



Student
Handbook
2007 ~ 2008

The Student Handbook...

...was prepared as your guide to a successful educational experience at Kilgore College. It is a valuable source for information regarding your responsibilities, obligations and privileges while attending Kilgore College. The best education for you will depend not only on your scholastic efforts but upon your involvement in extracurricular activities. We have put together a handy reference guide for activities, services, terminology and traditions on the KC campus. The *Handbook*, *Catalog* and *Schedule of Classes* provide essential answers for most of the questions you will encounter during your college career.

Notice:

Information contained in the *Handbook* is subject to change without notice, and printing of information herein does not constitute a contract between Kilgore College and a student or applicant for admission. Students are responsible for information published by the college both in this and in all other official publications. The *Handbook* does not contain all college policies, (which are printed in the College Policies Manual), nor does it contain a complete listing of all services and programs for students.

Nondiscrimination:

Kilgore College seeks to provide equal educational and employment opportunities without regard to race, color, religion, national origin, sex, age, disability, marital status, or veteran status.

Board of Trustees

B. Randell Brint, White Oak
Robert Heath, Overton
Carolyn Johnston, Kilgore
Fred S. Parsons, West Rusk
Will Roberson, Leveretts Chapel
R.E. Spradlin, Kilgore
Marion T. Turner, Kilgore
James N. Walker, Gladewater
Larry Woodfin, Gladewater

Administration

Dr. William M. Holda, President
Dr. Gerald M. Stanglin, Vice President of Instruction
and Chief Academic Officer
David Castles, Vice President of Student Development
Duane McNaney, Vice President of Administrative Services
Mike Jenkins, Director of Human Resources
J. Karol Pruett, Assistant to the President
David Wylie, Director of Development

In 1935...

...Kilgore College was the idea of Mr. W. L. Dodson and the community of Kilgore. The college has come a long way since the early part of the century and today we are recognized as one of the finest two-year institutions in the South. The main campus is located in Gregg County and continues to serve many students from surrounding counties. In the beginning, the curriculum was designed to serve university-bound students; but today, the college also offers training in cosmetology, nursing, law enforcement, court reporting, auto body repair, fire academy, and numerous other vocational fields. It is also the home of an excellent athletic program, an agriculture demonstration farm, the Rangerettes, and all the athletic programs have won national titles, The East Texas Oil Museum.

Activities, Organizations and Traditions

Parks Fitness Center

Parks Fitness Center offers a wide variety of services to meet all of a student's fitness needs. Voted by Longview News-Journal as one of the best places to work out in East Texas, the fitness center is equipped with Elliptical X trainers, treadmills, stair-steppers, air dyne bikes and a recumbent bike. Also offered is a 400 square foot free weight room, a 22 station Nautilus area, an indoor track, aerobics classes, racquetball courts, tennis courts, and a basketball/volleyball gym. An indoor heated Olympic size pool is also offered to students for year around swimming between the hours of: MWF 6:30 a.m. - 7:30 a.m., Monday - Thursday 3:30 p.m. - 8 p.m., Friday 3:30 p.m. - 6 p.m., Saturday 9 a.m. - 1 p.m., and Sunday 1 p.m. - 5 p.m.* Memberships are available to full time students at no charge, part-time students at a reduced rate and to the public. Jr. Gym, a supervised play area for children ages 6 months through 10 years is available for an additional fee (may only be used while parents are on fitness center premises). Bring your student ID card to the front desk of the fitness center to take advantage of this wonderful opportunity. Normal hours of operation are Monday - Thursday 5:30 a.m. - 9 p.m., Fridays 5:30 a.m. - 7 p.m., Saturday 9 a.m. - 2 p.m., and Sunday 1 p.m. - 6 p.m.*

*Please note that hours are subject to change.

The Devall Student Center

The Student Center houses offices of Student Services (Financial Aid, Admissions, Registrar, Special Populations, Counseling, Testing, International Students), and Student Life (Housing, Food Services, Student Government, and Student Activities), as well as the Kilgore College Police Department, Cashiers Office, Bookstore, ATM, Postal drop box, mailboxes and the Office of Marketing. Various games are offered in the game room from pool and table tennis to video games. Any student may participate, but you must have a KC ID to check out equipment. There are also television rooms available.

A college campus provides more activities of interest than most students can possibly find time to enjoy! The trick is to select activities that enhance your life and broaden your education. Whatever your interest, KC has an activity for you. The following alphabetical listing is designed to help you quickly find that activity.

Art Exhibits

Pottery, photography and paintings are a few of the selected art forms that wind up in the KC art galleries. There are several areas in which students can view works by nationally known and campus artists.

The Fine Arts Center Gallery, located in the Anne Dean Turk Fine Arts Center front lobby, offers exhibitions on a continuous basis. Hours of operation are 7:30 a.m. to 4 p.m. weekdays.

The Photography area offers a photo gallery, located in the Communications and Automotive Building on the first floor. Students can view works of professional, as well as, student photographers. The gallery is open 8 a.m. to 4 p.m. weekdays.

Athletics

Kilgore College is a member of the Southwest Junior College Football Conference, playing other junior colleges in our region as well as out of state. The college is a member of the Texas Eastern Conference for men's and women's basketball. The athletic program at Kilgore College has a rich history in success. Football has claimed two national titles and 22 conference crowns. Men's basketball has won two national titles and 12 conference championships. Women's basketball is a three-time national champion while claiming eight conference titles. Students are admitted free to athletic events upon presentation of a KC ID card. Tickets for guests may be purchased through the Athletic Department, or at the gate. For ticket information call (903) 983-8189.

Clubs and Organizations

A wide variety of clubs and organizations offer KC students friendships and relationships with people of similar interests and offer avenues for organized and meaningful service. The student who takes the time to become actively involved in a campus organization gains an important dimension of leadership and practical application of information learned in the classroom. KC clubs and organizations are divided into categories including academic/professional, political, religious/spiritual, special interest, social and honorary. Occasionally the college hosts assembly programs that are campus wide and have precedence over any club function. If special meetings are required by an organization, the Coordinator of Student Activities should be informed. Each organization that has funds is required to keep the account with the Business Office. For further information about funds refer to "KC Clubs and Organizations' Guidelines." To find out more about how to get involved in any of the following organizations or how to form a new one, contact the Student Life Office, located in the Student Center.

Following is a list of KC Clubs, Organizations & Bible Chairs and their advisors:

<i>Clubs</i>	<i>Sponsor</i>
Ad Art Club	Larry Kitchen
Agriculture Club	Bob Young
American Society of Safety Engineers	Charles Blalack
Amigos Del Mundo Latino	Margarita Talavera
Art Club	John Hillier/Carolyn Fox-Hearne
Automotive Club	D'Wayne Shaw
Baptist Student Ministries	Mark Melton
Biology Club	Jim Collins/Dorothy Puckett
Campus Crusade for Christ	Scott Woods
Chi Alpha	Nate Whitten
Christian Campus Center	Britt Davis
Connect Three	Richard Dugger
Dance Club	Cathy Beckman
Delta Psi Omega	Raymond Caldwell
Diversity Alliance	Tina Rushing
Early Childhood Professions	Lara Pauley
International Club	Brenda Thornhill
KC Comic Book Club	Kari Golden
KC Debate Society	Terri York
KC Ducks Unlimited	Richard Harrison/Brad Tindel/Jon Pevey
KC Republican Club	BJ James
KC Student Nurses' Association	Lu Linkinhoker
KCTC Club	Rosa Hopkins
KOLA	Jimmy Rieves
Legal Assistant Association	John Whitehead
Life Challenge	Sandy Teel
Math, Engineering & Science Club	Allen Morris
Medical Assisting Technology	Millie White
Phi Theta Kappa	Susan Yellott
Photography Society	O. Rufus Lovett
Physical Therapy	Cindy Lavine/Carla Gleaton
Piano Ensemble Club	Sandra Siler
Rad Tech Club	Ursula Dyer
Student Government Association	Leah Gorman
Table Tennis Club	Shun Au-Young
Texas Management & Marketing Association	Julian Redfearn
Wesley Foundation	Dudley Plaisance
<i>Organizations</i>	
Cheerleaders	Latane Speer
Chorale	Ryan Kelly

Davis Hall
Flare & Yearbook
Lady Ranger Basketball
Quad Housing
Ranger Ambassadors
Ranger Band
Ranger Basketball
Ranger Football
Rangerettes
Stark Hall

Raquel Wilson
Bettye Craddock
Roy Thomas
Joseph Savoie
Eloise Ashley
Wayne Smith
Scott Schumacher
J.J. Eckert
Dana Blair/Shelley Wayne
Edward Williams

Traditions

Cheerleaders

The Kilgore College Cheerleaders perform at all home KC football and basketball games. They promote school spirit and are often asked to represent Kilgore College at various events. The cheerleaders are chosen each year on the second Saturday in April. Graduating seniors and current college freshmen are encouraged to try out. The squad is chosen by a panel of qualified judges. Students who are interested should contact the cheerleading sponsor at (903) 983-8230.

Chorale

Kilgore College offers a variety of opportunities to participate in choral music, including the KC Chorale whose membership is open to all students by audition. The Chorale performs for student activities, civic clubs, radio and television. The group has toured Europe every other year. Other ensembles include KC Community Chorus and KC Connection. Membership in these ensembles provides valuable experience in polished ensemble singing of choral music, as well as a sense of community here at Kilgore College. Students who are interested should contact the Director of Choral Activities at (903) 983-8122.

Commencement and Academic Honors

Commencement ceremonies are held December, May and August. Graduating sophomores receiving associate degrees and certificates of completion invite their friends and family to be present for commencement ceremonies held in Dodson Auditorium or St. John Memorial Stadium. Academic awards honor students who have excelled, not only in scholarship, but also in leadership, service and participation while attending Kilgore College.

East Texas Enrichment Series

The East Texas Enrichment Series was established by Kilgore College to provide the people of Kilgore and surrounding areas with the opportunity to hear outstanding personalities in the areas of music, lecture, drama, etc. The events take place during the Fall and Spring Semesters. Students are admitted free or at a reduced rate with a current KC ID card.

Homecoming

Homecomings are traditional at KC, but the list of activities for the busy Homecoming Week is ever changing. Among the many events scheduled during the festivities are the Homecoming Court Presentation and alumni luncheons. Be ready to welcome back exes and cheer the Rangers on to victory.

The student's family is an important part of the Kilgore College family and each Fall we extend a special invitation for family to visit on campus and get a taste of college life. A football game and other activities make a special time for families and their KC students.

Fight Song and Alma Mater

The KC fight song is played at every athletic event. The Alma Mater is played at various events throughout the year.

Kilgore College Alma Mater:

Hail, Kilgore College, dear to my heart;
Our Alma Mater, glorious thou art.
Shine on, a beacon, lighting our way,
Guiding our steps by learning's ray.

Ranger Fight Song:

We're all fighting Rangers
Ready to fight for the victory
Fighting pals, blocking pals
Passing pals, running pals
In rain or sunshine
Fighting for honor
Brave, fair and true
Fighting for the gray and blue,
Fighting for the school
Rangers fight to win!!!

Intramural Athletics

The college offers a comprehensive intramural program for both men and women and encourages participation regardless of ability. Intramural activities include basketball, softball, volleyball, badminton, flag football, tennis, racquetball, golf, pool, and dominoes. Several of these activities are co-rec activities. Additional information about the intramural program is available from the Office of Quad Housing at (903) 988-7504.

Job Fair

The Career Services & Job Placement Office sponsors job fairs and “mini” on-campus recruiting sessions throughout the year. These events provide students and alumni information regarding employment requirements and job availability. For more information contact the Career Services & Job Placement Office at (903) 983-8678 or jobplacement@kilgore.edu.

KC Kickoff

This event takes place the first week of school and all students are invited to attend. The event’s main purpose is to kickoff the school year and let students know what is available at Kilgore College.

Musical Events

If you enjoy music, you will enjoy the talent that KC has to offer. From vocal groups to orchestras, music fans will find an event that entertains. Kilgore has several choral groups and ensembles that perform locally as well as abroad. Our music students perform as a stage band or as individuals in a recital.

Welcome Week

During the first week of school, there are many activities to help students become more familiar with Kilgore College. Activities include, KC Kickoff, Outdoor Fun & Games and a Club & Organization Fair. For more information, contact the Coordinator of Student Activities at (903) 988-7521.

Publications & Media

Newspaper and Yearbook

Recognizing the importance of practical experience within a journalism program, the administration of Kilgore College fully supports the college newspaper (The Flare) and the college yearbook (the Ranger) as essential elements of journalism instruction. This support includes budgetary

funding, facilities, equipment, supplies and faculty adviser(s) for these publications. This support also recognizes the students' First Amendment right to freedom of speech and to the expression of ideas in accordance to the principles set forth in the Reporter's and Editor's Handbook for Journalism at Kilgore College and the Kilgore College Ranger Handbook. The College also requires that all student publications include a disclaimer that the views expressed do not necessarily reflect the beliefs or opinions of other students, faculty, staff, or board members.

An award winning newspaper, *The Flare* is the official student newspaper published every Friday during the Fall and Spring semesters. *The Flare* has won the coveted sweepstakes award 16 times in the past 17 years from both the Texas Intercollegiate Press Association and the Texas Community College Journalism Association. *The Flare* also won First Place in the Texas Associated Press Managing Editors competition for best non-daily student newspaper in Texas. Distributed free, the non-profit newspaper is a journalism laboratory product and is written, edited and designed by KC students. Students interested in working on the newspaper staff should see the faculty advisor in the VS 125.

The student yearbook for Kilgore College, called *the Ranger*, is distributed in the Spring and contains photos of students and group shots of organizations. Lively action photos and candid shots depict many of the programs and activities which make your years at KC memorable. Staff positions are filled by students interested in aspects of book publication like writing, art, layout, photography, advertising, etc. Students should contact the advisor in the VS 122.

Radio and TV on campus

The college has a cable access channel on Kilgore Cable (Channel 29) which "scrolls" public service announcements.

Ranger Band

The Kilgore College Ranger Band is recognized as an excellent community college band, and plays a varied schedule every year. The band supports the athletic and conducts various musical programs each year on campus. Membership is open to any KC student. Competitive auditions are held throughout the year. Another component of the Ranger Band is the Jazz Ensemble. It is the smaller organization of the Ranger Band that plays in concerts and for area dances as well as for Rangerette performances. Admission to the Jazz Ensemble is by auditions.

Rangerettes

The Rangerettes are the original precision drill and dance group in the United States. Organized in 1940, the group includes 65-75 young women. The Rangerettes are known throughout the world for their performances on national television, in movies and on stage in the country's largest cities. Membership is open by tryout to all females enrolled in the college as either a freshman or sophomore.

Revels

Early in the spring semester, the campus is alive with the sounds of music and tapping feet. It's Revels time. This variety show features the Kilgore College Rangerettes. The event lasts four nights and is usually sold out all four nights.

Theatrical and Dance Performances

Each year the students of the Fine Arts department grace the stage of the Van Cliburn Auditorium to produce musicals, ancient and modern classics, the best of Broadway, dramas and comedies of the great works of the entertainment world. KC students are usually admitted at a discount charge when they show their KC ID.

The students in the dance department display their talents in a dance concert presented in the latter part of the Spring semester. The Van Cliburn Auditorium comes alive when students perform ballet, tap, and jazz routines, as well as modern dance numbers. For more information regarding any of the performances contact the Fine Arts Department at (903) 983-8118 or the KC Box Office at (903) 983-8601.

Texas Shakespeare Festival

The Texas Shakespeare Festival is a professional summer theatre based in Kilgore on the campus of Kilgore College. Actors, apprentices and designers traditionally come from all over the United States to participate in the performances, which are held in the latter part of June and run through July. For ticket information contact the KC Box Office at (903) 983-8601.

College Transfer Day

This special event usually takes place in November and gives current KC students the chance to meet the four-year institutions of Texas and surrounding states. Students can meet the representatives of their favorite university, have important questions answered and pick up transfer information. The event is held in the Devall Student Center. For more information contact the Admissions and Recruiting Office at (903) 983-8209.

Student Services and Academic Support

Support Services are an important part of your life both inside and outside the classroom. Services that will help you make the most of your stay are offered for both academic support and student life. If you need help for support services, this section will show you where to find it.

Academic Support Counseling and Advising Services

Texas Law requires academic advisement. The college encourages all students, regardless of THEA status, to seek individual academic advising prior to each semester's registration. Faculty advisors and professional counselors help students understand academic requirements and plan course schedules to meet these requirements.

It is strongly recommended that the following students receive academic advisement:

1. Students who are entering KC for the first time
2. Students who have failed at least one section of the THEA test or the THEA alternative test
3. Students who are enrolled in developmental courses
4. Students who are on scholastic probation or who have returned from scholastic suspension
5. Students who desire to change an academic major, certificate program, or intended transfer college or university
6. Students who are military veterans eligible for veteran's benefits

Professional counselors, who office on the second floor of the Devall Student Center in Kilgore and in the main building at KC–Longview, provide educational, career and short-term personal counseling services. Along with faculty academic advisors, counselors help students understand academic requirements and plan course schedules to meet those requirements. While students who have not met Texas Success Initiative requirements are *required* to register with a counselor or advisor, the College encourages *all* students to consult with these professionals prior to registering for classes. To make an appointment for counseling and advising services, call (903) 983-8206 (Kilgore) or (903) 753-2642 (Longview).

Students who have disabilities, are academically or economically disadvantaged, are majoring in nontraditional programs for their gender, or have English as their second or other language are considered special populations and may see the Special Populations Vocational Counselor in the Devall Student Center. For more information call (903) 983-8682.

Special Populations

Located in the Student Support Building, Special Populations provides support services for students enrolled in career technical education courses and who qualify as special populations under the Carl D. Perkins Career and Technical Education Act of 2006. Services include; day-care assistance, transportation reimbursements, textbook lending, tutoring, study skills, job readiness skills, career services assistance and counseling. For more information contact the Special Populations Office at (903) 983-8683 or (903) 983-8205.

TRIO Fast Track Program

The TRIO Fast Track Program (Fostering Academic Success and Transfer) is a federally funded grant that provided by the U.S. Department of Education. This grant provides support services to U.S. citizens or Permanent U.S. Residents (with documentation) that are enrolled at the main Kilgore College campus and are identified as first generation, low income, and/or students with disabilities. The purpose of the TRIO program is to assist students in completing their associate's degree and transferring to a four-year college to further their education. Support services are provided free of charge to participants and include individualized advising and counseling, CRLA certified tutoring services, career exploration and counseling, access to a computer lab, laptop loan program, financial aid assistance, visits to four-year colleges and universities, and participation in cultural enrichment activities. There are limited spots available each year. To apply for participation in the TRIO Fast Track Program, please pick up an application in SS 123 or for more information call (903) 988-7592.

Student Success Programs

The purpose of the Student Success Programs is to provide and coordinate academic and support services for all Kilgore College students as they make the transition from their previous environment. Some of the services provided are:

- Free tutoring lab - SS 119
- Computer and Internet Access - SS 119
- Early Alert system
- Study skills counseling
- Advising and registration
- Study skills course, COLS 0110 & 0120 - College Success Strategies
- Study skills tapes and viewing facilities
- Tape recorder loan program
- Textbook loan program
- New Student Orientation

The Student Success Tutoring lab is located in SS 119 and the office is in SS 112. Students may drop by or call (903) 988-7536.

Bone Learning Center

The Bone Learning Center is located on the second floor of the Randolph C. Watson Library. It consists of an open computer lab, the English and reading labs, and the math lab. The open computer lab is available to all students who fill out an acceptable use form. The computers in this area have Internet access and all major word processing programs. The English and reading labs as well as the math lab are staffed with degreed instructors. They help students enrolled in developmental classes who are required to attend these labs. They also help students enrolled in college-level courses who have specific questions.

Computer Lab

There are presently three open computer labs on campus that are available to all Kilgore College students.

The Bone Learning Center lab, located on the second floor of the Randolph C. Watson Library, with 40 computers. Service hours for Fall and Spring semesters are Monday - Thursday, 7:30 a.m. to 8:45 p.m.; Friday, 7:30 a.m. to 3:45 p.m.; Sunday, 2 p.m. to 5 p.m. Service hours for Summer semesters are Monday and Wednesday, 7:30 a.m. to 4:30 p.m.; Tuesday and Thursday, 7:30 a.m. to 8 p.m.; Friday, 7:30 a.m. to 3:30 p.m.

The Cox Lab located in the Bonnie Hudspeth Porter Business Building, room 207, has 25 computers and 2 printers. Service hours for Fall and Spring semesters are Monday - Friday, 7:30 a.m. to 4:30 p.m. Closed for Summer Semester.

Another lab is located in room 212 in the Joe M. Hendrix Center on the Kilgore College–Longview Campus. Service hours for Fall and Spring semesters are Monday - Thursday, 8 a.m. to 8 p.m.; Friday, 8 a.m. to 3 p.m. Service hours for Summer semester are Monday, Wednesday and Friday, 8 a.m. to 3 p.m.; Tuesday and Thursday, 8 a.m. to 8 p.m. Student assistants for on-site help staff labs on the Kilgore Campus.

Additional information about the services of the Open Computer Labs is available at (903) 988-3701.

Bookstore

The KC Bookstore, located in the Devall Student Center, sells textbooks, supplies, articles of clothing, souvenirs, and miscellaneous items. The Bookstore accepts cash, personal checks, and money orders as well as MasterCard, Visa, and Discover charge cards. Payment is subject to verification and approval. During the long semesters the Bookstore is open from 7:30 a.m. to 4:30 p.m., Monday through Thursday and 7:30 a.m. to 4 p.m. on Fridays. During the first week of classes each long semester the Bookstore has extended hours to 7 p.m. You may also purchase books online at www.kcbookstore.com.

Returning Textbooks. When a student finds it necessary to return a textbook to the Bookstore for refund, the student **must** present the cash register receipt for the original purchase and the unmarked, undamaged textbook. Refunds on textbooks are available through the **12th** class day of each long semester and **4th** class day for mini and summer semester.

Policy for Buying Back Textbooks. The Bookstore may buy back selected used, current-edition textbooks if these books are in good condition. Prices for individual textbooks are based on present stock level, projected utilization, and/or used textbooks maintained by the Bookstore.

Check cashing

Check cashing is available in the Kilgore College Business Office, located at the west end of the Devall Student Center. Full-time students can cash one check a week up to \$50. The office is able to cash third party checks if they are from parents or grandparents (no brother or sister). No payroll checks will be cashed. To cash a check, the student must present a KC ID at the time of the transaction. If a student has a hold, he/she will not be allowed to cash a check until the hold is cleared. All holds **MUST** be paid by cash, credit card or money order. Hours of check cashing are 7:45 a.m.-4:30 p.m. Monday-Thursday, 7:45 a.m-4 p.m. Fridays. **Check cashing privileges will be forfeited if a check is returned unpaid.** A returned check fee of \$25 will also be assessed. Excessive returned checks will result in suspension of check writing privileges. All returned checks and associated fees **MUST** be paid by cash or money order.

Early Childhood Center

The Early Childhood Center, located at the corner of Hwy. 259 and Brook Drive in Kilgore, provides early childhood care and education for thirty-five children of KC students, KC employees, and community residents. The center accepts children from the ages of eighteen months to five years. While serving parents as an early childhood program, the center also serves as a learning laboratory for KC students enrolled in the Early Childhood Professions Program. The center is licensed by the State of Texas and is nationally accredited by the National Academy of Early Childhood Programs. The center is open September through May from 7:15 a.m. to 5:30 p.m. Additional information about the services of the center is available at (903) 983-8293.

Financial Aid Office

Located on the second floor of the Devall Student Center, the Financial Aid Office is available to all students who, without assistance, are not able to afford college. With the escalating cost of education, students are urged to begin the annual application process as soon as possible after filing tax returns for prior year income.

Financial aid programs at KC are offered in four categories: federal and state grants, federal student loans, federal work study employment, and institutional scholarships. Federal grants available at KC include Pell and Supplemental Educational Opportunity Grant (SEOG). Grants from the state of Texas include Texas Grant and TPEG Resident and Non-Resident. Three types of federal student loans are available: Stafford subsidized and unsubsidized, and Parent PLUS loans. Students must complete a FAFSA and all necessary documents, a loan request form, and entrance counseling, in order to be eligible for loan funds. Students who graduate

or withdraw will be required to complete exit counseling before repayment begins. Students completing the process are notified by an Award Letter of all amounts they are eligible to receive for the academic year. Financial Aid counseling on an individual basis is available to answer specific questions dealing with the FAFSA application process, verification of income, Award Letter amounts, eligibility criteria, deadlines for payment, scholarship eligibility, work study job criteria, and default prevention counseling

Academic or merit scholarships are institutional funds offered or renewed on an annual basis by the KC Scholarship Committee and/or Department Chairs and are given in recognition of academic achievement, outstanding talent and leadership, honors earned, and extra-curricular involvement. Applications are available in the Financial Aid/Scholarship Office with a deadline of April 1 for priority consideration. Specific departments, such as Fine Arts, Band, and Athletics, will also make scholarship offers to students which carry departmental requirements for their programs.

Students are expected to seek advice and be responsible for knowing the policy regulations surrounding any funds they receive, such as: Satisfactory Academic Progress Policy requirements, enrollment, counseling, and repayment regulations regarding federal loans, financial debt incurred from total withdrawal from school; causes for financial aid probation and/or suspension status; institutional expectations for work study students; the consequences of missed deadlines, and monetary holds on permits to register or requests for transcripts.

For additional application materials or information, telephone (903) 983-8211 or (903) 983-8210, or visit our Web site at www.kilgore.edu, and select “Financial Aid” from the menu.

Food Service

Food Service for Kilgore College is provided by ARAMARK Campus Service. Their mission is to serve the Kilgore College community with quality, cost-effective food products and services in support of the academic mission of the college. Campus residents are required to buy a meal plan for the cafeteria. There are 3 meal plan options available. Non resident students and faculty may also use the cafeteria. The cafeteria offers the options of cash, checks, ID card, or credit card. The cash prices along with hours of operation will be posted at the cafeteria at the beginning of each semester.

Meal plans may only be utilized by the student to whom they are assigned. Students are required to have a current student ID card with a paid meal plan to be in the cafeteria. Student ID card is required for entrance to the cafeteria for each meal, without exception.

“To-go” meals are allowed with a written request from College Facility or Employer. Request will be granted if the student class schedule prevents dining in the cafeteria during scheduled hours.

Meal Plan Refund:

Please refer to the Residential Life Section under Refund Policy.

Meal Times and Changes:

Monday thru Friday, Breakfast: 7 a.m. - 8:30 a.m.,

Lunch: 10:45 a.m. - 1:30 p.m., Dinner: 5 p.m. - 7 p.m.

Summer hours will be posted at the end of the Spring Term.

Please refer to the Kilgore College Calendar for closing dates and times during the Holidays and at end of the semesters.

Grievance Procedure

Students wishing to review the action of a particular individual or department should direct their questions first to the individual and then to the one who supervises the individual or department in question. This grievance procedure may also be used to address concerns about discrimination based on disability and sex, including sexual harassment. Grievances concerning disability issues, instructional and non-instructional, must first be addressed with the Special Population/ADA Counselor. This office is in the Devall Student Center, room 248, or call (903) 983-8682 for an appointment.

For non-instructional matters:

Students should direct questions concerning non-instructional matters to the Vice President of Student Development, whose office is located in the Devall Student Center. Students, who take classes at KC–Longview, may direct non-instructional matters to the Dean of KC–Longview. Once grievance has been filed with the Vice President of Student Development or Dean of KC–Longview, an appropriate college official will respond to the student within 5 class days. If additional information is needed, please contact the Vice President of Student Development’s Office at (903) 983-8189.

For instructional matters:

1. Students should first take problems or questions to the instructor of the course in which they are experiencing problems. Most issues can be resolved at that level.
2. If the student and the instructor are unable to find a solution to the problem, the student may present the case in writing to the **department chair or program director** within three working days of the incident. The department chair or program director will issue a formal written decision regarding the student’s problem or issue.
3. If the student is not satisfied with the decision of the department chair or program director, the student should present the case to the **appropriate dean** within three working days of receiving the formal response from the department chair/program director.

4. If the student is not satisfied with the decision of the dean, the student should present the case in writing to the **Vice President of Instruction** within three working days of receiving formal response from the dean. The decision of the Vice President of Instruction is final.

For non-instructional matters:

1. Students should first take problems or questions to the office where they are experiencing problems. Most issues can be resolved at that level.
2. If the student and the office representative are unable to find a solution to the problem, the student may present the case in writing to the director of the department chair (see organizational chart) within three days of the meeting with the office representative. The department director will issue a formal written decision regarding the student's problem or issue. (The department director at KC-Longview is the Dean.)
3. If the student is not satisfied with the decision of the department director, the student may present the case to the appropriate Vice President within three working days of receiving the decision of the department director.

Students submitting any grievance must include the following information:

1. Name, address, phone number and student identification number of the student filing the grievance.
2. Date and time of the grievance and a detailed explanation of the incident.
3. What other steps have been taken regarding this grievance (i.e., another dean contacted, or police contacted, etc.).
4. All other previously issued formal written decisions or answers regarding the problem or question at issue.
5. All statements from any individual that may be useful in the review of the incident.

Health Services

An on-campus clinic, located in the Parks Fitness Center, provides medical care for all students and faculty. During the school year, the clinic is open Monday-Friday from 9 a.m. - 3 p.m., excluding school holidays, and is staffed by a registered nurse. If a student's illness or injury is not treatable in the KC clinic, the nurse will refer the student to a physician with the Trinity Mother Frances Clinic in Kilgore. The initial physician visit for an illness or injury will be of no charge to the student. The student will be responsible for any charges associated for subsequent visits to the physician for the same illness or injury. TeleCare Plus, Trinity Mother Frances Health System's health advice line, provides health information by registered nurses 24 hours a day at 1-800-535-9799.

Student Health Insurance. The college offers each student an opportunity to purchase a health and accident insurance policy at a reasonable charge from a reputable insurance carrier. This policy covers the student and his or her dependents. An application and additional information concerning this coverage is available from the Vice President of Student Development in the Devall Student Center.

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

WHAT ARE THE SYMPTOMS?

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

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

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

HOW IS THE DISEASE TRANSMITTED?

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

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

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

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death
(in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs)
that requires amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

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

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health Office.
- Contact Web sites:
www.cdc.gov/ncidod/dbmd/diseaseinfo
or www.acha.org

ID Card Information

Your student identification card, distributed during registration after all fees have been paid, is a valuable item which should be guarded carefully. The ID card is to be carried at all times and presented upon request by college officials, for identification purposes. For entry into the housing facilities after regular hours you must present your ID to KCPD officers or housing officials. It can save you money in the Kilgore community and give you access to a variety of college activities. The ID entitles you to free or discounted athletic events, Student Activity entertainment, Enrichment Series programs, dances, the Fitness Center and the health services provided by the college. The student ID is required at the library when checking out books and at the Business Office when cashing a check. Also, the student ID is used as a meal card for residence hall students. Students must retain card from semester to semester. There is a \$10 fee to replace a student ID.

Career Services & Job Placement

Career Services & Job Placement for Student/Alumni Employment Off Campus.

For students currently enrolled in academic or occupational education programs, the Office of Career Services & Job Placement provides information about part-time and full-time employment. The Kilgore main campus and the Longview campus regularly post notices (on the on-line job board) of employment opportunities and internship programs from area employers in a variety of fields requiring different levels of skills.

The Office of Career Services & Job Placement also provides job readiness training programs and workshops on such topics as job-search skills, interviewing techniques, resume and application preparation, career changing, and development of a professional attitude and image. Resources are available in the Job Placement Office with information on employment trends, salaries and occupational requirements.

Current students and alumni are encouraged to register and upload their resumes with the Office of Career Services & Job Placement. Individual assistance is available for resume preparation, interviewing skills, networking and employment referral. The Career Services & Job Placement Office is open Monday through Thursday from 7:45 a.m. to 4:30 p.m. and Friday from 7:45 a.m. to 4 p.m. There is no charge for the use of the career services & job placement. For additional information about the services of the Career Services & Job Placement Office, please call (903) 983-8678 or (903) 753-5783 ext. 8678.

Kilgore College Police Department

The Kilgore College Police Department is a fully accredited law enforcement agency of the State of Texas. The department is charged with providing police services, building security, and responding to emergencies on campus. Administrative offices are located at the east end of the Devall Student Center. Office hours are 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 4 p.m. on Friday. Kilgore College police officers may be reached 24 hours a day at ext. 650 (on campus) or (903) 983-8650 (off campus). Tickets should be paid at the Cashiers Office at the west end of the Devall Student Center.

The officers at Kilgore College are certified peace officers, commissioned by the Board of Trustees of Kilgore College under section 51.203, subchapter E, chapter 51 of the Education Code, and they carry all the powers, privileges, and immunities granted any other law enforcement official in the State of Texas. The officers have met the criteria set by the Texas Commission on Law Enforcement Standards and Education and are required to take a minimum of 40 hours in-service training every two years.

The jurisdiction of Kilgore College police officers includes all counties in which property is owned, leased, rented or otherwise under the control of Kilgore College.

Mail Service

So residents can easily receive their letters from friends and family, a post office located in the Student Center is provided for your convenience. There is also a postal drop box available. A non-refundable mail box rental fee of \$15 will be charged to the account of each resident at the beginning of each fall and spring semester. You will sign in for your mail box key when you check-in at the residence hall. Your mailing address is: Your name, Kilgore College, 1100 Broadway, KC Box #, Kilgore, TX 75662. There is a \$25 fee for a lost mail box key. Package mail may be sent to the physical address of the residence halls.

Nolen St. Hall - 815 Nolen St.

Stark Hall - 607 Elder St.

Quad Housing - 1200 E. South St.

GN Davis - 819 Nolen St.

Residential Life

Kilgore College provides housing for 500 students in the men's and women's residence halls on the main campus. The hall staff includes an on-site coordinator and resident assistants to support programming and facilities. Each student living in the halls is responsible for respecting

the rights of others and for maintaining an atmosphere that is conducive to study and harmonious to social life. For more information on college housing, contact the Office of Residential Life, Devall Student Center, (903) 983-8191.

Special Populations

The Special Populations Department offers support services to students who are occupational education majors and are classified as a special population. The Special Populations Office is designed to help these students meet their educational and occupational goals through the provision of supplementary support services. Special populations students include single parents, displaced homemakers, persons with disabilities, students with majors nontraditional for their gender, limited English proficiency students, and economically or academically disadvantaged students. Child care assistance, a textbook lending program, transportation reimbursement, and part-time employment opportunities are available upon application to qualified students. Applications for services are available from the Special Populations Coordinator by calling (903) 983-8683 or (903) 753-5783, ext. 8683. Funds for assistance are limited and some restrictions apply. Additional support services provided through the Special Populations Office include career, academic, and personal counseling, aptitude and interest assessments, tutorial services, pre-vocational assistance, computerized basic skills instruction, job readiness assistance, and referrals to other community resources.

The STEP (Step Up to Educational Prosperity) Program is also available through the Special Populations Department. The mission of the STEP Programs is to assist students with special needs in achieving both academic and personal goals through accommodations in class, tutoring, special needs services, interpreting for the deaf, or other accommodations as determined appropriate. A variety of accommodation services are available to a Kilgore College student with a disability. All services are elective and must be arranged by the student. For further information contact Pam Gatton at: (903) 983-8682, or come by the Special Populations Office in the Student Services Building.

Student Activities

The Student Life Office is home to many functions on the KC campus, from KC Welcome Week and Homecoming to developing publications like this handbook to advising the SGA. Students wishing to become involved at Kilgore College whether it is with an organization, intramurals or those who would just like to find out what KC has to offer should stop by and talk with the Coordinator of Student Activities in the Devall Student Center.

Vice President of Student Development Office

The Office of the Vice President of Student Development provides information, policy interpretation and rights adjustments upon request, handles disciplinary and social adjustment problems, and provides a variety of programs. For more information call, write or visit: Office of Student Development, Devall Student Center, 1100 Broadway, Kilgore, TX 75662, Phone: (903) 983-8189.

Student Employment Services

On-Campus Employment for Students Enrolled in Any Program or Course of Study. The following types of on-campus employment may be available for students:

1. The Federal College Work-Study Program is a federally-funded, campus-based financial aid program with a limited number of funds for students who have documented financial need and who want to earn part of their educational expenses while attending college. Additional information about this program is available from the Office of Financial Aid and Scholarships. Phone (903) 983-8211.
2. The Student Assistant Program is a federally-funded, campus-based financial aid program provided through Carl Perkins funds. This program provides jobs for a limited number of nontraditional occupational education students such as single parents, disadvantaged students, and students enrolled in nontraditional majors. Additional information about this program is available from the Special Populations Office. Phone (903) 983-8690.
3. A limited amount of institutional funding is available to employ students who are not eligible for the Federal College Work-Study Program. Student employment may also be available through various instructional departments and campus offices for students with specific skills or knowledge. Appropriate supervisors are responsible for managing this program.

Testing Services

The Testing Center, located on the 2nd floor of the Devall Student Center on the Kilgore campus, proctors distance education, local placement and various national and state examinations. The center is open Monday through Thursdays from 8 a.m. -8 p.m. Testing is not available on Fridays. Students with questions should visit the Web site at www.kilgore.edu/testing.asp or call (903) 983-8215 or e-mail testing@kilgore.edu. Testing is also available on the KC–Longview campus by calling (903) 753-2642.

Vehicle Parking

The student who plans to park a vehicle on campus must register the vehicle and affix a parking permit to the rear window of the vehicle. The student normally purchases the parking permit during registration but may obtain the permit at other times from the Police Department located at the east end of the Devall Student Center. A student parking in an area that has not been designated for student parking may be issued a parking ticket or the student's vehicle may be towed.

Veteran Affairs

The Office of Veteran Affairs at KC is operated in conjunction with the Office of Financial Aid and Scholarships, located in the Devall Student Center. This office provides necessary forms and information to veterans and certifies enrollment to the Veterans Administration (VA) so that veterans may receive monthly educational benefits payments.

Randolph C. Watson Library

Located on the mall in the center of the Kilgore main campus, the Watson Library provides spacious reading and study areas. The library consists of over 85,000 volumes and 20,000 audiovisual items and 200 journal titles in paper. Access to approximately 70 databases that include encyclopedias, subject specific full text databases and indexes that include over 7,000 full text journals, is available on campus or off campus to students through the library's Web page (<http://kcfac.kilgore.cc.tx.us/library>).

The library has computer workstations with Internet access for research and paper writing on the first floor. Computers contain Microsoft Office, for student use. Students must follow computer policy for acceptable use set by the library or Kilgore College.

The Elwyn Bone Learning Center is located on the second floor of the library and houses the Math and English Lab as well as a Computer Lab. The Math and English labs are under the direction of other campus departments.

The library has a copier located on the first floor. Student may purchase copy cards for this machine at the Circulation Desk. For student convenience, the library sells a small assortment of pens, pencils, floppy disks, CD-RWs, flash drives, scantrons and blue books. Printing from the library and Bone Learning Center is 10¢ for black and white and 25¢ for color. Students have a \$10.00 debit account each semester.

Services also include interlibrary loan, bibliographic instruction, and cooperative borrowing privileges through the Forest Trail Library Consortium and TexShare. Distance Education students may check out telecourses from the library for the semester.

An automated circulation system provides up-to-the-minute data on the status of library materials. Students may check out up to five books for a period of two weeks. A fine of 25 cents per day is assessed for overdue materials with a maximum fine of \$25 per item. Late fines for other items such as math tapes, telecourses, etc. vary. If an item is lost, students must pay the replacement cost of the item, any fines owed, and a \$5 processing fee. A hold is placed on the student's records until any fee owed is paid.

Fall and Spring Library Hours

7:30 a.m. to 9 p.mMonday through Thursday
7:30 a.m. to 4 p.m Friday
2 p.m. to 5 p.m Sunday

Summer Library Hours

7 a.m. to 4:30 p.mMonday through Thursday
7 p.m. to 8 p.m Tuesday and Wednesday
7 a.m. to 4 p.m Friday

For more information call (903) 983-8237.

Definitions and General Information

While the college catalog is your guide to a successful academic career, the terms and information it contains can sometimes be confusing. The following alphabetical listing may be of value to you as you find your way through higher education.

Academic Calendar

The academic calendar is an official list of dates covering the school year. It contains information on school holidays, special events, final examination periods and a listing of official deadlines for changing your schedule, withdrawing from classes with or without a refund, applying for graduation, etc. The calendar is listed in the Catalog and the Schedule of Classes.

Auditing Courses

The Registrar may grant a student permission to audit a course for special reasons. Courses involving computers, equipment, labs, etc. also require departmental approval. Clinical courses in health science programs may not be audited. Such permission gives the student only the privilege of observing and does not include submitting papers or taking tests. The name of the student auditing a course appears on the class roll and is given a grade of AU. A student desiring to audit a course may request a permission to audit in the Registrar's Office only after regular registration and on a space-available basis. Tuition and fees for auditing are the same as those fees charged for enrolling in a course for credit. The college will not refund tuition and fees paid to audit a course.

Civility In The Classroom Statement

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate or distracting classroom behavior is prohibited in order to assure that everyone has opportunity to gain from time spent in class. Should a disruptive classroom incident occur, the faculty member in charge may remove the student on either a temporary or a permanent basis. Students have the right to appeal through the appropriate channels.

Classification of Student

The student's classification is based on cumulative hours passed (not counting hours currently enrolled.) A student is classified as follows:

Freshman	Student who has 0-29 semester credit hours
Sophomore	Student who has 30-60 semester credit hours
Unclassified	Student who has 61 or more semester credit hours
Part-time	Student enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term
Full-time	Student who is enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

Note: In order to meet Federal Student Loans Program Enrollment Certification requirements at KC, any student who is enrolled in a major which has a major code of +8021 or +80212 and who is enrolled for 6-11 hours, which must include courses entitled NURS or RNSG and which relate to clinical experience as defined by the Dean of Math, Science and Health Sciences, will be considered as a full-time student at KC. This policy applies only to those students who have federal student loans and is only for enrollment certification for student loan requirement. The policy does not apply to any other federal or state grant program at KC.

College Catalog

The Kilgore College Catalog is the most complete and detailed information resource available to the KC student. In addition to course listings and individual degree requirements, the academic catalog contains specific information on admission policies, fiscal and academic regulations, office functions, grade appeal procedures, student services and the academic calendar. Students have the option of meeting graduation requirements of the current KC catalog or those requirements outlined in the KC catalog under which they entered the college (if continuously enrolled). A lapse of two long semesters dictates usage of the current catalog. Candidates for graduation must declare the catalog of choice on the degree plan.

Course Duplication

If a student repeats a course, both grades remain on the transcript, but the college counts only the higher grade in determining the overall grade point average (GPA). The college cautions the student, however, that other colleges may not follow this practice. A student planning to transfer to another college or university should check with the Admissions Office at that institution to determine the course repetition policy at the receiving institution.

Course Load

During long semester, the normal course load is five academic courses or 15 to 17 semester hours. In addition to the normal load, students may take up to four semester hours in Music-Applied (MUAP or MUSE) and kinesiology (KINE). When students earn a 2.25 grade point average (GPA) or greater during a long semester or summer term, they qualify to take a total of 6 courses or 18-20 semester hours during the following semester. The maximum course load during a summer term is 7 semester hours for each term. Students who are employed or who have family responsibilities are cautioned to consider carefully the course load they take. The student who is overly extended is likely to have scholastic difficulties. A good rule to remember is that two hours of preparation outside of class are necessary for each hour of time spent in class.

Course Numbers

Courses offered follow a four-digit numbering system. The first digit indicates the academic level of the course (0 = institutional credit (developmental), 1 = freshman, 2 = sophomore) and, in most cases, the second digit reflects the semester-credit-hour value of the course. The third and fourth digits indicate sequences.

KC is also participating in the Texas Common Course Numbering System (TCCNS). Participating institutions have signed agreements accepting a standard numbering system for commonly transferred academic courses. KC advises students to seek assistance through the Counseling Center, located in the Devall Student Center, when planning transfer programs. For specific information on course equivalencies and degree requirements, students should contact the colleges or universities to which they plan to transfer.

Cumulative Grade Point Average (GPA)

Your cumulative grade point average is the sum of the grade points earned at KC divided by the total number of semester hours attempted. See the Catalog section on Academic Policies for more information on how to figure your cumulative grade point average.

Dean's List

The Dean's List is published soon after the close of each long semester. To make this list, the student must complete in 12 or more semester hours of non-developmental coursework and must have earned a grade point average (GPA) of at least 3.5 on a 4.0 scale for that semester.

Degree Plan

The Degree Plan is an official document which is prepared by a counselor or academic advisor. It lists all courses completed, courses not completed, proficiency examinations, and all other requirements for a particular degree sought.

Dropping Courses

[Refer to Academic Calendar (printed in the Schedule of Classes) for deadlines.]

Dropping a class is an official action whereby a student informs the instructor of the course and the Registrar's Office that the student will cease attending a class in which he or she is enrolled while remaining in at least one other course.

The following are procedures that a student must follow to drop a course:

1. Visit the Registrar's Office or the KC-Longview Office that the course be dropped.
2. The Registrar's Office will notify the instructor that the student has dropped the course. (The instructor may withdraw a student who ceases to attend class if the student does not formally withdraw in the Registrar's Office.)

Rates of Tuition and Fees

The Rates of Tuition and Fees, located in the KC Catalog and on the KC Web site, is an official publication listing the official fees, tuition and charges for all academic courses and academic programs.

Final Examinations

At the end of the semester in each course, the instructor is responsible for giving a comprehensive final examination, not to exceed two hours in length, at the time specified in the final examination schedule. Students are not permitted to take final examinations earlier than the time specified in the final examination schedule. A student who must be absent from a final examination should petition the instructor for permission to take the examination at a later date. The student will receive a grade of "I" (Incomplete) for the course until the student takes the postponed examination. The student must take the examination within six weeks from the end of the semester or receive a grade of "F" for the examination. A student absent without the instructor's approval will receive an "F" on the examination unless there are extenuating circumstances as deemed by the instructor.

Grade Report

Grades for course work are based on the student's written and/or oral work in a given course. Attendance may also affect the grade. Grades are available at the end of each term online at www.kilgore.edu through Campus Connect.

Grading System

The college indicates grades by the following symbols:

- A (90-100) excellent
- B (80-89) above average
- C (70-79) fair or average
- D (60-69) lowest passing mark
- F (0-59) failing
- I Incomplete

Note: The instructor may assign this grade because of student illness or other unavoidable circumstances. The student must complete work within six weeks after the end of the semester in which the grade was issued or receive an "F" for the course. To be eligible for this grade, the student must have essentially completed the course, and the work remaining should be of such nature as not to require class attendance. It is the responsibility of the student to arrange with the instructor for completion of the course.

IP Incomplete Passing

Note: An "IP" is only for English for Speakers of Other Languages (ESOL) and certain Court Reporting and Air Conditioning and Refrigeration Program courses, specifically ESOL 0311, ESOL 0322, ESOL 0343, CRTR 1404, CRTR 1406, CRTR 2234, CRTR 2235, CRTR 2401, CRTR 2403, POFT 2203 and HART 1380. The student re-registers for the course and receives a grade when the minimum passing score is attained. The "IP" can never revert to an "F" nor be used in computing grade point averages or academic status.

W Withdrawn from course
CR Credit by examination and
advanced placement

Honor Graduates

Honor graduates are the highest-ranking students in each of the associate degree programs and certificate programs. For determining the honor graduates, the Registrar's Office will compute only grades earned at KC. The college recognizes the honor graduate in each of these areas at the Fall, Spring and Summer graduation exercises. To qualify for graduation with honors, a student must earn at KC 50 percent of the hours which apply to graduation.

Major

A major is an academic designation that defines the concentration of your upper-division (junior/senior) course work. A major may be very specific or general, depending on a particular institution's instructional program. The name of your baccalaureate degree may or may not contain the name of your major.

If you plan to transfer to a university, you do not actually major in a particular field at Kilgore College. You should select general education courses and other more specialized courses considering the requirements of the particular university and major you have chosen. Students undecided about their major or university should start with courses in the 46-hour Kilgore College Core Curriculum.

Residency

The college will require the student to sign an oath of residency as part of the admission process. It is the student's responsibility to use the proper residence classification. If there is any question as to right of classification as a resident of Texas or the Kilgore College District, it is the student's obligation, prior to or at the time of registration, to raise the question with appropriate administrative officials of the college. The student should report any change in residency status to the Registrar's Office. Likewise, a student classified as a non-resident will remain in that status until such time as the student has made written application for reclassification and the Registrar's Office has officially approved the request. The student should direct all questions concerning residency status to the Registrar's Office, located in the Devall Student Center. Phone (903) 983-8202.

Schedule Changes

The student who finds it necessary to add a course to his or her class schedule after regular registration may do so only during the first two days of classes in a long semester and during the first day of a summer term.

Schedule of Classes

KC publishes and distributes fall, spring and summer class schedule booklets in advance of the new semester. These may be picked up at various locations around campus or viewed on the Web.

The Schedule of Classes provides important information besides the listing of courses available. Instruction for changing your course schedule and a schedule of final exams for the semester plus a calendar of important academic deadlines are all part of this bulletin which should be kept for reference until the end of the semester.

Scholastic Probation and Suspension

Whenever a student's cumulative record indicates that the student is failing to maintain an acceptable level of academic progress, the college considers the student scholastically deficient and places him or her on scholastic probation. Scholastic probation is a conditional permission for a student to remain in college. The college will place on scholastic probation any student who has completed one or more semesters and has attempted 12 or more semester hours if the student fails to maintain a 2.0 cumulative grade point average (GPA). The college will remove the student from scholastic probation when he earns a 2.0 cumulative GPA. A student on scholastic probation who earns a cumulative GPA of at least 1.75 or a semester GPA of at least 2.0 in the previous semester of attendance will continue on scholastic probation. In computing scholastic probation, the college will consider a grade of "I" (incomplete) as a failing grade. Students receiving financial aid or scholarships are subject to satisfactory policy regulations for the funds they receive and should check with the financial aid office.

Semester Hour

The unit of credit allowed for one lecture hour a week for 15 weeks, or equivalent.

Texas Success Initiative- Kilgore College

1. All students entering Kilgore College, unless otherwise exempt, must have assessment scores from a board-approved test to determine readiness to enroll in college-level academic coursework.

2. A student who has a deficiency in one or more areas will be given an individualized plan that lists the developmental coursework that is required for that student to become college ready.

3. Students have completed the Texas Success Initiative (TSI) in an area if they have completed the developmental sequence or have elected to retake and passed THEA or Quick THEA. However, once a student has started the developmental mathematics sequence, the student may be required to complete the entire sequence to satisfy the necessary prerequisites before taking some college-level mathematics courses.

4. Students must be continuously enrolled in developmental coursework until they complete the success initiative in all three areas. Kilgore College strongly recommends that students with more than one area of deficiency take two developmental courses each long semester and one during summer sessions. In exceptional cases, a student with only one developmental area may defer developmental coursework by obtaining a developmental waiver from the department chair in the area of remediation.

6. Students may exit remediation in English and/or reading prior to the end of the sequence only by passing the THEA or Quick THEA test. For more information, consult the KC Catalog, Web site or contact the Testing Center at (903)983-8215.

Notices for Transfer Students Seeking a Bachelor's Degree Tuition Rebate Program

Certain undergraduates who earn a bachelor's degree from a public institution of higher education in Texas may be eligible for a tuition rebate of up to \$1,000 if they attempt no more than three semester hours beyond what is required for their bachelor's degree. Information on this program can be found at www.collegefortexans.com/Residency/finaid.cfm.

Lower-Division Transfer Limitations

No university shall be required to accept in transfer or toward a degree program, more than sixty-six semester credit hours of lower-division academic credit. Universities, however, may choose to accept additional credit hours. [Texas Higher Education Coordinating Board Rules, Chapter 4, Subchapter B, 4.25 (f)]

Withdrawal

[Refer to Academic Calendar]

Withdrawing from the college is an official action whereby a student informs the Registrar's Office that the student will cease attending all classes in which he or she is enrolled. In turn, the Registrar's Office informs the instructor of the student's decision. Discontinuing class attendance does not constitute withdrawal from school. A student who does not officially withdraw may receive a grade of "F" from the instructor.

The college reserves the right to withdraw a student from one or more classes if, in the judgment of college officials, such action is deemed to be in the interest of the student and/or the college. Examples of some reasons for administrative withdrawal are failure to pay tuition and fees, failure to provide admission credentials, failure to remove "holds" in a timely manner, excessive absenteeism, or unacceptable student behavior. Students receiving federal student aid should consult the financial aid office before withdrawing from school.

Students Rights and Responsibilities

The major rules, regulations and policies affecting student life, including the Code of Student Conduct and Discipline, may be found below. Policies and regulations are subject to change throughout the year. Students are held legally responsible for all published rules and regulations and for obtaining available published updates. Additional policies and guidelines are listed in other publications such as the *College Catalog* and *Residential Life* section of the *Student Handbook*.

Student Attendance and Absence Policy ***Attendance Policy***

While it should not be considered the primary prerequisite for learning, students are required to attend classes regularly. Responsibility for work missed because of illness, school business, or any other circumstance is placed on the student. Poor class attendance and/or excessive tardiness may result in the student being dropped from a course.

Absence Policy

It is the responsibility of the instructor to inform students of the absence policy. The following policy is designed to assist students in meeting their obligations in these regards:

Student Attendance/Absence

Kilgore College requires punctuality and regular class attendance. An absence is defined as a student not being in class. An instructor may either drop a student when his/her lack of attendance prohibits him/her from meeting course objectives or when a student accumulates excessive absences. "Excessive absences" is defined as the equivalent of two weeks' instructions in a 16-week semester or no more than 12.5% of the total hours of instruction in any term. Students absent on official school business are entitled to make up school work missed. All absences that are school related must be reported to each instructor by the student preferably at least one week prior to the absence. Students absent on official school business will not be penalized. In other cases, the instructor will judge whether or not the student will be permitted to make up work, and will decide upon the time and nature of the makeup. However, the student is expressly responsible for any work missed, regardless of the cause of the absence. The student must seek the instructor to discuss such work and should do so immediately upon returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If a student does not appear at the prearranged time for makeup work, that student forfeits the right for further makeup of that work.

Student Appeal Procedure

Students who have a problem need an opportunity to solve that problem in an official manner. The committee suggests the following procedure:

A student who has not been allowed to makeup work missed due to an Official School Business Absence may file an appeal. Similarly, students who believe they have been dropped from a class before accumulating excessive absences may appeal the decision by using the normal procedures - through the appropriate department chairman, dean and vice president of academic instruction.

The Student Appeal Form should be filed in a timely manner and should include the following information:

- (1) A written statement from the student with details of the missed work and attempts by the student to make up said work.
- (2) Class name, number and section.
- (3) Instructor's name.
- (4) Official School Business activity sponsor name.
- (5) Copy of Official School Business Absence Form.

Religious Absences

In accordance with Texas Education Code 51.911, a student may request and be granted an absence from classes on a religious holy day provided the student follows college procedures for seeking such authorization. Within a reasonable time after the absence, the student may make up work missed. It is the student's responsibility to make satisfactory arrangements with instructors prior to the absence or immediately following the absence.

The following procedures shall govern an absence on a religious holy day:

1. Only one absence for a religious holy day will be granted per semester.
2. The request must be made of each instructor within fifteen days after classes have officially begun. The request must be on a form that can be picked up in the Vice President of Student Development Office, located in the Devall Student Center.
3. Verification will be provided by the appropriate religious leader that the religious institution holds tax exempt status under Section 11.20, U.S. Tax Code, and that the student was in attendance at the religious activity.

AIDS Policy

Acquired Immune Deficiency Syndrome (AIDS) has produced a nation-wide health crisis. First diagnosed in the United States in 1981, it has now become the number one priority of the U.S. Public Health Service. It is prudent to expect that at some time this college community will encounter

the presence of AIDS, either in employees or students. The transmission of the AIDS virus normally requires the exchange of body fluids, such as that which occurs in intimate sexual relationships or an exposure to blood or blood product from an infected person.

The purpose of the Kilgore College AIDS guidelines is to prevent the spread of the AIDS virus, to protect the rights of persons with AIDS virus infections, and to create an informed and supportive campus community. These guidelines are based on information obtained from several sources, including the American College Health Association, the American Council on Education and the Center for Disease Control. The guidelines are based on current knowledge and are expected to provide direction for dealing with AIDS-related issues. The policy intends that College officials will analyze individual circumstances and will respond to persons with AIDS or AIDS-related conditions on an individual basis. Responding to each case as required by its particular facts rather than developing a “blanket policy” is in the interest of flexibility, sensitivity, simplicity, and the balancing of legitimate interests. In compliance with the Omnibus AIDS bill, SB 959, to inform students and employees of information relating to transmission and prevention of HIV and AIDS infection, information is available in the Nurses’ Office in the Fitness Center and on pamphlets placed in buildings around campus.

Guidelines

1. Students and employees with AIDS, AIDS-related Complex, or a positive HTLV-III antibody test should be afforded normal classroom attendance, working conditions, and participation in co-curricular and extra-curricular activities in an unrestricted manner as long as they are physically and psychologically able to do so.
2. Kilgore College will provide reasonable accommodations to employees and students with AIDS and related illnesses in a manner consistent with those provided for other medical problems.
3. Consideration of the existence of AIDS, AIDS-related Complex, or a positive HTLV-III antibody test will not be part of the admission decision for prospective students.
4. In accordance with existing college procedures and requirements, a student’s medical record is confidential information which will not be released without the individual’s permission except as otherwise provided by law.
5. Students with AIDS, AIDS-Related Complex, or a positive HTLV-III antibody test should be given assistance, consistent with other illnesses, in obtaining appropriate medical care, education, and accommodations.

6. There will be no restriction of access for persons with HIV infection to residence halls; the library; student union; social, cultural and athletic events; dining areas; gymnasiums; swimming pools; recreational facilities; and other common areas unless or until health offices or those with medical authority recommend that individuals with immune deficiencies be assigned to other areas to protect the health of immune deficient individuals.
7. Kilgore College faculty and staff will take steps to ensure the safety of individuals participating in laboratory experiments involving blood, blood products and body fluids.
8. If an employee or student has concerns about the presence of a person with the AIDS virus, that individual should be directed to a knowledgeable counselor or administrator to help allay fears. Appropriate educational programs and/or counseling services will be provided on campus, or referral should be made to appropriate community agencies for those persons with continuing fears or concerns about the disease. Reasonable accommodations, if feasible, will be made for those whose fears persist.
9. Regular medical follow-ups should be required for those who have AIDS, AIDS-Related Complex, or a positive HTLV-III antibody test. Special provisions to protect the health of persons with the AIDS virus should be considered during periods of the prevalence of such contagious diseases as measles, rubella and chicken pox.
10. College administrators who are familiar with the sources for testing for AIDS, AIDS-Related Complex, or the HTLV-III antibody test should refer persons requesting such testing to appropriate community agencies.
11. Persons with AIDS, or testing positively with the HTLV-III antibody test, may be restricted from any campus work or participation in educational activities or programs which pose threats of contagion to others according to competent medical authorities. Medical guidelines will be followed as these emerge in regard to food preparation, admission and retention in the nursing program, or other activities known to represent a danger of contagion.
12. An institutional committee of administrators and faculty will evaluate this policy on a continuing basis as prescribed by law.

These guidelines are based on current epidemiological data pertaining to students or employees with AIDS, AIDS-Related Complex, or a positive HTLV-III antibody test. The college will update its policies and guidelines as additional, authoritative information becomes available.

Alcohol and Drug Policies

Alcohol Policy

It is the responsibility of the college to maintain an environment which is conducive to teaching and learning and to personal and professional growth. Since irresponsible use to alcohol and drugs are detrimental to the maintenance of an educational environment, it is the intent of the college and its Board of Trustees to establish practices and procedures which discourage using alcohol or drugs and ensure compliance with local, state and federal laws by all individuals on college property or facilities or property under control or jurisdiction of the college. Administrative officials shall develop and implement in accordance with Board Policy, administrative guidelines and local, state and federal law (with education as the means of prevention), an ongoing alcohol/drug awareness and prevention program for students and employees of Kilgore College.

Statement of Policy

A. Kilgore College does not allow the use of alcohol on campus at any time. Use or possession of alcoholic beverages by a minor is prohibited by Texas Alcoholic Beverages Code 106.4 and 106.5.

B. Students found drinking or in possession of alcohol will be turned over to the Kilgore College Police and will face disciplinary action from the college, as well as, any penalties issued in accordance with the Texas State Law. The penalties for violation of either of the above on Kilgore College Campus could result in arrest and an appearance in Municipal Court with a fine of \$120-\$220.

Drug Policy

Use of controlled substances without a valid prescription is prohibited. Students are expected to abide by the rules and regulations of Kilgore College and Federal and State Laws regarding the use, sale and distribution of alcohol and controlled substances.

Illicit Drugs and Alcohol Abuse

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), Kilgore College endeavors to provide an environment for students that is free from illicit drugs and the abuse of alcohol. Accordingly, the college provides information through the Vice President of Student Development Office and through the College Nurse's Office. Also, see the Code of Student Conduct for penalties regarding these offenses. There are state and federal laws which

also apply to the unlawful possession, use or distribution of alcohol, inhalants or illegal drugs. The fines can range from not less than \$25 to imprisonment for life and a fine of up to \$250,000.

The health risks of using illegal drugs or inhalants may cause a person to become chemically and psychologically dependant, alter the mechanisms of their body, lose contact with reality and ultimately death.

Kilgore College Sanctions

When the Standards of Conduct regarding alcohol and drugs (including drug paraphernalia) are violated, Kilgore College will impose, at minimum, the following sanctions:

Alcohol 1st Offense

- a. Attendance and completion of program with an Drug/Alcohol Educator.
- b. Assignment to Kilgore College community service.
- c. Depending on extenuating circumstances, additional sanctions may be imposed.
- d. Completion of sanctions is contingent for the student to remain in residence hall.
- e. Removal from residence hall when appropriate.
- f. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Alcohol 2nd Offense

- a. Removal from residence hall.
- b. Attendance and completion of program with an Drug/Alcohol Educator.
- c. Assignment to Kilgore College community service.
- d. Completion of sanctions is contingent for the student to remain enrolled at Kilgore College.
- e. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Alcohol 3rd Offense

- a. Dismissal from school.

Drug/Drug Paraphernalia 1st Offense

- a. Removal from residence hall (if student is not a resident, they will begin with step b).
- b. Attendance and completion of program with a Drug/Alcohol Educator.

- c. Assignment of Kilgore College community service.
- d. Completion of sanctions is contingent for the student to remain enrolled at Kilgore College.
- e. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.
- f. Submit to random drug testing (at the student's expense).
- g. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Drug/Drug Paraphernalia 2nd Offense

- a. Dismissal from school.

Drug Testing Policy

It is the policy of Kilgore College that students who participate in the following programs: Kilgore College Rangerettes, Kilgore College Resident Advisors, Kilgore College Football, Kilgore College Cheerleaders, Kilgore College Men's and Women's Basketball submit to a drug screen test at the beginning of the academic year (specific date to be set by coach/sponsor and the Vice President of Student Development) and in accordance with Kilgore College provisions. These provisions will be provided by the applicable program's coach/sponsor or will be available in the office of the Vice President of Student Development. Further, Kilgore College must verify the satisfactory results of the drug screen test. Students will be subject to random tests throughout the academic year.

Kilgore College Sanctions

Positive Initial Drug Test

- a. Suspension from organization until time of a re-test.
- b. Attendance and completion of program with a Drug/Alcohol Educator.
- c. Additional sanctions from sponsor/coach/advisor.
- d. Completion of sanctions is contingent for the student to remain a member of the organization and to retain any scholarship monies.
- e. Submit to drug re-testing, at the student's expense.

Positive Re-Test

- a. Dismissal from organization and revocation of any scholarship monies.

Confidential Records

The federal Family Educational Right and Privacy Act of 1974 protects the privacy of educational records, establishes the right of students to inspect or review their educational records, and provides guidelines for the correction of inaccurate or misleading data. In compliance with this act, the college may release to the general public the following types of directory information without the written consent of the student: (1) student's name, address, telephone, (2) date, and place of birth, 3) classification, (4) major field of study, (5) dates of attendance, awards received, degrees earned, and (6) previous educational institutions attended. By making a written request to the Registrar's Office, the student may request that any or all of this information be withheld from the public. The student must make this request by the last official day to register for a given semester. The request applies to the current semester only. The student must authorize the release of any additional information pertaining to his or her records. The Registrar's Office, located in the Devall Student Center, is the repository of students' college records. The staff of this office will supply students with information related to their college records and refer those students requiring additional assistance to the proper college office or official.

Correct Address

It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the college. Failure to do so constitutes falsification of information, a breach of the Code of Student Conduct. Any student who changes his/her mailing address must notify the Registrar's Office immediately.

Disability Accommodations

The college has placed particular emphasis on providing services to students with disabilities by striving to enable students with disabilities to assist themselves in achieving their educational goals and enhancing their leadership development through participation in all facets of campus life. The Office of the Special Populations Counselor serves as a clearinghouse for all students with disabilities. This counselor works with these students to identify and assess needs, provide direct services, and refer them to appropriate resources on and off campus. To assist students with disabilities with study skills, tutoring, and other support services, the counselor works closely with faculty and all college learning centers. The counselor also promotes awareness of the needs and abilities of the disabled through education and consultation about specific disabilities. Financial assistance for students with disabilities is discussed under "Financial Aid," of the KC catalog. Additional information about services for students with disabilities is available from the Special Populations Counselor whose office is located in the Devall Student Center. Phone (903) 983-8682.

Disrupting School Activities

It is unlawful for any person, on school property or on public property within five hundred feet of school property, alone or in concert with others, willfully to disrupt the conduct of classes or other school activities. In so doing, the person shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$200 or by confinement for not less than 10 days nor more than six months or both.

Conduct that disrupts the educational activities of a school includes emission by any means of noise of an intensity which prevents or hinders classroom instruction; and enticement or attempted enticement of students away from classes or other school activities which students are required to attend. (Texas House Bill # 186, 62 Legislature, Regular Session, 1971).

The State law prohibiting disruptive activities defines “disruptive activity” as meaning:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, education, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.
4. Disrupting by force or violence or the threat of force of violence any lawful assembly in progress; or
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

The law further states that a “lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.”

Diversity Statement

Consistent with a commitment to a stated policy of non-discrimination, the college provides residence hall facilities and food services without regard to race, color, religion, national origin, sex, age, or disability. Residence halls are specifically designated, however, for male or female occupancy. The college provides facilities without discrimination on the basis of handicap although not all residence halls and buildings have been modified to provide barrier-free access to students in wheelchairs. Considerable progress has been made, however, and continues to be made in providing a campus that is virtually barrier free.

A number of opportunities are available to students for redress of grievances. In general, students wishing to review the action of a particular individual or department should direct their questions to the person who supervises the individual or department in question. To expedite the filing and hearing of student concerns, the college has established several procedures for handling specific problems. Students should direct questions involving academic matters to the appropriate instructional dean. Students should direct questions concerning other grievance matters to the Vice President of Student Development whose office is located in the Devall Student Center. Phone (903) 983-8189.

Firearms and Explosives

Possession or use of firearms, any type of ammunition and other dangerous weapons is prohibited on college property (includes BB guns). The sale, use, or possession of fireworks or explosives is also prohibited. It is unlawful to interfere with the normal activities, the normal occupancy, or normal use of any building or portion of the college campus by exhibiting or using or threatening to exhibit or use a firearm. A person who violates this section is guilty of a felony and upon conviction is punishable by a fine or imprisonment in the state penitentiary or both.

Grade Appeals

An individual course grade may be changed when the faculty member certifies in writing that an error was made in computing the original grade. The department chair and the appropriate dean must approve the grade change. A student who wishes to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal to the department chair, then the appropriate dean. If no satisfactory conclusion can be reached at this level, the student may appeal to the Vice President of Instruction whose decision is final. An instructor cannot change a student's grade after one calendar year from the date the grade was assigned.

Guests in Class

Visitors should not be allowed in class **on a continuing basis** unless they are on the class roll as a registered student or registered as an audit student. Certain exceptions are listed below:

1. Persons who are assigned to a student by the Counselor of Special Populations for the purpose of providing education services for that student in the classroom
2. A duly registered student who withdraws from the course but is granted permission by the instructor to continue attending per the student's request
3. Persons who have received written permission from the appropriate dean for extenuating circumstances

Instructors are responsible for providing a quality instructional environment that facilitates the best possible education for students. Faculty members should generally not allow a student's guests or family members to visit classes. Instructors may, at their discretion, allow a child of a student to attend class for one meeting if, in the instructor's opinion, circumstances warrant such a decision. However, a child should not be allowed to attend on a continuing basis. If children are present for scheduled learning activities, the parent or guardian remains responsible for the well being of the child. Children should not be left unattended or unsupervised on campus.

Hazing

The Texas Legislature has enacted a law prohibiting hazing by a person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional or reckless failure to report hazing to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. A copy of the law in its entirety is available in the Student Life Office. The following is a brief summary of the law:

A person commits an offense under the hazing law if that person:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another person engaging in hazing;
3. intentionally, knowingly, or recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident which has occurred, and knowingly fails to report said knowledge in writing to the Vice President of Student Development.

Hazing means any intentional, knowing or reckless act occurring on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating, holding an office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes, but is not limited to, any type of physical brutality, physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student (i.e. sleep deprivation, exposure to the elements, calisthenics), activity involving consumption of food, liquid, alcoholic beverages, drugs, or other substances which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student, activity that intimidates or threatens the student with ostracism, and activity that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student. The aforementioned activities are exemplary of specific hazing offenses only. Any type of activity which falls within the general definition of hazing is prohibited under the hazing law. Consent of the individual subjected to the hazing is not a defense to prosecution of an offense under the hazing law.

Organizations which are covered under this law include fraternity, sorority, association, corporation, order, society, chorus, cooperative, club, or service,

social or similar group whose numbers are primarily students at an educational institution. A 'student' includes an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation.

Specific penalties which may be imposed against an individual or organization guilty of an offense under the hazing law include the imposition of fines ranging between \$5,000 and \$10,000 and/or confinement in the county jail for a period of time ranging between 90 days and two years. The specific penalty imposed for hazing offense depends on the seriousness of the offense and whether or not bodily injury or death to an individual resulted from the hazing incident. If an individual reports an offense of hazing to the Vice President of Student Development, that individual is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. However, a person reporting in bad faith or with malice is not so protected.

Liability

The college does not assume any liability for loss or damage to personal property of students or employees.

Lost and Found Property

The Kilgore College Police Department and the office of the Coordinator of Student Activities accept lost and found property.

Making Money

Recognized student groups shall be permitted to hold functions on campus and to charge admission for such functions if the appropriate administrative officials have granted permission. For more information contact the office of the Coordinator of Student Activities at (903) 988-7521.

Motor Vehicles/Citation

A student wishing to park on campus must register the vehicle with the KC Police Department and place a parking sticker appropriately on the passenger side rear window or passenger side rear bumper. A vehicle not registered and/or not displaying a permit will be impounded at the owner's/driver's expense. If a student receives a parking/traffic citation the fines will be assessed per violation as follows:

- First violation\$25
- Four or more violations \$25/boot
- Handicap/Public Safety violation \$50/tow

The fine to remove a wheel lock is \$25 plus the fine for the citation.

Fines are payable in the Cashiers Office, located at the west end of the Devall Student Center. Any questions should be referred to the Kilgore College Police Department.

Parking permits

Students are entitled to one parking permit per academic school year. The parking permit is valid from the first day of class for the fall semester through the last day of class for the second summer session.

Students living on campus are assigned specific areas to park. They may purchase a commuter permit for \$50 in conjunction with their residence parking permit.

A cost of \$5 will be assessed for each additional permit issued during the academic school year.

Parking Violations Appeals

When a student receives a notice of violation of parking regulations and believes it to be unwarranted or unfair, he/she may request a hearing before a Citation Review Board to argue the case. The panel is made up of students, and the decision of the panel is final. The appeal must be made within ten class days from issuance of the citation. Appeal forms may be picked up in the Coordinator of Student Activities office, located in the Game room in the Student Center. The court meets regularly during the Fall and Spring Semesters.

Police Authority

The officers at Kilgore College are certified law enforcement officers, commissioned by the Kilgore College Police Department, and they carry all the rights, immunities, and authority granted any other law enforcement official in the State of Texas. The officers have met the criteria set by the Texas Commission on Law Enforcement Standards and Education and are required to take a minimum of 40 hours in-service training every two years.

The jurisdiction of the department extends, but is not limited, to all Kilgore College property. This jurisdiction is in effect in all counties where Kilgore College own/leases property or conducts College business.

Refund Policy

In order to receive a refund of tuition and fees, a student must officially drop or withdraw through the Registrar's office. The college will refund tuition and fees for courses dropped or for withdrawal from school within the timetable published in the class schedules. Refunds will be issued in the same semester as the withdrawal. If a scheduled course fails to materialize, the college will return 100% of tuition and fees, with the exception of late and matriculation fees. The college will not issue a refund to a student who does not have a clear financial record with the college.

See the current semester schedule for actual dates of check disbursements.

Note: Class day is defined as the day the session is designated to begin and each school day thereafter. The college will not refund vehicle registration fees, special services fees, or late fees.

Residential Life

Kilgore College maintains three residence halls with space for approximately 500 full-time students. Only students who are enrolled for at least 12 hours and maintain at least 8 hours during each regular academic semester are eligible for assignment in college housing.

Assignments are two persons per room in both men's and women's housing. The bathroom facilities vary depending on which hall you choose to live in. All rooms have beds, mattresses, drawers and closet space, smoke alarms and a study desk with chair. For more information on college housing see the Residential Life section in the Student Handbook or contact the Office of Residential Life, at (903) 983-8191.

Severe Weather Closing Policy

The administration will attempt to make an early morning decision on school closing and have that decision announced through area radio and television media by 6:30 a.m. Care will be taken to specify what is being closed; e.g., classes only, offices open; classes and offices closed, maintenance personnel on duty; night school; or other possible combinations considered in the best interest of the college.

Sexual Harassment Policy Statement:

Sexual Harassment is an exploitative abuse of power which violates college policy; sanctions will be taken against persons found guilty of engaging in such behavior, which is specifically prohibited by both federal law [Title VII, Civil Rights Act of 1964], State Law [Texas Commission on Human Rights Act and Title IX of the Educational Amendment of 1972] and The Texas Penal Code - [Section 39.02].

It is the policy of Kilgore College that no member of the college community may sexually harass another. The college has implemented a specific procedure to review and resolve complaints of sexual harassment by any member of the college community, including faculty, staff or students. Each supervisor has the responsibility to maintain a work place free of sexual harassment. This responsibility includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment.

Defined:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, student, or group of employees or students that would not occur but for the sex.

Sexual Harassment can be, but is not limited to the following:

1. unwelcome touching, patting or pinching;
2. unwelcome vulgar or sexual innuendos or jokes;

3. unwelcome subtle or direct pressure for sexual favors or sexual activities;
4. unwelcome displays or photographs of sexually offensive material in any public area;
5. negative or hostile statements about a particular gender.

Employee and Student Standards of Conduct

Kilgore College Sanctions

Sexual harassment is illegal. Employees and students shall not engage in conduct constituting sexual harassment. The college will promptly (within 5 working days) initiate an investigation of all allegations of such harassment and will take appropriate disciplinary action up to and including probation or termination of employees found to have engaged in such harassment.

Retaliation against an individual who complains of sexual harassment will not be tolerated and is a violation of college policy and will result in disciplinary action up to and including termination. Any complainant who feels that he/she is being retaliated against, either during or after an investigation, shall report the incidents of retaliation to the investigator. Because of the serious nature of a sexual harassment claim, employees or students who knowingly and in bad faith allege a false claim may be subject to discipline, up to and including termination.

For more information, please visit or call the Vice President of Student Development in the Devall Student Center or at (903)983-8189 and Director of Human Resources in the McLaurin Administration Building or at (903) 983-8103.

Smoking and Tobacco Products on Campus

Smoking/tobacco products are prohibited inside all facilities or vehicles owned, leased or operated by Kilgore College. This policy applies equally to all college faculty, staff, students, administration and visitors. No-smoking areas are designated 30 feet from any entrance to all Kilgore College facilities, and everyone is expected to dispose of their cigarettes properly.

Solicitation

No solicitation of students by commercial agents is permitted on the campus of the college. The College does not permit any soliciting on campus without the express permission of the Office of Student Life. The individuals approved will have authorization from the Office of Student Life.

Statement on Assemblies /Demonstrations

Kilgore College fully supports lawful freedom of expression by all members of the academic community, including students. However, the college reserves the right to determine time, place and manner of student assemblies and demonstrations. An application for student assembly must be completed in the Coordinator of Student Activities office and if approved, all rules and regulations pertaining to the application must be followed.

Applicants aggrieved by the refusal of an application are entitled to appeal to the Vice President by giving written notice on or before the fifth class day after the decision is received by the applicant. The notice is informal, but shall contain the applicant's name and mailing address, a concise description of the decision complained of, reasons for disagreeing with the decision and the date the decision was received.

When timely notice of appeal is received, the Coordinator of Student Activities shall prepare and send to the Vice President of Student Development a copy of the Coordinator's written statement of reason(s) for refusal and a copy of the application along with copies of any printed material submitted with the application. The Vice President of Student Development may meet with the applicant to obtain more information if desired. The Vice President of Student Development shall render a decision to uphold, modify or overturn the Coordinator of Student Activities decision as soon as practicable but no later than five class days after receiving the appeal. The decision of the Vice President of Student Development is final.

Student Organization Policy

Kilgore College recognizes the right of any group of students, faculty or staff members to form a voluntary organization for the purposes not forbidden by the laws of the United States or the State of Texas. No organization may organize or hold meetings on college property, however, until the organization has both secured a sponsor who is a full-time faculty or staff member of the college and filed the organization name and the name of the sponsor with the Coordinator of Student Activities. The authority of such organization to function on college property shall cease upon the removal or resignation of the sponsor of the organization; upon failure to file with the Coordinator of Student Activities; or upon the violation by such organization or any member thereof the rules and regulations of the college or the State of Texas.

It shall be the duty and responsibility of the sponsor of each student organization to advise the organization on college policies and regulations, to represent the college at meetings and activities of the organization, and to report to the Vice President of Student Development violations of college policies and regulations. If the interest of the college is not

represented, the sponsor may be removed from sponsorship. Officers of the organization must remain in good academic standing with the college with at least a 2.0 cumulative grade point average.

Each organization is required to be registered each year with the Coordinator of Student Activities and must have an up-to-date constitution on file. All activities must be registered with the Coordinator of Student Activities with proper forms filled out. Only recognized student organizations will be allowed to have activities on campus. All presidents of each organization must sign a hazing document to be recognized. All organizational funds must be kept through the Kilgore College Business Office. No club activities should be scheduled for the second Tuesday of the month. This is reserved for Board of Trustees meeting.

Activities Sponsored by Student Organizations

The student organization is responsible for obtaining a Student Organization Activity Form from the Coordinator of Student Activities located in the Devall Student Center. This form must be filled out and returned to that office two weeks prior to the activity taking place. The Coordinator of Student Activities is responsible for approving the activity. The advisor for the student organization must be present during the activity and enforce all college policies and procedures. The organization agrees to comply with college policies on hazing, illegal use of alcoholic beverages, narcotics or drugs. The organization takes responsibility for activities and behaviors of organization and may be held liable for all debts and obligations incurred by the organization. Any incidents must be reported to the Office of the Vice President for Student Development on the following business day; if it is an emergency, the Advisor should contact Campus Police immediately.

Student's Right-to-Know and Campus Security Act

Kilgore College is in compliance with Public Law 101-542, The Student's Right-To-Know and Campus Security Act, as amended by Public Law 102-26. Kilgore College makes this information available to applicants of enrollment or employment, upon request, in the Vice President of Student Development Office, the Director of Student Services Office and in the administrative office of the KC Police Department. You may also log on to www.dps.st.tx.us for information.

Kilgore College Student's Right-to-Know

Graduation and Transfer-Out Rates

Fall 2005 Full-Time,

First-Time Degree/Certificate-Seeking Students

Graduation Rate: 19% of full-time, first time degree/certificate-seeking students completed their program within 150% of normal time to completion (3 years).

Transfer-Out Rate: 31% of full-time degree/certificate-seeking students enrolled at a two or four-year institution within 150% of normal time to completion (3 years).

***Student's Right-to-Know
Graduation and Transfer-Out Rates Fall 2005
Full-Time, First-Time Degree/Certificate-Seeking Students
Receiving Athletically-Related Student Aid***

Football: Graduation Rate: 16%, Transfer-Out Rate: 54%

Basketball: Graduation Rate: 21%, Transfer-Out Rate: 48%

Sources: Integrated Postsecondary Education Data System
Graduation Rate Survey 2005.

The Texas Higher Education Coordinating Board.

Kilgore College Institutional Research Office.

Trespass or Damage

It is unlawful for any person to trespass on the grounds of the college or to damage or deface any of the buildings, monuments, memorials, trees, shrubs, grasses, or flowers on the ground. (V.A.C.S., Art2919j; Section 4).

Statement of Student Rights and Responsibilities

Code of Student Conduct and Discipline at Kilgore College

I. Introduction

The Code of Student Conduct is not a contract and serves only as a guide for the fulfillment of acceptable due process procedures. The Board of Trustees has the authority and may modify or change the Code of Student Conduct at any time. The student is responsible for obtaining all published materials and updates from the Vice President of Student Development relating to this code. In addition, the procedures contained herein may be modified by the college at any time in order to effectuate justice. Within the College, entities (such as departments, clubs, and student organizations) have developed policies that outline standards of conduct governing their constituents and that provide procedures for sanctioning violations of those standards.

II. Student Rights

Students have the right to pursue an education in an environment that is conducive to learning and free from inappropriate or distracting behavior.

III. Purpose of the Code of Student Conduct

Kilgore College's primary concern is the student. The college attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. Enrollment at Kilgore College is considered implicit acceptance of the rules, regulations and guidelines governing student behavior promulgated by the college and the student is responsible for this information. In addition, all students, regardless of place of residence, are expected to observe all federal, state and applicable local laws. Any student who violates any provision of those laws is subject to disciplinary action including expulsion, notwithstanding action taken by civil authorities on account of the violation.

The college reaffirms to each student the privileges of exercising rights of citizenship under the Constitution of the United States, including the right to appropriate due process in any disciplinary matter. As both the responsibility and authority for discipline at Kilgore College ultimately rests with the Board of Trustees, the President, acting in their behalf, has delegated authority to administer a fair and just disciplinary program to the Vice President of Student Development. Therefore, the Vice President of Student Development, acting in behalf of the President and the Board of Trustees, has authority to enforce all regulations approved and stated in college documents or otherwise.

IV. Student Standards of Conduct

- A. Student Misconduct - Each student is expected to act in a manner consistent with the college's function as an educational institution. The college expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and honor in scholastic work, and to observe all rules and regulations of the college. The Vice President of Student Development may initiate disciplinary proceedings against a student for violations of standards. Specific examples of misconduct subject to disciplinary action include, but are not limited to, the following:**
1. engaging in conduct that constitutes a criminal offense under federal, state or local law, whether or not the violation occurs on college property or in connection with college-related, sponsored or oriented activities;

2. failure to comply with the reasonable directives of an institutional official (including resident/community assistants) acting in the performance of his/her duties; includes loitering upon college property after being warned to leave by a person in charge;
3. failure to meet a contractual or financial obligation to the college, or writing a check on an account that is closed or has insufficient funds;
4. stealing, damaging, defacing, destroying or misusing college property or property belonging to an employee or student at the college;
5. misuse of fire-or other life-safety equipment of the college or in college facilities, including housing facilities;
6. giving false or misleading testimony or other evidence at a college disciplinary conference, investigation, hearing or other proceeding;
7. use, possession, exhibition or display of ammunition, or explosive device, firearm, firearm facsimile (including air guns, blow guns, swords, daggers, numchucks, etc.) or any other weapon prohibited or regulated by state, federal or local law enforcement on college property;
8. conducting oneself in a manner that endangers the health or safety of any person (including guests and visitors) on college property or in connection with a college-related, sponsored or oriented activity;
9. conducting oneself in a manner that interferes with or disrupts a college teaching, research, administrative, disciplinary, student-service, public-service or other college activity including disruption of class as defined by Vernon's Texas Code, annotated, Education Code, Section 4.33 (Disruption of Class);
10. possession of or making use of a college key without authority or for unauthorized purposes or unauthorized access to college facilities;
11. engaging in hazing in any form or manner or voluntarily submitting to hazing as defined in the College Hazing Policy, any acts against a student by a group will be considered hazing if the act is considered humiliating or degrading to that person(s);
12. use, possession or distribution of intoxicating beverages (alcohol) on college property;
13. being intoxicated in a public area or common area of the campus, including residence facilities;
14. use or possession of intoxicating beverages during or in connection with any college-related, sponsored, or oriented activity;
15. providing minors or any other individual intoxicating beverages in violation of any state, federal or local law; or any illegal possession, use or distribution of alcohol on college property or as part of any of its activities;

16. violation of college regulations and policies, including residential life policies, housing contracts, or motor vehicle regulations;
17. gambling in any form on college property or in connection with college activities;
18. possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance or illegal drug paraphernalia or equipment on college property including residential facilities, or as part of any of its activities;
19. being under the influence of an illicit drug, narcotic or controlled substance on college property or during a college-related, sponsored, or oriented activity;
20. engaging in speech, either orally or in writing, that is directed to incite, or produce lawless action or is likely to incite or produce such action; advocating or recommending, either orally or in writing, the conscious and deliberate violation of a federal, state or local law or a college rule or regulation;
21. forgery, alteration, falsification, failure to provide requested information, or misuse of a college document, form, record, or identification card, or providing false information on a college document, form, or record (including, but not limited to, applications for admissions, housing, financial aid, attendance verification forms, transcripts, add/drop and withdrawal forms.)
22. violation of a rule or regulation relating to residence life policies, or breach of housing contract or lease agreement;
23. unauthorized possession, ignition, or detonation on college property of an explosive device, firework, liquid, or object that is flammable or that could cause damage by fire or explosion to persons or property;
24. unauthorized entry into or use of a college building, facility, equipment or resource, including unauthorized use of telephones or telephone systems;
25. misuse or abuse of computer equipment, programs, or data, including:
 - a) unauthorized use of computer resources or use of computer resources for unauthorized purposes,
 - b) accessing or copying programs, records or data belonging to the college or another without permission,
 - c) attempting to breach, or breaching the security of another user's account or deprive another user of access to the college's computer resources,
 - d) using the college's computer resources for personal or financial gain,
 - e) transporting copies of college programs, records or data to another person or computer site without written authorization,

- f) use of college computers to access lewd, offensive, or pornographic material.
- 26. failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by a college disciplinary or appeals proceeding (includes failure to identify oneself to an institutional representative in response to a request), or when acting in the performance of their duty;
- 27. giving a false or fictitious address to an institutional representative; it is the responsibility of the student to maintain an accurate and current address with the Registrar's Office;
- 28. knowingly initiating, communicating, or circulating a false alarm or report that ordinarily would result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room, or mode of conveyance, (i.e. bomb threats, false fire alarms, etc.);
- 29. harassment by a means in which an individual intentionally threatens to take unlawful action against a person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient; or without good cause unreasonably bothers, follows, annoys, or interferes with another's privacy. This includes sexual or racial harassment as identified by Kilgore College Policy and Procedure;

B. Conduct which adversely affects the college community, including but not limited to the following:

- 1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities, including public service functions or other authorized activities on or off college premises.
- 2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens the safety of any person. Speech protected by the First Amendment is not a violation of this provision. Fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech. Each allegation of a violation under this provision shall be reviewed with these factors in mind.
- 3. Use or possession of firearms, explosives, fireworks, ammunition or any kind of weapon on campus. An object may be defined as a weapon through design, actual use or intended use.
- 4. Disruptive activities as defined by Section 4.30 of the Texas Education Code (printed in this handbook, pg. 28).

5. Hazing as defined by Section 4.51 et. seq., Texas Education Code (printed in this handbook, pg. 29).
 6. Use, possession, sale, manufacture or distribution of narcotics or dangerous drugs. [Students found on campus in possession of, or in effect of any illegal drug or control substance, or using, selling, manufacturing, or distributing such a drug or substance as defined by Article 4476-14 V.A.C.S. and Article 4476-15 V.A.C.S., shall if determined guilty of such act after appropriate due process, be suspended from enrollment at the college. The minimum period of suspension shall be for the academic semester in which final adjudication of the case occurs. Additional or more severe sanctions may be imposed based on the specific facts of the case.]
 7. Use, possession or distribution of alcoholic beverages.
 8. Conduct which is disorderly, obscene, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the college premises or at functions sponsored by, or participated in by, the college.
 9. Violations of college policies or regulations which have been published and are readily available to the students, including but not limited to those which govern academic matters, housing, alcohol use, financial matters, student affairs, and the maintenance of the health, safety, and welfare of the college community.
 10. An act constituting violation of federal, state, civil or criminal laws, or city ordinances.
 11. Conspiring, planning, or attempting to achieve any of the above acts.
- C. Misconduct relating to official obligations between the student and the college or its officials, including but not limited to the following:**
1. Issuance of a check without sufficient funds.
 2. Failure to fulfill financial obligation(s) to the college.
 3. Failure to fulfill other legal obligation(s) to the college.
 4. Failure to comply with reasonable directions of, or failure to heed an official summons of, college officials, faculty or staff members acting in the performance of their duties.
 5. Failure to comply with the sanction(s) imposed under the Code of Student Conduct or sanctions otherwise imposed by the college.
 6. Conspiring, planning, or attempting to achieve any of the above acts.

IV. Intellectual Property and copyright

The college encourages the development, writing, invention, and production of intellectual property. Intellectual property is defined as

intellectual and creative works that can be copyrighted or patented, such as literacy, dramatic, musical and artistic works, computer software, multimedia presentation, inventions, etc. A student owns all rights to intellectual property created without college support. When college support beyond nominal use of materials, supplies, facilities or services is provided, the college and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. Unless a written agreement exists between the student and the college, the college retains portfolio rights to works that may result from students assignments. Issues or disputes between the college and students regarding intellectual property should be directed to the Vice President of Student Development.

Copyright

Students should make every effort to abide by U.S. copyright laws. The Director of the Watson Library is the designated copyright officer.

IV. Misconduct Penalties

One or more of the following misconduct penalties may be imposed by the college upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are civil or criminal violations. Whenever disciplinary actions lead to the students leaving the college, grades will be assigned in accordance with the colleges grade policy and the Academic Calendar.

- A. Admonition:** This consists of a verbal or written warning. Verbal admonitions will not become a part of the student's confidential record in the Office of the Vice President of Student Development.
- B. Loss of Privileges or Imposition of Certain tasks:** Under some circumstances of misconduct, the college may deem it appropriate to take away certain privileges. Penalties such as prohibiting pledging, membership or leadership events on the social calendar, denial of participation in any official athletic or non-athletic extracurricular activity, including practices; withholding of official transcript or degree; blocking from enrollment for a specified period of time; recommendation of failing, reduction, or changing a grade in a test, course assignment, course or other academic work; cancellation of the housing contract or removal from the residence hall system; or loss of money related to privileges may be imposed. The student may also be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; attending counseling sessions; performing additional academic work not

- required of other students in a specific course; moving to another residence hall or within the same hall; complying with behavioral contract; paying of special fees, fines or service charges.
- C. Probation:** Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstances of the case. Probation carries with it a warning that any further violation of college regulations may result in more serious consequences, including suspension or expulsion. The two types of probation are:
1. *Conduct Probation* - a sanction which will be removed from the student's confidential record in the Office of the Vice President of Student Development at the end of the period of probation.
 2. *Disciplinary Probation* - a sanction which may or may not remain a permanent part of the student's confidential record.
- D. Suspension:** Continued and/or flagrant violations of the probation terms or serious offense cases warranting such action may result in suspension from the college for a specified period. The student is blocked from re-enrollment until he/she applies for readmission to the college and is cleared by appropriate officials. Suspension becomes a part of the student's permanent record in the Office of the Vice President of Student Development.
- E. Withdrawal:** Withdrawal is administrative removal of a student from a class or from the college and may be imposed in instances of unmet financial obligations to the college; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such a time specific conditions have been met.
- F. Expulsion:** Expulsion is permanent severance from the college.
- G. Revocation of Degrees:** The revocation of degrees may occur for discovered misconduct of prior students. Allegations of misconduct which may result in a revocation of a degree will be considered by the appropriate academic process.

V. Student Disciplinary Procedures

A. Authority for Initiation of Disciplinary Action

Under direction of the President, the Vice President of Student Development and his/her assistants or other such staff members, of certain committees to whom this responsibility has been delegated, have the authority to administer disciplinary procedures. Therefore, disciplinary action will in general, originate in the Office of the Vice President of Student Development, except for those cases which by their nature, or by state statute, require initial action by another college department, such as:

1. Matters of Academic Dishonesty

Academic dishonesty matters may first be considered by the faculty member who may recommend penalties such as withdrawal from the course, failing the course, reduction or changing of a grade in the course, a test, assignment, or in other academic work; denial of a degree and/or performing additional academic work not required by other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitutes a waiver of further administrative procedures. If the student does not accept the decision of the faculty member, he/she may have the case heard by the appropriate department chair, dean and Vice President of Instruction for review. If the student is ultimately found not to have been involved in academic dishonesty, the instructor shall not base his/her evaluation of the student on the alleged but unproven dishonesty. If the student is ultimately found to have violated matters of academic dishonesty, the appropriate disciplinary sanction shall be implemented. Any student who believes that a grade has been inequitably awarded should refer to the academic grade change procedures.

2. Housing Matters

Students who reside within the residence hall system are under a contractual obligation to abide by the rules and regulations of the Residence Life Department, as well as being bound by the college catalog and all other college rules and regulations governing the conduct of students.

3. Financial Matters

In matters involving a violation of a financial obligation to the college, including the issuance of a check without sufficient funds, the Business Office will initiate action and may assign penalties such as late fees, service charges, fines, loss of money-related privileges, blocks from re-enrollment, etc. If the student believes the penalties have been applied prejudicially or in an arbitrary or capricious manner, or where penalties are the result of an alleged error on the part of the college, he/she may have the matter reviewed by the appropriate department administration. If the student does not accept the decision by the appropriate department's administration, he/she may then follow the procedures set out in this Code. Upon failure of the student to meet financial obligations within time limits set by the State statutes, the appropriate department administration may recommend the student's withdrawal from the college. Financial withdrawal is not a disciplinary measure but may require nullification of the institutional/student relationship. In the event of unpaid financial obligations, the withdrawal will be processed by the Registrar's Office

after the college has complied with State statutory requirements for notification. After the debt is paid and all administrative procedures have been complied with, the student may request, within a set time period, his/her reinstatement or re-enrollment. If the request is denied, the student may appeal the decision to the Vice President of Student Development.

4. Health Matters

Students whose physical or mental health problems may affect the health, safety and/or welfare of the college community or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process, or who fail to follow the directives given by the medical or psychological authority regarding these problems may be medically withdrawn from the college. Action may be initiated by the Vice President of Student Development upon the recommendation of the college doctor or other medical community members after attempts to achieve the student's cooperation have failed. If the student does not accept the decision of the Vice President of Student Development, he/she may request a hearing before the Committee on Student Conduct. After the mental or physical health problem has been resolved and the directives of the college doctor or other medical/psychological authority have been complied with, the student may apply for re-admission to the college.

B. Interim of Emergency Disciplinary Action

Pending a hearing, the President of the college or the Vice President of Student Development may take such immediate interim disciplinary action as is deemed necessary against a student or a group of students when in his/her opinion, such action is necessary to protect the health, safety, life or property of members of the academic community or to prevent the disruption of the educational process. In cases where contact with the student can be reasonably obtained, the Vice President of Student Development shall contact the student, provide information regarding the nature of the charges and provide the student with an opportunity to respond.

C. Vice President of Student Development Office Disciplinary Procedures

The following disciplinary procedures will be used in all cases referred to the Vice President of Student Development Office except those infractions in housing which will be administered by the housing director:

1. When a report alleging misconduct is received in the Vice President of Student Development Office, the student may be summoned.

Failure to report after two notices may result in suspension from the college.

2. After a preliminary investigation of alleged misconduct, the charges against the student will be read to him/her and the procedures will be explained. The student will be given copies of the Code of Student Conduct Disciplinary Procedures and the charges; he/she will also be informed of the names of any witnesses and given a summary of their testimony. The student will be given an opportunity to present his/her case.
3. The Office of the Vice President of Student Development shall then make a preliminary determination of whether disciplinary action is necessary and, if so, shall recommend appropriate misconduct penalties as outlined in this code.
4. The student can either accept the recommended penalties or request that the matter be reviewed by the Committee on Student Conduct. If the student accepts the recommended penalties, they become final. He/she must sign a statement indicating understanding of the penalty and shall automatically waive all further rights to procedures for disciplinary review. If the student chooses to have the matter reviewed by the Committee on Student Conduct, he/she must first meet with the Vice President of Student Development and then follow the procedures for review by the Committee. Failure to meet with the Vice President of Student Development before instituting a formal review by said committee or failure to institute the Committee's review shall constitute a waiver of all rights for further review of the matter.

D. Procedure for Review by the Committee on Student Conduct

The student may petition the Committee on Student Conduct for review of the disciplinary action when the student believes that college officials have not followed proper procedure, or if new evidence is available that was not considered when disciplinary action was recommended. The Committee will review the student's written petition for review and the written response from the Vice President of Student Development. Committee members will consider whether to accept or reject the student's request for a hearing. The Committee will respond to the student within five working days of the receipt of both the student's petition and the response from the Vice President of Student Development. If at least three members of the Committee feel that the petition merits a hearing, the hearing will be scheduled as soon as it is feasible.

The student must, within 72 hours from the date disciplinary action was recommended against him/her by the Vice President of Student Development, complete and submit to the Chairman of the Committee a written petition requesting review by the Committee on Student Conduct.

The petition should include:

1. Name, address, and student phone number.
2. Description, date(s), and place(s) of alleged act(s).
3. Date and by whom the discipline is recommended.
4. The recommended disciplinary penalty.
5. Date of conference with Vice President of Student Development.
6. Description of procedural errors on the part of college officials or new evidence that was not considered when disciplinary action was recommended.
7. Signature and date.

The Vice President of Student Development has the authority to extend the time limits for any request for review by the Committee on Student Conduct when it is in the best interests of the student or the college to do so.

E. Composition and Authority of the Committee on Student Conduct

The composition of the Committee on Student Conduct shall be two full time Kilgore College employees, two students, and a chairperson. A representative from the Vice President of Student Development Office will be present during the hearing.

1. Committee members are appointed by the Vice President of Student Development to serve on the Committee on Student Conduct for a period of one year. The appointments will take place at the time they are necessary.
2. Student participation will be limited to sophomore students. Students shall be appointed by the Coordinator of Student Activities, at a time when such appointment is necessary and will last for one year.
3. The Vice President of Student Development shall appoint the chair. The chair shall participate fully in the review and hearing process but shall vote only in the case of a tie. The Vice President of Student Development representative shall have no voting privileges during a hearing.
4. The Committee has the authority to review and accept or reject the student's petition for a hearing.
5. Two faculty, two students, and the chair shall be present when holding a hearing.
6. The Committee has the authority to summons witnesses. Refusal to obey the summons may subject the student to disciplinary action upon the recommendation of the Committee.
7. The Committee on Student Conduct has the authority to review disciplinary matters which have been properly brought before the Committee in accordance with the procedures stated above. Upon completion of its hearing, the committee has the authority to issue, modify, or uphold the disciplinary penalties, if appropriate.

F. Duties of the Chair of the Committee on Student Conduct

The Chair of the Committee shall:

1. As soon as feasible after the receipt of a petition for review by the Committee, request the Vice President of Student Development to submit a written statement of his/her position to the Chair of the Committee.
2. Thereafter, notify all Committee members of such request and accompany such notice with copies of the student's petition and the statement of the Vice President of Student Development.
3. Compile Committee members' responses to the petition and notify student of acceptance or rejection of petition. Response to student must be made within five working days of receipt of both the student's petition and the response from the Vice President of Student Development. If at least three members of the Committee feel that the petition merits a hearing, the hearing will be scheduled as soon as it is feasible.
4. Thereafter, notify the Committee, Vice President of Student Development Office, and the student of the place, date and time of the Committee's meeting for review of the recommended disciplinary action. The student shall have at least three days' notice prior to such meeting. Such notices shall include a brief explanation of procedure. The above procedures shall be implemented on a timely basis but may be modified by the Chair if it is in the best interests of the student or the college to do so.
5. Summon witnesses on behalf of the Committee if the Chair determines it is necessary or if so requested by the Vice President of Student Development and where such witnesses are available.
6. Preside over the hearing before the Committee and assure compliance with appropriate procedures. Hearing procedures may be modified by the Chair if in his/her judgment such deviation is necessary to effectuate justice.
7. Send a written statement to the student within a reasonable time, (normally within five working days of the hearing's completion), stating the decisions of the Committee and disciplinary penalties, if any.

G. Hearing Procedures of the Committee on Student Conduct

Unless specifically requested in writing by the student that it be otherwise, the hearing shall be closed to the public. If the accused student requests an open hearing, any student witness may have his/her testimony closed to the public. A tape recording shall be made of all hearings and retained as a part of the Committee's file. Transcripts will be made at the written request of the Vice President of Student Development or the student, the cost to be borne by the one requesting the transcription.

1. All committee members shall be present during the course of the hearing.
2. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Failure to attend, in the discretion of the Committee on Student Conduct, may result in consideration of the matter with the available information and a determination of misconduct penalties, if any.
3. The Chair will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection, if any, shall provide a factual basis for the request that a member not serve. The chair will decide whether to refuse the member based on the objection. In such case, a replacement will be chosen by the chair if a quorum is not present to hear the case.
4. The Chair will then advise the student of the Committee's procedure and his/her right to make a statement, call and question witnesses, and have an advisor of his/her own choosing to present. The advisor can be a member of the college's faculty, a parent, an attorney, or other individual. However, only the student may speak and ask questions on his/her behalf.
5. The Committee may seek the advice of the College's attorney at any time.
6. The Committee may in its sole discretion temporarily stay the hearing at any time to summons crucial witnesses, if necessary to effectuate justice.
7. The Chair shall review, in the presence of the student and the Vice President of Student Development, the allegations against the student for the matter under review.
8. The Chair shall then call upon the Vice President of Student Development for a formal statement and questioning by Committee members and the student.
9. The Chair shall then call upon the student for formal statement and questioning by the members of the Committee and the Vice President of Student Development.
10. The Chair shall then proceed to ask the Vice President of Student Development if he/she cares to introduce witnesses, in which event the Vice President of Student Development and the student, as well as members of the committee, shall have the right to question them. Upon the conclusion of questioning, each witness shall leave the room. In like manner, the Chair shall ask the student if he/she cares to introduce witnesses; and, if so, like procedures shall be followed. Normally witnesses shall only be present in the hearing during the testimony.
11. After hearing all witnesses, the Chair shall ask for a concluding statement from the student and the Vice President of Student

- Development, if they desire to make one. No further questions should be asked during closing arguments.
12. Previous discipline records of the student may not be used in any hearing unless a determination of guilt has been made. If the Committee finds a student guilty, the previous disciplinary record, if any, may then be introduced to be considered in assessing penalties.
 13. Legal rules of evidence do not apply to hearings before the Committee. The standard of review is by a preponderance or greater weight of the credible evidence.
 14. Following the concluding statements, if offered, the Chair shall request that everyone other than the Committee leave the room. The Chair shall remain in the room to preside over deliberations and may vote in case of a tie.
 15. The Committee shall deliberate and voice opinions. A ballot shall be taken to decide whether the student has violated standards of acceptable conduct as governed by this Code. A majority vote will control. In the event a majority decision cannot be reached regarding the innocence or guilt, the case may be dismissed or the Vice President of Student Development may request a second Committee be formed to rehear the case.
 16. Upon the determination of whether a violation has occurred, the Committee shall either dismiss the disciplinary matter or deliberate the misconduct penalties, whichever is appropriate. If misconduct penalties are to be decided, the Committee shall consider any penalties recommended by the Vice President of Student Development and may affirm, modify, or reject such penalties. In these deliberations, but not before, the Committee shall request from the Vice President of Student Development a statement of prior disciplinary actions, if any, taken against the student. If such previous action exists, the student shall also be present while the Vice President of Student Development gives his/her statement regarding prior actions. These deliberations shall continue until a majority opinion shall have been obtained.
 17. When the Committee's deliberations are concluded, the student shall be called back into the room and informed by the Chair of the Committee's decision.
 18. The student's written request for review, the written statement of the Vice President of Student Development position, the Committee's decision, and the tape recording of the hearing, shall, upon completion of the hearing, be made a part of the student's confidential file in the Office of the Vice President of Student Development.

VI. Procedures for Appeals of Decisions of the Committee on Student Conduct

- A. In cases of suspension or expulsion from the college, a student may appeal either the Committee's decision to reject the request for a hearing, or the results of the hearing, to the President. In the above matters, the Vice President of Student Development may appeal the results of the hearing to the President. The decision of the Committee shall be final in all other matters. Notice of appeal to the President must be made within three working days after the decision has been made. The decision will be reviewed upon the basis of the tape recording of the hearing and/or documents filed and produced and/or any witnesses the President wishes to call. The President may request that both parties submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments when appropriate, must be filed with the President within three days after notice of appeal is given. The President may approve, reject, or modify the decision in question or may require that a hearing be held or be reopened, or the presentation of additional evidence and reconsideration of the decision.
- B. All decisions by the President concerning the matters of student disciplinary appeal are final.

Residential Life

Welcome from the Department of Residential Life

Dear Resident:

Looking to get the most out of your college experience? You have taken the first step! Choosing to live on campus enables you to expand your horizons and broaden your perspectives. You will find fun activities and make friends that will last a lifetime. Our residential life program offers learning outside of the classroom that will teach you more about yourself and others.

We would like to welcome you to your residence hall - your home away from home! The Department of Residential Life wants to make your stay with us an enjoyable one. There are many opportunities for involvement within the residential life family. You may need a job on campus and we hire several residents each semester to be Desk Assistants. You may find that you are interested in becoming a Resident Assistant

and after you have lived with us for a semester, we invite you to apply for the position.

If you should have any questions or concerns, please direct them to your hall staff. They are ready to help you in any way possible. Please do not hesitate to ask for assistance. We are glad you are here and are looking forward to an awesome year!

Best wishes for a successful year!

Residence Contract Information

The Office of Residential Life coordinates all applications, contracts, room assignments, meal plans, and cancellations. Information about payment and billing may also be obtained here or at our website: www.kilgore.edu. The office is located in the Devall Student Center.

Room and Board Costs and Payment Dates

All assignments to College housing include a meal plan in the College cafeteria. The cost for housing and meal plans is subject to change. Current costs for room assignments and meal plans are available through the Residential Life Office. Students with confirmed reservations must make full payment or be on an approved installment payment plan prior to check-in.

Housing Space Reservations

A deposit of \$200 paid with the application is kept to reserve an assigned space for the next semester as long as payments are made in full as scheduled. This deposit amount will be refunded to the student when he leaves Kilgore College housing, provided that all financial holds have been cleared, the room is left in a satisfactory manner, occupancy for the semester is completed, and the student has checked out properly.

Cancellation of Housing Contract

All cancellations must be made by proper check-out at your residence hall with your RA or Hall Coordinator. Once residency is established (you have actually moved into the residence hall in which you were assigned and received a key to the room), your deposit is forfeited and you are responsible for the entire portion of room costs. You will be refunded the unused portion of the meal plan according to the refund scale.

Refund Policy

Assuming the resident has paid all fees for housing the following refund policy applies:

1. Before residency is established, all housing money will be refunded.
2. After residency is established, no room rent nor box rental will be refunded when the resident vacates housing.

3. After residency is established, meal service for the 19-meal plan for the fall or spring semester will be refunded as follows if the resident vacates housing:

Before the 1 st official day of move in		100%
Day 1 to day 7	1 st week	80%
Day 8 to day 14	2 nd week	70%
Day 15 to day 21	3 rd week	60%
Day 22 to day 28	4 th week	50%
Day 29 to day 35	5 th week	40%
Day 36 to day 42	6 th week	30%
Day 43 to day 49	7 th week	20%
Day 50 to day 56	8 th week	10%
Day 57 or after 8 th week		No refund

4. After residency is established and if a resident vacates housing, the meal service for the 17-meal or 14-meal plan for the fall or spring semester will be refunded as above less adjustments for flex dollars used.
5. Summer meal plan refund information will be announced prior to the summer session.

Any resident not fully paid on room and board after any refund is credited to their account is still financially obligated to make the payment of the balance due.

Transfer of Housing Assignments

A resident student may transfer from one room to another within a Residence Hall only with PRIOR APPROVAL FROM THE RESIDENCE HALL COORDINATOR AND IF SPACE IS AVAILABLE.

Check-In/Check-Out Procedures

Check-In Procedures

Each resident should report directly to his/her residence hall check-in station during the established check-in times. Please follow the instructions below to insure a smooth and proper check-in:

1. Go to the front desk and report to the Residence Hall Coordinator or Resident Assistant on duty.
2. Sign in to receive your room assignment and room key. Fill out a room Inventory Form.
3. Review and select your meal plan.
4. Sign in to receive a KC mail box key.
5. Go to your room with the room Inventory Form and check the condition of the room. Be sure to note ANY damaged or missing items. If you are in doubt about whether to list something, do it! You will be charged for unreported damage. There will not be any

- painting, wallpapering or alteration of the existing decor. Sign and return the room Inventory Form to the Resident Assistant.
6. Move your personal possessions into your room without damaging the walls or furnishings, fix up your room to be comfortable and personal for you. (No painting allowed in the room!) - nails, tape (double sided tape).
 7. Meet your roommate and suitemates. Remember: Your ATTITUDE is the most important factor in whether you have a positive or negative experience living in a College Residence Hall.
 8. HAVE A GREAT SEMESTER!!!

Room Change

Room Change Day is the first Monday after classes begin. Residents who wish to make a change should contact their Residence Hall Coordinator during the assigned times for room changes. No changes will be made prior to this date. No changes will be made after this date unless approved by the Director of Residential Life. Residents changing rooms must follow standard check-out procedures.

Room Consolidation

Room consolidation will occur during the week of Room Change Day each semester. Anyone left in a double-room will be consolidated with other residents residing in a double-occupancy room by themselves. Your Residence Hall Coordinator will arrange this process and you will be notified if you are to be affected by the change. Unauthorized room changes will result in forfeiture of deposit and in most circumstances, the resident will move back to the originally assigned room.

Check-Out Procedures

You should check out of your room no later than 24 hours after your last exam or before graduation, if you are graduating. Here is what you have to do to check out properly:

1. Sign up for a time to check out with your Resident Assistant at least 24 hours in advance. Failure to do so will result in a \$25 improper checkout fee.
2. Remove ALL PERSONAL POSSESSIONS from your room.
3. Place ALL TRASH and UNWANTED ITEMS in the trash dumpster located outside the building.
4. Clean your room and bathroom removing dirt and trash.
5. Close blinds and lock all windows.
6. Have the Resident Assistant check your room for trash and damaged items and also check your Room Inventory Form as to condition of room from check-in to check-out. Room conditions

should be the same. All furniture moved within the room at the beginning of the semester must be moved back or you will lose all or part of your deposit.

7. Give room key to Resident Assistant on duty.
8. Be sure to retrieve the notice about returning your KC box key provided to you through your mailbox. Please fill out the forwarding address form and place the key in the envelope. Both items should be turned in the Office of Residential Life. Failure to return the mailbox key before you leave will result in a \$25.00 key fine.

Charges

If you fail to follow the check-out procedures noted above, you may be charged as follows:

- | | |
|----------------------------------|------|
| 1. Failure to check out properly | \$25 |
| 2. Failure to clean room | \$25 |
| 3. Failure to return room key | \$25 |
| 4. Failure to return mailbox key | \$25 |

Charges for damaged or missing items will be determined on an individual basis. Any items left in the room after check-out will either be thrown away or donated to The Crisis Center.

Residence Hall Policies

Visitation

Residence Halls are open to visitors from noon until 11 p.m. Sunday - Thursday and until 12 a.m. Friday and Saturday. All NON-RESIDENTS are required to leave the Residence Hall by 11 p.m. Sun.-Thurs. & 12 a.m. Fri. & Sat. Unescorted visitors are not allowed. A visitor must be checked in at the front desk and leave a picture ID with the Desk Assistant.

Overnight Visitors

Resident students may have a visitor of the same sex only. Unauthorized visitors of either sex may be charged with criminal trespassing. All visitors are subject to the same rules and regulations which apply to residents. You are responsible for your guests conduct and will be held accountable. No visitor may stay more than 3 consecutive nights.

Study Hours/Academic Activities

Study hours are in effect from 9 p.m. to 9 a.m. daily to allow for study or sleep. Any noise that can be heard outside your room or which disturbs others is a violation of Study Hours. The use of headphones for stereos is strongly recommended during this time. Study Hours are in effect 24 hours a day during final examinations each semester.

Key Policy and Procedures

Each resident is provided with a key to their residence hall room and a key to their mail box. Failure to return keys at check-out or a lost key will result in a \$25 charge per key to the student. If a resident loses a key, they should report the missing key to the Hall Coordinator immediately. If a resident loses a mail box key, they should report the missing key to the Office of Residential Life immediately. Residents are expected to carry their room key at all times in order to gain entrance into their room. It is strongly recommended that students lock their rooms at all times. To insure greater safety and security for residents, room keys can not be duplicated outside of the College. After 3 times of being locked out, there is a \$10 charge.

Damage Statement

Each resident, in addition to the privileges and opportunities provided in the residence halls, is expected to use the residence hall facilities and furnishings in a reasonable manner. Damages a resident causes will be his/her responsibility. An assessment will be made of any damages and the cost will be billed to the student involved. Students are expected to promptly pay any cost to the College as soon as notification is made, whether it is possible to make notice to the student at check out time or the student must be notified afterwards.

Room Decoration and Construction Policy

If you hang anything on the walls of your room, use materials that do not destroy paint or leave residue. Use ticky-tack only. Nails, glue, double sided tape, and other permanent adhesives require considerable labor and repair in restoring a room to proper condition. Room decorations which are considered offensive or abusive, or placing graffiti on walls, or on windows, will result in disciplinary action. Kilgore College does not allow any wallpapering or any alteration of the existing decor. Expect to pay repair costs if your room has to be repainted. Appropriate window coverings are allowed (curtains with tension rods only, etc.).

Alcohol Policy

Absolutely no alcohol (zero tolerance) is allowed on Kilgore College campus. Students found drinking or in possession of alcoholic beverages will be reported to Campus Police immediately and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law.

Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibit consumption or possession of alcohol by a minor.

Penalties for violation of either of the above on the Kilgore College Campus could result in arrest and an appearance in Municipal Court with a fine of \$120 - \$220.

Drug Policy

Use of controlled substances without a valid prescription is prohibited. Students are expected to abide by the rules and regulations of Kilgore College and Federal and State Laws regarding the use, sale and distribution of alcohol and controlled substances.

Controlled Substances (Drugs)

Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Amounts of fines, terms of probation, or years of imprisonment are generally contingent upon the circumstances and amounts of drugs in possession, sale, distribution, or manufacture.

Additional information on Legal Sanctions pertinent to Alcohol and Controlled Substances may be obtained from the Office of Student Development.

Kilgore College Sanctions

When the Standards of Conduct regarding alcohol and drugs are violated Kilgore College will impose, at a minimum, the following sanctions:

Alcohol 1st Offense

- a. Attendance and completion of program with an Drug/Alcohol Educator.
- b. Assignment to Kilgore College community service.
- c. Depending on extenuating circumstances, additional sanctions may be imposed.
- d. Completion of sanctions is contingent for the student to remain in residence hall.
- e. Removal from residence hall when appropriate.
- f. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Alcohol 2nd Offense

- a. Removal from residence hall.
- b. Attendance and completion of program with an Drug/Alcohol Educator.
- c. Assignment to Kilgore College community service.
- d. Completion of sanctions is contingent for the student to remain enrolled at Kilgore College.
- e. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Alcohol 3rd Offense

- a. Dismissal from school.

Drug/Drug Paraphernalia 1st Offense

- a. Removal from residence hall (if student is not a resident, they will begin with step b).

- b. Attendance and completion of program with a Drug/Alcohol Educator.
- c. Assignment of Kilgore College community service.
- d. Completion of sanctions is contingent for the student to remain enrolled at Kilgore College.
- e. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.
- f. Submit to random drug testing (at the student's expense).
- g. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Drug/Drug Paraphernalia 2nd Offense

- a. Dismissal from school.

Drug Testing Policy

Students involved in Rangerettes, Kilgore College Cheerleaders, Kilgore College Resident Advisors, Kilgore College Football and Kilgore College Men's and Women's Basketball will submit to a mandatory drug test at the beginning of the academic year (specific date to be set by sponsor/coach and Vice President of Student Development). If a student refuses to be tested, that student will be sanctioned by Kilgore College. If a student fails the initial drug test, they will be sanctioned by Kilgore College and will be re-tested, (at a later date) at their own expense. If the student's re-test is positive, they will be dismissed from the organization with which they were a member and any will lose any scholarship monies.

Kilgore College Sanctions

Positive Initial Drug Test

- a. Suspension from organization until time of a re-test.
- b. Attendance and completion of program with a Drug/Alcohol Educator.
- c. Additional sanctions from sponsor/coach/advisor.
- d. Completion of sanctions is contingent for the student to remain a member of the organization and to retain any scholarship monies.
- e. Submit to drug re-testing, at the student's expense.

Positive Re-Test

- a. Dismissal from organization and revocation of any scholarship monies.

Legal Sanctions

Minors convicted for possession or consumption of alcoholic beverages may be subject to fines ranging from \$25 to \$500 depending on the number of previous convictions.

Convictions for selling to Minors may subject individuals to fines ranging from \$100 to \$1000 and to a maximum of one year in jail.

Convictions for Driving While Intoxicated may subject individuals to fines ranging from \$100 to \$2000 and to a jail term ranging from three days to two years. Fines and jail terms escalate with subsequent offenses.

Weapons

Students may NOT bring into the residence halls any prohibited or illegal weapon or any other weapon which may be hazardous to the health or safety of residents. This includes, but is not limited to, pellet, BB or stun guns, sling shots, arrows, bows, axes, machetes, numchuks, throwing stars, rifles, handguns, firecrackers, or knives. Hazardous chemicals or flammable liquids are also prohibited. These items will be confiscated by the College Police. Possession of weapons or explosives may lead to disciplinary action, including suspension and Kilgore College Police Department criminal charges.

Smoking and Tobacco Products on Campus

Smoking/tobacco products are prohibited inside all facilities or vehicles owned, leased, or operated by Kilgore College. This policy applies equally to all college faculty, staff, students, administration and visitors. No smoking areas are designated 30 feet from any entrance to all KC facilities. Everyone is expected to dispose of their cigarettes properly. Discipline action will be taken when appropriate.

Fire Alarms

All persons are required to evacuate a building when an emergency alarm is activated. Failure to do so may result in disciplinary action. If a fire alarm goes off, you should:

1. Put on a coat and hard-soled shoes quickly.
2. Take a towel with you to put over your face to prevent smoke inhalation.
3. Close windows.
4. Shut and lock your door.
5. Walk quickly, but in an orderly manner, through the exit for your area and continue 100 feet from the residence hall and go to your assigned area.
6. Do not re-enter the building until you are told to do so by a residence hall staff member.

Transmission of a false alarm is a violation of state law, and violators will be prosecuted. Violation of this law is a Class A Misdemeanor and could result in a fine of \$200 to \$1,000 and/or up to one year in jail.

A student who tampers with a smoke detector, fire alarm or who fails to evacuate the building during a fire alarm – in short, any student who endangers the life and safety of others will be fined \$50.00 from KCPD, in addition to any municipal or state fines/tickets which may be issued.

Fire Extinguishers

Fire extinguishers are installed in all residence halls. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and for clean-up will be assessed and disciplinary action will be taken.

AIDS Policy

Kilgore College wishes to inform you that this institution is in compliance with Public Law 101-226, Drug-Free Schools and Community Acts Amendments of 1989 and Omnibus AIDS Bill, SB 959, to inform students and employees of information relating to transmission and prevention of HIV and AIDS infection. This information is available in the College nurse's office and pamphlets are placed in appropriate buildings throughout Kilgore College campus and the College Nurse's office.

Pet Policy

For hygienic purposes, as well as for those with allergies, pets are not permitted in Kilgore College Residence Halls.

Public Behavior

Because the residence hall environment is a community atmosphere, the rights of fellow residents should always be considered. For this reason, water fights, horseplay, shaving cream fights, or creating a mess in the Residence Hall or other public areas is not permitted. Such behavior will be subject to disciplinary action.

Privacy

Every resident is entitled to privacy in his/her room. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a private room to engage in activities that violate State or Federal laws or College policies. The College reserves the right to enter a student's room when it is believed that:

- a. An occupant of the room may be ill, physically harmed or endangered
- b. College property is being damaged
- c. College policy or law is being violated
- d. Maintenance or housekeeping is needed

Kilgore College authorized personnel and Residence Hall Coordinators are authorized to visit rooms at any time to check on conduct or maintenance. Periodic room inspections take place in the Residence Halls to check on maintenance concerns. No residence hall staff member will invade a student's privacy without first knocking and allowing the resident time to respond before entering into a private room. If the student is not in the room when the room is entered, a note will be left stating reason for entry and time of entry.

General Standards of Behavior

1. Students are required to cooperate with Campus Security by showing student identification when requested or in any other way since these officers are acting for the well-being of the College community. Students are urged to report any suspicious incidents or individuals on campus to Campus Security.
2. Residents with vehicles are required to register the vehicle with Campus Police and display the appropriate permit for campus parking. Parking in emergency, fire, reserved, or delivery lanes will result in a ticket. In addition, only those authorized to park in handicapped spaces may do so.
3. Furniture provided by the residence halls for use in private rooms or general lounge areas is not to be taken, borrowed, or exchanged from one room to another.

Non-Discrimination and Grievance Policy

Consistent with a commitment to a stated policy of non-discrimination, the College provides residence hall facilities and dining services without regard to race, color, religion, national origin, sex, age, or disability. Residence halls are, however, specifically designated for male or female occupancy. Facilities are provided without discrimination on the basis of disability, although not all residence halls and buildings have been modified to provide barrier-free access to students in wheelchairs.

Considerable progress has been made, however, and continues to be made in providing a campus that is virtually barrier-free. The faculty and staff maintain an open door policy for all individuals attending Kilgore College.

Student Conduct/Discipline Sanctions

The obligation that the administration and staff of Kilgore College has to its patrons requires that they shall have the authority to establish and maintain standards of personal conduct for all students enrolled in the college. Each student is expected to conduct himself in accordance with generally accepted standards of good behavior and good taste.

Any student enrolling in Kilgore College signifies by this action that he accepts the regulations of the College and that he agrees to abide by all rules. Failure to follow the rules and regulations for the school will lead to appropriate disciplinary action.

Disciplinary Process - The Code of student conduct is not a contract and serves only as a guide for the fulfillments of acceptable due process procedures. See page 27-35 of the Student Handbook for further information on Student Conduct.

Laundry

Each Residence Hall has coin operated washers and dryers for the use by resident students only. Any communications related to the operation of the laundry facilities can be referred to your Residence Hall Coordinator.

Air Conditioning/Windows

Each residence hall is air-conditioned for student comfort. Controls are located in certain student rooms and are controlled by the staff. **WINDOWS ARE NOT TO BE OPENED, BOTH FOR SECURITY REASONS AND TO HELP CONSERVE ENERGY.** Windows are never to be used to enter or leave a room.

Propping Doors

Exterior doors to the residence halls are locked to promote safety and limit access to the building by non-residents. These doors should not be propped open at anytime. Any person found to be responsible for propping open a door will face disciplinary action and/or a fine.

Telephone

Arrangements should be made with the telephone company for a phone in your room. Most rooms have a telephone jack for your use. To get phone services for your room call Verizon @ 1-800-483-4000.

The physical addresses for the residence halls are listed below:

Nolen Street Hall - 815 Nolen
Stark Hall - 607 Elder
Quad Houses - 1200 E. South
GN Davis Rette Residence - 819 Nolen

Cleaning and Care

Custodial service is provided for common areas such as corridors and lounges in all residence halls. It is the student's responsibility to maintain their individual rooms. All trash must be removed by students and placed in the dumpster. Custodians are not expected to take out personal garbage accumulated in a resident's room.

General Housing Policies

1. You may not paint your room. You may not put up border, wallpaper, nor contact paper.
2. No pets are allowed.
3. Visitation is 12 noon until 11 pm, Sunday through Thursday and until 12 midnight on Friday and Saturday. Guests of the opposite sex must check in and leave a picture ID at the front desk.
4. All furniture must stay in the room where it is placed. You may add carpet, furniture, posters, plants and pictures. Please use ticky-tack to hang things.
5. Four people can not sleep in one room and have a den in the other room.
6. You can not move without the permission of your coordinator.

7. You may to bring a television, VCR, microwave, telephone, stereo, answering machine, computer, toiletries, bed linens, towels, clothes and other personal items.
8. You can not bring a halogen lamp, hot plate, toaster oven, space heater, candles, electric frying pan, deep fryer, mixer, George Foreman grill, or any other item with an open heating element.
9. You are encouraged to purchase renter's insurance or make sure that your belongings are covered by your parent's homeowners insurance.
10. Do not smoke in any Kilgore College building or your room.
11. Your room can be checked by Housing officials at any time if there is cause for concern regarding yours or someone else's safety, for health and safety checks, or if there is suspicion you are violating college policies.
12. If you are locked out of your room, your Resident Assistant can let you into your room. After the third time, you will be charged a \$10 lock out fine.
13. All residents must attend a campus-wide housing meeting to be announced after check in.

Dining Services

Cafeteria

As a resident student you are allowed to chose one of the three following meal plans we have to offer. Meal plans are mandatory for resident students. Meals are provided every day of the week. Specific hours are posted in the College Cafeteria located in the Devall Student Center.

Meal Plan #1 "The Square Mealer"

19 Meals per week designed for those with big appetites, this plan provides you with all 19 meals offered breakfast, lunch and dinner Monday-Friday, and brunch and dinner on Saturday and Sunday.

Meal Plan #2 "The Social Light"

Any 17 Meals per week plus \$50 in Ranger Bucks. This plan is for those who have a moderate appetite and are more likely to eat only 17 traditional meals per week. The plan is supplemented with \$50 in Ranger Bucks for occasional light snacks.

Meal Plan #3 "The Master Mix"

Any 14 Meals per week plus \$100 in Ranger Bucks. The Master Mix is designed for those with a lighter appetite offering 14 full traditional meals per week supplemented with \$100 in Ranger Bucks for frequent snacks.

Safety - Issues and Policies

Appliances in rooms

College approved refrigerators are permitted in rooms. Only 1 dorm size refrigerator is allowed per room.

The possession of hot plates, toaster ovens, hot pots, halogen lamps, candles, electric frying pan and space heaters is expressly prohibited for fire safety reasons. If any of these items are found in your possession, they will be removed and returned when the student checks out of the residence hall. Other items may be prohibited. Please check with the Residence Hall Coordinator if you are not sure if an appliance is permitted.

Personal Property - Loss and Theft

Residents are urged to report all losses and thefts to their Residence Hall Coordinator and Campus Security immediately. For the security of your belongings, it is to your benefit to lock your room when asleep or whenever you are not present.

As stated on your Residence Contract, Kilgore College is NOT RESPONSIBLE OR LIABLE FOR LOSS, THEFT, OR DAMAGE TO PERSONAL POSSESSIONS OR ASSETS, INCLUDING MONEY.

Kilgore College recommends that personal property insurance be purchased for any valuable items which the resident intends to keep in their assigned space.

Emergency Evacuation

If the fire alarm sounds, students are to evacuate the building IMMEDIATELY, following instructions listed below.

Fire Evacuation Instructions

1. If your door is hot to touch, do not open it.
 - A. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
 - B. Close windows, turn on lights and close room door but do not lock. We need to see inside the room from the outside.
2. If your door is cool to the touch, open it slowly.
 - A. If you encounter heat and/or pressure in the hallway, leave your room, carefully closing the door behind you, and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit).
 - B. If the hallway is clear, close your door behind you and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit).
3. Always use the stairs to evacuate the building.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible).
5. Once outside the building:

- A. Move far away from the building and wait until recalled by an authorized College official.

Tornado or Severe Storm

1. The signal is a CONTINUOUS sounding alarm. This indicates that a tornado has been sighted in the area and there is immediate danger!
2. When you have ADVANCED warning, go to the designated area in your hall. These locations will be pointed out in hall meetings at the first of each semester.
3. In an emergency where warning is given, do the following:
 - A. Stay AWAY from windows and open areas.
 - B. Go to an INTERIOR hallway, wall or the lower level.
 - C. Remain CALM and wait for the all-clear signal from a College official.
4. If in an automobile or outside, lay down in a depression or ditch by the side of the road.

Emergency Illness or Accident

The College has a nurse available in the nurse's station located in the James Monroe Parks Fitness Center. Any day that the campus is closed or is a student holiday, no services are available on those days. Since the College offers no health facilities, students becoming ill or receiving injuries are referred to the emergency room of the Roy H. Laird Memorial Hospital or a local physician of their choice. Health education pamphlets and videos are provided in the nurse's station.

The administration of Kilgore College has elected to make available to students a sickness and accident insurance program. This coverage is available to all Kilgore College students. Students may pick up an application form in the Office of Residential Life or from the Coordinator of Activities in the Devall Student Center.

Residence Halls

- * Keep your door locked.
- * Ask who is at the door before you open it.
- * Lock the door when you leave, even if your roommate is in. This way you are sure that you have your key and that your roommate is safe.
- * If someone harasses you on the street or you think someone is following you, contact Campus Police.
- * If you see someone wandering in the halls who doesn't look like they belong, call the Residence Hall Coordinator or Campus Police and report it immediately. Don't let the situation pass.
- * If something serious happens, call the Residence Hall Coordinator IMMEDIATELY.

Removal from a Residence Hall

Assignment through College action for the following reasons:

- A. Violation of College policy
- B. Failure to complete payments for room and board
- C. Disruptive or violent conduct
- D. Failure to adjust to community living

No refund of housing charges is made for removal under these conditions. If you are removed from housing, your deposit is forfeited.

The College reserves the right to take action through the College disciplinary system and/or through legal channels in situations where the conduct of the student is detrimental to the basic mission of the College. Members of the College community include students, faculty, staff and authorized campus visitors.

Equal Opportunity

Kilgore College gives equal consideration of all applicants for admission without regard to race, color, creed, national origin, sex, age, marital status or physical disability.

Roommate Mediation

Roommate/suitemate conflicts often occur due to a lack of communication between people and a resistance to compromise. Most of the issues that occur are ones that can be easily resolved if only the roommates/suitemates will talk to each other. Here are a few easy steps to help you if you are in a conflict with you roommate/suitemate:

- 1. Complainant discusses problem with staff; staff gives tips on how to talk with roommate.***
- 2. Complainant addresses concern(s) directly with the roommate/suitemate.***
- 3. Staff follows up with complainant. If problem remains, mediation meeting is held between the parties involved and the staff. A roommate/suitemate contract may be formulated to help negotiate a compromise.***
- 4. Staff will follow up on situation and revise roommate contract as needed.***
- 5. Only after a staff member feels that the roommate/suitemate mediation process has been worked through may changes in room assignment be considered. Failure to get along with a roommate/suitemate is not grounds for moving off campus.***

There are certain rights one should be able to count on when living with others. When some of these rights are not respected, conflict may arise.