

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

- Purpose Statement** The College District is required under the Public Funds Investment Act Chapter 2256, Texas Government Code, to adopt a written investment policy. The College District is required to comply with the investment policy as approved by the Board in accordance with the standard of care as set forth in Chapter 2256.006, Texas Government Code.
- Statement of Intent** The College District ~~shall~~will invest public funds in a manner that provides the maximum security while meeting the daily cash flow demands of the College District, providing maximum potential interest earnings, and conforming to all state and local statutes governing the investment of public funds.
- Scope** This investment policy applies to all financial assets of the College District. All funds are accounted for in the College District's Annual Financial and Compliance Report.
- Prudence** Investments ~~shall~~will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- The standard of prudence to be used by investment ~~officers~~officials ~~shall~~will be the "prudent person" standard and ~~shall~~will be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence ~~shall~~will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- Prudent measures ~~shall~~will be used to liquidate any investment that is downgraded to less than the required minimum rating.
- Objectives** The primary objectives, in priority order, of the College District's investment activities ~~shall~~will be:
1. Safety: Safety of principal is the foremost objective of the College District's investment program. Investments of the College District ~~shall~~will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 2. Liquidity: The College District's investment portfolio ~~shall~~will remain sufficiently liquid to enable the College District to meet all operating requirements that might be reasonably anticipated.

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3. Return on Investments: The College District's investment portfolio ~~shall~~will be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles commensurate with the College District's investment risk constraints and the cash flow characteristics of the portfolio.

Designated Officers

The College District's ~~vice president of administrative services and chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller~~ are expressly authorized by the Board to cause the investment of all available College District funds consistent with this policy and are therefore designated as the investment officers. Because of the various duties and responsibilities related to managing the investment portfolio, the College District's ~~vice president of administrative services and chief financial officer, the associate vice president of accounting and financial reporting, designated investment officers, or the associate vice president/controller~~ may delegate specific support duties and responsibilities to the revenues and receivables accountant. No person may engage in an investment transaction except as provided under the terms of this ~~p~~Policy.

The College District may contract with a Securities and Exchange Commission (SEC)-registered investment adviser for non-discretionary management of the portfolio.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process ~~shall~~will refrain from personal business activity that could conflict with proper execution of the College District's investment program or that could impair their ability to make impartial investment decisions. Investment ~~officers~~officials who have a personal business relationship with a business organization seeking to sell investments to the District shall will file a statement disclosing the relationship to the College District's Board. Any material financial interests in financial institutions that conduct business with the College District, as well as any personal financial/investment positions that could be related to or have an impact upon the performance of the College District's portfolio, ~~shall~~will be disclosed.

Additionally, any investment ~~officer~~official who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College District ~~shall~~will file a statement disclosing that relationship to the Texas Ethics Commission. A personal business relationship for this disclosure is defined as:

1. Owning ten percent or more of the voting stock or shares of the business organization or owning \$5,000 or more of the fair market value of the business organization;

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2. Receiving funds from the business organization exceeding ten percent of gross income for the previous year; or
3. Acquiring from the business organization during the previous year investments with a book value of \$2,500 or more for a personal account.

Sellers of Investments

Prior to ~~handling~~ authorization by the District as a broker/dealer for the District investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.

The firm and ~~R~~representatives of brokers/dealers ~~shall~~will be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).

Authorized Financial Dealers and Institutions

The College District ~~shall~~will maintain a list of qualified broker/~~dealers~~ authorized to engage in investment transactions. The Board ~~shall~~will annually review, revise, and adopt this list of qualified brokers.

All approved brokers must have completed a College District broker/dealer questionnaire and will be sent a copy of the Investment Policy for their records.

Approved brokers ~~shall~~will have a current financial statement on file and, if ~~necessary applicable~~, ~~shall~~will have executed a Master Repurchase Agreement.

Local government pools will be sent a copy of the Policy and must certify that they have reviewed that policy.

Authorized Investments

The College District ~~shall~~will pursue a conservative, pro-active approach to investment activity and although other investments may be authorized by law, the College District may invest only in investments authorized by the Board as listed below:

1. Treasury bills, treasury notes, and treasury bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.
2. Federal Deposit Insurance Corporation (FDIC) insured or collateralized time or demand deposits issued by a state or national bank domiciled in this state that are:
 - a. ~~Guaranteed or i~~nsured by the FDIC or its successor;
 - b. Secured by obligations described by the Public Funds Collateral Act, Chapter 2257;

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~~Secured in any other manner and amount provided by law for deposits of the investing entities; or~~

~~c. Provided through a depository spread program.~~

3. Fully collateralized repurchase agreements, as expressly defined in Section 2256.011, Texas Government Code.
4. Local government investment pools approved by the College District's Board, by resolution, with a continuous rating of no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and striving to maintain a \$1 net asset value.
5. AAA-rated money market mutual funds meeting the following criteria:
 - a. The fund must be registered with and regulated by the SEC;
 - b. The fund must have a dollar-weighted average stated maturity of not more than 60 days;
 - c. An established objective of the fund must be to maintain a stable net asset value of \$1 for each share;
 - d. Comply with SEC Rule 2a-7; and
 - e. The fund must meet all requirements of the Texas Public Funds Investment Act, as amended.
6. Domestic commercial paper rated A1/P1 or equivalent with a maximum maturity of 180 days.
7. Obligations of states, agencies, counties, cities, and other political subdivisions of any US state rated A or equivalent by a nationally recognized investment rating agency.
8. FDIC insured, brokered certificates of deposit securities issued by any bank in the US delivered versus payment to the College District's safekeeping agent.
9. Share certificates of credit unions domiciled in the state insured by the National Credit Union Insurance Fund.

**Prohibited
Investments**

The College District is strictly prohibited from investing in any of the following collateralized mortgage obligations (CMO) ~~derivatives,~~ such as:

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1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
4. Collateralized mortgage obligations that have interest rates determined by an index that adjusts opposite to the changes in a market index.

Collateralization

Collateralization ~~shall~~will be required on all bank time or demand deposits and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level ~~shall~~will be 102 percent of market value of principal and accrued interest. The custodian ~~shall~~will be independent and outside the holding company of the pledging institution or repurchase agreement counter-party.

Acceptable collateral includes securities as specified in the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

Additional collateral may be pledged or purchased as required, released as it is not needed, and substituted, if necessary, with the written consent of the investment officer ~~or designee~~.

Safekeeping

All security transactions, including collateral for repurchase agreements, entered into by the College District ~~shall~~will be conducted on a delivery-versus-payment (DVP) basis. Securities owned by the College District ~~shall~~will be held by a College District contracted third-party safekeeping institution. Safekeeping receipts and clearance documents ~~shall~~will be required for all securities purchased or sold by the College District and held in safekeeping by an authorized third party.

Diversification

Diversification by investment maturity based on cash flow needs ~~shall~~will reduce the impact of adverse market fluctuations.

Maximum Maturities

To the extent possible, the College District ~~shall~~will attempt to match its investments with anticipated cash flow requirements. Except ~~as noted in the last paragraph at Investment Strategy, below, for the debt service reserve fund, t~~The College District ~~shall~~will not ~~directly~~ invest in securities maturing more than 36 months from the date of purchase.

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The maximum dollar weighted average maturity of the total portfolio ~~shall~~will not exceed 12 months.

Internal Controls

Duties related to investment activities ~~shall~~will be delegated so that segregation of duties ~~shall~~will be maintained with respect to purchasing, recording, authorizing, and reconciling investment accounts. The College District's ~~vice president of administrative services and chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller shall be~~ designated ~~as~~ investment officers and ~~shall~~will be responsible for all investment decisions. Written signature authorization of two of the aforementioned investment officers ~~shall~~will be required to execute all investment purchases or sales.

As part of the annual financial audit, the external auditors ~~shall~~will perform a compliance audit of management controls on investments and adherence to investment policies and procedures.

Delivery Versus
Payment

All security transactions (with the exception of pool or money funds participation) by the College District ~~shall~~will be ~~purchased settled~~ "delivery versus payment." That is, the College District ~~shall~~authorizes the safekeeping institution to release ~~of~~ its funds only after a purchased security has been received by ~~its safekeeping agent the institution or after the College District has received notification from its safekeeping agent that a purchased security has been received in the College District's safekeeping account.~~

Competitive Bidding
Required

All investments ~~shall~~will be purchased or sold on a competitive basis with bids or offers from a minimum of three College District authorized broker/dealers for the best yield and maturity. ~~Offers of~~ New issue agencies must need not be compared to comparable securities as a competitively bid ~~but must be made from College District authorized broker/dealers.~~

Monitoring Credit
Ratings

The ~~i~~investment ~~O~~fficer or investment advisor ~~shall~~will monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or advisor ~~shall~~will notify the ~~CFODistrict President~~ of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, within five days after the loss of the required rating.

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Loss of Credit Rating	<p>The College District shall<u>will</u> monitor the credit ratings on securities that require minimum ratings. This may be accomplished through staff research or with the assistance of brokers/dealers, banks, safekeeping agents, adviser, or other independent sources. In the event that the credit rating of any security falls below the minimum required rating, the College District shall<u>will</u> take all prudent measures that are consistent with its policy to liquidate the investment.</p> <p>The College District is not required to liquidate investments that were authorized investments at the time of purchase. (2256.017) However, should a security that requires a minimum rating under state law not have that required rating, the investment officer shall take all prudent measures to liquidate the security. (2256.021)</p>
Monitoring FDIC Coverage	<p>The Investment Officer or Investment Advisor shall<u>will</u> monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College District based upon information from the FDIC. If any bank has been acquired, or merged with another bank in which brokered CDs are owned, the Investment Officer or Advisor shall<u>will</u> immediately liquidate any brokered CD which places the College District above the FDIC insurance level.</p>
Reporting	<p>Not less than quarterly, a written report of investment transactions for all funds shall<u>will</u> be prepared and signed by the investment officers (College District's vice president of administrative services and chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller) and shall<u>will</u> be submitted to the Board. Reports shall<u>will</u> be prepared in accordance with requirements as specified in Section 2256.023, Texas Government Code. The quarterly written reports shall<u>will</u> be reviewed annually during the compliance audit of an independent auditor with the results reported to the Board.</p>
Market Price	<p>The investment portfolio shall<u>will</u> be marked to market monthly. Pricing information shall<u>will</u> be obtained from Bloomberg or sources deemed independent and comparable by the associate vice president of accounting and financial reporting or the associate vice president/controller. If the price of a security is not available, the price may be estimated by analyzing similar securities' market values (matrix pricing).</p>
Training	<p>The College District's vice president of administrative services and chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller, being designated by the Board as the investment officers for the</p>

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College District, ~~shall~~will receive ten hours of instruction in accordance with the Public Funds Investment Act of the State of Texas within the first twelve months of assuming the position. Every succeeding two years the officers ~~shall~~will receive at least 10 additional hours of training relating to investment responsibility from an independent source approved by the Board.

**Investment Policy
Review and
Adoption**

The College District's investment policy ~~shall~~will be adopted by written resolution of the Board stating that the Board has reviewed the investment policy and strategy and ~~shall~~will include any changes made to either. The investment policies and strategies ~~shall~~will be reviewed by the Board not less than annually. All revisions ~~shall~~will be formally approved by the Board.

Investment Strategy

The College District maintains portfolios that use four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio(s). The dollar weighted average maturity of the overall portfolio shall will not exceed one year.

~~Strategies for the investment of District funds shall will be governed by the following investment objectives, in order of priority, for each fund listed below address::~~

1. Investment suitability as it relates to the financial requirements and credit concerns of the College District;
2. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
3. Liquidity to the extent needed to pay the College District's obligations as they become due;
4. Investment marketability provided the need arises for the College District to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
5. Investment diversification by maturity and market sector; and
6. Yield to attain the best rate of return yield on investments, while considering risk constraints and cash flow needs; the basis or benchmark used to determine whether market yields are being achieved ~~shall~~will be the one-year Treasury Bill chosen for its comparability to the portfolio's maximum weighted average maturity.

Operating Fund

The primary objective of the investment strategy for the operating fund ~~shall~~will be to ensure that anticipated cash flows are matched

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with adequate investment liquidity. Maturities ~~shall~~will be staggered to meet operating expenditures, based on known and projected cash flows and market conditions. Thirty-six months is the maximum maturity for the majority of securities in the portfolio.

Building Fund

The primary objective of the investment strategy for the building fund ~~shall~~will be to ensure that maturities are matched with anticipated cash flows. Maturities ~~shall~~will be staggered so that they coincide with estimated draw down dates based on construction schedules and estimated project completion dates. ~~In any case, investment maturity shall not be greater than thirty-six months except on bond proceeds, which can be invested to the IRS temporary period.~~

Debt Service

The primary objective of the investment strategy for the debt service fund ~~shall~~will be to ensure that investment liquidity is adequate to cover each succeeding debt service obligation on the required payment date. ~~Securities purchased shall not have a stated final maturity date longer than one year, and n~~ No investments may be made that exceeds the next unfunded debt service payment date.

Debt Service
Reserve Funds

Debt service reserves have no anticipated expenditures. The funds are deposited to provide annual debt service payment protection to bond holders. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the applicable arbitrage yield for a specific bond issue, the College District is best served by locking in investment maturities and reducing liquidity. If the arbitrage yield cannot be exceeded, the concurrent market conditions ~~shall~~will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields. Managing the portfolios maturities to not exceed the call provisions of the bond issue ~~shall~~will reduce the investment's market risk if the College District's bonds are called and the reserve fund liquidated. No investment maturity ~~shall~~will exceed three years. All portfolio investments ~~shall~~will be in compliance with bond covenants and insurance requirements of all bond issues.

SPECIAL PROGRAMS
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

EFCD
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An official high school equivalency testing center ~~shall~~will be located at one or more College District facilities designated by the Board.

Procedures

The District President or designee ~~shall~~will develop written procedures concerning the operation of the center and administration of the test. The procedures ~~shall~~will:

1. Address the selection, requisition, and permanent storage of restricted test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
- 3.4. _____ Include a written emergency plan; and
- 4.5. _____ Address other operational matters as appropriate.

Testing Schedule

The District President or designee ~~shall~~will annually publish a testing schedule in appropriate College District publications.

Chief Examiner

The District President or designee ~~shall~~will designate a qualified chief examiner and ~~shall~~will seek authorization for the designation of that individual, as well as any subsequent changes to the chief examiner, from the Texas Education Agency (TEA). The chief examiner ~~shall~~will attend training annually as required by law.

Fees

In accordance with law, the Board ~~shall~~will approve a fee for the administration of the tests, and the College District ~~shall~~will submit the amount and any subsequent changes to TEA for approval.

Annual Report

The District President or designee ~~shall~~will report to the Board annually concerning the center, including the number of tests administered and the fees received for administering the test.

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Student Mental Health Leave of Absence

The College District may permit a temporary leave of absence for a student due to a mental health condition. The leave of absence will be at the request of the student.

Purpose

Mental Health Leave Review Committee

The Mental Health Leave Review Committee (hereafter referred to as the "Committee") ~~shall~~will consider a request for a student's temporary leave of absence due to a mental health condition. The Committee ~~shall~~will be composed of the associate dean of counseling and career services or designee, the dean of students' ~~development and enrollment services~~ or designee, the registrar or designee, the chair of the Strategies of Behavioral Intervention (SOBI) or designee, and the chair of the ~~Discipline Appeals Task Force (DATE) Disciplinary Appeals Committee (DAC)~~ or designee.

Voluntary Leave of Absence

A student who wishes to take a temporary leave of absence from the College District due to a mental health condition ~~shall~~will contact the dean of students' ~~development's and enrollment services~~ office at the campus where he or she is predominately enrolled to request the appropriate form. The student ~~shall~~will complete and return the form to the dean of students' ~~development's and enrollment services~~ office within three academic calendar days of receiving the form.

The Committee ~~shall~~will approve a student's request for a voluntary leave of absence due to a mental health condition in accordance with the following:

1. The student's explanation for the requested temporary leave of absence; or
2. The student's submission of appropriate documentation from a licensed medical or mental health-care provider stating that it is in the best interest of the student to take a temporary leave of absence from the College District for a specified period of time.

Refunds

Determination of tuition payment refunds ~~shall~~will be made on a case-by-case basis at the sole discretion of the vice president of student ~~development and enrollment services~~.

Reentry Provisions

The College District ~~shall~~will require a student with a mental health condition who has taken a voluntary leave of absence to demonstrate his or her fitness to return to the College District. A student ~~shall~~will contact the dean of students' ~~development's and enrollment services~~ office at the campus where he or she is predominately enrolled one semester prior to the date of the end of the leave period. Decisions regarding whether to allow a student to re-

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turn to the College District ~~shall~~will be determined by the Committee as follows:

1. The Committee ~~shall~~will require documentation from a licensed medical or mental health-care provider stating that the student is able to return with or without accommodations.
2. The Committee may seek a second opinion from an independent licensed medical or mental health-care provider not affiliated with the College District.
3. The Committee ~~shall~~will consider whether reasonable accommodations will allow the student to meet academic standards and remain safely in school.
4. The Committee may deny a student's request to return if it is determined the student will be unable, upon return, to safely remain at the College District, even with reasonable accommodations.
5. Pursuant to College District policy, if the leave of absence lasts longer than two full semesters (i.e., fall and spring), the student ~~shall~~will be required to reapply for admittance since the leave of absence ~~shall~~will no longer be considered temporary.

Appeals

The student may appeal the denial of reentry to the vice president of student ~~development and enrollment services~~.

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~~The Mental Health Leave Review Committee (hereafter referred to as the "Committee") shall consider a request for a student's temporary leave of absence due to a mental health condition. The Committee shall be comprised of the associate dean of counseling and career services or designee, the dean of student development or designee, the registrar or designee, the chair of the Strategies of Behavioral Intervention (SOBI) or designee, and the chair of the Discipline Appeals Task Force or designee.~~

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~~A student who wishes to take a temporary leave of absence from the College District due to a mental health condition shall contact the dean of student development's office at the campus where he or she is predominately enrolled to request the appropriate form. The student shall complete and return the form to the dean of student development's office within three academic calendar days of receiving the form.~~

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- ~~1. The student's explanation for the requested temporary leave of absence; or~~
- ~~2. The student's submission of appropriate documentation from a licensed medical or mental health care provider stating that it is in the best interest of the student to take a temporary leave of absence from the College District for a specified period of time.~~

~~Refunds~~

~~Determination of tuition payment refunds shall be made on a case-by-case basis at the sole discretion of the vice president of student development.~~

~~Reentry Provisions~~

~~The College District shall require a student with a mental health condition who has taken a voluntary leave of absence to demonstrate his or her fitness to return to the College District. A student shall contact the dean of student development's office at the campus where he or she is predominately enrolled one semester prior to the date of the end of the leave period. Decisions regarding whether to allow a student to return to the College District shall be determined by the Committee as follows:~~

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- ~~1. The Committee shall require documentation from a licensed medical or mental health care provider stating that the student is able to return with or without accommodations.~~
- ~~2. The Committee may seek a second opinion from an independent licensed medical or mental health care provider not affiliated with the College District.~~
- ~~3. The Committee shall consider whether reasonable accommodations will allow the student to meet academic standards and remain safely in school.~~
- ~~4. The Committee may deny a student's request to return if it is determined the student will be unable, upon return, to safely remain at the College District, even with reasonable accommodations.~~
- ~~5. Pursuant to College District policy, if the leave of absence lasts longer than two full semesters (i.e., fall and spring), the student shall be required to reapply for admittance since the leave of absence shall no longer be considered temporary.~~

Appeals

~~The student may appeal the denial of reentry to the vice president of student development.~~

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**Student Code of
Conduct**

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They ~~shall~~will adhere to College District policies and municipal, county, state, and federal laws; and
2. They ~~shall~~will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law ~~shall~~will prevail.

**Scholastic
Dishonesty**

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty ~~shall~~will include, but is not limited to, one or more of the following acts:

1. Cheating;
2. Collusion;
3. General Scholastic Dishonesty; and/or
4. Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current *Student Code of Conduct*.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member ~~shall~~will delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) ~~shall~~will receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic

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dishonesty took place. The faculty member ~~shall~~will determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

Other Offenses

The College District may initiate disciplinary proceedings for a student who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Forging, altering, or misusing College District documents or records.
2. Disrupting the orderly process of the College District (e.g., classes, events, or meetings) or interfering with the lawful rights of others.
3. Conducting himself or herself in a manner that interferes with College District teaching, research, administration, disciplinary procedures, or other activities and public service functions.
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).
9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.

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11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, look-alike products (what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment, and/or creating an intimidating, hostile, or offensive educational environment.
15. Using, possessing, or displaying any ~~illegal~~ location-restricted knife, club, or prohibited weapon, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
16. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions ~~shall~~ will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.
17. Releasing restricted course call numbers to other students.
18. Misusing or sharing College-Wide Identification numbers (CWID), CougarMail e-mail accounts, or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.

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FLB
(LOCAL)

20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, sending chain letters, and the like), and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and shallwill be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunications devices during class, labs, or other College District learning environments. In addition, all electronic, digital media, or telecommunication devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Center.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on all College District property. [See FLBE]
26. Committing any other offense that violates the College District's core values or that disrupts the educational processes of the College District.

Hazing

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The office of the dean of students at the College District shallwill publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

**Charging for
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District shall will charge a requestor for additional personnel time spent producing information for the requestor law, after College District personnel have collectively spent:

1. Thirty-six (36)-36 hours of time producing public information for a requestor during the College District's fiscal year; or
- 4-2. Fifteen (15) hours of time during a one-month period, the College District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.