

Colorado River Collegiate Academy

Student Handbook Appendix V



Colorado River Collegiate Academy
Creating Ability Through Effort

Colorado River Collegiate Academy

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www.bisdtx.org

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At the Colorado River Collegiate Academy we endeavor to escape the intellectual and emotional limitations of our time by igniting curiosity in the minds of our students, so that they will continue the learning process for life.

The Bastrop ISD does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Title VI, VII, and IX, and Section 504 may be referred to the district compliance officer; 504 inquiries regarding students may be referred to Derek Eberly at 512.772.7100.

CRCA's Vision

We envision a successful future in academia for all of our students, sustained by the foundation of an excellent high school education.

CRCA's Mission

We provide all of our students with the opportunity and educational foundation to pave the path to university success by earning an associate's degree upon graduation from high school.

CRCA's Motto

Effort Creates Ability

The Colorado River Collegiate Academy is an early college high school. It is an educational opportunity afforded to students by a partnership between Bastrop Independent High School and Austin Community College. Students attending CRCA take a rigorous course of study enabling them to earn an Associate Degree from ACC at the same time they complete their High School Diploma. CRCA offers a unique high school experience focused on academics and combines small class sizes with a cohort orientation.

CORE VALUES

We ask that all members of the CRCA community assist our campus by supporting the following CORE VALUES:

1. We will respect the learning process by:

- Being present and seated prior to the tardy bell
- Coming to class with the required materials needed
- Participating in all class activities
- Adhering to all policies/procedures associated with the use of communication/electronic/computer devices (including, but not limited to: cell phones, PSPs, MP3 players, computers)
- Always avoiding plagiarism and cheating

2. We will exhibit professionalism at all times by:

- Not participating in nor tolerating bullying/harassment/sexual harassment
- Addressing one another by the person's proper name (i.e. Ms. Jones)
- Adhering to the dress code and expectations outlined in the Student Code-of-Conduct
- Positively responding to all adult directives on the campus
- Respecting one another's personal property and school property (i.e. no graffiti/tagging/thefts)

3. We will encourage parental and community involvement by:

- Ensuring all school/home communication is delivered to the appropriate recipient
- Inviting parents and community members to participate in parent/teacher conferences, PTSA, and other school events

4. We will support the collaborative efforts among BISD and ACC by:

- Completing the outlined 4-year plan of study
- Participating in internships, academic fairs, and other academically-based experiences
- Completing and presenting projects, exhibits, and research activities

Common Instructional Framework

Early college high schools use a common instructional framework with a core of six instructional strategies. The academic success of students in ECHS, throughout Texas and the United States, is due to the intentional use of these strategies in the instructional delivery. Classrooms of profound teaching and learning, focused on a college preparatory curriculum, are created through the use of the common instructional framework. These strategies allow all students to access content, at rigorous levels, and enable our students to meet the college readiness standards. The use of the six strategies unequivocally empowers CRCA students, placing them in actively directing their learning.

Collaborative Group Work: Collaborative group work involves bringing students together in small groups for the purpose of engaging in learning. Effective group work is well planned and strategic. Students are grouped intentionally with each student held accountable for contributing to the group work. Activities are designed so that students with diverse skill levels are supported as well as challenged by their peers. Collaborative group work uses questioning, scaffolding, classroom talk and literacy groups.

Writing to Learn: Writing to learn is a strategy through which students can develop their ideas, critical thinking and writing skills. Writing to learn enables students to experiment everyday with written language and increase their fluency and mastery of written conventions. Writing to learn can also be used as a formative assessment and as a way to scaffold mid and high stakes writing assignments and tests.

Scaffolding: Scaffolding helps students to connect prior knowledge and experience with new information. Teachers use this strategy to connect students with previous learning in a content areas as well as with previous learning in an earlier grade. Scaffolding also helps facilitate thinking about a text by asking students to draw on their subjective experience and prior learning to make connections to new materials and ideas.

Questioning: Questioning challenges students and teachers to use good questions as a way to open conversations and further intellectual inquiry. Effective questioning, by both the teacher and the students, deepens classroom conversations and the level of discourse students apply to their work. Teachers use this strategy to create opportunities for students to

investigate and analyze their thinking as well as the thinking of their peers and the authors they read in each of their classes.

Classroom Talk: Classroom talk creates the space for students to articulate their thinking and strengthen their voice. Classroom talk takes place in pairs, collaborative group work and as a whole class. As students become accustomed to talking in class, the teacher serves as a facilitator to engaged students in higher levels of discourse. Classroom talk opens the space for questioning, effective scaffolding and successful collaborative group work and literacy groups.

Literacy Groups: Literacy groups provide students with a collaborative structure for understanding a variety of texts and engaging in a higher level of discourse. Group roles traditionally drive literacy groups by giving each student a role to play and a defined purpose within the group. The specific roles or discussion guidelines may vary for different content areas, length of texts, or student level of sophistication using this strategy. The purpose of the literacy groups is to raise student engagement with texts by creating a structure within which they may do so.

Graduation Plans

Foundation High School Program (FHSP): Students who entered high school in the 2014-15 school year and after, must graduate on the Foundation High School Program. All CRCA students will graduate on the FHSP with Endorsement or the Distinguished Level of Achievement. CRCA students have limited course offerings outside of the academic core. As a result, they are limited to the Science, Technology, Engineering and Mathematics (STEM), Arts and Humanities, and Multidisciplinary endorsements. Students may earn more than one endorsement.

CRCA Graduation Requirements

Foundation High School Program		
Discipline	Requirements	Elective/Advanced Course Options
English Language Arts	4 Credits: <ul style="list-style-type: none"> ● PAP English 1 ● PAP English 2 ● ENGL 1301 & 1302 (English 3) ● ENGL 2322 (English 4) 	<ul style="list-style-type: none"> ● Creative Writing
Mathematics	4 Credits:	<ul style="list-style-type: none"> ● AP AB Calculus

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	<ul style="list-style-type: none"> Algebra 1 PAP Geometry PAP Algebra 2 PAP Pre-Calculus 	<ul style="list-style-type: none"> AP BC Calculus MATH 1314 (College Alg.) MATH 1316 (Trigonometry) MATH 1332 (College Math) MATH 2412 (Pre-Calculus) MATH 2413 (Calculus 1)
Science	<p>4 Credits:</p> <ul style="list-style-type: none"> PAP Biology PAP Chemistry PAP Physics or AP Physics 2 BIOL 1408 	<ul style="list-style-type: none"> Scientific Research and Design 1 Scientific Research and Design 2 ENVR 1301 (Environmental Science)
Social Studies	<p>4 Credits:</p> <ul style="list-style-type: none"> Social Studies Research Methods AP World History HIST 1301 & 1302 (US History) GOVT 2305 (US Government) ECON 2301 (Economics) 	<ul style="list-style-type: none"> AP Human Geography GOVT 2306 (Texas Government) SOCI 1301 (Sociology) PSYC 2301 (Psychology)
LOTE	<p>2 Credits:</p> <ul style="list-style-type: none"> SPAN 1411 (Spanish 1) SPAN 1412 (Spanish 2) 	<ul style="list-style-type: none"> SPAN 2311 (Spanish 3)
Physical Education	<p>1 Credit:</p> <ul style="list-style-type: none"> Foundations of Personal Fitness 	
Fine Arts	<p>1 Credit:</p> <ul style="list-style-type: none"> DRAM 1310 (Theater Arts 1) 	
Electives	<p>6 Credits:</p> <ul style="list-style-type: none"> Courses taken from the Elective/Advanced Course Options Column EDUC 1300 (College Readiness and Study Skills) SPCH 1315 (Public Speaking 1) TSI Prep (Practical Writing) Business Information 	<ul style="list-style-type: none"> HUMA 1302 (Humanities)

	Management 1	
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Courses shaded in yellow are dual credit with Austin Community College

CRCA Endorsements

All Endorsements require the completion of Algebra 2	
Science, Technology, Engineering and Mathematics	<ul style="list-style-type: none"> ● Algebra 1, Geometry, Algebra 2, Pre-Calculus and one more advanced mathematics course <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Biology, Chemistry, Physics and two more advanced science courses
Arts and Humanities	<ul style="list-style-type: none"> ● Social Studies Research Methods, AP World History, US History, US Government, Economics, Psychology, Sociology, AP Human Geography
Multidisciplinary	<ul style="list-style-type: none"> ● Completion of 4 dual credit courses

All CRCA students will satisfy the requirements for the Arts and Humanities as well as the Multidisciplinary Endorsements. Due to the fact that all CRCA students will graduate from high school with four credits in math (including Algebra 2) and four in science they will be eligible for the honor of Distinguished Level of Achievement.

CRCA Performance Acknowledgements

Dual Credit	One of the following: <ul style="list-style-type: none"> ● 12 college hours and a cumulative 3.0 GPA ● Associate degree earned in high school
Bilingualism and Biliiteracy	Grade of at least an 80 in all English classes and one of the following: <ul style="list-style-type: none"> ● 3 credits in the same LOTE with an 80 in each class ● Level 4 LOTE with an 80

	<ul style="list-style-type: none"> ● 3 or higher on an Advanced Placement LOTE exam
AP Exam Scores	<p>One of the following:</p> <ul style="list-style-type: none"> ● 3 or higher on at least one AP exam
PSAT, SAT and ACT	<p>One of the following:</p> <ul style="list-style-type: none"> ● PSAT score that qualifies as a Commended Student or higher ● ACT Composite of 28 or higher ● SAT TBD

GPA and Class Rank

See page 23 of the BISD Student/Parent Handbook.

CRCA Testing Requirements

Texas Success Initiative – TSI: The TSI is the state mandated exam students must take and pass in order to enroll in college courses. The Texas Higher Education Coordinating Board (THECB) determines the cut scores on the TSI in reading, writing and mathematics that a student must achieve in order to prove college readiness. All CRCA students complete the requisite pre-administration activity with the Austin Community College during their Summer Bridge Program, prior to beginning their 9th grade year.

CRCA students take the TSI in reading and writing beginning the first week of October in their freshman year. All CRCA 9th graders must pass the reading and writing portions of the TSI by the end of their freshman year in order to continue at the Colorado River Collegiate Academy. Students who pass the TSI reading and writing by December of their 9th grade year take EDUC 1300 in the spring semester. Students who pass the TSI reading and writing during the spring semester (no later than the third Friday in May), take EDUC 1300 during the first summer session. All EDUC 1300 classes are taught on the CRCA campus.

Students who do not pass the TSI reading and writing exams by the end of their 9th grade year are matriculated back to their home high school (BHS or CCHS).

CRCA students begin taking the TSI in mathematics during the spring semester of their 9th grade year, at the discretion of their mathematics teacher. CRCA 10th graders take the TSI math exam beginning in October. All CRCA students must be TSI compliant in math by the end of their 11th grade year in order to complete the required coursework at ACC for their associate’s degree. CRCA students who do not pass the TSI math exam will not graduate from ACC with an associate’s degree.

TSI Cut Scores: The chart below indicates the score students must achieve for college readiness on each of the three sections of the TSI.

Entrance into CRCA - Year	Reading	Writing	Math
Fall 2018	351	Essay – 5 or Essay – 4 and Multiple Choice 340	350

CRCA Policies

9th Grade Bell Schedule

CRCA will use a modified A/B Block schedule. 1st period will meet every day during the same time slot. Mondays and Wednesdays are A Days. Tuesdays and Thursday are B Days. Fridays will rotate.

1 st Period	8:40 – 9:30
2 nd Period – A Days 6 th Period – B Days	9:33 – 11:03
Lunch	11:03 – 11:33
3 rd Period – A Days 7 th Period – B Days	11:36 – 1:06
4 th Period – A Days 8 th Period – B Days	1:09 – 2:39
5 th Period – A Days 9 th period – B Days	2:42 – 4:10
Tutorials and Required Extended Day	4:30 – 6:00

10th Grade Bell Schedule

CRCA 10th graders will attend classes at the ACC campus in Elgin on Tuesdays and Thursdays.

1 st Period	8:40 – 9:30
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2 nd Period – A Days 6 th Period – B Days (at ACC Elgin)	9:33 – 11:03
Lunch	11:03 – 11:33
3 rd Period – A Days 7 th Period – B Days (at ACC Elgin)	11:36 – 1:06
4 th Period – A Days 8 th Period – B Days (at ACC Elgin)	1:09 – 2:39
5 th Period – A Days 9 th period – B Days	2:42 – 4:10
Tutorials and Required Extended Day	4:30 – 6:00

11th Grade Bell Schedule

CRCA 11th graders will attend classes at the ACC campus in Elgin on Mondays and Wednesdays.

1 st Period	8:40 – 9:30
2 nd Period – A Days (at ACC Elgin) 6 th Period – B Days	9:33 – 11:03
Lunch	11:03 – 11:33
3 rd Period – A Days (at ACC Elgin) 7 th Period – B Days	11:36 – 1:06
4 th Period – A Days (at ACC Elgin) 8 th Period – B Days	1:09 – 2:39
5 th Period – A Days (at ACC Elgin) 9 th period – B Days	2:42 – 4:10
Tutorials and Required Extended Day	4:30 – 6:00

Seniors must attend school at CRCA for ½ day on Fridays.

Attendance

Colorado River Collegiate Academy students follow state law regarding compulsory school attendance. As a CRCA student I understand:

- 1. I must attend school 90% of the time to receive credit for my courses.** (a)Except as provided by

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this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

2. I will have truancy charges filed on me if I miss three days of school within a four week period and these absences are unexcused. *(a) An individual commits an offense if the individual: (3) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.*

3. There are very limited reasons for excused absences. *(b) A school district shall excuse a student from attending school for:*

(1) the following purposes, including travel for those purposes:

(A) observing religious holy days;

(B) attending a required court appearance;

(C) appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship;

(D) taking part in a United States naturalization oath ceremony; or

(E) serving as an election clerk; or

(2) a temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment.

(3) a school district may excuse students for absences that result from illness.

Procedures for reporting an absence

A parent/guardian must phone the school by 10:00 a.m. on the day of an absence. The school phone number is (512) 772-7230.

Medical Appointments: Doctor/Dental notes are required for all medical appointments. Only a half day will be excused unless the note states that the appointment took all day. It is best to make late dentist and doctor appointments if possible. Please do not schedule appointments during TSI/EOC testing. Please check school calendar for important testing dates.

Passes to Leave Campus: Only parents or legal guardians are allowed to pick up students. No student is to be removed from the school grounds during the school day without going through the Principal's office. Parents must report to the office and sign the student out. **To maximize instructional time, the student will be called out of class once the parent/guardian is present.** Please allow enough time to be picked up and arrive at your appointment on time. Students should **not call parents** from the school phones or their cell phones to come pick them up. The school nurse and principal are the only staff who can excuse students to go home. **A picture I.D. is required** of all parents wishing to take a student off campus before the student will be released. (If this process is not followed, the student's absence will not be excused.)

Excessive Absences: Excessive absences, excused or unexcused, reflect on a student's grades because of missed instruction. Therefore, when a student's absences reach the point of being excessive, a doctor's note will be required for each absence that follows. If a student is absent more than three days in a row, a doctor's note will be required. Excessive absences will also be filed in JP court, according to district/state guidelines. **It is the student's responsibility to obtain make-up work from each of their classes.**

Unexcused Absences: Parents/students must be referred to court for excessive, unexcused absences and/or tardies. Parents will receive a court warning when their student accumulates **three unexcused absences** within a four week period or 10 days in a 6 month period.

Tardiness: Students are considered tardy if they are not inside the classroom when the tardy bell rings. Students late to class more than 20 minutes will be marked absent unexcused unless documentation is provided. All tardiness will be considered unexcused unless deemed otherwise by the principal.

Breakfast and Lunch Programs

1. All students will be given application forms for the breakfast/lunch programs. All parents are encouraged to fill out the forms (These applications assist the campus in qualifying for additional campus funds through the Title I Program). These forms must be filled out by parents wishing to participate in the free or reduced lunch programs. Students and parents will be notified if they qualify.
2. Parents may pre-pay for their children's lunch/breakfast in the cafeteria. It is the parent's responsibility to ensure that their children have enough money in their accounts to eat daily. We will call the parent when students owe money in the cafeteria.
3. Breakfast is served at 8:00 a.m. and ends at 8:40 a.m. when the bell rings. Students that are late to eat breakfast will not be served. Please get your children to school on time to eat breakfast. When BISD buses are running late we will serve those students breakfast.
4. CRCA is a closed campus. Students are not permitted to leave the campus for lunch. All students will eat lunch in the cafeteria or the cafeteria courtyard. Students are not allowed to eat lunch or loiter in the student parking lot.

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5. Parents/guardians bringing lunch to students must drop the food off in the office before 11:00. No food will be delivered to students after 11:15.

Transportation and Parking

1. Shuttle service will be provided for bus riders commuting from the Cedar Creek High School attendance zone.
2. Shuttle service will be provided for all students commuting to and from Austin Community College in Elgin. The shuttle will leave promptly at 9:00 from CRCA and return by 2:30 on Tuesdays and Thursdays.
3. Students are allowed to park in the parking lot directly to the east of the campus, across Hill Street.
4. Parents and visitors may park in the lot next to the campus courtyard if space is available. If there are not spaces, parents and visitors should park in the parking lot directly to the east of the campus, across Hill Street.

Tutoring

Tutoring in all core subject areas is held Monday through Thursday from 4:30 p.m. to 6:00 p.m. The late activity bus will leave campus at 6:00 p.m. on tutoring days. Students need to check with their respective classroom teachers regarding additional tutoring. Students will be assigned to mandatory tutorials for failing grades and unsatisfactory state test results.

Visitors

1. All visitors to campus will check in with Ms. Hoffman in the office.
2. All visitors will be required to show identification, which will be scanned into the Raptor System. A paper ID will be issued once the visitor is cleared by Raptor.

ID CARDS

All students will receive an ACC ID card free of charge during the Summer Bridge Program. This card also serves as the CRCA ID card and provides access to resources on the ACC campus. The cost to replace a lost ID card is \$5.00. Any replacement ID cards must be paid for with the ACC campus cashier. ACC ID Center—512-223-9408.

AUSTIN COMMUNITY COLLEGE INFORMATION

<http://www.austincc.edu/academic-integrity-and-disciplinary-process>

Academic Integrity and Disciplinary Process

I. Value Statement

Austin Community College values academic integrity in the educational process.

Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates.

II. Purpose

The Academic Integrity and Disciplinary Process is established to foster and protect one of the core missions of the College, which is to assess and certify students' academic achievements. When assignments and exams reflect honest efforts and legitimate accomplishments, the academic progress of those students can be measured accurately and, in turn, any credentials awarded to them can reliably and fully attest to their actual academic achievements.

III. Application of the Rule

The Academic Integrity and Disciplinary Process is a part of the Student Standards of Conduct and Disciplinary Process (AR 1.04.006) which applies to the on-campus conduct of all students. The code also applies to the off-campus conduct of students in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or

student teaching, research at other institutions or professional practice assignments;

The Academic Integrity and Disciplinary Process governs students enrolled at all College campuses, centers, and in distance learning courses. A student alleged to have engaged in acts of academic dishonesty/misconduct is not permitted to withdraw from a course or from the College until allegation(s) are resolved.

Students continue to be subject to federal, state, and local laws, and violations of those laws may also constitute violations of the Academic Integrity and Disciplinary Process in the Student Standards of Conduct and Disciplinary Process (AR 1.04.006). In such instances, the College may proceed with disciplinary measures independent of any legal proceeding that involves the same violation. The College may also impose sanctions independently of legal authorities, even if the legal proceedings are not yet resolved, or are resolved in the student's favor.

IV. Student Rights

- Students have the right to receive a detailed course syllabus within the first week of class. Each syllabus should include course policies, instructor expectations, instructor office hours and location, instructor contact information, and grading requirements.
- Students have the right to receive a clear explanation of proper documentation in research assignments/projects, including but not limited to, a definition of plagiarism.
- Students have the right to timely academic evaluation that is fair and consistent.
- Students have the right to engage respectfully and appropriately in the free and open expression of ideas and opinions.
- Students alleged to have engaged in acts of academic dishonesty/misconduct have the right to due process in the resolution of the allegation.

V. Prohibited Conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct shall be subject to disciplinary action as set forth in these Guidelines.

An *attempted* violation shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct.

A. Academic Misconduct.

Academic misconduct refers to any activity that compromises academic integrity or subverts the educational process, including but not limited to the following:

- Violation of rules contained in the course syllabus;
- Violation of College rules regarding the use of academic facilities, including labs and testing centers;
- Using or providing unauthorized information during exams;
- Using or providing unauthorized materials or devices during exams;
- Using or providing unauthorized assistance in labs, on field work, in scholarship, or on a course assignment;
- Submitting plagiarized work for an academic assignment or requirement;
- Falsification, fabrication, or dishonesty in creating or reporting laboratory or research results;
- Falsification, fabrication, or dishonesty in creating any assignment;
- Serving as, or enlisting the assistance of, a substitute for a student in any assignment, exam or course requirement;
- Alteration of grades in an effort to change the earned or assigned grade or credit;
- Alteration or unauthorized use of academic records or forms;
- Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource materials.

VI. Disciplinary Actions and Due Process for Academic Misconduct

A. Reporting violations.

All members of the College community are ethically bound to report suspected violations of academic dishonesty. Cases of suspected academic dishonesty should be reported to one or more of the following College officials:

- the instructor
- the department chair
- the instructional dean
- the campus Dean of Student Services

If the complaint is received by an official other than the instructor, the official who receives the complaint should forward the complaint to the instructor as soon as possible.

When an instructor suspects or witnesses a violation of academic integrity, or receives a report of an alleged violation, the instructor shall notify the department chair, and meet privately and individually with the accused student(s) to discuss the allegations and review the supporting evidence. The student may not withdraw from the course or the College during the disciplinary review process.

B. Resolution/penalties.

In consultation with the department chair, the instructor may resolve the matter in one or more of the following ways:

- Dismissing the allegation;
- Issuing a written warning that further violations may result in additional penalties;
- Requiring the student to revise or replace the work in which the violation occurred;
- A reduction in the grade on the work in question;
- A failing grade on the work in question;
- A failing grade or other denial of credit in the course;
- Recommending disciplinary sanctions to the Dean of Student Services.

Within 5 (five) business days of the meeting with the student, the instructor shall provide written notification of the resolution to the student, the department chair, the instructional dean, for informational purposes, and to the Dean of Student Services, for possible disciplinary action.

Due process will not be delayed because a faculty member is off-contract. In the event that the accusing faculty member is unable to participate in the investigation &/or appeal, the department chair or dean will represent the interests of the faculty member.

Multiple offenses of academic dishonesty will result in progressively more severe disciplinary sanctions up to and including expulsion from the College.

C. Appeals.

A student found to be in violation of academic integrity has the right to appeal the instructor's decision(s). Appeals must be made in writing to the instructional Department Chair, within 10 (ten) business days following notification of the Instructor's decision(s). The appeal must state the specific grounds for appeal and should include all supporting documentation. Students have the right to appeal only once for each academic integrity violation. Students are encouraged to meet with a College counseling faculty member to explore options prior to submitting an appeal.

Within 7 (seven) business days of receipt of a student's written appeal, the Department Chair, in consultation with the instructional dean, shall request that the Vice President of Instruction convene an Academic Integrity Appeals Panel hearing.

D. Academic Integrity Appeals Panel hearing.

Composition of the Academic Integrity Review Panel.

The Panel will be composed of seven members, appointed by the Vice President of Instruction, as follows:

- an instructional dean, who will serve as Panel chair
- a Student Services dean
- four faculty members, including at least one from outside the instructional area
- one Student Government Association member

Members of the Academic Integrity Appeals Panel cannot be involved in, nor have direct knowledge of, the case or the accused.

Hearing Procedures.

The Academic Integrity Appeals Panel hearing is closed to the public. The instructor and the accused student will each present evidence to support their respective positions.

A student will be found by the hearing panel in violation if the evidence supports the charge(s). If, after exhaustive deliberations, the review panel cannot reach a majority decision, the student will be found not in violation. A written notice of the decision will be provided to the accused student and the faculty member within 5 business days of the

Academic Integrity Review Panel Hearing. The Panel's decision is final.

E. Attendance and Postponement of Disciplinary Review Panel Hearing.

The student who has been charged with a violation may request a postponement of the hearing for reasonable cause. Because the most accurate and fair review of the facts can best be accomplished when both parties (student and instructor) are present, the accused student is expected to attend and to participate. If the student chooses not to attend the hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend, or for remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the student to attend or participate.

F. Sanctions.

For a student found to have engaged in Academic Misconduct, the Academic Integrity Review Panel may uphold the sanction(s) imposed by the instructor and may recommend that the appropriate Dean of Student Services impose one or more of the following sanctions:

- Suspension;
- Expulsion from the College;
- Denial or revocation of degree or other credential.

G. Record of proceedings.

A single record consisting of written notes, electronic recordings, or other method selected by Panel chair, will be made of all hearings. Such record will remain the property of the College but will be made available to the accused for review during any appeal period.

H.

It is the responsibility of the Academic Integrity Review Panel chairperson to send written notification to the student, the faculty member and the College Registrar of any grade change resulting from the Panel's decision.

VII. Confidentiality and Records Retention

Records of violations of the Student Standards of Academic Integrity may be shared with College officials who have a legitimate interest in the case. These records will be retained in accordance with the Texas Records Retention Law and other applicable laws. Except in cases of legally sanctioned requests, student records may be disclosed outside the College only with the student's signed consent.

<http://www.austincc.edu/student-standards-of-conduct>

Student Standards of Conduct

Purpose

Austin Community College promotes the exchange of knowledge in an environment that encourages reasoned discourse, intellectual honesty, and respect for the rights of all persons. In support of this goal, the primary purpose of the following Student Standards of Conduct and Disciplinary Process is to educate and guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community.

Guidelines

1. Student Rights

1.A Course expectations

Austin Community College students are guaranteed certain rights as citizens of the college community. Students have the right to receive a detailed syllabus within the first week of class for each course in which they enroll. Each syllabus should include course policies, instructor expectations, and grading standards. Students have the right to timely academic evaluation that is consistent and without prejudice. Students have the right to expect instructors to post and maintain office hours.

1.B Due process

Students have the right to due process in regard to any complaint or disciplinary action brought against them. College disciplinary procedures respect the due process rights of students. Due process includes:

- a. Notice to the student of charges they are facing;
- b. The right to know the evidence against them;
- c. And the opportunity to present their side of the story to an unbiased party.

2. Student Responsibilities

A student attending an ACC-sponsored event assumes responsibility for conduct compatible with the mission of the college as an educational institution. Although ACC is dedicated to an open, free society, some actions are inappropriate in an institution of higher education. Students who commit infractions pertaining to any of the following areas are subject to disciplinary action.

2.A Misuse of college computers and other electronics

Students have the responsibility to adhere to rules regarding the use of college computers and other electronic resources. Specific violations include, but are not limited to, the following:

- 2.A.01** Installing or modifying any software or hardware without approval.
- 2.A.02** Violating the rights of others, including that of privacy.
- 2.A.03** Attempting to infiltrate unauthorized networks or systems, or attempting to damage or alter software, hardware, or data.
- 2.A.04** Deliberately disrupting or interfering with others' approved use of information systems.
- 2.A.05** Violating license restrictions or copyrights.
- 2.A.06** Producing advertisements or solicitations for non-college-related purposes.
- 2.A.07** Using any ACC computer, facility, equipment, software, network, or other resource, including email, for any activity other than that for which access or use was assigned or authorized.
- 2.A.08** Using any college computer, facility, equipment, software, network, or other resource, including email, to commit or attempt to commit acts prohibited under college policy and/or applicable federal, state, or local laws.

2.B Misconduct

Students have the responsibility not to impair, interfere with, or obstruct the orderly conduct, process, or function of the college or any of its students, faculty, staff, or guests. Threatening acts direct or implied, concerning harm to others, weapons, and/or explosives will be taken seriously. Specific violations include, but are not limited to, the following:

- 2.B.01** Acting in a manner that significantly interferes with any ACC teaching, administrative, disciplinary, public service, or other authorized activity inside or outside the classroom.
- 2.B.02** Acting in a manner that endangers the health, safety, or welfare of others at ACC, including at ACC off-campus events.
- 2.B.03** Destroying, damaging, misusing, or defacing of college property.
- 2.B.04** Interfering with the freedom of movement of another person.
- 2.B.05** Interfering with the right of another to enter, use, or leave any college building, facility,

property, service, resource, or activity.

2.B.06 Refusing to comply with the directions of a college official, including campus police, in the performance of his or her duty.

2.B.07 Violation of any ACC policy.

2.B.08 Possessing and/or using ACC keys/cards without authorization.

2.B.09 Providing false or misleading information to the college or its representatives.

2.B.10 Falsely reporting, by any means, the presence of an explosive, incendiary device, fire, or other safety hazard.

2.B.11 Failing to obey a summons or comply with the terms of any disciplinary sanction imposed in accordance with the Student Standards of Conduct.

2.B.12 Forging, using, or altering any college document, record, or ID without authorization.

2.C Drug and alcohol usage

The college supports an alcohol-free and drug-free environment. The following are violations:

a. Being under the influence of alcohol or any illegal drug or controlled substance on college premises or at college-sponsored events.

b. The possession, use, consumption, sale, or distribution of alcohol and illegal controlled substances on college premises or at college-sponsored events, other than as specifically approved by the President.

2.D Illegal acts

Students have the responsibility to adhere to all local ordinances as well as state and federal laws while on college premises or at college-sponsored events. Illegal acts include, but are not limited to, the following:

2.D.01 Possession or use of firearms or other weapons (and facsimiles thereof) on ACC-controlled property, except for educational purposes with prior written approval of the campus manager and the campus police.

2.D.02 Gambling.

2.D.03 Unlawful possession, use, and/or distribution of narcotics or any controlled substance.

2.D.04 Theft of property.

2.D.05 Sexual abuse including, but not limited to, sexual harassment, coercion, threats, or use of force.

2.D.06 Assault, attempted assault, terrorist threats, or stalking

2.D.07 Hazing, including, but not limited to, any action or situation, which intentionally or recklessly endangers the mental or physical health or safety of a student for the purpose of initiation or admission into any organization operating under the sanction of the Austin Community College District.

2.D.08 Harassment. The college is committed to protecting the rights and dignity of its students and will not tolerate harassment. Harassment is defined as oral or written expression or physical conduct that:

- Is severe, pervasive, or persistent;
- Is directed at a specific person or group;
- Has the purpose or effect of creating a hostile environment;
- Is significantly detrimental to the person and;
- Serves no legitimate purpose.

2.E Solicitation, sales, and canvassing

The college prohibits solicitation, sales, or canvassing (for any purpose) by students or non-students on college premises except with the written permission of the campus manager. Similarly, no concessions for profit may be operated on college property without the written permission of the Student Life Office and/or the campus manager.

3. Disciplinary Actions/Due Process

Violations of the Student Standards of Conduct refer to a student's failure to meet his/her responsibilities. Violations are subject to either General Disciplinary Action or Academic Integrity Disciplinary Action, depending on the nature of the allegations. A student's official address throughout either disciplinary process described herein will be the address on file in the Admission and Records Office.

4. General Disciplinary Action

4.A Procedure

Violations of the Student Standards of Conduct are investigated by the Dean of Student Services and by the Student Services Division specifically. A Student Discipline report detailing alleged violations of the Student Standards of Conduct by an ACC student must be completed. The general disciplinary procedure is:

4.A.01 The alleged violation is reported using a Student Discipline form or Police Incident Report to the appropriate Dean of Student Services. Alleged violations occurring at ACC centers are reported to the center coordinator, while off-campus and Distance Learning incidents are reported to the Vice President of Student Support and Success Systems. In all cases, the reports are forwarded to the appropriate Dean of Student Services or a designee.

4.A.02 The Dean of Student Services will convene separate conferences, characterized by active listening, with the complainant and the implicated student to understand the nature of the alleged violation. It is helpful for the Dean of Student Services and the student to discuss the circumstances

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and issues of the alleged violation and to identify possible resolutions.

4.A.03 After completing the preliminary investigation, the Dean of Student Services may (a) dismiss the allegation or (b) summon the student for a conference at which time the student will be informed of the charges against him/her and have the opportunity to address the charges and to present data to support his/her version of the facts.

4.A.04 If the Dean of Student Services determines that the matter is best resolved in an informal manner, the Dean of Student Services will refer the involved persons in whatever ways are helpful, including mediation.

4.A.05 At any point in time, and depending on the severity of the alleged misconduct, a student may be temporarily suspended pending completion of disciplinary proceedings, criminal proceedings, or a psychological/medical evaluation.

4.A.06 The Dean of Student Services will investigate the alleged violation, confer with the student accused of the violation, and issue a ruling.

4.A.07 The Dean of Student Service's ruling regarding responsibility and any consequent sanctions will be communicated in writing to the student within 10 business days following completion of the investigation.

4.A.08 Students may request, in writing to the Vice President of Student Services, within five business days following notification by the Dean of Student Service's ruling, a review of the case before a Judiciary Review Panel (See Judiciary Review Panel hearings section).

4.A.09 Within 5 business days following notification of the student's request, the Vice President of Student Services will notify the student of the hearing to be convened.

4.A.10 The Judiciary Review Panel will convene on a regular monthly basis to review cases. The student will be notified of the next scheduled meeting. Judiciary Review Panel hearings are closed to the public, except for members of the student's family and any advocate appointed by the student. The student and advocate may confer privately during the hearing; however, only the student is permitted to address the panel. The student must respond to all inquiries from the panel.

4.A.11 The decision of the Judiciary Review Panel to affirm, modify, or amend the dean of student service's ruling will be communicated by the Administrative Dean of Student Services. The decision of the Judicial Review Panel is final. Notification will be sent by certified mail to the student within 10 business days following the hearing.

4.B Mediation

Mediation is encouraged as an alternative means to resolve problems or disputes before beginning formal complaint procedures. ACC counselors are available to consult with students and faculty members to help mediate problems and disputes. Mediation may help facilitate quick resolutions while minimizing the need for formal complaints and lengthy, potentially unnecessary disciplinary investigations. For mediation to proceed, both parties must agree to use mediation as a means to reach resolution. To be binding in a disciplinary case, the agreement must be approved by the Dean of Student Services.

4.C Sanctions

The Dean of Student Services has the authority to issue sanction(s) including, but not limited to, the following:

- a. Written reprimand
- b. Loss of privileges/access
- c. Removal from course/s
- d. Warning
- e. Suspension
- f. Expulsion

4.D Hold on student records

In pending cases that could result in disciplinary action, the Dean of Student Services may place a hold on the student's records and notify the student in writing.

4.E Cases involving criminal charges

Students may be accountable both to local, state, or federal authorities and to the college for acts that violate the law and the Student Standards of Conduct. The college's disciplinary process will proceed without regard to criminal proceedings and their outcome.

4.F Disciplinary records

Disciplinary records can be shared with college officials having a legitimate educational interest in a specific disciplinary case. These records will be maintained in accordance with the Texas Records Retention Laws. Except in cases of legally sanctioned requests, student records may be disclosed outside the college only with signed consent from the student.

4.G Interim suspension

At any point during disciplinary proceedings, the Dean of Student Services may choose to notify the student that his/her right to be present on campus has been suspended. Interim suspension may be exercised to ensure the physical or emotional safety and well-being of the student and others and/or prevent the student from engaging in any disruptive or destructive activity on property owned or controlled by the college or at any college-sponsored activity. The investigating official may suspend a student for up to 10 days pending disciplinary proceedings, criminal proceedings, or psychological/medical evaluation. The interim suspension will become effective immediately.

4.G.01 Right to a meeting: A student issued an interim suspension will be given prompt opportunity to meet with the Dean of Student Services. The conference is limited to discussion about the reliability of the information concerning the student's conduct, and whether the conduct and surrounding circumstances reasonably indicate that the student's presence poses a substantial and immediate threat to himself or herself or to others or to the stability and continuance of normal college functions.

4.G.02 Justifying the interim suspension: The dean of student service's disciplinary ruling must include justification for the interim suspension. The student will be allowed to return to class following the ruling unless it is determined there is a continued threat.

4.G.03 Appealing an interim suspension: The student may appeal the interim suspension to the Vice President of Student Services. The Vice President will affirm or rescind the interim suspension. He/she may also determine that the interim suspension constitutes the end of the disciplinary process. If the student does not appeal the interim suspension, or if the Vice President of Student Services upholds the interim suspension, the Dean of Student Services will proceed with an investigation.

4.H Judicial review panel

A Judiciary Review Panel is convened by the Vice President of Student Services when a student appeals the ruling of the dean of students or designee. A Judiciary Review Panel is composed of four members appointed by the Vice President of Student Services or a designee:

- a. Dean SS (Administrative, Non-voting)
- b. Faculty representative (Academic Dean, Department Chair, F/T Faculty)
- c. Student Services Representative
- d. Student Government Representative

Hearing panel members cannot be involved with nor have direct knowledge of the case or the accused. A Dean of Student Services who is not connected with the case will be appointed by the Vice President of Student Services to serve as the non-voting chair (referred to as the Administrative Dean/SS to assist the Judiciary Review Panel).

4.H.01 Student notification: The administrative Dean will notify the student in writing of the panel hearing date. The notification should:

- Direct the student to appear at the date, time, and place specified in the letter
- State the charges against the student
- Outline the parameters for the appeal:

§ Procedures were not properly followed as outlined in the Student Standards of Conduct &

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Disciplinary Process.

§ New or newly discovered information which substantially affects the outcome of the hearing has been discovered.

§ Evidence of bias in the proceedings.

- Inform the student that counsel may represent the college and that college counsel and/or the Dean of Student Services involved with the case may question any witnesses or the student.
- State that the parties shall exchange lists of witnesses and copies of documentary evidence to be used at the hearing at least three business days before the hearing
- Advise the student of the right to:

§ A private hearing;

§ Appear alone or with an advocate, who may confer with the student. However, the student is the only one who has a right to address the panel.

§ Know the identity of each witness who will testify, unless there is reason to believe that disclosure would endanger the health and safety of the witness.

§ Call witnesses.

§ Offer evidence.

§ Testify on his/her behalf.

§ Audio-record the hearing.

4.H.02 Failure to appear: If a student fails to appear the hearing will proceed as scheduled.

4.H.03 What to expect at a hearing: Judiciary Review Panel hearings are closed to the public. The Judiciary Review Panel chair will provide reasonable opportunities for witnesses to be heard. Witnesses will be asked to affirm that their testimony is truthful and may be charged with Student Standards of Conduct violations if it is found that they intentionally provided false information to the college. The Chair may remove any person who becomes disruptive during the hearing, including the student.

4.H.04 Hearing format: Judiciary Review Panel hearings, which are informal in nature, adhere to the following format:

- Introduction of student and panel members.

- Review of alleged violation and the pending resolution.
- Student justification for appeal.
- Questions from the panel.
- Witness testimony.
- Panel deliberations (the student is excused).

4.H.05 Witnesses: Prospective witnesses, other than the complainant and the accused student, will be excluded from the hearing during the testimony of other witnesses. Only the Judiciary Review Panel shall be present at its deliberations after the panel hearing concludes. The panel deliberations shall not be recorded or transcribed.

4.H.06 Records of the hearing: The college will make an audiotape recording (or use assistive technology, if needed) of the panel hearing. The student will be given a copy of the audiotape, if requested.

4.I Notice to victims of violence Results of directly related disciplinary proceedings may be released to the victim of a violent or non-forcible sex offense, upon written request.

Satisfactory Academic Progress (SAP)

Federal regulations require all financial aid recipients to maintain satisfactory academic progress in a course of study leading toward a degree or certificate. Failure to meet one or more of the established standards of Satisfactory Academic Progress (SAP) will make a student ineligible for financial aid. Financial Aid SAP status includes all previous academic history, even if the student did not receive financial aid. Statuses are updated at the end of each semester, including summer. It is the student's responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence.

Students must be meeting Financial Aid Satisfactory Academic Progress to be eligible for initial financial aid consideration. This includes Early College Start courses taken at ACC.

Elements of Financial Aid Satisfactory Academic Progress:

Grade Point Average (GPA) Requirement Students must maintain a 2.0 cumulative GPA on all hours attempted at ACC.

Completion Rate Requirement Students must complete 67% of all hours attempted at ACC.

Maximum Time Frame Students receiving financial aid must complete their program of study within a reasonable time frame. The maximum time frame is 150% of the published length of the academic program or certificate (to include all transfer credit hours). Limited developmental coursework will not be counted in the maximum time frame. **Example:** Associate of Science Degree

in Physics = 64 hours x 150%= 96 hours 96 hours is the maximum that can be attempted with financial aid

NOTE: A student who cannot mathematically complete their degree within the 150% maximum time frame will have their financial aid suspended.

Consequences of not meeting Satisfactory Academic Progress (SAP):

In the following provisions, “warning” or “suspension” means financial aid warning or suspension, not academic warning or suspension.

- Financial Aid Warning – The first time that a student fails to meet the SAP standards of a cumulative 2.0 GPA and 67% completion rate, he or she will be placed on financial aid warning status. The student will remain eligible for financial aid for one semester during the warning period.

Students must be meeting Financial Aid Satisfactory Academic Progress to be eligible for initial financial aid consideration. This includes Early College Start courses taken at ACC.

- Financial Aid Suspension – If, after being placed on financial aid warning status, a student fails to meet the SAP standards of a cumulative 2.0 GPA and 67% completion rate, he or she will be placed on Financial Aid Suspension and will immediately lose financial aid eligibility.
- Maximum Time Frame Suspension – If a student fails to meet the Maximum Time Frame standards, he or she will be placed on Maximum Time Frame Suspension and will immediately lose financial aid eligibility.

Failure to meet one or more of the established financial aid standards of satisfactory academic progress will make a student ineligible for financial aid. Students who have their financial aid revoked due to the failure to meet the SAP standards will remain ineligible until such time that they are able to meet the cumulative financial aid SAP standards. Those students will be responsible for payment of their own tuition and fees.

Reinstatement of Eligibility Financial aid eligibility can be reinstated after a student meets the Satisfactory Academic Progress (SAP) standards as listed above; both a cumulative 2.0 grade point average and overall 67% completion rates. Students who regain eligibility by completing required coursework must notify the Financial Aid Office in order to have their progress reevaluated.

NOTE: Students are encouraged to contact an ACC counselor to discuss his/her academic progress and develop a plan that will help the student succeed and regain financial aid eligibility. If a student had mitigating circumstances that can be documented these should be discussed with the counselor.

Maximum Time Frame Appeal Process Students who already have a bachelor’s degree or have exceeded the maximum time frame for their declared program of study must submit a degree plan appeal to the Financial Aid Office. Student must be meeting the cumulative 2.0 grade point average and 67% overall completion rate in order to submit an appeal. An academic plan will be used for maximum time frame appeals that are approved. A student will be expected

to complete 100% of all attempted credit hours with a 2.0 grade point average each semester. Financial aid will also be limited to only those courses required to complete the new program/certificate and to a specific time frame.

Maximum Time Frame Appeal Deadlines: Fall: October 1st Spring: March 1st Summer: July 1st

Effects on Funding Financial aid will not be provided for certain courses. Please be aware of the following stipulations:

- Financial aid does not apply for courses taken by audit, credit hours earned by placement tests (CR), and Continuing Education (CE) courses.
- Grades of A, B, C, D, and S will be considered hours completed.
- Grades of I, IP, F, W, and U will be considered hours attempted but not completed.
- A grade of F will be counted in the GPA.
- Withdrawals and repeated courses will be counted toward all hours attempted.
- Developmental courses will be included to determine the financial aid student's grade point average and completion rate and may be funded up to a maximum of 30 hours.
- English for Speakers of Other Languages (ESOL) courses may be funded up to a maximum of 24 hours.
- Courses taken outside of the student's degree plan.

Notes of Importance:

- Federal regulations do not allow rounding of financial aid SAP standards. For example, a 66.6% completion rate would not meet the 67% completion rate standard, and 1.95 GPA would not meet the GPA requirement.
- The financial aid SAP standards are not the same as ACC's Academic Standards of Progress criteria. Financial aid students must maintain a higher completion rate (67%).
- Students with International Bachelor's degrees are not eligible to receive financial aid for ESOL coursework.

Retaking Course Work

New federal regulations limit students' eligibility of federal aid with regards to repeated courses. Students may not receive federal aid (Pell Grant and Stafford Loans) for courses that were previously taken and passed beyond the first retake. In addition, that course will not count towards your actual enrollment.

NOTE: Repeat courses still count toward your attempted hours for financial aid purposes.

Example: Student A takes a course and receives a grade of 'D'. Student A needs a 'C' in this course to count for the requirements of the degree. Student A takes the course again receives aid and earns another 'D'. Student needs to retake the course again, but is no longer eligible for federal aid for that class. Additionally Student A cannot use that course toward enrollment for financial aid

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purposes. If student A is taking 12 credits, the repeated 3 credit course is no longer eligible. Student A's actual enrollment for financial aid purposes must be listed as 9 credits.

If you have any questions, please contact your Campus Financial Aid Office or call (512) 223.4AID.