

South Plains College



student guide
2016-2017

WELCOME TO SOUTH PLAINS COLLEGE



I would like to welcome you to South Plains College on behalf of the Board of Regents, our faculty, staff, administration, and current students. I hope you are looking forward to a rewarding and successful year with us at SPC.

Community colleges have become the first choice of many students because of their educational opportunities, accessibility, and affordability. South Plains College has long served the educational needs of the South Plains region with an exceptional instructional reputation.

Our technical programs, academic transfer options and workforce initiatives offer many choices and opportunities for your future. It is our goal to create many educational and personal possibilities for you, and it is your responsibility to invest the time, energy, and resources to make the most of these opportunities.

Our student services and activities are designed to complement this array of educational choices. You have the opportunity to gain knowledge, learn new skills, develop leadership, and acquire many new friends from the South Plains College student body and faculty. Take this opportunity to learn, grow, and achieve your educational goals. The faculty and staff of SPC stand ready to help you. Please contact any one of us if you need assistance as you prepare for your educational journey.

Best wishes for a very successful year.

A handwritten signature in cursive script that reads "Robin Satterwhite".

Dr. Robin Satterwhite
President

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President for Student Affairs
South Plains College
1401 College Avenue, Box 5
Levelland, TX 79336
806.716.2360

STUDENT GUIDE

INTRODUCTION

Welcome to South Plains College! We take pride in our students and our college and are pleased that you have chosen to begin your college career at SPC. We hope your college experience will be rewarding and that your association with SPC faculty, staff, and students will be enjoyable and enlightening. We believe that you are the most important person on our campus. SPC faculty and staff are here to serve your educational needs.

This Student Guide was designed by the Division of Student Affairs to help you find out more about South Plains College. It is intended to provide you essential facts about many aspects of college life. It contains important rules and procedures, academic and general information, details on student services, facilities, activities and organizations and academic and career services.

We encourage you to review this Student Guide and use it to learn more about how you can be successful at South Plains College. If you have questions or need additional information, please contact the Vice President for Student Affairs.

South Plains College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees and proficiency certificates. The educational programs are approved by the Texas Higher Education Coordinating Board.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, religion, national origin, gender, disability or age.



CAMPUS LOCATIONS

Levelland Campus
1401 S. College Ave.
Levelland, TX 79336
(806) 894-9611

SPC Reese Center
819 Gilbert Drive
Lubbock, TX 79416
(806) 885-3048

SPC Plainview Center
1920 W. 24th St.
Plainview, TX 79072
(806) 296-9611, ext. 4302

Byron Martin Advanced
Technology Center (ATC)
3201 Ave. Q
Lubbock, TX 79411
(806) 747-0576

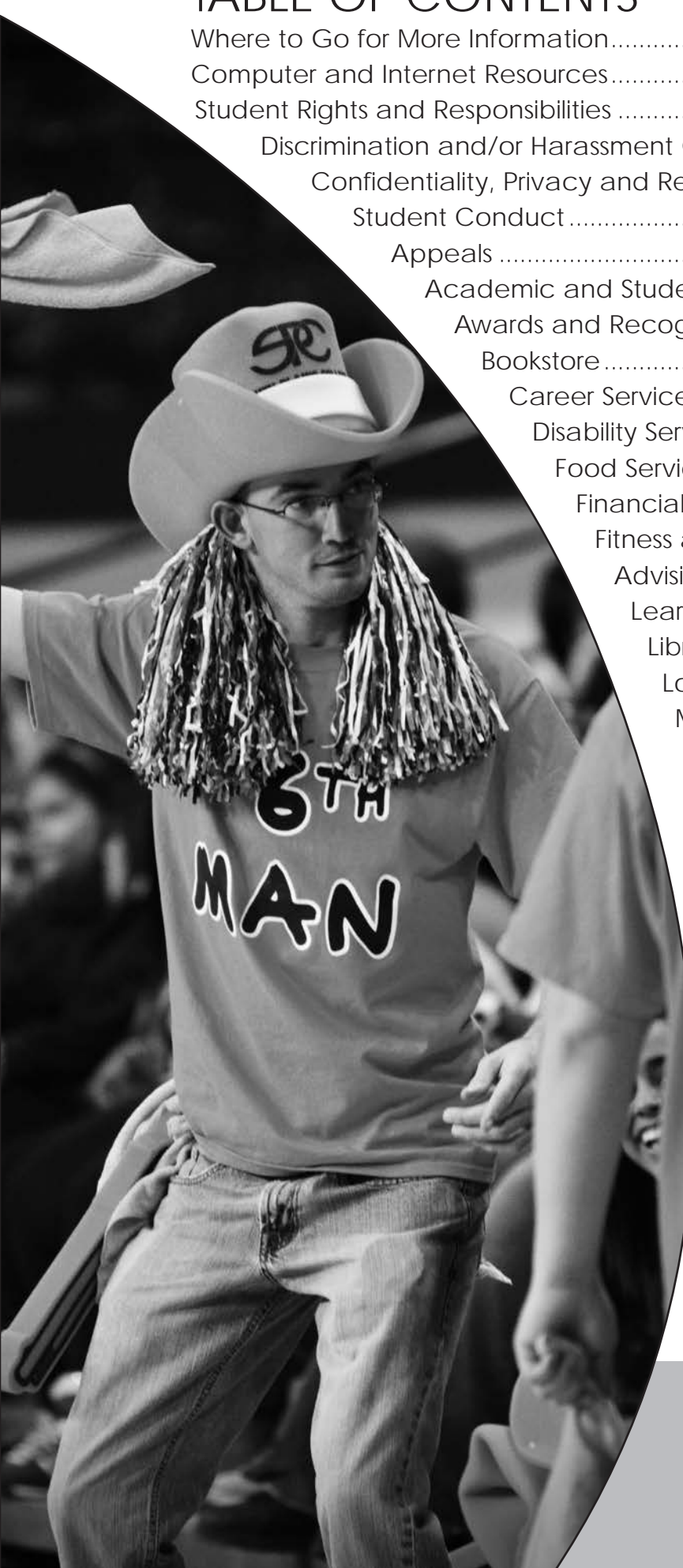
www.southplainscollege.edu

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You should be in college because you want to be in college to achieve goals you've set for yourself. Don't do it for someone else, or just because you think maybe you ought to! Doing well in college requires a real commitment of time and hard work.

From the Counseling Staff



WHERE TO GO FOR INFORMATION

QUESTION	ANSWER	LOCATION
Absences	Instructor	Faculty Department Offices
Academic Appeals	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2571 (806) 716-2902
Adding or Dropping a Course	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2355 (806) 716-2902
Allied Health Badges	Allied Health Reese, Bldg. 5	(806) 716-4622
Articles, Books, and Research	Library Levelland, SPC Library Reese, Bldg. 8, Room 831 Plainview	(806) 716-2330 (806) 716-4682 (806) 716-4316
Band	Band Director Levelland, Fine Arts Building	(806) 716-2265
Blackboard	Instructional Technology Levelland, 2nd Floor of Technology Center	(806) 716-2180
Books (Buying and Selling)	Bookstore Levelland, Student Center Mall Reese, Bldg. 8, Room 801	(806) 716-2099 (806) 716-4610
Career Counseling	Advising and Testing Center Levelland, Student Services Bldg. Reese, Bldg. 8 Room 805	(806) 716-2363 (806) 716-4608
Choir	Choral Director Levelland, Fine Arts Building	(806) 716-2269
Clubs and Organizations	Director of Student Life Levelland, Student Center Dean of Reese Center, Bldg 8	(806) 716-2377 (806) 716-4600
Continuing Education	Dean of Continuing Education Levelland, Technical Arts Bldg.	(806) 716-2340
Counseling	Health and Wellness Center Levelland, Technology Center Reese, Bldg. 8, Room 805	(806) 716-2368 (806) 716-4606
Credit by Exam/CLEP	Advising and Testing Center Levelland, Student Services Bldg.	(806) 716-2530
Degree Plans	Advising & Testing Center Levelland, Student Services Bldg. Reese, Bldg. 8, Room 805	(806) 716-2368 (806) 716-4606
Demographic Changes	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2355 (806) 716-2902
Disability Services	Disability Services Office Levelland, Health & Wellness Ctr. Reese, Bldg. 8, Room 805	(806) 716-2530 (806) 716-4606
Email	Information Technology Email: askspc@southplainscollege.edu	(806) 716-2601
Emergencies	Campus Police Levelland, Student Center Mall Reese, Bldg. 8 Room 841	(806) 716-2396 (806) 716-2923
Financial Aid	Financial Aid Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 804	(806) 894-9611 ext. 3800 (806) 716-4661
Game Room	Student Center Levelland, Student Center	(806) 716-2378
Graduation Application	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2374 (806) 716-2902
Health Services	Student Health Clinic Levelland, Health & Wellness Ctr.	(806) 716-2576
ID Cards	Student Activities Office Levelland, Student Center Reese, Business Office, Bldg. 8	(806) 716-2378 (806) 716-4617
Intramural Sports	Physical Education Levelland, PE Complex	(806) 716-2226
International Students	Registrar Levelland, Student Services Bldg.	(806) 716-2371
Job Search	Advising and Testing Center Levelland, Student Services Bldg. Reese, Bldg. 8, Room 823	(806) 716-2363 (806) 716-4608

Lost and Found	Student Activities Office Levelland, Student Center Admissions and Records Office Reese, Bldg. 8, Room 803	(806) 716-2378 (806) 716-2902
Newspaper (College)	Journalism Program Levelland, Communications Bldg.	(806) 716-2448
Parking Permits/Citations	Dean of Students Office Levelland, Student Services Bldg. Dean of Reese Center Reese, Bldg. 8, Room 807	(806) 716-2379 (806) 716-4600
Photocopying	Copy Center Levelland, 1st Floor of SPC Library Reese, Library, Bldg. 8, Room 831	(806) 716-2498 (806) 716-4693
Posting of Information	Director of Student Life Levelland, Student Center Dean of Reese Center Reese, Bldg. 8, Room 807	(806) 716-2378 (806) 716-4600
Public Relations	College Relations Office Levelland, Visitors Center	(806) 716-2211
Residency	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2571 (806) 716-2902
Room Reservations (Student Use)	Student Activities Office Levelland, Student Center Dean of Reese Center Reese, Bldg. 8, Room 807	(806) 716-2378 (806) 716-4600
Scholarships	Scholarship Office Levelland, Administration Bldg.	(806) 716-2219
Student Activities	Student Activities Office Levelland, Student Center	(806) 716-2378
Student Discipline	Dean of Students Levelland, Student Services Bldg. Dean of Reese Center Reese, Bldg. 8, Room 807	(806) 716-2418 (806) 716-4700
Student Records	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2372 (806) 716-2902
Study Skills	Learning Center Levelland, 3rd Floor Library	(806) 716-2241
Testing Services	Advising and Testing Center Levelland, Student Services Bldg. Reese, Bldg. 8, Room 823	(806) 716-2530 (806) 716-4631
Theatre Arts	Fine Arts Departments Levelland, Fine Arts Building	(806) 716-2261
Transcript Request	Admissions and Records Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 803	(806) 716-2570 (806) 716-2902
Transferring to another College	Advising and Testing Center Levelland, Student Services Bldg. Reese, Bldg. 8, Room 805	(806) 716-2362 (806) 716-4606
Tuition and Fees Payment	Business Office Levelland, Administration Bldg. Reese, Bldg. 8, Room 802	(806) 716-2400 (806) 716-4676
Tutoring Assistance	Learning Center Levelland, 3rd Floor Library Reese, Bldg. 4,	(806) 716-2241 (806) 716-4631
Veteran Affairs	Financial Aid Office Levelland, Student Services Bldg. Reese, Bldg. 8, Room 804	(806) 716-2361 (806) 716-4614
Withdrawing from College	Advising and Testing Center Levelland, Student Services Bldg. Reese, Bldg. 8 Room 805	(806) 716-2368 (806) 716-4606
Workforce Development	Office of Workforce Development Byron Martin ATC 3201 Ave. Q, Lubbock, Texas	(806) 716-4906
Additional Assistance	askspc@southplainscollege.edu	(806) 894-9611 ext. 3300

For additional information concerning services at the SPC Plainview Center, located at 1920 W 24th St. in Plainview, Texas, contact (806) 296-9611, ext. 4302.

For additional information concerning services at the SPC Byron Martin Advanced Technology Center, located at 3201 Ave. Q in Lubbock, Texas, contact (806) 747-0576, ext. 4906.

For additional assistance, email askspc@southplainscollege.edu or call (806) 894-9611 ext. 3300.



Dr. Robin Satterwhite,
College President



Dr. Ryan Gibbs,
Vice President for
Academic Affairs



Teresa Green,
Vice President for
Business Affairs



Stephen John,
Vice President for
Institutional
Advancement



Cathy Mitchell,
Vice President for
Student Affairs

GOVERNANCE AND ADMINISTRATION

BOARD OF REGENTS

By law, South Plains College is under the governance of a seven-member Board of Regents, elected to at-large positions by registered voters residing in the South Plains College District. The President of SPC is responsible to the Board of Regents, but has broadly delegated powers relative to the operation of the College.

The Board of Regents reviews and approves policy, the operational budget, major proposals, curricular programs, personnel actions, and campus expansion and construction. The board also acts as a direct link between the College and the community and advises the college President.

The members of the SPC Board of Regents include the following individuals:

Mike Box,Chairmman..... Levelland
Bobby G. Neal, Vice Chairman.....Whiteface
Linda Patton, Secretary..... Levelland
William Clements..... Sundown
Ken Williams..... Levelland
Alton "Pete" Pettiet..... Ropesville
Ronnie Alexander..... Levelland

ADVISORY COMMITTEES

The College receives advice from the community through program advisory committees composed of experts in various occupational areas. These committees help the College keep its technical programs current with changes and developments in various employment fields.

STUDENTS AND THE INSTITUTIONAL DECISION-MAKING PROCESS

South Plains College allows for student input into institutional decision-making through an active Student Government. The Student Government organization serves as a governing agency for the student body for the purpose of advising and recommending the formulation of policy pertaining to student life on campus. Student Government also assists and advises in the planning and conduct of the Student Life program, in promoting student participation in all aspects of college life, in building student morale and spirit, and in promoting the general welfare of the college campus.

When the Student Government takes a position with reference to issues directly related to the College, it forwards its recommendation to the Associate Dean of Students. The Associate

Dean of Students is responsible for processing the recommendation as follows:

1. Accept or reject the recommendation.
2. Refer the recommendation to the proper administrative, faculty or staff office.
3. Return to the Student Government for further information or clarification.

Students are appointed to serve as members of the following committees and give reports to Student Government: Athletics Committee, Building and Grounds Committee, Curriculum Committee, Evaluation Committee, Health & Safety Committee, Institutional Effectiveness Committee, Library Committee, Recruitment and Retention Committee, Student Assistance Center Advisory Committee, and the Website Advisory Committee. Substance Abuse Committee. The president of Student Government also serves on the Disciplinary Appeals Committee and the Admissions Committee.

EXECUTIVE OFFICERS OF THE COLLEGE

PRESIDENT

Dr. Robin Satterwhite
Administration Building, (806)716-2201

Dr. Satterwhite is the chief academic and administrative officer of South Plains College. He is the primary spokesperson and interpreter of college policies. If you have a problem that can't be solved in other ways, Dr. Satterwhite is willing to talk with you. An appointment to see him can be made through his Administrative Assistant, Robyn Reaves, at (806)716-2201.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Dr. Ryan Gibbs
Administration Building, (806)716-2208

Dr. Gibbs is responsible for coordinating all instructional offerings at South Plains College. He is responsible for the management and development of curricula within the Arts and Sciences Division, the Health Occupations Division, the Technical Education Division and the Continuing Education Division. Additionally, he supervises the Library services and the Office of Instructional Technology.

VICE PRESIDENT FOR BUSINESS AFFAIRS

Teresa Green
Administration Building, (806)716-2206

Mrs. Green is responsible for all accounting, budgeting and financial reporting for South Plains College including collection of tuition and fees.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Stephen John

Administration Building, (806)716-2217

Mr. John manages the College's advancement division that includes the College Relations Office, the Scholarship Office and the South Plains College Foundation. These offices are responsible for the College's marketing, communications, public relations, publications, web site, publicity, institutional advertising, fund-raising, scholarships, alumni relations, and special events. Mr. John is also responsible for coordinating the College's strategic planning and institutional effectiveness effort.

VICE PRESIDENT FOR STUDENT AFFAIRS

Cathy Mitchell

Student Services Building, (806)716-2360

Mrs. Mitchell manages the College's student services programs which include Admissions and Records, Conduct and Discipline, Residence Hall Living, Student Life, Advising and Testing, Health and Wellness, Disability Services and Campus Police. Mrs. Mitchell is also the College's Title IX director.

DEAN OF ADMINISTRATIVE SERVICES

Ronnie Watkins

Administration Building, (806)716-2246

Mr. Watkins is responsible for overseeing the administrative side of operations. He manages the Purchasing Department, Information Technology, facilities (grounds/maintenance), Financial Aid, Texas Book Company, food services, the Copy Center and the Mailroom.

DEAN OF ADMISSIONS AND RECORDS

Andrea Rangel

Student Services Building, (806)716-2370

Mrs. Rangel is responsible for the administration of policy and procedures related to admissions and student records. She is also responsible for the registration process at the College and is SPC's residency officer.

DEAN OF ARTS AND SCIENCES

Yancy Nuñez

Technical Arts Center, (806)716-2339

Mr. Nuñez is responsible for arts and sciences departments. Under his supervision are the Departments of Behavioral Science, Biology, Business Administration, Communications, English, Fine Arts, Mathematics and Engineering, Physical Education, Science and Social Science. Each of these departments is directed by a chairperson who is a faculty member. He also oversees the Teaching and Learning Center.

DEAN OF CONTINUING AND DISTANCE EDUCATION

Ron Spears

Technical Arts Center, (806)716-2341

Mr. Spears directs the lifelong learning programs at South Plains College that encompass special industrial training, vocational and continuing education short courses. He also coordinates and supervises the College's distance education efforts and dual credit programs with area high schools.

DEAN OF HEALTH OCCUPATIONS

Sue Ann Lopez

Department of Health Occupation,
(806) 716-2390

Mrs. Lopez is responsible for the health occupations programs offered by South Plains College. She oversees the Allied Health and Nursing Departments. Each of these departments is directed by a chairperson who is a faculty member.

DEAN OF REESE CENTER

Kara Martinez

Reese Building 8, Room 806, (806)716-4700

Mrs. Martinez is responsible for overseeing all aspects of the Reese Center campus including faculty, staff and students issues. She serves as a liaison between the department chairs and directors on the Levelland campus and faculty and staff at the Reese Center.

DEAN OF STUDENTS

Dr. Stan DeMerritt

Student Services Building, (806) 716-2380

Dr. DeMerritt is responsible for disciplinary adjudication at South Plains College as well as oversight of campus safety, parking, student life and residence halls. In addition he coordinates the scheduling of summer camps and serves as director of regional UIL events on campus

DEAN OF TECHNICAL EDUCATION

Rob Blair

Technical Arts Center, (806)716-2336

Mr. Blair is responsible for the technical education programs offered at Levelland, the Advanced Technology Center, the Plainview Center and the SPC Reese Center. Under his supervision are the Departments of Business Administration/ Computer Information Systems, Creative Arts, Industrial Technology, and Professional Services and Energy. Each of these departments is directed by a chairperson who is a faculty member.



**Ronnie Watkins,
Dean of Administrative
Services**



**Andrea Rangel,
Dean of Admissions
and Records**



**Yancy Nuñez,
Dean of Arts
and Sciences**



**Ron Spears, Dean
of Continuing and
Distance Education**



**Sue Ann Lopez,
Dean of Health
Occupations**



Kara Martinez,
Dean of the Reese
Center



Dr. Stan DeMerritt,
Dean of Students



Rob Blair,
Dean of Technical
Education



Eric Awbrey,
Evening Director of
the Reese Center



Gracie Quiñonez,
Plainview Center
Director

COMPUTER AND INTERNET RESOURCES

CAMPUSCONNECT

CampusConnect is a free service available via the internet to all new and currently enrolled South Plains College students. Campus Connect is the resource from which students register for classes, view or print their class schedule, access payment options, view financial aid information, view final course grades or review unofficial transcripts. CampusConnect is accessed by successfully logging into MySPC. Some areas of CampusConnect may be inaccessible to students whose financial or academic records are not in good standing.

COMPUTER LABS

Computer labs are available for student use at the following SPC locations:

Levelland – Technology Center, Library
Reese Center – Building 8 (827 and
Library), Building 4 and Building 2
Byron Martin ATC
Plainview Center
Crosbyton, Denver City and Muleshoe
Extension Centers

EMAIL

All students at South Plains College are assigned a standardized SPC e-mail account. Although personal e-mail addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, login to MySPC and click the SPC Google Mail option under Campus Bookmarks.

MySPC

MySPC is a one-stop access point to South Plains College resources and services including CampusConnect and student e-mail. MySPC gives access to important announcements, news and events, college calendars, and a personal planner. Students gain access to MySPC and receive a username and password upon acceptance to South Plains College. There is no charge to students for verifying student identity. All users of the College's online learning management systems are responsible for maintaining the security of usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. To login to MySPC, visit <https://myspc.southplainscollege.edu>.

INTERNET AND HYBRID COURSE REQUIREMENTS

An Internet course is delivered via the Internet utilizing WebCT and/or course web pages for delivery of 100% of course instruction. Instructors may require a student to attend meetings on campus, but this will be noted in the schedule. A "hybrid" course is one that a portion of the course's learning activity has been moved online.

Internet access is required for all online and hybrid courses. Depending on the course taken, knowledge of particular computer software packages may be required. You should contact the instructor teaching the course directly for further information. Many instructors utilize advanced technologies such as Podcasting and streaming multimedia which requires broadband connectivity.

Initial correspondence with the instructor for an online course is the student's responsibility. This contact should take place by the first week of classes. Students are encouraged to email the instructor before the first day of class.

Textbooks for distance education courses taught by SPC instructors are available at the South Plains College Bookstores at Levelland and Reese Center. However if a student is enrolled in a distance education course and does not reside in proximity to the bookstore, books can be ordered online from the Levelland Bookstore at <http://www.sp-levbookstore.com> and from the Reese Bookstore at <http://www.sp-reesebookstore.com>. For more information about ordering textbooks, contact the SPC Bookstore in Levelland at (806)716-2399 or in Reese at (806)716-4610.

Online and hybrid courses require students to take a more participative role in fulfilling course requirements. The instructor will still designate the course outline and curriculum, but communication will be through email, discussion forums, chat rooms, links and information posted within Blackboard or the course web site.

BLACKBOARD

Most Internet courses, as well as some content in face-to-face courses, utilize Blackboard for delivery of instruction. The Blackboard login webpage is located at <http://spc.blackboard.com>. Blackboard technical support can be reached at (806)716-2180 or by email at blackboard@southplainscollege.edu.

QUESTIONS AND SUPPORT

AskSPC - (806) 894-9611 ext.3300
or askspc@southplainscollege.edu

Blackboard - (806)716-2180
or blackboard@southplainscollege.edu

COMPUTER USE POLICY

South Plains College provides computer services to all students. The college seeks to make access to basic computing available to students who agree to college policies and who use equipment, facilities and systems responsibly. SPC strives to provide you with access to technology that will benefit you instructionally.

The priority for use of the lab microcomputers is as follows:

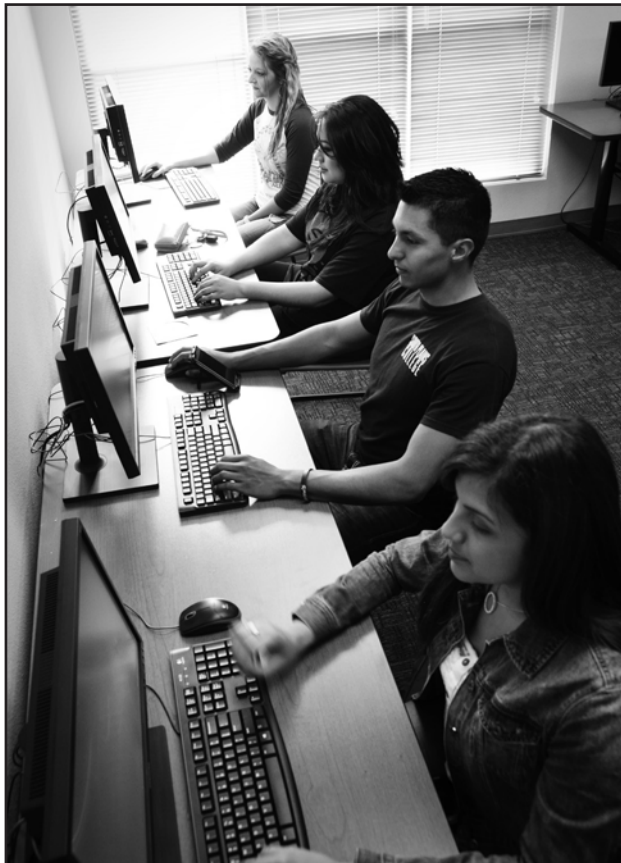
1. Academic use, research, class work, instructional assignments
2. Other educational pursuits
3. Educational games
4. Personal interest

All computer users have the responsibility to use the SPC computer systems in an effective, efficient, ethical and lawful manner. The ethical and legal standards that are maintained are derived directly from the standards of common sense and common decency that apply to the use of any public resource within the college. Once users access the network and computer systems on that network, they are solely responsible for all actions taken while using the network and/or the Internet.

Therefore:

1. Deletion, examination, copying, or modification of files and/or data belonging to the college is prohibited.
2. Use of facilities and/or services for commercial use is prohibited.
3. Attempts to evade or change resource quotas are prohibited.
4. Continued impendance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
5. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation.

There may be instances where a student may be offended by the material another student is accessing. Any student so offended should notify the lab supervisor or instructor of the situation. The lab supervisor will ask the offending person to remove the objectionable material from the screen and may be asked to leave the lab. Reckless display of obscene material on lab computers is a Class C misdemeanor under A7 43.22 of the Texas Penal Code. Offenders are subject to prosecution and a fine of up to \$500 in addition to disciplinary action by South Plains College. Viewing and printing of inappropriate or pornographic material will result in forfeiture of all lab privileges. Lab supervisors will document and report all such incidents to the Dean of Students or the Dean of the Reese Center. Failure of any student to comply with the request of a lab supervisor or other staff member may result in disciplinary action that could lead to expulsion from the college or dismissal from a position, and/or legal action. In all computer labs, students should observe the following rules. No food or drinks are allowed in computer labs. You may not load any programs or software onto lab computers.



STUDENT RIGHTS AND RESPONSIBILITIES

South Plains College is committed to equitable, civilized, and concerned treatment for all individuals without regard for of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. As a member of the academic community, college students enjoy privileges and share the obligations of the larger community of which the College is a part. Students are entitled to the privileges which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship. Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship understood.

RIGHTS AND FREEDOMS

RIGHT TO ASSEMBLY

Students have the right to assemble peacefully as long as the rights of others are not restricted and the normal functions of the College are not disturbed. A free speech area is designated in the quadrangle area of the Levelland Campus and the open grass area directly west of Building 1 at the Reese Center.

FREEDOM FROM DISCRIMINATION AND/OR HARASSMENT

South Plains College does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in this document to report these concerns.

RIGHT TO DISTRIBUTE OR POST PRINTED MATERIALS

Students are permitted to distribute or post handbills, posters, or similar printed information in compliance with the College's posting policy. All distribution must be approved by the Director of Student Life on the Levelland Campus, the Dean of the SPC Reese Center and by the Director of the SPC Plainview Center.

RIGHT TO DUE PROCESS

Students have the right to due process as appropriate for student disciplinary situations. This includes information concerning the

charges and allegations against them, written notice of hearing, the opportunity to present information on their own behalf, and written notice of the decision.

EQUAL RIGHTS

All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

FREEDOM FROM IMPROPER DISCLOSURE

Information such as but not limited to student views, religious beliefs, sexual orientation, and political associations which Counselors acquire in the course of their work is strictly confidential. Academic, financial aid and disciplinary records will not be released to anyone outside the College except with the student's authorization or as outlined under FERPA regulations. Transcripts shall contain only information about academic status.

FREEDOM OF INQUIRY AND EXPRESSION

Students are guaranteed the freedom of discussion, inquiry and expression, both publicly and privately, in the classroom and through speakers sponsored by student organizations. They are subject to all city, state and federal laws, as well as SPC regulations which pertain to these freedoms.

STUDENT INTELLECTUAL PROPERTY RIGHTS (Policy DBDA)

Subject to the conditions specified in the College's Intellectual Property Policy DBD, students enrolled at SPC are free to do research, to invent, to publish, and to copyright as they see fit and to benefit from all royalties and monies, which accrue from their creations.

FREEDOM OF RESPONSIBLE PRESS

The College supports the concept of a student press which adheres to the principles of responsible journalism.

RIGHT TO SOLICIT

Upon approval of the Director of Student Life on the Levelland Campus and by the Dean at the Reese Center, students are free to solicit to sell merchandise or services, or to obtain contributions for approved clubs and organizations. Proceeds must be used to fulfill the purposes of the club or organization and may not conflict with any contract vendor already on campus. SPC does not allow solicitation by any outside organization.

DISCRIMINATION AND/OR HARASSMENT COMPLAINTS (TITLE IX)

This procedure is intended to apply to student grievances against employees, employee

civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees against students will be addressed through the student conduct procedures located elsewhere in this Guide. The College community benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns that students may have about the implementation of policies and procedures that govern the institution.

INFORMAL DISPUTE RESOLUTION

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the student should contact the individual's direct supervisor to attempt to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The College does not require a student to contact the person involved or that person's supervisor if doing so is impracticable, or if the student believes that the conduct cannot be effectively addressed through informal means.

FORMAL GRIEVANCE PROCESS

The Vice President for Student Affairs is the South Plains College Title IX Coordinator and is designated to formally investigate student grievances, address inquiries and coordinate the College's compliance efforts regarding student complaints and grievances. Notice of a formal complaint can be made in person or orally to an appropriate official, but the College strongly encourages submission of grievances in writing. All complaints of discrimination or harassment as described above should be reported to:

Vice President for Student Affairs
(Title IX Coordinator)
Cathy Mitchell
South Plains College
1401 S. College Avenue
Levelland, TX 79336
806-716-2360
cmitchell@southplainscollege.edu

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department Education: Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be in letter format, signed by the initiator, or sent as an email attachment, and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the grievant should state the reasons why.

Upon receipt of a grievance the Vice President for Student Affairs will open a formal case file and assign a case official who will direct the investigation and confer with the Title IX Coordinator on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions.

In the event that the accused individual or accuser rejects the findings in part or entirely, the case official will convene a hearing under its respective procedures to determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The case official may give evidence. The hearing body will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

Where an accused individual is found in violation the case official will impose appropriate sanctions for the violation, as recommended by the hearing committee and after consultation with the Title IX Coordinator. The College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. Appeal proceedings as described later in this Guide will apply to all parties to the complaint.

DEFINITIONS

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational program or activities.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational program or activities.

Sexual Harassment: Unwelcome, gender-based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the College's educational program. The unwelcome behavior may be based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying. This may be a case of sexual harassment of a student by another student, a faculty/staff member by a student, or a student by a faculty/ staff member.

Non-Consensual Sexual Contact or Intercourse: Any intentional sexual touching or intercourse, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Sexual Exploitation: When a man or woman takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

CONFIDENTIALITY, PRIVACY AND REPORTING POLICY

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes.

TO REPORT CONFIDENTIALLY

If one desires that details of the incident be kept confidential, they should speak with on-campus counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality, except in the rare event that the incident reveals a need to protect you or other members of the community.

REPORTING TO THOSE WHO CAN MAINTAIN THE PRIVACY OF WHAT YOU SHARE

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as residence hall supervisors, wing advisors, faculty members, advisors to student organizations, career services staff, admissions officers, Student Life personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as residence hall directors, will be instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

NON-CONFIDENTIAL REPORTING OPTIONS

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, directors, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

RESPONSE TO REPORTS OF SEXUAL MISCONDUCT

The Title IX or his/her designee will investigate all reports of sexual misconduct. South Plains College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, no contact orders, interim suspension from campus pending a resolution, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and South Plains College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. South Plains College will consider the concerns and rights of both the reporting party and the responding party

RESPONSIBILITIES

All students enrolled in the College and all student residents, regardless of institutional or program affiliation, are expected to know and adhere to the rules and regulations of the College, as well as civil laws. Those

charged with and found responsible for the violations will be subject to disciplinary action as provided for in this policy. Students are required to appear as witnesses in disciplinary proceedings when requested to do so by the Dean of Students.

STUDENT CONDUCT

The purpose of this section is to define the procedures, regulations and policies by which the social conduct of SPC students will be evaluated. When a student enrolls at South Plains College, it is assumed that the student accepts the rules and regulations prescribed by the College. It is the student’s obligation to be familiar with the standards of conduct. Rules and regulations are also contained in, but not limited to, the following SPC publications: General Catalog; Student Guide; College Housing Rules and Regulations; SPC Parking and Traffic Regulations.

It is imperative that students continue to learn to recognize, understand and celebrate human differences. Colleges can, and must, help their students become open to the differences that surround them. These matters are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced. Conduct which reflects adversely upon the student or the College will result in disciplinary action.

AREAS OF MISCONDUCT

Examples of misconduct include, but are not limited to, the following areas:

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text- book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of what- ever length, as well as to

final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

ALCOHOLIC BEVERAGES

No students may possess or use alcoholic beverages on the College campus or while representing the College on an off-campus trip or activity. Violation may also occur when a student's conduct is adversely affected by the consumption of alcohol.

ANIMALS ON CAMPUS

Animals are not allowed in any college building except when needed for instruction or where needed by an employee or student with a disability. All service or comfort animals must be approved and registered with the SPC Disability Services Office. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner.

BIGOTRY

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. If bigotry exists in any form in the larger society, it will be an issue on the College campus. Therefore, South Plains College is committed to creating conditions where bigotry is forthrightly confronted.

BULLYING

Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

CHILDREN IN THE CLASSROOM

Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive to learning for all students enrolled in the class.

CLASSROOM CONDUCT

Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.

DISCRIMINATION / HARASSMENT

The College does not permit discrimination or harassment on the basis of race, color, national origin, sex, gender identity, sexual orienta-

tion, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. Further information regarding discrimination or harassment and procedures for students who believe they have been subjected to discrimination or found in the Student Rights and Responsibility section of this Guide.

DISRUPTIONS

The use of force or violence or tactics or behavior which cause obstruction, or disruption of teaching, administration, disciplinary procedures or other college authorized activities on college premises or the use of language or behavior that provokes, disrupts, or annoys others.

DISTRIBUTION OF LITERATURE, ADVERTISING, SELLING OR SOLICITATION

Selling and soliciting are only permitted on the campus with official authorization. Solicitation of students, faculty, or staff members by personal contact or through the distribution of advertising leaflets or handbills to promote sales is not permitted on any South Plains College campus or in any college buildings without prior approval of Director of Student Life on the Levelland Campus, the Dean of Reese Center, or the Director of the Plainview Center.

FAILURE TO COMPLY

Failure to comply with reasonable directives and/or requests of a College official acting in the performance of his or her duties or failure to present student identification on request or identify oneself to any College official acting in the performance of his other duties.

FALSIFICATION OF RECORDS

Knowingly furnishing false information to the College or forging, altering, or making unauthorized use of a college document, record or identification.

FINANCIAL RESPONSIBILITIES

Students are expected and required to promptly address all financial responsibilities owed on and off the campus. Unpaid debts, returned checks and other cases of financial irresponsibility can result in action that may not be limited to holds placed on records and/or criminal or civil actions.

FIREARMS, WEAPONS, FIREWORKS AND EXPLOSIVES

The unauthorized possession or use of firearms, weapons, fireworks, or explosives of any description on college grounds or property, including residence halls, is prohibited. Any item used with the intention of threatening, causing harm or damage to another individual or property will be considered a weapon.

Replica fire arms or simulated fire arms are prohibited from campus, unless approved by the Dean of Students.

GAMBLING

Gambling in any form is prohibited by state law on college grounds or property, including college residence halls.

HOVERBOARDS, BICYCLES AND SKATEBOARDS

The use of bicycles, roller blades, skateboards, motorized skateboards, scooters and other mechanical means of transportation are not allowed for use or possession within South Plains College buildings. The following exceptions apply: 1) when required for a work or class assignment or 2) as necessary for a disability or medical condition.

ILLEGAL SELLING OF BOOKS

The selling of books belonging to another person, organization, firm or institution constitutes theft.

ILLEGAL SUBSTANCES

The use, possession or transfer of any illegal substance on campus or at any college related function on or off campus is strictly prohibited. SPC maintains a zero tolerance policy with respect to illegal substances and violations of this policy will result in a one year suspension from the College.

LEWD, INDECENT OR OBSCENE CONDUCT

Lewd, vulgar, indecent or obscene conduct or expression on college property or functions off campus identified with South Plains College is strictly prohibited and will result in strict disciplinary measures.

SAFETY AND HEALTH REQUIREMENTS

Students who violate safety and health requirements may be disciplined through academic and Student Code of Conduct sanctions. A student's grade may be downgraded as a result of the student's failure to properly observe safety procedures within the laboratory or shop.

STALKING

Stalking is a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim and/or threaten her or his safety, mental health or physical health; or the safety of any of the immediate family members of the College community.

STUDENT DRESS

Reasonable standards of decency apply to the College community. The student should not dress in a manner which distracts from the

academic atmosphere such as; revealing attire or clothing carrying obscene or offensive slogans. In all academic buildings, classrooms, offices, the Student Center, and dining facilities, students are required to wear shirts and shoes.

TERRORISTIC THREATS

The conduct or participation in activities such as threatening or obscene letters or electronic mail, disturbing telephone calls, bomb threats and false alarms by unknown persons are strictly prohibited. SPC maintains a zero tolerance policy on terroristic threats. Violations of this policy will result in strict disciplinary measures to include suspension and possible criminal charges.

THEFT

The removal of property belonging to the College or another person or the possession or transfer of such property constitutes an act of theft. SPC maintains a zero tolerance policy on theft. Violations of this policy will result in a one year suspension from the College.

TOBACCO

The use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25 foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and in SPC vehicles, is prohibited.

UNAUTHORIZED ENTRY

The unauthorized entry to or use of college buildings, offices, or facilities is strictly prohibited.

UNAUTHORIZED POSSESSION OF KEYS

The possession by students of keys or access cards to college buildings or facilities that have not been issued to the student by an authorized college official is strictly prohibited.

UNAUTHORIZED SURVEILLANCE

Making or causing to be make unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual is strictly prohibited. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms and restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means.

UNAUTHORIZED USE OR POSSESSION

Attempted or actual unauthorized use or possession of a credit card, debit card, student identification card, cell phone, personal identification number, test number, MySPC account information and/or personal check, or other

unauthorized use or possession of personal property or information of another is strictly prohibited.

VANDALISM

The willful malicious destruction, damage or defacing of property whether it belongs to the College or another student constitutes an act of vandalism.

VIOLENT BEHAVIOR

The use of physical violence against another person or the threat to do so is strictly prohibited. Acts of violence or threats of violence will result in strict disciplinary measures to include suspension and possible criminal charges.

VIOLATION OF LOCAL, STATE OR FEDERAL LAW

Any action, event or group of events which provides grounds for a charge or violation of local, state, or federal laws or college regulations is strictly prohibited.

SPECIAL PROCESS PROVISIONS

ATTEMPTED VIOLATIONS

In most circumstances, the College will treat attempts to commit any violations of Student Conduct as if those attempts had been completed.

COLLEGE AS COMPLAINANT

As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

FALSE REPORTS

The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

IMMUNITY FOR VICTIMS AND WITNESSES

The College community encourages the reporting of conduct code violations and crimes by victims and witnesses, especially in the case of sexual misconduct. Sometimes, victims or witnesses are hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, South Plains College pursues a policy of offering victims of crimes and witnesses limited immunity from policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the College

may provide educational rather than punitive responses, in such cases.

BYSTANDER ENGAGEMENTS

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. South Plains College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College may provide educational options, rather than punishment, to those who offer their assistance to others in need.

PARENTAL NOTIFICATION

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, related to alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

NOTIFICATION OF OUTCOMES

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, college observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.

The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction / damage / vandalism of property and kidnapping / abduction. The College will release this

information to the complainant in any of these offenses regardless of the outcome.

PENALTIES FOR MISCONDUCT

Penalties for misconduct include, but are not limited to the following, as determined appropriate by the Dean of Students, Associate Dean of Students, Dean of Reese Center, or the Director of the Plainview Center.

WARNING OR REPRIMAND

All offenses that may be punishable by reprimand or warning shall be regarded as minor offenses. Reprimand may include, but is not limited to, counseling with or writing a letter to the student. These actions are cumulative and are considered official college actions and are recorded in the Office of the Dean of Students.

RESTRICTION

It may be determined that a student should be restricted from specified campus facilities, organizations or activities as a part of disciplinary action.

COMMUNITY SERVICE

A student may be assigned to do additional class work or other community service jobs on campus, as determined by the Dean of Students, the Dean of the Reese Center, or the Director of the Plainview Center.

DISCIPLINARY PROBATION

Any offense leading to disciplinary probation is regarded as a major offense. Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to: removing the right of the student to receive any college award, scholarships, or financial aid; removing the right to occupy any position of leadership in any college or student organization or activity; removing the right to operate a motor vehicle on campus. The student is required to show appropriate changes in attitude and behavior during the probationary period.

DISCIPLINARY SUSPENSION

Any offense leading to disciplinary suspension is regarded as a major offense. Suspension is normally for a stated period, but never less than the remainder of the semester in which the offense is committed.

During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except application for readmission. Readmission on probation may be granted at the end of the suspension period.

EXPULSION

Expulsion is the permanent removal from

South Plains College with no opportunity for readmission. Expulsion shall be used only in cases of extreme misconduct.

REMOVAL FROM COLLEGE HOUSING

In certain instances, the Dean of Students or Associate Dean of Students may remove a student from college housing and allow him/her to continue attending classes.

PROCEDURES FOR DISCIPLINARY ACTION

All offenses of misconduct, both minor and major, shall be dealt with by the Dean of Students, Associate Dean of Students, Dean of the Reese Center, or the Director of the Plainview Center. All offenses that may lead to suspension or expulsion shall be regarded as major offenses and be dealt with by the following procedures.

RULES OF EVIDENCE AND BURDEN OF PROOF

Disciplinary decisions will be based on the preponderance of evidence, in other words, it is more likely than not an alleged incident occurred. A totality of all available and relevant evidence will be used to establish this preponderance. The burden and responsibility for gathering and evaluating evidence rests with the College. Accused students may elect to not self-incriminate and should be active in presenting relevant evidence to support their position. The intent of the disciplinary process is to provide an educational remedy that is in the best interest of all students and the preservation of the academic process. In extreme cases this may involve utilizing punitive actions such as suspension or expulsion.

INVESTIGATIVE HEARING

The Dean of Students, Associate Dean of Students, Dean of the Reese Center or the Director of the Plainview Center is responsible for investigating reported student misconduct and evaluating evidence as to its accuracy, credibility, and sufficiency. Upon concluding that a major offense has been committed and that there is sufficient evidence to prove this offense, a written statement is prepared that includes: the alleged violation and charges against the student; a statement of penalties to be imposed; and the explanation of student rights and due process.

Where the accused individual is found not responsible for the alleged violation(s), the investigation should be closed. Where the accused individual accepts the finding that s/he violated college policy, the Dean or Director will impose appropriate sanctions for the violation.

HEARING BODY

In the event that the accused individual rejects the findings in part or entirely, the Dean or Director will convene a hearing body, made up of a minimum of two of the following: Dean of Students, Associate Dean of Students, Dean of the Reese Center, Director of the Plainview Center, Instructional Dean of student's major, Department Chairperson of student's major, faculty member of student's choice and President of Student Government. The hearing body will determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The hearing body will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

Where an accused individual is found in violation the Dean or Director will impose appropriate sanctions for the violation, as recommended by the hearing body. The Dean or Director has final decision making authority with regard to formal complaints, subject to appeal.

APPEALS

TITLE IX OR CONDUCT VIOLATION DECISION APPEALS

In the event that an accused individual accepts the findings of the investigation, those findings cannot be appealed. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described below.

All sanctions imposed by the original hearing body will be in effect during the appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the case official and hearing body may be appealed by petitioning the Vice President for Student Affairs. Accused students or complainants must petition in writing within five (5) business days of receiving the written decision for a review of the decision or the sanctions imposed. The Vice President will determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. The party requesting appeal must show error, as the original finding and sanction are

presumed to have been decided reasonably and appropriately. The **ONLY** grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Vice President for Student Affairs determines that new evidence should be considered, the complaint will be returned to the original hearing body to reconsider in light of the new evidence only. The hearing body will render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal.

The committee's decision is final.

GRADE AND ACADEMIC DISCIPLINE APPEALS

South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

Appeal Restrictions

Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed

Informal Appeal

1. The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
2. If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
3. If the student is still not satisfied, he/she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
4. If the student is still not satisfied,

he/she should be advised of the formal appeal process.

Formal Appeal

If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:

1. A request for a formal appeals hearing.
2. A brief statement of what is being appealed.
3. The basis for the appeal.
4. Pertinent facts relating to the appeal.

The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter.

The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.

The Hearing

Composition of the appeals committee:

- Vice President for Academic Affairs will preside over the hearing.
- Faculty member of the student's choice.
- Faculty member and student selected by the Vice President for Academic Affairs.
- President of Student Government Association.
- Dean of Students.

Other persons who should be available at the hearing:

- The student who requested the hearing.
- The faculty member involved.
- Anyone the student or faculty member wishes to be present to substantiate the case.
- Chairperson and Divisional Dean.

Hearing procedure:

The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.

The decision of the committee is final and completes the academic appeals procedure.

TRAFFIC AND PARKING APPEALS

Students who wish to appeal a campus traffic citation may contact the Dean of Students on the Levelland Campus, the Dean of the Reese Center, or the Director of the Plainview Center. Traffic and parking regulations are described in the Campus Parking and Traffic Regulations brochure available from the Campus Police Office and the Dean or Director's office.

ACADEMIC SUSPENSION OR ADMISSION APPEALS

Students who are on academic suspension or who have been denied general admission may appeal the decision to the Admission's Committee. Complete information about academic suspension or general admission appeal procedures can be obtained from the Admissions and Records Office, the SPC website or MySPC. Appeals regarding admission into specific programs should be directed to the respective departments responsible for those programs.

ACADEMIC AND STUDENT SUPPORT SERVICES

Academic and Student Support Services are interrelated areas committed to achieving the purposes and instituting the mission of South Plains College.

South Plains College provides a quality learning environment. We do so by employing dedicated and qualified teachers, staff members and administrators who deliver a broad and dynamic curriculum and quality student support services. Understanding the diverse needs of students and the community, South Plains College seeks to improve the lives of our students and prepare them for lifelong learning.

South Plains College is committed to increase student success by providing assessment, advisement and counseling services that assist students in clarifying personal, academic and career goals; by providing tutoring and other student support services; by providing enrollment, financial aid and job placement services; and by providing opportunities to participate in the academic and social life of the College through social activities, community cultural leadership and wellness-fitness services.

The staff works toward seeing that every phase of the College experience represents an opportunity for the growth of the student. This focus is based on the premise that all of college life, both in and out of class, represents a real and significant part of the student's educational development.

ACADEMIC ADVISING

Students are assigned to a primary advisor at the time of admission. If the student has declared a major, he/she is assigned to a faculty advisor in his/her major field. General Study majors are advised by a member of the Advising and Testing Center staff or an



Lola Hernandez,
Director of the Advising
and Testing Center



Ben Alexander,
Advisor



Dennis Anderson,
Advisor



Valerie Cox,
Advisor



Amber Dixon,
Counselor



Christina Conner,
Advisor



Jesse Keen,
Advisor



Peyton Sauer,
Advisor



Chris Straface,
Advisor

assigned faculty advisor. Students are strongly encouraged to visit regularly with his / her advisor for academic planning and registration assistance. The advisor works closely with the student in making satisfactory adjustment to the academic and co-curricular activities of the College. The advisor assists in preparing an academic plan, and then works with the student each subsequent semester to keep the academic plan current.

As a part of the advisement program, students are guided in the proper selection of courses transferable to the University of their Choice. Academic advisors are available at all South Plains College locations. Students taking classes exclusively online or at satellite locations are encouraged to contact their assigned advisor via email or phone.

AWARDS AND RECOGNITION

Each spring outstanding students are honored by the faculty, administration, clubs and organizations. Students are recognized for their accomplishments in academics, leadership, and all-around participation and involvement in student life at South Plains College. Students are recognized at the annual Awards Assembly held in late spring. Parents, family, friends and faculty are invited to the honors ceremony and reception at the Texan Dome.

ACADEMIC AWARDS

President's Honor Roll - The President's Honor Roll recognizes students who complete a minimum of 12 semester hours of college-level credit in a given semester and attain a "straight A" or 4.0 grade point average. Developmental courses do not count toward the minimum semester hours required for the honor. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

Dean's Honor Roll - The Dean's Honor Roll recognizes students who complete a minimum of 12 semester hours of college-level credit in a given semester and attain a 3.25 to 3.99 grade point average. Developmental courses do not count toward the minimum semester hours required for the honor. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

Departmental Awards - A number of academic and technical departments on campus recognize outstanding students in specific programs of study. Selection to these awards is based on the student's academic achievements and total contribution to the program.

Phi Theta Kappa - Phi Theta Kappa is a

national honor society for students enrolled in two-year community and junior colleges committed to the promotion of academic excellence, leadership, and campus and community service. The Kappa Mu Chapter of Phi Theta Kappa at South Plains College honors those students who reach high academic achievement. To be invited to membership in PTK, the student must have completed at least 15 semester hours, be a full-time student, and initiation ceremony is held each fall and spring semester.

CAMPUS LEADERSHIP AWARDS

Presidential Award for the Student of the Year - The highest recognition a student can receive at South Plains College, this award honors an outstanding student who has been most successful academically, socially, and has contributed most to the campus environment. Selection is made by a committee composed of representatives from the Student Affairs Division, Academic Affairs, and the faculty. Final approval is made by the President of South Plains College.

Vera Sue Spencer Award - The Vera Sue Spencer Award is presented to a South Plains College female student who demonstrates the qualities of outstanding leadership and service to the College and community. The cash award was established by Dr. and Mrs. Thomas Spencer in memory of their daughter, Vera Sue, who died while Dr. Spencer was president at SPC. The award was established by the Spencer Family in 1971 and recipients are recognized each year at commencement. Nominations and selection of the award recipient are made by a committee comprised of faculty and administrative personnel.

Thomas Spencer Sr. Award - The late Dr. Thomas Spencer, Sr., played an important role in the formative years of South Plains College as its founding president. In recognition of his leadership at South Plains College and later as president of the Texas Community College Association, the College established the Thomas Spencer, Sr., Award in 1998 in celebration of its 40th anniversary. The Spencer Award is presented annually to an outstanding male student who demonstrates the qualities of leadership and service to the College and community. Nominations and selection of the award recipient are made by a committee comprised of faculty and administrative personnel.

Campus Ambassadors - South Plains College students designated as Campus Ambassadors assist with new student recruitment, give campus tours to prospective students and special guests of the College, and represent the student body at special campus events hosted by the President of the College. Candidates

for the honor are nominated by faculty and administrative personnel. Selection is based on personal interviews with a selection committee. Students are named Campus Ambassadors during the spring semester of their freshman year and hold the honor during their sophomore year at SPC.

BOOKSTORE

The South Plains College Bookstore's goal is to serve students, faculty, and staff with textbooks, supplies, imprinted clothing and other items. The Bookstore maintains two locations to serve students. In the Levelland Campus, the Bookstore can be found in the Student Center and is open during the fall and spring semesters Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. During the summer and college breaks, the hours are Monday through Thursday 8:00 a.m. to 4:00 p.m. and Friday from 8:00 a.m. to 3:00 p.m. At the SPC Reese Center, the Bookstore is located in Room 801 of Building 8 and is open during the fall and spring semesters from 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. During the summer and college breaks, the hours are 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday.

Textbooks for distance education courses taught by SPC instructors are available at the South Plains College Bookstore. However if a student is enrolled in a distance education course and does not reside in proximity to the bookstore, books can be ordered online from the Levelland Bookstore at <http://www.sp-lev-bookstore.com> and from the Reese Bookstore at <http://www.sp-reesebookstore.com>. For more information about ordering textbooks, contact the SPC Bookstore in Levelland at (806)716-2399 or at Reese at (806)716-4610.

The bookstore will repurchase your textbooks provided they will be used again, and they are needed and in salable condition. The bookstore follows the standard buy back procedure of buying for up to one-half the sale price. There is no guarantee, however, either expressed or implied, that your textbooks will be repurchased. This depends upon the condition of the book when offered for sale, whether or not it will be used again and the number of books in stock.

Books purchased for classes that do not make will be fully refunded upon presentation of the book and receipt of purchase. New books must not be marked in or defaced in any manner. If the book is wrapped in plastic, the plastic should be intact. Students have five (5) class days from the first day of class each semester to receive a refund. Students have

twelve (12) class days from the first day of class each semester to receive a full refund if a class is dropped. For summer terms and "Mini-mesters," books must be returned within the first five (5) days. A receipt is mandatory for a refund. In an effort to serve students, suggestions on services and items to carry are welcome. The Bookstore is managed by Texas Book Company.

CAREER SERVICES

South Plains College provides a wide range of support for all SPC students, alumni and community members including student assessment, career information, career counseling, job search skill information, training, and employment resources. The professional staff assists the student in finding a career field that is suited to the student's personality, interests, values and aptitudes.

The placement service assists students in securing employment while enrolled in course work, following graduation or termination of their studies by helping students develop job seeking skills. Workshops and individualized assistance with resumes, interviewing skills and strategies, job hunting techniques and follow-up procedures are offered to prepare the student for a future occupation. Students and alumni may look for both full-time and part-time employment opportunities online at www.collegecentral.com/southplainscollege. The SPC job database is a free service to students and employers who seek to post jobs or who are looking for qualified students to fulfill their job needs.

The Levelland office is located in the Advising and Testing Center, Student Services Building. The Reese office is located in the Advising and Testing Center, Building 8. At either campus, as well as with the counselor at the Plainview Center and the Advisor at the Byron Martin ATC, students can make appointments to work on job related topics such as career assessment and investigation, resumes, cover letters, interviewing skills, and self-marketing techniques. Online career and self-exploration personality assessments are also available for students enrolled in online only courses.

DISABILITY SERVICES

In accordance with SPC's Statement of Values, respecting "the diversity of its student body, and recognizes the worth and potential of each student", individuals with disabilities attending South Plains College will find many programs and services designed to provide access to all aspects of college life. Academic accommodations are available to students with a documented disability. Any student



Dawn Valles
Disability
Coordinator,
Reese Center



Linda Young,
Disability
Accommodations
Specialist



Susan Nazworth,
Financial Aid
Director



Mike Rodreick,
Food Services
Director

who anticipates a need for accommodations must contact the Disability Services Office on either the Levelland Campus or SPC Reese Center after receiving official acceptance into South Plains College. Adequate notice to make arrangements for necessary accommodations is required. Contact the Disability Services Office for more information on procedures and required documentation.

Grievances and appeals

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Disability Services. If you are still not satisfied, you should contact the Director of Health and Wellness. If your concerns are not resolved at this level, the Vice President of Student Affairs at the Levelland Campus can provide directions on further appeal procedures.

Students enrolled at Levelland Campus, and/or dual credit courses will need to contact the Disability Services Office at the Levelland Campus at (806) 716-2530. Students attending SPC Reese Center, Plainview Center and/or Byron Martin ATC will need to contact the Disability Services Office at the SPC Reese Center at (806) 716-4675. Students enrolled in distance education/ online courses can contact either Disability Services Office at Levelland or Reese.

FOOD SERVICES

Texan Hall, located in the Levelland Student Center, serves as the dining facility for students living in campus residence halls. The dining facility is managed by Great Western Food Service which provides continuous meal service. Students residing in residence halls are allowed to use the food service as often as they like during posted hours of operation. Meals can be purchased on cash basis by other South Plains College students, employees or guests. Resident students must show their valid SPC I.D. card.

The Snack Bar is located in the Levelland Student Center and sells hamburgers, sandwiches, pizza, lunch plates, drinks and snacks. Snack bar hours are posted each semester. Students entering Texan Hall or the Snack Bar are to dress in a way that conforms to acceptable standards of cleanliness and good taste as described under "Student Dress" policy in this Student Guide.

FINANCIAL AID

The Financial Aid Office provides assistance for students seeking federal or state financial assistance. All students needing financial assistance should become acquainted with these services and their eligibility requirements. Complete information about the financial aid services provided to SPC students can be found in the current General Catalog or online under "Information for Current Students" at www.southplainscollege.edu.

APPLICATION PROCESS

The application process begins with the student and the student's parents applying for a federal pin number at www.pin.ed.gov. Once you have received your pin(s), you may file the FAFSA (Free Application for Federal Student Aid) on the web at www.fafsa.ed.gov. Students must complete a new FAFSA each school year in order to qualify for any state or federal programs. For more information, visit the Financial Aid home page (listed above) and select "Applying for Financial Aid." The financial aid application is complete after all required forms are submitted and reviewed for accuracy by the financial aid office. Requests for forms and information required to complete the file will be sent to the email address you provide on your FAFSA. Parents and students should check their email and respond promptly to all requests.



TYPES OF FINANCIAL AID

Grants: Pell Grant, Supplemental Educational Opportunity Grant, Texas Public Education Grant, TEOG Grant and Texas Grant.

Loans: Federal Direct Loan Program, subsidized, unsubsidized and the Parent Plus Loan. Employment: Federal College Work Study and Texas College Work Study.

Scholarships: A number of college-wide and departmental scholarships are available to eligible students. A complete listing of all scholarship programs available at South Plains College can be found in the Scholarship Guide and General Catalog. Copies are available in the Scholarship Office.

SATISFACTORY PROGRESS

Financial aid recipients are required to maintain satisfactory academic progress as defined in the Financial Aid section of the General Catalog.

FITNESS AND RECREATION

THE COMPLEX

The Complex at SPC is a multi-use facility that houses the Physical Education Department, intramural sports, student and community fitness classes, as well as special events. This is a facility that offers state-of-the-art fitness equipment, racquetball courts, two indoor basketball courts open each evening for recreational play. In addition, a wide variety of group fitness classes and recreational sports are available to students, employees and community members. Full-time students and employees may use the facility at no charge. ID and appropriate dress are required. For operation hours, visit www.southplainscollege.edu and select "Information for Community and Business."

THE GAME ROOM

The game room in the Levelland campus Student Center provides a variety of games and entertainment. Students who possess a current SPC ID card are allowed to check out game room equipment. Your ID card will be returned after use and condition of equipment has been checked. Students are responsible for damages to facilities and equipment.

INTERCOLLEGIATE ATHLETICS

South Plains College is a charter member of the Western Junior College Athletic Conference and conducts its program of intercollegiate athletics under the rules and regulations of that conference. The College fields intercollegiate teams in men's and women's basketball, cross country and track. To be eligible to participate in intercollegiate athletics, a student

must meet all requirements established by the National Junior College Athletic Association of which South Plains College is a member. South Plains College is also a member of the National Intercollegiate Rodeo Association and competes in men's and women's rodeo events as a member of the NIRA Southwestern Region. Further information concerning inter-collegiate sports and the selection of team members may be obtained from the Department of Athletics, (806) 716- 2221.

INTRAMURAL PROGRAM

Intramural sports are organized leagues, tournaments and activities that are divided into separate divisions for all skill levels and all students, faculty and staff to enjoy. Intramural sports offer activities that promote fun and fair play. Among other benefits, they are a great way to meet new people, relieve stress, build self-esteem and provide leadership opportunities for those interested. In addition to the competitive sport division in which students may compete in a number of sports activities, regular periods of supervised recreational free play are scheduled so that students may participate in informal nonscheduled activities. Selected items of equipment are available to students within the competitive and free play areas. Although most activities are located on the Levelland Campus, students at all locations are encouraged to participate. Additional information can be found on MySPC under the Campus Life tab.

TEXAN CHEERLEADERS

The Texan Cheerleaders serve as both cheerleaders and a dance team. They lead the way in supporting the athletic teams and adding excitement and spirit to all events.

ADVISING AND TESTING CENTER

The staff in the Advising and Testing Center is dedicated to helping students fulfill their educational and career goals. From the time a student first begins preparing to attend college until graduation, the Guidance and Counseling Center staff is there to answer questions and help students make decisions. The services provided include academic advising, career assessment and job seeking skills.

Professional advisors are available for students who are undecided of an academic major or have yet to declare a major. The staff specializes in assisting students who need additional guidance beyond advising in career, job placement or transfer. Advisors are located at the Levelland Campus in the student services building; at the Reese Center in Building 8; at the Plainview Center or Byron Martin



Dee Dee Odorizzi,
Director of Physical
Education Complex



Juli Wood,
Associate Director
Advising & Testing
Center



Deborah Caddell,
Testing Coordinator



Dr. Gail Malone,
Director of the
Teaching and
Learning Center



Jim Belcher,
Director of Libraries

Advanced Technology Center.

Students planning to further their education through distance learning are encouraged to contact the Director of Advising and Testing on the Levelland Campus for individualized assistance.

LEARNING CENTERS

South Plains College maintains a variety of programs and services designed to support teaching and learning at the College and to assist students in successfully achieving their educational goals. Students may access these learning resources at any of the College's campus locations.

LEVELLAND

The Teaching and Learning Center (TLC), housed on the third floor of the Levelland library building, provides academic support services to all SPC students. Services provided include peer tutoring, study skills assessment with individual learning plans and advisement, learning strategy instruction, and independent study. With its motto, "Working for You," the Learning Center typifies the South Plains College commitment to improving each student's life. A fully qualified staff is available in the Learning Center to help students acquire the academic skills and learning strategies necessary for college success.

Tutors identified and recommended by the faculty provide free tutoring in most subjects taught on campus and can help students develop study techniques and learning strategies specific to different disciplines. The Learning Center also provides Texas Success Initiative preparation and development activities.

In addition to the seminars offered in many courses each semester, PowerPoint presentations and other resources on specific study skills are available through the Teaching and Learning Center web site. Links to sites with important information about learning skills and technology are also available at the website, along with information about all services provided in the TLC.

REESE CENTER, ADVANCED TECHNOLOGY CENTER, PLAINVIEW CENTER

Services are also available at other locations of South Plains College. These include:

- Free tutoring
- Open computer lab
- Lecture notes and study materials for specific courses
- Assessment of basic skills
- Review sessions for specific topics
- English-as-a-Second-Language (ESL) support
- Study skill workshops

For more information visit Building 4, Room 452 at the Reese Center, Room 158 at the Byron Martin Advanced Technology Center or the main office in Plainview.

LIBRARY AND INFORMATION SERVICES

The primary mission of the libraries of South Plains College is to support the academic, career and technical, continuing education and community service programs of the College by providing students, faculty, staff, and the community with the information resources and services they need to achieve their educational objectives.

Graduate-degreed librarians are available during all hours the libraries are open. They provide personal reference assistance, group tours, information literacy instruction, interlibrary loans, and specialized database searches. Other services available include laminating, videotape duplication, copy machines, internet computers, printers, and audiovisual equipment.

The SPC libraries contain more than 98,000 items, which include more than 55,000 e-books, 2000 DVDs and books on CD, 100 databases, a special collection of children's literature to support the Child Development program and to encourage family literacy (Reese library) and course reserves selected by faculty. All materials are listed in the online catalog and can be transferred to any other campus on request.

There is a library on the Levelland campus, the Reese campus, and the Plainview campus (limited hours of staffing). Hours for each library are posted on the library website and change with the time of year.

The library website, www.southplainscollege.edu/library/, serves as the focal point for services and information. Six self-paced teaching modules for basic library skills can be accessed through Blackboard and complement information literacy teaching done in the library.

LOST AND FOUND

The Student Life Office on the Levelland campus, the Admissions and Records Office at the Reese Center and the main office of the Plainview Center maintain a depository for lost items. If you should lose or find an article, you should report this to the appropriate campus office. Articles turned in to "Lost and Found" will be kept until claimed or until the end of the current school year.

MUSIC ACTIVITIES

South Plains College offers many opportunities for students to further musical and cultural interests through attendance at concerts and recitals and through participation in the various musical groups directed by the Fine Arts Department and Creative Arts Department. Faculty, student and guest soloists and ensembles perform throughout the year.

Within the Fine Arts Department the Symphonic Band performs traditional and contemporary wind literature on campus and at area high schools, and during basketball season, doubles as the Sharpshooters Pep Band. Membership is open to all college musicians with experience in wind or percussion instruments.

The Concert Choir presents a number of concerts throughout the year, performing both on campus and for churches and schools in the area. Membership is open to students who are interested in performing choral music.

The Jazz Band performs a variety of musical styles ranging from big band jazz to fusion. In addition to campus concerts, the Jazz Band performs at area high schools and for various civic events.

Scholarships are available by audition for participation in any or all performing ensembles. Contact the Fine Arts department for specific scholarship information. All ensemble courses may be repeated for two credit hours each semester.

There are also opportunities to participate in a variety of small instrumental and vocal ensembles, such as brass choir, low brass choir, trombone quartet, saxophone quartet, percussion ensemble and jazz singers. These may also be repeated for one hour of credit each semester.

Within the Commercial Music Program opportunities abound for students to experience a variety of musical styles and performance venues. The Thursday Nite Live ensemble performs a 90 minute televised musical variety show before a live audience each month during the fall and spring semesters. The AlternaTV ensemble performs a rock and hip hop oriented television show each month during the fall and spring semesters. These shows are broadcast live over SPC Cable Channel 10 and rebroadcast on LISD-TV in Lubbock and surrounding communities. Pickin' on the Plains Bluegrass TV show is filmed twice a month during the fall and spring semesters

and is aired at noon on SPC TV Cable Channel 10.

The SPC touring ensemble specializes in current musical styles including rock, R&B, country, urban, Latino and many others. The group travels and performs at area high schools and other prestigious venues such as the Cactus Theater in Lubbock, Texas.

The Real Book Jazz ensemble performs classic and fusion rock jazz styles, and rock and roll enthusiasts may experience classes in classic, original and alternative rock styles. The commercial music program offers students a myriad of eclectic musical styles, including Latino, Celtic, bluegrass, contemporary Christian, classic blues, R&B and western swing. These student ensembles perform regularly in a variety of musical settings throughout West Texas and Eastern New Mexico.

Scholarships are available by audition for participation in commercial music ensembles. These auditions may be arranged by contacting the commercial music program coordinator.

NEW STUDENT ORIENTATION

Students who are enrolling in college for the first time are strongly encouraged to attend New Student Orientation, held prior to each semester. Each South Plains College campus has a unique orientation experience. Students should attend the orientation program at the campus in which they plan to take the majority of their classes.

Students attending New Student Orientation will be given the opportunity to familiarize themselves with campus services and resources, connect with faculty, staff, new and current students and explore involvement opportunities on campus. Faculty and staff will assist students in learning what it takes to be a successful student and learn the values of South Plains College. By beginning an on-going advising process with an advisor they will gain an understanding of degree planning and registration as well as acquaint themselves with the various forms of technology available to SPC students.

RESIDENTIAL LIFE

RESIDENCE HALLS

South Plains College maintains five residence halls on the Levelland Campus for 382 men, which include Frazier, Stroud, Forrest, Lamar, Southwest and Magee Halls. Four residence halls for women, North Sue, South Sue, Tubb, and Gillespie Hall can house a total of 296



Kathryn Perez,
Associate Dean of
Students



Maria Lopez-Strong, Diversity Coordinator and Advisor



Rita Prieto, Director of Student Support Services (STAR Center)



Chris Riely, Director of Upward Bound

women. Smallwood Apartments can house an additional 96 students for a total capacity of 774. Rooms equipped for disabled students are available in Forrest Hall, Frazier Hall, Lamar Hall, North Sue Spencer Hall, Stroud Hall, Tubb Hall, Southwest Hall, and the Smallwood Apartments. The Housing Office is located in the Student Services Building.

MEAL PLANS

Students living in residence halls (not including Smallwood Apartments) are provided a full meal plan, in Texan Dining Hall, for no additional cost. Students are allowed to use food service facilities as often as they wish during posted hours of operation. Meals are prepared by a staff of professional cooks under the management of Great Western Dining Service, Inc.

SPECIAL PROGRAMS AND SERVICES

Attending college can be a great challenge for some individuals. Economic, social, cultural and personal issues can sometimes form barriers that hinder achievement of educational goals. In accordance with SPC's Statement of Values, respecting "the diversity of its student body, and recognizes the worth and potential of each student", a variety of special programs and services are available.

FIRST STEP

The First Step Program assists economically disadvantaged students who are enrolled in technical programs. Eligible students include single parents, single pregnant women, displaced homemakers, students whose career goals are considered to be nontraditional (e.g. female welding students, male cosmetology student). For more information on the First Step program, contact the First Step Counselor Advisor at Levelland at 716-2563 or Reese (including Plainview and Byron Martin ATC) at 716-4615.

MULTICULTURAL SERVICES

The Multicultural Services Office is designed to enhance and coordinate college-wide efforts to promote and support diversity. Awareness of diversity issues is raised through the dissemination of information and promotion of programs addressing multicultural issues. A sense of multicultural community is maintained through collaboration and interaction with departments and individual faculty and staff within the College. Services by the office include new student recruitment, individual counseling with students, staff and faculty, student group advisement and educational alliances with community groups. The Multicultural Services Office is located

Byron Martin Advanced Technology Center. Services are provided at all locations.

STAR CENTER

The STAR Center is funded by the U.S. Department of Education and is part of the TRIO Programs. Students participating in this program will benefit from the various activities designed to improve their academic performance and enhance their college experience which will ultimately lead to graduation and/or transfer to a four-year college/ university. The STAR Center assists eligible first-generation college students, economically disadvantaged students and students with disabilities from diverse backgrounds who have a need for academic and other support services in order to successfully complete their college education.

The STAR Center's goals are:

- To increase the retention rates for first generation college students, economically disadvantaged students and students with disabilities.
- To increase the graduation rates (Associate's degree or Certificate) for first-generation college students, economically disadvantaged students and students with disabilities
- To increase the transferrates (to four year colleges/universities) for first-generation college students, economically disadvantaged students and students with disabilities.

Students may qualify for services if they are:

- U.S. citizens or legal residents, have a need for academic support and if one or more of the following applies:
- Are first-generation college student (neither parent has four-year degree) or
- Meet low income guidelines set by the U.S. Department of Education or
- Have a documented physical or learning disability on file with the Disability Services Office or Department of Assistive and Rehabilitative Services (DARS)

All applicants who meet eligibility requirements will be considered for program acceptance. However, our program only admits a limited number of students each year. Students are encouraged to apply prior to or early in the fall and spring semesters. Program applications are available at the STAR Center (SSS) office located in the Library room 319 or they can be downloaded from the SPC website. For additional information call (806) 716-2751.

UPWARD BOUND

SPC Upward Bound is a college preparatory program funded by the U.S. Department of

Education. It provides high school students with the skills they need to be successful in college. Participants receive academic, personal, and cultural enrichment to prepare them for higher education. The Upward Bound Program at South Plains College serves 70 students from six schools in Cochran, Hockley, Lamb and Terry Counties. Students enrolled in the ninth through eleventh grades that will be the first generation college graduates and meet low-income criteria are eligible for the program. All students must have the potential for success in post- secondary school but must also have the need for academic support and/or assistance to assure entrance into and success in college. The SPC Upward Bound Program serves students from Brownfield, Levelland, Littlefield, Morton, Whiteface and Whitharral. Program applications will be available in the counselor's office at each school served. Interested persons may also contact the Upward Bound Program at South Plains College by calling (806) 716- 2653 or visit the SPC web site.

STUDENT CENTER

The Student Center serves as the focal point of most campus activities on the Levelland campus, bringing together all members of the community, and college life. A gathering place for students, faculty and staff, the student center is a comfortable place for students to meet, organize and attend a variety of events. Facilities and services within the Student Center include: Student Life Office, Student Government Offices, Campus Bookstore, Campus Police Offices, Snack Bar, meeting rooms, dining services, and the campus post office.

STUDENT LIFE

Life at South Plains College outside the classroom offers a wealth of opportunity for personal growth and development that supports and enhances students' academic experience. Consistent with the South Plains College Mission, the Office of Student Life supports the development of the whole person: intellectually, socially, culturally and spiritually. Our programs are designed to help students make the most of their South Plains College experience. Current students, their guests, alumni, faculty and staff are invited to attend events hosted by the Office of Student Life.

STUDENT ORGANIZATIONS

South Plains College is committed to creating an environment that fosters student growth both academically and socially. SPC Clubs and Organizations provide students with a diverse

and balanced intellectual, cultural, spiritual and social experience that encourages student learning and development, awareness and responsible living as well as enhances the mission of the College.

Formation of New Clubs

New student organizations may be formed as the need develops. To be registered as a South Plains College Club or Organization a petition for approval must first be submitted to the Director of Student Life on the Levelland Campus. The petition must set forth:

1. The objective of the organization.
2. Membership requirements.
3. Proposed constitution.
4. Signature of faculty sponsor(s).
5. Signature of minimum of 10 petitioners.

Handling of Club and Organizational Funds - SPC Clubs & Organizations are required to open an account through the South Plains College Business office. Deposits and withdrawals should be submitted to the Business Office by the club President and must be approved by the club advisor.

Club Sponsored Events - Official SPC Clubs & Organizations may sponsor and host events on the South Plains College campuses. To sponsor or host an event, clubs and organizations must submit in writing a request to the either the Director of Student Life on the Levelland Campus, the Director of the Plainview Center or the Dean of the Reese Center depending which campus the event will be held. Authorization may not be granted if the event is in conflict with an already scheduled event. Further arrangements are the responsibility of the sponsoring organization and their advisor.

Student Use of Facilities - South Plains College facilities are intended primarily for the support of ongoing instructional programs of the institution. Secondary priority is given to programs sponsored and conducted by college instructional and administrative departments. Beyond these two priorities, use of campus space and facilities is permitted and encouraged for events and activities that serve or benefit the College campus community.

Permission to use campus facilities and space is granted by the Director of Student Life on the Levelland Campus, the Director of the Plainview Center, and the Dean of the Reese Center. The use of South Plains College facilities and space must adhere to college policies/ regulations, as well as local, state and federal law.

Posting and Distribution Guidelines - Posting and distributing printed materials and



**Ann Epps, Director
of Student Life**

CLUBS AND ORGANIZATIONS

CLUB NAME	CAMPUS	ADVISOR
Art Club	Levelland.....	Julia Kathleen Whiteside
Advocates for Children Today	Reese.....	Stephanie Deering
Applied Rehabilitation/Psychology Organization.....	Reese.....	Mollie Melton
Baptist Student Ministries.....	Levelland.....	Jennifer Beasley Wayne Beadles
Biology Club	Levelland.....	Kristin Bingham
Black Student Organization (BSO).....	Levelland.....	Pennie
Block & Bridle Club	Levelland.....	Conner Newsom
Broadcasting Club	Levelland.....	Billy Alonzo Jay Hoes
Business Admin Club	Levelland.....	Lauren Gregory
Campus Ambassadors	Levelland.....	Chase Dunn
Catholic Student Ministries.....	Levelland.....	Yolanda Salgado
Circle K International	Levelland.....	Dane Dewbre
College 180 Ministries.....	Levelland.....	Scott Walters
Cosmetology Club	Levelland.....	Patti Lindsey
DECOM (Design Communications).....	Levelland.....	Paul Davidson
Emergency Medical Services Student Organization	Reese.....	Jerry Findley
Entrepreneurial Club Student Entrepreneurs after Real Change.	Levelland.....	Ramesh Krishnan
Geology Club.....	Levelland.....	Aaron Greene
Hispanic Student Organization.....	Levelland.....	Sharon Bogener, Cesar Sanchez, Rob Ramos, Miranda English
International Club	Reese.....	Sipra Eko
Jazz Club.....	Levelland.....	John Kennedy
Law Enforcement/Criminal Justice	Levelland.....	Randy Robertson, Kenny Burns, Joe Wise, Jimmy Richey
Math Club.....	Levelland.....	
Pay It Forward.....	Levelland.....	Christina White
Phi Theta Kappa.....	Levelland.....	Letitia Simpson, Drew Landry, Erika Warnick
Physical Therapy Assistant Assoc.....	Levelland.....	Jackie Underwood
Press Club.....	Levelland.....	Charles Ehrenfeld
Quarter Mile Club	Levelland.....	Gary Ham
Residence Housing Assn.	Levelland.....	Kerri-Ann Mitchell
Rodeo Club	Levelland.....	Kerry Doster
SPC Bands.....	Levelland.....	Gary Hudson
SPC Ballroom Dance Club.....	Levelland.....	Vanessa Moffett
South Plains College Democrats Club.....	Levelland.....	Drew Landry
South Plains Legal Assistant Student Association	Reese.....	Joseph Kline
SPECTRA (Gay Straight Alliance).....	Reese.....	Brant Farrar
STAR Center Organization.....	Levelland.....	Rhonda Bridges, Manuel Cedillo, Rita Prieto, Ada Borunda
Student Government Association	Levelland.....	Ann Epps
Surgical Technology Organization.....	Reese.....	Kristi Cole, Paul
Texan Cheerleaders	Levelland.....	Linda McCulloch
Texas Student Nursing Assn.	Levelland.....	Jan Buxkemper, Julie Mosley
Upward Bound Club	Levelland.....	Chris Riley, Ana Lisa Bosquez, Jasmine Borunda
Video Production Technology Club	Levelland.....	Thomas Stalcup
Vocational Nursing Student Association.....	Reese.....	Korbi Berryhill
Vocational Nursing Student Association.....	Plainview	Suzanne Griffin
Wesley Foundation.....	Levelland.....	Chelsey Jones
Young Alumni Association	Levelland.....	Stephanie Smith

publications on campus must be approved by the Director of Student Life on the Levelland Campus, the Director of the Plainview Center, and the Dean of the Reese Center. Once permission is granted the following general regulations must be observed. Posters must be approved and stamped by the appropriate Director or Dean. Posters may be placed only in designated areas. See the appropriate Director or Dean for specific posting locations. No displays should mar or permanently deface buildings, floors or sidewalks. Persons responsible for the placement of posters are responsible for their removal after two weeks or immediately after the advertised event. Poster will be removed if posting and distribution guidelines are not followed. Placing materials and information on automobile windshields is strictly forbidden.

TESTING SERVICES

The Testing Center helps support the institutional mission of South Plains College by supporting student retention and success by providing examinations and resources to assist academic and professional advancement to students and externally to the community. The Testing Center is committed to maintain the highest compliance with nationally recognized professional testing standards and practices, safeguarding confidentiality of student records, and creating an optimal testing environment. Within this framework, the Testing Center strives to:

- Provide a public service by offering computer-based and/or paper-pencil testing services
- Provide assistance to various campus offices in helping students meet their needs for different programs
- Administer national and professional entrance, certification and advanced-standing examinations available to the College and community
- Provide a facility conducive to a quality testing environment which will be clean, comfortable, quiet, aesthetically pleasing and user-friendly
- Adhere to the National College Testing Association's (NCTA's) Professional Standards and Guidelines for Post-Secondary Test Centers

The Testing Center additionally supports student retention and success by administering appropriate exams to determine initial course placement and referring students to appropriate resources for test preparation and registration.

For more information regarding specific testing available and their location, please contact

the testing offices on the Levelland Campus or Reese Center, the counselor at the Plainview Center or the academic advisor at the Byron Martin ATC. Additional information can also be found in the General Catalog and on the SPC Website.

TEXAN ID CARD

Texan Student ID cards are issued through the Office of Student Life. All financial aid, scholarships, and refunds are direct deposited to the Texan Card unless otherwise instructed by the student.

The Texan Student ID card is your personal college identification card. It permits the use of various services and facilities around campus including: Dining Services, Library, College Bookstore, Technology Center Computer Lab, Student Life Game Room, Recreational Facilities, Athletic events, as well as provides access to designated residence halls .

South Plains College highly encourages each student to obtain a Texan student ID card. The first card issued is free. Replacement cards are \$10.00. Loss of your Texan ID card should be reported immediately to the Office of Student Life or the Business Office on the Levelland Campus, the Business Office at the Reese Center or the office of the Director of Plainview Center.

VETERAN'S SERVICES

The function of the Veteran's Services at South Plains College is to assist enrolled service persons, veterans, their dependents and survivors in pursuing their educational, professional, or vocational objectives. We are available to answer questions concerning veteran educational benefits, certify enrollments for the Department of Veterans Affairs and monitor student's degree plans and academic progress.

BENEFITS COORDINATOR

All students receiving VA benefits are responsible for notifying the Veteran Benefits Coordinator or Advisor each semester of their intent to use their benefits. This notification will initiate certification of enrollment to the VA. A Veteran Benefits Coordinator is located in the Financial Aid Office at both the Levelland and Reese Center. The Coordinator should be notified by any student receiving VA benefits of any changes in mailing address, dependents' status, degree, or type of benefits being used. The counselor at the Plainview Center and Byron Martin ATC can provide assistance to any student attending these SPC centers.

ADVISORS

Advisors are available in the Advising and Testing Centers and Financial Aid Office at



Andrew Ruiz,
Registrar



Teresa Salinas,
Associate Registrar

both the Levelland Campus and Reese Center to assist students receiving VA benefits with academic degree plans.

STUDENT VETERAN CENTER

The Student Veteran Center is a quiet, comfortable room where student veterans can socialize with each other, have a cup of coffee, study, or use one of 3 computers. Student veterans will also find current information and referral resources from a variety of state and local veteran organizations. The Student Veteran Center is located at SPC Reese Center-Building 8, Room 825.

ADMISSIONS AND RECORDS

The Admissions and Records Office is responsible for the administration of policies and the establishment of procedures for all admissions to the College and all associated records generated by student enrollment as it relates to the permanent student academic record. The office also manages the course registration process at the College and is the source for course transcripts.

The Admissions and Records Office is a source of information for the administration of the following policies, procedures and services.

ENROLLMENT AND ATTENDANCE

REGISTRATION

A Schedule of Classes for the upcoming semester is available on the SPC website to all students prior to the semester. Information about registration and preregistration times and procedures may be obtained from the Admissions and Records Office, the Guidance and Counseling Center the class schedule, or SPC website. Bacterial Meningitis Immunization - Pursuant to SB 1107 enacted by the State of Texas, all entering students under the age of 22 must provide proof that the meningitis vaccination was administered at least 10 days prior to the first day of the term. Proof must be received by the Admissions and Records Office before the student will be allowed to register for classes. Vaccination must have been received or renewed within the last 5 years. An entering student is defined as a student who is a first-time student of an institution of higher education, a transfer student from another college, or a returning student who has had a break in enrollment of at least one fall or spring semester.

DROPPING A COURSE

Official withdrawal from a course is initiated in the Admissions and Records Office. Further

instructions will be given there. A student who stops attending a class without officially dropping may be administratively withdrawn with a grade of X or F by the instructor.

Tuition Refunds Upon Dropping a Course

- Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

Fall and Spring Semesters

During the first 12 class days 100%

During the 13th - 15th class day 70%

During the 16th - 20th class day 25%

After the 20th class day NONE

Summer Sessions

Prior to the first 4 class days 100%

5th class day 70%

After the 6th class day NONE

WITHDRAWING FROM COLLEGE

Official withdrawal from school is initiated by appearing in person in the Advising and Testing Center on the Levelland Campus or the Reese Center and Administrative office at the Plainview Center. Instructions for obtaining clearance from various departments of the College will be given at this time. Students who fail to officially withdraw may be withdrawn from classes by the instructor with a grade of X or F on the transcript. Detailed procedures are outlined in the current General Catalog.

Tuition Refunds Upon Withdrawing -

Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters

Prior to the first class day 100%

During the first 15 class days 70%

During the 16th - 20th class day 25%

After the 20th class day NONE

Summer Sessions

Prior to the first class day 100%

During the first 5 class days 70%

6th class day 25%

After the 6th class day NONE

Withdrawal for Military Service - A student who withdraws as a result of being called to active military service may choose (1) to receive a full refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (grade of I) in each course; or (3) at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Exceptions to this policy

will be approved by the Vice President for Academic Affairs.

* Title IV financial aid recipients who do not meet all of the criteria for a Leave of Absence (LOA) according to 34 CFR 668.22(d), will be considered to have withdrawn; and SPC will perform a return calculation to determine if any funds must be returned to the U.S. Department of Education by the Business Office or by the student. *Proper documentation is required. Copies of official orders are required and will be placed in student's records.

CLASS ATTENDANCE

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or

classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Exceptions:

Absence for Military Service - In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as "no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses

EXAMPLE OF GPA COMPUTATION

Courses	Grades		Sem. Hrs.		Grade Points
English 1301	C (2)	x	3	=	6
Biology 1411	B (3)	x	4	=	12
Ph. Ed 1108	A (4)	x	1	=	4
Speech 1321	F (0)	x	3	=	0
Math 1314	W (0)	x	0	=	0
Total			11		22
GPA = 2.00 (22 divided by 11)					

in which the student is currently enrolled at the beginning of the period of active military service." The student will be allowed a reasonable time after the absence to complete assignments and take exams.*

Pregnancy - In accordance with Title IX of the Education Amendments of 1972, in the event of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions a student's absences shall be excused, as deemed necessary by the student's physician (Title IX.) The student should contact the SPC Title IX coordinator for further assistance.

Religious Holy Days - In accordance with Section 51.911, Texas Education Code, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence.

Students are required to file a written notification of absence with each instructor within

the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students Office along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

GRADES AND ACADEMIC STATUS

Course Grades

A grade is assigned for all courses in which a student is regularly enrolled during any semester or summer term. A grade once earned upon a student's record cannot be removed and may not be changed without the approval of the instructor and the appropriate Instructional Dean. If a student repeats a course, it is with the understanding that the last grade earned is the one applied toward fulfillment of degree requirements and computation of cumulative GPA. Final grade reports are not mailed. A student is responsible for reviewing his/her final grades through the SPC online services. Student grades may be interpreted as follows:

GRADE	INTERPRETATION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	Not Computed
W	Student Initiated Withdrawal	Not Computed
X	Administrative Withdrawal	Not Computed
PR	Progress	Not Computed
AU	Audit	Not Computed

GRADE POINT AVERAGE (GPA) COMPUTATION

Grade Point Average is determined by dividing the total number of grade points earned (grade point multiplied by course hours) in college-level courses by the total number of college-level semester hours in which the student completed or received an F.

REMOVAL OF GRADE OF "I"

The grade of "I", which means work not completed, must be removed within six months unless an extension of time is granted. The instructor assigning the grade will stipulate, in writing at the time the grade is given, the conditions under which the "I" may be removed. If not removed within this time, the grade will be recorded as "F." The student is entirely responsible for completing the work required to remove the "I."

PROGRESS REPORTS/ SEMESTER GRADES

Students are encouraged to check with instruc-

tors periodically to determine their progress in each course. At the end of each semester of the regular session and at the end of a summer session, grade reports will be available online through MySPC.

CREDIT BY EXAMINATION

If a student feels that he or she possesses the background knowledge and skills required in certain courses offered at South Plains College he or she may request to challenge these courses for credit by examination. To determine whether an institutional exam is offered, the student should contact the chairperson in which the course is taught. Credit may also be gained through CLEP, AP, SAT and ACT. For a complete listing of courses for which credit can be given, refer to the current General Catalog. For more information, please contact the Testing office on the Levelland Campus.

SCHOLASTIC STANDARDS, PROGRESS AND REQUIREMENTS

It is the philosophy of South Plains College that every student admitted to register for classes should have the opportunity to demonstrate his or her ability to perform acceptable college-level work. At the same time, however, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

South Plains College has established minimum academic standards which must be achieved by each student. Both the cumulative grade-point average (GPA) and the GPA for the term just completed are taken into consideration after a student has attempted a minimum of six (6) semester hours of college level course work at South Plains College. Students may continue to enroll in succeeding terms so long as they meet or exceed the minimum academic standards.

Each student is held responsible for knowing his/her academic status and for knowing whether s/he is eligible to re-enroll in the College. If it is determined that an ineligible student has enrolled, the student will be dropped immediately. Students who are admitted after attendance at another college who do not meet the minimum academic standards of South Plains College will be admitted on academic probation.

ACADEMIC PROBATION

After a student has attempted a minimum of six (6) semester hours of course work at South Plains College, he/she will be placed on academic probation at the end of any term in which a cumulative GPA of at least 2.0 is not attained in college-level courses. The student will be allowed to enroll in the next term,

but may not register for more than sixteen (16) hours of college-level courses unless special permission is granted by the appropriate Instructional Dean. Students who enroll while they are classified as on “academic probation” may continue to enroll in succeeding terms providing they achieve at least a 2.0 GPA each term, even though their cumulative GPA is still below 2.0.

Students will be removed from academic probation only when they have raised their cumulative GPA to at least 2.0. When a student has been placed on academic probation, he/she should immediately contact his or her advisor and the Guidance and Counseling Center. South Plains College offers a number of services to students who are experiencing difficulty with achievement in their courses and programs. A student on academic probation will not be eligible to hold any collegiate or elective office during the semester in which he/she is on academic probation. Students on academic probation are required to attend all classes in which they are enrolled. Persistent absence from classes will be grounds for dismissal from college.

ACADEMIC SUSPENSION

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made. When this progress is not satisfactory, the student is given time to reconsider personal goals and career plans outside of the educational setting. Students who enroll while on academic probation (cumulative college-level course work GPA below 2.0) will be suspended from the succeeding term if they fail to achieve at least a 2.0 GPA in college-level courses for that term. Students who are placed on academic suspension at the conclusion of the following fall semester. However, they may enroll in the summer sessions and attempt to improve their cumulative GPA.

FINANCIAL OBLIGATIONS

All tuition and fees are due upon registration. All insufficient checks or debts owed to the College must be cleared within five (5) working days. Failure to do so will result in involuntary withdrawal of the student.

STUDENT RECORDS

South Plains College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974, and institutional procedures in determining access to or the release of student records.

MAINTENANCE OF RECORDS

Student records are maintained by the following departments:

- 1) Academic Records
 - a) Admissions and Records Office
 - b) Department and Faculty Offices
 - c) Continuing Education Office
 - d) Advising and Testing Offices
- 2) Other Student Records
 - a) Dean of Students Office
 - b) Health and Wellness Offices
- 3) Financial Records
 - a) Business Office
 - b) Financial Aid Office

A student’s educational record normally consists of the following academic information: transcript of courses taken, grades earned, semester grade point average, cumulative grade point average, placement test scores information, admissions application, transcript and certificate evaluations, and tuition classification information.

RELEASE OF INFORMATION

Other than directory information that may be released to the general public without the written consent of the student, the College will not permit release of educational records of students without the student’s written consent. This consent must be signed and dated by the student, and must indicate which records are to be released, the purpose of the release and the name of the agency to whom the records will be released. A student may request that all or part of directory information be withheld from the public by making written request to the Admissions and Records Office during the first twelve (12) class days of a fall or spring semester or the first four (4) class days of a summer term. This request will apply to only the current enrollment period.

DIRECTORY INFORMATION

The following is considered directory information:

1. Name
2. Current and Permanent Address
3. Telephone Listing
4. Enrollment Status (full-time or part-time)
5. Classification
6. Participation in Officially Recognized Activities and Sports
7. Major and Minor Field of Study
8. Dates of Attendance
9. Degrees and Awards Received
10. Most Recent Educational Agencies or Institutions Attended
11. Photograph or other image of Student

Generally, the College will grant access to or release of records only to students, since the rights given to parents transfer to the student when he or she attends a post-secondary educational institution. Parents of a dependent student can obtain release of

that student's records with proof of dependency. Transcripts pertaining to a student or former student will not be released if the student or former students has an outstanding debt. Only educational records originating at SPC will be copied for students. Documents submitted by or for the student in support of an application for admission or for transfer credit will not be returned to the student nor sent elsewhere on request. For example, a transcript from another college or high school record will not be sent to a third institution or given to the student.

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following.

1. The right to inspect and review the student's educational records within 45 days from the day the College receives a request for access. Students should submit to the Registrar, dean, departmental chairperson or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that is believed to be inaccurate or misleading. The student should write the college official responsible for the record, clearly identify the part of the record to be changed, and specify why it's inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record except to the extent that FERPA

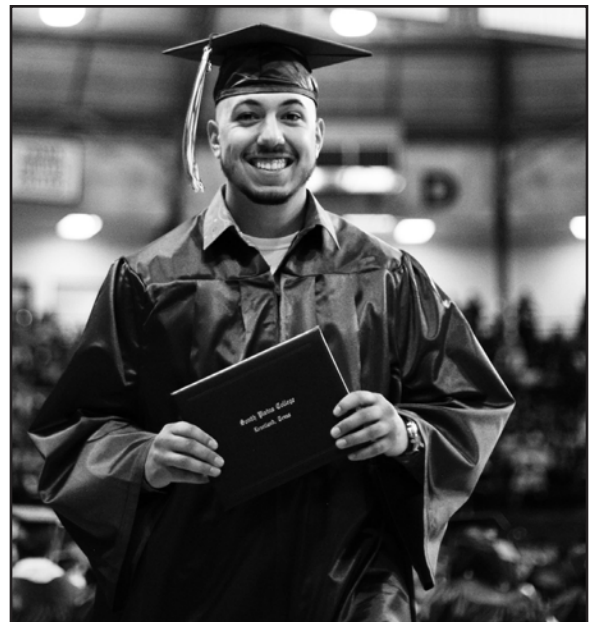
authorizes disclosure without consent. Exceptions which permit disclosure without consent include disclosure to school officials or individuals with legitimate educational interests. These individuals may include a person employed by South Plains College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, South Plains College discloses educational records without consent to officials of another school in which student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by South Plains College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, DC 20202-4605.

CHANGE OF NAME OR ADDRESS

Students who have a change in name or address after their last registration must noti-



fy the Admissions and Records Office prior to the registration for the next semester. A student may not register under a name different from that used during the last enrollment without completing the change of name form and providing proper documentation.

HOLD PLACED ON RECORDS

A hold is placed on a student's transcript when he or she fails to resolve financial obligations with the College. The hold remains in effect until financial obligations have been resolved. Also, a hold will be placed on the student's transcript when the student fails to provide required transcripts from prior educational institutions. The hold remains in effect until all obligations have been resolved.

TRANSCRIPT SERVICE

Students may request a copy of their academic record accumulated while at South Plains College. Transcript requests must be made by the student and all requests must be made in writing. Transcript requests cannot be honored from those students whose financial records at the College are not clear.

TUITION CLASSIFICATION

Your classification as resident or nonresident for tuition purposes is made by the College at the time of your admission. The classification of students for tuition purposes at state-supported colleges and universities is governed by Texas statute. Residence classification of a student is determined by the student's LEGAL residence. For tuition purposes, students enrolling in South Plains College are placed in one of the following resident classifications:

Resident Student: Generally, a student under 18 whose family has lived in the state for 12 months preceding registration, or a student over 18 who has lived in the state for 12 months before registration is a resident student.

Non-Resident Student: Generally, a student registering in college before living in the state 12 months, or a student under 18 who lives away from his/her family and whose family lives in another state (no matter how long he or she has lived in the state), or a student under 18 whose family has not lived in Texas for 12 months before registration, or an alien without permanent residence, visa or citizenship declaration papers is a non-resident student. (Definition is subject to Texas Education Code §54.052.) Questions regarding your tuition classification should be directed to the Dean of Admissions and Records.

GRADUATION

South Plains College urges everyone to participate in the graduation ceremony. Students eli-

gible for graduation must apply for graduation in the Admission and Records Office before the March 1 deadline. Caps and gowns are made available through the Admissions and Records Office.

HEALTH AND WELLNESS

It is the mission of the Health and Wellness Center at South Plains College to encourage students to develop lifelong healthy lifestyle habits, beliefs, and behaviors. The college offers a variety of services to help students deal with illness, injury, or life circumstances. In addition to direct care, our professionals are engaged in a number of educational and outreach efforts throughout the academic year to promote health and wellness for our student population.

COUNSELING SERVICES

The counseling professionals in the Health and Wellness Center endeavor to provide a safe and confidential environment for students to come for help with personal or relationship issues that are affecting their performance in life and school. Counseling is a therapeutic service offered over a period of time to help the client adapt to changes in life, difficult circumstances, and support the student's academic success efforts.

South Plains College has trained and licensed mental health professionals available to students at the Levelland Campus and Reese Center locations from 8am-4pm Monday-Friday. Students are seen on an appointment basis, but are welcome to come in at any time during operating hours to complete initial screening paperwork and to set their appointments. For students in need of emergency assistance, please go to the closest medical emergency center or call 911. Students in a non-emergency crisis should contact StarCare Crisis line at 806-740-1414.

There is no additional charge for students participating in counseling services on campus. Professional counselors are also able to evaluate a student's needs for outside referral or additional assistance and will provide those referrals as needed.

HEALTH SERVICES

HEALTH CLINIC

South Plains College offers all students taking at least six (6) semester hours on the Levelland Campus a medical treatment center with the services of a licensed physician and a



Lynn Cleavinger,
Director of Health
and Wellness



DeEtte Edens, BSN
Health Services
Coordinator



Lynn Gregory,
Counselor

registered nurse. Qualified students needing to see a doctor should go to the Health Services Office before 10:30 a.m. to complete records and make an appointment. The office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Physician's hours are limited to one hour per day. Times are posted at the clinic. No summer hours are available.

EMERGENCY PHONE CALLS AND MESSAGES

Only emergency messages can be transmitted to students who are in class. These must be handled through the Dean of Students, Dean of the Reese Center, or the Director of the Plainview Center.

COMMUNICABLE DISEASES

South Plains College recognizes that students or employees with communicable diseases, including AIDS, may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allows, including attending classes or work. As long as these students or employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration of the College will be sensitive to their condition and ensure that these individuals are treated consistently and equally with other students and employees. Every precaution will be taken to ensure that a student's or employee's condition does not present a health and/or safety threat to others. The fact that a student or employee has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he or she is enrolled in classes or remains employed by the College. All efforts will be made to protect the student's or employee's right to confidentiality.

BACTERIAL MENINGITIS

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 bacterium that causes 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 of Bacterial Meningitis?

High fever, severe headache, rash or purple patches on skin, vomiting, light sensitivity, stiff neck, confusion and sleepiness, nausea,

lethargy or 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.

How Is Bacterial Meningitis 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.

What Are The Possible Consequences of Contracting Bacterial Meningitis?

- 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 Bacterial Meningitis 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 are required for college students under the age of 30 and for those living in college residential housing.
- 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.

Am I Required To Be Vaccinated for Bacterial Meningitis?

Pursuant to SB 1107 enacted by the State of Texas, all entering students under the age of 22, and all students living in residence halls,

must provide proof that the meningitis vaccination was administered at least 10 days prior to the first day of the term. Proof must be received by the Admissions and Records Office before the student will be allowed to register for classes. Contact the Admissions and Records Office for additional information.

How Can I Find Out More Information?

- Contact your own health care provider.
- Contact your Student Health Clinic on the Levelland Campus at (806) 716-2376.
- Contact your local or regional Texas Department of Health office at (806) 767-0319.
- Go to: www.cdc.gov/ncidod/dbmd/diseaseinfo, www.acha.org or www.southplainscollege.edu

ACCIDENTS INVOLVING SPC STUDENTS

Any accident should be reported as soon as possible by the student. The student should complete the Student Accident Report Form (in the event the student is unable to complete the form, an SPC Faculty/ Staff member with firsthand knowledge about the situation will complete the form.) The completed form will be forwarded to the Dean of Students (Levelland Campus), Dean of the Reese Center (Reese/ BMATC Campuses) or the Director of the Plainview Center. Faculty/ Staff learning of serious accidents involving students should notify the college’s Vice Presidents immediately. The Vice Presidents will inform the Office of College Relations and the President’s Office.

ACCIDENT INSURANCE

All students of South Plains College enrolled in at least three (3) semester hours for the fall or spring semester are required to participate in an accident insurance plan. Students

enrolled in one (1) or more hours in the summer session are required to participate in an accident insurance plan. This plan provides 24-hour coverage on and off campus for medical expenses up to \$5,000 resulting from an accidental injury. This policy also provides a \$5,000 Accidental Death Benefit if death occurs as the result of an accident. There are named exclusions which may apply to any Accidental Injury or Death Claim.

Primary Excess Benefits

This is an accident policy, not a health or major medical insurance policy. The policy will pay the first \$250 of covered accident medical expenses without regard to any other health care plan benefits payable to you. The plan will then pay expenses: 1) after you satisfy any deductible, and 2) only when they are in excess of any amounts payable by any other health care plan. There are named exclusions which may apply to any Accidental Injury or Death Claim.

Fees

Students will be charged \$10 per semester or \$5 per five-week summer term. There is a \$10 charge for a 10-week summer term. For additional information regarding this Accidental Insurance Plan contact: Macha Insurance Agency, Inc., 813 8th St., Levelland, TX, (806) 894-6194..

ALCOHOL AND DRUGS

SOUTH PLAINS COLLEGE SANCTIONS

All students and employees are expected and required to obey the law, to comply with South Plains College rules and with directives issued by an administrative official in the course of his or her authorized duties. Students and employees are expected to observe standards of conduct appropriate for an academic institu-

SUBSTANCE ABUSE ASSISTANCE

If substance abuse is a concern for you or for someone you care about, the Guidance and Counseling Center will assist you in seeking help. One or more of these resources may provide you the help you are needing.

Lubbock Council on Alcohol & Drug Abuse	763-8763
Alcoholics Anonymous	894-3767
Lubbock Regional-MHMR (Star Care Lubbock).....	766-0310
Counseling Center, Reese Center	716-4606
Counselor, Plainview Center.....	296-9611, ext. 4330
Student Health and Wellness Clinic	716-2576
Family Services Association	747-3488
Family Therapy Clinic.....	742-3074
South Plains Group AA	894-8818

EMERGENCIES
DIAL 911

POLICE
NON-
EMERGENCIES
Levelland Campus
DIAL 891-8883
or 894-6164

SPC Reese Center
DIAL 893-5705
or 767-1441

Plainview Center
DIAL 507-534-2441
or 800-927-2647



Nick Castillo,
Campus Police Chief

tion. When the standards of conduct regarding alcohol and drugs are violated, South Plains College will impose at a minimum, the following disciplinary action: (a) admonition and warning, (b) formal written warning (c) loss of privileges (d) formal disciplinary probation (e) suspension (f) dismissal. Specific information regarding more stringent sanctions is available in the South Plains College Policies and Procedures Manual, South Plains College Student Handbook and Faculty Handbook. College-imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

TEXAS LEGAL SANCTIONS

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate College disciplinary action. The most common legal violations and their consequences are as follows.

Alcohol: Minors convicted for possession or consumption of alcoholic beverages or Driving Under the Influence (DUI) may be subject to fines up to \$2,000, suspension of his/her driver's license and confinement in jail, depending on the number of previous convictions. Convictions for making alcohol available to a minor may subject individuals to fines ranging up to \$4,000, a jail term up to one year, and suspension of a driver's license for 180 days. Fines and jail terms escalate with subsequent offenses.

Controlled Substances (Drugs): Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probations 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. Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C.

Services Available to the Campus Community:

South Plains College will strive to provide students and College employees with a confidential source of help when dealing with drug or alcohol abuse or addiction problems. Information is available in the Health Services Office, the Dean of Student's Office and the Advising and Testing Center on the Levelland Campus. On the Reese or Plainview Center Campuses, you may contact the Advising and Testing Center.

EARLY WARNING SIGNS

You may have a problem with alcohol consumption if:

- You are difficult to get along with when drinking.
- You drink because you're depressed.
- You drink until "dead drunk" at times.
- You don't recall some drinking episodes.
- You hide liquor.
- You lie about drinking.
- You neglect to eat when drinking.
- You want a drink "the morning after."

SAFETY AND SECURITY

FACILITIES

The SPC campus and facilities are available for use by all students. Non-students may also have access to the campus by special arrangement. Local groups and community organizations may utilize the facilities if prior arrangements have been made with the Special Events Coordinator. Campus residence halls are not open to the general public. They are for the use of residents and their guests. Proper security is utilized to ensure a safe environment for the campus residents. Trained supervisors are in charge of all residence halls to monitor safety and security. Supervisors are required to report all crimes and emergencies to the police or to the Dean of Students. All students living on campus are given the Residence Hall Handbook in which they are acquainted with safety procedures and college policies. The use of security cameras and access cards and are incorporated into some residential facilities to provide safety and security for campus residents.

CAMPUS POLICE AND SECURITY

South Plains College provides professional police services at the Levelland Campus and SPC Reese Center. Professional security personnel are provided at the Advanced Technology Center (ATC) in Lubbock and the Plainview Center. All campus police officers are certified Texas Peace Officers with full law enforcement authority.

To report all crimes, accidents, or unsafe conditions, contact the following departments:

Levelland Campus Police.....(806) 716-2396
or (806) 891-8883

Reese Center Police.....(806) 716-2923
or (806) 893- 5705

ATC security.....(806) 747-0576, ext. 4681

Plainview Center

Director (806) 296-9611 ext.4302

Plainview Police

Department..... (806) 296-1100

In case of emergencies dial 911.

Each member of the faculty and staff of South Plains College is familiar with the procedures to be followed in the event of an emergency. If an emergency does occur, students will follow the directions of faculty and staff.

PARKING AND TRAFFIC REGULATIONS

All students and employees of SPC are required to register their vehicles and display a current parking permit. Permits and parking regulations brochures may be obtained free of charge in the Dean of Students Office located in the Student Services Building on the Levelland campus, from the Dean of the Reese Center in Building 8 or from the Director of the Plainview Center. Parking permits are valid at all SPC locations. Parking control at SPC is designed to provide safe and orderly parking for as many students as space permits. Please direct all questions regarding parking and traffic to the Dean of Students, the Dean of the Reese Center or the Director of the Plainview Center.

FACILITIES

The SPC campus and facilities are available for use by all students. Non-students may also have access to the campus by special arrangement. Local groups and community organizations may utilize the facilities if prior arrangements have been made with Great Western the Special Events Coordinator. Campus residence halls are not open to the general public. They are for the use of residents and their guests. Proper security is utilized to ensure a safe environment for the campus residents. Trained supervisors are in charge of all residence halls to monitor safety and security. Supervisors are required to report all crimes and emergencies to the police or to the Dean of Students. All students living on campus are given the Residence Hall Handbook in which they are acquainted with safety procedures and college policies. The use of security cameras and access cards and are incorporated into some residential facilities to provide safety and security for campus residents

HANDICAP ACCESS

A facility access map for handicapped students is available in the Disability Services Office. The map details all handicap access ramps, rest rooms and other special services.

CRIME PREVENTION

At the beginning of each year, meetings are held with student services personnel and all students living in college housing. At this time, security, safety, and crime reporting are discussed, along with proper procedures to follow when problems occur. Students who do not live

in campus housing are familiarized with crime reporting and emergency procedures provided in the Student Handbook during new student orientation. This information is made available to the faculty and staff through new faculty orientation, in-service training sessions, South Plains College Policies and Procedures Manual and the Faculty Handbook. South Plains College staff is required to inventory and mark college property to assist in theft property. Students living in residence halls are also encouraged to inventory and identify personal belongings to discourage theft.

Escort services are available for students and staff by request. If a person wishes to be accompanied by a police officer from a campus building to a vehicle on the Levelland Campus, contact the SPC Levelland Police Department at 806-716-2396, the Reese Center Campus at 716-2923 or Plainview at 296-9611 ext.4302. Give your name and location and an officer will provide an escort.

Campus Police maintain constant building security and surveillance while on patrol. These peace officers are highly visible and pay special attention to areas which have been a source of criminal activity. The Campus Police also report any areas or situations which they believe to be unsafe, such as poor lighting, poor building security and traffic hazards. These reports are used by the college administration to make changes in the facilities to make them more safe and secure.

SEXUAL VIOLENCE -- RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

REPORTING OF OFFENSES

Students are encouraged to report any sex offenses, including stranger rape, acquaintance rape, and other forcible and non-forcible sex offenses to college officials. Students should report possible sex offenses to Campus Police for the investigation and filing of criminal charges. If the student anticipates filing criminal charges, it is important that the offense be reported as soon as possible and that the student take precautions to preserve any physical evidence. With the exception

of a few individuals, all SPC employees are required to report actual or suspected incidents of sexual assault or sexual harassment to the Title IX Coordinator. If an individual would like the details of an incident to be kept confidential, he or she may speak with one of the following:

On-campus licensed professional counselors,

Campus health service providers,

Campus Victim Advocates (located in the Department of Health & Wellness)

All of the above employees will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit quarterly anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client or patient.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, he / she may make such a request to the Title IX Coordinator or Deputy Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law.

In cases indicating pattern, predation, threat, weapons and/or violence, SPC will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow SPC to honor that request, SPC will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by SPC when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

Cathy Mitchell

Vice President for Student Affairs

Student Services Building

806-716-2360

cmitchell@southplainscollege.edu

FEDERAL STATISTICAL REPORTING OBLIGATIONS (CLERY ACT)

Certain campus officials have a duty to report campus crimes including sexual assault, domestic violence, dating violence and stalking

for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the Annual Security Report. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Campus crime reports for South Plains College are available on the U.S. Department of Education's web site at <http://www.op.ed.gov/Security/search.asp>. The reports provide information regarding criminal offenses and hate crimes committed in the following categories: murder/non-negligent manslaughter, aggravated assault, forcible sex offenses, non-forcible sex offenses, robbery, burglary, motor vehicle theft, arson, and negligent manslaughter. Information about arrests and disciplinary actions/judicial referrals that involve liquor-law violations, drug abuse violations and weapons possessions is also available in the reports. The College reports the number of incidents of crimes and violations in each of these categories for all campus locations. A paper copy of the most current report is available at no charge upon request. For information, contact the Office of the Dean of Students, South Plains College, 1401 S. College Ave., Levelland, TX 79336, (806) 716-2379 or 2380.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should also be aware that South Plains College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. South Plains College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

TERMS YOU SHOULD KNOW

Academic Freedom: Institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the College community, because their vision may differ, may threaten his or her professional career of the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches but is expected not to introduce into his or her teachings controversial matters which have no relation to the classroom subject. Each faculty member also is a citizen of the nation, state and community, and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out. The faculty member should make it clear that he or she is not speaking for the institution.

Academic Year: The period of the annual session, exclusive of summer school. It is divided into two semesters and extends from late August through the middle of May.

Admission: Acceptance of a candidate for enrollment in the College.

Associate Degree: A title conferred upon students by a college, university, or professional school upon completion of a unified program of study, ordinarily a two-year program.

Audit: To enroll for informational instruction only. The student attends class or classes without participation and without credit. (Charges for the class are the same as enrolling for credit.)

Certificate: A document showing satisfactory fulfillment of the requirements of a particular program of study.

Classification: Student's status in respect to progress toward the completion of his/her curriculum-freshman, sophomore -usually based upon the number of hours or courses to his/her credit at the time of any given registration. (Freshman: 1-29 hours; Sophomore: 30-62 hours)

Course: Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.

Course Credits: The semester hour is the unit of credit and is defined as the amount of credit given for one lecture hour a week for 16 weeks or its equivalent. A lecture class meeting three hours a week, therefore, counts three semester hour's credit to a course. Three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation.

Course Load: The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 hours during the fall and spring semesters and 6-7 during summer semesters. Any student wishing to take more than 19 hours must get approval for an overload by the appropriate instructional dean.

Extracurricular Activities: Activities that are part of student life generally considered benefiting the student, but that are not part of the curriculum.

Explanation Of Course Offerings: Courses are designated by a name and number along with a descriptive title. The name used designates the department in which the course is offered. The course number is a three or four digit number in which the first digit designates the academic level of the course. A first digit of 0 designates a developmental course, a first digit of 1 designates a first-year course, and a first digit of 2 designates a sophomore course. The second digit designates the number of semester hours of credit the course carries. The remaining digits are the distinguishing numbers of the particular course. Thus, English 1301 is a first year course carrying three semester hours of credit.

Course Prerequisite: The preliminary requirement that must be met before a course can be taken.

Curriculum: A body of courses required for a degree or constituting a major field of study.

Degree Plan: A guide to the courses a student should take to best achieve his educational and vocational plans. This plan should be worked out with a counselor early in the student's first year.

Elective: Any of a number of courses that a student is allowed to select. A course not required in the curriculum is called a free elective.

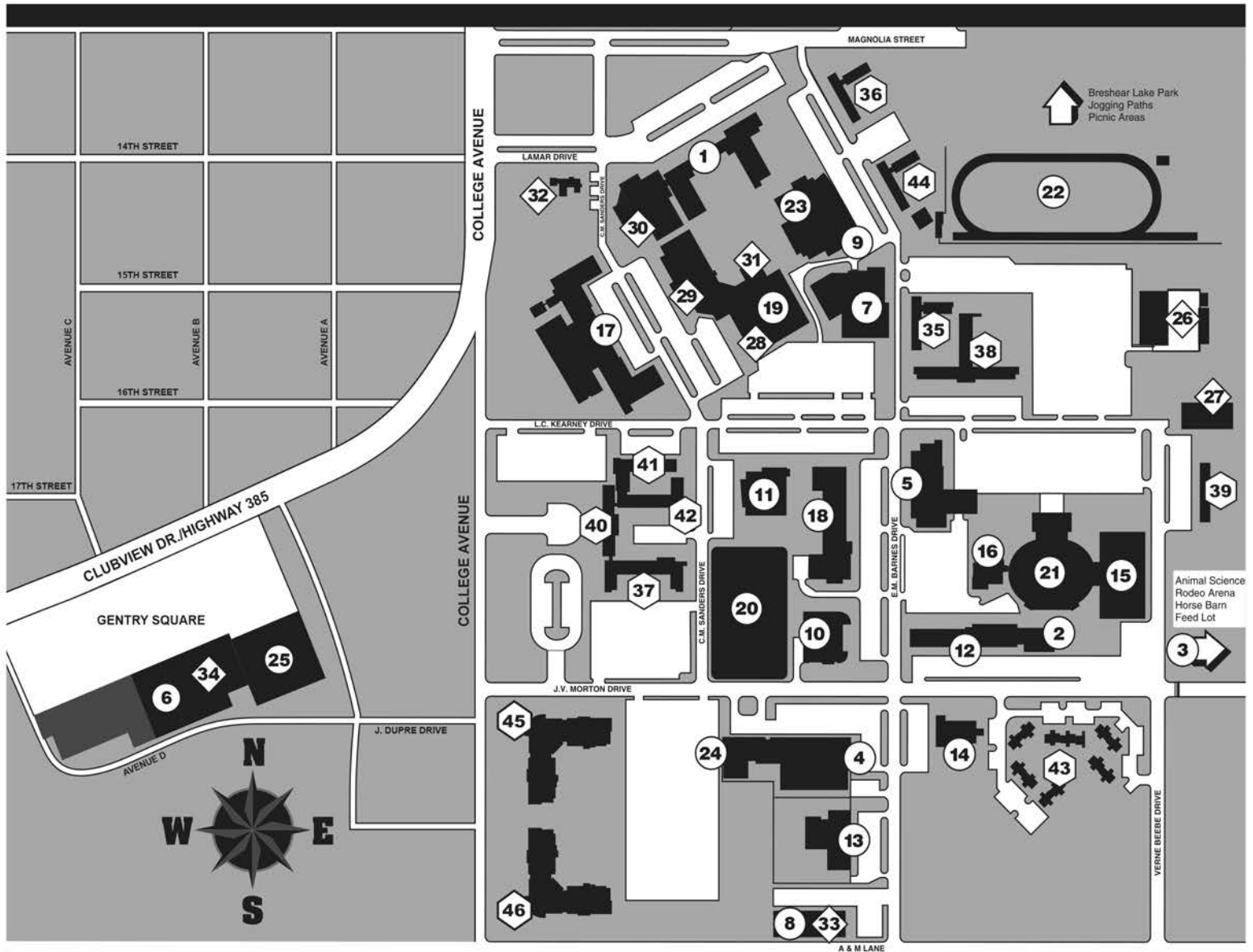
Full-Time Student: The classification given students who are pursuing 12 semester hours or more of credit each semester.

Grade Point: The numerical value assigned to each grade a student receives in a course to provide a more exact determination of his scholarship. Every credit hour of A carries four grade points; B, 3 grade points; C, 2 grade points; D, 1 grade point. F carries no grade points.

Grade Point Average (GPA): This average is found by dividing the number of hours attempted into the grade points received. Example: A student who enrolled in 15 hours and received 32 grade points would have a grade point average of 2.1. (A grade of W, X, or PR will not be used in computing GPA).

Non-Credit Courses: A course for which no college credit is given.

LEVELLAND CAMPUS MAP



Key to Campus Buildings

● INSTRUCTIONAL BUILDINGS

1. Administration Building (AD)
2. Agriculture Building (AG)
3. Animal Science Center (ARENA)
4. Auto - Diesel Shop (DSHOP)
5. Communications/English Building (CM)
6. Cosmetology (COSBL)
7. Creative Arts Building (CB)
8. Industrial Manufacturing/Emerging Technologies (IMET)
9. Christine Devitt Fine Arts Center (FA)
10. Law Enforcement Building (LE)
11. Library (LIB), STAR Center and Upward Bound (3rd Floor)
12. Math and Engineering Building (M)

13. Metals Technology Building (MT)
14. Natatorium (NAT)
15. Physical Education Building (PE)
16. Racquetball Courts
17. Science Building (S)
18. Technical Arts Center (TA)
19. Technology Center (TC)
20. Tennis Courts
21. Texan Dome (DOME)
22. Texan Track
23. Helen Devitt Jones Theatre for the Performing Arts (STAGE)
24. Welding Technology Building (WT)
25. Center for Allied Health Education (AH)

◆ NON-INSTRUCTIONAL BUILDINGS

26. Maintenance Building
27. Maintenance Warehouse
28. Student Health & Wellness
29. Student Center
30. Student Services Building (SS)
31. Texan Hall
32. Visitors Center
33. Development and Alumni Relations Office
34. Physical Plant Storage

◆ RESIDENCE HALLS

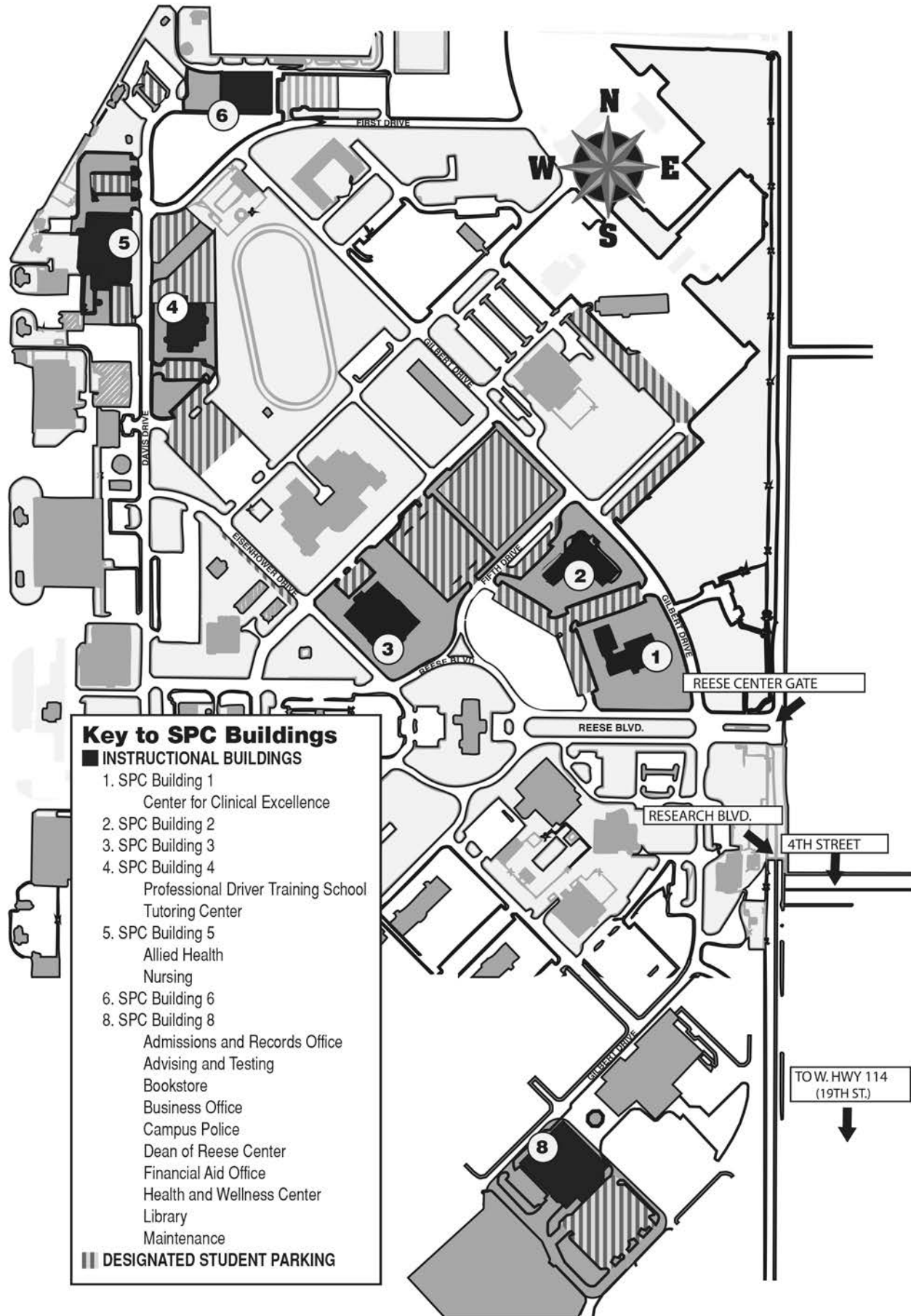
35. Forrest Hall
36. Frazier Hall
37. Gillespie Hall
38. Lamar Hall
39. Magee Hall
40. Marvin Baker Center
41. N. Sue Spencer Hall
42. S. Sue Spencer Hall
43. Smallwood Apartments
44. Stroud Hall
45. Nathan Tubbs Hall
46. Southwest Hall

Rev. 06/15

SOUTH PLAINS COLLEGE
PREPARE YOURSELF

REESE CAMPUS MAP

SOUTH PLAINS COLLEGE
PREPARE YOURSELF



SOUTH PLAINS COLLEGE LOCATIONS



SPC LEVELLAND CAMPUS
1401 S. College Ave.
Levelland, Texas 79336
(806) 894-9611



SPC REESE CENTER
819 Gilbert Drive
Lubbock, Texas 79416
(806) 885-3048



**BYRON MARTIN ADVANCED
TECHNOLOGY CENTER**
3201 Ave. Q
Lubbock, Texas 79411
(806) 747-0576



SPC PLAINVIEW CENTER
1920 W. 24th St.
Plainview, Texas 79072
(806) 296-9611

DENVER CITY EXTENSION CENTER
500 N. Ave. C
Denver City, Texas 79323
(806) 592-2163

CROSBYTON EXTENSION CENTER
206 W. Aspen
Crosbyton, Texas 79322
(806) 675-0587

MULESHOE EXTENSION CENTER
612 W. 2nd St.
Muleshoe, Texas 79347
(806) 272-3346

For information, contact:
South Plains College
1401 S. College Ave.
Levelland, Texas 79336
(806) 894-9611
www.southplainscollege.edu

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:



Vice President for Student Affairs
South Plains College
1401 College Avenue, Box 5
Levelland, TX 79336
806.716.2360