work classified as ineligible for degree under the Academic Fresh Start program; or,
- (7) course work withdrawals which are classified as “other good cause” as determined by the Associate Dean of Enrollment Services, or their designee, which may include but are not limited to:
  - a. The student is seriously ill; or
  - b. the student is responsible for a seriously ill / injured individual; or,
  - c. there is a death in the student’s family; or,
  - d. there is a change in the student’s work schedule beyond the control of the student.

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CLASS ATTENDANCE

5430

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Clarendon College believes that one of the single greatest predictors of student success is attendance. Therefore, 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 within the College’s course management system.

Instructors are responsible for keeping an accurate record of class attendance and informing students of the importance of attendance. Students who experiences attendance problems, for whatever reasons, are strongly encouraged to consult with each of their faculty members as well as their academic advisor and/or counselor.

Each individual instructor is responsible for informing the students in his/her class at the beginning of each semester of the class attendance requirements and what

constitutes excessive absences.

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 school-sponsored activity. However, even when an absence is excused, the student is still responsible for any material covered in class during the time missed.

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## GRADES AND GRADE POINTS

5435

(Updated 8-15-2013 Local)

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The grades used in college reports and records are A (excellent), B (good), C (average), D (poor), F (failure), I (incomplete), and W (withdrawn). The lowest passing grade is D.

Grade point averages are computed by assigning point values to each grade as follows:

<u>Letter Grade</u>	<u>Numeric Grade</u>	<u>Grade Points</u>	
A	90-100	4	Excellent
B	80-89	3	Good
C	70-79	2	Average
D	60-69	1	Poor
F	59 and Below	0	Failure
I		0	Incomplete
W			Withdrawn
CR			Credit Awarded

In calculating the grade-point average under the above system, a student with 12 hours of A's and 3 hours of F's would have 48 grade points divided by 15 semester hours, thus a grade-point average of 3.20 for the semester hours attempted. Under this system a student must have at least 2.00 for the "C" average required for graduation.

When a course is repeated, the highest grade earned will be the grade that will be

factored into the student's cumulative grade point average.

In case of illness, death in the family, or other similar emergencies, a grade of incomplete (I) may be given. The Vice President of Academic Affairs shall have responsibility for developing guidelines and implementing appropriate procedures. If course requirements are not completed during the next long semester, the grade of "F" will be assigned and remain on transcript records.

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GRADE REPORTS	5440
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Permanent grades are recorded at the end of each semester on each individual student's official transcript. Grade Reports will be available to the student on-line after the end of each semester.

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GRADE APPEALS	5441
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Students who believe their grade is in error as a result of error on the part of the institution or an instructor error may appeal their grade through the Student Appeals and Grievance Procedure. Students have 3 working days from the time grades are posted in which the course was taken to challenge the assigned grade.

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WITHHOLDING GRADES	5445
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Transcripts will be withheld if the student does not have all required student information on file in the Registrar's Office or if any financial obligations to the College have not been paid.

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## TYPES OF DEGREES AND CERTIFICATES

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5450

Clarendon College offers the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, and Certificates. The requirements for each degree are listed with their respective programs.

A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer up to 45 semester hours back to Clarendon College and graduate.

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## SEMESTER HOURS AND CREDIT

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5455

The semester credit hours provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in the traditional classroom settings but also in laboratories, internships, studios, clinical, field work, experimental learning and in distance and correspondence education. Credit hours are the common currency for academic credit used by colleges and universities to calculate, record, and interpret the number of credits students earn to fulfill degree, certificate, and other similar academic requirements. The value of a credit hour can be determined by contact time, the educational experience, and out-of-class preparation by the student.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at Clarendon College, in accordance with the following guidelines:

1. For traditionally-delivered courses during traditional long semesters, meet not



less than one (1) hour each week during a traditional long semester, approximately sixteen (16) weeks. This includes not less than one (1) hour each week for approximately fifteen (15) weeks of direct faculty instruction, a minimum of two (2) hours out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.

2. Face-to-face courses that are offered in less than a sixteen (16) week semester will consist of the same number of class contact hours as outlined in item 1 and shall have the same learner outcomes and quality of instruction as regular length semester courses.
3. At least an equivalent amount of work as outlined in item 1 above is required for other academic activities including laboratory courses, internships, clinical, field work, studio work, and other academic work that lead to the award of credit.
4. Online, hybrid and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hour is based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty will review these courses to ensure that the learning outcomes and quality of instruction is equivalent to courses offered in a traditional manner.
5. In determining the amount of coursework to achieve learning competencies and outcomes, the college will take into account and consider alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. Add block scheduling definition here.

7. These definitions and this policy pertain to all courses offered by the College regardless of location or mode of delivery.

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CREDIT FOR "LESS THAN SEMESTER LENGTH COURSES"

5460

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Occasionally, less than semester length courses are offered to assist individuals for immediate improvement of present proficiencies and/or the establishment of new skills and/or knowledge. The courses are planned in cooperation with business representatives, educators, individuals, and special interest groups to meet the broad range of changing needs and to align these needs with student work schedules.

Courses which are less than semester length shall comply with the following:

1. A less-than-semester-length course shall consist of the same number of class contact hours as similar courses offered in a regular session or a summer session. Courses shall have the same objectives, requirements, and quality of instruction as regular length courses.
2. Students may not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. The maximum number of credit hours is one semester hour per week per course with a maximum of eight contact hours scheduled per day.
3. No three-credit-hour course shall consist of fewer than nine days of classes offered over not less than three weeks.
4. All requirements for three-credit-hour courses shall apply proportionately to courses for one, two, four, or other credit hour values.

Admission standards for less-than-semester-length courses are the same as those for regular-semester-length courses. The official date of record is established by THECB guidelines. Thus, drop dates for less than semester length courses are set accordingly.

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## DISTANCE EDUCATION

5461  
(Updated 7-21-2011 TACC EBB, EBD)

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Distance education is the formal education process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction.

Two categories of distance education courses are defined as follows:

- Fully distance Education Course: A course that may have mandatory face-to-face sessions totaling no more than 15 percent of the instruction time. (i.e. orientation, laboratory, etc)
- Hybrid/Blended Course: A course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

### Standards and Criteria:

Clarendon College will maintain the same standards and criteria for faculty, courses, and skills in the distant education courses that are required and maintained for all regular faculty members.

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## DUAL CREDIT

5463  
(Updated 7-21-2011 TACC EBB, EBD)

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Dual-Credit Education is a cooperative partnership between a local Independent School District (ISD) and Clarendon College through which a student may be earn both college and high school credit in courses that meet the requirements of both institutions. The cooperative partnerships is defined by an agreement between the ISD and Clarendon College approved by the governing boards of both the ISD and the College and is maintained in the Office of the President. At a minimum each agreement shall contain the following elements per Title 19, TAC § 4.84(b):

- Eligible Courses
  - Pre-requisites
  - Co-requisites
- Student Eligibility;
  - Application
  - College Readiness
  - Permission
- Location of Class
- Student Composition of Class
- Faculty
  - Selection
  - Supervision
  - Evaluation
- Course Curriculum
  - Course equivalencies
  - Manner of Instruction
  - Method of Grading
- Academic Policies relating to the dual credit program
- Student Support Services available to dual credit students
- Transcription of Credit
- Funding

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The

law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

*Note: Except that a college district may, on a case-by-case basis, approve an accommodation of a specific core curriculum component area requirement for a student with a medically documented learning disability. TACC Policy Reference Manual EFAA & EFCA.*

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## REQUIREMENTS FOR GRADUATION

5470  
(Updated 8-16-2012 Local)

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### **THE ASSOCIATE IN ARTS DEGREE**

The Associate in Arts Degree from Clarendon College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must earn at least 25 percent of the credit hours required for the

degree at Clarendon College.

4. The student must have a 2.0 cumulative grade point average on all work from Clarendon College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.
7. The student must complete a sophomore English/2332 or Lit 2333 course.

\*Developmental courses may not be counted or used as hours towards the Associate in Arts Degree.

### **THE ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science Degree from Clarendon College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must earn at least 25 percent of the credit hours required for the degree at Clarendon College.
4. The student must have a 2.0 cumulative grade point average on all work from Clarendon College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate in Science Degree.

### **THE ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Associate in Applied Science Degree from Clarendon College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities/Fine Arts, Social and Behavioral Sciences, and natural sciences and mathematics.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Clarendon College Catalog).
4. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Clarendon College.
5. The student must have a 2.0 cumulative grade point average on all work from Clarendon College.
6. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.

7. The student must have satisfactorily settled all college financial obligations.  
\*Developmental courses may not be counted or used as hours towards the Associate in Applied Science Degree.

### **THE CERTIFICATE OF COMPLETION**

The Certificate of Completion from Clarendon College will be granted to the student who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Clarendon College Catalog.\*
2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Clarendon College.
3. The student must have a 2.0 grade point average on all work from Clarendon College applicable to the Certificate Program.\*
4. The student must have satisfactorily settled all college financial obligations.  
\*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

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APPLICATION FOR GRADUATION

5475  
(Updated 7-21-2011 Local)

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A formal graduation exercise is held bi-annually at the end of the spring and fall semester at Clarendon College. This exercise is for those students who are completing requirements during that spring semester or who have completed requirements during



the preceding summer or fall semesters.

The student should submit an application for to the Registrar's no later than April 1 in order to participate in the Spring ceremony and no later than November 1 in order to participate in the Fall ceremony.

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## AWARDS AND ACADEMIC RECOGNITIONS

5480

(Updated 7-21-2011 Local)

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Clarendon College has several means of recognizing students for their outstanding and distinguished academic achievement.

### President's Honor Roll

Students who have a 4.0 average and who are taking at least twelve (12) semester hours are listed on the President's Honor Roll at the end of each long semester.

### Dean's Honor Roll

Students who make an average of 3.6 grade points per semester hour and who are taking at least twelve (12) semester hours are listed on the Dean's Honor Roll at the end of each long 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 have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate *cum laude* (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 have a grade point

average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate *magna cum laude* (with high 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 have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate *summa cum laude* (with highest honors).

### Top Honor Graduate

Selection of the top honor graduate will be conducted each long semester.

The top honor graduate is based on the student's grade point average, participation in commencement, and to what extent the student meets the following standards:

- The student must have earned a minimum of 24 semester hours at Clarendon College.
- The student must have completed or have currently in progress all courses required for an associate degree.
- The student must have all courses attempted (including all transfer hours) included for evaluation in his/her grade point average.
- The student must be in compliance with all student conduct rules and regulations as outlined in the Student Handbook and the College Catalog.

Grades from the final semester will not be included in the evaluation for this honor.

### Other Awards

Students who have distinguished themselves during the year may be recognized and presented with other awards, as appropriate.

Guarantee for Transfer Credit:

The Clarendon College guarantees to its Associate of Arts and Associate of Science graduates and other students who have met the requirements of a 60-credit-hour transfer plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of Clarendon College Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at Clarendon College which are acceptable to the college or university.

Special Conditions Which Apply to the Guarantee Are As Follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dates 2000-2001 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and,
3. The guarantee applies to courses included in a written transfer (degree) plan--which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made--which must be filed with Clarendon College.
4. Only college-level courses with Community College Course Guide Manual approved numbers and a common course number are included in this

guarantee.

5. If all conditions are met and course or courses are not accepted by a receiving institution in transfer, the student must notify Clarendon College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
6. If it is determined that the course or courses are not transferable, Clarendon College will allow the student to take up to six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution.
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
8. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.

Guarantee for Job Competency:

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to six (6) tuition-free credit hours of additional skill training by the college under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or a Certificate of Completion beginning May, 2000, or thereafter in a workforce education / technical program identified in the college catalog.

2. The graduate must have completed the requirements for the Associate in Applied Science degree or the Certificate of Completion at Clarendon College, with a minimum 75 percent of credits earned at Clarendon College, and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Academic Affairs.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Clarendon College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, division director, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to six credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.

11. The student's sole remedy against the College and its employees for skill deficiencies shall be limited to six credit hours of tuition-free education under conditions described above.
12. The program can be initiated through written contact with the office of the college president.

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## CLASSIFICATION OF STUDENTS

5490

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Students at Clarendon College are classified as follows:

1. Freshmen

Students who have completed fewer than thirty (30) semester hours of work are classified as freshmen students.

2. Sophomores

Students who have completed thirty (30) semester hours or more of work but who do not have an associate degree and who do not have upper division standing at a senior college or university are classified as sophomore students.

3. Other Students

Students at Clarendon College who cannot be classified as freshmen or sophomore students are classified as other students.

4. Part-time Students

Students enrolled in fewer than twelve (12) semester hours of work during a long semester are classified as part-time students.

5. Full-time Students

Students enrolled in twelve (12) or more semester hours of work are classified as

full-time students.

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ACADEMIC STANDARDS OF PROGRESS

5495  
(Updated 7-21-2011 Local)

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1. Measure of Quality. The records of all students will be reviewed at the end of each semester. Full-time students and part-time students who have attempted 12 or more semester hours will be considered to be achieving satisfactory progress in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. Academic Probation. Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Academic 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. No unexcused absences are allowed. Such absences may result in immediate suspension from classes. In addition, students on academic probation will be limited to a maximum of 16 semester credit hours.
3. Academic Suspension. Students who are on academic probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on Academic Suspension (suspended from enrollment for the next long semester). A student may appeal this action through the Admissions Committee if there are extenuating circumstances which might alter the suspension status. After serving a one-semester suspension these students will be eligible to re-enter on academic probation.

4. Continued Academic Probation. Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A. but in the current semester earn 12 or more semester hours with current 2.0 or higher G.P.A. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."
5. Re-entry. Students who have been on suspension may re-enter on academic probation. If they fail to meet the minimum requirements as indicated, they will be placed on academic suspension for one calendar year. After one year the student may be admitted on academic probation. Should the student still not meet the minimum requirements, he/she will be placed on academic suspension again for a calendar year and may be re-admitted only upon approval of the Admissions Committee.

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LIBRARY

5510

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Clarendon College operates a comprehensive Library for the purpose of supporting classroom learning and promoting student learning outside the classroom. The library collections, including books, copies of bound and current periodicals, electronic/digital materials, and audio-visual materials, shall be of sufficient size and quality to ensure the effectiveness of the instructional program.

#### Responsibility and Staff

Responsibility for the operation of the Library rests with the Director of the Library, who answers directly to the Vice President of Academic Affairs. Other staff members are employed to assist with day-to-day operations. In addition, the Learning Resource



Committee helps guide the development of the collection, advises in setting policy, and makes recommendations for improvement.

### Operational Policies and Procedures

The Director of the Library shall develop, with input from the Learning Resource Committee, those operational policies and procedures as may be appropriate to insure maximum use and smooth operations of the Library.

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## INSTRUCTIONAL TECHNOLOGY 5520

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Clarendon College shall provide adequate and appropriate instructional technology and computing resources to support the college's educational program.

The Department of Information Technology at Clarendon College and third party IT outsourcing group are responsible for computing resources and information technology support and services.

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## INSTRUCTIONAL RESOURCES: COPYRIGHTED MATERIALS 5530

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Employees of the College shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions, the College understands that the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

One exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of copyrighted work for purposes of teaching, scholarship, or

research is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount, importance, and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

The guidelines for and the distinction between fair use and copyright infringement are unclear and not easily defined; faculty and staff should understand that acknowledging the source when using certain materials in certain ways is not and cannot be a substitute for obtaining permission or appropriate licenses. For additional information concerning copyright law see Title 17, U.S. Code.

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## FACULTY OFFICES

5560  
(Update 8-16-2012 Local)

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Every effort will be made to provide all full-time faculty members with office space. Assignment of offices will be made by the Vice President of Academic Affairs and changes in office assignment must be approved in advance by the Vice President.

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## EVALUATION OF FACULTY

5610

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The Vice President of Academic Affairs shall be charged with the task of

developing and implementing an on-going program of faculty evaluation. The Vice President shall be assisted by the Division Director. In all cases, the faculty evaluation and professional development program shall comply with the Southern Association of Colleges and Schools Commission on Colleges Criteria for Accreditation, Section 3.7.2.

In addition, part-time faculty members shall be evaluated by the same criteria as full-time faculty.

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## EVALUATION OF STUDENT LEARNING

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5620

The academic performance of students in all credit courses will be evaluated and graded. It shall be the responsibility of the instructor to design and administer appropriate tests and other major assignments to determine the adequacy of achievement for the specified Core Objectives and Student Learning Outcomes in each course taught.

### Major Assignments

1. Major assignments should be aligned with the Core Objectives and SLOs associated with each course.
2. These assignments, along with lesser assignments, should be outlined in the syllabus and serve as measure of student success within the course.

### Final Examinations

1. A final examination is required as stated in the grading section of the course syllabus. (A final exam is defined to include a test, a final project, a portfolio, or other final experience.)
2. A final examination schedule will be published each semester by the Vice

President of Academic Affairs. All tests should be given at the time scheduled.

3. Students will not normally be allowed to take a final examination at any time other than the assigned period. Exceptions to this policy may be granted in cases of extreme need when approved by both the faculty member and the Vice President of Academic Affairs.

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## EVALUATION OF CURRICULUM

5630

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The evaluation of the curriculum and the instructional programs of the College shall be the responsibility of the Vice President of Academic Affairs. The Vice President shall be assisted in this duty by the Curriculum Committee, the division directors, and the faculty.

This evaluation shall include the opinions and suggestions of students, faculty, consultants, and others relative to a number of curriculum variables. Assessment shall include course content, course sequencing, course selection within programs, course scheduling, relevance of available programs and courses, mode of presentation, and other criteria which may determine the overall quality of the curriculum.

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## EVALUATION OF ADMINISTRATION

5640

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Evaluation of the effectiveness of the President shall be the responsibility of the Board of Regents. Evaluation of the effectiveness of all other administrators and other staff members shall be the responsibility of the President and/or appropriate supervisors.

Evaluation of admissions policies and procedures shall be assigned to the Admissions Committee and to the Executive Vice President of Academic & Student Affairs.

Evaluation of the effectiveness of the athletic program will be conducted annually by the President. The Athletic Director and the other Coaches shall be responsible for the overall effectiveness of the program and shall be accountable to the President.

Evaluation of the continuing education programs shall be the responsibility of the Vice President of Academic Affairs. The Vice President is to be assisted by the Curriculum Committee and others as appropriate.

Evaluation of student services shall be the responsibility of the Executive Vice President of Academic & Student Affairs with assistance from the appropriate student services committees. These committees shall have membership from the student body, faculty and administration.

Evaluation of Institutional Research shall be the responsibility of the President, with the assistance of the Executive Vice President of Academic & Student Affairs and Institutional Effectiveness Committee.

Evaluation of the library, library resources and the cooperative arrangements for resources and services shall be the responsibility of the Vice President of Academic

Affairs with assistance from the Director of the Library and the Learning Resource Committee.

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PROGRAM EVALUATION - WORK FORCE EDUCATION PROGRAMS

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5670

All programs will be evaluated periodically according to established procedures.

The following evaluation elements should be assessed in terms of both quantitative and qualitative factors, such as: mission, need, curriculum, enrollment, graduates, student placement, follow-up results, program costs, facilities and equipment, articulation agreements, instructional practices, student services, public and private linkages, and qualifications of personnel.

Program evaluation is a continuous process by informal and formal means. The purpose of program evaluation at Clarendon College is to provide an orderly process for program review, improvement, approval or disapproval, revision, deactivation, and/or closure of institutional programs as provided for within institutional policies and procedures and as provided for in established guidelines for state appropriations under Chapter 9, Sub Chapter G of the Texas Higher Education Coordinating Board Rules and Regulations.

# Clarendon College Organizational Chart 2017-2018

**THE PUBLIC**

**Clarendon College Board of Regents**  
Jerry Woodard, Chair; Lon Adams, Vice-Chair; Darlene Spier, Secretary;  
Edwin Campbell, Doug Lowe, Jack Moreman,  
Ruth Robinson, Dr. Bill Sansing, and Susie Shields

Clarendon College  
Foundation

Clarendon College  
Pampa Center  
Foundation

**President**  
Dr. Robert Riza

**Chief of Staff**  
Ashlee Estlack

**Executive Vice President of  
Academic & Student Affairs  
& SACSCOC Liaison**  
Tex Buckhaults

**Vice President of  
Academic Affairs**  
Brian Fuller

**Dean of Student Affairs &  
Athletic Director**  
Brad Vanden Boogaard

**Vice President of  
Administrative Services**  
Rit Christian

**Director of  
Institutional Research**  
Dr. Robert Taylor

**Director of  
Instructional Technology**  
Will Thompson

**Director of  
Correctional Education  
Programs**  
Aaron Lopez

**Director of Maintenance**  
Donnie Chambless

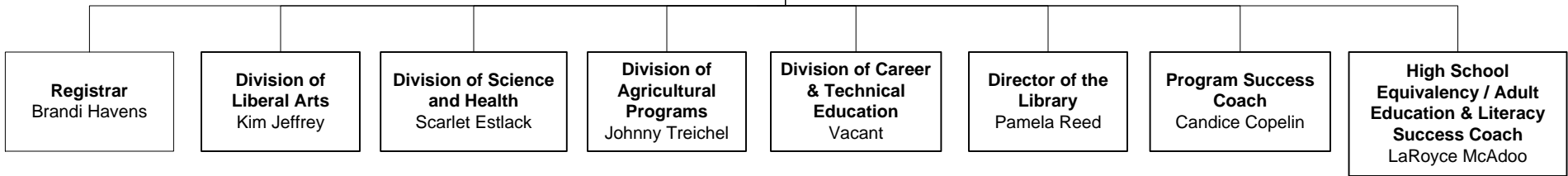
**Director of  
Housekeeping**  
Sandy Cox

**Division Director for  
Agricultural Programs**  
Johnny Treichel

**Director of  
Allied Health**  
Sabrina McCain

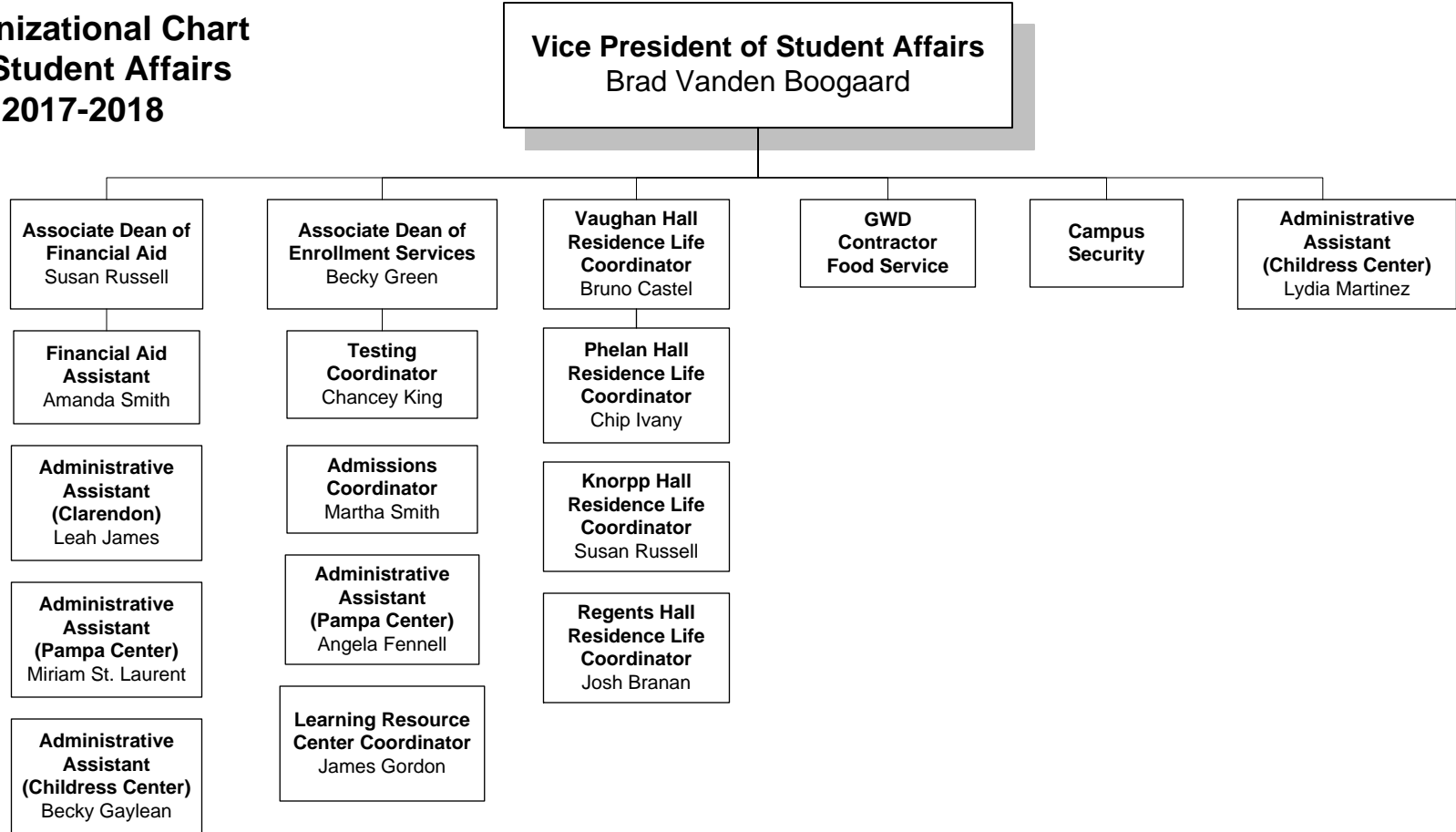
**CLARENDON COLLEGE**  
**Organizational Chart**  
**for Academic Affairs**  
**2017-2018**

**Vice President**  
**of Academic Affairs**  
Brian Fuller





**CLARENDON COLLEGE**  
**Organizational Chart**  
**for Student Affairs**  
**2017-2018**



**Vice President of Student Affairs**  
 Brad Vanden Boogaard

**Associate Dean of Financial Aid**  
 Susan Russell

**Financial Aid Assistant**  
 Amanda Smith

**Administrative Assistant (Clarendon)**  
 Leah James

**Administrative Assistant (Pampa Center)**  
 Miriam St. Laurent

**Administrative Assistant (Childress Center)**  
 Becky Gaylean

**Associate Dean of Enrollment Services**  
 Becky Green

**Testing Coordinator**  
 Chancey King

**Admissions Coordinator**  
 Martha Smith

**Administrative Assistant (Pampa Center)**  
 Angela Fennell

**Learning Resource Center Coordinator**  
 James Gordon

**Vaughan Hall Residence Life Coordinator**  
 Bruno Castel

**Phelan Hall Residence Life Coordinator**  
 Chip Ivany

**Knorrpp Hall Residence Life Coordinator**  
 Susan Russell

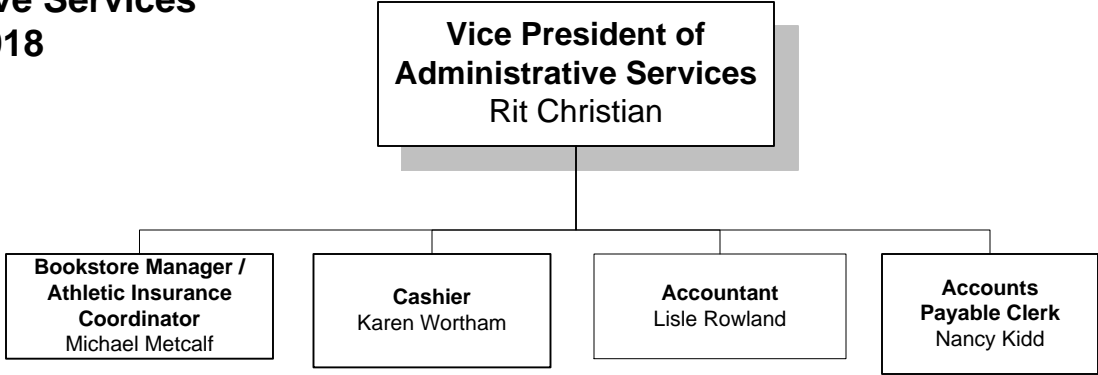
**Regents Hall Residence Life Coordinator**  
 Josh Branam

**GWD Contractor Food Service**

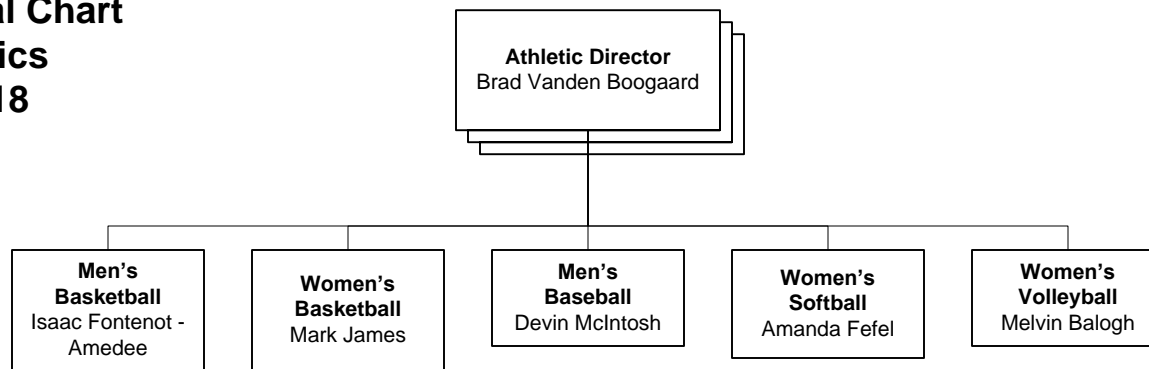
**Campus Security**

**Administrative Assistant (Childress Center)**  
 Lydia Martinez

**CLARENDON COLLEGE**  
**Organizational Chart**  
**for Administrative Services**  
**2017-2018**



**CLARENDON COLLEGE**  
**Organizational Chart**  
**for Athletics**  
**2017-2018**

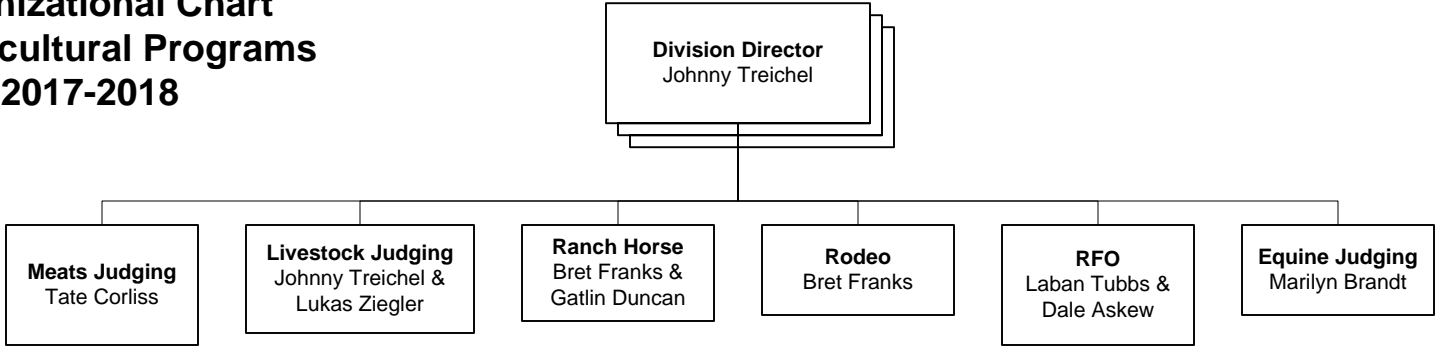


**CLARENDON COLLEGE**

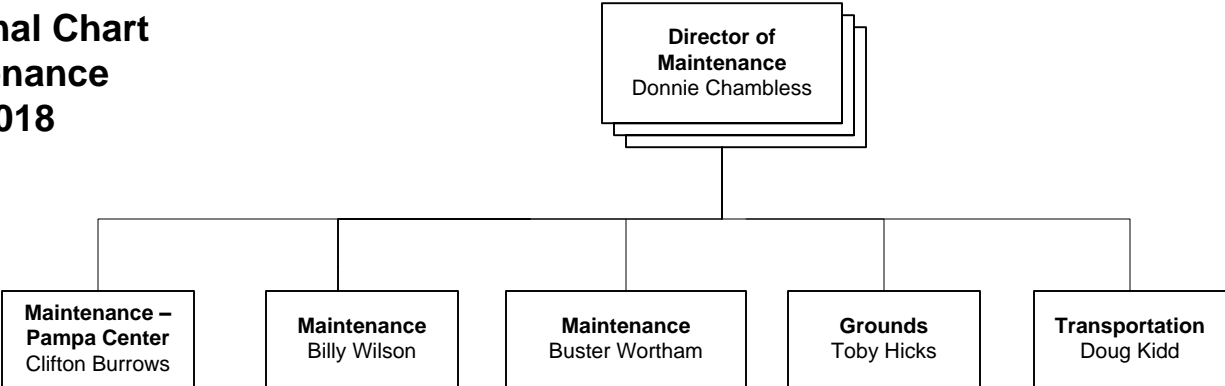
**Organizational Chart**

**for Agricultural Programs**

**2017-2018**



**CLARENDON COLLEGE  
Organizational Chart  
for Maintenance  
2017-2018**



**CLARENDON COLLEGE**  
**Organizational Chart**  
**for Allied Health**  
**2017-2018**

